



OSBA PRG Review Referral Checklist

Use this checklist to prepare submittal of procurement contracts valued at \$25 million or more for review by OSBA. Complete all fields below, indicating what documentation is contained in the referral package. Attach this checklist as the cover sheet to the PRG referral document package.

Agency/Procurement Unit: _____

Date Submitted: _____ Projected Solicitation Date: _____

Submitted by (Name & Title): _____

Email: _____ Phone: _____

Contract #: _____ Contract Value: _____

Contract Name/Title: _____

Contract Designation/Goals:	SBR	☐ Yes	(identify) MBE/DBE Goal _____%	VSBE Goal _____%
	Designation?	☐ No		

REQUIRED DOCUMENTATION

✓	Item	Explanation
☐	PRG Worksheet	Completed PRG worksheet that was approved by Procurement Unit's PRG. Be sure all fields are completed or marked N/A.
☐	MBE Subgoals Worksheet*	If applicable, completed MBE Subgoals worksheet.
☐	Statement of Work	Full statement of work that will be posted at solicitation <i>(including all attachments)</i> .
☐	Research Results	Results of research to identify eligible firms: - Certified MBE firms = MDOT MBE Directory - Certified Small Business & VSBE firms = eMMA
☐	Cost Breakdown	Project's cost analysis reflecting the estimated type, amount, and value of work to be performed - Engineer's Estimate, cost estimate, market analysis, etc. - Analysis should include NAICS codes
☐	Written Determination	Brief written explanation of: - How MBE/VSBE subcontracting categories listed on PRG worksheet were determined - How value/percentage of all identified subcontracting opportunities were calculated - What subcontracting opportunities were NOT included in the final goal and why?
☐	Comparable Contracts	If applicable, contract number, title, value, and details of prior contracts that are similar to this procurement. If none, mark "N/A". If prior contracts were used as a model for cost estimation or goal setting for this contract, attach all relevant prior contract documents <i>(PRG worksheet, cost breakdown, etc.)</i>
☐	Other Documents	Include any other documentation that can help explain or support the goal determination, such as market research results, explanation of contract vehicle choice, funding source requirements or restrictions, etc.

COMMENTS *If any required documentation is not provided, explain why here. Attach additional pages as needed.