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

# **VSBE REPORTING MANUAL**



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

**July 1, 2020**

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## VSBE Program Overview

The Veteran-Owned Small Business Enterprise (VSBE) Program, enacted in 2010, requires State agencies to spend a minimum of 1% of the total dollar value of agency procurement contracts directly or indirectly with veteran-owned small businesses (State Finance & Procurement Article, §14-206, Annotated Code of Maryland). VSBE status is determined by size standards adopted by the United States Small Business Administration in 13 C.F.R. 121.201 and whether at least 51% of the business is owned by one or more individuals who are veterans that control the management and daily operations of the business (§14-601 and added §14-606, State Finance & Procurement Article, Annotated Code of Maryland).

Initially, the Board of Public Works was responsible for reporting the annual performance of the VSBE Program. Effective October 1, 2018, legislative action assigned oversight of the VSBE Program to the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) (COMAR 21.11.13.04 d). Participating agencies and departments are now required to submit annual performance data to GOSBA.

## VSBE Program Reminders



**WAIVERS** - Similar to the MBE Program, prime contractors may request a VSBE Waiver. Currently no VSBE waiver data is reported on an annual basis. Agencies should make sure that all waiver request are submitted using the forms in the VSBE Schedule E: Utilization Affidavit and Participation schedule, available online: <https://procurement.maryland.gov/rfp/>. Instructions for filling this form out are included in the Schedule E (COMAR 21.11.13.07).

**INTERNAL COMPLIANCE** – The contract owner should monitor and track VSBE compliance on a monthly or quarterly basis, and individual contract utilization should proceed in accordance with the Utilization Affidavit and Participation Schedule submitted when the contract was awarded (COMAR 21.11.13.06 & COMAR 21.11.13.09). Internal compliance data does not have to be submitted to GOSBA unless requested.

## VSBE Reporting

All agencies are required to submit their VSBE Annual Report on or before the close of business on October 1st (COMAR 21.11.13.09) to GOSBA (COMAR 21.11.13.04 d).

While there is no official policy or legislation regarding a VSBE liaison, designated agencies must assign someone to complete VSBE reporting requirements. Because VSBE reports have

similar data requirements as those of the Minority Business Enterprise (MBE) Program, GOSBA highly recommends that the MBE Liaisons perform VSBE reporting.

Data collection methods, data exclusions, and other pertinent information is addressed in the MBE Reporting Manual. See the pages below for specific information:

Reporting Deadlines: Page 3

Delegated Contracts: Page 6

This report manual may be used as a guideline in preparing the VSBE Report:

- I. Data from the 700 series reports from ANSWERS, or captured in an internal database, should be used to report both award and payment data on the VSBE Annual Report.
- II. All figures reported on the annual report should be backed up with auditable data.
- III. If contracts have both a VSBE prime and subcontractor, ***do not double count***. Report the VSBE award and payment under the prime contractor only
- IV. At this time, VSBE credit card payments cannot be tracked in ANSWERS. Agencies will have to track these payments manually.
- V. GOSBA will provide technical assistance and support for VSBE reporting. Contact [nichelle.johnson1@maryland.gov](mailto:nichelle.johnson1@maryland.gov) or call 410.697-9605 if assistance is needed.

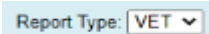
## VSBE Reporting Format

- I. The latest VSBE Report Template will be available from GOSBA beginning July 1<sup>st</sup>. Only the latest template should be used to submit the VSBE Annual Report. This ensures that any changes are captured.
- II. The VSBE template should be submitted in Excel Format. Questions concerning the template should be submitted to [nichelle.johnson1@maryland.gov](mailto:nichelle.johnson1@maryland.gov).

GOSBA will submit a compiled VSBE Annual Report for publication to the Governor and the Legislative Policy Committee.

## VSBE Data Collection

Agencies will use the following reports to collect AWARD and PAYMENT data from ANSWERS (<https://net.md.gov/apps/answers/>):

You will have to change the Report type  to VET in answers , where appropriate.

## **AWARDS:**

- a) PCHL709 (BPO/PO Change Orders from contracts awarded in prior fiscal years)
- b) PCHL710 (Contract Awards Detail) run by award date
- c) PCHL717 (VSBE Prime Payments by Direct Voucher; no BPO/PO)\*
- d) PCHL720 (VSBE Subcontract Awards) run by award date

Outside of ANSWERS, you must report

- e) Manually tracked Credit Card payments\*

## **PAYMENTS:**

- a) PCHL717 (VSBE Prime Payments by Direct Voucher; no BPO/PO)\*
- b) PCHL718 (VSBE Prime Voucher Payments made from BPO/PO)
- c) PCHL719 (VSBE Subcontractor Payments)

Outside of ANSWERS, you must report

- d) Manually tracked Credit Card payments\*

\*PCHL 717 and Credit Card Payments are reported as both payments and awards.

## ***Tips***

The purpose of reporting is to evidence the State of Maryland's commitment to procuring goods and services from veterans. Non-procurement items should not be included in agencies' reports. (Refer to COMAR 21.01.03.01 for items that are exempt from procurement reporting.)

- For a more complete list of exclusions visit <http://GOSBA.maryland.gov/Pages/Reporting-Tool-MBE.aspx> and download the GAD List Exclusion Definitions.
- Remember that use of non-delegated Statewide contracts is not reportable as awards; however, payments made on these contracts are reportable in the payments table on the VSBE Annual Report. (Rule of thumb: Awards – do not include awards made from Statewide Contracts; Payments – report all procurement payments, including payments on Statewide contracts.)

## **Backup Data**

- I. 700 Series and Credit Card Reports should be scrubbed to remove all non-reportable items.

- II. All original and scrubbed reports should be added to one Excel Workbook on different tabs.
- III. The reports should be emailed along with the VSBE Annual Report as backup data.

## VSBE Annual Report

[Click to obtain the latest VSBE Annual Report](#) or email [nichelle.johnson1@maryland.gov](mailto:nichelle.johnson1@maryland.gov).

### VSBE Annual Report Template

	A	B	C	D	E	F	G	H	I
1	VSBE Program utilization data is being collected by the Governor's Office of Small, Minority & Women Business Affairs for publication to the Governor, the Letislative Policy Committee, and the public.								
2	<b>Veteran-Owned Small Business Enterprise (VSBE) Annual Report</b>								
3	Fiscal Year 2020								
4	Beginning in Fiscal Year 2019, the work of firms verified by the Center For Veterans Enterprise of the United States Department of Veterans Affairs or the Maryland Department of Veterans Affairs may be counted toward a defined VSBE contract goal (see COMAR 21.11.13).								
5	<b>INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template.</b>								
6									
7	Agency Reporting:								
8	Individual Completing Report:								
9									
10	<b>Awards to VSBEs</b>								
11									
12		Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Contracts Awarded to VSBEs as Prime Contractors	Total \$ Contracts Awarded to VSBEs as Prime Contractors	Total # VSBE Subcontracts Awarded	Total \$ VSBE Subcontracts Awarded	Percentage of VSBE Participation	
13	Procurement Contracts								
14	Corporate Credit Card								
15	Direct Voucher								
16	<b>Total</b>		\$0		\$0		\$0		
17									
18	<b>Payments to VSBEs</b>								
19									
20				Total \$ Payments to All Prime Contractors	Total \$ Payments to VSBEs as Prime and Subcontractors	VSBE Payments as % of All Payments			
21									

- I. All AWARDS columns require data for three different award types: Regular Procurement Contracts, Corporate Credit Card, and Direct Voucher Awards.
- II. The yellow  cells indicate that data must be added, blue  cells indicate that data is calculated, and these cells are protected.

Enter the data as follows

Row 7: Enter Agency name

Row 8: Enter report preparers name

Awards Column B: Count the total agency procurements for each award type and place the # here.

Awards Column C: Add the \$ amounts of total agency procurements for each award type and place amount here

Award Column D: Count the total Contracts awarded to VSBE Primes for each award type and place the # here

Awards Column E: Add the \$ amounts of total procurements awarded to VSBE Primes for each award time and place amount here

Awards Column F: Count the total procurements awarded to VSBE Subcontractors for each award type and place the # here

Awards Column G: Add the \$ amounts of total procurements awarded to VSBE Subcontractors for each award type and place amount here

The VSBE participation % is calculated automatically.

PAYMENT columns only require data for two cells

Payment Cell D21: Total \$ amounts paid to all Prime Contractors

Payment Cell E21: Total \$ amounts paid to VSBE Prime and Subcontractors

The VSBE payment % is calculated automatically.

## Contact Emails

Completed Annual Reports and Backup Data should be emailed to GOSBA by October 1<sup>st</sup> at [vsbereports.gosba@maryland.gov](mailto:vsbereports.gosba@maryland.gov).

Questions or issues should be direct to MBE Compliance Manager, Nichelle Johnson via email [Nichelle.johnson1@maryland.gov](mailto:Nichelle.johnson1@maryland.gov) or phone 410-697-9605.

General questions about the VSBE Program should be directed to SBR Compliance Manager, Tanita Johnson via email [Tanita.johnson1@maryland.gov](mailto:Tanita.johnson1@maryland.gov) or phone 410-697-9600.