Governor's Office of
Small, Minority & Women
Business Affairs

MBE REPORTING MANUAL

Prepared by Governor's Office of Small, Minority & Women Business Affairs

JUNE 30, 2023

MBE REPORTING MANUAL

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REPORTING DEADLINES

Due Date	Report	Submission	Authority	Frequency
As Issued	MBE Waiver Determinations	compliance.gosba@maryland.gov	COMAR 21.11.03.11	As Issued
10/31	SBR 1st Quarter Report (July 1 – Sept 30 data)	sbrreports.gosba@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
10/31	MBE 1st Quarter Report of cumulative data (July 1 – Sept 30 data) (monthly submissions of cumulative data are optional)	mbereports.gosba@maryland.gov	COMAR 21.11.03.17	Quarterly
01/31	SBR 2nd Quarter Report (Jul 1 – Dec 31 data)	sbrreports.gosba@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
01/31	MBE 2nd Quarter Report of cumulative data (July 1 – Dec 31 data) (monthly submissions of cumulative data are optional)	mbereports.gosba@maryland.gov	COMAR 21.11.03.17	Quarterly
04/30	SBR 3rd Quarter Report (Jul 1 – Mar 31 data)	sbrreports.gosba@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
04/30	MBE 3rd Quarter Report of cumulative data (July 1 – Mar 31 data) (monthly submissions of cumulative data are optional)	mbereports.gosba@maryland.gov	COMAR 21.11.03.17	Quarterly
06/30	FY23 Procurement Forecast Template	compliance.gosba@maryland.gov	COMAR 21.11.03.17	Annual
Submit Annual Report instead on 09/30	No SBR 4th Quarter Report is due, instead turn in the Annual Report no later than 9/30	sbrreports.gosba@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
Submit Annual Report instead on 09/30	No MBE 4th Quarter Report is due, instead turn in the Annual Report no later than 9/30	mbereports.gosba@maryland.gov	COMAR 21.11.03.17	Quarterly
07/31	MBE Waivers Report (Annual)	Sent to BPW with copy to compliance.gosba@maryland.gov	COMAR 21.11.03.17 (3)	Annual
06/30	FY23 SBR & MBE Consolidated Strategic Plan	compliance.gosba@maryland.gov	COMAR 21.11.03.08; COMAR 21.13.01.03B(3); COMAR 21.11.03.17; SF&P 14-505(a) Advisory 2005-1	Annual
09/30	MBE Annual Report cumulative data July 1 – June 30 including the ***New*** *Annual Agency MBE Compliance Assessment Report*	mbereports.gosba@maryland.gov	COMAR 21.11.03.17; SF&P 14-305	Annual
09/30	SBR Annual Report cumulative data July 1 – June 30	sbrreports.gosba@maryland.gov	SF&P 14-505; COMAR 21.13.01.03B	Annual
10/1	Veteran-Owned Small Business (VSBE) Including the ***New*** *VSBE Program Outreach Form*	vsbereports.gosba@maryland.gov	SF&P 14-604; COMAR 21.13.01.15A; COMAR 21.11.14.04 D	Annual
Due within 60 days of the enactment of the Budget	Preferred Provider next FY Forecast	DUE TO DGS NOT GOSBA	SFP 14-110	Annual
09/30	Preferred Provider Annual Report	DUE TO DGS NOT GOSBA	SFP 14-110	Annual

MBE Reporting Guidelines Overview

All procurement units 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, 2023.**

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, MBE compliance data, and actual payments made to MBE prime and MBE subcontractors during the fiscal year. **Form #3 represents a comprehensive MBE contract payments and subcontractor utilization portal that captures prime and subcontractor actual payments on both a fiscal year and a contract-to-date basis.** Instructions for completing your submission in the portal 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 2023 submissions.

I. Procurement units will submit a completed MBE Annual Report which contains: Form 1 / 2, Form 3, Contracts Inventory, Compliance Assessment, and Backup data. GOSBA will conduct a review of the submitted report and will contact the agency for corrections (if needed). When the report is deemed complete by GOSBA, the agency will receive a summary statement with their final report numbers. The procurement units Secretary, University President, or procurement unit Head and the Chief Financial Officer must review/ confirm the final numbers, 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 the specified file formats, using the most current 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 https://bpw.maryland.gov/Pages/adv-1998-2.aspx 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 an 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 Portal**– Instructions for either importing data or manual entry are contained herein.

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 on the Prime and Subcontractors tables of Form #2, make sure to include vendors from* ***direct vouchers*** *and* ***credit card payments*** *too.*

VII. **MBE Compliance Assessment** in Excel spreadsheet format. The Detail Report captures the FY award, payment, and compliance data. This will verify whether MBEs are meeting contract compliance requirements. Instructions for completing this report have been provided in a separate section in this document.

VIII. **DATA SUBMISSION DUE DATE is September 30, 2023.**

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.

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.

Handling of Statewide, Master, and Delegated/Non-Delegated Contracts

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 certified it as a minority business enterprise.

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 included those nonprofits which served the needs of individuals with disabilities who had obtained MBE certification. MCE, BISM and other nonprofit community services providers under Maryland Works would thereby be excluded

from both the denominator and numerator for MBE participation calculations.

III. **DGS Contracts:** Regarding AWARDS, ***unit-specific*** commodities and maintenance contracts awarded by or through the Department of General Services (DGS) should be **included** on the unit'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 procurement units Form #3 Payments/Subcontractor Utilization Database

DGS Procurements	Form #1 & 2 - Awards	FORM #3 - Payments
DGS Procurement Unit Specific (Delegated)	Procurement Unit Reports	Procurement Unit Reports
DGS Non-delegated	DGS Reports	Procurement Unit Reports

c. **DoIT/DBM Master Contracts:** Certain Department of Budget and Management (DBM) and Department of Information Technology (DoIT) master contracts have been *DELEGATED* to the procurement unit for purposes of MBE compliance and reporting. All task order **awards** made from these delegated contracts should be **included** on Forms 1 and 2 by the procurement unit. **Payments** made to task order contractors (MBE prime and MBE subcontractor) during FY 2022 **are to be reported** by the procurement unit 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, units 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 and the DOIT Master Contracts https://doit.maryland.gov/contracts/Pages/AllMasterContracts.aspx for the most current list of statewide contracts.

DoIT/DBM Procurements	Form #1 & 2 - Awards	FORM #3 - Payments
Delegated	Procurement unit reports	Procurement unit reports
DGS Non-delegated	DGS Reports	Procurement unit reports

Handling of Multi-Year Contracts, Contract Modifications, Direct Vouchers, Credit Cards, and MBE Prime Contracts

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 Unit X. The contract includes 2 one-year option periods and has a 25% MBE subcontracting goal. For FY 2022 Unit 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 unit'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 purchases which should be reported as **both** awards (Forms 1 and 2) and as payments (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 (Form #3). **Do not report** these voucher amounts as awards (Forms 1 and 2), as the control unit 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 purchases **are to be reported** as awards (Forms 1 and 2), and as payments (Form #3) with the following exception: P-card purchases for all non-delegated DBM, DGS, and DoIT contracts **should be excluded** from Forms 1 and 2, as the control unit (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*

FY Annual MBE Awards Reporting Instructions

The Governor's Office of Small, Minority & Women Business Affairs provides Excel spreadsheets for agencies to use for submitting MBE Awards data called the Form 1 & 2. The Form 1 & 2 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.

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

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.

Templates are located here:
https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx

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:

x%	MBE Prime Award
Y%	MBE Subcontractor Award
100%	

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, 2023.** **Do not submit an altered or procurement unit 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 your procurement unit, 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, 2023**.

Reconciled means spreadsheets downloaded from ANSWERS/your procurement units 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!*

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.

Submit
ANNUAL REPORT TEMPLATES
in EXCEL FORMAT

Make sure you are using the most current Form 1 & 2 Template!!!

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

It is recommended that units complete Reporting Form #2 first. This spreadsheet is subdivided by (1) MBE Classification and (2) Procurement Category. These subdivisions are listed below. Units 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

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 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

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women
Architectural	Total Dollars	$56,000	$0	$0	$0	$0	$0	$0
	# of Contracts	2	0	0	0	0	0	0
Engineering	Total Dollars	$0	$35,000	$0	$0	$0	$0	$0
	# of Contracts	0	7	0	0	0	0	0
Construction	Total Dollars	$0	$0	$246,578	$0	$5,000,000	$0	$0
	# of Contracts	0	0	3	0	55	0	0
Construction Related Services	Total Dollars	$23,450	$5,607,890	$0	$560,000	$0	$0	$0
	# of Contracts	2	1	0	4	0	0	0
Maintenance	Total Dollars	$45,678	$0	$0	$0	$0	$0	$0
	# of Contracts	7	0	0	0	0	0	0
Services	Total Dollars	$611,838	$345,890	$2,869,073	$0	$2,214,638	$929,684	$120,203
	# of Contracts	4	2	2	0	3	3	1
Supplies & Equipment	Total Dollars	$26,000	$20,000	$30,000	$45,000	$65,900	$0	$0
	# of Contracts	1	2	3	4	5	0	0
IT Services	Total Dollars	$65,000	$34,500	$0	$0	$0	$0	$0
	# of Contracts	1	3	0	0	0	0	0
IT Supplies & Equipment	Total Dollars	$0	$98,765	$0	$0	$0	$0	$0
	# of Contracts	0	8	0	0	0	0	0
Human, Cultural, Social & Educational Services	Total Dollars	$25,000	$0	$0	$0	$0	$0	$0
	# of Contracts	1	0	0	0	0	0	0
Totals	Total Dollars	$852,966	$6,142,045	$3,145,651	$605,000	$7,280,538	$929,684	$120,203
	# of Contracts	18	23	8	8	63	3	1

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).

Figure 2

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged
Architectural	Total Dollars	$0	$567,892	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	2	0	0	0	0	0	0	0	0			
Engineering	Total Dollars	$105,200	$0	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	1	0	0	0	0	0	0	0	0	0			
Construction	Total Dollars	$0	$0	$0	$0	$2,569,314	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	0	13	0	0	0	0	0			
Construction Related Services	Total Dollars	$0	$0	$0	$26,598	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	1	0	0	0	0	0	0			
Maintenance	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	0	0	0	0	0	0	0			
Services	Total Dollars	$44,335	$213,960	$1,652,359	$0	$2,923,398	$226,834	$26,070	$0	$0	$0			
	# of Contracts	4	5	1	0	16	19	2	0	0	0			
Supplies & Equipment	Total Dollars	$5,688	$77,262	$5,507	$0	$84,079	$0	$19,756	$0	$0	$0			
	# of Contracts	4	37	7	0	15	2	1	0	0	0			
IT Services	Total Dollars	$128,945	$43,158	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	1	1	0	0	0	0	0	0	0	0			
IT Supplies & Equipment	Total Dollars	$42,580	$19,687	$0	$0	$205,631	$0	$0	$0	$0	$0			
	# of Contracts	1	3	0	0	1	0	0	0	0	0			
Human, Cultural, Social & Educational Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	0	0	0	0	0	0	0			
Corporate Credit Card	Total Dollars	$12,219	$52,537	$1,949	$0	$92,050	$32,049	$0	$0	$0	$0			
	# of Contracts	18	30	9	0	104	37	0	0	0	0			
Direct Voucher	Total Dollars	$42,507	$36,500	$1,588	$0	$11,452	$103,596	$1,699	$0	$0	$0			
	# of Contracts	94	1	2	0	7	43	4	0	0	0			
Total	Total Dollars	$381,474	$1,010,996	$1,661,403	$26,598	$5,885,924	$362,479	$47,525	$0	$0	$0			$0
	# of Contracts	123	79	19	1	156	101	7	0	0	0			0

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.

The *"Total MBE Prime and Subcontract Awards by MBE Classifications and Procurement Categories"* table does not require any data entry, and all of the cells are in blue to indicate that it calculates the total MBE prime & subcontract awards entered in the previous tables. Figure 3 illustrates the automatic calculations.

Figure 3

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged
Architectural	Total Dollars	$56,000	$567,892	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	2	2	0	0	0	0	0	0	0	0			0
Engineering	Total Dollars	$105,200	$35,000	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	1	7	0	0	0	0	0	0	0	0			0
Construction	Total Dollars	$0	$0	$246,578	$0	$7,569,314	$0	$0	$0	$0	$0			$0
	# of Contracts	0	0	3	0	68	0	0	0	0	0			0
Construction Related Services	Total Dollars	$23,450	$5,607,890	$0	$586,598	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	2	1	0	5	0	0	0	0	0	0			0
Maintenance	Total Dollars	$45,678	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	7	0	0	0	0	0	0	0	0	0			0
Services	Total Dollars	$856,173	$569,850	$4,521,432	$0	$5,138,036	$1,156,518	$146,273	$0	$0	$0			$0
	# of Contracts	8	7	3	0	19	22	3	0	0	0			0
Supplies & Equipment	Total Dollars	$31,688	$97,262	$35,507	$45,000	$149,979	$0	$19,756	$0	$0	$0			$0
	# of Contracts	5	39	10	4	20	2	1	0	0	0			0
IT Services	Total Dollars	$133,945	$77,658	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	2	4	0	0	0	0	0	0	0	0			0
IT Supplies & Equipment	Total Dollars	$42,580	$118,452	$0	$0	$205,631	$0	$0	$0	$0	$0			$0
	# of Contracts	1	11	0	0	1	0	0	0	0	0			0
Human, Cultural, Social & Educational Services	Total Dollars	$25,000	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	1	0	0	0	0	0	0	0	0	0			0
Corporate Credit Card	Total Dollars	$12,219	$52,537	$1,949	$0	$92,050	$32,049	$0	$0	$0	$0			$0
	# of Contracts	18	30	9	0	104	37	0	0	0	0			0
Direct Voucher	Total Dollars	$42,507	$36,500	$1,598	$0	$11,452	$103,596	$1,699	$0	$0	$0			$0
	# of Contracts	94	1	2	0	7	43	4	0	0	0			0
Total	Total Dollars	$1,234,440	$7,153,040	$4,807,054	$631,598	$13,166,462	$1,292,163	$167,728	$0	$0	$0			$0
	# of Contracts	141	102	27	9	219	104	8	0	0	0			0
% of Contract Awards		1.08%	6.28%	4.22%	0.55%	11.56%	1.13%	0.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Contract Awards from Form 1		$113,847,885												

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

Minority Business Enterprise Annual Procurement Report — **Reporting Form #1**

Reporting Department/Agency: Agency Name

Fiscal Year 20XX Reporting Month: July 1, XX - June 30, XX (cumulative to date)

Total Contract Awards by Procurement Categories

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE Subcontracts Awarded	Total MBE Subcontract Dollar Value Awarded	Total # of MBE Contracts Awarded- Prime & Sub	Total $ of MBE Contracts Awarded- Prime & Sub	Total MBE Participation Percentage
Architectural	66	767,387			2	$567,892	2	$56,000	4	$623,892	81.30%
Engineering	10	70,235,987	1	$1,500,002	1	$105,200	7	$35,000	8	$140,200	0.20%
Construction	42	18,523,695			13	$2,569,314	58	$5,246,578	71	$7,815,892	42.19%
Construction Related Services	10	10,000,000			1	$26,598	7	$6,191,340	8	$6,217,938	62.18%
Maintenance	19	126,864			0	$0	7	$45,678	7	$45,678	36.01%
Services	485	55,896,354	2	$1,600,000	47	$5,086,956	15	$7,091,327	62	$12,178,283	21.79%
Supplies & Equipment	185	4,441,713			66	$192,292	15	$186,900	81	$379,192	8.54%
IT Services	18	1,112,549			2	$172,103	4	$99,500	6	$271,603	24.41%
IT Supplies & Equipment	22	893,932			5	$267,897	8	$98,765	13	$366,662	41.02%
Human, Cultural, Social & Educational Services	2	56,239			0	$0	1	$25,000	1	$25,000	44.45%
Corporate Credit Card	1,400	1,600,002			198	$190,804			198	$190,804	11.93%
Direct Voucher	85	4,369,258			151	$197,341			151	$197,341	4.52%
Totals	2,344	$168,023,980	3	$3,100,002	486	$9,376,398	124	$19,076,088	610	$28,452,485	16.93%

Note(s):

Prepared by: MBE Director
Name and Title

Date:

Telephone: 410-767-9999

Email Address: mr.liaison@maryland.gov

Additional 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.

Minority Business Enterprise Annual Procurement Report — **Reporting Form #1**

Reporting Department/Agency: July 1, 20XX - June 30, 20XX

Fiscal Year 20XX

Total Contract Awards by Procurement Categories

Procurement Category	Total # All Prime Contracts (Including	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE Subcontracts Awarded	Total MBE Subcontract Dollar Value Awarded	Total # of MBE Contracts Awarded-	Total $ of MBE Contracts Awarded- Prime & Sub	Total MBE Participation Percentage
Architectural					0	$0	0	$0	0	$0	0.00%
Engineering					0	$0	0	$0	0	$0	0.00%
Construction					0	$0	0	$0	0	$0	0.00%
Construction Related Services					0	$0	0	$0	0	$0	0.00%
Maintenance					0	$0	0	$0	0	$0	0.00%
Services					0	$0	0	$0	0	$0	0.00%
Supplies & Equipment					0	$0	0	$0	0	$0	0.00%
IT Services					0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment					0	$0	0	$0	0	$0	0.00%
Human, Cultural, Social & Educational Services					0	$0	0	$0	0	$0	0.00%
Corporate Credit Card					0	$0			0	$0	0.00%
Direct Voucher					0	$0			0	$0	0.00%
Totals	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%

Note(s):

Denominator

Numerator

MBE Participation should never be greater than 100%

Authorized by: _____ Prepared by: _____

Printed Name and Title — Printed Name and Title

Date: _____ Date: _____

Telephone: _____

Email Address: _____

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

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers
Architectural				
Engineering				
Construction				
Construction Related Services				
Maintenance				
Services				
Supplies & Equipment				
IT Services				
IT Supplies & Equipment				
Human, Cultural, Social & Educational Services				
Corporate Credit Card				
Direct Voucher				
Totals				

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/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.

FY Annual MBE Payment Reporting Instructions

The Governor's Office of Small, Minority & Women Business Affairs provides an online Form 3 Payment Portal. This portal is utilized by procurement units to submit their final MBE payment data for their annual report. When it comes time for your unit to enter the finalized MBE payment data you will have the choice of **manually** entering the data directly into the payment portal or utilizing the Form 3 excel template to **import** the data into the portal. Regardless, of the choice your unit decides final submission must be made directly in the payment portal.

Please be aware when choosing a data entry method:

- **Manual entry method-** If your agency decides to use the manual entry method you will need to manually delete all outdated submissions from previous FY.
- **Import method-** When you upload the template into the portal it will automatically delete all previous submissions from previous FY.

Portal Link & Templates are located here:
https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx

Be sure to link the MBE subcontractors to their Prime subcontractor!

You will only be reporting MBE payments (unless an MBE subcontractor is linked to a Non-Minority prime) units are not required to report non-MBE payment data.

DO NOT INCLUDE NON-MINORITY PRIME CONTRACTOR THAT IS NOT LINK TO An MBE SUBCONTRACTOR.

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 3 template and Form 3 Payment Portal submissions must be completed and submitted to GOSBA by close of business on **September 30, 2023.**
Do not submit an altered or procurement unit developed spreadsheet (except for the IAC), or a PDF copy of the spreadsheet. Altered spreadsheets and PDF copies cannot be used to compile the Statewide report. Therefore, your altered submission will be returned to your procurement unit, 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, 2023**.

Reconciled means spreadsheets downloaded from ANSWERS/your procurement units 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!*

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.

Submit
ANNUAL REPORT TEMPLATES
in EXCEL FORMAT

Make sure you are using the most current Templates!!!

Manual Data Entry Form #3 Payment Web Portal

Form #3 Web Portal Data Entry

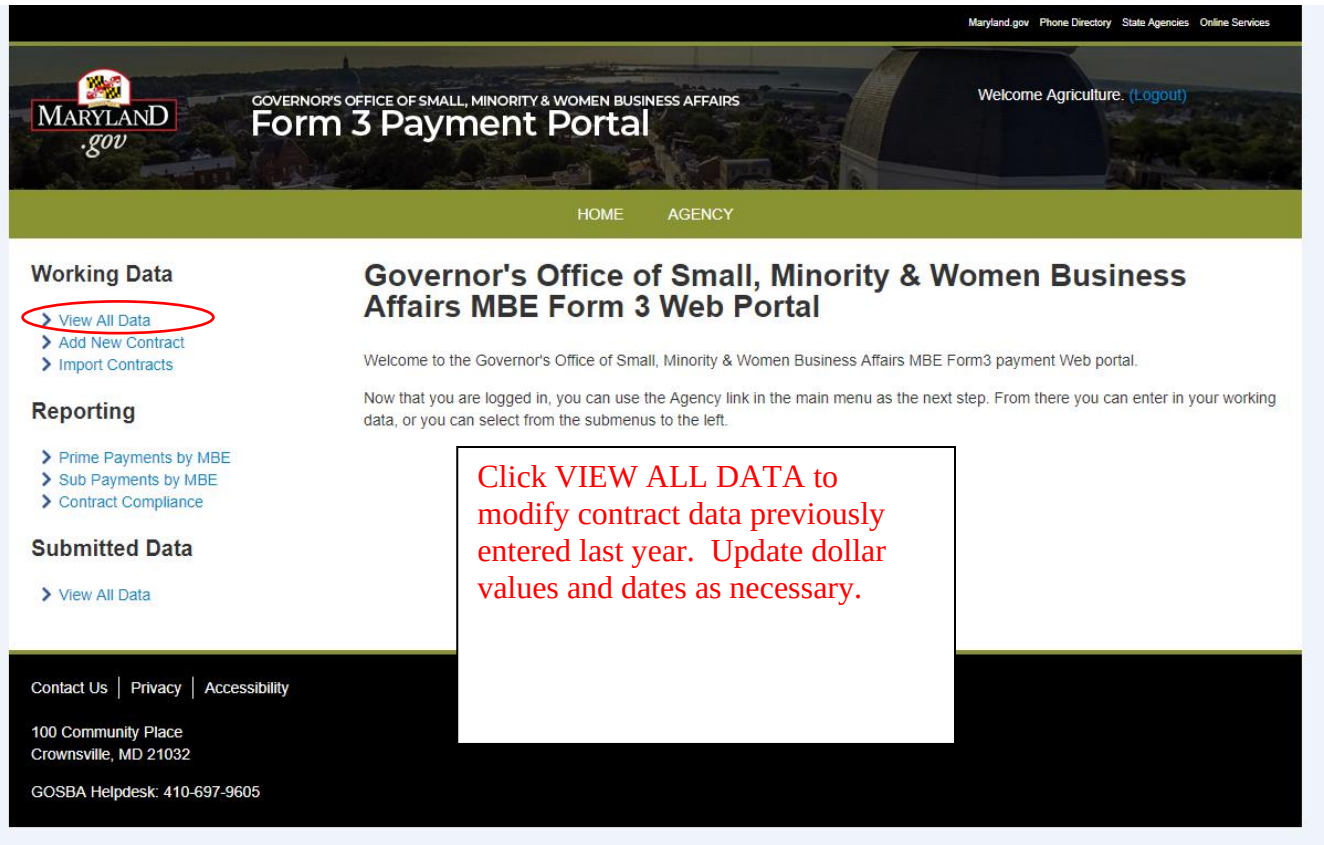
The link is: https://doit.state.md.us/mbeform3/

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.

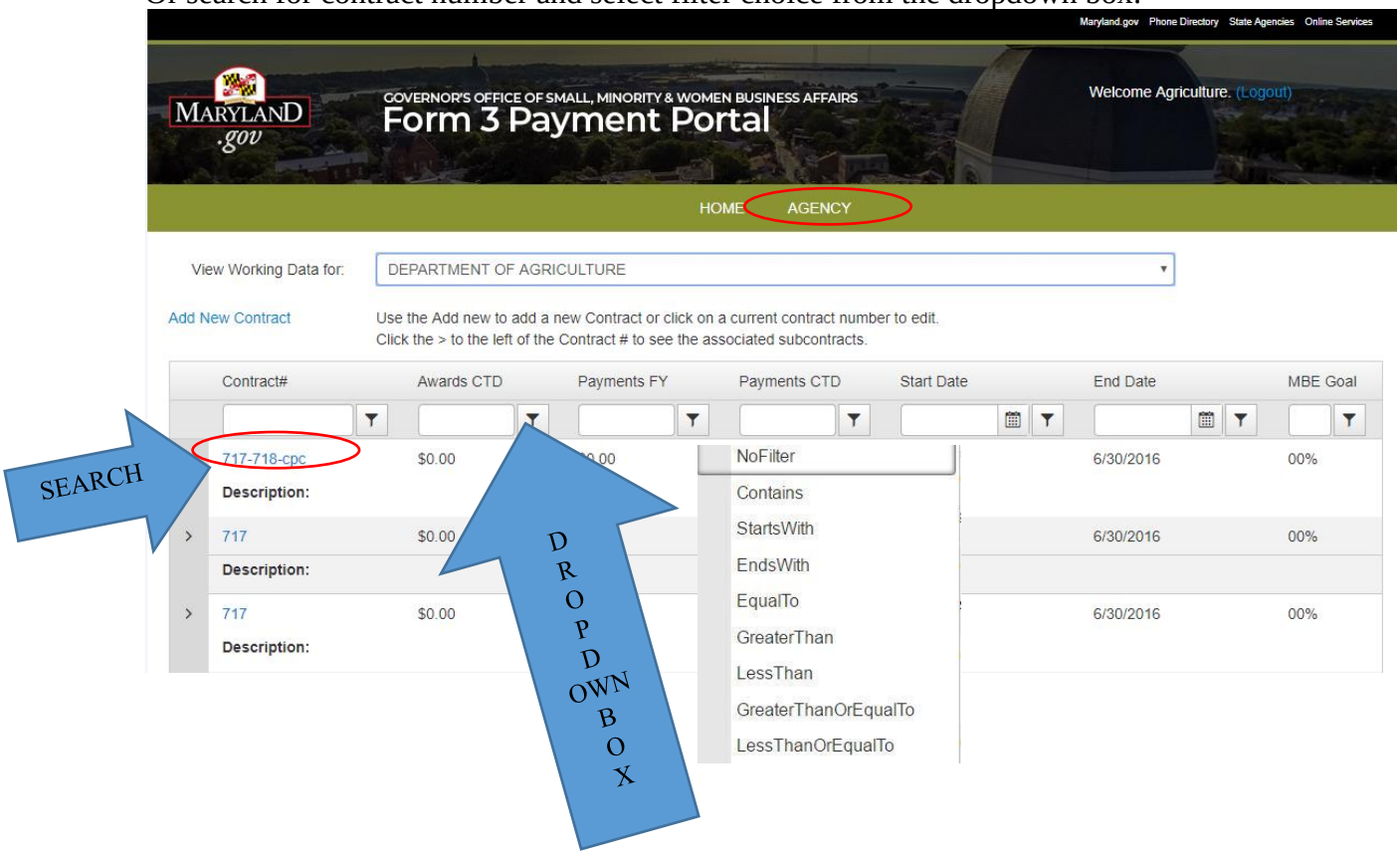
If you have trouble typing in your password, cut and paste it from your e-mail into the password box.

IMPORTANT

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



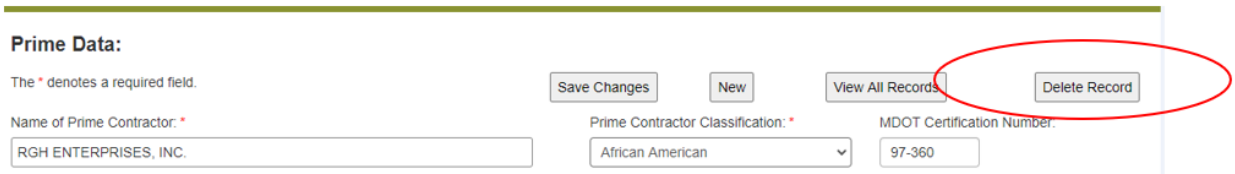
Click on contract number and revise or delete expired data as necessary
Or search for contract number and select filter choice from the dropdown box:



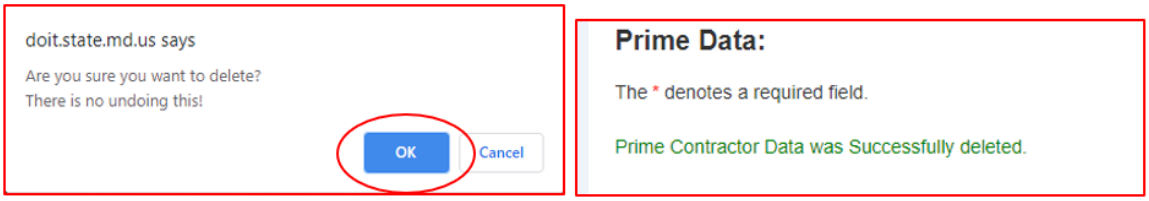
When the record opens, either delete it or edit it per the instructions below:

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

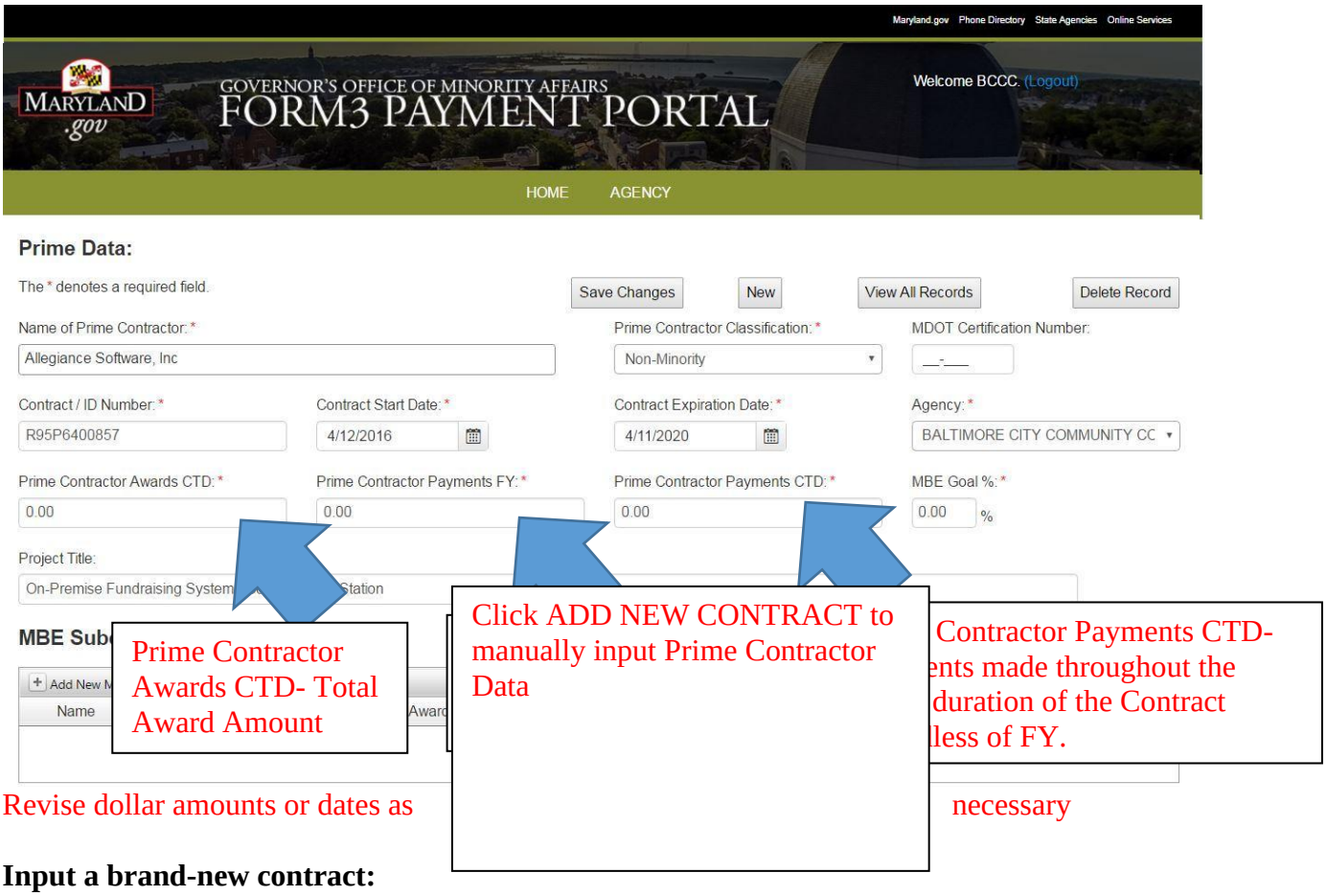
Click to delete the record,



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

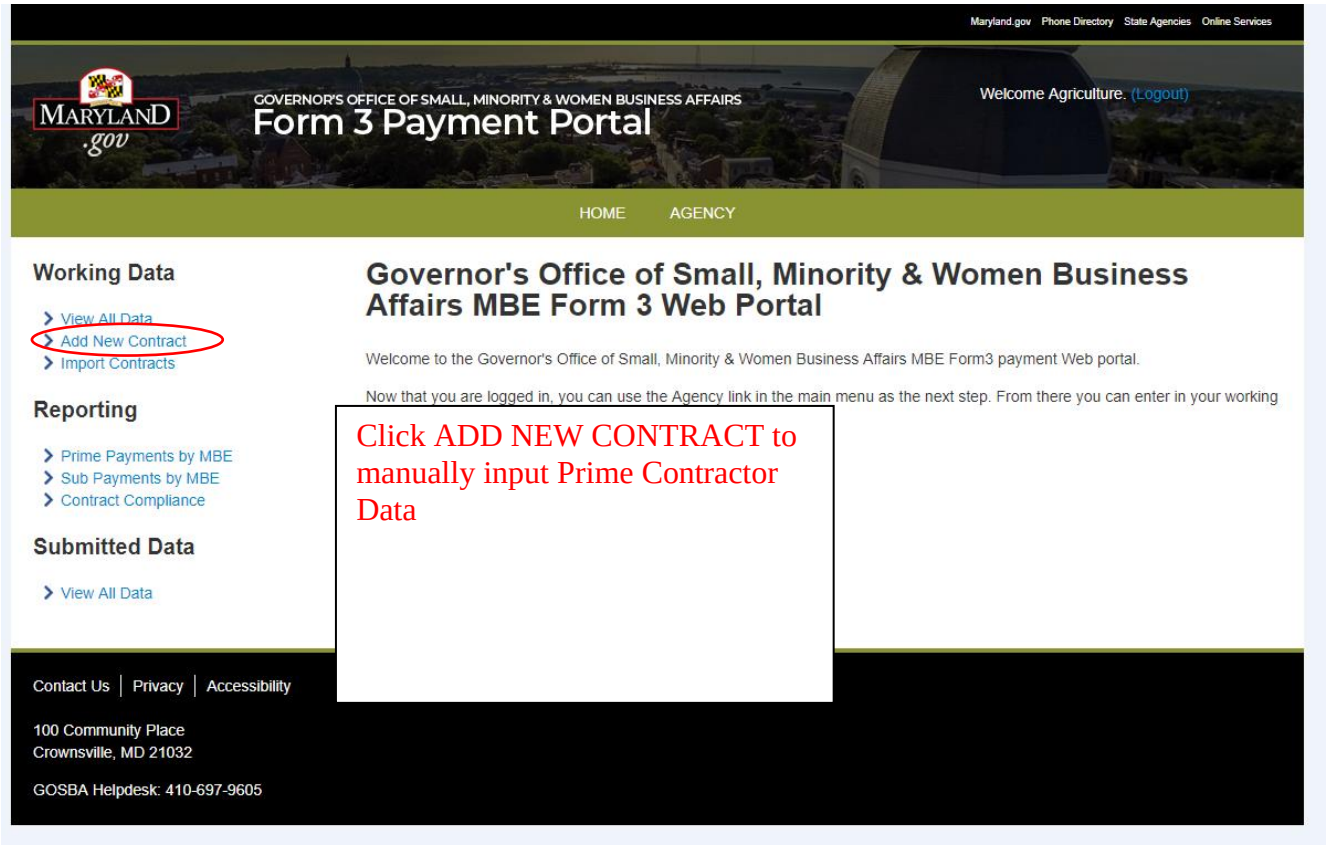


a) If the contract is still active and/or had payments during the fiscal year, click to update the data.

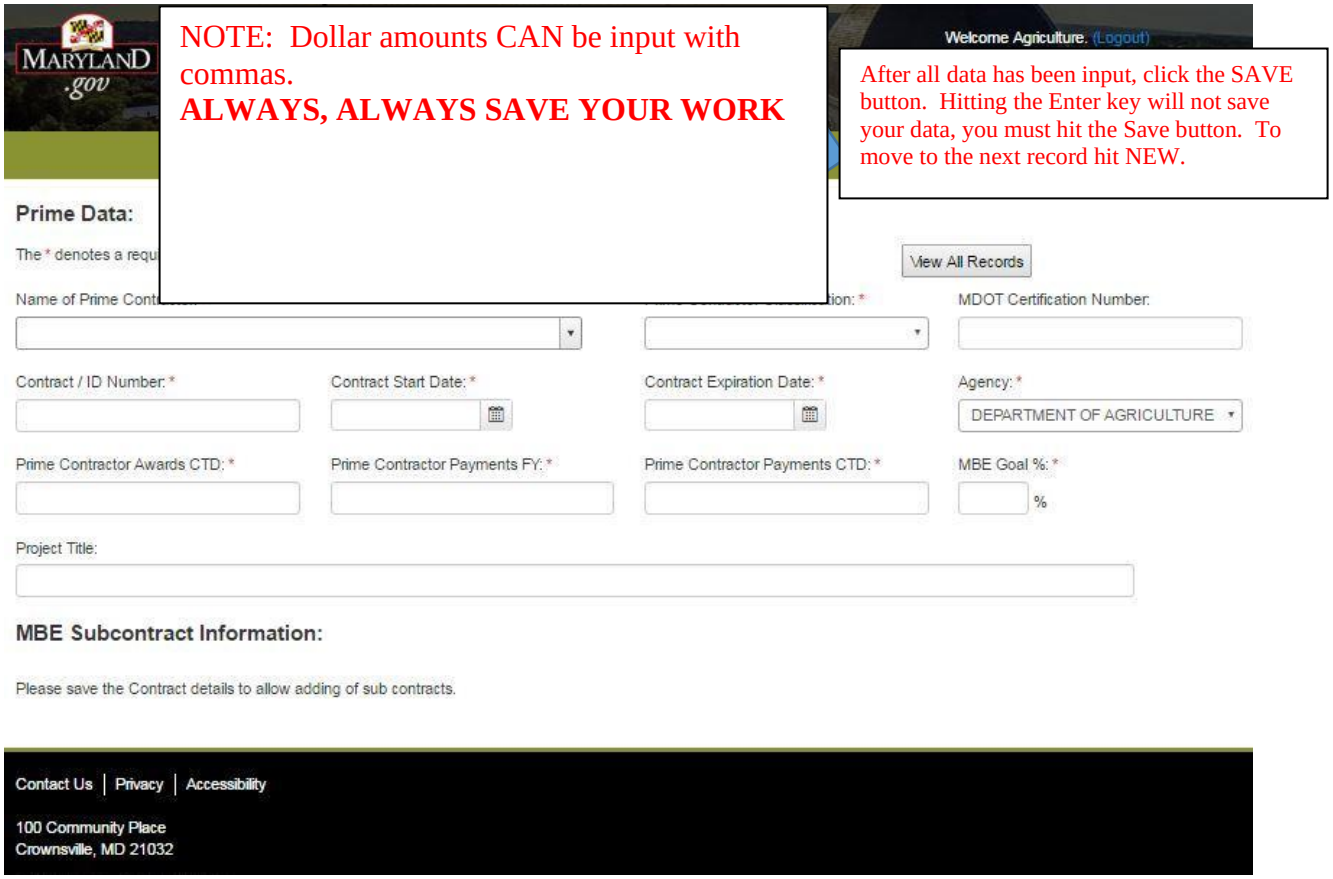


Revise dollar amounts or dates as necessary

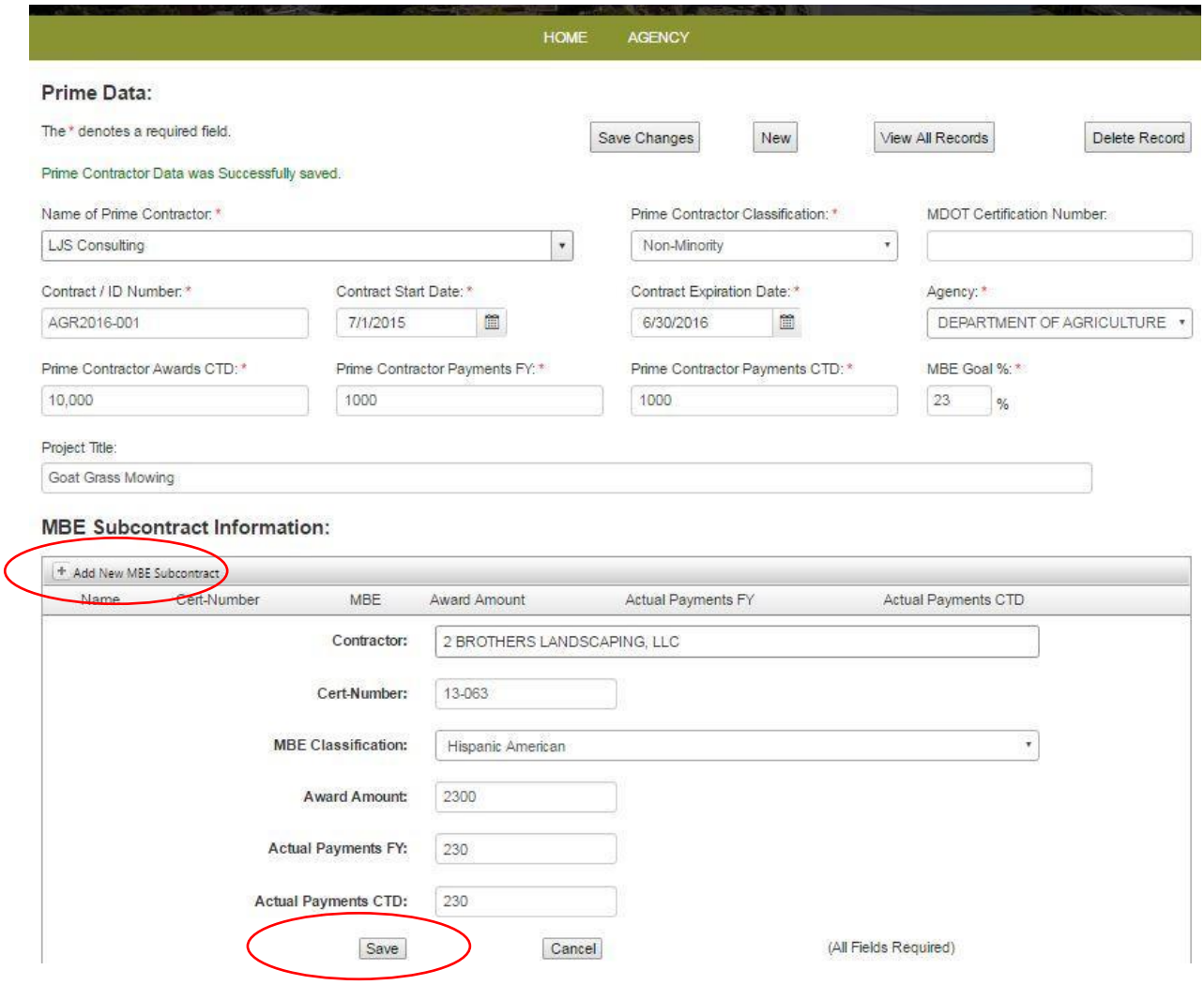
Input a brand-new contract:



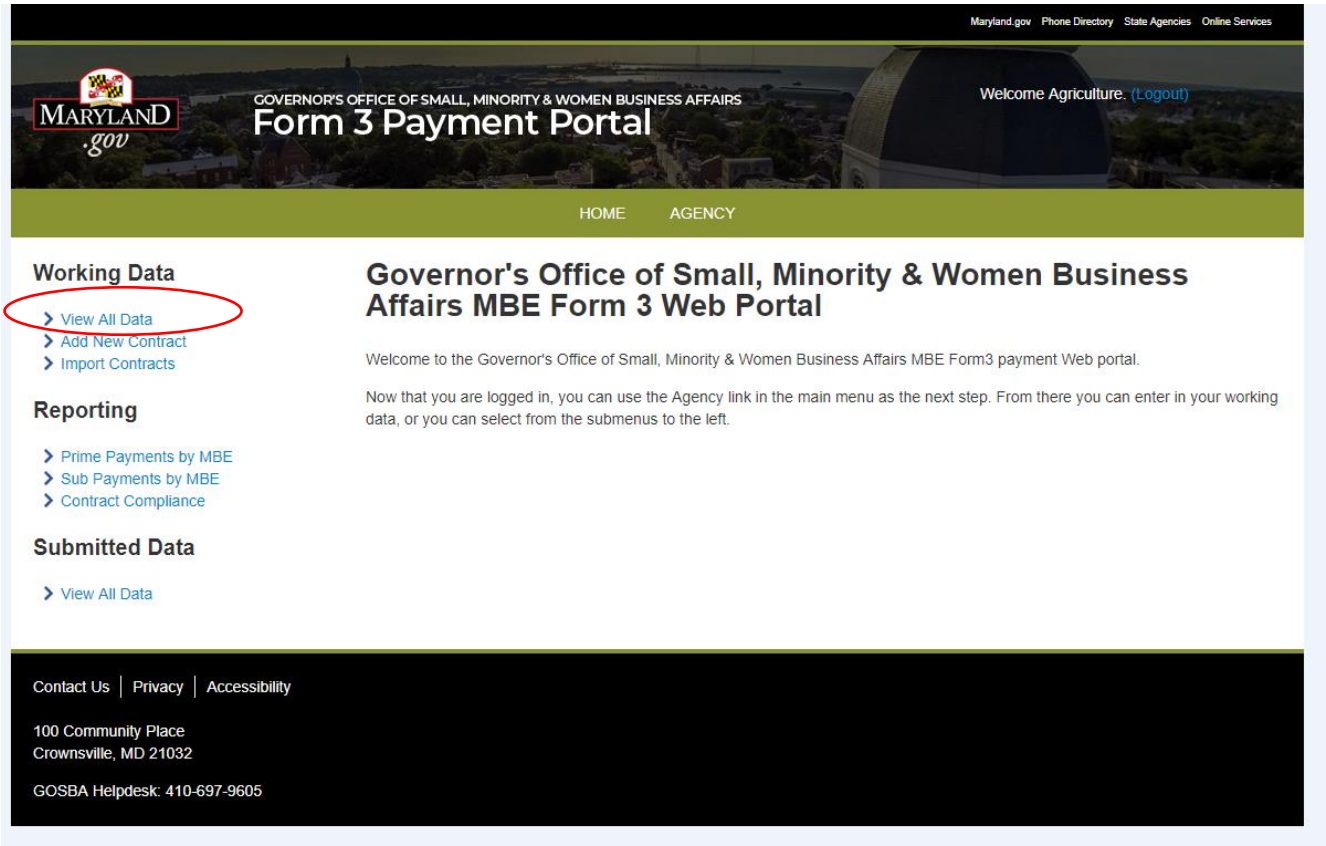
Input prime contractor data:



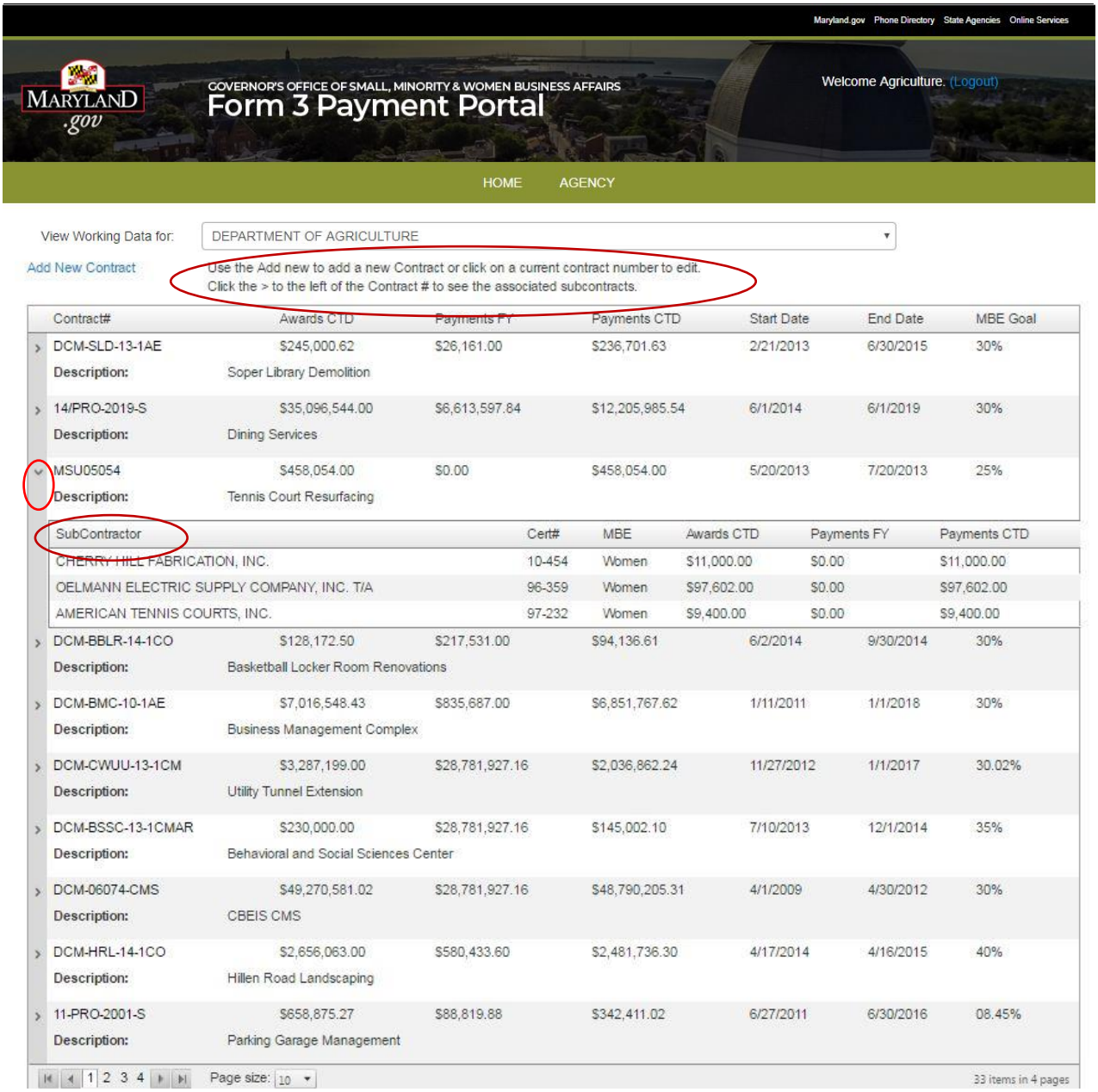
Add Subcontractor data:
Click "Add MBE Subcontractor"
Input Subcontractor Data
Click SAVE
Note: If you can't find an MBE in the drop down, search vendor in the MDOT Database https://mbe.mdot.maryland.gov/directory/ by certification number and confirm Vendor's legal name.
There may be times when an MBE 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.



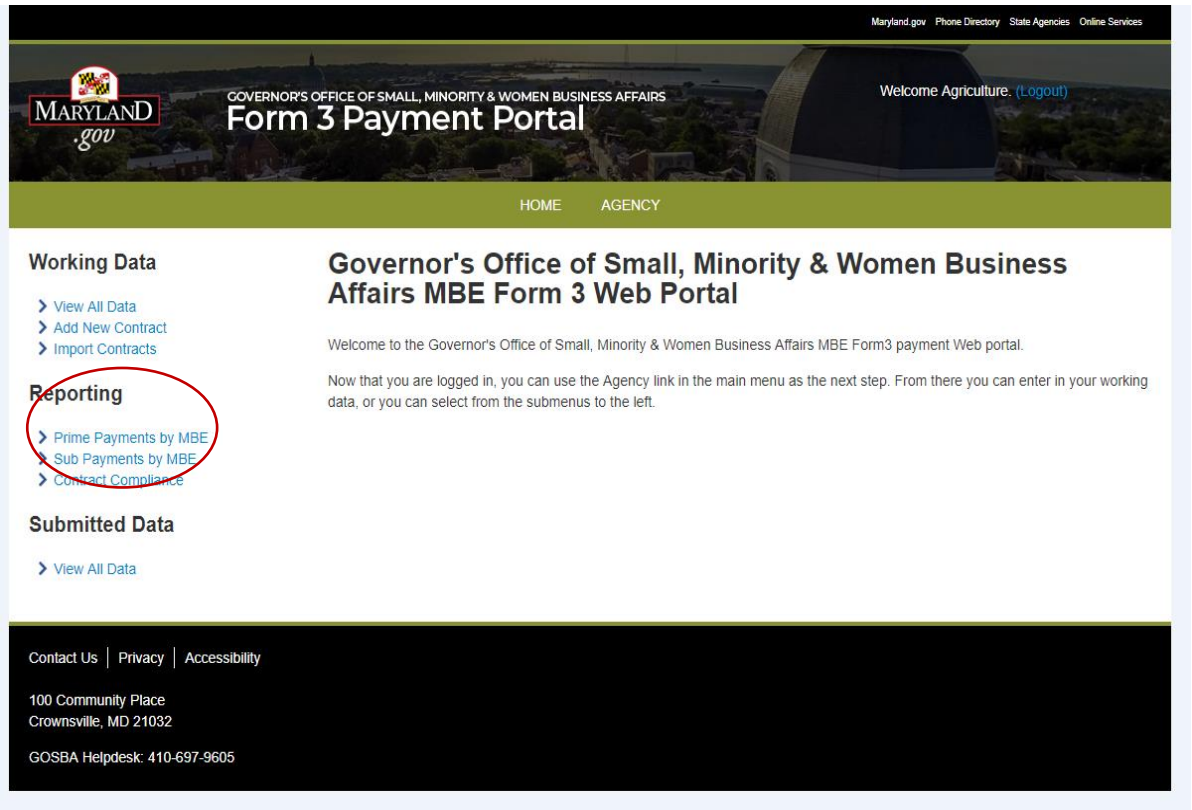
Review all data:
To see the data you have input click "View All Data"



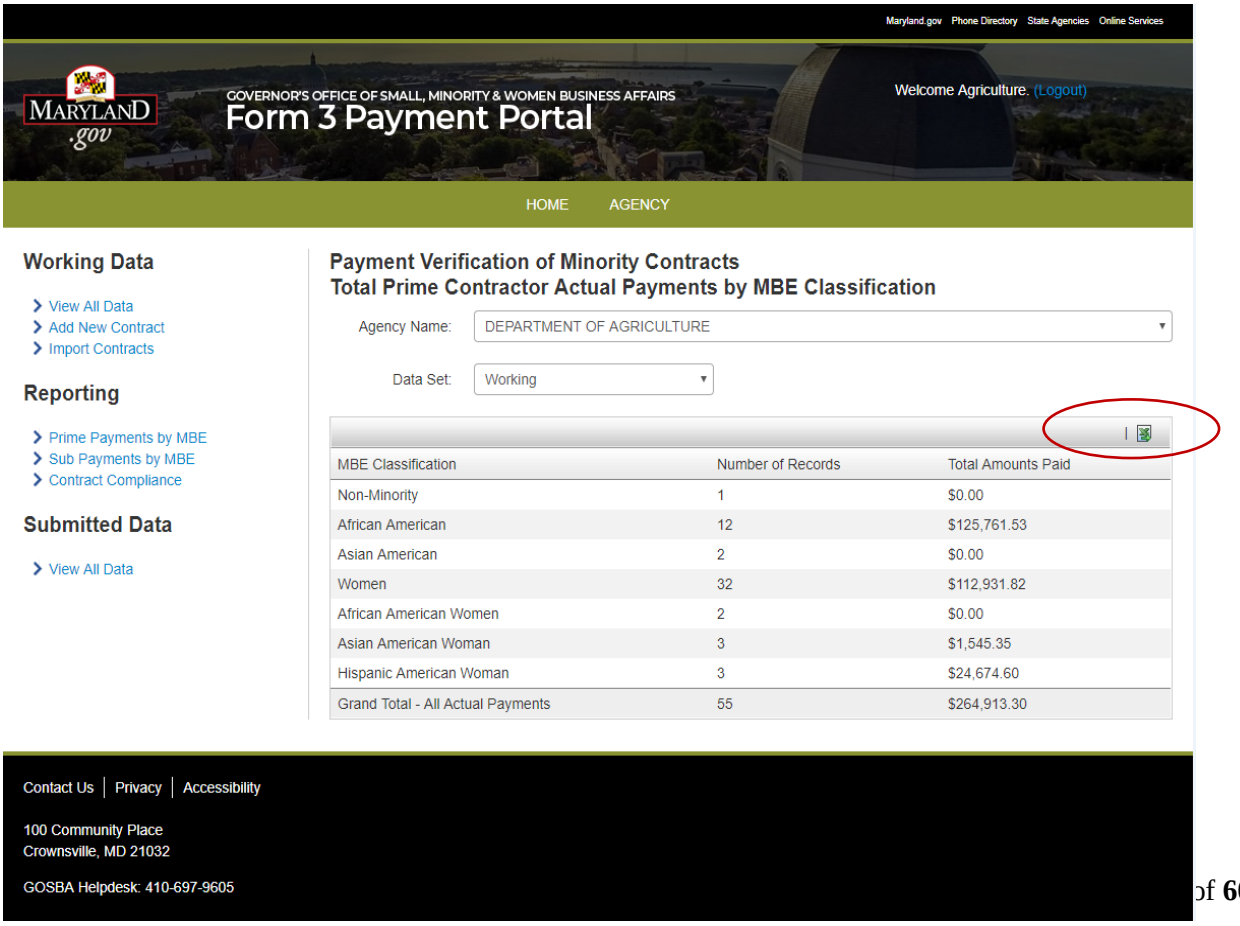
To view subcontractor data



Export summary reports to Excel:
To export the data from any of the three reports under "Reporting"



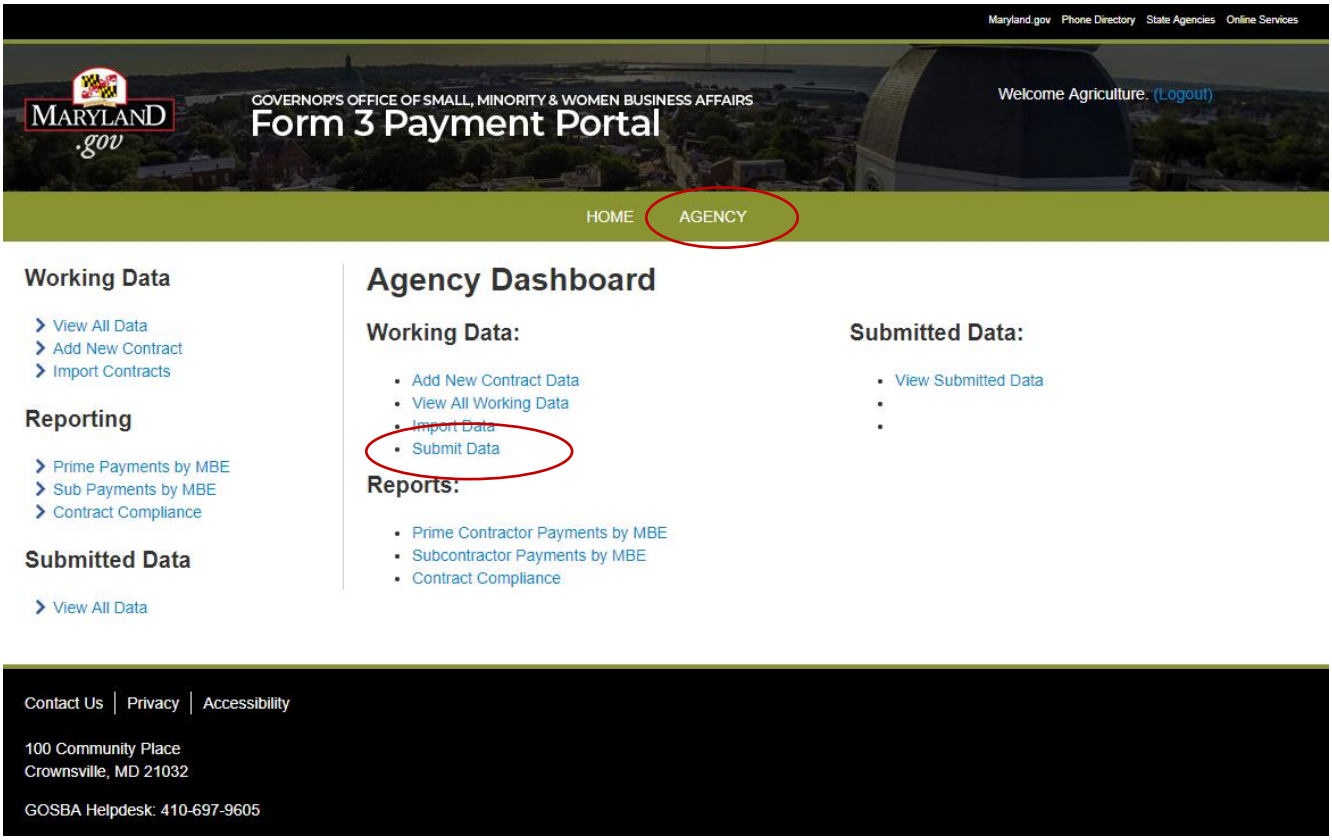
Click the Excel icon and save your file.



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.



Template Import Method Form #3 Instructions

The Form #3 Import Template can be found in the MBE Reporting Toolkit on the GOSBA Website.

***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 re import 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.

Working Data

- View All Data
- Add New Contract
- Import Contracts

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:

Data was Validated & Imported Successfully.

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
MDOT Cert

Contract#
StartDate
EndDate
Award Amount
Payments FY
Payments CTD
MBE Goal
Description

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

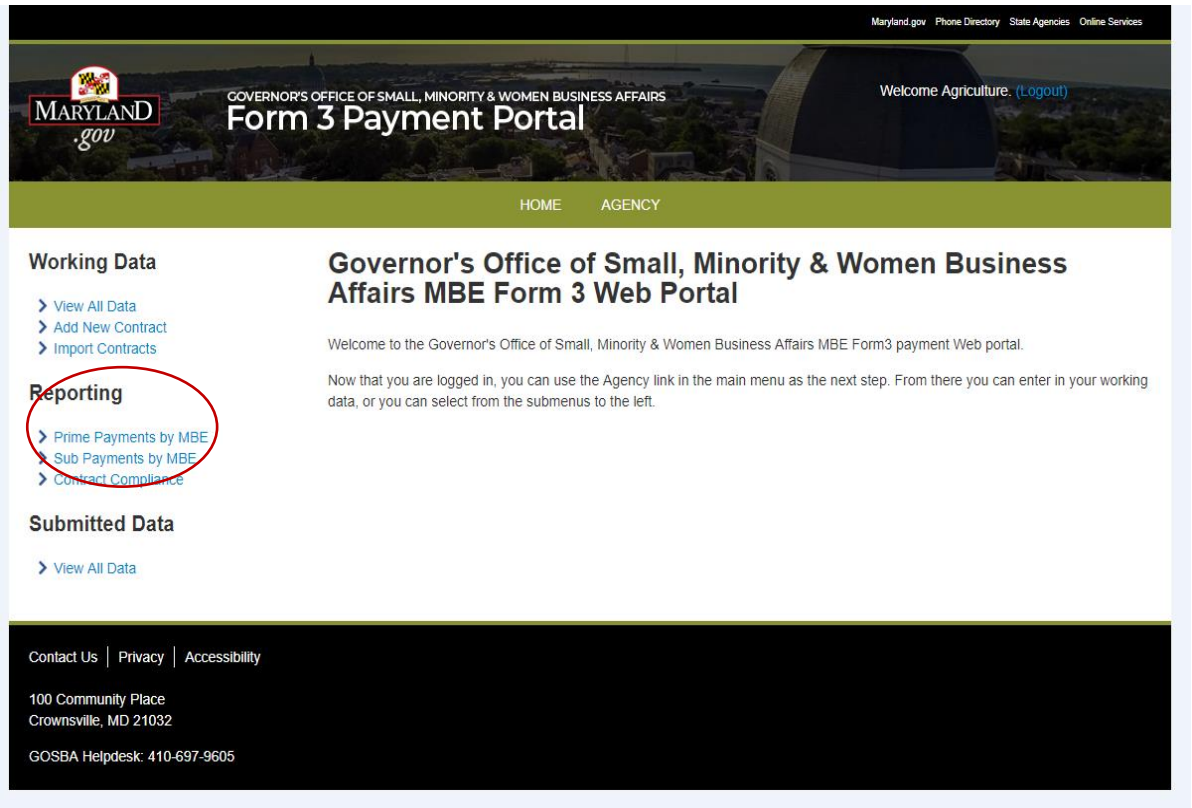
- For Prime Contract# MissingDataPrime, the Contractor Name is missing. It is a required field.
- For Prime Contract# MissingDataPrime, the MBE Designation is missing, it is a required field.
- For Prime Contract# MissingDataPrime, the MDOT Cert# is missing. It is a required field.
- For Prime Contract# 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).

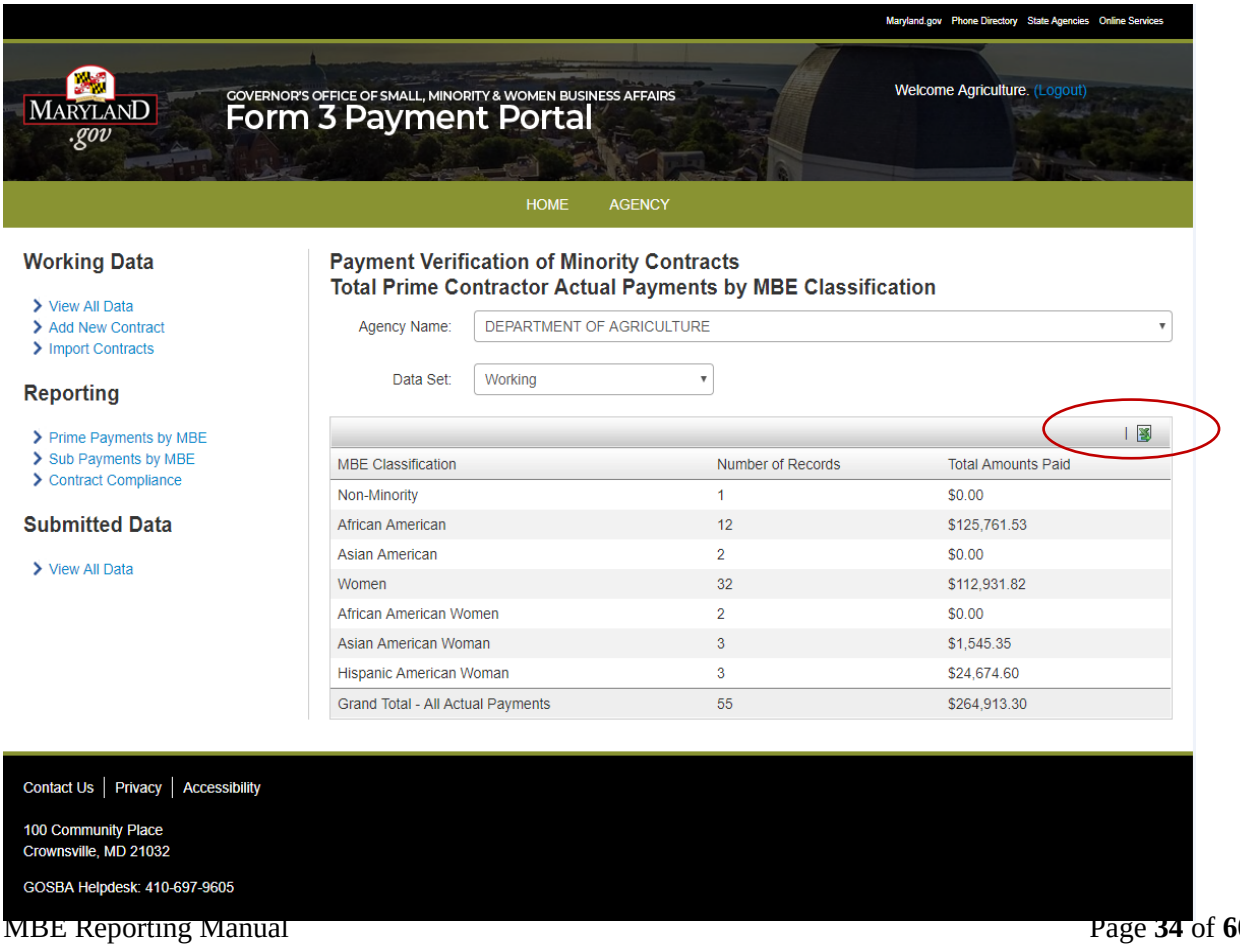
***Important Note: You still need to submit the data for it to be final. If there are issues after data has been submitted, please contact your designated MBE Compliance Manager.**

Export summary reports to Excel:

To export the data from any of the three reports under “Reporting”



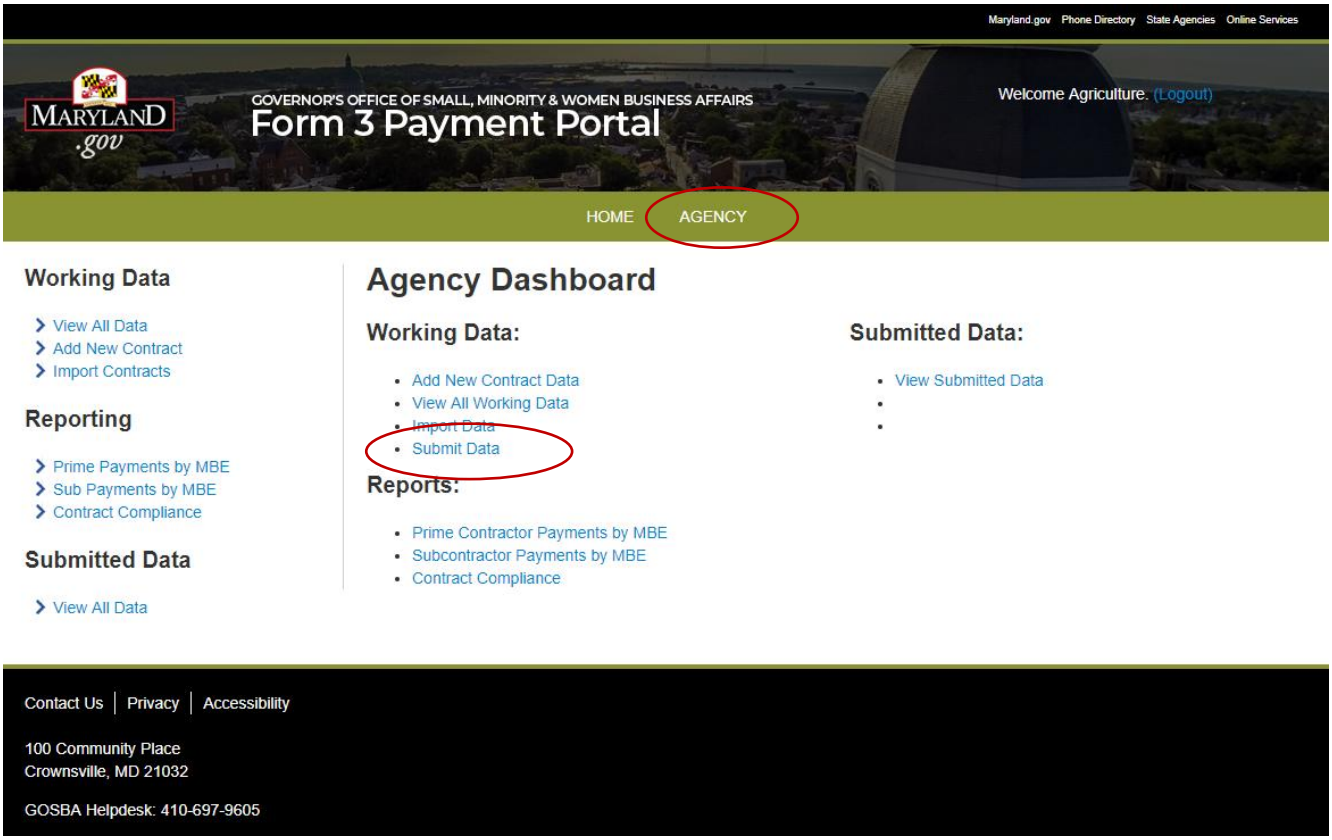
Click the Excel icon and save your file.



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.



FY Annual MBE Contracts Inventory Instructions

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.

Please be aware: The contracts inventory data should support the data on the Prime and Subcontractors tables of Form #2, make sure to include vendors from the direct vouchers and credit card payments too.

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.)

Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification (Select from Dropdown)	Agency Contract #	Contract Description (Procurement Category) (Select from Dropdown)	Award Amount

Figure 7

Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 20xx
Date submitted:

(List all MBE subcontracts awarded.)

Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Subcontractor MBE Classification (Select from Dropdown)	Agency Prime Contract #	Prime Contract Description (Procurement Category) (Select from Dropdown)	Award Amount

FY Annual MBE Compliance Assessment Reporting Instructions

In the 2022 Legislative Session, HB389, Chapter 115 was passed, putting into place new Compliance Assessment Report requirements for procurement units participating in the MBE Program. The Compliance Assessment is used to collect FY award, payment, and compliance data. This will verify whether MBEs are meeting contract compliance requirements. Effective July 1, 2022 (FY2023) agencies are responsible for reporting, annually, their compliance data on contracts that were completed during the fiscal year to the Governor's Office of Small, Minority & Women Business Affairs.

The Governor's Office of Small, Minority & Women Business Affairs provides an excel spreadsheet for agencies to use for submitting compliance data called the Annual Agency MBE Compliance Assessment Report. The assessment contains four spreadsheets which are linked with formulas that will calculate full contract compliance, MBE participation %, overall agency compliance rate, average award to subcontractors, # of completed contracts, # of MBE Subcontractors, and the average MBE goal across all contracts. The spreadsheet includes the instructions tab, PRIMES tab, SUBS tab, and the Compliance Report tab. The spreadsheets are password protected to prevent the accidental overwriting of formulas needed to calculate the compliance data and percentages.

- The white cells of the spreadsheet are the areas designed for data input.
- The blue cells contain formulas and are write-protected.

Breakdown of each spreadsheet & instructions:

Primes Tab Breakdown:

Contract #	Waiver % (Hover over this cell for dataset explanation)	MBE Goal %	Award Date	Award Amount	Expiration Date
A555105	*5.00%*	*10.00%*	*9/1/2019*	*$10,800,000.00*	*8/31/2022*
Contract # (Column A)- All contracts that ended in the FY being reported are required.	***Waiver % (Column B)***- The portion of the MBE goal that was waived by the agency at the time of contract award. (If applicable)	***MBE Goal % (Column C)***- The goal that was set on the contract.	***Award Date (Column D)***- The date the award was awarded.	***Award Amount (Column E)*** - The total amount awarded for the contract.	***Expiration Date (Column F)***- The date the contract ended.

Prime Contractor Name	Prime MBE Designation	Total Sub Payments (non-MBE)	Total MBE Sub Payments	Total Prime Payments
Peleton Construction Company	*Non-Minority*	*$50,000.00*	*$52,000.00*	*$10,779,000.00*
Prime Contractor Name (Column G)- The name of the Prime Contractors company.	***Prime MBE Designation (Column H)*** - You will select the MBE designation with the dropdown provided.	***Total Sub Payments (non-MBE) (Column I)*** - The payments that where made to subcontractors who were not MBE's throughout the duration of the contract.	***Total MBE Sub Payments (Column J)***- Total payments made to MBE subcontractors throughout the duration of the contract.	***Total Prime Payments (Column K)-*** Total payments made to the Prime Contractor throughout the duration of the contract.

MBE Participation %	Full Contract Compliance Rate	Compliance Rate (No more than 100%)	Procurement Category	Description of Work
0.48%	*4.82%*	*4.82%*	*Construction*	Retaining Wall and Storage facility construction
MBE Participation % (Column L)-This column will auto-populate the data entered to determine the MBE Participation.	***Full Contract Compliance Rate (Column M)*** - This column will auto-populate the data entered to determine the compliance rate.	***Compliance Rate*** **(No more than 100%) (Column N**) - This column will auto-populate the data entered to determine the compliance rate.	***Procurement Category (Column O)***	***Description of Work (Column P)***- A description of the work that was required in this contract.

Description of Factors Leading to Compliance below 100%
After the commencement of this project, the agency determined that the square footage of the storage facility had to be reduced in size, which reduced the scope of work initially awarded to MBE subcontractors.
Description of Factors Leading to Compliance below 100% (Column Q)- Agency will describe and explain the factors that lead to a compliance rate below 100%

Subs Tab Breakdown:

Contract Number (Hover over this cell for dataset explanation)	Award Date	Award Amount	Expiration Date	Subcontractor Name	MBE Designation
A555105	*9/1/2019*	*$10,500.00*	*8/31/2022*	*Applied Brick and Mortar*	*African American*
Contract Number (Column A)- This contract number must match the contract number of the prime contractor this subcontractor was working under.	***Award Date (Column B)***- The date the award was awarded.	***Award Amount (Column C)***- The total amount awarded for the contract.	***Expiration Date (Column D)***- The date the contract ended.	***Subcontractor Name (Column E)***- The name of the subcontractors company.	***MBE Designation (Column F)***- You will select the MBE designation with the dropdown provided.

Total Subcontractor Payments	Description of Work (Relevant to this subcontractor only)
$7,500.00	*Retaining wall, masonry (i.e., block, brick, stone), construction*
Total Subcontractor Payments (Column G)- Total payments made to the subcontractors throughout the duration of the contract.	***Description of Work (Column H)***- A description of the work that was required in this contract, relevant to this subcontractor only.

Compliance Report Tab Breakdown-

This tab will auto-populate data based on what you have entered in the PRIMES and SUBS tab. You will need to save the compliance report tab as a PDF document and/or print this tab to collect the signature of the approver of this document.
The Compliance Report should be approved by the Agency Head or Designee.
The completed and signed Compliance Report should be submitted in PDF format
along with the completed excel version of the compliance assessment document.

General Compliance Notes Section (Located at the bottom of the PRIMES tab.):

This notes section should only be used for general notes.
All notes or comments for a specific contract with MBE compliance below 100% of the established contract goal must be identified in Column Q of the PRIMES tab.

MBE Supplemental Reporting Guidance

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***

Forms	Data that is required in each form
Form #1- Contract Awards	The anticipated amount of the base period of the contract when it was first awarded or renewed.
Form #2-MBE Prime & Subcontract Awards	The MBE Prime Contractor's Portion of the Contract & the Subcontractor's MBE commitments when the contract was first awarded or renewed.
Form #3-Actual Payments	The confirmed MBE payment amounts actually paid for services rendered or products purchased.

Form 1 Tab

Minority Business Enterprise Annual Procurement Report — Reporting Form #1

Reporting Department/Agency: 0

Fiscal Year 2022: July 1, 2021 - June 30, 2022

Total Contract Awards by Procurement Categories

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE Subcontracts Awarded	Total MBE Subcontract Dollar Value Awarded	Total # of MBE Contracts Awarded- Prime & Sub	Total $ of MBE Contracts Awarded- Prime & Sub	Total MBE Participation Percentage
Architectural	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Engineering	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Construction	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Construction Related Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Maintenance	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Supplies & Equipment	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
IT Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Human, Cultural, Social & Educational Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Corporate Credit Card	0	721	0	711	0	$0			0	$0	0.00%
Direct Voucher		717		711	0	$0			0	$0	0.00%
Totals	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%

709- Change Orders
710- Contract Awards
711- Waiver Data
717- Direct Vouchers
721- Credit Cards

Note(s): In this section your agency can make note of any unique reporting requirements, circumstances, or anything you would like to make our office aware of in regards to the Annual Report Submission.

Form 2 Total MBE Subcontract Awards Table

Total MBE Subcontract Awards by MBE Classifications and Procurement Categories

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged	Total
Architectural	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Engineering	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Construction	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Construction Related Services	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Maintenance	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Supplies & Equipment	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
IT Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
IT Supplies & Equipment	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Human, Cultural, Social & Educational Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Totals	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0

720-MBE Subcontractor Awards

Form 2 Total MBE Prime Contractor Awards Table

Total MBE Prime Contract Awards by MBE Classifications and Procurement Categories

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged	Total
Architectural	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Engineering	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Construction	Total Dollars	$0	$0	$0	709- MBE Change Orders 710- MBE Prime Contract Awards For Rows 40-59 (Procurement Categories)					$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Construction Related Services	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Maintenance	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Services	Total Dollars	$0	$0	$0		$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Supplies & Equipment	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
IT Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
IT Supplies & Equipment	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Human, Cultural, Social & Educational Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Corporate Credit Card	Total Dollars	$0	$0	$0	721- MBE Credit Card Transactions					$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Direct Voucher	Total Dollars	$0	$0	$0	717- MBE Direct Voucher Totals					$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Total	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0

Form 3 Prime Contractor Tab

ID**	Contractor Name	EFIN	MBE Designation	MDOT_Cert	Contract#	StartDate	EndDate	Award Amount	Payments FY	Payments CTD	MBE Goal	Description
A005	M&M, Inc.	00-0000000	Women	01-001	A005	6/28/2018	12/31/2018	$260,471.00	$500.00	$500.00	0%	Emergency Installation of Temporary Steam Line

Payments that should be included in PRIMES TAB:

-MBE Direct Voucher Payments (717)

-MBE Credit Card Payments (721)

-MBE Voucher Payments (718)

-Non-Minority Voucher Payments (718)*

Only if the Non-Minority is attached to a MBE Subcontractor

Reminder:

**The ID in Column A is used to attach the correct MBE Subcontractor to their Prime. This ID should match the PRIME ID to the correct subcontractor in the SUBS tab.

Form 3 Subcontractor Cheat Sheet

Prime ID**	Contractor Name	MDOT Cert#	MBE Designation	Award Amount	Payments FY	Payments CTD
A005	CHARDONNAY INC	00-000	Women	$9,496,151.73	$918,054.00	$1,800,005.00

Payments that should be included in SUBS Tab:

-MBE Subcontractor Payments (719)

Reminder:

Remember that the Prime ID (Column A) must match the Prime ID in the PRIMES Tab to attach the correct Prime to their MBE Subcontractor.

Contracts Inventory Prime Contractors

Minority Business Enterprise MBE Prime Contract Awards Report
For Fiscal Year 2022
Date Submitted:

(List all MBE prime contracts awarded.)

#	Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification (Select from Dropdown)	Credit Card / Direct Voucher (Select ONLY from the Dropdown)	Contract Description (Procurement Category) (Select from Dropdown)	Award Amount	Contract # ONLY (Please list the contract #, do NOT include Credit Card or Direct Voucher on this line)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

Awards that should be included in the MBE Prime Contractors Tab:

709- Change Orders
710- Contract Awards
717- Direct Vouchers
721- Credit Cards

Reminder:

**Your Contracts Inventory MBE Prime Contractors table should mirror the data you entered in your Form 2 Prime Contractors Table. The totals of both tables should match.

Contracts Inventory Subcontractor Tab

Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 2022
Date submitted:

(List all MBE subcontracts awarded.)

#	Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Subcontractor MBE Classification (Select from Dropdown)	Agency Prime Contract #	Prime Contract Description (Procurement Category) (Select from Dropdown)	Award Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Awards that should be included in the MBE Subcontractors Tab:

720- MBE Subcontractor Awards

Reminder:

**Your Contracts Inventory MBE Subcontractors table should mirror the data you entered in your Form 2 MBE Subcontractors Table. The totals of both tables should match.

Summary Statement Guide

- You will NOT provide a summary statement with your MBE annual report submission
- After GOSBA has reviewed the submitted annual report data and determines the totals for your Summary statement, you will review to confirm the figures entered match the data in the report and column indicated below and obtain signatures as required.

Maryland
GOVERNOR'S OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS

Annual Minority Business Enterprise (MBE)

Procurement Report

FY2023 Summary Statement

Reporting Department/Agency:	
Fiscal Year: **2023**	

Category		Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)		FORM 1 COLUMN K32
2. Total dollars paid to MBEs (Total from Form 3 Database, Sum of 2a and 2b below)		0.00
a. Total Actual Subcontractor Payments (Form 3)	FORM 3 – SUBS	
b. Total Prime Contractor Actual Payments by (excluding non-minority primes) (Form 3)	FORM 3 –PRIMES	
3. Total dollars awarded (Total from Form 1 Spreadsheet)		FORM 1 COLUMN C23
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)		FORM 1 COLUMN L23
Secretary/Agency Head Name:		

This summary is not complete until the three respective signatures on Page 2 have been obtained.

Reporting Checklist (Checks and Balances)

Caveats

- When using the checks and balances method, consider the following first:
  - If you have an MBE Prime with MBE Subcontractors, you will need to take into consideration the amount self-performed and whether you choose to split the contract award between the Prime and MBE Subs or report the full total under the Prime.
  - Contractors who were subject to the 60% percent rule.

Awards- ANSWERS and Non-ANSWERS Reports

All Prime Contracts Data

- Form 1 tab (YELLOW area) only should be consistent with the contracts on the scrubbed source reports MINUS Statewide contracts/transactions.
- While this may seem elementary to some, we often find reports with these totals mismatched because of clerical errors and changes so remember to check at the conclusion of your report preparation before submitting.

Report	Form 1 Data totals	Source Reports
Form 1	Form 1 fields B (#) and C ($) 11-20	709 Change Orders / 710 Contract Awards – minus statewide contracts
Form 1	Fields B (#) and C ($) 21	721 Credit Cards – minus statewide payments
Form 1	Fields B (#) and C ($) 22	717 Direct Vouchers – minus statewide payments

MBE Prime Contractor Data

- The Form 2 Primes table should be consistent with the Contract Inventory Primes tab and should match the scrubbed source data for MBE firms only MINUS Statewide contracts/transactions.
- If totals on Form 1 columns F & G are not correct, changes must be made on the Form 2 Primes table.

Report	Form 2 Data totals	Contract Inventory	Source Reports
Form 1	Fields F (#) and G ($) 11-20	Contract Inventory Primes tab, contracts only	709 Change Orders / 710 Contract Awards – minus statewide contracts (MBE contracts only)
Form 1	Fields F (#) and G ($) 21	Contract Inventory Primes tab, credit card data	721 Credit Cards – minus statewide payments (MBE transactions only)
Form 1	Fields F (#) and G ($) 22	Contract Inventory Primes tab, direct voucher data	717 Direct Vouchers – minus statewide payments (MBE vouchers only)

MBE Subcontractor Data

- The Form 2 – Subs table, should be consistent with the Contract Inventory – Subs tab AND the reportable contracts on your scrubbed **720 Subcontractor Awards** report.
- Specifically, Form 2 summary data for MBE Subcontractors on Form 1, fields H (#) and I ($) 11-20 = **720 Subcontractor Awards** report

Payments- ANSWERS Reporters

MBE Payment Data

- Form 3 Prime contractor data should be consistent with MBE reportable payment amounts on the scrubbed **718 (contract voucher payments), 717 (direct one-time voucher payments), and 721 (Credit Card)** reports.
    - Keep in mind that non-minority prime contractor data should only be added if MBE subcontractors under the same contract are listed on the subs tab.
- Form 3 Subcontractor data should be consistent with the MBE payments on your scrubbed **719 Subcontractor Payments** report.

Common Errors and Omissions

- Remember, use your MBE Reporting Manual as your "Reference Document" for reporting.

ANSWERS reports

- Do not use the 718 Report for reporting Awards on Form 1 [This is a payments report]
- The 711 and 713 Reports are for your *reference* only
- Submitting PDF formatted backup hinders the verification process
- Remember to submit all relevant 700 series or internal reports for backup
- Use the reportable column, if applicable, and highlight or show what is being used for awards/payments within your backup data

Form 1 & 2, Form 3 and Contracts Inventory

- Use the correct & current Template as things change from year to year
- Please do not change/add to templates
- Know what Awards vs. Payments are
- Statewide Contracts should not appear in your awards data (Note: DGS Statewide Contracts and other contracts can be searched via links from our MBE Toolkit)
- Negative Numbers and totals should not be included
- MBE goals are only on contracts with subs, everything else should be 0% (PRIMES). For Form 3 100% is not a valid entry.
- MBE Designations for Form 3 must match those listed in the Manual, p. 35, including using Non-minority for primes with no MBE designation.
- Contracts Inventory totals should match Form 2

Report Corrections

- Keep in mind that corrections to reports, whether MBE, SBR, or VSBE, will be sent back to the parties who submitted the report.
- To ensure all parties are aware of correction requests, you should cc all parties on the original submission.

Annual MBE Report Submission Checklist (MANDATORY SUBMISSION)

(For Agency/Department Use)

☐ **Fiscal Year 2024 Consolidated Strategic Plan** (MS Word or PDF file), sent 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"**– 1 file, send to GOSBA

☐ **GOSBA Form #3 data entry OR import into web portal.**

☐ Download and send the **GOSBA Form #3 Reports Prime and Subcontractor payment reports** from the portal to GOSBA.

☐ **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**, by **September 30, 2023**.

☐ A Completed **Annual Agency MBE Compliance Assessment Report** in Excel format. **(E-mailed to GOSBA)**

☐ A completed Annual MBE Compliance Report (pdf version) signed by Procurement Unit Head or designee **(Emailed to GOSBA)**

☐ Reviewed and obtained signatures for the finalized Summary Statement sent by GOSBA. Must be signed by three representatives and submitted to GOSBA within 5 days of receipt, so 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 **(E-mailed to GOSBA)**

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

To proactively monitor progress toward achievement of the statewide goals, agencies/departments participating in the MBE program will report performance on a quarterly basis beginning with the new 2024 fiscal year. Quarterly reporting has previously been an option. ***It will now be mandatory.*** The quarterly data (which is cumulative) shall be submitted to GOSBA within 30 days of the quarter's closing date. GOSBA will have 15 days to prepare a statewide report for the governor, lieutenant governor, and the governor's cabinet. Timely submission of the quarterly reports is critical.

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.

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.

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers
Architectural			
Engineering			
Construction			
Construction Related Services			
Maintenance			
Services			
Supplies & Equipment			
IT Services			
IT Supplies & Equipment			
Human, Cultural, Social & Educational Services			
Corporate Credit Card			
Direct Voucher			
Totals	0	$0	0

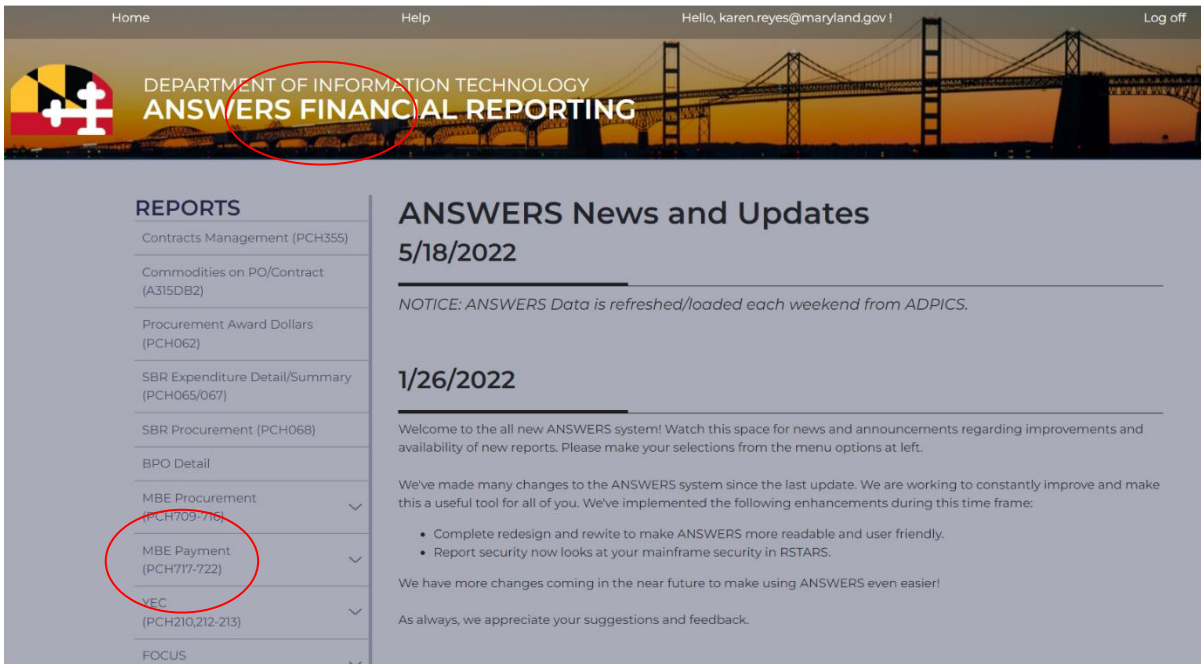
(Example: For the July monthly report, agencies would run their purchase order reports from July 1 through July 31. For September's quarterly report, run July 1 through September 30; for December's report, run July 1 through December 31; and so on.)

Credit Card & Direct Voucher Purchases

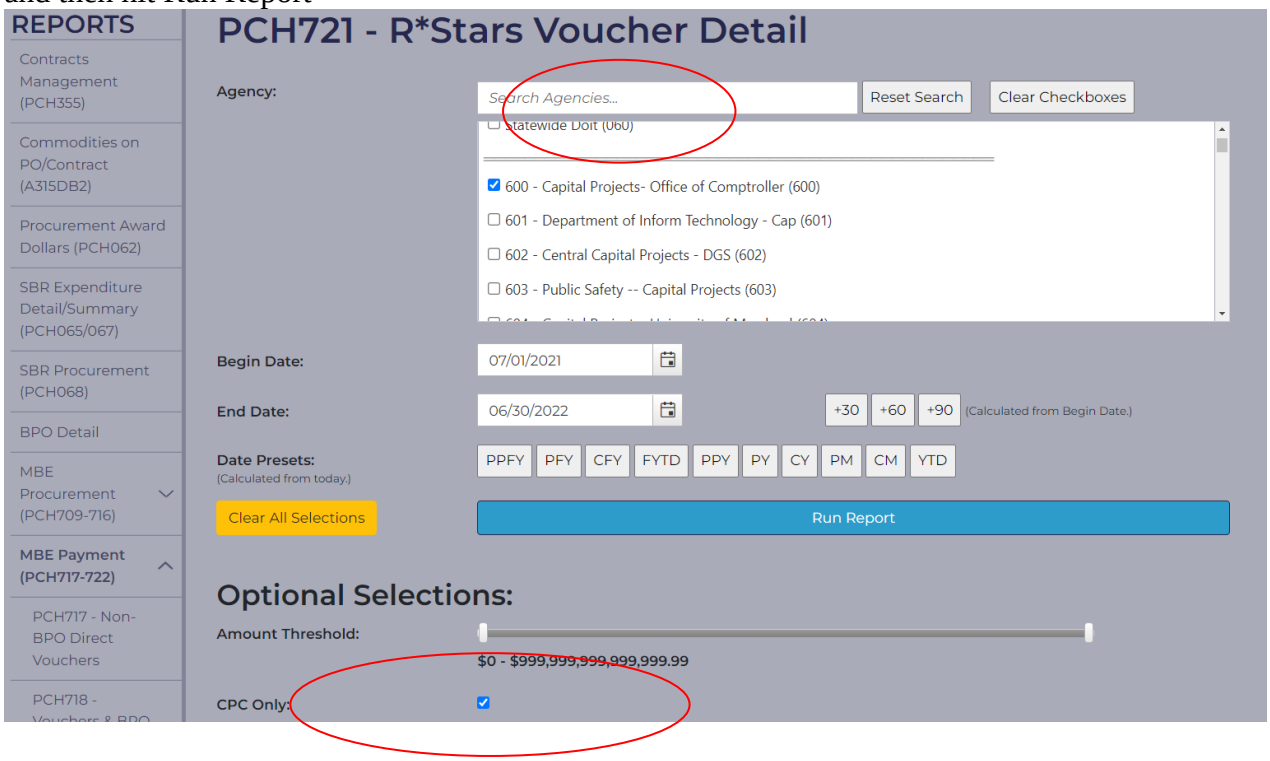
For the Corporate Credit Card, and Direct Voucher (if applicable) awards categories, agencies should run credit card reports PCH721 in ANSWERS (available monthly or cumulative) or VIEW DIRECT A30USB11 monthly. Run PCHL717 (Direct Voucher) either monthly or cumulative basis as payments are relatively 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



Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers
Architectural				
Engineering				
Construction				
Construction Related Services				
Maintenance				
Services				
Supplies & Equipment				
IT Services				
IT Supplies & Equipment				
Human, Cultural, Social & Educational Services				
Corporate Credit Card				
Direct Voucher				
Totals				

Input total scrubbed data here.

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:

	July 2015		August 2015		*TOTAL YTD*	
Corporate Credit Card	716	$12,578	1,002	$24,693	*1,718*	*$37,271*
Direct Voucher	92	$8,067	281	$20,947	*373*	*$29,014*

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.

	September's data		September 2015 Cumulative	
Corporate Credit Card	568	$9,412	2,286	$46,683
Direct Voucher	137	$10,653	510	$39,667

Procurement Units should record this information in the appropriate categories on Form #1. Form #2 should be completed in a similar manner.

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.

Total Contract Payments

MBE Prime Contracts $ Paid	MBE Subcontracts $ Paid	Total $ Paid - MBE Prime & MBE Subcontracts
$0	$0	$0

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 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 an 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.

FY 2024 Consolidated SBR & MBE Strategic Plan

Responses are due to GOSBA no later than June 30, 2023.

Please Note:
The SBR and MBE Strategic Plans have been consolidated into a google forms submission format. 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 unit'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. Once you have noted within the google form that you are not an SBR participating unit the form will navigate you to the MBE sections using logic. This report contains distinct SBR and MBE sections.

To preview the questions of the Strategic Plan, view the PDF below:
SBR & MBE Consolidated Strategic Plan FY2024

Need Assistance?

Contact your designated MBE Compliance Manager for assistance

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