



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

MBE SUPPLEMENTAL REPORTING GUIDANCE

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

JULY 1, 2024

MBE REPORTING MANUAL

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MBE Supplemental Reporting Guidance

FMIS/ANSWERS Data Collection Checklist

The following checklist will assist you in your efforts to collect and compile all the data necessary to complete and submit an accurate summary of your procurement unit’s procurement activity, including Minority Business Enterprise (MBE) prime contract and subcontract awards and payments:

- Generate the following FMIS/ANSWERS MBE Reports:
 - a) PCHL709 (BPO/PO Change Orders from contracts awarded in prior fiscal years)
 - b) PCHL710 (Contract Awards Detail) run by award date
 - c) PCHL711 (Contract Awards Summary) **Use Waiver Data Only**
 - d) PCHL713 (MBE Prime Contract Awards by Ethnicity) **Reference Document Only**
 - e) PCHL717 (**MBE Prime Payments** by Direct Voucher; no BPO/PO)
 - f) PCHL718 (**MBE Prime Voucher Payments** made from BPO/PO)
 - g) PCHL719 (MBE Subcontractor Payments)
 - h) PCHL 720 (MBE Subcontract Awards & any change order activity associated with an MBE Subcontractor) run by award date
 - i) PCHL 721 or VIEWDIRECT A30USB11(P-Card Total/MBE Purchases)

Cut along dotted line and post in visible spot

FMIS CHEAT SHEET

AWARDS = ANSWER reports 709, 710, 717, 720 & 721 OR VIEW DIRECT A30USB11

PAYMENTS = ANSWER reports 717, 718, 719 & 721 OR VIEW DIRECT A30USB11

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

*With the exception of the control agency statewide contracts

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

Form 1 (Quarterly & Annual Template)

Total All Awards Table

Reporting Template

Minority Business Enterprise Annual Procurement Report		Reporting Department/Agency:		Fiscal Year 2022		July 1, 2021 - June 30, 2022		0		Reporting Form #1	
Total Contract Awards by Procurement Categories											
Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE Subcontracts Awarded	Total MBE Subcontract Dollar Value Awarded	Total # of MBE Contracts Awarded- Prime & Sub	Total \$ of MBE Contracts Awarded- Prime & Sub	Total MBE Participation Percentage
Architectural	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Engineering	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Construction	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Construction Related Services	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Maintenance	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Services	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Supplies & Equipment	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
IT Services	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
IT Supplies & Equipment	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Human, Cultural, Social & Educational Services	0	709/710	0	711	0	\$0	0	\$0	0	\$0	0.00%
Corporate Credit Card	0	721	0	711	0	\$0	0	\$0	0	\$0	0.00%
Direct Voucher	0	717	0	711	0	\$0	0	\$0	0	\$0	0.00%
Totals	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00%

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

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

Form 2 (Quarterly & Annual Template) Total

MBE Subcontract Awards Table

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

720-MBE Subcontractor Awards & any change order activity associated with an MBE Subcontractor

Form 2 (Quarterly & Annual Template) Total MBE Prime Contractor Awards Table

Total MBE Prime Contract Awards by MBE Classifications and Procurement Categories														
Procurement Category	African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged	Total
Architectural	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Engineering	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Construction	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Construction Related Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Maintenance	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Supplies & Equipment	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
IT Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
IT Supplies & Equipment	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Human, Cultural, Social & Educational Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Corporate Credit Card	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Direct Voucher	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0
Total	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0			0	0

709- MBE Change Orders
710- MBE Prime Contract Awards
For Rows 40-59
(Procurement Categories)

721- MBE Credit Card Transactions
717- MBE Direct Voucher Totals

Form 3 (Annual Template ONLY) Prime Contractor Tab

ID**	Contractor Name	EFIN	MBE Designation	MIDOT_Cert	Contract#	StartDate	EndDate	Award Amount	Payments FY	Payments CTD	MBE Goal	Description
A005	M&M, Inc.	00-00000000	Women	01-001	A005	6/28/2018	12/31/2018	\$260,471.00	\$500.00	\$500.00	0%	Emergency Installation of Temporary Steam Line
<p>Payments that should be included in PRIMES TAB:</p> <ul style="list-style-type: none"> -MBE Direct Voucher Payments (717) -MBE Credit Card Payments (721) -MBE Voucher Payments (718) -Non-Minority Voucher Payments (718)* <p><small>*Only if the Non-Minority is attached to a MBE Subcontractor*</small></p> <p>Reminder:</p> <p><small>**The ID in Column A is used to attach the correct MBE Subcontractor to their Prime. This ID should match the PRIME ID to the correct subcontractor in the SUBS tab.</small></p>												

Contracts Inventory (Annual Template ONLY)

Prime Contractors Tab

Minority Business Enterprise MBE Prime Contract Awards Report For Fiscal Year 2022								
Date Submitted:								
(List all MBE prime contracts awarded.)								
#	Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification (Select from Dropdown)	Credit Card / Direct Voucher (Select ONLY from the Dropdown)	Contract Description (Procurement Category) (Select from Dropdown)	Award Amount	Contract # ONLY (Please list the contract #, do NOT include Credit Card or Direct Voucher on this line)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

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

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

Reminder:

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

Contracts Inventory (Annual Template ONLY) Subcontractor Tab

**Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 2022**

Date submitted:

(List all MBE subcontracts awarded.)

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

Awards that should be included in the MBE Subcontractors Tab:
 720- MBE Subcontractor Awards & any change order activity associated with an MBE Subcontractor

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

Outreach Data (Quarterly & Annual Template)

The outreach data reported by the procurement unit is collected through internal data collection. This data is detailed within the report submission and does not require submission of additional backup data.

Compliance Assessment Data (Annual Template ONLY)


The compliance assessment data reported by the procurement unit requires collection of several MBE compliance metrics (awards, payment, and compliance data) which are collected through the procurement and accounting system of record (i.e. ANSWERS, iFMIS, PeopleSoft) in addition to internal data collection. This data is detailed within the report submission and does not require submission of additional backup data.

Quarterly Procurement Activity Report (Quarterly Template ONLY)

The procurement activity data reported by the procurement unit requires collection of several post-contract award activities (contract awards, modifications and renewals) which are collected through internal data collection. The data is detailed within the report submission and does not require submission of additional backup data.

Summary Statement Guide (Required for Annual ONLY)

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

 <p style="text-align: center;">Annual Minority Business Enterprise (MBE) Procurement Report</p> <p style="text-align: center;">FY20XX Summary Statement</p>																
Reporting Department/Agency:																
Fiscal Year:																
Category	Amount															
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)	FORM 1 COLUMN K32															
2. Total dollars paid to MBEs (Total from Form 3 Database, Sum of 2a and 2b below)																
a. Total Actual Subcontractor Payments (Form 3)	FORM 3- SUBS															
b. Total Prime Contractor Actual Payments by (excluding non-minority primes) (Form 3)	FORM 3 - PRIMES															
3. Total dollars awarded (Total from Form 1 Spreadsheet)	FORM 1 COLUMN C23															
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)	FORM 1 COLUMN L23															
Secretary/Agency Head Name:																
Within 5 days: 1. Confirm figures in boxes 1 - 4 and compliance data 2. Obtain the required signatures 3. Submit the finalized summary to GOSBA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">Compliance Data</th> <th rowspan="4" style="text-align: center; vertical-align: middle;">N/A</th> </tr> <tr> <td colspan="2" style="font-size: small;">Calculated from the FY Compliance Assessment Report</td> </tr> <tr> <td style="font-size: small;">Overall Compliance Rate (%)</td> <td style="text-align: center;">DATA PROVIDED</td> </tr> <tr> <td style="font-size: small;">Contracts with MBE Goals (#)</td> <td style="text-align: center;">IN COMPLIANCE ASSESSMENT</td> </tr> <tr> <td style="font-size: small;">Contracts that met MBE Goal (%)</td> <td style="text-align: center;">COMPLIANCE REPORT</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TAB</td> <td></td> </tr> </table>	Compliance Data		N/A	Calculated from the FY Compliance Assessment Report		Overall Compliance Rate (%)	DATA PROVIDED	Contracts with MBE Goals (#)	IN COMPLIANCE ASSESSMENT	Contracts that met MBE Goal (%)	COMPLIANCE REPORT			TAB	
Compliance Data		N/A														
Calculated from the FY Compliance Assessment Report																
Overall Compliance Rate (%)	DATA PROVIDED															
Contracts with MBE Goals (#)	IN COMPLIANCE ASSESSMENT															
Contracts that met MBE Goal (%)	COMPLIANCE REPORT															
	TAB															

Reporting Checklist (Checks and Balances)

Caveats

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

Awards- ANSWERS and Non-ANSWERS Reports

All Prime Contracts Data

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

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

MBE Prime Contractor Data

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

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

MBE Subcontractor Data

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

Payments- ANSWERS Reporters

MBE Payment Data

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

Common Errors and Omissions

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

ANSWERS reports

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

Form 1 & 2, Form 3 and Contracts Inventory


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

Report Corrections

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

Annual MBE Report Submission Checklist

Procurement units should utilize this checklist to ensure the final submission of the FY2024 MBE Annual Report is completed in its entirety.

- Fiscal Year 2024 Consolidated Strategic Plan** (MS Word or PDF file), sent to GOSBA, due June 30, 2022
- GOSBA Procurement Awards and Outreach Data FY2024 **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 GOSBA in Excel format.
 - Include Awards Delegated from DGS
 - Include Awards that may not have been posted in timely manner from June BPW Agendas
- GOSBA “MBE CONTRACTS INVENTORY”**– 1 file, send to GOSBA
- GOSBA Form #3 data entry OR import into web portal.**
- Download and send the **GOSBA Form #3 Reports Prime and Subcontractor payment reports** from the portal to GOSBA.
- Backup Documentation supporting the annual report awards and payments** submitted to GOSBA. (FMIS using agencies should include **RECONCILED*** electronic copies of the reports used to generate award and payment data and any other relevant supporting documentation. Non-FMIS using agencies should include reports from their systems that validate the figures being reported.) This documentation should be submitted **via e-mail**, by **September 30, 2023**. 
- A Completed **Annual Agency MBE Compliance Assessment Report** in Excel format. (**E-mailed to GOSBA**)
- A completed Annual MBE Compliance Report (pdf version) signed by Procurement Unit Head or designee (**Emailed to GOSBA**)
- Reviewed and obtained signatures for the finalized Summary Statement sent by GOSBA. Must be **signed by three representatives** and submitted to GOSBA within 5 days of receipt, so please plan accordingly. In order to facilitate a timely submission, make an educated estimate of the time needed to obtain all three signatures after the report is completed (**E-mailed to GOSBA**)

You can find forms, templates, and manual under



www.gomdsmbiz.maryland.gov
All submissions must be in electronic format.

Need Assistance?

Contact the MBE Compliance Manager for assistance

Karen Reyes

MBE Compliance Manager

karen.reyes@maryland.gov

410-697-9608 (O)

443-346-0630 (M)