**FY2018 MBE (Minority Business Enterprise)**

**Strategic Plan**

**Responses are due as soon as possible but not later than August 18, 2017.**

Answer the following questions and inquiries in as much detail as possible using current and projected procurement award data for your procuring unit:

**FY2017 Activity:**

***MBE Prime Contractors***

1. In FY2017, how many MBE *Prime* contracts valued at greater than $15,000 were awarded from a competitive solicitation that was publicly advertised? (Hint: preparing the “MBE Contracts Inventory” spreadsheet for the upcoming FY2017 Annual MBE Reports will help you gather this information. New for FY2017 Annual MBE Reporting we will be asking you to INCLUDE credit card and direct voucher purchase to be consistent with the Small Business Reserve Strategic Plan)
2. Out of all the competitively bid contracts awarded by your procuring unit in FY2017, how many were valued at more than $200,000? What efforts did your agency make to provide information, training and technical assistance to MBEs to bid on these solicitations?
3. What, if any, attempts were made by your procuring unit to organize and restructure large procurements in a way that allowed for more MBE businesses to compete effectively per BPW (Board of Public Works) Advisory 2001-2? Please explain.
4. What percentage of discretionary credit card purchases went to MBE’s in FY2017? What specific measures were in place to ensure that card holders solicited MBE businesses when making purchasing decisions?

***MBE Goal Setting***

1. Describe the methods your agency is making to establish subcontracting opportunities.
2. Is your MBE liaison an integral part (has voting rights) of your decision to establish overall and/or subgoals for each contract. Please describe.
   1. Is the Liaison a signatory on the PRG (Procurement Review Group)?
3. During the PRG process are the core work components being targeted for subcontracting? or ancillary areas not relevant to technical deliverables per BPW Advisory 2001-2 Section E.4. being considered for subcontracting?  
   ***Outreach/Collaboration Function***
4. List any type of outreach events that your procuring unit participated in during FY2017.
5. Other than the PRG process, what other mechanisms were used to ensure that all purchasing decision makers included MBE businesses in their outreach, purchasing, and contracting activity.
6. Who does the MBE Liaison report to directly, please include name and title?
7. Who does the MBE Liaison interact with within the Agency on a regular basis?
8. Does the Liaison engage in knowledge sharing (of ideas, best practices, training, outreach events, MBE referrals) with other departments or outside your agency? What is the frequency?
9. How does your agency communicate directly with the MBE Community? And what is the frequency and method?

**FY2018 MBE Strategic Plan**

*MBE Prime Contractors*

1) What specific action steps will be taken to increase the number of MBE Prime Contracts?

2) How will you quantify the data regarding the number of new MBEs utilized?

3) What specific action steps will be taken to implement MBE Best Practices such as:

a) Offering training sessions to MBE Vendors on how to do business with your agency?

b) Performing matchmaking for MBE vendor community to the buyers of their services/commodities within your agency?

c) Offering one-on-one meetings to MBEs?

d) Providing advance notice to MBEs of upcoming procurements?

e) Connecting credit card holders and small procurement purchasers directly to MBE businesses who sell what the card holders and buyers are purchasing?

i.) Who will regularly monitor agency credit card and small purchases for the purpose of holding card holders/buyers accountable for using MBE businesses whenever possible?

ii.) When and how often will progress on this credit card/small purchases initiative be communicated to leadership?

4) What specific new methods, tools or strategies will be used to identify and reach out to MBE businesses who sell what your organization buys, but have not yet been directly solicited by your unit to respond to your purchasing needs?

***Outreach/Collaboration Function***

5) In FY2018, how many organized outreach events will your unit conduct on its own, or in conjunction with other agencies, for the sole purpose of targeting new MBE businesses and providing detailed information to these businesses on what your unit will be purchasing over the next 12 months?

6) What kind of targeted procurement training initiatives will your unit generate for the purpose of teaching MBE businesses how to respond to solicitations coming from your organization?

7) How do you plan to interact with other agencies, more importantly sister agencies?

8) What new monitoring mechanisms will you employ to measure outreach (internal and external) activities?

9) How do you plan to engage in communicating with the MBE community and with what frequency?

***Additional***

There is no minimum required length for the narrative response, however, at minimum, it must directly address each inquiry listed above in a clear, understandable manner. Please ensure your submission has the signatures indicated below.

Responses are due as soon as possible but not later than August 18, 2017.

Please address your questions pertaining to this document to [Lisa.Sanford@maryland.gov](mailto:Lisa.Sanford@maryland.gov) for quickest response or 410-697-9605.

Please forward your responses to the Governor’s Office of Small, Minority, and Women Business Affairs Compliance mailbox: [compliance.goma@maryland.gov](mailto:compliance.goma@maryland.gov).

Print Name and Signature of MBE Liaison: Date:

Print Name and Signature of Agency Head/Designee: Date: