



SMALL BUSINESS RESERVE (SBR) FY2024 ANNUAL REPORT INSTRUCTIONS

GENERAL GUIDELINES:

The objective of the Small Business Reserve (SBR) Program, per COMAR 21.11.01.06:

B. Scope. To the extent practicable, each procurement unit shall structure its procurement procedures to achieve the result that a minimum of 15 percent of the unit's total dollar value of procurements for goods, supplies, services, maintenance, construction, construction-related services, architectural services, and engineering services are expended directly with certified small businesses at the prime contract level.

D. Expenditures.

(2) Included and Excluded Expenditures.

(b) Only those payments resulting from a procurement designated as a small business reserve procurement may be applied towards the procurement unit's overall small business reserve payment achievement.

Firms must be certified in the SBR Program at the time of the award and payment for agencies to count that payment toward the 15% SBR mandated achievement.

COMAR 21.13.01.03 (B) *Each procurement unit shall submit a report on the small business reserve program to the Governor's Office of Small, Minority & Women Business Affairs within 90 days after the end of each fiscal year, in a format determined by the Governor's Office of Small, Minority & Women*

Business Affairs.

SBR Annual report data is cumulative and should contain data from the start of that fiscal year being reported.

Per COMAR 21.13.01.03 (C), the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) is responsible for reporting the statewide performance of the SBR Program.

SBR units' accounting/finance departments are typically responsible for processing the majority, if not all, of the requests for payment presented by contractors doing business with the state. Once the payment transactions are completed, the payment data required for SBR reporting must be extracted from the accounting system from which the payments were made indicating whether a payment was SBR designated or non-designated and whether the vendor was certified in the SBR Program at the time of the payment.

FMIS AGENCIES: FMIS and RSTARS contain pre-programmed reports that are available in ANSWERS to assist with SBR payment data capture and reporting. SBR report preparers are advised to review these standard reports and work directly with procurement and accounting staff to ensure that all reportable payments are included in your unit's SBR Annual Report.

NON-FMIS AGENCIES: For those units that do not utilize the ANSWERS Database, it is the responsibility of your unit/SBR report preparers to maintain efficient records/documentation of your unit's SBR payment data capture and reporting. SBR report preparers are advised to review their standard reports and work directly with procurement and accounting staff to ensure that all reportable payments are included in your unit's SBR Annual Report.

The [BPW Advisory 2005-1 Small Business Reserve Program](#) and **Socioeconomic Data Reporting Guidance** documents included in the [SBR Reporting Toolkit](#) on the GOSBA website provide guidance in determining whether a payment or group of payments is exempt from SBR reporting (i.e. all preference purchases are excluded from SBR reporting and Procurements governed by federal law OR federal grant provisions that conflict with the Small Business Reserve Program). If you still need guidance after researching/viewing the BPW Advisory and Socioeconomic Data Reporting Guidance documents, SBR units/report preparers should contact the Department of General Services (DGS) Office of State Procurement (OSP), as it is now the control unit, and/or GOSBA with questions regarding items that may/may not be reportable.

7.2024

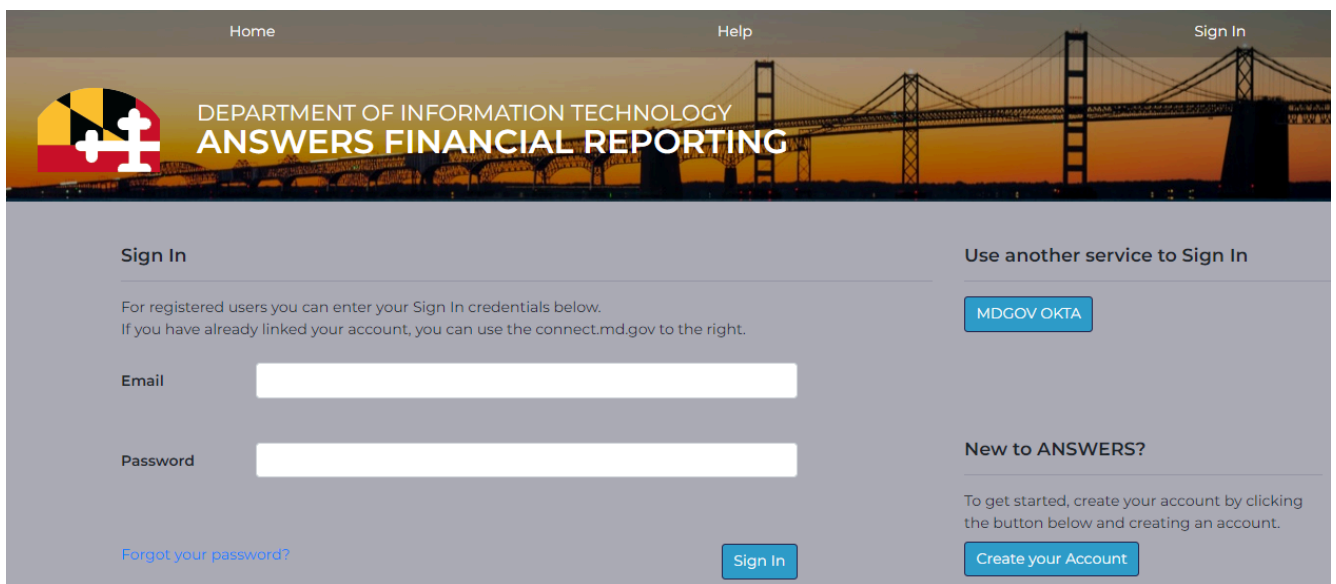
SBR report preparers may also request an “SBR All Active Report” by emailing the eMaryland Marketplace Advantage (eMMA) Help Desk at emma.helpdesk@maryland.gov. This report can help to verify whether a firm was certified in the SBR Program at the time of the payment. If you need further clarification or verification of vendor status, you may also contact the SBR Compliance Managers, Lisa Mitchell Sennaar (lisa.sennaar@maryland.gov) or Tanita Johnson (tanita.johnson1@maryland.gov) if the vendor’s SBR status is unclear in eMMA.

GOSBA REPORT REVIEW PROCESS:

To verify the accuracy and completeness of each SBR unit’s Annual Report, GOSBA requires detailed documentation to support the data contained in the report. *Clearly show how the totals listed on the Summary Statement were calculated by including the supporting data within the additional tabs of the SBR Annual Report template or attaching separate EXCEL SPREADSHEETS within the email when forwarding the SBR Annual Summary Statement.* Show that you have reviewed (“scrubbed”) your data to produce the most accurate report possible, given system limitations and coding situations. The line-by-line instructions below provide a description of the documentation required to support the dollar amounts entered on each line.

A. FMIS Using Units

If you are a FMIS using unit, you will need to access the following reports to obtain the data needed from ANSWERS to complete the Summary Statement:



- 1) PCH065/067 SBR Payments Report
- 2) A30USB12 SBR Purchasing Card (P-Card) Report – optional
- 3) PCH721 R*STARS and P-Card Payments (includes MBE and SBR flags)

State FMIS units must use the ANSWERS application to generate the 065/067 report. The link for the ANSWERS application is <https://net.md.gov/apps/Answers/>. The MDOT modals must submit similar documentation in spreadsheet format from the MDOT iFMIS system.

A note about P-Card data – We advise SBR report preparers to work with the MBE report preparers within the same unit to keep from duplicating your efforts. The purchases made from statewide contracts are included in SBR payment reporting but excluded from MBE award reporting.

The P-Card reports for all SBR units can be accessed from RSTARS View Direct, ANSWERS PCH 721 reports, or directly from the USB monthly bank transaction statements. Each P-Card administrator has access to the Level 3 P-Card report which provides more detailed information regarding items purchased.

B. Non-FMIS Units

The 11 university campuses and all other non-FMIS units must submit system-generated reports from their respective financial systems, along with any other system documentation that supports the expenditures being reported.

All backup documentation must be submitted electronically in **Excel format**. If the View Direct hard-copy P-Card reports are used, they should be scanned and submitted as an email attachment. Notations of any adjustments made to the report totals should be made directly on the reports. One very visible way is to highlight your data in various colors to indicate changes. For example, you could use **orange to indicate excluded items** and use another color to indicate items that have been added back in. It is a personal choice but one we find very easy to follow in reviewing your supporting documentation.

SUBMISSION REQUIREMENTS:

The “Small Business Reserve (SBR) Annual Summary Statement,” must be forwarded to the GOSBA SBR reports mailbox sbrreports.gosba@maryland.gov. Signatures are required for the Annual Report.

GOSBA’s expectation is that, in the process of reviewing unit purchasing data and preparing the SBR report, SBR reporting staff will request assistance from the finance/accounting office as necessary and appropriate.

The 2024 SBR Annual Report deadline is COB, September 30, 2024.

LINE-BY-LINE REPORT INSTRUCTIONS:

To better help you understand these instructions, examples have been provided below. For each line item, please refer to the line references in the Summary Statement and follow the steps to determine the totals.

Remember to place supporting data within the corresponding tabs within the SBR Report (or submit the separate Excel Spreadsheet(s) in the email when forwarding the completed SBR Annual Report).

Line 1, TOTAL All Procurement Purchasing Card (P-Card) Payments:

1. Total All Procurement Purchasing Card (P-Card) Payments	link to support
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Enter the total value of procurement payments made by your unit from the start of the fiscal year up to the end of the fiscal year being reported, using the P-Card. Obtain this figure by using either the bank statements, FMIS View Direct reports, ANSWERS PCH721 report, or the procurement payments report from your unit’s financial system. The sum of all non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, utility payments, lease payments, etc., should be subtracted from the P-Card total. Review the **Socioeconomic Data Reporting Guidance** document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all payments that are non-reportable.

7.2024

"In the ANSWERS Database, the PCH721 Report can be obtained by clicking on the "MBE Payment (PCH717-722)" option and selecting "PCH721- R*STARS Voucher Detail"."

REPORTS

- Vendor POs/Contracts (PCH300)
- Contracts Management (PCH355)
- Commodities on PO/Contract (A315DB2)
- Procurement Award Dollars (PCH062)
- SBR Expenditure Detail/Summary (PCH065/067)
- SBR Procurement (PCH068)
- BPO Detail
- MBE Procurement (PCH709-716)
- MBE Payment (PCH717-722)**
- PCH717 - Non-BPO Direct Vouchers

PCH721 - R*Stars Voucher Detail

Agency: Search Agencies...

- Maryland Cannabis Administration (D23)
- Maryland Commission on African American History & Culture (D22)
- Maryland Department of Aging (D26)
- Maryland Department of Agriculture (L00)
- Maryland Department of Health (M00)
- Maryland Department of Planning (D40)

Begin Date: 07/01/2023

End Date: 03/31/2024 (Calculated from Begin Date)

Date Presets: (Calculated from today.)

* Report Data is updated weekly and current as of COB on 7/5/2024.

Optional Selections:

Amount Threshold:

CPC Only:

Enter the total adjusted P-card amount on Line 1 of the SBR Annual Summary Statement and include the supporting data in the "P-CARD-721- LINES 1 & 2" tab.

Please note that purchases made from statewide contracts using the P-Card are reportable unless the item/service listed is one of the exclusions on the Socioeconomic Data Reporting Guidance document that is located in the SBR Reporting Toolkit.

Example #1: Purchases made from DGS statewide office supply contracts are reportable (e.g., includable in the denominator).

Line 2, TOTAL Procurement Purchasing Card (P-Card) Payments to SBR Vendors:

2. Total Procurement Purchasing Card (P-Card) Payments to SBR Vendors	link to support
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7.2024

Enter the total payments made since the start of the fiscal year up to the end of the fiscal year being reported, to SBR vendors using the P-Card. This amount is a subset of your Line 1 total after you made the adjustments of removing the excluded items (scrubbed the data). Enter the final adjusted SBR P-Card payment total on Line 2 of the Summary Statement. Be certain that the supporting data clearly shows this amount within the “P-CARD-721- LINES 1 & 2” tab behind the summary report in the template. (Be sure to make a note of the count of the number of transactions to unique vendors that are Certified in the SBR Program that you will need for the “Line 6 – T Factor” tab (see *Line 6 instructions regarding the T-Factor*). This number will be included in Line 6 to determine the T Factor.)

LINES 1 and 2 P- Card Documentation: As mentioned above, include supporting data/documentation for Lines 1 and 2. It is optional to include a column that describes each of the excluded items, but it may help others within your unit who review this report. Again, one very visible way to indicate your exclusions is to highlight data. It is a personal choice but one we find very easy to follow in reviewing your supporting documentation.

Vendor_Name	MBE_Certification	MBE_Exclude	Effective_Date	Cur_Doc_No	Cur_Doc_Stx	Number_Trans	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	Vet_Flag	SBR_Flag	ref_Provider
HILTON	N		7/1/2021	CC			\$187.00					
HILTON	N		11/1/2021	CC			\$252.00					
HAMPTON INN	N		10/1/2021	CC			\$340.00					
HAMPTON INN	N		6/1/2022	CC			\$2,975.00					
SURVEYMONKEY.COM	N		3/1/2022	CC			\$407.00					
USPS	N		11/1/2021	CC			\$10.00					
ROCKY GAP CASINO RESORT	N		8/1/2021	CC			\$138.00					
COMFORT INN	N		10/1/2021	CC			\$162.00					
BEST WESTERN	N		11/1/2021	CC			\$129.00					
SHERATON	N		5/1/2022	CC			\$807.00					
HAMPTON INN	N		6/1/2022	CC			\$352.00					
STATE USE INDUSTRIES	N		8/1/2021	CC			\$287.00					
STATE USE INDUSTRIES	N		9/1/2021	CC			\$539.00					
STATE USE INDUSTRIES	N		12/1/2021	CC			\$191.00					
HOLIDAY INN	N		12/1/2021	CC			\$196.00					
BRIDGETOWER SUBSCRIPTION	N		8/1/2021	CC			\$195.00					
RAMADA INN	N		8/1/2021	CC			\$196.00					
QUALITY INN	N		6/1/2022	CC			\$145.00					
SURVEYMONKEY.COM	N		10/1/2021	CC			\$2,054.00					
J.K.CO	N		7/1/2021	CC			\$599.00				Y	
W.E.BUSINESS	N		7/1/2021	CC			\$498.00				Y	
AMAZON.COM	N		4/1/2022	CC			\$219.00				Y	
AMAZON.COM	N		5/1/2022	CC			\$300.00				Y	
AMAZON.COM	N		6/1/2022	CC			\$194.00				Y	
S.H.INTERNATIONAL	N		1/1/2022	CC			\$224.00				Y	
RITE AID	N		11/1/2021	CC			\$31.00				Y	
C.PROMOTIONS	N		5/1/2022	CC			\$285.00				Y	
A.R.COMPANY	N		3/1/2022	CC			\$215.00				Y	
C.INTELLIGENT	N		9/1/2021	CC			\$594.00				Y	
C.INTELLIGENT	N		3/1/2022	CC			\$784.00				Y	
AMAZON.COM	N		10/1/2021	CC			\$180.00				Y	
AMAZON.COM	N		11/1/2021	CC			\$277.00				Y	
AMAZON.COM	N		12/1/2021	CC			\$239.00				Y	
AMAZON.COM	N		7/1/2021	CC			\$184.00				Y	
AMAZON.COM	N		8/1/2021	CC			\$252.00				Y	
A.S.AGNG	N		11/1/2021	CC			\$925.00				Y	
							\$15,500.00	Total All P-Card Payments (RAW DATA)				
							\$6,000.00	Total Exclusions (This amount is subtracted from Raw Data)				
							\$9,500.00	Total P-Card Payments: enter on Line 1 (SCRUBBED DATA)				

Total Exclusions (Yellow arrow pointing to the \$6,000.00 row)

Total P-Card Payments enter on Line 1- note exclusions not included (Green arrow pointing to the \$9,500.00 row)

“Line 2” would consist of the total amounts of the items that have “Y” listed in the “SBR Flag” (Blue arrow pointing to the SBR_Flag column)

\$3,400 Total P-Card Payments to SBR Vendors- enter on Line 2 (Yellow box at the bottom)

Line 3, TOTAL All Procurement Payments (not including P- Card Payments):

3. Total All Procurement Dollar Payments (not including P- Card Payments)	link to support
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Enter your unit's total reportable procurement payments (after "scrubbing") on line 3. Start with the PCH 065/067 report ("Reportable Amount") or the procurement payments report from your unit's financial system to determine this amount. Use the same process outlined above to make any necessary adjustments to the reportable amount, i.e., subtract amounts that are incorrectly showing as reportable and add back amounts that are incorrectly showing as non-reportable. Enter the final adjusted Total All Procurement Payments total on Line 3 of the Summary Statement and include the supporting data in the "065-067 SBR LINES 3, 4 & 5" tab in the template.

In ANSWERS, obtain the 065/067 Report by clicking on the "SBR Expenditure Detail/Summary (PCH065/067)" option.

The screenshot displays the 'PCH065/067 - SBR Expenditure Detail/Summary' report interface. On the left, a sidebar lists various report categories, with 'SBR Expenditure Detail/Summary (PCH065/067)' highlighted in a red box and pointed to by a blue arrow. The main area contains a search for agencies, with 'Maryland State Police (W00)' selected. It also includes fields for Department, Begin Date (07/01/2023), and End Date (03/31/2024). A 'Run Report' button is visible at the bottom.

Line 3 Documentation Requirement: Include supporting data/documentation for Line 3. Highlight items you exclude and add back into the reportable amount. Again, explaining your adjustments is optional, but it may help others within your unit who review this report. (See example below.)

7.2024

Vendor Name	Po Spo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amount	SBR Vend	SBR Procure Ind
BLIND INDUSTRIES AND SERVICES OF MARYLAND (BISM)		8/5/2022	JANITORIAL SUPPLIES	\$ 500.00	\$ -		
BLIND INDUSTRIES AND SERVICES OF MARYLAND (BISM)		12/2/2022	JANITORIAL SUPPLIES	\$ 500.00	\$ -		
UNITED STATES POSTAL SERVICE		9/20/2022	POSTAGE	\$ 488.00	\$ -		
VERIZON		7/18/2022	PHONE SERVICE	\$ 5,600.00	\$ -		
AT&T		10/2/2022	PHONE SERVICE	\$ 4,100.00	\$ -		
CONFERENCE FEES		9/2/2022	CONFERENCE FEES	\$ 2,500.00	\$ -		
HILTON HOTEL		11/2/2022	LODGING	\$ 1,000.00	\$ -		
HAMPTON INN		11/15/2022	LODGING	\$ 550.00	\$ -		
FREDERICK ARTS COUNCIL		12/2/2022	GRANT	\$ 31,890.00	\$ -		
ASSOCIATION DUES		8/20/2022	DUES	\$ 2,200.00	\$ -		
DAILY COMPUTERS		12/10/2022	COMPUTER EQUIPMENT	\$ 3,000.00	\$ 3,000.00		
JANITORIAL SERVICE COMPANY		7/15/2022	JANITORIAL/CLEANING SERVICES	\$ 2,500.00	\$ 2,500.00		
UNIFORMS R US		8/17/2022	UNIFORMS	\$ 4,000.00	\$ 4,000.00		
PENS & THINGS		9/28/2022	SUPPLIES-PENS	\$ 425.00	\$ 425.00		
PENS & THINGS		12/22/2022	SUPPLIES-PENS	\$ 225.00	\$ 225.00		
AMAZON		11/19/2022	PRINTING PAPER	\$ 500.00	\$ 500.00		
K. TECHNOLOGY SOLUTIONS		11/15/2022	HARDWARE CONTRACT	\$ 14,645.00	\$ 14,645.00	Y	Y
C. SEVERN		11/15/2022	HARDWARE CONTRACT	\$ 458,821.28	\$ 458,821.28	Y	Y
E.N. SERVICES		11/15/2022	HARDWARE CONTRACT	\$ 2,424.32	\$ 2,424.32	Y	Y
C. SEVERN		11/15/2022		\$ 23,965.00	\$ 23,965.00	Y	Y
C. SEVERN		11/15/2022	HARDWARE CONTRACT	\$ 40,934.91	\$ 40,934.91	Y	Y
A. TECHNOLOGY SERVICES		11/15/2022	HARDWARE CONTRACT	\$ 6,563.00	\$ 6,563.00	Y	Y
E.N. SERVICES		10/1/2022	SOFTWARE	\$ 50,843.54	\$ 50,843.54	Y	Y
K. TECHNOLOGY SOLUTIONS		10/1/2022	SOFTWARE	\$ 2,318.75	\$ 2,318.75	Y	Y
E. SALES & ENGINEERING		7/29/2022	ENGINEERING SERVICES	\$ 364.50	\$ 364.50	Y	Y
H. MOVING SERVICES LLC		7/21/2022	MOVING SERVICES	\$ 2,699.00	\$ 2,699.00	Y	Y
E. SALES & ENGINEERING		8/12/2022	LIGHTING INSTALLATION	\$ 2,750.00	\$ 2,750.00	Y	Y
H. MOVING SERVICES LLC		7/15/2022	MOVING RECORDS	\$ 2,400.00	\$ 2,400.00	Y	Y
E. SALES & ENGINEERING		7/12/2022	REPLACE AND INSTALL LIGHTING	\$ 20,540.75	\$ 20,540.75	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
				\$	652,020.05	Total All Procurement Payments (Line 3)	

EXCLUSIONS
 (Not to be included in Reportable Total)

Line 4, Total Procurement Payments to SBR Vendors Under Designated SBR Procurements (not including P-Card Payments):

4. Total Procurement Dollar Payments to SBR Vendors Under Designated SBR Procurements (not including P-Card Payments) [link to support](#)

Enter your unit’s total reportable procurement payments to SBR vendors under designated SBR Procurements on Line 4. To get this number, start with the PCH 065/067 report, using the adjusted “Total All Procurement Payments” that was entered on Line 3. From that amount, you will include only those payments that have a “Y” in both of the “SBR Vend” (SBR Vendor) AND “SBR Procurement Indicator” (SBR Procure Ind) columns (see example below).

SBR Vend	SBR Procure Ind
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y
Y	Y

Note that these flagged items will reflect the payments from Purchase Orders or Blanket Purchase Orders that were designated as SBR at the outset of the procurement and paid to an SBR vendor. Enter the final adjusted Total Procurement Payments to SBR Vendors Under Designated SBR Procurements on Line 4 of the Summary Statement and include the supporting data in the “065-067 SBR LINES 3, 4 & 5” tab in the template or add a separate tab to show the subset of this data.

7.2024

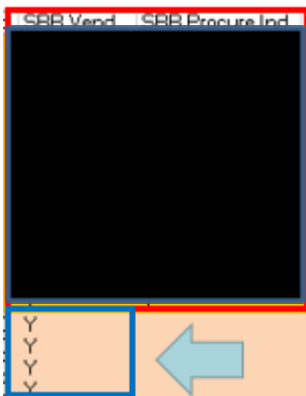
Line 4 Documentation Notes: You may highlight the Procurement Payments to SBR Vendors Under Designated SBR Procurements items. This may help others who review this report.

ALERT: As discussed during past report preparation, eMaryland Marketplace Advantage (eMMA) and the FMIS vendor table may not always reflect current SBR status. Report preparers are cautioned that any payment made to an SBR where there is no “Y” flag in the “SBR Vendor” column, should verify the vendor’s SBR certification was current to count the payment as SBR.

Line 5, Total Procurement Payments to SBR Vendors Under Non-Designated Procurements (not including P-Card Payments):

5. Total Procurement Dollar Payments to SBR Vendors Under Non-Designated Procurements (not including P-Card Payments)	link to support
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Enter your unit’s total reportable procurement payments to SBR vendors under non-designated SBR Procurements on Line 5. To get this number, start with the PCH 065/067 report, using the adjusted “Total All Procurement Payments” that was entered on Line 3. From that amount, you will include only those payments that have a “Y” in the “SBR Vend” (SBR Vendor) column, but no “Y” in the “SBR Procure Ind” column (see example below).



Note that these flagged items will reflect the payments from Purchase Orders or Blanket Purchase Orders that were non-designated as SBR, but paid to an SBR vendor. Enter the final adjusted Total Procurement Payments to SBR Vendors Under Non- Designated SBR Procurements on Line 5 of the Summary Statement and include the supporting data in the “065-067 SBR LINES 3, 4 & 5” tab in the template or add a separate tab to show the subset of this data.

LINES 4 and 5 Documentation Requirements: As stated above, the ANSWERS PCH065/067 report provides you with the total SBR expenditure

7.2024

figure that must be segmented between Lines 4 and 5. Therefore, the total value of SBR payments entered on Lines 4 and 5 may not exceed the total SBR expenditure amount on the PCH065/067 report. (See example below.)

Vendor Name	Po Bpoid	Effective Date	Contract Title	Voucher Amount	Reportable Amount	SBR Vend	SBR Procure Ind
BLIND INDUSTRIES AND SERVICES OF MARYLAND (BISM)		8/5/2022	JANITORIAL SUPPLIES	\$ 500.00	\$ -		
BLIND INDUSTRIES AND SERVICES OF MARYLAND (BISM)		12/2/2022	JANITORIAL SUPPLIES	\$ 500.00	\$ -		
UNITED STATES POSTAL SERVICE		9/20/2022	POSTAGE	\$ 499.00	\$ -		
VERIZON		7/8/2022	PHONE SERVICE	\$ 5,600.00	\$ -		
AT&T		10/2/2022	PHONE SERVICE	\$ 4,100.00	\$ -		
CONFERENCE FEES		3/2/2022	CONFERENCE FEES	\$ 2,500.00	\$ -		
HILTON HOTEL		11/2/2022	LODGING	\$ 1,000.00	\$ -		
HAMPTON INN		11/5/2022	LODGING	\$ 550.00	\$ -		
FREDERICK ARTS COUNCIL		12/2/2022	GRANT	\$ 31,830.00	\$ -		
ASSOCIATION DUES		8/20/2022	DUES	\$ 2,200.00	\$ -		
DALY COMPUTERS		12/10/2022	COMPUTER EQUIPMENT	\$ 3,000.00	\$ 3,000.00		
JANITORIAL SERVICE COMPANY		7/15/2022	JANITORIAL/CLEANING SERVICES	\$ 2,500.00	\$ 2,500.00		
UNIFORMS PLUS		8/17/2022	UNIFORMS	\$ 4,000.00	\$ 4,000.00		
PENS & THINGS		9/28/2022	SUPPLIES-PENS	\$ 425.00	\$ 425.00		
PENS & THINGS		12/22/2022	SUPPLIES-PENS	\$ 225.00	\$ 225.00		
AMAZON		11/19/2022	PRINTING PAPER	\$ 500.00	\$ 500.00		
K. TECHNOLOGY SOLUTIONS		11/15/2022	HARDWARE CONTRACT	\$ 14,645.00	\$ 14,645.00	Y	Y
C. SEVERN		11/15/2022	HARDWARE CONTRACT	\$ 458,821.28	\$ 458,821.28	Y	Y
E.N. SERVICES		11/15/2022	HARDWARE CONTRACT	\$ 2,424.92	\$ 2,424.92	Y	Y
C. SEVERN		11/15/2022	HARDWARE CONTRACT	\$ 23,985.00	\$ 23,985.00	Y	Y
C. SEVERN		11/15/2022	HARDWARE CONTRACT	\$ 40,334.31	\$ 40,334.31	Y	Y
A. TECHNOLOGY SERVICES		11/15/2022	HARDWARE CONTRACT	\$ 6,563.00	\$ 6,563.00	Y	Y
E.N. SERVICES		10/10/2022	SOFTWARE	\$ 50,643.54	\$ 50,643.54	Y	Y
K. TECHNOLOGY SOLUTIONS		10/10/2022	SOFTWARE	\$ 2,318.75	\$ 2,318.75	Y	Y
E. SALES & ENGINEERING		7/29/2022	ENGINEERING SERVICES	\$ 364.50	\$ 364.50	Y	Y
H. MOVING SERVICES LLC		7/2/2022	MOVING SERVICES	\$ 2,639.00	\$ 2,639.00	Y	Y
E. SALES & ENGINEERING		8/12/2022	LIGHTING INSTALLATION	\$ 2,759.00	\$ 2,759.00	Y	Y
H. MOVING SERVICES LLC		7/15/2022	MOVING SERVICES	\$ 2,400.00	\$ 2,400.00	Y	Y
E. SALES & ENGINEERING		7/12/2022	REPLACE AND INSTALL LIGHTING	\$ 20,540.75	\$ 20,540.75	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
F.P. SYSTEMS		12/27/2022	REPAIR/MAINTENANCE SCHEDULE	\$ 3,075.00	\$ 3,075.00	Y	Y
				\$ 652,020.05	Total All Procurement Payments (Line 3)		
				\$ 623,070.05	Total Payments to SBR Vendors on Designated SBR Procurements (Line 4)		
				\$ 12,300.00	Total Payments to SBR Vendors on Non-Designated SBR Procurements (Line 5)		

EXCLUSIONS
(Not to be included in Reportable Total)

NOTE: THESE REPORTABLE ITEMS ARE INCLUDED WITHIN TOTAL ALL PAYMENTS

SBR DESIGNATED

NON-DESIGNATED TO SBR VENDORS

Line 6, Total Number of SBR Vendors Receiving Payments:

6. Total Number of SBR Vendors receiving payments (number not dollar amount)	link to support
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Enter the total number of SBR vendors that received a payment from the start of the fiscal year up to the end of the fiscal year being reported, i.e., the total number of unique vendors, not the total number of transactions. Count/tally the number of individual firms from your support data (PCH065/067 Payments “SBR Indicator”, and PCH 721”SBR Indicator”). If there are 50 payments made to a SBR vendor, you count that SBR vendor one time (see an example below). List all Certified Small Business Vendors that received payments in the “Line 6 T-Factor tab.” Only count each firm once. This total number will be entered on Line 6 of the Summary Statement. See below list of **only the SBR vendors** that received payments. These should include designated and non-designated payments to SBR Vendors.

The “Notes” section at the bottom of the Summary Page. The “Notes” section should be used to put the unit’s SBR designated set aside achievement in context, if the unit **has not** met the 15% SBR designated spending goal. You may use this section to explain undercounting, i.e., an SBR vendor fell out of certification after they were awarded the contract, so that vendor’s payments were not counted.

<p>Did the unit attain the 15% SBR Designated Procurement payments? Yes or No. If the unit did not attain 15 % SBR Designated spend, use the "Notes section" to explain the lack of 15 % SBR Designated attainment.</p>	<p><u>NOTES:</u></p>
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SBR Compliance Managers, Lisa Mitchell Sennaar and Tanita Johnson are available to assist with any questions you may have regarding completion of the SBR Annual Reports. Please direct your inquiries via email to lisa.sennaar@maryland.gov or tanita.johnson1@maryland.gov.

The completed excel spreadsheet/Small Business Reserve (SBR) Annual Report, inclusive of the Small Business Reserve Annual Summary Statement Template with supporting documentation must be forwarded to the SBR reports mailbox, sbrreports.gosba@maryland.gov. **Signatures are required for the SBR Annual Reports.

**

<p>Agency Head Signature:</p>	
<p>Chief Financial Officer Signature:</p>	

DON'T FORGET TO INPUT YOUR UNIT'S NAME IN THE HEADER OF THE EXCEL DOCUMENTS!