Table of Contents

REPORTING DEADLINES ..................................................................................................................3
MBE Reporting Overview ..................................................................................................................4
FY 2023 Strategic Plan .......................................................................................................................10
FMIS/ANSWERS Data Collection Checklist ....................................................................................15
FY Annual MBE Awards Reporting Instructions (FORM #1 & 2) .....................................................16
  Completing Reporting Form #2 ......................................................................................................16
  Completing Reporting Form #1 ......................................................................................................20
Manual Data Entry Form #3 Payment Web Portal .............................................................................24
Form #3 Import Instructions .............................................................................................................34
Errors and Resolutions .......................................................................................................................36
MBE Contracts Inventory ....................................................................................................................38
Annual MBE Report Summary Statement Instructions ......................................................................40
Annual MBE Report Submission Checklist .......................................................................................41
Instructions MBE Quarterly Report Submissions ................................................................................42
Need Assistance? .................................................................................................................................48
## REPORTING DEADLINES

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Report</th>
<th>Submission</th>
<th>Authority</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Issued</td>
<td>MBE Waiver Determinations</td>
<td><a href="mailto:compliance.gosba@maryland.gov">compliance.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.11; Compliance.gov</td>
<td>As Issued</td>
</tr>
<tr>
<td>10/31</td>
<td>SBR 1st Quarter Report (July 1 – Sept 30 data)</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.13.01.03A; Advisory 2009-03</td>
<td>Quarterly</td>
</tr>
<tr>
<td>10/31</td>
<td>MBE 1st Quarter Report of cumulative data (July 1 – Sept 30 data)</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Quarterly</td>
</tr>
<tr>
<td>01/31</td>
<td>SBR 2nd Quarter Report (Jul 1 – Dec 31 data)</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.13.01.03A; Advisory 2009-03</td>
<td>Quarterly</td>
</tr>
<tr>
<td>01/31</td>
<td>MBE 2nd Quarter Report of cumulative data (July 1 – Dec 31 data)</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Quarterly</td>
</tr>
<tr>
<td>04/30</td>
<td>SBR 3rd Quarter Report (Jul 1 – Mar 31 data)</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.13.01.03A; Advisory 2009-03</td>
<td>Quarterly</td>
</tr>
<tr>
<td>04/30</td>
<td>MBE 3rd Quarter Report of cumulative data (July 1 – Mar 31 data)</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Quarterly</td>
</tr>
<tr>
<td>06/30</td>
<td>FY23 Procurement Forecast Template</td>
<td><a href="mailto:compliance.gosba@maryland.gov">compliance.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Submit Annual Report instead on 09/30</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>COMAR 21.13.01.03A; Advisory 2009-03</td>
<td>Quarterly</td>
</tr>
<tr>
<td></td>
<td>Submit Annual Report instead on 09/30</td>
<td><a href="mailto:mbereports.gosba@maryland.gov">mbereports.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Quarterly</td>
</tr>
<tr>
<td>07/31</td>
<td>MBE Waivers Report (Annual)</td>
<td><a href="mailto:compliance.gosba@maryland.gov">compliance.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Annual</td>
</tr>
<tr>
<td>06/30</td>
<td>FY23 SBR &amp; MBE Consolidated Strategic Plan</td>
<td><a href="mailto:compliance.gosba@maryland.gov">compliance.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Annual</td>
</tr>
<tr>
<td>09/30</td>
<td>MBE Annual Report cumulative data July 1 – June 30</td>
<td><a href="mailto:mbereports.gosba@maryland.gov">mbereports.gosba@maryland.gov</a></td>
<td>COMAR 21.11.03.17</td>
<td>Annual</td>
</tr>
<tr>
<td>09/30</td>
<td>SBR Annual Report cumulative data July 1 – June 30</td>
<td><a href="mailto:sbrreports.gosba@maryland.gov">sbrreports.gosba@maryland.gov</a></td>
<td>SF&amp;P 14-505; COMAR 21.13.01.03B</td>
<td>Annual</td>
</tr>
<tr>
<td>10/1</td>
<td>Veteran-Owned Small Business (VSBE)</td>
<td><a href="mailto:vsbereports.gosba@maryland.gov">vsbereports.gosba@maryland.gov</a></td>
<td>SF&amp;P 14-604; COMAR 21.13.01.15A; COMAR 21.11.14.04 D</td>
<td>Annual</td>
</tr>
<tr>
<td>Due within 60 days of the enactment of the Budget</td>
<td>Preferred Provider next FY Forecast</td>
<td>DUE TO DGS NOT GOSBA</td>
<td>SFP 14-110</td>
<td>Annual</td>
</tr>
<tr>
<td>09/30</td>
<td>Preferred Provider Annual Report</td>
<td>DUE TO DGS NOT GOSBA</td>
<td>SFP 14-110</td>
<td>Annual</td>
</tr>
</tbody>
</table>
MBE Reporting Overview

All agencies are being asked to submit their individual MBE Reports to the Governor’s Office of Small, Minority & Women Business Affairs (GOSBA) on or before the close of business on September 30, 2022.

Accordingly, this document is meant to be used as a guideline to assist all reporting agencies:

I. All state procurement units are reminded to take great care in reporting MBE contract participation and waiver data. Procurement units should not report any MBE data (prime or subcontract dollars) in their MBE reports that is not adequately supported by auditable contract documentation.

II. All procurement units must report, in addition to MBE prime contract and subcontract award data, actual payments made to MBE prime and MBE subcontractors during the fiscal year. **Form #3 represents a comprehensive MBE contract payments and subcontractor utilization database that captures prime and subcontractor actual payments on both a fiscal year and a contract-to-date basis.** Instructions for completing the database are provided in this manual.

III. GOSBA will provide technical assistance and support through the MBE Report Help Desk. You can quickly reach the help desk by e-mailing Nichelle.Johnson1@maryland.gov or calling 410-697-9605 and asking for the MBE Report Help Desk.

**WHAT IS THE MBE REPORTING FORMAT?**

The following reporting process will be in effect for FY 2022.

I. Procurement units will continue to complete and submit the MBE Summary Statement that summarizes the agency/department’s contract award and payment data. The Agency/Department Secretary, University President, or Agency/Department Head and the Chief Financial Officer must sign and submit this form to the Governor’s Office of Small, Minority & Women Business Affairs. A hard copy original or electronic copy of the signed document is acceptable.

II. Procurement units will continue to submit their annual MBE report electronically in specified file formats, using the GOSBA-approved report templates.

III. **Reporting Form #1 – Total Contract Awards by Procurement Categories** –Form #1 captures a summary of all reportable contract awards, including MBE prime/subcontract awards and all MBE waiver activity. Agencies should refer to http://bpw.maryland.gov/Documents/1998%20Attachment.pdf and/or legal counsel for assistance in determining whether a contract item is MBE-reportable.

IV. **Reporting Form #2 – Total MBE Prime Contract/MBE Subcontract Awards by MBE Classifications and Procurement Categories** –The total number and dollar value of all MBE prime and MBE subcontract awards should be included on Form #2. **NOTES**: (i) If you report the full value of a MBE prime contract award in the second input area of Form #2, DO NOT
include any related MBE subcontract awards at the top of Form #2. Doing so will result in an overstatement of your unit’s MBE activity. (ii) To avoid overstating participation of dually certified MBEs, be sure to include the affected businesses in only one of the MBE categories.

V. **Reporting Form #3 – Annual MBE Payment Database** – Instructions for either importing data or manual entry are contained herein. **DATA SUBMISSION DUE DATE is September 30, 2022.**

VI. **MBE CONTRACT INVENTORY** in Excel spreadsheet format. The Detail Report captures the contracts awarded to MBEs in the FY, the names of those MBE prime and subcontractors, and their MBE classifications. Instructions for completing this report have been provided in a separate section in this document. *This information should support the data input onto Form #2, make sure to include vendors from direct vouchers and credit card payments too.*

**REGULATORY AUTHORITY**

I. In accordance with **COMAR 21.11.03.17** MBE Reporting, each procurement unit shall make a report annually to the Office of Small, Minority & Women Business Affairs that includes:

   a. The total number, value, and description of its procurements from State-certified MBEs as prime contractors, and separately as subcontractors, by business name and specific MBE classification;

   b. The percentages, by specific classification of MBE, that purchases represent of the total number and value of its procurements for the fiscal year just ended;

   c. The number of MBE waivers granted; and

   d. An evaluation by the procurement agency/department of the success of its MBE program, which evaluation shall include a brief description of the procurement agency/department's outreach efforts to MBE prime contractors and MBE subcontractors.

II. Each procurement agency/department shall furnish any other information or periodic reports requested by the Governor’s Office of Small, Minority & Women Business Affairs and the Agency/Department of Transportation in connection with MBE certification and procurement, or any other matters related to the administration, effectiveness, or continuation of the Minority Business Enterprise Program.

III. The Governor’s Office of Small, Minority & Women Business Affairs shall prepare an annual report summarizing certified MBE participation throughout the State, for submission by the end of each calendar year to the Board of Public Works, the Legislative Policy Committee of the Maryland General Assembly, and to each procurement agency/department.

**MBE REPORTING REQUIREMENTS & CRITERIA**

I. In accordance with **COMAR 21.11.03.15** Certification - General, the Maryland Department of Transportation is the agency/department designated to certify, recertify, and decertify minority business enterprises. A procurement agency/department may not permit a business to participate in procurement as a certified MBE unless the Maryland Department of Transportation has
II. Pursuant to **COMAR 21.11.05.08** Minority Business Status, in calculating compliance with the certified Minority Business Enterprise goals under COMAR 21.11.03 and for reporting purposes under **COMAR 21.11.03.17**, a procurement agency/department may:

a. May exclude from its total annual procurements the annual dollar value of its contracts with Maryland Correctional Enterprises (MCE).

b. Per the changes made by Chapters 605 and 343, Laws of Maryland 2013 which excluded nonprofit organizations from the definition of MBE, state agencies will no longer count participation by nonprofit organizations as part of the State’s MBE achievement. This *announcement* was made in 2015 and includes those nonprofits which serve the needs of individuals with disabilities who had obtained MBE certification. MCE, BISM and other nonprofit community services providers would thereby be excluded from both the denominator and numerator for MBE participation calculations.

III. **DGS Contracts:** Regarding AWARDS, *agency/department-specific* commodities and maintenance contracts awarded by or through the Agency/Department of General Services (DGS) should be included on the *agency/department’s* annual report on Forms 1 and 2.

a. Non-delegated DGS contracts (i.e., Statewide, Capital Construction, etc.) should be excluded from Forms 1 and 2, as DGS will report these awards.

b. Regarding EXPENDITURES, all MBE expenditures from **DGS statewide contracts and delegated contracts** should be included on the using agency/department’s **Form #3** Payments/Subcontractor Utilization Database

<table>
<thead>
<tr>
<th>DGS Procurements</th>
<th>Form #1 &amp; 2 - Awards</th>
<th>FORM #3 - Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGS Agency/Department Specific (Delegated)</td>
<td>Agency/Department Reports</td>
<td>Agency/Department Reports</td>
</tr>
<tr>
<td>DGS Non-delegated</td>
<td>DGS Reports</td>
<td>Agency/Department Reports</td>
</tr>
</tbody>
</table>

c. **DoIT/DBM Master Contracts:** Certain Agency/Department of Budget and Management (DBM) and Agency/Department of Information Technology (DoIT) master contracts have been **DELEGATED** to the using agency/department for purposes of MBE compliance and reporting. All task order **awards** made from these delegated contracts should be reported on Forms 1 and 2 by the using agency/department. **Payments** made to task order contractors (MBE prime and MBE subcontractor) during FY 2022 are to be reported by the using agency/department on Form #3.

d. **Noted on the DBM and DoIT websites:**

“As of October 1, 2020, delegated procurements under the control agencies of the Departments of General Services, Budget and Management, and Information Technology move under the delegated control of the Department of General Services Office of State Procurement. The Departments of Budget and Management and Information Technology are no longer primary procurement units. Policies and procedures established by the control agencies will not change immediately; however, all procurement functions now go through the Office of State Procurement rather than the individual departments.

*For details on conducting procurements, using Statewide Contracts, submitting award recommendations for approval, procurement training, and accessing eMaryland Marketplace Advantage, refer to the State’s Procurement website: https://procurement.maryland.gov/*”
For remaining *NON-DELEGATED* DoIT/DBM Statewide contracts, agencies should report only expenditures to MBEs in the Form #3 Payments/Subcontractor Utilization Database. (See the DBM website [https://dbm.maryland.gov/contracts/Pages/statewide-contracts/home.aspx](https://dbm.maryland.gov/contracts/Pages/statewide-contracts/home.aspx) and the DOIT Master Contracts [https://doit.maryland.gov/contracts/Pages/AllMasterContracts.aspx](https://doit.maryland.gov/contracts/Pages/AllMasterContracts.aspx) for the most current list of statewide contracts.

<table>
<thead>
<tr>
<th>DoIT/DBM Procurements</th>
<th>Form #1 &amp; 2 - Awards</th>
<th>FORM #3 - Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegated</td>
<td>Agency/Department Reports</td>
<td>Agency/Department Reports</td>
</tr>
<tr>
<td>DGS Non-delegated</td>
<td>DGS Reports</td>
<td>Agency/Department Reports</td>
</tr>
</tbody>
</table>

e. **Multi-year contracts:** The full value of a multi-year contract should be reported on Forms 1 and 2 in the year that the multi-year contract was awarded. Ex: A 3-year contract for $4,000,000 was awarded on November 12, 2021, by Agency/Department X. The contract includes 2 one-year option periods and has a 25% MBE subcontracting goal. For FY 2022 Agency/Department X should include the entire $4,000,000 award on Form #1, and the $1,000,000 subcontract amount on Form #2 in the appropriate MBE categories.

Form #3 MBE payment/subcontractor utilization data for multi-year contracts should reflect the actual payments disbursed to all MBE prime contractors and MBE subcontractors during: a) the current fiscal year reporting period, and b) contract-to-date. (*NOTE: This data input is very important as it is the basis for the compliance calculation.*)

f. **Contract modifications:** Changes to contracts that **increase** the overall contract value (i.e., change orders, extra work orders, supplemental agreements, contract amendments, etc.) are part of the agency/department's contract award activity and are to be reported in the year in which the modification is issued. Any MBE participation associated with the modification amounts should be included. *Unfortunately for both FMIS and non-FMIS users gathering this MBE Subcontractor information is a manual process, so please be mindful to allocate time to do this research.* Decreases are not reported subsequent fiscal year.

g. **Direct Vouchers:** Direct Vouchers are considered one-time-only procurement reportable purchases to be reported as awards on Forms 1 and 2 and as payments on Form #3. However, direct vouchers that represent DGS statewide master contract purchases or non-delegated DBM or DoIT contracts should only be reported as payments on Form #3. Do not report these voucher amounts as awards on Forms 1 and 2, as the control agency has already reported these contracts on Forms 1 and 2 of their annual MBE report. *Refer to the tables in items a. & b. above.*

h. **Corporate Purchasing Cards:** P-card procurement reportable purchases are to be reported as awards on Forms 1 and 2, and as payments on Form #3 with the following exception: P-card purchases from all non-delegated DBM, DGS, and DoIT contracts should be excluded from Forms 1 and 2, as the control agency/department (DBM, DoIT or DGS) has already reported these contracts as part of their annual MBE report.
i. **MBE Prime Contracts**: PLEASE NOTE: For Forms 1 and 2 only, MBE subcontractor participation associated with an MBE prime contract award may not be reported twice. If the procurement unit reports the full value of the MBE prime contract in the MBE Prime Awards section on Form #2, the value of the MBE subcontract participation for that contract cannot be included in the MBE Subcontract Awards section of Form #2. See page 22 for illustrated example.

**DEFINITIONS**

I. **Architectural Services COMAR 21.01.02.01 Definitions** - Professional or creative work that is performed in connection with the design and supervision of construction or landscaping, and that requires architectural education, training, and experience. Architectural services include consultation, research, investigation, evaluation, planning, design, document preparation, and coordination of services furnished by structural, civil, mechanical and electrical engineers and other consultants.

II. **Certification COMAR 21.01.02.01 Definitions** - The process of ensuring that a legal entity is a MBE via a determination by the Maryland Agency/Department of Transportation (MDOT) per procedures outlined in COMAR 21.11.03.

III. **Construction COMAR 21.01.02.01 Definitions** - The process of building, altering, repairing, improving or demolishing any structure, building, or other improvement to real property.

IV. **Construction Related Services COMAR 21.01.02.01 Definitions** - A service that is necessary for construction and maintenance of a public improvement project. These services include feasibility studies, surveying, construction management, inspection, energy audits, interior design, design and installation of telecommunication systems, etc.

V. **Engineering Services COMAR 21.01.02.01 Definitions** - Professional or creative work that is performed in connection with structures, utilities, machines, buildings, equipment and processes which require engineering education, training and experience in the application of special knowledge in the mathematical, physical and engineering sciences.

VI. **Human, Social, Cultural & Educational Services COMAR 21.01.02.01 Definitions** - Contractual services procured by the Agency/Department of Health & Mental Hygiene, Human Resources, Labor, Licensing and Regulation, Juvenile Justice and Aging in order to provide support, care or shelter directly to third party clients. All procurements meeting this description must be reported in this category regardless of the dollar amount.

VII. **Information technology COMAR 21.01.02.01 Definitions** - Means all electronic information-processing hardware and software, including:

- Maintenance
- Telecommunications; and
- Associated consulting services
VIII. Maintenance COMAR 21.01.02.01 Definitions - Any work necessary for the continued operation or maintenance of a facility, structures, building, grounds, or building systems. This includes, but is not limited to janitorial services, landscaping services and trash removal.

IX. Minority Business Enterprise (MBE) COMAR 21.01.02.01 Definitions - Any legal entity, other than a joint venture, organized to engage in commercial transactions, which is at least 51% owned, managed, and controlled by one or more MBE(s).

X. Minority Business Status COMAR 21.11.05.08 Definitions - In calculating compliance with the certified Minority Business goals under COMAR 21.11.03 and for reporting purposes under COMAR 21.11.03.17 a procurement agency/department May exclude from its total annual procurements the annual dollar value of its contracts with Maryland Correctional Enterprises.

XI. Minority Person COMAR 21.11.03.03 Definitions - A member of one of the following socially or economically disadvantaged groups:

- African American (not of Hispanic origin)
- Asian American
- Hispanic American
- Native American
- Women
- Individual with disability owned businesses

XII. Service COMAR 21.01.02.01 Definitions - (excluding Architectural, Construction Related, Engineering, Human and Maintenance Services) - the rendering of time, effort or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. It includes, but is not limited to, the professional, personal and/or contractual services provided by attorneys, accountants, physicians, consultants, appraisers, land surveyors, advertisers and exterminators. It is also associated with the provision of expertise or labor in areas such as: property management, security, waste disposal, pest control, trash removal, window cleaning, computer hardware, snow removal and office equipment.

XIII. Supplies & Equipment COMAR21.01.02.01 Definitions - All tangible personal property, including equipment leases, insurance, printing, food, building materials, office supplies and materials, and other items needed to support normal operations.
FY 2023 Strategic Plan

Responses are due to GOSBA no later than June 30, 2022.

Please Note:
Starting this year, the SBR and MBE Strategic Plans have been consolidated. What this means is that now each agency will only turn in one strategic plan. Your agency will have to determine how you coordinate filling out this document when there are different parties who have completed your agency/department’s SBR and MBE Strategic plans previously.
For those agencies that are not SBR participating agencies, you will fill out the MBE portion of this Consolidated Strategic Plan only and note that you are not a SBR participating agency. This report contains distinct SBR and MBE sections.

MBE Strategic Plan Section and Combined Sections ONLY

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

FY2022 Activity:

MBE Prime Contractors

1) Since FY2020, how many MBE Prime contracts valued at greater than $15,000 ($25,000 for the universities) were awarded from a competitive solicitation that were publicly advertised? (Hint: you can pull the data from “MBE Contracts Inventory” spreadsheet typically submitted with the Annual MBE Reports). DO NOT INCLUDE CUMULATIVE CREDIT CARD PAYMENTS)

<table>
<thead>
<tr>
<th>FY2020</th>
<th>FY2021</th>
<th>FY2022 (up to 3rd Qtr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>{insert #MBE Primes}</td>
<td>{insert #MBE Primes}</td>
<td>{insert #MBE Primes}</td>
</tr>
</tbody>
</table>

2) Out of all the competitively bid contracts awarded by your procuring unit in FY2022, how many were valued at more than $200,000? What efforts did your agency make to directly solicit MBEs to bid on these opportunities?

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 2001-1? Please explain or provide examples.
4) What percentage of discretionary credit card purchases went to MBE’s since FY2020? (See FORM1 Credit Card row)

<table>
<thead>
<tr>
<th></th>
<th>FY20</th>
<th>FY21</th>
<th>FY22 (Up to 3rd Qtr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>{insert %}</td>
<td>{insert %}</td>
<td>{insert %}</td>
</tr>
</tbody>
</table>

a) What specific measures were in place to ensure that card holders were aware to solicit MBE/SBR businesses when making purchasing decisions?

**MBE Goal Setting**

5) Describe the methods your agency is using to establish subcontracting opportunities.

6) Is your MBE liaison an integral part (has voting rights) of your decision to establish overall and/or sub goals for each contract? Please describe.

   1) Is the Liaison a signatory on the PRG (Procurement Review Group)?

7) During the PRG process, are the core work components being targeted for subcontracting opportunities vs. ancillary areas not relevant to technical deliverables?

**Outreach/Collaboration Function**

8) List any type of MBE/SBR/VSBE outreach events or activities that your agency unit participated in during FY2022.

9) Please attach any type of brochure, web link or materials you use to help businesses know how to do business with your agency.

10) Other than the PRG process, what other mechanisms were used to ensure that all purchasing decision makers included MBE businesses by their direct soliciting, outreach, purchasing, and contracting activity?

11) Who does the MBE Liaison report to directly, please include name and title?
12) Who does the MBE Liaison interact with within the Agency on a regular basis?

13) Does the Liaison engage in knowledge sharing (of ideas, best practices, training, outreach events, MBE referrals) with other departments or outside of your agency? If so, what is the frequency?

14) Does your MBE Liaison have an opportunity to review your Agency Procurement Forecast prior to submission to GOSBA in order to offer feedback or make recommendations? If not, they should be involved in the process.

15) How does your agency communicate directly with the MBE Community? And what is the frequency and method?

16) Does your agency maintain an internal or public vendor database? If this link is public, please include link here: _____. GOSBA’s goal is to notify the business community via information/links on our website.

**FY2023 MBE Strategic Plan**

*MBE Prime Contractors*

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

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

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

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

   b) How do you facilitate matchmaking the MBE (SBR/VSBE) 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?

d) 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?

**FY2023 SBR AND MBE OUTREACH/COLLABORATION**

1) In FY2023, estimate how many organized outreach events your unit plans to conduct on its own, or in conjunction with other agencies, for the sole purpose of targeting new SBR and MBE businesses and providing detailed information to these businesses on what your unit will be purchasing over the next 12 months?

2) Are you aware of the Governor’s Office of Small, Minority & Women Business Affairs successful FREE Technical Training Classroom (TTC)? If not, please link your website to our schedule. [http://gomdsmallbiz.maryland.gov/Pages/Technical-Training-Classroom.aspx](http://gomdsmallbiz.maryland.gov/Pages/Technical-Training-Classroom.aspx)

3) How do you plan to interact with other agencies, more importantly sister agency(s)? Who do you consider your sister agency(s)?

4) What monitoring mechanisms will you employ to measure the impact of your outreach (internal and external) activities?

5) How do you plan to engage in communication with the SBR and MBE community and with what frequency?

**Reminder:**

There is no minimum required length for responses, however, please directly address each inquiry in a clear understandable manner. Please ensure your submission has the signatures indicated below.

**THANK YOU!**

Responses are due no later than June 30, 2022.

Please address your questions pertaining to this document to lisa.sennaar@maryland.gov or nichelle.johnson1@maryland.gov for quickest response.
Forward your responses with the subject line:

“Agency Name – FY2023 SBR and MBE Consolidated Strategic Plan”

to the Governor’s Office of Small, Minority & Women Business Affairs compliance mailbox: compliance.gosba@maryland.gov.

Print name of SBR Liaison: _______________________________
Signature: ________________________________ Date: __________

Print Name of MBE Liaison: _____________________________
Signature: ________________________________ Date: __________

Print name of Agency Head/Designee: _____________________________
Signature: ________________________________ Date: __________
FMIS/ANSWERS Data Collection Checklist

The following checklist will assist you in your efforts to collect and compile all the data necessary to complete and submit an accurate summary of your agency/department's procurement activity, including Minority Business Enterprise (MBE) prime contract and subcontract awards and payments:

☐ Generate the following FMIS/ANSWERS MBE Reports:
  a) PCHL709 (BPO/PO Change Orders from contracts awarded in prior fiscal years)
  b) PCHL710 (Contract Awards Detail) run by award date
  c) PCHL711 (Contract Awards Summary) Use Waiver Data Only
  d) PCHL713 (MBE Prime Contract Awards by Ethnicity) Reference Document Only
  e) PCHL717 (MBE Prime Payments by Direct Voucher; no BPO/PO)
  f) PCHL718 (MBE Prime Voucher Payments made from BPO/PO)
  g) PCHL719 (MBE Subcontractor Payments)
  h) PCHL 720 (MBE Subcontract Awards) run by award date
  i) PCHL 721 or VIEWDIRECT A30USB11(P-Card Total/MBE Purchases)

Cut along dotted line and post in visible spot

FMIS CHEAT SHEET

AWARDS = ANSWER reports 709, 710, 717, 720 & 721 OR VIEW DIRECT A30USB11

PAYMENTS = ANSWER reports 717, 718, 719 & 721 OR VIEW DIRECT A30USB11

Reminder: Direct Vouchers and P-card purchases* are reported as both AWARDS and PAYMENTS.

*With the exception of control agency/department statewide contracts

<table>
<thead>
<tr>
<th>Forms</th>
<th>Data that is required in each form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form #1- Contract Awards</td>
<td>The anticipated amount of the base period of the contract when it was first awarded or renewed.</td>
</tr>
<tr>
<td>Form #2-MBE Prime &amp; Subcontract Awards</td>
<td>The MBE Prime Contractor’s Portion of the Contract &amp; the Subcontractor’s MBE commitments when the contract was first awarded or renewed.</td>
</tr>
<tr>
<td>Form #3-Actual Payments</td>
<td>The confirmed MBE payment amounts actually paid for services rendered or products purchased.</td>
</tr>
</tbody>
</table>
FY Annual MBE Awards Reporting Instructions (FORM #1 & 2)

The Governor’s Office of Small, Minority & Women Business Affairs provides Excel spreadsheets for agencies to use for submitting MBE Awards data. The spreadsheets are color coded to assist in entering the needed data. Once the data is entered and saved, email the completed spreadsheets, along with the other required documentation, as an attachment to mbereports.gosba@maryland.gov. Templates are located here: https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx

Instructions for completing the spreadsheets follow.

Please Read: The following spreadsheets are used to enter contract awards data. This data is different than actual payments data. “Form #1 - Contract Awards” are the anticipated amount of the base period of the contract when it was first awarded or renewed. “Form #2 - MBE Subcontract Awards” are the prime contractor’s MBE commitments when the contract was first awarded or renewed. Unlike Form 1 & 2, “Form #3 - Actual Payments” are the confirmed MBE payment amounts actually paid for services rendered or products purchased.

The awards spreadsheet file contains two spreadsheets which are linked with formulas that will calculate contract awards by (1) MBE Classification and (2) Procurement Category. The spreadsheets are password protected to prevent the accidental overwriting of formulas needed to calculate the minority participation totals and percentages. There are two spreadsheets that require agency/department data input.

Make sure you are using the most current Annual Report Template!!!

Completing Reporting Form #2 (first tab at the bottom of the screen)

It is recommended that agencies complete Reporting Form #2 first. This spreadsheet is subdivided by (1) MBE Classification and (2) Procurement Category. These subdivisions are listed below. Agencies are to continue providing data for dually certified firms and certified disadvantaged firms (highlighted).

MBE Classification – Column Titles
- African American
- Asian American (includes Sub-Continent & Pacific Asian)
- Hispanic American
- Native American
- Woman
- African American Woman
- Asian American Woman
- Hispanic American Woman
- Native American Woman
- Disabled
- Disadvantaged
The yellow cells of this spreadsheet are the areas designed for data input. The blue cells contain formulas and are write-protected. In addition, the worksheet is also write-protected to avoid unauthorized alterations.

The top input area is entitled “Total Subcontract Awards by MBE Classifications and Procurement Categories.” This is where you will enter the MBE subcontract awards data. Enter the subcontract awards data in the yellow cells as appropriate. For example, if you have African American subcontract award data for “Construction”, you would enter the total dollar value of all African American construction subcontracts awarded during the fiscal year. Next, you would enter the total number of all African American construction subcontracts awarded during the fiscal year. The same would be completed for each MBE classification and procurement category as appropriate (see Figure 1).

Figure 1

<table>
<thead>
<tr>
<th>Procurement Category</th>
<th>African American</th>
<th>Asian</th>
<th>Hispanic</th>
<th>Native American</th>
<th>Women</th>
<th>African American</th>
<th>Asian Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td>Total Dollars</td>
<td>$56,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Engineering</td>
<td>Total Dollars</td>
<td>$0</td>
<td>$35,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>0</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Construction</td>
<td>Total Dollars</td>
<td>$0</td>
<td>$0</td>
<td>$246,576</td>
<td>$0</td>
<td>$5,000,000</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Construction Related Services</td>
<td>Total Dollars</td>
<td>$23,450</td>
<td>$5,607,890</td>
<td>$0</td>
<td>$560,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Total Dollars</td>
<td>$45,678</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Services</td>
<td>Total Dollars</td>
<td>$611,838</td>
<td>$345,890</td>
<td>$2,869,073</td>
<td>$0</td>
<td>$2,214,638</td>
<td>$929,684</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>4</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Supplies &amp; Equipment</td>
<td>Total Dollars</td>
<td>$26,000</td>
<td>$20,000</td>
<td>$30,000</td>
<td>$45,000</td>
<td>$65,900</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>IT Services</td>
<td>Total Dollars</td>
<td>$65,000</td>
<td>$34,500</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>IT Supplies &amp; Equipment</td>
<td>Total Dollars</td>
<td>$0</td>
<td>$98,765</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Human, Cultural, Social &amp;</td>
<td>Total Dollars</td>
<td>$25,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Educational Services</td>
<td># of Contracts</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td>Total Dollars</td>
<td>$852,966</td>
<td>$6,142,045</td>
<td>$3,145,651</td>
<td>$605,000</td>
<td>$7,280,538</td>
<td>$929,684</td>
</tr>
<tr>
<td></td>
<td># of Contracts</td>
<td>18</td>
<td>23</td>
<td>8</td>
<td>8</td>
<td>63</td>
<td>3</td>
</tr>
</tbody>
</table>

Procurement Category – Row Titles
- Architectural
- Engineering
- Construction
- Construction-Related Services
- Maintenance
- Services
- Supplies & Equipment
- IT Services
- IT Supplies & Equipment
- Human, Cultural, Social & Educational Services
- Corporate Credit Card (MBE Prime Only)
- Direct Voucher (MBE Prime Only)
The next input area is entitled “Total Prime Contract Awards by MBE Classifications and Procurement Categories.” This is where you will enter the MBE prime contract awards data. Enter the MBE prime contract awards data in the yellow cells as appropriate. For example, if you have African American awards data for “Construction”, you would enter the total dollar value of all African American construction prime contracts awarded during the fiscal year. Next, in the cell below the dollar value you would enter the total number of all African American construction prime contracts awarded during the fiscal year. The same would be completed for each MBE classification and procurement category as appropriate (see Figure 2).

**IMPORTANT NOTE:** The addition of the dual-certification categories eliminates double counting of firms certified as Women and one of the other ethnic categories. For example, awards to firms certified as “Hispanic/Female” in the MDOT MBE Directory would be included in the “Hispanic Women” column of the input areas. Similarly, awards to firms certified as “Female/Asian” in the MBE Directory would be included in the “Asian Women” column.

When you have entered all of the information by MBE classification and procurement category as appropriate, the blue cells will calculate total dollars awarded and total contracts awarded. This information will be calculated by MBE Classification in the bottom blue cells and calculated by Procurement Category in the blue cells to the far right. Figure 2 illustrates the blue calculated fields previously discussed.
After you have entered all of your data in the appropriate yellow cells, make sure that you enter the required information in the cells located above and below the data grids. Please enter the following information in the appropriate locations:

- Reporting Agency/Department – The name of the agency/department (Top)
- Authorized by – The name and title of the agency/department head (Bottom)
- Date – The authorization date (Bottom)
- Prepared by – The name and title of the person who prepared the report (Bottom)
- Date – The date that the report was prepared (Bottom)
- Telephone – The telephone number of the preparer (Bottom)
- Email address – The email address of the preparer (Bottom)

Please make sure to save the file after you have entered the data on the spreadsheet.
Completing Reporting Form #1 (second tab at the bottom of the screen)

It is recommended that agencies complete Reporting Form #1 next. A snapshot of the spreadsheet with sample data is shown in Figure 4.

Figure 4

<table>
<thead>
<tr>
<th>Minority Business Enterprise Annual Procurement Report Reporting Form #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Department/Agency:</td>
</tr>
<tr>
<td>Fiscal Year 20XX Reporting Month:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Contract Awards by Procurement Categories</th>
<th>Total # of Prime Contracts (Including MBE)</th>
<th>Total # of Prime Contract Waivers</th>
<th>Total Dollar Value of Prime Contract Waivers</th>
<th>Total # MBE Prime Contracts Awarded</th>
<th>Total Dollar Value of MBE Prime Contracts Awarded</th>
<th>Total # MBE Subcontractors Awarded</th>
<th>Total Dollar Value of MBE Subcontractors Awarded</th>
<th>Total # of MBE Contracts Awarded - Prime &amp; Sub</th>
<th>Total Dollar Value of MBE Contracts Awarded - Prime &amp; Sub</th>
<th>Total MBE Participation Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td>66</td>
<td>787,387</td>
<td>2</td>
<td>$567,892</td>
<td>2</td>
<td>$56,000</td>
<td>4</td>
<td>$623,892</td>
<td>81.30%</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>10</td>
<td>70,235,887</td>
<td>1</td>
<td>$1,500,002</td>
<td>1</td>
<td>$105,100</td>
<td>7</td>
<td>$35,000</td>
<td>8</td>
<td>$140,200</td>
</tr>
<tr>
<td>Construction</td>
<td>42</td>
<td>18,523,695</td>
<td>13</td>
<td>$2,569,314</td>
<td>59</td>
<td>$5,246,576</td>
<td>71</td>
<td>$7,815,882</td>
<td>42.19%</td>
<td></td>
</tr>
<tr>
<td>Construction Related Services</td>
<td>10</td>
<td>10,000,000</td>
<td>1</td>
<td>$28,558</td>
<td>7</td>
<td>$8,191,340</td>
<td>8</td>
<td>$6,277,938</td>
<td>62.18%</td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>15</td>
<td>126,864</td>
<td>0</td>
<td>$0</td>
<td>7</td>
<td>$45,678</td>
<td>7</td>
<td>$45,678</td>
<td>36.01%</td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td>486</td>
<td>95,896,354</td>
<td>47</td>
<td>$5,086,959</td>
<td>15</td>
<td>$7,915,327</td>
<td>62</td>
<td>$12,178,283</td>
<td>21.79%</td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Equipment</td>
<td>185</td>
<td>4,441,713</td>
<td>88</td>
<td>$182,293</td>
<td>13</td>
<td>$106,900</td>
<td>61</td>
<td>$379,192</td>
<td>8.54%</td>
<td></td>
</tr>
<tr>
<td>IT Services</td>
<td>18</td>
<td>1,112,549</td>
<td>2</td>
<td>$175,103</td>
<td>4</td>
<td>$99,500</td>
<td>6</td>
<td>$271,603</td>
<td>24.41%</td>
<td></td>
</tr>
<tr>
<td>IT Supplies &amp; Equipment</td>
<td>22</td>
<td>893,932</td>
<td>5</td>
<td>$287,997</td>
<td>8</td>
<td>$98,765</td>
<td>13</td>
<td>$366,662</td>
<td>41.92%</td>
<td></td>
</tr>
<tr>
<td>Human, Cultural, Social &amp; Educational Services</td>
<td>2</td>
<td>56,238</td>
<td>0</td>
<td>$0</td>
<td>1</td>
<td>$25,000</td>
<td>1</td>
<td>$25,000</td>
<td>44.45%</td>
<td></td>
</tr>
<tr>
<td>Corporate Credit Card</td>
<td>1,400</td>
<td>1,050,000</td>
<td>198</td>
<td>$190,804</td>
<td>198</td>
<td>$190,804</td>
<td>198</td>
<td>$190,804</td>
<td>11.93%</td>
<td></td>
</tr>
<tr>
<td>Direct Voucher</td>
<td>85</td>
<td>4,369,256</td>
<td>131</td>
<td>$197,341</td>
<td>131</td>
<td>$197,341</td>
<td>131</td>
<td>$197,341</td>
<td>4.41%</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>2,344</td>
<td>$168,023,980</td>
<td>3</td>
<td>$3,100,002</td>
<td>486</td>
<td>$9,376,396</td>
<td>124</td>
<td>$19,076,088</td>
<td>610</td>
<td>$28,452,485</td>
</tr>
</tbody>
</table>

Notes:

The yellow cells and Notes section of this spreadsheet are the areas designed for data input. The blue cells contain formulas and are write-protected.

Note: You must enter data in the appropriate yellow data cells of this spreadsheet for the MBE participation percentages to calculate. Data entry, by Procurement Category, must be entered in the yellow cell columns identified below.

- **Total # All Prime Contracts (Including MBE)** – Enter the total number of all prime contracts awarded by your agency/department/agency/department/department for the fiscal year. This would include the total number of prime contracts awarded to non-MBE and MBE contractors.

- **Total All Prime Contracts Dollar Value Awarded (Including MBE)** – Enter the total dollar value of all prime contracts awarded by your agency/department/agency/department/department for the fiscal year. This would include the total dollar value of prime contract awards to non-MBE and MBE contractors.
- **Total # of Prime Contract Waivers** – Enter the total number of all prime contracts, including MBE prime contracts, which received MBE Participation Goal Waivers by your agency/department for the fiscal year.

- **Total Dollar Value of Prime Contract Waivers** – Enter the total dollar value of all prime contracts including MBE prime contracts that received MBE Participation Goal Waivers by your agency/department for the fiscal year.

- **MBE Participation Calculation** Quality Control – For each procurement category Architectural through HCSE, the MBE participation should never be greater than 100%. If calculation is greater than 100%, double check your denominator to make sure it includes all reportable awards including the Awards to MBE Primes and MBE Subs.

![MBE Participation Calculation Diagram]

**MBE PARTICIPATION CALCULATION:**

**NUMERATOR**

(MBE AWARDS detailed on FORM #2)

**DENOMINATOR**

(Total Reportable Awards FORM #1 which includes MBE Prime and Sub Awards)

- New Awards and Option Renewals
- Change Orders
- Direct Vouchers and
- Credit Card Purchases
Figure 5 shows a picture of the yellow input cells where the data discussed above is entered. Please remember that the MBE participation percentages will not calculate if the appropriate information is not entered in the yellow cells as illustrated below.

Figure 5

<table>
<thead>
<tr>
<th>Procurement Category</th>
<th>Total # All Prime Contracts (Including MBE)</th>
<th>Total All Prime Contracts Dollar Value Awarded (Including MBE)</th>
<th>Total # of Prime Contract Waivers</th>
<th>Total Dollar Value of Prime Contract Waivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Related Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Supplies &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human, Cultural, Social &amp; Educational Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Credit Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Voucher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After you have entered all of your data in the appropriate yellow cells, make sure that you enter the required information in the cells located below the data cells. Please enter the following information in the appropriate locations:

- Authorized by – The name and title of the agency/department/agency/department/head
- Date – The authorization date
- Prepared by – The name and title of the person who prepared the report
- Date – The date that the report was prepared
- Telephone – The telephone number of the preparer
- Email address – The email address of the preparer

Please make sure to save the file after you have entered the data on Reporting Form #1.

Additionally, please remember to save a copy of the spreadsheet file for your records. If corrections are required, you can simply make those corrections and resubmit your corrected input to GOSBA. Please indicate that you are re-submitting a corrected spreadsheet when you transmit your file.
Avoid Double Counting AWARDS!

BEWARE OF DOUBLE COUNTING AWARD TO MBE PRIME WITH MBE SUBCONTRACTOR:

1. Either count 100% of MBE Prime Award or
2. Count as follows:

   \[ \begin{align*}
   x\% & \quad \text{MBE Prime Award} \\
   y\% & \quad \text{MBE Subcontractor Award} \\
   100\% & 
   \end{align*} \]

Our office prefers that your agency/department report MBE Prime awards and Subcontractor awards separately as the second example shows. This is because our office calculates and publicly reports the total percentage of MBE awards that are awarded to subcontractors.

Technical Support Availability

GOSBA will provide technical support for those who need assistance entering data into the spreadsheet. If you think you need help, please contact the GOSBA Help Desk at (410) 697-9605.

Data Submission Requirements

All electronic Excel versions of the Form #1 and Form #2 must be completed and submitted to GOSBA by close of business on September 30, 2022. Do not submit an altered or agency/department developed spreadsheet (except for the IAC), or a PDF copy of the spreadsheet. PDF signed Form #1/#2 reports can be submitted with the excel version but not as your sole submission. Altered spreadsheets and PDF copies cannot be used to compile the Statewide report. Therefore, your altered submission will be returned to the submitting agency/department and you will be considered in non-compliance with the MBE reporting requirements.

Documentation supporting the annual report data provided must be submitted to GOSBA. (FMIS using agencies should include RECONCILED* electronic copies of the reports used to generate award and payment data and any other relevant supporting documentation. Non-FMIS using agencies should include reports from their systems that validate the figures being reported.) This documentation should be submitted via email, Google Drive or FTP to mbereports.gosba@maryland.gov by September 30, 2022.

*Reconciled means spreadsheets downloaded from ANSWERS/your agency/department financial or procurement system that contain (a) original raw data, (b) additions/subtractions (exclusions), (c) various sorts of the data that support entries on FORM #1 & 2. SHOW YOUR WORK!

Please email your spreadsheets and supporting documentation submission to:

mbereports.gosba@maryland.gov

Submit
ANNUAL REPORT TEMPLATES in EXCEL FORMAT
Manual Data Entry Form #3 Payment Web Portal

Form #3 Web Portal Data Entry

The link is: [https://doit.state.md.us/mbeform3/](https://doit.state.md.us/mbeform3/)

This link works in both Internet Explorer and Google Chrome. If you should receive a certification error just manually type in the URL or remove the “s” from http.

If you have trouble typing in your password, cut and paste it from your e-mail into the password box.

***IMPORTANT***

Update prime contractor data for a contract that was previously input:

Click VIEW ALL DATA to modify contract data previously entered last year. Update dollar values and dates as necessary.
Click on contract number and revise or delete expired data as necessary
Or search for contract number and select filter choice from the dropdown box:

![Screenshot of the Form 3 Payment Portal](image)

When the record opens, either delete it or edit it per the instructions below:

a) If the contract is no longer active and did not have payments during the fiscal year, delete the data.

**Click to delete the record,**

![Image of delete record button](image)

**Click OK to confirm deletion, you will get a success message. Then go on to the next record to delete.**

![Confirmation dialog box](image)
b) If the contract is still active and/or had payments during the fiscal year, click to update the data.

**Prime Contractor Awards CTD- Total Award Amount**

**Prime Contractor Payments FY- Payments made that FY**

**Prime Contractor Payments CTD- Payments made throughout the entire duration of the Contract regardless of FY.**

Revise dollar amounts or dates as necessary

**Input a brand-new contract:**

Click ADD NEW CONTRACT to manually input Prime Contractor Data
Input prime contractor data:

NOTE: Dollar amounts CAN be input with commas.
ALWAYS, ALWAYS SAVE YOUR WORK

Reminder: manually input the non-minority vendors, good news is that they will reappear in the future should you need to input them again.

After all data has been input, click the SAVE button. Hitting the Enter key will not save your data, you must hit the Save button. To move to the next record hit NEW.

Note: For direct voucher (DV) or credit card (CC) payments, consolidate multiple amounts for individual vendors (i.e. Rudolph Office Supplies) and indicate in the contract ID the type of payment, DV or CC. Use FY dates for Start and Expiration Dates.

Input information, fields with red asterisk (*) are required.
Add Subcontractor data:
Click “Add MBE Subcontractor”
Input Subcontractor Data
Click SAVE
Note: If you can’t find an MBE in the drop down, search vendor in the MDOT Database
https://mbe.mdot.maryland.gov/directory/ by certification number and confirm Vendor’s legal name.
There may be times when an MBE was decertified during the fiscal year. You can manually add them
to the database. Contact MDOT certification group (410)-865-1269 for exact date of decertification, if
needed.
Review all data:
To see the data you have input click “View All Data”
To view subcontractor data

<table>
<thead>
<tr>
<th>Contract#</th>
<th>Awards CTD</th>
<th>Payments FY</th>
<th>Payments CTD</th>
<th>Start Date</th>
<th>End Date</th>
<th>MBE Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCIM-SLD-13-1AE</td>
<td>$245,000.00</td>
<td>$26,161.00</td>
<td>$236,839.03</td>
<td>2/21/2013</td>
<td>6/30/2015</td>
<td>30%</td>
</tr>
<tr>
<td>Description: Soper Library Demolition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14PRO-2013-3</td>
<td>$33,586,544.00</td>
<td>$6,613,597.84</td>
<td>$26,965,955.54</td>
<td>6/1/2014</td>
<td>6/1/2018</td>
<td>30%</td>
</tr>
<tr>
<td>Description: Dining Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54U5054</td>
<td>$458,054.00</td>
<td>$0.00</td>
<td>$458,054.00</td>
<td>5/20/2013</td>
<td>7/20/2013</td>
<td>25%</td>
</tr>
<tr>
<td>Description: Tennis Court Resurfacing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SubContractor</td>
<td>Cert#</td>
<td>MBE</td>
<td>Awards CTD</td>
<td>Payments FY</td>
<td>Payments CTD</td>
<td></td>
</tr>
<tr>
<td>CHERNILLFAB, INC.</td>
<td>1:4562</td>
<td>Women</td>
<td>$11,000.00</td>
<td>$0.00</td>
<td>$11,000.00</td>
<td></td>
</tr>
<tr>
<td>CIZDRANN ELECTRIC SUPPLY COMPANY, INC. TIA</td>
<td>9:359</td>
<td>Women</td>
<td>$97,602.00</td>
<td>$0.00</td>
<td>$97,602.00</td>
<td></td>
</tr>
<tr>
<td>AMERICAN TENNIS COURTS, INC.</td>
<td>97:253</td>
<td>Women</td>
<td>$0,400.00</td>
<td>$0.00</td>
<td>$0,400.00</td>
<td></td>
</tr>
<tr>
<td>DCIM-SBD-14-100</td>
<td>$129,172.50</td>
<td>$217,331.00</td>
<td>$94,136.01</td>
<td>6/2/2014</td>
<td>9/30/2014</td>
<td>30%</td>
</tr>
<tr>
<td>Description: Basketball Locker Room Renovations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCIM-BNC-10-1AE</td>
<td>$7,016,549.43</td>
<td>$635,687.00</td>
<td>$6,315,967.82</td>
<td>1/1/2011</td>
<td>1/1/2018</td>
<td>30%</td>
</tr>
<tr>
<td>Description: Business Management Complex</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCIM-CWU-13-1CM</td>
<td>$3,287,199.00</td>
<td>$228,761.16</td>
<td>$2,036,662.24</td>
<td>11/27/2012</td>
<td>11/27/2012</td>
<td>30.02%</td>
</tr>
<tr>
<td>Description: Utility Tunnel Extension</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCIM-DCSS-13-1CMAR</td>
<td>$230,000.00</td>
<td>$228,761.16</td>
<td>$145,002.10</td>
<td>7/10/2013</td>
<td>12/1/2014</td>
<td>35%</td>
</tr>
<tr>
<td>Description: Behavioral and Social Sciences Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCIM-00074-2CMS</td>
<td>$49,270,581.02</td>
<td>$228,761.16</td>
<td>$48,790,305.31</td>
<td>4/1/2009</td>
<td>4/30/2012</td>
<td>30%</td>
</tr>
<tr>
<td>Description: CBSS CMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCIM-00M-14-10CO</td>
<td>$2,656,063.00</td>
<td>$580,433.60</td>
<td>$2,070,629.40</td>
<td>4/17/2014</td>
<td>4/18/2015</td>
<td>40%</td>
</tr>
<tr>
<td>Description: Hillen Road Landscaping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-PRG-2001-5</td>
<td>$958,175.27</td>
<td>$86,814.85</td>
<td>$342,411.02</td>
<td>9/27/2011</td>
<td>6/20/2012</td>
<td>08.45%</td>
</tr>
<tr>
<td>Description: Parking Garage Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Export summary reports to Excel:
To export the data from any of the three reports under “Reporting”
Click the Excel icon and save your file.

<table>
<thead>
<tr>
<th>MBE Classification</th>
<th>Number of Records</th>
<th>Total Amounts Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Minority</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>African American</td>
<td>12</td>
<td>$125,761.53</td>
</tr>
<tr>
<td>Asian American</td>
<td>2</td>
<td>$0.00</td>
</tr>
<tr>
<td>Women</td>
<td>32</td>
<td>$112,531.82</td>
</tr>
<tr>
<td>African American Women</td>
<td>2</td>
<td>$0.00</td>
</tr>
<tr>
<td>Asian American Woman</td>
<td>3</td>
<td>$1,545.35</td>
</tr>
<tr>
<td>Hispanic American Woman</td>
<td>3</td>
<td>$24,674.60</td>
</tr>
<tr>
<td>Grand Total - All Actual Payments</td>
<td>55</td>
<td>$264,913.30</td>
</tr>
</tbody>
</table>
**Submitting data to GOSBA:**
Click on Agency/Department (in the middle of top tool bar)

**Under Working Data:**

Click Submit Data - make sure you have exported data for your files before you submit data. Once you submit the data, you can view it but not make any further changes to the data. Contact GOSBA Help Desk if you need to make any corrections.
Form #3 Import Instructions

The Form #3 Import Template can be found in the MBE Reporting Toolkit on the GOSBA Website. Agencies can also create their own template using the instructions below.

*Important Note: Importing an Excel file will overwrite *ALL* existing working data. Should you need to edit that data, you can edit the Excel file and reimport it. You still need to submit the data for it to be final. If there are issues after data has been submitted, please contact your designated MBE Compliance Manager.

Instructions on Importing the Excel File

On the left-hand menu under the “Working Data” section, choose the Import Contracts link. This will get you to the Import page. The link is as shown below.

![Import Contracts Link](image)

Once you arrive on the import page you will:

Select the Agency/Department from the dropdown list (if not already selected).

Click on the “Select a File To Upload” button. A dialog box will pop up for you to select which Excel file you want to upload. Only one file can be uploaded at a time.

Once a file has been selected and completely uploaded, click on the “Import Excel” button. A “wait” icon will display while the file is being processed. If everything goes well, you will be greeted with the following message:

![Successfully Imported Message](image)

If instead you receive an error, please see the section below for help resolving them. Once you have resolved the errors, try importing the Excel file again.

Requirements for the Worksheet (Excel File):

The worksheet must be either an .xls or .xlsx file type

The worksheet must not be locked otherwise it cannot be read.

The worksheet must contain two sheets with the following names:

Primes

Subs

The Primes Sheet

This sheet should hold all the prime contractor information.

It should contain a header row at the top

Columns are expected in order:

ID

Contractor Name

EFIN

MBE Designation
The ID column will not be stored in the database. It is just used to connect your subcontractors to their primes. You can use whatever naming convention you wish (Numbers or Letters). The ID’s just need to be unique for every Contract (so every Excel row should be unique).

**The optional columns are EFIN and Description. The rest are required.**

For transactions that have no Start or End Date, you can use the Fiscal Year Start or End Dates. For transactions like Direct Vouchers and P-Card, the awards CTD, and the payments FY, and payments CTD will all be the same.

**Subs Sheet**
This sheet should hold all the sub-contractor information.
This sheet should also contain a header row at the top.
Columns are expected in order:
Prime ID
Contractor Name
MDOT Cert #
MBE Designation
Award Amount
Payments FY
Payments CTD

*All columns are required*

The Prime ID column will link the subs to their primes. The ID doesn’t need to be unique per row, but must match one row in the *Primes* sheet.

**Default Data**
Some contracts may not have all the information. Like P Card may not have Start or End Dates. These can be resolved by using some default data. This must be done for the system to be able to differentiate between data that actually has no value and data that was just forgotten.

Some of the default data values, *in the PRIMES tab only*, can be:
Contractor Name – There is no default data that can be substituted. You need to type in the actual contractor’s name.
MBE Designation – There is no default data that can be substituted. A valid MBE from the system must be input.
MDOT Cert# – You can use a Zero or a blank for Non-Minority.
Start Date – Use the Fiscal Year Start Date.
End Date – Use the Fiscal Year End Date.
Award Amount & Payments – There is no default data that can be substituted. You need the actual award and payment amounts.

**MBE Designations**
Here is a list of MBE Designations that are available in the system. The MBE Column must be one of the items from the list below.
- Non-Minority
- African American
- Asian American
- Hispanic American
- Native American
- Women
- African American Women
- Asian American Woman
- Hispanic American Woman
- Native American Women
- Disabled
- Disadvantaged

**Errors and Resolutions**
Below are common errors and some help on how to fix them. Each error will try and list which Excel sheet the error occurred in and the Unique Identifier used to identify which row. Also included should be the Column Name (if applicable) to identify the column. Each Error will be listed as a bulleted list item in red text. An example is below. Don’t worry, if you encounter any errors no data in the system will be overwritten until all the errors are fixed.

**The following Errors were detected:**

- Duplicate Prime Contracts with the same ID Found (Each row in the Primes sheet needs to be unique): TestDuplicatePrime

**Duplicate Primes**

- Duplicate Prime Contracts with the same ID Found (Each row in the Primes sheet needs to be unique): TestDuplicatePrime

The above error message results from the Prime contractor sheet having two prime contractors with the same ID string. Each ID string in the *Primes* sheet must be unique. To fix you can rename the ID or completely remove one of the rows (if a duplicate). Don’t forget to update any subcontractors that should be associated with the prime as well.

**Missing Primes**

- Subcontractors that have no matching ID in the Primes sheet were found: TestMissingSub

You will see the above error when a Prime ID string for a subcontractor does not match an ID string on the *Primes* sheet. Each subcontractor must have a matched ID. If not, the subcontractor is
orphaned and cannot be attached. To fix this error you will need to either add the missing Prime contract row, update the Prime ID# string to either match one that is on the Prime sheet or remove the Excel row.

Invalid MBE Designation

- For Prime Contract# InvalidMBE, the MBE Designation didn't match an MBE from the list. (Entered Type is: Unlisted Designation)

The above error means that one of the MBE Designations was invalid (Does not match what is in the system). The error will state whether it was a Prime or subcontractor, and the relevant ID string to help you find the mismatched row. Also displayed in the parenthesis is the invalid MBE type that needs to be changed. Then you can change the MBE Designation string to one that matches. For a list of MBE Types, refer to the earlier section on MBE Designations. MDOT MBE Categories should be converted over automatically.

Invalid MDOT Cert#

- For Subcontract# InvalidCert, the MDOT Cert# is invalid. (Cert# is: 92-11)

The above error means that one of the MDOT Certification numbers was invalid. The format should be either a plain zero or blank for Non-Minorities, or be in the following format 00-000. To fix the error, you need to determine if your Cert # has too many or two few digits, or if the hyphen is located in the wrong place. If the hyphen is in the wrong place, just move it to after the first two digits. If you are missing or have any extra digits, you will need to replace or remove them as needed to match the correct certification number for the contractor.

Missing Data

- For Prime Contract# MissingDataPrime, the Contractor Name is missing. It is a required field.
- For Prime Contract# MissingDataPrime, the MBE Designation is missing. It is a required field.
- For Prime Contract# MissingDataPrime, the MDOT Cert# is missing. It is a required field.
- For Prime Contract# MissingDataPrime, the Contract# is missing. it is a required field.
- For Prime Contract# MissingDataPrime, the Start date is missing a Date, it is a required field.
- For Prime Contract# MissingDataPrime, the End date is missing a Date, it is a required field.
- For Prime Contract# MissingDataPrime, the Award Amount is missing an amount, it is a required field.
- For Prime Contract# MissingDataPrime, the Payments FY amount is missing an amount, it is a required field.
- For Prime Contract# MissingDataPrime, the Payments CTD amount is missing an amount, it is a required field.
- For Prime Contract# MissingDataPrime, the MBE Goal % is missing, it is a required field.

The above (Or a subset of) will appear whenever a required column has missing data (a blank cell). The error message will hold whether it was a Prime or subcontractor, the relevant ID string, and the column that is missing the data. Just add or fix the corresponding data column. For contracts that may not have some of the data, you can fill in default data. See the section above for default data for missing data (Eg, a PCard might not have an end date).

*Important Note: You still need to submit the data for it to be final. If there are issues after data has been submitted, please contact your designated MBE Compliance Manager.
MBE Contracts Inventory

Pursuant to Senate Bill 849, passed during the 2010 General Assembly session and effective October 1, 2010, the Governor's Office of Small, Minority & Women Business Affairs is required to include in its annual report certain information on contracts awarded to MBE prime contractors and subcontractors. Instructions on completing the MBE Prime Contractors and MBE Subcontractors spreadsheets are as follows:

**MBE Prime Contractors spreadsheet**

**Number of MBE Prime Contractors:** Enter the total number of different MBEs that were awarded prime contracts by the reporting agency/department. Please only enter a Prime Contractor once for each contract.

**Agency/Department Name:** Enter the name of the State Agency/Department reporting data.

**MBE Prime Contractor Name:** Enter the name of each MBE prime contractor awarded a contract by the agency/department.

**Prime Contractor MBE Cert. #:** For each MBE prime contractor, enter the MDOT MBE certification number. (Format: 00-000)

**Prime Contractor MBE Classification:** For each MBE prime contractor, enter or select from the drop-down list the MBE classification. (African American, African American Woman, Asian, Hispanic, Native American, Woman, African American Woman, Asian Woman, Hispanic Woman, Native American Woman, Disabled, Disadvantaged)

**Agency/Department Contract #:** For each MBE prime contractor, enter all prime contracts awarded. (Contract numbers should not be duplicated). If your agency/department has awarded a contract to several primes, contract numbers may be followed by letter or numbers such as -A or -2.

**Important** Do include awards/payments made via corporate credit card or direct voucher (consolidate multiple payments per vendor).

**Contract Description (Procurement Category):** For each MBE prime contract, enter or select from the drop-down list the contract description. For the purpose of this report, the contract description is the procurement category. Enter the appropriate procurement category: Architectural, Engineering; Construction; Construction Related Service; Maintenance; Service; Supplies & Equipment; IT Service; IT Supplies & Equipment; Human, Cultural, Social, & Educational Service.

**REMINDER** Award Amount: Enter dollar value of award (See Figure 6), p. 38

**MBE Subcontractors spreadsheet**

**Number of MBE Subcontractors:** Enter the total number of different MBEs that were listed as subcontractors on prime contracts awarded by the reporting agency/department.

**Agency/Department Name:** Enter the name of the State Agency/Department reporting data.
MBE Subcontractor Name: Enter the name of each MBE subcontractor on a prime contract awarded by the agency/department. Include the names of MBE subcontractors on contracts awarded to non-MBE and MBE prime contractors.

Subcontractor MBE Cert. #: For each MBE subcontractor, enter the MDOT MBE certification number. (Format: 00-000)

Subcontractor MBE Classification: For each MBE subcontractor, enter or select from the drop-down list the MBE classification. (African American, Asian, Hispanic, Native American, Woman, African American Woman, Asian Woman, Hispanic Woman, Native American Woman, Disabled, Disadvantaged)

Agency/Department Prime Contract #: For each MBE subcontractor, enter the agency/department's prime contract number for all prime contracts awarded where there were one or more MBE subcontractors.

Prime Contract Description (Procurement Category): For each MBE subcontract, enter or select from the drop-down list the prime contract description, as indicated in the MBE Prime Contractors spreadsheet section above.

**REMINDER** Award Amount: Enter dollar value of award. (See Figure 7 below)

Figure 6

Minority Business Enterprise MBE Prime Contract Awards Report
For Fiscal Year 20xx
Date submitted:
(List all MBE prime contracts awarded.)

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>MBE Prime Contractor Name</th>
<th>Prime Contractor MBE Cert. #</th>
<th>Prime Contractor MBE Classification (Select from Dropdown)</th>
<th>Agency Contract #</th>
<th>Contract Description (Procurement Category) (Select from Dropdown)</th>
<th>Award Amount</th>
</tr>
</thead>
</table>

Figure 7

Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 20xx
Date submitted:
(List all MBE subcontracts awarded.)

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>MBE Subcontractor Name</th>
<th>Subcontractor MBE Cert. #</th>
<th>Subcontractor MBE Classification (Select from Dropdown)</th>
<th>Agency Prime Contract #</th>
<th>Prime Contract Description (Procurement Category) (Select from Dropdown)</th>
<th>Award Amount</th>
</tr>
</thead>
</table>
Annual MBE Report Summary Statement Instructions
(Fillable pdf)

Row #1 Input Total dollars awarded to MBEs (Total from Form #1 Spreadsheet cell K23)

Row #2 Total dollars paid to MBEs is auto populated from data input from 2a. and 2b.
   2a. Input Total from FORM #3 Database “Subcontractor Information Report” plus,
   2b. Input Total from FORM #3 Database “Prime Contractor Actual Payment by Classification Report” minus the amount for non-minority category, DO NOT ENTER COMMAS

Row #3 Input Total dollars awarded (Total from Form #1 Spreadsheet cell C23)

Row #4 Input MBE awards as a percentage of contract awards (Total from Form #1 Spreadsheet cell L23)

Page #2 OBTAIN Signatures of Report Preparer, Chief Financial Officer, and Agency/Department Head

Figure 8. Summary Statement (PDF document)

This summary is not complete until the three respective signatures on Page 2 have been obtained.
Annual MBE Report Submission Checklist
(For Agency/Department Use)

☐ Completed Summary Statement, signed by three representatives, please plan accordingly. In order to facilitate a timely submission, make an educated estimate of the time needed to obtain all three signatures after the report is completed (hard copy mailed with original signature or scanned signed copy e-mailed to GOSBA)

☐ Fiscal Year 2023 MBE Strategic Plan (MS Word or PDF file), send to GOSBA, due June 30, 2022

☐ GOSBA Procurement Awards Annual Reporting Forms 1 and 2 Excel spreadsheets – 1 file (please note that the ANNUAL Report Excel file is slightly different from the quarterly version), send this document to GOSBA in EXCEL format.

  ○ Include Awards Delegated from DGS
  ○ Include Awards that may not have been posted in timely manner from June BPW Agendas

☐ GOSBA “MBE CONTRACTS INVENTORY” formerly known as MBE Prime Contractor and MBE Subcontractor Awards Detail Report Excel spreadsheets – 1 file, send to GOSBA

☐ GOSBA Form #3 data entry into web portal.

☐ GOSBA Form #3 Reports to keep on file, you decide, GOSBA has documentation within the portal

☐ Backup Documentation supporting the annual report awards and payments submitted to GOSBA. (FMIS using agencies should include RECONCILED* electronic copies of the reports used to generate award and payment data and any other relevant supporting documentation. Non-FMIS using agencies should include reports from their systems that validate the figures being reported.) This documentation should be submitted via e-mail, Google Drive or as a last result thumb drive or CD by September 30, 2022. MANDATORY SUBMISSION

You can find forms, templates, and manual under

MBE PROGRAM REPORTING TOOLKIT

www.gomdsmallbiz.maryland.gov
All submissions must be in electronic format.
Instructions MBE Quarterly Report Submissions

Overview
In an effort to collect the most accurate information as efficiently as possible, the Governor’s Office of Small, Minority & Women Business Affairs (GOSBA) has moved from monthly submissions of FY cumulative data to quarterly MBE procurement reporting. Monthly reporting can continue for your agency/department if you so desire but quarterly reporting is preferred. Please be mindful that, although we have moved to quarterly submissions, you should be prepared to submit a report within 30 days of special requests. Each submission should be on a fiscal year cumulative basis (i.e. each month/quarter report will include fiscal year-to-date activity).

Quarterly/Monthly Reporting
Awards - Purchase Orders & Blanket Purchase Orders
The data required to complete most of the procurement categories for the awards tables on Forms 1 & 2 will come from ADPICS standard reports 709, 710, and 720 for agencies using the State’s financial management information system (FMIS). (For MDOT FMIS users, the standard report 711 diagnostic is the equivalent of the Statewide 710 report.) Agencies not using FMIS would use reports from their respective financial systems or other method(s) of tracking all purchase orders/blanket purchase orders. Running these reports on a cumulative basis should significantly decrease – if not eliminate – the need to make numerous corrections to previous monthly reports, as change orders, cancelled POs, corrections, and other modifications will be captured in the cumulative reporting. These cumulative reports should be run for POs/BPOs in the following procurement categories:

- Architectural
- Engineering
- Construction
- Construction Related Services
- Maintenance
- Services
- Supplies & Equipment
- IT Services
- IT Supplies & Equipment
- Human, Cultural, Social, & Educational Services.

<table>
<thead>
<tr>
<th>Procurement Category</th>
<th>Total # All Prime Contracts (Including MBE)</th>
<th>Total All Prime Contracts Dollar Value Awarded (Including MBE)</th>
<th>Total # of Prime Contract Waivers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Related Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Supplies &amp; Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human, Cultural, Social, &amp; Educational Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Credit Card</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Voucher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>0</td>
<td>$0</td>
<td>0</td>
</tr>
</tbody>
</table>

Run cumulative monthly reports for these procurement categories. (Both on Form #1 and Form #2.) These are generally the categories for which purchase orders are issued.
(Example: For the July monthly report, agencies would run their purchase order reports from July 1 through July 31. For September’s quarterly report, run July 1 through September 30; for December’s report, run July 1 through December 31; and so on.)

**Credit Card & Direct Voucher Purchases**
For the Corporate Credit Card, and Direct Voucher (if applicable) awards categories, agencies should run credit card reports PCH721 in ANSWERS (available monthly or cumulative) or VIEW DIRECT A30USB11 monthly. Run PCHL717 (Direct Voucher) either monthly or cumulative basis as payments are relatively static. Once the reports have been reviewed and “scrubbed” of non-award and/or non-procurement data, agencies will enter the appropriate figures in the yellow cells on both Forms 1 and 2.
For FMIS/MDOT (with exception of MDTA) Users instructions are below for accessing the new PCH 721 R*STARS Voucher Detail CPC report. For non-FMIS users, submit a ticket to service.desk@maryland.gov who will retrieve the report (ANSWERS PCH721, CPC only).

Select the MBE Payment dropdown under REPORTS and select the PCH721 report.

Select your agency/department, insert begin and end date, under Optional Selections select ‘CPC Only, and then hit Run Report.
**Example if you add each month separately**: In July and August, Agency/Department A reported the following in credit card and direct voucher total awards:

<table>
<thead>
<tr>
<th>Procurement Category</th>
<th>July 2015</th>
<th>August 2015</th>
<th>TOTAL YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Credit Card</td>
<td>716</td>
<td>$12,578</td>
<td>1,718</td>
</tr>
<tr>
<td>Direct Voucher</td>
<td>92</td>
<td>$8,067</td>
<td>373</td>
</tr>
</tbody>
</table>

When Agency/Department A prepares its September report, it would add September’s “scrubbed” data to the total year-to-date and enter the total of the three months on Forms 1 and 2 in the appropriate cells.

<table>
<thead>
<tr>
<th>September’s data</th>
<th>September 2015 Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Credit Card</td>
<td>568</td>
</tr>
<tr>
<td>Direct Voucher</td>
<td>137</td>
</tr>
</tbody>
</table>
Payments

FMIS agencies would use ADPICS standard reports 717, 718, and 719, in addition to the ViewDirect A30USB11 report in order to capture _all procurement payments_. Non-FMIS agencies should use their financial systems to capture _all procurement payments_. On Form #1, the total of all procurement payments should be entered in the yellow cell. The blue cells are auto populated when the yellow cells on Form #2 have been completed.

<table>
<thead>
<tr>
<th>Total $ Paid - All Prime Contracts</th>
<th>Total $ Paid - MBE Prime &amp; MBE Subcontracts</th>
<th>% MBE Payments</th>
<th>MBE Prime Contracts $ Paid</th>
<th>MBE Subcontracts $ Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

This represents all procurement payments from the 717, 718, and A30USB11/PCH 721 reports. Agencies that do not have FMIS would use their financial systems’ payments reports. (Includes payments against POs/BPOs, contracts, and one-time only payments for any good or service.)

These cells auto-populate from Form #2. In addition to the standard FMIS payments reports generated via ANSWERS (717, 718, and A30USB11/PCH 721) FMIS agencies will also use the 719 report. All other agencies will use payments reports received from MBE subcontractors.

Tips

The purpose of reporting is to evidence the State of Maryland’s commitment to procuring goods and services from minorities and women. In an effort to make reporting as accurate as possible, non-procurement items should not be included in agencies’ reports. (Refer to COMAR 21.01.03.01 for items that are exempt from procurement reporting.)

- For a more complete list of exclusions visit [http://GOSBA.maryland.gov/Pages/Reporting-Tool-MBE.aspx](http://GOSBA.maryland.gov/Pages/Reporting-Tool-MBE.aspx) and download the _GAD List Exclusion Definitions_.

- For agencies that fall under Division II of the State Finance & Procurement Article, remember that use of non-delegated Statewide contracts are not reportable as awards; however, payments made on these contracts are reportable in the payments table on Forms 1 & 2. (Rule of thumb: Awards – do **not** include awards made from Statewide Contracts; Payments – report all procurement payments, including payments on Statewide contracts.)

- Credit cards. The credit card reports do not differentiate procurement purchases from non-procurement payments. It is required for agencies to review the credit card reports (either from FMIS or from the banking institution) to exclude non-procurement payments from the total credit card spend. This enables agencies to better determine the actual MBE participation in credit card purchases. Similarly, it would be beneficial for affected agencies to review their direct voucher reports to exclude any non-procurement items. **IMPORTANT NOTE:** AJ Stationers (for _PAYMENTS ONLY_) and Applied Technology are MBEs but are not captured as such on the credit card reports, so be mindful to include them in your MBE count.
• Avoid overstating MBE participation. For any contracts with MBE participation where the prime contractor is a MBE, be careful not to record both the MBE prime amount as well as the MBE subcontract amount. To do so would overstate the MBE participation on that contract. (Example, Agency/Department A awarded a $2.5 million contract to a MBE prime. There was a 20% MBE commitment of 500K. Agency/Department A would report this on Form #2 in one of two ways: 1) Enter the entire $2.5 million in the Prime Contracts table, or 2) Enter $500,000 in the Subcontracts table and $2 million in the Prime Contracts table.)

**FMIS ADPICS Standard Reports**

For your reference, a listing of FMIS ADPICS standard reports and a brief description of each follow.

- **709**: MBE Blanket Purchase Order/Purchase Order Change Orders report – provides a list of change order increases to BPOs/POs awarded in a previous reporting period.
- **710**: Purchase Order/Blanket Purchase Order detail report – provides a detail of all reportable POs/BPOs. (The ANSWERS version also lists any rejected POs/BPOs.)
- **711**: MBE Procurement Report summary – provides a summary of all reportable procurements by procurement category. This report is very similar to Form #1, and lists all prime contracts, MBE prime contracts, and MBE subcontracts. Do not use the figures from this report. You should be scrubbing and sorting the data on the 710 Report.
- **713**: MBE Prime Contracts report – provides a summary of MBE prime contracting by procurement category and minority classification. Do not use the figures from this report. You should be scrubbing and sorting the data on the 710 Report.
- **717**: Non-BPO Direct Voucher report – contains all MBE payments made by direct voucher that are not associated with a purchase order or blanket purchase order. Since many legitimate non-procurement payments are made via direct voucher, there is a column that displays the reportable voucher amounts.
- **718**: PO Voucher & BPO Direct Voucher report – contains all MBE voucher payments made against a purchase order or blanket purchase order. Generally, all of these payments are reportable procurement payments.
- **719**: MBE Subcontractor Payments report – provides a summary of all payments made to MBE subcontractors by MBE type.
- **720**: MBE Subcontractor Awards detail report – provides a listing of all subcontractors on any prime contract by MBE type.
- **721**: R*STARS Detail Voucher report – provides a listing of all Credit Card payments and identifies MBEs.

A note on paper conservation:
The Governor’s Office is aware that quarterly or monthly reporting can significantly increase the physical files agencies keep in support of their submissions. Therefore, to the extent possible, all agencies are strongly encouraged to use their procurement/financial systems to create electronic copies of reports used to complete the reports. Agencies using FMIS should access the ANSWERS database (Statewide users) or iFMIS (MDOT users) to download copies of the standard reports in Excel format.
Need Assistance?

Contact your designated MBE Compliance Manager for assistance

**Nichelle Johnson**
MBE Compliance Manager
nichelle.johnson1@maryland.gov
410-697-9605 (O)
667-232-1369 (M)

**Karen Reyes**
MBE Compliance Manager
karen.reyes@maryland.gov
410-697-9608 (O)
443-346-0630 (M)