



SMALL BUSINESS RESERVE (SBR) FY2025 QUARTERLY/ANNUAL REPORT INSTRUCTIONS

GENERAL GUIDELINES:

Per Senate Bill 673/House Bill 962 (State Procurement - Small Business Reserve Program - Goals and Outreach Program):

To the extent practicable, a unit shall structure its procurement procedures to achieve a minimum of 20% of the unit's total dollar value of goods, supplies, services, maintenance, construction, construction-related services, and architectural and engineering service contracts to be made directly to certified small businesses.

A unit may apply toward the unit's overall annual Small Business Reserve achievement awards made to a certified small business under designated Small Business Reserve contracts as well as awards made to a certified small business under contracts that are not designated for the Small Business Reserve.

Reports shall:

- (i) State the total number and the dollar value of AWARDS the unit made to certified small businesses under designated small business reserve contracts;
- (ii) State the total number and the dollar value of AWARDS the unit made to certified small businesses under non-designated small business reserve contracts, including purchase card procurements;

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- (iii) State the total dollar value of AWARDS the unit made under procurement contracts; and
- (iv) Contain other such information as required by the Governor's Office of Small, Minority, and Women Business Affairs.

SBR Quarterly/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 awards and/or payments presented by contractors doing business with the state. Once the award and/or payment transactions are completed, the award and/or payment data required for SBR reporting must be extracted from the accounting system from which the awards and/or payments were made indicating whether an award and/or payment was SBR designated or non-designated and whether the vendor was certified small business at the time of the award and/or payment.

FMIS AGENCIES: FMIS and RSTARS contain pre-programmed reports that are available in ANSWERS to assist with SBR award and 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 Quarterly/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 award and 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 awards and payments are included in your unit's SBR Quarterly/Annual Report.

The ***Socioeconomic Data Reporting Guidance*** document and video included in the [SBR Reporting Toolkit](#) on the GOSBA website provide guidance in determining whether an award and/or payment is exempt from SBR reporting

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(i.e. all preference purchases are excluded from SBR reporting as are 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 Socioeconomic Data Reporting Guidance documents, SBR units/report preparers should contact your unit's Assistant Attorney General (AAG) and/or GOSBA with questions regarding items that may/may not be reportable.

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 award and/or payment. (Be certain to ask for a redacted report with the last 4 Tax ID.) 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 Quarterly/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 Quarterly/Annual Report template or attaching separate EXCEL SPREADSHEETS within the email when forwarding the SBR Quarterly/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 and number 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:

Home Help Sign In

DEPARTMENT OF INFORMATION TECHNOLOGY
ANSWERS FINANCIAL REPORTING

Sign In

For registered users you can enter your Sign In credentials below.
If you have already linked your account, you can use the connect.md.gov to the right.

Email

Password

[Forgot your password?](#)

Use another service to Sign In

New to ANSWERS?

To get started, create your account by clicking the button below and creating an account.

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 procurement unit's procurement activity, including prime contract awards and payments to Certified Small Businesses.

- 1) PCH068- SBR Procurement- Optional
- 2) PCH709- BPO/PO Change Orders (this report has "SBR" identifier)
- 3) PCH710- Diagnostic by Work Category - Prime (Contract Awards Detail) run by award date (this report has "SBR" identifier)
- 4) PCH717- Non-BPO Direct Vouchers (MBE Prime Payments by Direct Voucher; no BPO/PO) Direct Vouchers Awards Reports - This report contains flags for SBR procurement and vendors
- 5) PCH065/067- SBR Expenditure Detail/Summary (SBR Payments Report)
- 6) A30USB12 SBR Purchasing Card (P-Card) Report – optional
- 7) PCH721- R*STARS Voucher Detail and P-Card Payments (includes MBE and SBR flags)

FMIS CHEAT SHEET

AWARDS ➡ **ANSWERS Reports 709, 710, 717 & 721**
 (Optional- Report 068 OR VIEW DIRECT A30USB12)

PAYMENTS ➡ **ANSWERS Reports 065/067 & 721**
 (Optional- Report VIEW DIRECT A30USB12)

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

**With the exception of the control agency statewide contracts*

State FMIS units must use the ANSWERS application to generate the 065/067, 068, 709, 710, 717 and 721 reports. 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/VSBE report preparers within the same unit to keep from duplicating your efforts. (Refer to the **Socioeconomic Data Reporting Guidance** document included in the [SBR Reporting Toolkit](#) and [Socioeconomic Data Reporting Guidance- Training Video](#) for information pertaining to scrubbing.)

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 12 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.

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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 to be included. 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) Report Summary” must be forwarded to the GOSBA SBR reports mailbox sbrreports.gosba@maryland.gov. **Signatures are not required for the Quarterly Report.** (*But it is mandatory 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 **FY2025 SBR Quarterly Reports are due no later than 30 days following the quarter being reported.** SBR Quarterly Reports are cumulative.

The **FY2025 SBR Annual Reports are due on or by September 30th (within 90 days of the end of each fiscal year).** Annual Reports are cumulative.

LINE-BY-LINE REPORT INSTRUCTIONS:

To better help you understand these instructions, examples have been provided below. For each referenced item, please refer to the examples/Summary Statement listed below and follow the steps to determine your unit’s participation in the SBR Program.

NOTES:

-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).

In addition, when/if adding tabs/spreadsheets with supporting data, some items can be included within the same tab/spreadsheet. However, make certain that

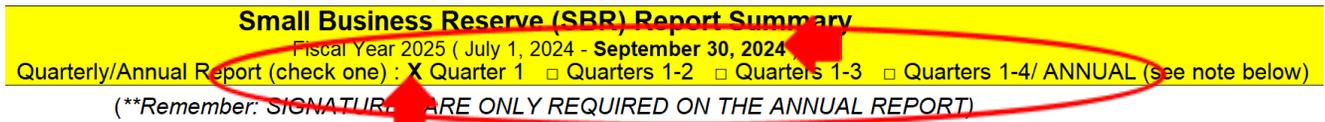
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the identifiable description (i.e. name of tab/spreadsheet) clearly states the specific data that is provided.

For example, if it is decided that the supporting data for BPO/PO Awards- “Total # All Procurement Contracts Awarded” and BPO/PO Awards- “Total \$ All Procurement Contracts Awarded” will be listed on the same tab/spreadsheet, the identifiable description may note “BPO/PO Awards- Cells B17 & C17”.



-Check the appropriate box at the top of the Summary Statement to indicate which Quarter/Annual Report is being submitted and enter the end date of the period being reported. For example, if you are submitting information for the 1st Quarter, place an “X” beside the “Quarter 1” option and enter the end date of the 1st Quarter (i.e. September 30th, being certain to include the appropriate year).



****ONLY FORWARD SIGNATURES WHEN SUBMITTING THE ANNUAL REPORT****
(i.e. when selecting the “Quarters 1-4/ Annual” option)

-When completing the Summary Statement, in the green cells (manual entries), be certain to delete the reference information (i.e. “QTY”) before entering your data.

	Total # All Procurement Contracts Awarded	➔	Total # All Procurement Contracts Awarded
BPO/PO Awards	QTY 709 & 710		52

AWARDS- BPO/PO AWARDS (i.e. Cells B17-G17)

Awards to Certified Small Businesses (CSBs)						
	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Designated Contracts Awarded to CSBs (SBRs)	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)	Total # Designated Contracts Awarded to CSBs (SBRs)	Total \$ Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	QTY 709 & 710	\$ from 709 & 710 REPORTS	QTY from 709 & 710 REPORTS	\$ from 709 & 710 REPORT	QTY from 710 REPORTS	\$ from 710 REPORTS

****Note that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain the BPO/PO Awards.****

BPO/PO AWARDS- “Total # All Procurement Contracts Awarded”

	Total # All Procurement Contracts Awarded
BPO/PO Awards	QTY 709 & 710 (Cell B17)

Enter the total number of BPO/PO Awards made by your unit to all vendors from the start of the fiscal year up to the end of the fiscal year being reported, after you made the adjustments of removing the excluded items (scrubbed the data). Review the **Socioeconomic Data Reporting Guidance** document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of procurements from your support data, PCH068 or PCH709 & 710. (Note that if utilizing the 709 and 710 Reports, you must add the reportable items from each report.) Enter this count (#) in the “Total # All Procurement BPO/PO Awarded” field (or Cell B17) of the Summary Statement. (Remember that this count should include all vendors that received BPO/PO Awards after scrubbing the data).

In the ANSWERS Database, the PCH068 Report can be obtained by clicking on the "SBR Procurement (PCH068)" option OR the PCH709 & 710 Reports can be accessed by navigating to the “MBE Procurement (PCH709-716)” section and selecting “PCH709- BPO/PO Change Orders” and “PCH710- Diagnostic by Work Category- Prime” options.

ANSWERS- Accessing PCH068 Report

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)
- YEC Reports
- RSTARS Reports

PCH068 - SBR Procurement

Agency: (Select multiple agencies by checking the checkbox to the left of the Agency.)

Search Agencies...

- Maryland Automobile Insurance Fund (D70)
- Maryland Aviation Administration (I06)
- Maryland Cannabis Administration (D23)
- Maryland Commission on African American History & Culture (D22)
- Maryland Department of Aging (D26)
- Maryland Department of Agriculture (L00)

Begin Date: 07/01/2023

End Date: 06/30/2024 (Calculated from Begin Date)

Date Presets: (Calculated from today.)

* Report Data is updated weekly and current as of COB on 10/11/2024.

Optional Selections:

Amount Threshold: \$0.00 - \$999,999,999,999.99

ANSWERS- Accessing PCH709 & 710 Reports (select "Fiscal Effective Date")

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)
- PCH709 - BPO/PO Change Orders**
- PCH710 - Diagnostic by Work Category - Prime

PCH709 - BPO/PO Change Orders

Agency: (Select multiple agencies by checking the checkbox to the left of the Agency.)

Search Agencies...

- Maryland Automobile Insurance Fund (D70)
- Maryland Aviation Administration (I06)
- Maryland Cannabis Administration (D23)
- Maryland Commission on African American History & Culture (D22)
- Maryland Department of Aging (D26)
- Maryland Department of Agriculture (L00)

Department: **From:** L001000 **To:** L005000

Begin Date: 07/01/2023

End Date: 06/30/2024 (Calculated from Begin Date)

Date Presets: (Calculated from today.)

* Report Data is updated weekly and current as of COB on 10/11/2024.

Optional Selections:

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)
- PCH709 - BPO/PO Change Orders
- PCH710 - Diagnostic by Work Category - Prime**

PCH710 - Diagnostic by Work Category - Prime

Agency:

- Maryland Automobile Insurance Fund (D70)
- Maryland Aviation Administration (I06)
- Maryland Cannabis Administration (D23)
- Maryland Commission on African American History & Culture (D22)
- Maryland Department of Aging (D26)
- Maryland Department of Agriculture (L00)

Department: From: L001000 To: L005000

Begin Date: 07/01/2023

End Date: 06/30/2024 (Calculated from Begin Date.)

Date Presets: PPFY PFY CFY FYTD PPY PY CY PM CM YTD

Date Type: Fiscal Effective Date Award Date

Report Type: MBE

BPO/PO AWARDS- "Total \$ All Procurement Contracts Awarded"

	Total \$ All Procurement Contracts Awarded
BPO/PO Awards	\$ from 709 & 710 REPORTS (Cell C17)

****Remember that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain this data.****

Enter your unit’s BPO/PO Awards “Total \$ All Procurement Contracts Awarded” (after “scrubbing”) on the Summary Statement. Refer to the PCH709 and 710 Reports OR PCH068 Report to determine this amount. 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 total. Review the **Socioeconomic Data Reporting Guidance** document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. You can find this amount by referring to the “CO Amount“ column of the PCH709 Report AND the “Contract Amount” column of the PCH710 Report. (Note, if utilizing the PCH068 Report, this data can be found in the “Amount” field.) Total the dollar amount of these items. Enter this amount (\$) in the “Total \$ All Procurement Contracts Awarded” field (or Cell C17) of the Summary Statement.

In the ANSWERS Database, the PCH709 & 710 Reports can be obtained by navigating to the "MBE Procurement (PCH709-716)" section and clicking on the "PCH709 - BPO/PO Change Orders" and "PCH710- Diagnostic by Work Category- Prime" options OR the PCH068 Report can be obtained by clicking on the "SBR Procurement (PCH068)" option.

ANSWERS- Accessing PCH709 & 710 Reports

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
- PCH709 - BPO/PO Change Orders**
- PCH710 - Diagnostic by Work Category- Prime

PCH709 - BPO/PO Change Orders

Agency: (Select multiple agencies by checking the checkbox to the left of the Agency.)

Search Agencies... Reset Search Clear Checkboxes

- Maryland Automobile Insurance Fund (D70)
- Maryland Aviation Administration (J06)
- Maryland Cannabis Administration (D23)
- Maryland Commission on African American History & Culture (D22)
- Maryland Department of Aging (D26)
- Maryland Department of Agriculture (L00)

Department: From: L001000 To: L005000

Begin Date: 07/01/2023

End Date: 06/30/2024 +30 +60 +90 (Calculated from Begin Date.)

Date Presets: (Calculated from today.) PPFY PFY CFY FYTD PPY PY CY PM CM YTD

Clear All Selections Run Report

* Report Data is updated weekly and current as of COB on 10/11/2024.

Optional Selections:

ANSWERS- Accessing PCH068 Report

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)
- YEC Reports
- RSTARS Reports

PCH068 - SBR Procurement

Agency: (Select multiple agencies by checking the checkbox to the left of the Agency.)

Search Agencies... Reset Search Clear Checkboxes

- Maryland Automobile Insurance Fund (D70)
- Maryland Aviation Administration (J06)
- Maryland Cannabis Administration (D23)
- Maryland Commission on African American History & Culture (D22)
- Maryland Department of Aging (D26)
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Begin Date: 07/01/2023

End Date: 06/30/2024 +30 +60 +90 (Calculated from Begin Date.)

Date Presets: (Calculated from today.) PPFY PFY CFY FYTD PPY PY CY PM CM YTD

Clear All Selections Run Report

* Report Data is updated weekly and current as of COB on 10/11/2024.

Optional Selections:

Amount Threshold: \$0.00 - \$999,999,999,999,999.99

BPO/PO AWARDS- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)”

	Total # Non-Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	QTY from 709 & 710 REPORTS (Cell D17)

****Remember that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain this data.****

Enter the “Total # Non-Designated Contracts Awarded to CSBs (SBRs)” made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- “*Total Number (#) of All Unit Awards*”. Count the number of BPO/PO Awards that were made to Certified Small Businesses (SBRs) that received Non-Designated awards. If utilizing the 709 & 710 Reports, this total can be found by adding the number of the items on the 709 Report that have “Y” listed in the “SBR” column AND within the 710 Report, the items that have “SBR” listed in the “SBR Type” column and the “SBR Procure Ind” column is blank.

(Note if utilizing the 068 Report, this total can be found by calculating the number of the items that have “Y” listed in the “SBR Vend” column and the “SBR Ind” column is blank.)

Enter that count in the **BPO/PO Awards- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell D17). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “# Non-Design. Contracts-CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of the attached document.

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Examples:

710 Report- Count these type of items:

709 Report-Count these type of items:

SBR Type	SBR Procure Ind
SBR	



SBR
Y
Y
Y

068 Report- Count/tally these type of items:

SBR Ind	SBR Vend
	Y

CONTRACT AWARDS- "Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)"

	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	\$ from 709 & 710 REPORT (Cell E17)

****Remember that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain this data.****

Enter the "Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)" made since the start of the fiscal year up to the end of the quarter being reported. This

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amount is a subset of the BPO/PO Awards- “*Total \$ All Procurement Contracts Awarded*”. (In addition, note that you can calculate the dollar amount of the items that have been provided within the BPO/PO AWARDS- “*Total # Non-Designated Contracts Awarded to CSBs (SBRs)*”— as these items, when adding the dollar amounts, would represent the dollar value of the Non-Designated Contracts Awarded to CSBs (SBRs) or refer to the next few statements to find the total.) Determine the dollar amount of BPO/PO Awards that were made to Certified Small Businesses (SBRs) that received Non-Designated awards. If utilizing the 709 & 710 Reports, this total can be found by calculating the dollar value of the items on the 709 Report that have “Y” listed in the “SBR” column AND within the 710 Report, the dollar value of the items that have “SBR” listed in the “SBR Type” column and the “SBR Procure Ind” column is blank.

(Note if utilizing the 068 Report, this total can be found by calculating the dollar value of the items that have “Y” listed in the “SBR Vend” column and the “SBR Ind” column is blank.)

Enter that dollar value in the **BPO/PO Awards- “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell E17). Be certain to clearly show the supporting data within a tab/spreadsheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “\$ Non-Design. BPO_PO-CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of the attached document.

Examples:

709 Report- Dollar amounts of these type of items would be added:

Vendor Name	CO Effective	Original Contract Amount	CO Amount	SBR
Company A	7/12/2023	1986	206.26	Y



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710 Report- Dollar amounts of these type of items would be added:

Contract Amount	Vendor Number	Vendor Name	Fiscal Effective Dat	Effective Date	SBR Type	SBR Procure Ind
\$101,406.63	****	Company 1	9/12/2023	9/12/2023		
\$80.73	****	Company 2		7/17/2023		
\$9,190.00	****	Company 3		7/3/2023		
\$136.16	***	Company 4		7/1/2023	SBR	
\$45.94	****	Company 5		7/1/2023		
\$676.30	****	Company 6		7/1/2023	SBR	
\$110.95	****	Company 7		7/3/2023	SBR	
\$215.50	****	Company 8		7/3/2023		

068 Report- Dollar amounts of these type of items would be added:

Amount	Effective Date	Vendor No Masked	Vendor Name	SBR Ind	SBR Vend
\$8,000.00	7/3/2023	****	Company A		
\$136.16	7/1/2023	****	Company B		Y
\$45.94	7/1/2023	****	Company C		
\$654.28	7/1/2023	****	Company D		
\$8,619.96	7/5/2023	****	Company F		
\$960.00	7/11/2023	****	Company G		
\$1,643.31	7/11/2023	****	Company H		Y
\$2,804.00	7/11/2023	****	Company I		
\$46.27	7/11/2023	****	Company G		Y

BPO/PO AWARDS- “Total # Designated Contracts Awarded to CSBs (SBRs)”

	Total # Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	QTY from 710 REPORTS (Cell F17)

Enter the “Total # Designated Contracts Awarded to CSBs (SBRs)” made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- “Total Number (#) of All Unit Awards”. Count the number of BPO/PO Awards that were made to Certified Small Businesses (SBRs) that received Designated awards. If utilizing the 710 Report, this total can be found by adding the number of the items that have “SBR” listed in the “SBR Type” column and “Y” provided in the “SBR Procure Ind” column.

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(Note if utilizing the 068 Report, this total can be found by calculating the number of the items that have “Y” listed in both the “SBR Vend” and “SBR Ind” columns.)

Enter that count in the **BPO/PO Awards- “Total # Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell F17). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “# Designated Contracts-CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of attached document.

Examples:

710 Report- Count/tally these type of items:

Vendor Name	Fiscal Effective Date	Effective Date	SBR Type	SBR Procure Ind
Company AA		7/11/2023		
Company BB		7/11/2023	SBR	Y
Company CC		7/11/2023		
Company DD		7/11/2023	SBR	Y
Company EE		7/13/2023		
Company FF		7/13/2023		
Company GG		7/14/2023		

068 Report- Count/tally these type of items:

Vendor Name	SBR Ind	SBR Vend
Company 01		
Company 02	Y	Y
Company 03		
Company 04	Y	Y
Company 05		
Company 06		
Company 07	Y	Y
Company 08		

BPO/PO AWARDS- “Total \$ Designated Contracts Awarded to CSBs (SBRs)”

	Total \$ Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	\$ from 710 REPORTS (Cell G17)

Enter the “Total \$ Designated Contracts Awarded to CSBs (SBRs)” made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- “*Total \$ All Procurement Contracts Awarded*”. (In addition, note that you can calculate the dollar amount of the items that have been provided within the BPO/PO AWARDS- “Total # Designated Contracts Awarded to CSBs (SBRs)” — as these items, when adding the dollar amounts, would represent the dollar value of the SBR Designated Contracts Awarded to CSBs (SBRs) or refer to the next few statements to find the total.) Determine the dollar amount of BPO/PO Awards that were made to Certified Small Businesses (SBRs) that received SBR Designated awards. If utilizing the 710 Report, this total can be found by calculating the dollar value of the items that have “SBR” listed in the “SBR Type” column and “Y” provided in the “SBR Procure Ind” column.

(Note if utilizing the 068 Report, this total can be found by calculating the dollar value of the items that have “Y” listed in both the “SBR Vend” and “SBR Ind” columns.)

Enter that dollar value in the **BPO/PO Awards- “Total \$ Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell G17). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “\$ Designated Contracts-CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of attached document.

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Examples:

710 Report

Contract Amount	Vendor Number	Vendor Name	Fiscal Effective Date	Effective Date	SBR Type	SBR Procure Ind
\$960.00	****	Company AA		7/11/2023		
\$1,643.31	****	Company BB		7/11/2023	SBR	Y
\$2,804.00	****	Company CC		7/11/2023		
\$46.18	****	Company DD		7/11/2023	SBR	Y
\$1,140.00	****	Company EE		7/13/2023		
\$1,343.00	****	Company FF		7/13/2023		
\$387.16	****	Company GG		7/14/2023		

068 Report

Amount	Effective Date	Vendor No Masked	Vendor Name	SBR Ind	SBR Vend
\$46.27	7/11/2023	****	Company 01		
\$207.50	7/20/2023	****	Company 02	Y	Y
\$16,782.93	7/20/2023	****	Company 03		
\$47.36	7/20/2023	****	Company 04	Y	Y
\$329.19	7/24/2023	****	Company 05		
\$3,479.52	7/26/2023	****	Company 06		
\$30.04	7/26/2023	****	Company 07	Y	Y
\$112.00	7/26/2023	****	Company 08		

AWARDS- DV (Direct Vouchers- i.e. Cells B18-E18)

Awards to Certified Small Businesses (CSBs)					
	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs (SBRs)	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)	Total # Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	QTY 709 & 710 REPORTS	\$ from 709 & 710 REPORTS	QTY from 709 & 710 REPORTS	\$ from 709 & 710 REPORT	QTY from 710 REPORTS
DV Awards	QTY 717 REPORT	\$ from 717 REPORT	QTY from 717 REPORT	\$ from 717 REPORT	



DV Awards (Direct Vouchers)- “Total # All Procurement Contracts Awarded”

	Total # All Procurement Contracts Awarded
BPO/PO Awards	QTY 709 & 710
DV Awards	QTY 717 (Cell B18)

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Enter the total number of Direct Vouchers (DV) made by your unit to all vendors from the start of the fiscal year up to the end of the fiscal year being reported, after you made the adjustments of removing the excluded items (scrubbed the data). Review the **Socioeconomic Data Reporting Guidance** document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of procurements from your support data (PCH717 Report). Enter this count (#) in the DV (Direct Vouchers)-“Total # All Procurement Contracts Awarded” field (or Cell B18) of the Summary Statement.

In the ANSWERS Database, the PCH717 can be obtained by clicking on the “MBE Payment (PCH717-722)” option and selecting “PCH717- Non-BPO Direct Vouchers” option.

ANSWERS- Accessing 717 Report

The screenshot shows the ANSWERS database interface for accessing the PCH717 report. The interface is divided into a sidebar on the left and a main panel on the right. The sidebar lists various report categories, with 'PCH717 - Non-BPO Direct Vouchers' highlighted in red. The main panel is titled 'PCH717' and contains several sections: 'Agency:' with a search bar and a list of agencies (Maryland Department of Agriculture is selected); 'Department:' with 'From:' and 'To:' dropdowns; 'Begin Date:' and 'End Date:' with date pickers and offset options (+30, +60, +90); 'Date Presets:' with buttons for PPFY, PFY, CFY, FYTD, PPY, PY, CY, PM, CM, YTD; and 'Report Type:' with a dropdown set to 'MBE'. A 'Run Report' button is at the bottom right. A red arrow points to the 'PCH717 - Non-BPO Direct Vouchers' option in the sidebar.

DV (DIRECT VOUCHER)- “Total \$ All Procurement Contracts Awarded”

	Total \$ All Procurement Contracts Awarded
BPO/PO Awards	\$ from 709 & 710 REPORTS
DV Awards	\$ from 717 REPORT (Cell C18)

Enter your unit’s Direct Voucher (DV) Awards “Total \$ All Procurement Contracts Awarded” (after “scrubbing”) on the Summary Statement. Refer to the PCH717 Report (“*Reportable Amount*”) or the procurement payments report from your unit’s financial system to determine this amount. The sum of all non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, utility payments, lease payments, grants, etc., should be subtracted from the total. Review the **Socioeconomic Data Reporting Guidance** document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. You can find this amount by referring to the “Reportable Amount “ column of the PCH 717 Report. Total the dollar amount of these items. Enter this amount (\$) in the “Total \$ All Procurement Contracts Awarded” field (or Cell C18) of the Summary Statement.

In the ANSWERS Database, the PCH717 can be obtained by clicking on the “MBE Payment (PCH717-722)” option and selecting “PCH717- Non-BPO Direct Vouchers” option. (Note that this is the same report that is accessed for the prior section or Cell B18.)

ANSWERS- Accessing 717 Report

The screenshot displays the ANSWERS database interface for the PCH717 report. On the left sidebar, under the 'REPORTS' section, the 'PCH717 - Non-BPO Direct Vouchers' option is highlighted with a red box. A red arrow points from the 'MBE Payment (PCH717-722)' option to this highlighted option. The main content area shows the 'PCH717' report configuration. It includes a search for agencies, with 'Maryland Department of Agriculture (L00)' selected. The 'Department' is set to 'L001000' and 'L005000'. The 'Begin Date' is '07/01/2023' and the 'End Date' is '06/30/2024'. The 'Report Type' is 'MBE'. A 'Run Report' button is visible at the bottom.

DV (DIRECT VOUCHERS)- AWARDS- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)”

	Total # Non-Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	QTY from 709 & 710 REPORTS
DV Awards	QTY from 717 REPORT (Cell D18)

Enter the Direct Voucher (DV)- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)” made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the Direct Voucher (DV)- “Total Number (#) of All Unit Awards”. Count the number of Direct Voucher (DV) Awards that were made to Certified Small Businesses (SBRs). Refer to the scrubbed PCH717 Report, this total can be found by counting the number of the items that have “Y” listed in the “SBR Vendor” column. Enter that count in the **Direct Voucher (DV)- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell D18). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “# Non-Designated DV- CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of attached document.

Example:

717 Report- Count items with the following:

Vendor Name	SBR Vend
Company A	Y
Company B	Y
Company C	Y
Company D	Y
Company D	Y
Company D	Y

DIRECT VOUCHERS (DV) AWARDS- “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)”

	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	\$ from 709 & 710 REPORT
DV Awards	\$ from 717 REPORT (Cell E18)

Enter the Direct Vouchers (DV)- “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)” made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the Direct Vouchers (DV)- “Total \$ All Procurement Contracts Awarded”. (In addition, note that you can calculate the dollar amount of the items that have been provided within the DIRECT VOUCHERS (DV)- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)” — as these items, when adding the dollar amounts, would represent those Non-Designated Contracts Awarded to CSBs (SBRs) or refer to the next few statements to find the total.) Determine the dollar amount of Direct Voucher (DV) Awards that were made to Certified Small Businesses (SBRs) that received Non-Designated awards. This total *can be obtained from the PCH717 Report by calculating the dollar value of the items that have “Y” listed in the “SBR Vend” column.* (Refer to the “Reportable Amounts”.)

Enter that dollar value in the **Direct Vouchers (DV)- “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell E18). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “\$ Non-Designated DV-CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of attached document.

Example:

717 Report- Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)

Vendor Name	SBR Vend	Due Date	Voucher Amount	Reportable Amount
Company A	Y	7/15/2023	\$2,390.44	\$2,390.44
Company B	Y	8/18/2023	\$2,390.44	\$2,390.44
Company C	Y	9/15/2023	\$2,390.44	\$2,390.44
Company D	Y	10/12/2023	\$2,390.44	\$2,390.44
Company D	Y	11/16/2023	\$2,390.44	\$2,390.44
Company D	Y	12/15/2023	\$2,390.48	\$2,390.48
			Total	\$14,342.68

AWARDS- P-CARD (Purchase Card- i.e. Cells B19-E19)

Awards to Certified Small Businesses (CSBs)					
	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs (SBRs)	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)	Total # Designated Contracts Awarded to CSBs (SBRs)
Contract Awards	QTY 709 & 710	\$ from 709 & 710 REPORTS	QTY from 709 & 710 REPORTS	\$ from 709 & 710 REPORT	QTY from 709 & 710 REPORTS
DV	QTY	\$ from 717 REPORT	QTY from 717 REPORT	\$ from 717 REPORT	QTY from 717 REPORT
P-card	QTY	\$ from 721 REPORT	QTY from 721 REPORT	\$ from 721 REPORT	



P-CARD (AWARDS)- “Total # All Procurement Contracts Awarded”

	Total # All Procurement Contracts Awarded
BPO/PO Awards	QTY 709 & 710
DV Awards	QTY 717
P-card	QTY 721 (Cell B19)

Enter the total number of Purchase Card (P-Card) Awards made by your unit to all vendors from the start of the fiscal year up to the end of the fiscal year being reported, after you made the adjustments of removing the excluded items (scrubbed the data). Review the **Socioeconomic Data Reporting Guidance** document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of procurements from your support data (PCH 721 Report). Enter this count (#) in the P-Card- “Total # All Procurement Contracts Awarded” field (or Cell B19) of the Summary Statement. (Remember that this count should include all vendors that received P-Card Awards after scrubbing the data).

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

ANSWERS- Accessing 721 Report

P-CARD (AWARDS)- “Total \$ All Procurement Contracts Awarded”

	Total \$ All Procurement Contracts Awarded
BPO/PO Awards	\$ from 709 & 710 REPORTS
DV Awards	\$ from 717 REPORT
P-card	\$ from 721 REPORT (Cell C19)

Enter your unit’s P-Card (Purchase Card) Awards “Total \$ All Procurement Contracts Awarded” (after “scrubbing”) on the Summary Statement. Start with the PCH721 Report (“Reportable Amount”) or the procurement payments report from your unit’s financial system to determine this amount. 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 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. You can find this amount by referring to the “Reportable Amount” field of the PCH 721 Report. Total the dollar amount of these items. Enter this amount (\$) in the “Total \$ All Procurement Contracts Awarded” field (or Cell C19) of the Summary Statement. (Remember that this amount should include all vendors that received P-Card Awards after scrubbing the data. Be certain to review the information to make

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certain that the information is correctly listed. For example, if any of the “Reportable Amount” fields are blank, check to make sure that those amounts are not to be included— if they are to be included, you can manually enter/add that amount in the field.)

P-CARD AWARDS- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)”

	Total # Non-Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	QTY from 709 & 710 REPORTS
DV Awards	QTY from 717 REPORT
P-card	QTY from 721 REPORT (Cell D19)

Enter the P-Card (Purchase Card) “Total # Non-Designated Contracts Awarded to CSBs (SBRs)” made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the P-Card Awards- “*Total Number (#) of All Unit Awards*”. Count the number of P-Card Awards that were made to Certified Small Businesses (SBRs) that received Non-Designated awards. This count can be found by the number of the items that have “Y” listed in the “SBR Flag” (SBR Vendor) column. Enter that count in the **P-Card Awards- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell D19). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “# Non-Design. P-Card- CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of the attached document.

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Example:

721 Report- Count the items with the following:

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	\$197.00				Y
Company B	7/1/2023	\$1,917.00				Y
Company B	8/1/2023	\$1,080.00				Y
Company B	9/1/2023	\$1,336.00				Y
Company B	10/1/2023	\$163.00				Y
Company B	11/1/2023	\$1,236.00				Y
Company B	12/1/2023	\$737.00				Y
Company B	1/1/2024	\$1,057.00				Y
Company B	2/1/2024	\$1,331.00				Y
Company B	3/1/2024	\$161.00				Y
Company B	4/1/2024	\$2,458.00				Y
Company B	5/1/2024	\$897.00				Y
Company B	6/1/2024	\$1,115.00				Y
Company C	12/1/2023	\$18.00				Y
Company C	1/1/2024	\$20.00				Y

P-CARD AWARDS- “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)”

	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)
BPO/PO Awards	\$ from 709 & 710 REPORT
DV Awards	\$ from 717 REPORT
P-card	\$ from 721 REPORT (Cell E19)

Enter the P-Card “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)” made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the P-Card Awards- “Total \$ All Procurement Contracts Awarded”. (In addition, note that you can calculate the dollar amount of the items that have been provided within the P-CARD AWARDS- “Total # Non-Designated Contracts Awarded to CSBs (SBRs)” — as these items, when adding the dollar amounts, would represent those Non-Designated Contracts Awarded to CSBs (SBRs) or refer to the next few statements to find the total.) Determine the dollar amount of P-Card Awards that were made to Certified Small Businesses (SBRs) that received

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Non-Designated awards. This total can be obtained by calculating the dollar amount of the items that have “Y” listed in the “SBR Flag” (SBR Vendor) column.

Enter that dollar value in the **P-Card Awards- “Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)”** of the Summary Statement (or Cell E19). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “\$ Non-Design. P-Card- CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of the attached document.

Example:

721 Report- Total the amounts with the following:

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	\$197.00				Y
Company B	7/1/2023	\$1,917.00				Y
Company B	8/1/2023	\$1,080.00				Y
Company B	9/1/2023	\$1,336.00				Y
Company B	10/1/2023	\$163.00				Y
Company B	11/1/2023	\$1,236.00				Y
Company B	12/1/2023	\$737.00				Y
Company B	1/1/2024	\$1,057.00				Y
Company B	2/1/2024	\$1,331.00				Y
Company B	3/1/2024	\$161.00				Y
Company B	4/1/2024	\$2,458.00				Y
Company B	5/1/2024	\$897.00				Y
Company B	6/1/2024	\$1,115.00				Y
Company C	12/1/2023	\$18.00				Y
Company C	1/1/2024	\$20.00				Y

Do not enter data in these fields (Cells B20-H20). These cells are auto populated (peach highlighted fields) from the data that is manually entered (green highlighted fields) in the AWARDS section. Note that Cell H20 will provide your unit’s Percentage of CSB (SBRs) Participation.

Awards to Certified Small Businesses (CSBs)							
	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs (SBRs)	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)	Total # Designated Contracts Awarded to CSBs (SBRs)	Total \$ Designated Contracts Awarded to CSBs (SBRs)	Percentage of CSB (SBRs) Participation
BPO/PO Awards	QTY 709 & 710	\$ from 709 & 710 REPORTS	QTY from 709 & 710 REPORT	\$ from 709 & 710 REPORT	QTY from 710 REPORTS	\$ from 710 REPORTS	
DV Awards	QTY 717	\$ from 717 REPORT	QTY from 717 REPORT	\$ from 717 REPORT			
P-card	QTY 721	\$ from 721 REPORT	QTY from 721 REPORT	\$ from 721 REPORT			
Total		\$0		\$0	QTY from 710 REPORTS	\$ from 710 REPORTS	

PAYMENTS- BPO/PO/DV (i.e. Cells B25-E25)

Payments to Certified Small Businesses (CSBs)					
	Total # of Unique CSBs (SBRs) to Receive Payments	Total \$ Payments to All Prime Contractors	Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts	Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts	Total \$ P-Card Payments to CSBs (SBRs)
BPO/PO/DV Payments	QTY	\$ from 065/067 REPORT	\$ from 065/ 067 REPORT	\$ from 065/067 REPORT	

BPO/PO/DV Payments- “Total of Unique CSBs (SBRs) to Receive Payments”

	Total # of Unique CSBs (SBRs) to Receive Payments
BPO/PO/DV	QTY (Cell B25)

Enter the “Total Number (#) of Unique Certified Small Businesses (SBRs)” that received BPO/PO/DV payments since the start of the fiscal year up to the end of the quarter being reported (i.e. the total number of unique vendors, not the total number of transactions), after you made the adjustments of removing the excluded items (scrubbed the data). Review the [Socioeconomic Data Reporting Guidance](#) document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of the unique individual firms from your support data, PCH065/067 Payments Report. Start with those vendors that have “Y” listed for the “SBR Vend” column, as this will provide those CSBs (SBRs) that have received BPO/PO/DV payments. From this list, count/tally the number of unique CSB (SBR) vendors that have received P-card payments-- not the total number of transactions but the number of (each) unique business that has received a payment(s). (Note: If *Company A* received 10 payments and *Company B* had 5 payments, the number of unique vendors would be 2 (*Company A* and *Company B*), as the CSB (SBR) company represents the “Unique” vendor-- although these companies were paid multiple times, each company that is paid is only counted once as a “Unique” CSB (SBR) vendor.)

For example, if there are 50 payments made to a CSB (SBR) vendor, you count that CSB (SBR) vendor one time-- see an example below. List all of the Certified Small Business Vendors (SBRs) that received payments as listed on the scrubbed PCH065/067 Payments Report that have “Y” listed for the “SBR Vend” column. Only count each firm once. This total number will be entered in

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Cell B25 (or BPO/PO/DV- “Total # of Unique CSBs (SBRs) to Receive Payments”) of the Summary Statement. See below list/example of only the CSB (SBR) vendors that received payments. These should include Designated and Non-Designated payments to CSB (SBR) Vendors.

Example:

PCH065/067- Unique # of CSBs

Vendor Name	Po Bpo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amount	SBR Vend
Company A		6/27/2023		\$18.00	\$18.00	Y
Company A		6/27/2023		\$930.80	\$930.80	Y
Company A		6/27/2023		\$9,500.00	\$9,500.00	Y
Company A		6/27/2023		\$1,824.24	\$1,824.24	Y
Company B				\$483.55	\$483.55	Y
Company B				\$371.00	\$371.00	Y
Company B				\$2,783.63	\$2,783.63	Y
Company B				\$744.64	\$744.64	Y
Company B				\$5,132.59	\$5,132.59	Y
Company C		6/30/2023		\$3,150.00	\$3,150.00	Y
Company D		6/30/2023		\$1,187.60	\$1,187.60	Y
Company D		6/30/2023		\$950.08	\$950.08	Y
Company E		6/30/2023		\$326.78	\$326.78	Y
Company F		6/30/2023		\$44.32	\$44.32	Y
Company F		6/30/2023		\$2,009.60	\$2,009.60	Y
Company G		6/30/2023		\$1,560.88	\$1,560.88	Y
Company G		6/30/2023		\$1,187.60	\$1,187.60	Y

Note: Company B received five payments. However, this company would only be counted once in the # of **Unique CSBs to Receive Payments.**

This is a list of CSB (SBR) Vendors that received payments from a unit. Although some CSB (SBR) Vendors received multiple payments, with the # of **Unique CSBs to Receive Payments**, each vendor would only be counted once.

Total # Unique CSBs to Receive Payments= 7

BPO/PO/DV Payments- “Total \$ Payments to All Prime Contractors”

	Total \$ Payments to All Prime Contractors
BPO/PO/DV Payments	\$ from 065/067 REPORT (Cell C25)

Enter the Total Dollar (\$) payments made to All Prime Contractors from the start of the fiscal year up to the end of the quarter being reported (including Certified Small Businesses (SBRs) and non-certified prime contractors). Start with the 065/067 Report, after you made the adjustments of removing the excluded items (scrubbed the data). This amount can be obtained by calculating the total of the items made to All Prime Contractors, as listed in the “Reportable Amount”

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column. Enter that total amount in the BPO/PO/DV Payments- “Total \$ Payments to All Prime Contractors” of the Summary Statement (or Cell C25). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “BPO_PO_DV Pymt- \$ Prime Contrac”) or include this information within an Excel Spreadsheet with an identifiable description/title of attached document.

Example: PCH065/067- Total \$ Payments to All Prime Contractors

Vendor Name	Po Bpo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amount
Company A		6/27/2023		\$18.00	\$18.00
Company A		6/27/2023		\$930.80	\$930.80
Company A		6/27/2023		\$9,500.00	\$9,500.00
Company A		6/27/2023		\$1,824.24	\$1,824.24
Company B		6/30/2023		\$483.55	\$483.55
Company B		6/30/2023		\$371.00	\$371.00
Company B		6/30/2023		\$2,783.63	\$2,783.63
Company B		6/30/2023		\$744.64	\$744.64
Company B		6/30/2023		\$5,132.59	\$5,132.59
Company C		6/30/2023		\$3,150.00	\$3,150.00
Company D		6/30/2023		\$1,187.60	\$1,187.60
Company D		6/30/2023		\$950.08	\$950.08
Company E		6/30/2023		\$326.78	\$326.78
Company F		6/30/2023		\$44.32	\$44.32
Company F		6/30/2023		\$2,009.60	\$2,009.60
Company G		6/30/2023		\$1,560.88	\$1,560.88
Company G		6/30/2023		\$1,187.60	\$1,187.60
Company H		6/30/2023		\$1,187.60	\$1,187.60
Company H		6/30/2023		\$1,548.72	\$1,548.72
Company I		6/30/2023		\$1,877.45	\$1,877.45
				Total	\$36,819.08

BPO/PO/DV Payments- “Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts”

	Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts
BPO/PO/DV Payments	\$067 REPORT (Cell D25)

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Enter the BPO/PO/DV- Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO/DV- “Total \$ Payments to All Prime Contractors”. Determine the dollar amount of Payments that were made to Certified Small Businesses (SBRs) that received Non-Designated awards. This total *can be obtained by calculating the dollar amount of the items that have “Y” listed in the “SBR Vend” (SBR Vendor) column and a blank field in the “SBR Procure Ind” column.*

Enter that dollar value in the BPO/PO/DV- “Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts” of the Summary Statement (or Cell D25). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “BPO_PO_DV- \$ Non-Design. CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of the attached document.

Example: PCH065/067- Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts

Vendor Name	Po Bpo Id	Effective Date	Contract T	Voucher Amount	Reportable Amount	SBR Vend	SBR Procure Ind
Company A		6/27/2023		\$18.00	\$18.00	Y	
Company A		6/27/2023		\$930.80	\$930.80	Y	
Company A		6/27/2023		\$9,500.00	\$9,500.00	Y	
Company A		6/27/2023		\$1,824.24	\$1,824.24	Y	
Company B		6/30/2023		\$483.55	\$483.55	Y	
Company B		6/30/2023		\$371.00	\$371.00	Y	
Company B		6/30/2023		\$2,783.63	\$2,783.63	Y	
Company B		6/30/2023		\$744.64	\$744.64	Y	
Company B		6/30/2023		\$5,132.59	\$5,132.59	Y	
Company C		6/30/2023		\$3,150.00	\$3,150.00	Y	
				Total	\$24,938.45		

BPO/PO/DV Payments - “Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts”

	Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts
BPO/PO/DV Payments	\$067 REPORT (Cell E25)

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Enter the BPO/PO/DV- Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO/DV- “Total \$ Payments to All Prime Contractors”. Determine the total dollar amount that was made to Certified Small Businesses (SBRs) that received SBR Designated payments. This total *can be obtained by calculating the dollar amount of the items that have “Y” listed in the “SBR Vend” (SBR Vendor) column and “Y” in the “SBR Procure Ind” column.*

Enter that dollar value in the BPO/PO/DV- “Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts” of the Summary Statement (or Cell E25). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “BPO_PO_DV- \$ SBR Design. CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of the attached document.

Example: PCH065/067- Total \$ Payments to CSBs (SBRs) under Designated Contracts

Vendor Name	Po Bpo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amount	SBR Vend	SBR Procure Ind
Company D		6/30/2023		\$1,187.60	\$1,187.60	Y	Y
Company D		6/30/2023		\$950.08	\$950.08	Y	Y
Company E		6/30/2023		\$326.78	\$326.78	Y	Y
Company F		6/30/2023		\$44.32	\$44.32	Y	Y
Company F		6/30/2023		\$2,009.60	\$2,009.60	Y	Y
Company G		6/30/2023		\$1,560.88	\$1,560.88	Y	Y
Company G		6/30/2023		\$1,187.60	\$1,187.60	Y	Y
				Total	\$7,266.86		

PAYMENTS- P-Card (Purchase Card, i.e. Cells B26-C26 & F26)

Payments to Certified Small Businesses (CSBs)					
	Total # of Unique CSBs (SBRs) to Receive Payments	Total \$ Payments to All Prime Contractors	Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts	Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts	Total \$ P-Card Payments to CSBs (SBRs)
BPO/PO/DV Payments	QTY	\$067 REPORT	\$067 REPORT	\$067 REPORT	
P-Card	QTY	\$ from 721 REPORT			\$ 721 REPORT

P-Card (Purchase Card)- “Total of Unique CSBs (SBRs) to Receive Payments”

	Total # of Unique CSBs (SBRs) to Receive Payments
BPO/PO/DV Payments	QTY
P-Card	QTY (Cell B26)

Enter the “Total Number (#) of Unique Certified Small Businesses (SBRs)” that received P-Card payments since the start of the fiscal year up to the end of the quarter being reported (i.e. the total number of unique vendors, not the total number of transactions), after you made the adjustments of removing the excluded items (scrubbed the data). Review the [Socioeconomic Data Reporting Guidance](#) document in the [SBR Reporting Toolkit](#) carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of the unique individual firms from your support data, PCH721 Payments Report. Start with those vendors that have “Y” listed for the “SBR_Flag” column, as this will provide those CSBs (SBRs) that have received P-Card payments. From this list, count/tally the number of unique CSB (SBR) vendors that have been paid-- not the total number of transactions but the number of (each) unique business that has received a payment(s). (Note: If *Company A* received 4 payments and *Company B* had 12 payments, the number of unique vendors would be 2 (*Company A* and *Company B*), as the individual company is determined as a “Unique” vendor-- although these companies were paid multiple times, each company that is paid is only counted once as a “Unique” CSB (SBR) vendor.)

For example, if there are 50 payments made to a CSB (SBR) vendor, you count that CSB (SBR) vendor one time-- see an example below. List all of the Certified Small Business Vendors (SBRs) that received payments as listed on the scrubbed PCH721 Payments Report that have “Y” listed for the “SBR_Flag” column. Only count each firm once. This total number will be entered in Cell B26 (or P-Card- “Total # of Unique CSBs (SBRs) to Receive Payments”) of the Summary Statement. See below list of only the CSB (SBR) vendors that received payments.

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Example: PCH721- Unique # of CSBs

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	\$197.00				Y
Company B	7/1/2023	\$1,917.00				Y
Company B						Y
Company B						Y
Company B						Y
Company B						Y
Company B	1/1/2024	\$1,057.00				Y
Company B	2/1/2024	\$1,331.00				Y
Company B	3/1/2024	\$161.00				Y
Company B	4/1/2024	\$2,458.00				Y
Company B	5/1/2024	\$897.00				Y
Company B	6/1/2024	\$1,115.00				Y
Company C	12/1/2023	\$18.00				Y
Company C	1/1/2024	\$20.00				Y

Total # Unique CSBs to Receive Payments= 3

Note: Company B received 12 payments. However, this company would only be counted once in the # of **Unique CSBs to Receive Payments.**

This is a list of CSB (SBR) Vendors that received payments from a unit. Although some CSB (SBR) Vendors received multiple payments, with the # of **Unique CSBs to Receive Payments**, each vendor would only be counted once.

P-Card (Purchase Card)- “Total \$ Payments to All Prime Contractors”

	Total \$ Payments to All Prime Contractors
BPO/PO/DV Payments	\$067 REPORT
P-Card	\$ from 721 REPORT (Cell C26)

Enter the P-Card (Purchase Card) Total Dollar (\$) Payments made to All Prime Contractors since the start of the fiscal year up to the end of the quarter being reported (including Certified Small Businesses (SBRs) and non-certified prime contractors). Start with the 721 Report, after you made the adjustments of removing the excluded items (scrubbed the data). This amount can be obtained by calculating the total dollar value made to All Prime Contractors, as listed in the Amount column. Enter that total amount in the P-Card- “Total \$ Payments to All Prime Contractors” of the Summary Statement (or Cell C26). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “721 Pymt- \$ Prime Contractors”) or include this

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information within an Excel Spreadsheet with an identifiable description/title of attached document.

Example: PCH721- “Total \$ Payments to All Prime Contractors”

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_Amt
Company A	9/1/2023	\$197.00		
Company B	7/1/2023	\$1,917.00		
Company B	8/1/2023	\$1,080.00		
Company B	9/1/2023	\$1,336.00		
Company B	10/1/2023	\$163.00		
Company B	11/1/2023	\$1,236.00		
Company B	12/1/2023	\$737.00		
Company B	1/1/2024	\$1,057.00		
Company B	2/1/2024	\$1,331.00		
Company B	3/1/2024	\$161.00		
Company B	4/1/2024	\$2,458.00		
Company B	5/1/2024	\$897.00		
Company B	6/1/2024	\$1,115.00		
Company C	12/1/2023	\$18.00		
Company C	1/1/2024	\$20.00		
Company D	9/1/2023	\$116.00		
Company D	9/1/2023	\$320.00		
Company E	12/1/2023	\$500.00		
Company F	2/1/2024	\$722.00		
Company F	2/1/2024	\$348.00		
	Total	\$15,729.00		

P-Card (Purchase Card)- “Total \$ Payments to CSBs (SBRs)”

	Total \$ P-Card Payments to CSBs (SBRs)
BPO/PO/DV Payments	
P-Card	\$ 721 REPORT (Cell F26)

Enter the Total Dollar Amount (\$) of P-Card Payments to CSBs (SBRs) made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the P-Card (Purchase Card)- “Total \$ Payments to All Prime Contractors”. Determine the total dollar amount that was made to Certified Small Businesses (SBRs) that received payments when using P-Cards. This total *can be obtained by calculating the dollar amount of the items that have “Y” listed in the “SBR_Flag” (SBR Vendor) column.*

Enter that dollar value in the **P-Card (Payments)- “Total \$ P-Card Payments to CSBs (SBRs)”** of the Summary Statement (or Cell F26). Be certain to clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template and include an identifiable description of the data (i.e. tab description example: “721 Payment- \$ P-Card CSBs”) or include this information within an Excel Spreadsheet with an identifiable description/title of attached document.

Example: PCH721- “Total \$ P-Card Payments to CSBs”

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	\$197.00				Y
Company B	7/1/2023	\$1,917.00				Y
Company B	8/1/2023	\$1,080.00				Y
Company B	9/1/2023	\$1,336.00				Y
Company B	10/1/2023	\$163.00				Y
Company B	11/1/2023	\$1,236.00				Y
Company B	12/1/2023	\$737.00				Y
Company B	1/1/2024	\$1,057.00				Y
Company B	2/1/2024	\$1,331.00				Y
Company B	3/1/2024	\$161.00				Y
Company B	4/1/2024	\$2,458.00				Y
Company B	5/1/2024	\$897.00				Y
Company B	6/1/2024	\$1,115.00				Y
Company C	12/1/2023	\$18.00				Y
Company C	1/1/2024	\$20.00				Y
	Total	\$13,723.00				

Do not enter data in these fields (Cells B27-F27 and G25-G27). These cells are auto populated (peach highlighted fields) from the data that is manually entered (green highlighted fields) in the AWARDS section.

Payments to Certified Small Businesses (CSBs)						
	Total # of Unique CSBs (SBRs) to Receive Payments	Total \$ Payments to All Prime Contractors	Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts	Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts	Total \$ P-Card Payments to CSBs (SBRs)	Percentage of CSB (SBR) Payments
BPO/PO/DV Payments	QTY	\$ from 065/067 REPORT	\$ from 065/ 067 REPORT	\$ from 065/067 REPORT		#VALUE!
P-Card	QTY	\$ from 721 REPORT			\$ from 721 REPORT	#VALUE!
Total	0	\$0	\$ from 065/ 067 REPORT	\$ from 065/067 REPORT	\$ from 721 REPORT	

The “Notes” section, as found at the bottom of the Summary Statement Page, should be used to put the unit’s SBR designated set aside achievement in context, i.e. if the unit has not met the 20% SBR designated spending goal. In addition, you may use this section to explain other items pertaining to your unit’s report.

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) Quarterly/Annual Report, inclusive of the SBR Summary Statement Template with supporting documentation must be forwarded to the SBR reports mailbox, sbrreports.gosba@maryland.gov. ****Remember that signatures are not required for Quarterly Reports.** They are required for Annual Reports.

Remember that the following Signatures/information are required during submission of the Annual Report (Combined 1-4 Qtrs):

Agency Head Signature:	
Chief Financial Officer Signature:	
Submitted By:	
Title:	
Telephone Number/Email Address:	
Submission Date:	

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