

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
GOAL SETTING MBE SOLICITATION REVIEW AND APPROVAL FORM**

ADPICS # M00R M00B COD		OPASS #	Solicitation Title:			
Select:	<input type="checkbox"/> New Procurement	<input type="checkbox"/> Retro/Emergency	<input type="checkbox"/> Sole Source	<input type="checkbox"/> IGCP	<input type="checkbox"/> OPTION	<input type="checkbox"/> MOD
Anticipated Dollar Amount:			OPASS Contract Officer:			
Administration:			OPASS Contract Officer Phone #:			
Contact Name & Number:			Anticipated Start Date:			
Incumbent Vendor (if applicable)			Non-Profit: <input type="checkbox"/>	MBE: <input type="checkbox"/>	SBR: <input type="checkbox"/>	
Vendor Name						

(if incumbent vendor, please attach most recent budget)

MBE Subcontract Goal: %	Previous Goal: %	Goal Met <input type="checkbox"/>	Sub Goal Total:	African American:	Asian American:	Hispanic American:	Women:

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Include an explanation and justify your goal. Your goal factors should include available MBEs certified by the MDOT to perform the task for which you are soliciting and consideration as to which portion of the contract can be subcontracted.

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RECOMMENDATION:

- Approved as submitted.
- Approved with recommended changes (see comments)
- Denied:
 - Stated goal is insufficient. Recommended goal is: %
 - Failure to include justification for MBE subcontracting goal.
 - Other (see comments)

Reviewed by Procurement Review Group (PRG): _____

MBE Administrator/Liaison:	_____	Date	_____
Attorney General:	_____	Date	_____
OPASS:	_____	Date	_____
PRG Member	_____	Date	_____
PRG Member:	_____	Date	_____
PRG Member:	_____	Date	_____
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PRG Member:	_____	Date	_____
PRG Member:	_____	Date	_____

Note 1: Submit options and modifications with MBE goals only. Attach original goal justification, additionally document total dollars spent with incumbent and total dollar amount with certified MBE subs (ADPICS documentation). If goal is not being met, submit a corrective action plan.

Note 2: PLEASE ATTACH YOUR MDOT MBE LIST WITH THIS SOLICITATION TO OBTAIN, CALL 410-865-1269 OR VISIT THE INTERNET SITE AT <http://mbe.md.state.md.us/directory/>

