

Annual MBE Report Submission Checklist

Purpose: Use this checklist to ensure the FY2026 MBE Annual Report is complete before final submission. All components of the annual report submission must be submitted in **electronic format**.

1. Core Reporting Files

- ☐ **OSBA Procurement Awards and Outreach Data**
 - FY2026 **Annual Report Forms** Excel spreadsheets – 1 file (*please note that the ANNUAL Report Excel file is slightly different from the quarterly version*), send this document to OSBA in Excel format.
 - Ensure inclusion of Awards Delegated from DGS.
 - Include awards from June BPW Agendas that may not have been posted in a timely manner.
- ☐ **OSBA “MBE Contracts Inventory” File:** Submit one file in Excel format to OSBA
- ☐ **Annual Agency MBE Compliance Assessment Report:** Submit the completed report in Excel format via email.
- ☐ **Signed Annual MBE Compliance Report (PDF):** Submit a PDF copy signed by the Procurement Unit Head or an authorized designee.

2. Web Portal & Documentation

- ☐ **Portal Data Entry:** Complete the OSBA Form #3 data entry or import via the web portal.
- ☐ **Form #3 Payment Report:** Download and email the Prime and Subcontractor payment reports from the portal to OSBA.
- ☐ **Backup Documentation:** Provide backup supporting files for all reported awards and payments.
 - **FMIS Agencies:** Include **RECONCILED** electronic copies of reports used to generate award/payment data and any other relevant supporting documentation.
 - **Non-FMIS Agencies:** Include system-generated reports that validate all reported figures.
 - **Deadline:** Submit all backup documentation via email by **August 31, 2026**.

3. Final Review & Signatures

- ☐ **OSBA Summary Statement:** Review and obtain the three required signatures for the finalized Summary Statement provided by OSBA.
- ☐ **Submission Timeline:** The signed Summary Statement must be returned to OSBA within **5 business days** of receipt.
- ☐ **Signature Planning:** To ensure you meet the 5-day deadline, please estimate the time needed to coordinate all **three signers in advance**. (E-mailed to OSBA)

You can find forms, templates, and manuals under



www.gomdsmbiz.maryland.gov

All submissions must be in electronic format.

