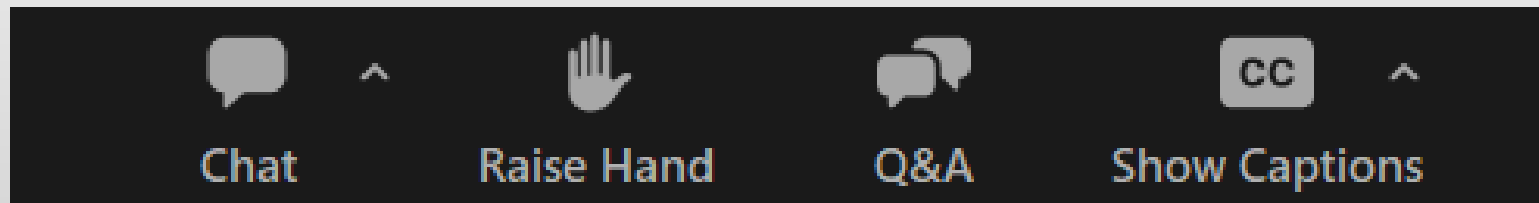


# **SBR, MBE, VSBE LIAISON ONBOARDING TRAINING**



# VIRTUAL TRAINING HOUSEKEEPING

- Your microphone is automatically muted, and video camera is off during training. You are in listen only mode.
- There will be a designated Q&A at the end of the training
  - Submit questions in the Q & A box at the bottom of your screen
  - If clarification is requested by the speaker, you will be asked to raise your hand and you will be unmuted
- Liaison Welcome Packets will be made available via the chat at the end of the presentation



# GOVERNOR'S OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS STAFF

Y. Maria Martinez – *Special Secretary*

Pamela Gregory - *Chief of Staff*

Alison Tavik - *Director of Communications & Outreach*

Davon K. Gardner - *Director of Policy & Legislative Affairs*

Eduardo Hayden - *Small Business Outreach Manager*

Lisa Mitchell Sennaar - *SBR Compliance Manager*

Tanita Johnson - *SBR Compliance Manager*

Danielle N. Davis - *VSBE Compliance Manager*

Nichelle Johnson - *MBE Compliance Manager*

Karen Reyes - *MBE Compliance Manager*

Gerald Stinnett - *MBE Compliance Manager – VLT Operations*



**SPECIAL SECRETARY  
MARIA MARTINEZ**



**Maryland**

**GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS**



# AGENDA

- GOSBA Overview
- Socioeconomic Programs
- Statutes & Regulations
- Liaison Duties & Liaison Resources
- Outreach
- PRG Process
- Waiver Resources
- Reporting Requirements
- Wrap up
- Q & A

# GOSBA OVERVIEW



# GOVERNOR'S OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS

- Connect small businesses to greater economic opportunities
- Oversight, monitoring, and compliance of three preference procurement programs across 70 state agencies/departments
- Conduct statewide outreach and training programs
- Host online resources for small business growth and development
- Maintain a robust website that provides 24/7 access to small business resources

<https://gomdsmallbiz.maryland.gov>

# SOCIOECONOMIC PROGRAMS



**Maryland**

GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS



# STATE PROCUREMENT PROGRAMS

## Minority Business

### Enterprise (MBE) Program

- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Official certification unit @ MDOT
- Annual renewal
- 7,500+ certified MBE firms

## Small Business

### Reserve (SBR) Program

- Prime contracting program
- 15% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)
- Annual renewal
- 3,750+ certified SBR firms

## Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% minimal goal
- 3-Step certification process includes **veteran verification**
- Online application process (eMMA)
- Annual renewal
- 600 certified VSBE firms

# Difference Between the MBE/SBR/VSBE Programs

## MBE

- Application process
- Directory held with MDOT- must be MBE certified when named on a bid/offer
- Annually recertification process with MDOT
- Reports submitted to GOSBA quarterly and annually (payments and awards)
- Annual Report due September 30<sup>th</sup> each year

## SBR

- Self-certification process
- Directory held in eMMA- Must be certified at time of award (payments to firms that fail to recertify will not be counted toward SBR achievement)
- Annually recertification process with eMMA
- Reports submitted to GOSBA quarterly and annually (payments)
- Annual Report due September 30<sup>th</sup> each year

## VSBE

- Self-certification process with veteran verification requirement
- Directory held in eMMA - must be certified when named on a bid/offer
- Annually recertification process with eMMA
- Reports submitted to GOSBA annually (payments/awards/outreach)
- Annual Report due October 1<sup>st</sup> each year

# STATUTES & REGULATIONS



**Maryland**

GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS

# STATUTES & REGULATIONS



<https://mgaleg.maryland.gov/mgawebsite/Laws/Statutes>



<https://dsd.maryland.gov/Pages/COMARHome.aspx>

# SBR PROGRAM STATUTES

STATE FINANCE AND PROCUREMENT ARTICLES  
§ 14-501—14-505

## Small Business Reserve

- § 14-501. Definitions
- § 14-502. Percentage of small business procurement contracts
- § 14-503. Regulations; compliance
- § 14-504. Eligible procurements; publication; awards
- § 14-505. Reports



# SBR PROGRAM REGULATIONS

COMAR 21.11.01.06, 21.11.01.04, 21.13.01.03

## Small Business Reserve Participation

### COMAR 21.11.01.06

- A. - Applicability
- B. - Scope
- C. - Exclusion
- D. - Expenditures
- E. - Solicitation Notice
- F. - Ineligible Bids or Proposals
- G. - Verification of SBR Certification
- H. Reporting
- I. SBR Liaison Officer

### COMAR 21.13.01.03

Reports of the Small Business Reserve Program

### COMAR 21.11.01.04

Small Business Eligibility/Certification

# MBE PROGRAM STATUTES

STATE FINANCE AND PROCUREMENT ARTICLES  
§ 14-301—14-308

## Minority Business Participation

- § 14-301. Definitions
- § 14-301.1. Legislative findings
- § 14-302. Procurement from minority businesses
- § 14-303. Regulations by Board
- § 14-304. Powers of certification agency
- § 14-305. Annual reports; information
- § 14-307. Duty of Legislative Policy Committee
- § 14-308. Prohibited acts; penalties



# MBE PROGRAM REGULATIONS

COMAR 21.11.03

## Minority Business Enterprise Policies

- 01 General — Purpose
- 02 Scope
- 03 Definitions
- 04 Procurement Agency Responsibility
- 05 MBE Liaison Officer
- 06 Central Directory
- 07 Race Neutral Measures
- 08 MBE Notification
- 09 Procurement Solicitations
- 10 Contract Award
- 11 Waiver
- 12 Amendment of MBE Participation Schedule
- 13 Compliance
- 15 Certification — General
- 16 Minority Business Enterprise Advisory Committee
- 17 Reporting



# VSBE PROGRAM STATUTES & REGULATIONS

STATE FINANCE AND PROCUREMENT ARTICLES  
§ 14-601—14-608

## VSBE Participation

- § 14-601. Definitions
- § 14-602. Procurement procedures
- § 14-603. Awarding of contract
- § 14-604. Regulations, procedures and report
  - § 14-604.1. Advisory Committee
- § 14-605. Prohibited acts and Penalties
- § 14-606. Penalties Amendment

COMAR 21.11.14

## VSBE Policies

- 01 General — Purpose
- 02 Definitions
- 03 Scope
- 04 Procurement Agency Responsibility
- 05 Procurement Solicitations
- 06 Contract Award-Documentation
- 07 Waiver
- 08 Amendment of VSBE Participation Schedule
- 09 Compliance
- 10 Verification



# LIAISON DUTIES



# LIAISON COMAR REGULATION

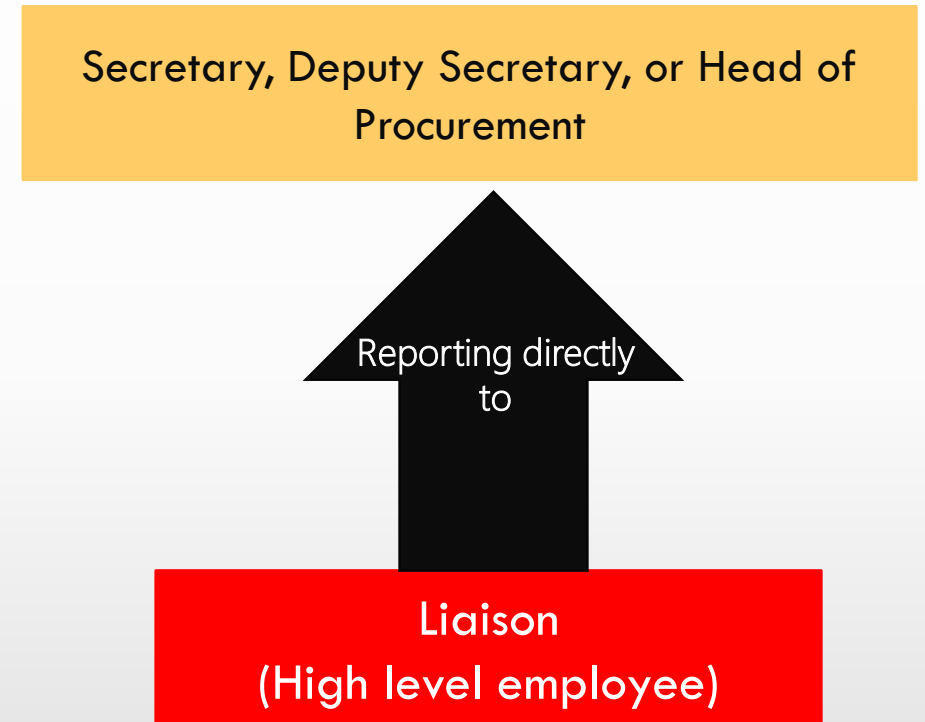
The head of each procurement agency shall designate an employee to be a liaison officer in the administration of that agency's program. The liaison officer shall be a high level employee reporting directly to a Secretary, Deputy Secretary, or head of a procurement agency. The liaison officer is responsible for coordinating agency outreach efforts to the community, reviewing agency contracting procedures to ensure compliance with this chapter, assisting in the resolution of contracting issues, and for submitting required program reports or information.

COMAR Reference

SBR - 21.11.01.06 MBE - 21.11.03.05 VSBE - 21.11.14.05

# LIAISON HIERARCHY

- The head of each procurement agency shall designate an employee to be an SBR, MBE, or VSBE liaison.
  - This will look different at each agency depending on the programs your required to report for.



# LIAISON RESPONSIBILITIES

- Coordinating agency outreach efforts
- Reviewing agency contracting procedures to ensure compliance
- Assisting in resolution of contracting issues
- Submitting required program reports or information

# WHAT COULD THIS LOOK LIKE?

## Coordinating agency outreach efforts

- Brainstorming with your units:
  - Contract monitors
  - Compliance manager
  - Buyers
  - Fair practice offices
  - Outreach coordinators
  - Communications & marketing team

## Reviewing agency contracting procedures to ensure compliance

- Participating in your agency's Procurement Review Group (PRG)
- Ensuring that solicitation documentation includes the necessary forms, clauses, and language for each program

# WHAT COULD THIS LOOK LIKE?

## Assisting in resolution of contracting issues

- Advocating for certified vendors
  - Helping a vendor mitigate payment issues
  - Assist vendors who are experiencing fraud/fraudulent behavior
  - Providing resources or points of contact if vendors have questions
  - Answering internal agency questions to ensure current contracts are upholding socioeconomic policies

## Submitting required program reports or information

- Speaking with appropriate staff on your procurement team to have a clear understanding of how reporting works within your unique agency.
- Submitting quarterly reports on time to lessen your annual report load by end of FY.
- One-on-one meetings with GOSBA compliance managers
- Utilizing the reporting toolkits, manuals, and cheat sheets.

# PUBLIC LIAISON DIRECTORIES

- These directories are publicly listed on the GOSBA website
- You may view the directories here:
  - SBR
    - <https://gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx>
  - MBE
    - <https://gomdsmallbiz.maryland.gov/Pages/MBE-Liaison-Directory.aspx>
  - VSBE
    - <https://gomdsmallbiz.maryland.gov/Pages/VSBE-Liaison-Directory.aspx>





# LIAISON TURNOVER

- If any turnover occurs for the liaison position within your agency, contact our office with the new liaisons contact information or the appropriate point of contact to be listed as the agency's liaison in the meantime
- This ensures that the liaison directory is kept up to date, with an official point of contact
- Contact your designated compliance manager as soon as any changes occur

# REVIEW OF MBE & VSBE PARTICIPATION FORMS

## Submission of Forms

- The MBE & VSBE Forms are an integral part of the procurement process when MBE and/or VSBE goals are placed on a contract.
- The bidder/offeror is required to submit these forms in order to be considered for the contract award with their bid/offer.

## Liaison Review and Verification of Forms

- As the liaison you are required to review these forms to ensure they comply with program specific rules and regulations. Forms must be filled out in their entirety.
- Any errors or omissions may result in bids being rejected.

## Contract compliance for the duration of the contract

- The Prime and subcontractor are responsible for turning in paid/unpaid invoice reports monthly throughout the duration of the contract
- As the liaison, you will work with the contract manager to diffuse any payment issues.

## View the forms here:

- MBE Forms:  
<https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentDMBE-Forms-1.pdf>
- VSBE Forms:  
<https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/04/AttachmentE-VSBEForms.pdf>

# THE LIAISON PROMISE

## *The Liaison Promise*

- To uphold the tenets of the Socioeconomic Programs
- To ensure my procurement unit follows the statutes, regulations, policies & guidelines of Maryland's Socioeconomic Programs
- To assist procurement staff & advocate on behalf of certified vendors, as needed, to successfully ensure compliance to the Socioeconomic Programs
- To bridge the gap between the state and our community of certified vendors

# LIAISON RESOURCES



# LIAISON RESOURCES INCLUDE:

- Minority Business Enterprise (MBE), Small Business Reserve (SBR) and Veteran-Owned Small Business Enterprise (VSBE) Reporting Toolkits
- eMaryland Marketplace Advantage (eMMA)
- Maryland Department of Transportation (MDOT) Directory of Certified Firms
- Governor's Office of Small, Minority & Women Business Affairs (GOSBA) Trainings

# SBR, MBE & VSBE REPORTING TOOLKITS

<https://gomdsmallbiz.maryland.gov/>

<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx>

<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx>

<https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx>

Enter search term

[Home](#) [MBE PROGRAM](#) [SBR PROGRAM](#) [VSBE Program](#) [RESOURCES](#) [PROCUREMENT FORECAST](#)

GOVERNOR'S OFFICE OF Small, Minority & Women Business Affairs

GOVERNOR'S COORDINATING OFFICES HOME

Quick Links

- About Us
- Legislation and Policy
- Outreach
- News
- Reports
- Contact Us
- Recent

SBR PROGRAM REPORTING TOOLKIT

MBE PROGRAM REPORTING TOOLKIT

VSBE PROGRAM REPORTING TOOLKIT

State of Maryland Disparity Study

Attention SBR & VSBE Vendors  
If you are experiencing problems with certification or recertification in eMMA, call us for assistance at 410-697-9600.

TOP WEBSITE PICKS

- State of Maryland Disparity Study
- Expanding Opportunities Magazine
- eMaryland Marketplace Advantage (eMMA)
- Maryland Financial Incentives for Businesses
- Maryland Business Express
- Maryland Entrepreneur Hub
- SBR Liaisons
- MBE Liaisons
- VSBE Liaisons
- MBE Rights & Responsibilities
- FY2021 Customer Service Annual Report

PUBLIC DATA MINING STRATEGIES

eMaryland Marketplace Advantage (eMMA)

- Video
- Slide Deck

Procurement Forecast

- Video
- Slide Deck

Board of Public Works

- Video
- Slide Deck

Communicating with Confidence

- Video
- Slide Deck

# REPORTING TOOLKIT RESOURCES

- VSBE and MBE Reporting Manuals
- Report Instructions and Templates
- Program Policies and Procedures
- Monthly Procurement Compliance Bulletins
- Previous Liaison Training Slide Decks and Recordings
- Compliance Call Library
- And more...

# MBE TOOLKIT

The screenshot shows the 'MBE Reporting Toolkit' page on the Governor's Office of Small, Minority & Women Business Affairs website. The page is divided into several sections:

- Header:** Includes a search bar, navigation links (Home, MBE PROGRAM, SBR PROGRAM, VSBE Program, RESOURCES, PROCUREMENT FORECAST), and social media icons.
- Quick Links:** A sidebar menu with links for About Us, Legislation and Policy, Outreach, News, Reports, Contact Us, and Recent.
- Procurement Compliance Bulletins:** A list of recent bulletins with dates: 5.18.2023, 4.20.2023, 3.22.2023, 2.22.2023, and 1.17.2023.
- MBE Reporting Toolkit:** The main content area with the title 'MBE Reporting Toolkit' and a sub-header 'FY2023 MBE Annual Report'. It contains instructions on when to submit the report (by September 30, 2023) and a list of required documents: Form 1 & 2 as EXCEL sheets, Contracts Inventory Report as EXCEL sheets, Data entry in the Form 3 Web Portal OR a completed Form 3 Data template EXCEL document, All backup documentation from both FMIS and non-FMIS users as EXCEL sheets, A completed FY2023 Annual Agency MBE Compliance Assessment Report EXCEL workbook and a signed Compliance Report in PDF format, and a NEW Summary Statement Process. It also provides contact information for MBE reports and lists downloadable resources like the FY23 MBE Reporting Manual, Form 1 & 2 Annual Report, Contracts Inventory, and Compliance Assessment Report.
- Resource Links:** A sidebar section with a list of links including eMaryland Marketplace Advantage (eMMA), MBE Prime Regulation 2014, Liquidated Damages Guidelines, and various contract and system links.
- MBE Program Resources:** A sidebar section with links to MBE Program Subgoal Guidance, Worksheets, RFP Solicitation Language, and Sample MBE Forms.
- Video Training Series:** A sidebar section with links to training videos and slide decks for the Form 3 Payment Portal and MBE Forms.

Red arrows in the image point to the 'FY2023 MBE Annual Report' section, the 'Resource Links' section, the 'MBE Program Resources' section, and the 'Video Training Series' section.



## [Login: eMaryland Marketplace Advantage \(eMMA\)](#)

# eMaryland Marketplace Advantage (eMMA)

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA\\_helpdesk@maryland.gov](mailto:eMMA_helpdesk@maryland.gov).

For additional training and resources, please go to the Maryland Procurement Academy homepage at [State of Maryland eMMA Training](#)

### LOGIN

Login \*

Password \*



Login

State SSO Login (login.md.gov)

MDoT SSO Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

<https://mdprocurement.freshdesk.com/support/solutions/folders/70000471961>

<https://marylandmbe.mdbecert.com/>

# Maryland Department of Transportation (MDOT) Directory of Certified Firms

marylandmbe.mdbecert.com

## Certification Management System

Vendor Log In OMBE Staff Log In

**About the System**  
Learn more about this system and how it works today  
Information for Business Users

**System Training**  
Learn how to fully utilize our system with a live trainer  
Training

**Account Access**  
Lookup system user accounts or reset user passwords  
Account Lookup  
Forgot Password

**Business Applicant Certification**  
Search and/or join our database of certified businesses  
Terms of Use  
Search Directory of Certified Firms  
Apply for Certification / Submit Annual Review / Submit a Change

**Track My Application**  
Track your application status  
Track My Application

**Outreach**  
Opportunities for business involvement

# GOSBA QUARTERLY COMPLIANCE CALLS



Enter search term  Home MBE PROGRAM SBR PROGRAM VSBE Program RESOURCES PROCUREMENT FORECAST

GOVERNOR'S OFFICE OF  
Small, Minority & Women Business Affairs

Quick Links  
About Us  
Legislation and Policy  
Outreach  
News  
Reports  
Contact Us  
Recent

**Procurement Compliance Bulletins**

- 5.18.2023
- 4.20.2023
- 3.22.2023
- 2.22.2023
- 1.17.2023

**MBE Liaison Training**

- SBR, MBE, and VSBE Combined Liaison Training Slide Deck May 4, 2023
- SBR, MBE, and VSBE Combined Liaison Training Video May 4, 2023
- SBR, MBE, and VSBE Combined Liaison Training Slide Deck February 9, 2023
- SBR, MBE, and VSBE Combined Liaison Training Video February 9, 2023
- SBR, MBE, and VSBE Combined Liaison Training Slide Deck October 4, 2022
- SBR, MBE, and VSBE Combined Liaison Training Video October 4, 2022**
- Searching Databases for the MBE, VSBE, and the SBR Program Training Slide Deck Compliance Call September 8, 2022

Upcoming

## MBE Reporting Toolkit

The toolkit contains valuable information to assist State agencies/departments with the management and compliance of the Minority Business Enterprise (MBE) Program.

**FY2023 MBE Annual Report**

The MBE Annual Report must be completed and submitted on or before September 30, 2023. The Annual Report covers the period July 1, 2022 - June 30, 2023.

Please submit the following:

- Form 1 & 2 as EXCEL sheets (1 file) and the signed signature page
- Contracts Inventory Report as EXCEL sheets (1 file)
- Data entry in the Form 3 Web Portal OR a completed Form 3 Data template EXCEL document (Contact GOSBA for technical assistance)
- All backup documentation from both FMIS and non-FMIS users as EXCEL sheets
- \*\*NEW:** A completed FY2023 Annual Agency MBE Compliance Assessment Report EXCEL workbook and a signed Compliance Report in PDF format
- \*\*NEW Summary Statement Process:**
  - After the submission of all required annual report documents and once any requested corrections are complete, GOSBA will send a completed Summary Sheet to the person(s) who submitted the report.
  - The summary sheet, based on final figures matching your units Form 3 data and Form 1 & 2 reports, must be reviewed, signed, and returned to the designated reports email box within 5 business days.

All documentation above is mandatory and must be submitted to the MBEreports.gosba@maryland.gov email box. The 2023 report templates and the 2023 reporting instruction manual are available below.

- FY23 MBE REPORTING MANUAL \*\*NEW - Sample Reporting Documents and Supplemental Reporting Guidance is now included in the manual
- FY23 FORM 1 & 2 ANNUAL REPORT
- FY23 MBE CONTRACTS INVENTORY
- \*\*NEW - FY2023 Annual Agency MBE Compliance Assessment Report
- Form 3 Data Import Template.xlsx
- Form 3 Web Portal <https://www.doit.state.md.us/MBEForm3/>
- \*\*NEW - MBE Supplemental Reporting Guidance

Call 410-697-9605 if you have any questions.

**Due Now**

FY2024 Procurement Forecast  
FY2024 Combined Strategic Plan  
**Due June 30, 2023**

**FY2024 SBR & MBE Consolidated Strategic Plan**

The strategic plan template has been radically revised and will now be submitted electronically as a Google Form. This mandatory report is in a consolidated format with distinct SBR and MBE sections. It uses logic to navigate you through the process. For those agencies that participate in both the MBE and SBR programs, a PDF version of the form is provided below so you can coordinate your answers across multiple contributors.

Each agency should only submit one strategic plan.  
The strategic plan is due on or before June 30, 2023.

Consolidated Strategic Plan FY2024 Google Form Link  
Consolidated Strategic Plan FY2024 PDF

Please remember to answer questions thoroughly and in as much detail as possible.

**Resource Links**

- eMaryland Marketplace Advantage (eMMA)
- MBE Prime Regulation 2014
- Liquidated Damages Guidelines
- Liquidated Damages Worksheet
- Liquidated Damages Hourly Rate Calculations
- CAD List Exclusion Definitions
- Board of Public Works Advisors
- Directory of Certified MBEs
- FMIS Bulletin Board System (BBS) Log In Page
- DBM Master Contracts
- DGS Master Contracts
- DoIT Master Contracts
- DoIT Customer Service Desk
- (For FMIS/ADPICS information, online training and assistance in obtaining user name and password as needed.)

**MBE Program Resources**

- MBE Program Subgoal Guidance
- MBE Program Subgoal Worksheet
- MBE RFP Solicitation Language
- PRG Guidance & Worksheets (located on the Office of State Procurement's website)
- Section 4 Sample PRG Template in Excel
- SAMPLE MBE FORMS

**Video Training Series**

- Form 3 Payment Portal Training Video
- Form 3 Payment Portal Training Slide Deck
- MBE Forms Training Video
- MBE Forms Training Slide Deck

# OUTREACH & DIRECT SOLICITATION



**Maryland**

GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS

# OUTREACH IS ESSENTIAL!

- Building relationships through outreach with the SBR, MBE, and VSBE vendor community is essential for your agency's success within the program
- It gives vendors and agencies the opportunity to network and receive useful information to navigate the state contracting arena more efficiently
- Remember, this is a collaborative effort be sure to:
  - Collaborate with another agency
  - Brainstorm new outreach ideas with colleagues
  - Think outside the box!



# IMPORTANCE OF DIRECT SOLICITATION

---

- An important part of outreach includes the direct solicitation of vendors
- Direct solicitation is a necessary tool to increase your agency's SBR/MBE/VSBE participation
- Combining outreach and direct soliciting helps your agency be well equip for purchases, for example:
  - When a small purchase is being considered search the SBR/MBE/VSBE directories to find vendors within the specific scope of work to contact directly
  - Curate an ongoing internal direct solicitation list as you speak with and meet vendors throughout the FY that meet your agency's needs

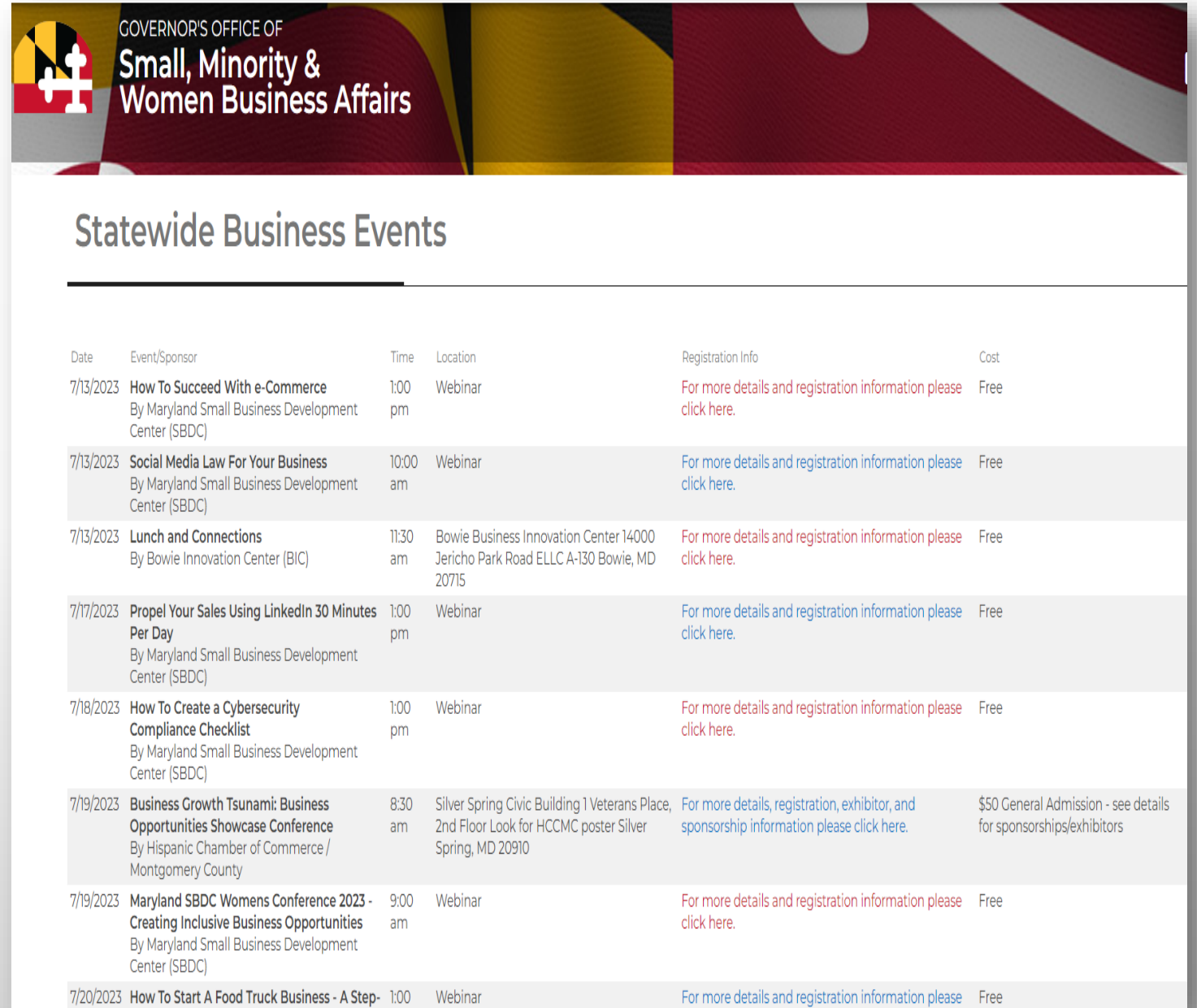
# OUTREACH REPORTING REQUIREMENTS

- SBR & MBE Liaisons
  - Required to report on their agency's outreach activity annually in the Combined Strategic Plan
- VSBE liaisons
  - Required to report on their agency's outreach activity annually in the VSBE Program Outreach Form

| Veteran-Owned Small Business Enterprise (VSBE) Program Outreach Form  |   |
|---|---|
| Fiscal Year 2023  |   |
| Starting for fiscal year 2023, every participating agency must report their VSBE Program outreach to veteran businesses and overall program evaluation. (see COMAR 21.11.14). |   |
| <b>INSTRUCTIONS: Complete all yellow highlighted cells. Do not edit this template.</b>  |   |
| Agency Reporting:   |   |
| Individual Completing Form/Title:   |   |
| Number of Employees Engaged in VSBE Outreach:   |   |
| What channels do you engage for your VSBE Outreach?<br><b>Please check all that apply:</b>  | <input type="checkbox"/> Live/In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> One on One<br><input type="checkbox"/> Print <input type="checkbox"/> Social Media Platforms <input type="checkbox"/> Other |
| <u>Number of outreach events (live or virtual) targeting VSBE's hosted by your Agency/Department?</u>   |   |
| <u>Number of outreach events (live or virtual) targeting VSBE's attended (not hosted) by your Agency/Department?</u>  |   |
| <u>Number of Total VSBE outreach events</u>   | 0   |

# GOSBA EVENTS PAGE

- On our website we have a calendar of statewide business events, which allows small business owners to connect with several different events across the state
  - <https://gomdsmallbiz.maryland.gov/Pages/Events.aspx>
- When your agency is hosting an event remember to contact Eduardo Hayden, to add the event to this calendar
  - [eduardo.hayden@maryland.gov](mailto:eduardo.hayden@maryland.gov)
- This is a great way for your agency to market your own event as well



GOVERNOR'S OFFICE OF  
Small, Minority &  
Women Business Affairs

## Statewide Business Events

| Date      | Event/Sponsor   | Time     | Location   | Registration Info   | Cost   |
|-----------|---|----------|--|---|--|
| 7/13/2023 | <b>How To Succeed With e-Commerce</b><br>By Maryland Small Business Development Center (SBDC)   | 1:00 pm  | Webinar  | <a href="#">For more details and registration information please click here.</a>                          | Free   |
| 7/13/2023 | <b>Social Media Law For Your Business</b><br>By Maryland Small Business Development Center (SBDC)   | 10:00 am | Webinar  | <a href="#">For more details and registration information please click here.</a>                          | Free   |
| 7/13/2023 | <b>Lunch and Connections</b><br>By Bowie Innovation Center (BIC)  | 11:30 am | Bowie Business Innovation Center 14000 Jericho Park Road ELLC A-130 Bowie, MD 20715                    | <a href="#">For more details and registration information please click here.</a>                          | Free   |
| 7/17/2023 | <b>Propel Your Sales Using LinkedIn 30 Minutes Per Day</b><br>By Maryland Small Business Development Center (SBDC)                              | 1:00 pm  | Webinar  | <a href="#">For more details and registration information please click here.</a>                          | Free   |
| 7/18/2023 | <b>How To Create a Cybersecurity Compliance Checklist</b><br>By Maryland Small Business Development Center (SBDC)                               | 1:00 pm  | Webinar  | <a href="#">For more details and registration information please click here.</a>                          | Free   |
| 7/19/2023 | <b>Business Growth Tsunami: Business Opportunities Showcase Conference</b><br>By Hispanic Chamber of Commerce / Montgomery County               | 8:30 am  | Silver Spring Civic Building 1 Veterans Place, 2nd Floor Look for HCCMC poster Silver Spring, MD 20910 | <a href="#">For more details, registration, exhibitor, and sponsorship information please click here.</a> | \$50 General Admission - see details for sponsorships/exhibitors |
| 7/19/2023 | <b>Maryland SBDC Womens Conference 2023 - Creating Inclusive Business Opportunities</b><br>By Maryland Small Business Development Center (SBDC) | 9:00 am  | Webinar  | <a href="#">For more details and registration information please click here.</a>                          | Free   |
| 7/20/2023 | <b>How To Start A Food Truck Business - A Step-</b>   | 1:00     | Webinar  | <a href="#">For more details and registration information please</a>                                      | Free   |



# Ready, Set, GROW!



# READY, SET, GROW!

- Our Ready, Set, GROW! Procurement Connections Workshop/Webinar series connects vendors with buyers from several state agencies. Each will share what they are looking to buy currently, what is in their pipeline, and how to connect with them directly
- This event is hosted 4x a year; 2 are virtual and 2 are held in person
- If your agency wants to secure an exhibitor table or virtual time slot at one of these events, please contact Eduardo Hayden
  - [eduardo.hayden@maryland.gov](mailto:eduardo.hayden@maryland.gov)

# GOSBA EVENTS

- Our office hosts several events throughout the FY:
  - Maryland's Women Small Business Celebration
  - Military Small Business Appreciation Event (VSBE)
  - Women's Veteran Entrepreneurship Event (VSBE)
  - VSBE Appreciation Event
- If you would like to secure a spot as an exhibitor, please contact; Eduardo Hayden
  - [eduardo.hayden@maryland.gov](mailto:eduardo.hayden@maryland.gov)



# PRG PROCESS



# PROCUREMENT REVIEW GROUP

Process for reviewing any:

- (a) Contract solicitations;
- (b) proposed sole-source contracts; and
- (c) proposed contract renewal options

All contracts ranging from **\$50,000 to \$500k** automatic SBR Program Designation

Contracts expected to exceed **\$100,000** in value evaluate for Minority Business

Enterprise and Veteran-Owned Small Business Enterprise participation

# PRG PARTICIPANTS

- There should be at least one or more standing procurement review group(s).
- The group shall be comprised of:
  - Agency's chief procurement official or senior-level procurement official designated to act in his/her place
  - SBR, MBE & even VSBE Liaison Officers or senior level alternate
- *Rely on agency legal counsel to provide support and advice as necessary*

# RECOMMENDATIONS

- Group makes recommendations concerning specific procurement methods for maximizing inclusion
- Summarize rationale in detail

## Best Practice Tips:

- Don't automatically exempt emergency procurements or SBR procurements from MBE goal consideration
- SBR designated procurements can have MBE Goals

# GOALS: STATEWIDE VS. CONTRACT

- The statewide aspirational goal is for the MBE Program is **29%** and for the VSBE Program is **1%**
  - It is important to remember that these are **overall goals**.
  - Individual contract goals must be considered on a contract-by-contract basis by the PRG

***DON'T put blanket goals on projects without a legitimate justification.***

- Agencies are directed to designate **15%** of their procurement contracts as SBR annually
- When a contract is designated as SBR, this is not a goal, the full contract is awarded to the SBR certified vendor as prime contractor.

# SUBGOALS

**TABLE 2 RECOMMENDED SUBGOALS**

| Combined Industry Category<br>(Check appropriate column per Step 5.)              |                   |                   | Cons                     | AE-CRS                   | Main                     | IT                       | Serv                     | CSE                      |
|---|-------------------|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|   |                   |                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.<br># of Firms  | 10.<br>≥ 3<br>Y/N | Subgroups         |                          |                          |                          |                          |                          |                          |
|   |                   | African American  | 8%                       | 7%                       | 9%                       | 10%                      | —                        | 6%                       |
|   |                   | Hispanic American | —                        | —                        | 3%                       | —                        | 2%                       | 2%                       |
|   |                   | Asian American    | —                        | —                        | 2%                       | —                        | 3%                       | —                        |
|   |                   | Women             | 11%                      | 10%                      | —                        | 10%                      | 10%                      | 8%                       |
| <b>Subgoal Total</b>  |                   |                   | <b>19%</b>               | <b>17%</b>               | <b>14%</b>               | <b>20%</b>               | <b>15%</b>               | <b>16%</b>               |
| <b>*Subgoal Total Plus 2% Margin</b>  |                   |                   | <b>21%</b>               | <b>19%</b>               | <b>16%</b>               | <b>22%</b>               | <b>17%</b>               | <b>18%</b>               |
| *The Subgoal Total Plus 2% Margin is the sum of the Recommended Subgoals plus 2%. |                   |                   |                          |                          |                          |                          |                          |                          |

## Worksheet:

Found in the subgoal worksheet.

[https://gomdsmallbiz.maryland.gov/Documents/Legislation/MBE\\_Program\\_Subgoal\\_Worksheet\\_08.01.2020.pdf](https://gomdsmallbiz.maryland.gov/Documents/Legislation/MBE_Program_Subgoal_Worksheet_08.01.2020.pdf)

Use the subgoal worksheet and guidelines to apply subgoals as appropriate

## Guidelines:

[https://gomdsmallbiz.maryland.gov/Documents/Legislation/MBE\\_Program\\_Subgoal\\_Guidance\\_08.01.2020.pdf](https://gomdsmallbiz.maryland.gov/Documents/Legislation/MBE_Program_Subgoal_Guidance_08.01.2020.pdf)



# BEFORE GOALSETTING

Consider Race Neutral Options (COMAR 21.11.03.07)

Race neutral methods are those that assist businesses without consideration of social, economic, race or gender

---

**Small Business Reserve**

**Small Business Preference**

**Divide larger procurements into several smaller procurements where feasible**

**Directly notifying qualified small businesses including MBES**

**Relaxed bonding requirements**

**Simplifying bidding requirements to the extent permitted by law**

**Pre-Solicitation Conferences**

*Clarify complex solicitations  
Connect subs and primes*

# SBR DESIGNATION

- For those procurements 50K – 500K, procurement units would designate SBR unless an exemption applies, or a waiver is requested from GOSBA:
  - Preference procurement made from a preference provider
  - Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions
  - Sole Source
  - Proprietary Commodity Purchase
  - Noncompetitive negotiated procurements of human, social, or educational services
  - An eMMA search of small businesses registered to participate in the SBR Program as well as a search of other available small business resources and databases has yielded the identification of less than three (3) eligible small businesses
- Procurement units can designate contracts over 500K as SBR as well

# IDENTIFY SUBCONTRACTING OPPORTUNITIES

- Can the procurement be broken down into subcontracting opportunities:
  - Scope of Work
  - Engineer's Estimate
  - Previous compliance reports
  - Similar procurements in size and discipline
- List all possible subcontracting NAICS Codes on the PRG Form
  - Are MBE's available in the categories identified?
  - Does it make sense geographically?
- Does the contract structure support subcontracting?

# IDENTIFY SUBCONTRACTING OPPORTUNITIES FOR VSBES

- Can the procurement support additional subcontracting opportunities for VSBES:
- List all possible subcontracting UNSPSC Codes on the PRG Form
  - Are VSBES available in the categories identified?
- Are enough Veteran Owned firms available?
  - This search should be completed in eMMA and other external databases or websites, such as VetCert

# GOALSETTING & COUNTING

- Treat the MBE & VSBE Programs as mutually exclusive
- Dually-certified MBE/VSBE firms can count toward both program goals
- MBE Prime contractors can self-perform 50% of an established MBE contract goal; 100% of any subgoal

# GOALSETTING & COUNTING



- DON'T Forget to Consider the 60% Rule's Impact on Goalsetting

e.g.: If supply purchase accounts for 5% of the overall contract value - the goal for that line item would compute to 3% to account for the 60% Rule.

- If a procurement requires the use of a broker, only the fees or commissions charged for assistance in the procurement of the materials and supplies, or fees for transportation charges for delivery of materials or supplies required on job site can be counted towards the goal.

# REMINDER:

Send all PRGs for procurements  
expected to be valued at **\$25M+** to  
GOSBA for approval



# RESOURCES

BPW Advisory 2001-1

<https://bpw.maryland.gov/Pages/adv-2001-1.aspx?>

PRG Policy / SBR Best Practices

<https://procurement.maryland.gov/maryland-procurement-manual-9-policies-procedures-and-best-practices/>

PRG Forms

<https://procurement.maryland.gov/procurement-review-group-prg/>



# WAIVER RESOURCES



# WHAT IS A WAIVER?

## SBR Waivers

- The procurement process allows the participating agency to request a waiver of the SBR designation if they have determined it to be exempt during the PRG.

## MBE & VSBE Waivers

- The procurement process allow **Bidders/Offerors** to request a waiver, partial or in full, if they have determined that they are unable to meet a subcontracting participation goal established for Minority Business Enterprise (MBE), Veteran-Owned Minority Business Enterprise (VSBE), or both.

# SBR WAIVER RESOURCES

← → ↻ 🔒 procurement.maryland.gov/procurement-review-group-prg/ 🔍 📄 ⚙️ 📄 📄 📄 📄 Error

Maryland.gov State Directory State Agencies Translate

## Procurement Review Group (PRG)

Home » Procurement Review Group (PRG)

- PROCUREMENT REVIEW GROUP: Guidance and Worksheets
- BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines
- SBR Executive Order FAQs
- MBE Program Subgoal Worksheet (v.2020)
- DGS OSP Policies and Procedures for PRGs
- 2023 DGS OSP PRG Schedule – Submission time is by 2 PM
- **NEW!** Best Practices & Guidelines for MBE Goalsetting & Outreach Considerations for Emergency Contracts

Wes Moore  
Governor  
Aruna Miller  
Lt. Governor

**CHANGING Maryland for the Better**

### Customer Service Promise

The State of Maryland pledges to provide constituents, businesses, customers, and stakeholders with friendly and courteous, timely and responsive, accurate and consistent, accessible and convenient, and truthful and transparent services.

[Take Our Survey](#)

### Human Trafficking GET HELP

National Human Trafficking Hotline - 24/7  
Confidential

[1-888-373-7888](#)

[233733](#)

[More Information](#)

© Copyright Maryland.gov. All rights reserved. [Report Fraud](#) [Contact Us](#) [Privacy & Security](#) [Accessibility](#) [More Online Services](#)

# SBR WAIVER PROCESS

- Per the PRG Guidance and Worksheets, any procurement above \$50,000 should be considered for SBR designation.
- Procurements above \$500,000 that are not designated as SBR, do not require a SBR Waiver, but should be considered for SBR designation



## PROCUREMENT REVIEW GROUP *Guidance & Worksheets*

The Procurement Review Group (PRG) shall review proposed procurement solicitations, proposals to exercise options or otherwise modify the contract, and proposals to award sole-source contracts when the resulting contract is:

- (1) Eligible for designation to the Small Business Reserve (SBR) Program when the total value is expected to exceed \$50,000, and
- (2) For evaluation of Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) participation goals when the total value is expected to exceed \$100,000.

The PRG shall determine the appropriate socioeconomic utilization methods to encourage maximum small and/or minority and/or veteran-owned business participation in each proposed contract; and shall make recommendations to the agency head and the solicitation's procurement officer concerning specific designations and/or participation goals.

**Department of General Services Office of State Procurement (DGS OSP) Internal Procurement Guidelines:** For the procurement process to work smoothly, the requesting procurement representatives, the liaison for each socioeconomic program and, if necessary, a legal unit representative, should work together as a team. Communication, cooperation, and teamwork are essential for a successful procurement.

# SBR WAIVER & AMENDMENT PROCESS

After completing the SBR Program Designation Worksheet PART 1A, if the solicitation:

1. Meets the mandatory designation requirement, continue normal processes for PRG review and an SBR designated procurement, including MBE/VSBE participation goals as determined.
2. Is determined to be exempt or warrants a waiver, complete SBR Program Designation Worksheet PART 2 and follow the instructions for submission to GOSBA.
3. Is amended during the procurement to remove the SBR designation and open the solicitation to all vendors, complete SBR Program Designation Worksheet PART 3 and follow the instructions for submission to GOSBA.

# SBR PROGRAM DESIGNATION WORKSHEET (PART 2)- REQUESTING WAIVER

- If the procurement does not fall under one of the pre-determined exemptions, you will need to request a waiver and submit for approval
- Select "Other" and follow the instructions in #3

## PRG Evaluation - SBR Program Designation Worksheet (PART 2)

After completing SBR Program Designation Worksheet PART 1A, if the solicitation is determined to be exempt or warrants a waiver, complete SBR Program Designation Worksheet PART 2 below and follow the instructions for submission to GOSBA.

1. Solicitation # \_\_\_\_\_ is exempt or warrants a waiver of the SBR Program Designation mandate on the following basis:
  - Preference procurement made from a preference provider
  - Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions
  - Sole Source
  - Proprietary Commodity Purchase
  - Noncompetitive negotiated procurements of human, social, or educational services
  - An eMMA search of small businesses registered to participate in the SBR Program as well as a search of other available small business resources and databases has yielded the identification of less than three (3) eligible **small businesses** [as defined in COMAR 21.01.02.01B(80)].  
*Note: Use and submit the completed SBR Designation Worksheet (SBR PRG Form) below to show the product codes utilized and search results obtained for this waiver to apply.*
  - Other (**Waiver Request Approval Required - see #3 for additional instructions**)  
Waiver justification (*add lines as needed*):  
\_\_\_\_\_

3. **NOTICE:** SBR Program Designation Waiver Requests identified as "Other" require review by the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) prior to publishing the solicitation. Submit waiver requests to the GOSBA mailbox identified above with the following subject line:

*"Agency Name - Requisition # - SBR Program Designation Waiver Request"*

GOSBA will respond to the SBR Program Designation Waiver Request within 72 hours with an approval or denial.



# SBR PROGRAM DESIGNATION WORKSHEET (PART 2)- EXEMPTION/WAIVER

- When a solicitation is determined to be exempt or warrants a waiver you will fill out the *Worksheet (Part 2)* and submit to the GOSBA SBR Waiver mailbox:
  - [SBRWaiver.GOSBA@maryland.gov](mailto:SBRWaiver.GOSBA@maryland.gov)
- When submitting use, the subject line below:
  - *"Agency Name - Requisition # - SBR Program Designation Worksheet"*

## PRG Evaluation - SBR Program Designation Worksheet (PART 2)

After completing SBR Program Designation Worksheet PART 1A, if the solicitation is determined to be exempt or warrants a waiver, complete SBR Program Designation Worksheet PART 2 below and follow the instructions for submission to GOSBA.

1. Solicitation # \_\_\_\_\_ is exempt or warrants a waiver of the SBR Program Designation mandate on the following basis:
  - Preference procurement made from a preference provider
  - Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions
  - Sole Source
  - Proprietary Commodity Purchase
  - Noncompetitive negotiated procurements of human, social, or educational services
  - An eMMA search of small businesses registered to participate in the SBR Program as well as a search of other available small business resources and databases has yielded the identification of less than three (3) eligible **small businesses** [as defined in COMAR 21.01.02.01B(80)].  
*Note: Use and submit the completed SBR Designation Worksheet (SBR PRG Form) below to show the product codes utilized and search results obtained for this waiver to apply.*
  - Other (**Waiver Request Approval Required - see #3 for additional instructions**)  
Waiver justification (*add lines as needed*):  
\_\_\_\_\_

# SBR PROGRAM DESIGNATION WORKSHEET (PART 3) - AMENDMENT

- If the solicitation is amended during the procurement to remove the SBR designation and open solicitation to all vendors, you will fill out the *Worksheet (Part 3)* and submit to the GOSBA SBR Waiver mailbox:
  - [SBRWaiver.GOSBA@maryland.gov](mailto:SBRWaiver.GOSBA@maryland.gov)
- When submitting use, the subject line below:
  - *"Agency Name - Requisition # - SBR Program Designation Worksheet"*

## PRG Evaluation - SBR Program Designation Worksheet (PART 3)

After completing SBR Program Designation Worksheet PART 1A, if the solicitation is amended during the procurement to remove the SBR designation and open the solicitation to all vendors, complete SBR Program Designation Worksheet PART 3 below and follow the instructions for submission to GOSBA.

4. Solicitation # \_\_\_\_\_ was designated for the SBR Program.
  - SBR Program Designation removed. Solicitation amended to remove the SBR designation due to insufficient competition or other determination (justify below).  
**Date submitted to GOSBA for waiver (approval not required):** \_\_\_\_\_  
Amendment justification (*add lines as needed*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Upon completion of PART 3 of this worksheet, send all SBR Program Designation Worksheets to the following GOSBA mailbox using the subject line below:

[SBRWaiver.GOSBA@maryland.gov](mailto:SBRWaiver.GOSBA@maryland.gov)

*"Agency Name - Requisition # - SBR Program Designation Worksheet"*



# MBE & VSBE WAIVER RESOURCES



## **MBE & VSBE Goal Waiver Guidance Good Faith Effort Review & Determination**

### **I. OVERVIEW**

The State of Maryland's procurement processes allow Bidders/Offerors to request a waiver, partial or in full, if they have determined that they are unable to meet a subcontracting participation goal established for Minority Business Enterprise (MBE), Veteran-Owned Minority Business Enterprise (VSBE), or both.

Bidders/Offerors who make a waiver request must submit the appropriate forms with the bid/proposal package and fully document Good Faith Efforts to meet the established participation goal(s). Waiver Guidance along with the applicable forms, is provided in the solicitation package. Minority Business Enterprise (MBE) Forms – *Attachment D Series*  
Veteran-Owned Minority Business Enterprise (VSBE) Forms - *Attachment E Series*

At the time you begin reviewing the waiver request, the bid/proposal should have been determined to be responsive or reasonably susceptible of being selected for award, respectively, through the validation of the Utilization Affidavit and Prime/Subcontractor Participation Schedule(s) submitted by the bidder/offeror. (If this affidavit was not submitted, the bid/proposal should have already been deemed non-responsive or not reasonably susceptible of being selected for award, respectively.)

[https://procurement.maryland.gov/wp-content/uploads/sites/12/2022/11/BP-MBE\\_VSBE-Waiver-Guidance-v1-10.17.2022.pdf](https://procurement.maryland.gov/wp-content/uploads/sites/12/2022/11/BP-MBE_VSBE-Waiver-Guidance-v1-10.17.2022.pdf)

# REVIEW OF WAIVER

- At the time you begin reviewing the waiver request, the bid/proposal should have been determined to be responsive or reasonably susceptible of being selected for award, respectively, through the validation of the Utilization Affidavit and Prime/Subcontractor Participation Schedule(s) submitted by the bidder/offeror.
  - If this affidavit was not submitted, the bid/proposal should have already been deemed non-responsive or not reasonably susceptible of being selected for award, respectively.

# FORMS REQUIRED TO SUBMIT WAIVER

- Bidders/Offerors who make a waiver request must submit the appropriate forms with the bid/proposal package and fully document Good Faith Efforts to meet the established participation goal(s)
  - Waiver Guidance along with the applicable forms, is provided in the solicitation package
- The following documents are required to be submitted by the bidder/offeror to request a waiver for MBE or VSBE goals:
  - Minority Business Enterprise (MBE) Forms – **Attachment D Series**
  - Veteran-Owned Minority Business Enterprise (VSBE) Forms - **Attachment E Series**



# WHAT IS A GOOD FAITH EFFORT?

- A good faith effort is when the bidder/offeror made a reasonable effort to identify substantial opportunities for subcontracting
- Self-performance is not a reasonable justification for not offering subcontracting opportunities to MBE or VSBE

# BEST PRACTICES FOR EVALUATING GOOD FAITH EFFORTS

- For solicitations that contain both MBE and VSBE participation goals, the waiver request determination process must be performed separately for each category of subcontractors.
- All of the best practices are available within the Waiver Guidance.

# BEST PRACTICES FOR EVALUATING GOOD FAITH EFFORTS

8. *Identified Items of Work* – Review all items identified by the bidder/offeror for subcontracting opportunities and compare them to subcontracting items identified by the Procurement Review Group (PRG).
  - a. The PO should evaluate both lists of subcontracting opportunities to determine if the bidder/offeror made a reasonable effort to identify substantial opportunities for subcontracting using what was provided by the PRG or additional items of work identified by the bidder/offeror.
  - b. If the paperwork identifies that work was not made available to an MBE or VSBE vendor, the PO must determine if a reasonable justification has been provided. Self-performance is not a reasonable justification for not offering subcontracting opportunities to an MBE or VSBE.

# BEST PRACTICES FOR EVALUATING GOOD FAITH EFFORTS

9. *Identified Firms and Record of Solicitations* – Review all items identified by the bidder/offeror of firms solicited to provided quotes and compare them to subcontracting items identified by the PRG.
  - a. Fully evaluate the information provided, expecting a comparable number of firms to have been contacted. Low or limited interactions does not demonstrate a good faith effort.
  - b. The dates identified for initial and follow-up communication should be prior to the bid/proposal due date. This timing is relevant to the evaluation.

# BEST PRACTICES FOR EVALUATING GOOD FAITH EFFORTS

10. *Additional Information Regarding Rejected Quotes* – Review all items identified by the bidder/offeror for subcontracting opportunities and compare them to subcontracting items identified by the PRG. Thoroughly review the reason(s) why a quote was rejected.
- a. If the bidder/offeror obtained quotes from “non” MBEs/VSBEs, the information provided may be used to determine “reasonable” pricing.
  - b. Utilizing only “non” MBEs/VSBEs does not demonstrate a good faith effort.
  - c. Self-performing instead of using an MBE/VSBE vendor(s) or non-MBE/VSBE vendor(s) does not demonstrate a good faith effort.
  - d. Bidder/offeror must demonstrate a substantial price differentiation in order to use price as a reason for not including an MBE/VSBE subcontractor.
  - e. Bidder/offeror must show evidence of negotiating with interested MBE/VSBE subcontractors to perform the work and why additional agreements could not be reached.



# GOOD FAITH EFFORT DETERMINATION

## III. GOOD FAITH EFFORT DETERMINATION

Based on a thorough review and analysis of the Good Faith Efforts Documentation to Support the Waiver Request, make one of the following determinations:

1. The bidder/offeror **made a good faith effort** to meet an established socioeconomic subcontracting goal. The final determination is to **accept and approve the waiver request**.
2. The bidder/offeror **did not make a good faith effort** to meet an established socioeconomic subcontracting goal. The final determination is to **deny the waiver request** and reject the bid as not responsive or reject the proposal as not reasonably susceptible of being selected for award.
3. **Is it unclear whether the bidder/offeror made a good faith effort** to meet an established socioeconomic subcontracting goal. This is an initial waiver request determination and will require communication with the bidder/offeror as noted below before making a final waiver request determination.

# REQUESTING ADDITIONAL DOCUMENTATION

1. When **it is unclear whether the bidder/offeror made a good faith effort** (Good Faith Effort Determination #3 above), the bidder/offeror is notified by the PO of the initial waiver request determination and asked for additional documentation via a Cure Letter.
  - a. The initial waiver request determination requires communication with the bidder/offeror to submit additional documentation to support the waiver request.
  - b. The bidder/offeror should be informed that the waiver request cannot be approved until additional documentation, in response to the Best Practices Sections 8, 9, and/or 10 above, wherever the bidder/offeror did not provide enough documentation of their outreach and/or communication efforts to the MBE or VSBE community. *(It could be one section or more that requires more information to be provided by the bidder/offeror.)*
  - c. The Cure Letter should include a due date for submitting the additional documents.
    - i. If the bidder/offeror does not submit documents by the due date, the bidder/offeror may be determined to be not responsible, and the bid/proposal rejected.
    - ii. If the bidder/offeror does submit documents by the due date, the PO should review the new documents following the guidelines above in the Best Practices Sections 8, 9, and/or 10 and make a final determination on the waiver request.
  - d. After a thorough review and analysis of the additional Good Faith Efforts Documentation to Support the Waiver Request, the PO should **make a final determination about the bidder's/offeror's good faith effort** under Good Faith Effort #1 or #2 above.

# DENYING WAIVER REQUEST

3. When the final determination is to **deny the waiver request** (Good Faith Effort Determination #2), the PO shall notify the bidder/offeror of the denial of the full or partial MBE/VSBE waiver request and that the bid/proposal is being rejected from competition. Include GOSBA on the final waiver request determination notice to the bidder/offeror.

- MBE Waiver Determinations: [compliance.gosba@maryland.gov](mailto:compliance.gosba@maryland.gov)
- VSBE Waiver Determinations: [vsbe.gosba@maryland.gov](mailto:vsbe.gosba@maryland.gov)
- Sample text is provided within the "MBE & VSBE Goal Waiver Guidance Good Faith Effort Review & Determination" guidance document to communicate this determination to the bidder/offeror

# GRANTING OF THE WAIVER BY THE AGENCY HEAD

## IV. GRANTING OF THE WAIVER BY THE AGENCY HEAD

*A waiver may be granted only upon a reasonable demonstration by the bidder/offeror that MBE/VSBE subcontract participation was (1) unable to be obtained or was unable to be obtained at a reasonable price, and (2) the Agency Head or Designee determines that the public interest is served by a waiver.*

1. When the final determination is to **accept and approve the waiver request** (Good Faith Effort Determination #1), the PO must write a Procurement Officer's Determination (POD) that documents why the waiver request was accepted by listing the reasons for the determination.
2. This POD must be signed by the PO and the Agency Head or Designee.
3. The POD should be kept in the procurement file with copies provided to the Agency's MBE/VSBE liaison and the Governor's Office of Small, Minority & Women Business Affairs (GOSBA).

# ACCEPTING / APPROVAL OF WAIVER REQUEST

2. When the final determination is to **accept and approve the waiver request** (Good Faith Effort Determination #1) and **the Agency Head or Designee has granted the waiver**, the PO shall notify the bidder/offeror of the approval of the full or partial MBE/VSBE waiver request and that the bid/proposal is being recommended for award. Include GOSBA on the final waiver request determination notice to the bidder/offeror.

- MBE Waiver Determinations: [compliance.gosba@maryland.gov](mailto:compliance.gosba@maryland.gov)
- VSBE Waiver Determinations: [vsbe.gosba@maryland.gov](mailto:vsbe.gosba@maryland.gov)
- Sample text is provided within the "MBE & VSBE Goal Waiver Guidance Good Faith Effort Review & Determination" guidance document to communicate this determination to the bidder/offeror

# REPORTING REQUIREMENTS



**Maryland**

GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS

# REPORTING

- The three socioeconomic procurement programs have certain reporting requirements which are outlined in statutes & regulation.
  - SBR - § 14-505, COMAR 21.11.01.06 & COMAR 21.13.01.03B.
  - MBE - § 14-305 & COMAR 21.11.03.17
  - VSBE - §14-604 & COMAR 21.11.14.06
- Reporting Deadlines are updated yearly and published in the [MBE Reporting Manual](#)
- All programs require an annual report, and the SBR/MBE programs have quarterly report requirements.

# ANSWERS

**This database pulls data from FMIS into canned reports used for preparation of the annual and quarterly reports for all programs**

**Register in ANSWERS by clicking the link under “New to ANSWERS?”**

DEPARTMENT OF INFORMATION TECHNOLOGY  
ANSWERS FINANCIAL REPORTING

Sign In

Use another service to

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.

MDGOV OKTA

Email

The email field is required.

Password

The password field is required.

[Forgot your password?](#)

New to ANSWERS?

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

**ANSWERS: <https://net.md.gov/apps/answers/>**



# ANSWERS

**For quarterly and annual reports:**

- 1. Click on the report you want**
- 2. Run the report**
- 3. Download to EXCEL**

For MBE/VSBE Reporting:  
Use the 709, 710, 711, 717,  
718, 719, 720 & 721  
R\*Stars Reports  
For VSBE only, credit card  
data is manually tracked

For SBR Reporting:  
Use the 065/067, 068  
& 721 R\*Stars Report

|   |
|---|
| MBE Payment (PCH717-722) ^              |
| PCH717 - Non-BPO Direct Vouchers        |
| PCH718 - Vouchers & BPO Direct Vouchers |
| PCH719 - Subcontractors                 |
| PCH720 - Subcontractors Projected       |
| PCH721 - R*Stars Voucher Detail         |

|  |
|--|
| MBE Procurement (PCH709-716) ^                 |
| PCH709 - BPO/PO Change Orders                  |
| PCH710 - Diagnostic by Work Category - Prime   |
| PCH711 - Annual Procurement FORM #1A (Summary) |

|   |
|---|
| SBR Expenditure Detail/Summary (PCH065/067) |
| SBR Procurement (PCH068)                    |

# IFMIS AND OTHER REPORTING SYSTEMS

- **EXPECTED REPORTS**
  - CHANGE ORDERS** (SIMILAR TO ANSWERS 709 REPORT)
  - AWARDS (PO/BPO)** (SIMILAR TO ANSWERS 710 REPORT)
  - SUBCONTRACTOR AWARDS** (SIMILAR TO ANSWERS 720 REPORT)
  - SUBCONTRACTOR PAYMENTS** (SIMILAR TO ANSWERS 719 REPORT)
  - VOUCHER PAYMENTS (PO/BPO)** (SIMILAR TO ANSWERS 718 REPORT)
  - DIRECT VOUCHERS** (SIMILAR TO ANSWERS 717 REPORT)
  - CREDIT CARD OR CPC REPORT** (SIMILAR TO ANSWERS 721 REPORT)

# ANSWERS

**Select:**  
**Agency**

**Timeframe**

**Click**  
**Run Report**

## 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

601 - Department of Inform Technology - Cap (601)

602 - Central Capital Projects - DGS (602)

603 - Public Safety -- Capital Projects (603)

604 - Capital Projects- University of Maryland (604)

605 - Capital Projects - Dept of Nat Resources (605)

606 - Dhcd-Community Development (606)

Begin Date:

01/01/2023



End Date:

03/31/2023



+30

+60

+90

(Calculated from Begin Date.)

Date Presets:

(Calculated from today.)

PPFY

PFY

CFY

FYTD

PPY

PY

CY

PM

CM

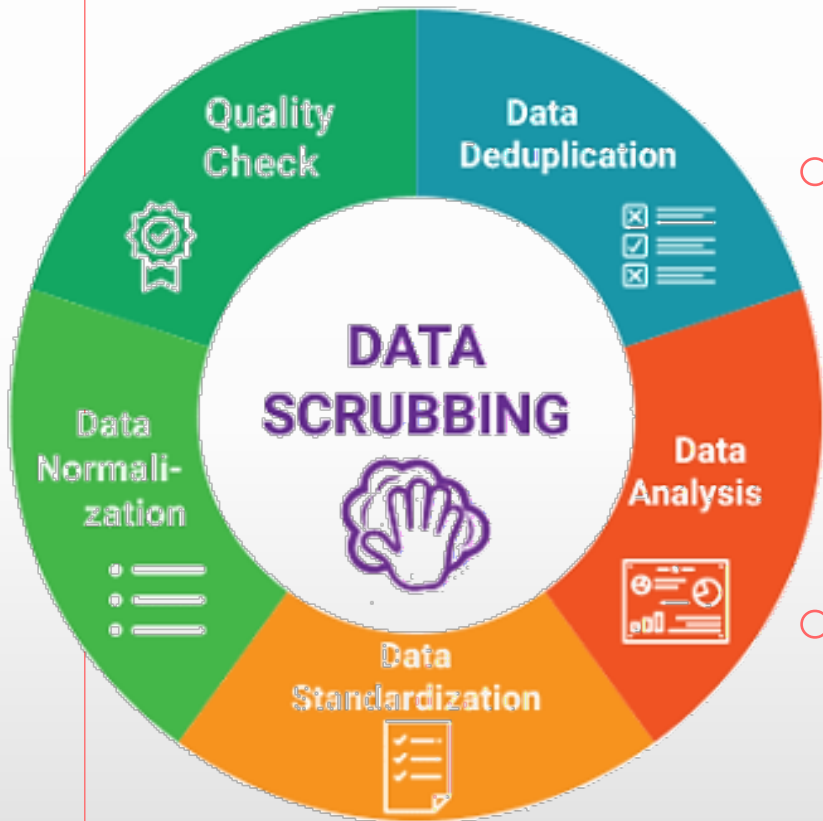
YTD

Clear All Selections

Run Report

\* Report Data is updated weekly and current as of 7/8/2023.

# What is Scrubbing?



- Data cleansing, also known as data cleaning or scrubbing, identifies and fixes errors, duplicates, and irrelevant data from a raw dataset.
- Part of the data preparation process, data cleansing allows for accurate, defensible data that generates reliable visualizations, models, and business decisions.

# WHAT SHOULD BE SCRUBBED FROM YOUR REPORT?

- Exclusions – [GAD List](#) & [ADPICS Additional Elements](#)
- Contracts that were not awarded within the Fiscal Year being reported
- Contracts that were cancelled
- \$0 Dollar Modifications
- Preferred Providers, such as Blind Industries, Maryland Correctional Enterprises (MCE), or Maryland Works companies
- Nonprofit organizations

# GENERAL REPORTING REMINDERS

## Important Reminders:

- Submit required annual reports AND scrubbed backup data as requested
- Submit special reports, such as the consolidated strategic plan and the procurement forecast by the due date
- Quarterly reports are cumulative and should cover the entire current fiscal year up to the end of latest quarter.
- Annual Reporting period = the previous fiscal year, July 1st – June 30th
- Submit reports to the correct mailbox

# OTHER REQUIRED REPORTS

- Reporting requirements also include a yearly Procurement Forecast and Consolidated Strategic Plan submission. These reports are both due on **June 30<sup>th</sup>** annually.

## Procurement forecast

- Includes all projected purchases of \$100,000 and above for the upcoming fiscal year.
- May include smaller procurements, such as those 15K and higher.
- Is provided to the public and is an important tool for the small business community.

## Strategic Plan

- Helps procurement units reflect on SBR & MBE program performance and create a plan to increase performance for the upcoming fiscal year.
- Collects data about the outreach activities your unit has participated in or conducted in support of the SBR & MBE Programs.

***Note: Regulations also give our office the latitude to request additional reports or data throughout the year.***

# REPORTING MAILBOXES

## MBE Mailbox

[mbereports.gosba@maryland.gov](mailto:mbereports.gosba@maryland.gov)

- Quarterly MBE Reports
- Annual MBE Report

## SBR Mailbox

[sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov)

- Quarterly SBR Reports
- Annual SBR Report

## VSBE Mailbox

[vsbereports.gosba@maryland.gov](mailto:vsbereports.gosba@maryland.gov)

- Annual VSBE Report
- VSBE Program Outreach Report

## Compliance Mailbox

[compliance.gosba@maryland.gov](mailto:compliance.gosba@maryland.gov)


- FY Procurement Forecast Template
- MBE Waiver Determinations (As Issued)
- MBE Annual Waivers Report (Sent to BPW with cc to GOSBA Compliance Mailbox)



# **SBR PROGRAM**

---

COMAR 21.11.01.06 & 21.13.01.03B



# SBR REPORTING

Go to the Toolkits from our GOSBA homepage



Download the latest templates and instructions

SBR Quarterly report data is cumulative. Quarterly Reports for the first three quarters are due no later than 30 days following the quarter being reported, and should contain data from the start of the fiscal year. **No 4th quarter report is due. Instead, the 4th quarter data for the fiscal year is reported in the Annual Report. Data for the Annual Report is submitted 90 days after the close of the fiscal year.**

**SBR Quarterly Report Instructions**  
**SBR Quarterly Report Template**

## FY2023 Small Business Reserve (SBR) Annual Report

The SBR Annual Report must be completed and submitted by September 30, 2023. The Annual Report covers the period from July 1, 2022 to June 30, 2023. Please take time to read the SBR Annual Report Instructions and utilize the SBR Annual Report Templates.

**SBR Annual Report Instructions**  
**SBR Annual Report Template**  
**BPW Advisory 2005-1 Small Business Reserve Program**

# SBR REPORTING

## Important Reminders:

- SBR Goal achievement is based on *PAYMENTS* on SBR designated contracts
- Payments on Non-SBR Designated Contract awards (incidental spend) are reported\*
- The SBR Annual Report requires the signature of the agency head and chief financial officer

# QUARTERLY SBR SUMMARY STATEMENT

File Home Insert Page Layout Formulas Data Review View Help

Cut Copy Paste Format Painter Clipboard

Arial 14 A<sup>+</sup> A<sup>-</sup> B I U Merge & Center

Wrap Text \$ % .00 →0

Conditional Formatting Format as Table Cell Styles Insert Delete Format Cells

34 X ✓ fx July 1, 2022-

A B C

**Governor's Office of Small, Minority & Women Business Affairs**  
**FY 2023 Small Business Reserve Quarterly Summary Statement**  
 July 1, 2022-

**(Only Enter Data in Boxes Marked "link to support." "#VALUE!" Boxes are Autopopulated)**

|   |   |
|---|---|
| 1. Total Credit Card Payments   | link to support   |
| 2. Total Credit Card Payments to SBR Contractors                            | link to support   |
| 3. Total Procurement Payments (not including Credit Card Payments)          | link to support   |
| 4. Total Dollars Paid to SBR Contractors Under a Designated SBR Procurement | link to support   |
| 5. Total Dollars Paid to SBR Contractors Under a Non-Designated Procurement | link to support   |
| 6. Total Number of SBR Contractors receiving award and payments             | link to support   |
| 7. Total DESIGNATED SBR Procurement Payments (Lines 2 and 4)                | #VALUE!   |
| 8. Total SBR Procurement Payments (Lines 2, 4 and 5)                        | #VALUE!   |
| 9. Total Procurement Payments (Lines 1 and Line 3)                          | #VALUE!   |
| 10. Percentage All SBR Designated Payments to All Payments (Line 7/Line 9)  | #VALUE!   |
| 11. Percentage All SBR Payments to All Payments (Line 8/Line 9)             | #VALUE!   |
| Agency Name:  |   |
| Agency Head Signature:  | agency head signature is not required on quarterly reports at this time |

... P-CARD LINE1 | P-CARD-SBR-LINE2 | 067-SCRUBBED-LINE 3 | 067-SBR LINE 4-5 | 067-RAWDATA | Line6- T factor ...

Ready Accessibility: Unavailable Display S

# ENTER SCRUBBED DATA TOTALS INTO THE SUMMARY STATEMENT

1. Total credit cards
2. Total credit cards for SBR vendors

3. Total Payments (excluding credit cards)
4. Total payments on SBR Designated Procurements
5. Total payments on Non-designated Procurements
6. Total Number (#) of (unique) SBR Contractors receiving award and payments

| B  | C | D               |
|--|---|-----------------|
| <b>Governor's Office of Small, Minority &amp; Women Business Affairs</b>   |   |                 |
| <b>FY 2023 Annual Small Business Reserve Summary Statement</b>   |   |                 |
| July 1, 2022- June 30, 2023  |   |                 |
| (Enter data in yellow boxes numbered 1-6 ONLY. <u>Do Not</u> enter data in peach boxes numbered 7-11. Those boxes autopopulate.) |   |                 |
|  |   |                 |
| 1. Total All Procurement Purchasing Card (P-Card) Payments   |   | link to support |
| 2. Total Procurement Purchasing Card (P-Card) Payments to SBR Vendors  |   | link to support |
|  |   |                 |
| 3. Total All Procurement Dollar Payments (not including P- Card Payments)  |   | link to support |
| 4. Total Procurement Dollar Payments to SBR Vendors Under a Designated SBR Procurements (not including P-Card Payments)          |   | link to support |
| 5. Total Procurement Dollar Payments to SBR Vendors Under a Non-Designated Procurements (not including P-Card Payments)          |   | link to support |
| 6. Total Number of SBR Vendors receiving awards or payments (number not dollar amount)   |   | link to support |
|  |   |                 |
| 7. Total SBR Designated Procurement Payments to SBR Vendors (Line 2 and Line 4)  |   | #VALUE!         |
| 8. Total Procurement Payments to SBR Vendors- Includes SBR Designated and Non-Designated (Lines 2, 4 & 5)                        |   | #VALUE!         |
| 9. Total All Procurement Payments (Lines 1 and Line 3)   |   | #VALUE!         |
| 10. Percentage All SBR Designated Procurement Payments divided by All Procurement Payments (Line 7/Line 9)                       |   | #VALUE!         |
| 11. Percentage All SBR Procurement Payments divided by All Procurement Payments (Line 8/Line 9)                                  |   | #VALUE!         |
|  |   |                 |
| Agency Name:   |   |                 |
| Agency Head Signature:   |   |                 |
| Chief Financial Officer Signature:   |   |                 |
| Submitted By:  |   |                 |
| Title:   |   |                 |

# SUBMISSIONS

Include the Summary Statement and scrubbed backup data as requested

Submit in EXCEL format

Submit to [sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov)

# **MBE PROGRAM**

---

COMAR 21.11.03.17

# MBE REPORTING

## MBE Toolkit

- Updated MBE annual report Instructions and template are in the MBE Reporting toolkit by July 1<sup>st</sup> of each year
- You will access both quarterly and annual reporting templates in the toolkit
- Utilize the MBE Reporting Manual

## FY2023 MBE Annual Report

The MBE Annual Report must be completed and submitted on or before September 30, 2023. The Annual Report covers the period July 1, 2022 - June 30, 2023.

Please submit the following:

1. Form 1 & 2 as EXCEL sheets (1 file) and the signed signature page
2. Contracts Inventory Report as **EXCEL** sheets (1 file)
3. Data entry in the Form 3 Web Portal OR a completed Form 3 Data template **EXCEL** document (Contact GOSBA for technical assistance)
4. All backup documentation from both FMIS and non-FMIS users as **EXCEL** sheets
5. **\*\*NEW:** A completed *FY2023 Annual Agency MBE Compliance Assessment Report* **EXCEL** workbook and a signed Compliance Report in **PDF** format
6. **\*\*NEW Summary Statement Process:**
  1. After the submission of all required annual report documents and once any requested corrections are complete, GOSBA will send a completed Summary Sheet to the person(s) who submitted the report.
  2. The summary sheet, based on final figures matching your units Form 3 data and Form 1 & 2 reports, must be reviewed, signed, and returned to the designated reports email box within 5 business days.

All documentation above is mandatory and must be submitted to the [MBEreports.gosba@maryland.gov](mailto:MBEreports.gosba@maryland.gov) email box. The 2023 report templates and the 2023 reporting instruction manual are available below:

- FY23 MBE REPORTING MANUAL (*\*\*NEW - Sample Reporting Documents and Supplemental Reporting Guidance is now included in the manual!*)
- FY23 FORM 1 & 2 ANNUAL REPORT
- FY23 MBE CONTRACTS INVENTORY
- **\*\*NEW** - FY2023 Annual Agency MBE Compliance Assessment Report
- Form 3 Data Import Template.xls
- Form 3 Web Portal: <https://www.doit.state.md.us/MBEForm3/>
- **\*\*NEW** - MBE Supplemental Reporting Guidance



# MBE REPORTING REMINDERS

- MBE Goal achievement is based on *AWARDS* not *PAYMENTS*, although, both payments and awards are reported in annual and quarterly reports
- Statewide contract awards should be **excluded from Form 1-2 and the contracts inventory**. Payments for purchases on statewide contracts should be **included** in your Form 3 submission.
- Annual Reports must include a Form 1 / 2 (Summarized Award data) , Form 3 Submission (Detailed Payment data), Contracts Inventory (Detailed MBE Award data), and scrubbed backup data (700 series reports or non-ANSWERS reports)
- New for FY2023, the MBE Compliance Assessment Report is also required. This report collects compliance data on all contracts that closed out during the fiscal year.

# QUARTERLY MBE FORM 1/2

Reporting Form #1

Minority Business Enterprise Quarterly/Monthly Procurement Report  
 Reporting Department/Agency: \_\_\_\_\_  
 Fiscal Year 2024 Reporting Period: July 1, 2023 - insert date (cumulative to date)

### 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                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Engineering                                    |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Construction                                   |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Construction Related Services                  |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Maintenance                                    |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Services                                       |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Supplies & Equipment                           |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| IT Services                                    |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| IT Supplies & Equipment                        |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Human, Cultural, Social & Educational Services |   |  |                                   |  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Corporate Credit Card                          |   |  |                                   |  | 0                                   | \$0   |                                  |  | 0   | \$0  | 0.00%                              |
| Direct Voucher                                 |   |  |                                   |  | 0                                   | \$0   |                                  |  | 0   | \$0  | 0.00%                              |
| <b>Totals</b>                                  | <b>0</b>                                    | <b>\$0</b>   | <b>0</b>                          | <b>\$0</b>                                   | <b>0</b>                            | <b>\$0</b>                                    | <b>0</b>                         | <b>\$0</b>                                 | <b>0</b>                                      | <b>\$0</b>                                     | <b>0.00%</b>                       |

Note(s):





# ANNUAL MBE FORM 1 / 2

Reporting Form #1

**Minority Business Enterprise Annual Procurement Report**

**Reporting Department/Agency:** 0

**Fiscal Year 2023** July 1, 2022 - June 30, 2023

**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   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Engineering                                    | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Construction                                   | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Construction Related Services                  | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Maintenance                                    | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Services                                       | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Supplies & Equipment                           | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| IT Services                                    | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| IT Supplies & Equipment                        | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Human, Cultural, Social & Educational Services | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   | 0                                | \$0  | 0   | \$0  | 0.00%                              |
| Corporate Credit Card                          | 0   | \$0  | 0                                 | \$0  | 0                                   | \$0   |                                  |  | 0   | \$0  | 0.00%                              |
| Direct Voucher                                 |   |  |                                   |  | 0                                   | \$0   |                                  |  | 0   | \$0  | 0.00%                              |
| <b>Totals</b>                                  | <b>0</b>                                    | <b>\$0</b>   | <b>0</b>                          | <b>\$0</b>                                   | <b>0</b>                            | <b>\$0</b>                                    | <b>0</b>                         | <b>\$0</b>                                 | <b>0</b>                                      | <b>\$0</b>                                     | <b>0.00%</b>                       |

Note(s):

# ANNUAL MBE FORM 1 / 2

| Minority Business Enterprise Annual Procurement Report |                |                  |       |          |                 |       |                        |             |                |                       |          |                        |                            |               | Reporting Form #2 |
|--|----------------|------------------|-------|----------|-----------------|-------|------------------------|-------------|----------------|-----------------------|----------|------------------------|----------------------------|---------------|-------------------|
| Reporting Department/Agency:                           |                |                  |       |          |                 |       |                        |             |                |                       |          |                        |                            |               |                   |
| Fiscal Year 2023                                       |                |                  |       |          |                 |       |                        |             |                |                       |          |                        |                            |               |                   |
| July 1, 2022 - June 30, 2023                           |                |                  |       |          |                 |       |                        |             |                |                       |          |                        |                            |               |                   |
| 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 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               |
|  | # of Contracts | 0                | 0     | 0        | 0               | 0     | 0                      | 0           | 0              | 0                     | 0        |                        |                            | 0             | 0                 |
| Total  |                |                  |       |          |                 |       |                        |             |                |                       |          |                        |                            |               |                   |

Reporting Form #2

- Both the Quarterly and Annual Form 1-2 collect Prime and Subcontractor summary data
- Has two tables that require input, a PRIME CONTRACTOR and a SUBCONTRACTOR table

# ANNUAL MBE CONTRACTS INVENTORY

|   | A  | B           | C                         | D                            | E  | F  | G  | H            | I   | J |
|---|--|-------------|---------------------------|------------------------------|--|--|--|--------------|---|---|
| 1 | <b>Minority Business Enterprise MBE Prime Contract Awards Report</b> |             |                           |                              |  |  |  |              |   |   |
| 2 | <b>For Fiscal Year 2023</b>  |             |                           |                              |  |  |  |              |   |   |
| 3 | <b>Date Submitted:</b>   |             |                           |                              |  |  |  |              |   |   |
| 4 |  |             |                           |                              |  |  |  |              |   |   |
| 5 | (List all MBE prime contracts awarded.)                              |             |                           |                              |  |  |  |              |   |   |
| 6 | #  | 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<br>(Please list the contract #, do NOT include Credit Card or Direct Voucher data on this line) |   |
| 7 | 1  |             |                           |                              |  |  |  |              |   |   |
| 8 | 2  |             |                           |                              |  |  |  |              |   |   |
| 4 | (List all MBE subcontracts awarded.)                                 |             |                           |                              |  |  |  |              |   |   |
| 5 |  |             |                           |                              |  |  |  |              |   |   |
| 6 | #  | 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 |   |   |
| 7 | 1  |             |                           |                              |  |  |  |              |   |   |
| 8 | 2  |             |                           |                              |  |  |  |              |   |   |

- The Contract Inventory collects detailed MBE Prime and Subcontractor data
- Has two tabs (sheets) that require input, an MBE PRIME CONTRACTORS & an MBE SUBCONTRACTOR'S tab

# ANNUAL MBE FORM 3

| A    | B               | C          | D               | E         | F         | G         | H          | I            | J           | K            | L        |              |
|------|-----------------|------------|-----------------|-----------|-----------|-----------|------------|--------------|-------------|--------------|----------|--------------|
| ID   | Contractor Name | EFIN       | MBE Designation | MDOT_Cert | Contract# | StartDate | EndDate    | Award Amount | Payments FY | Payments CTD | MBE Goal | Description  |
| A005 | M&M, Inc.       | 00-0000000 | Women<br>A005   | 01-001    | A005      | 6/28/2018 | 12/31/2018 | \$260,471.00 | \$500.00    | \$500.00     | 0%       | Emergency In |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |
|      |                 |            |                 |           |           |           |            |              |             |              |          |              |

PRIMES tab

| A        | B               | C          | D               | E              | F            | G              | H |
|----------|-----------------|------------|-----------------|----------------|--------------|----------------|---|
| Prime ID | Contractor Name | MDOT Cert# | MBE Designation | Award Amount   | Payments FY  | Payments CTD   |   |
| A005     | CHARDONNAY INC  | 00-000     | Women           | \$9,496,151.73 | \$918,054.00 | \$1,800,005.00 |   |
|          |                 |            |                 |                |              |                |   |
|          |                 |            |                 |                |              |                |   |
|          |                 |            |                 |                |              |                |   |
|          |                 |            |                 |                |              |                |   |
|          |                 |            |                 |                |              |                |   |

SUBS tab

- Procurement Units choose whether they submit data through manual entry or by importing data via a template. Report preparers may learn more about Form 3 from the Video library on the MBE Toolkit
- The Form 3 template (Import Method) has two tabs (sheets) that require input, a PRIMES tab and a SUBS tab

# ANNUAL MBE COMPLIANCE ASSESSMENT

## Annual Agency MBE Compliance Assessment Report

In the 2022 Legislative Session, HB589, Chapter 115 was passed, putting into place new Compliance Assessment Report requirements for procurement units participating in the MBE Program. Effective July 1, 2022 (FY2023) agencies are responsible for reporting, annually, their compliance data on contracts that were completed during the fiscal year to the Governor's Office of Small, Minority & Women Business Affairs.

AGENCY: \_\_\_\_\_ FY: 2023 DATE: \_\_\_\_\_

Provide the requested compliance data **ONLY** for contracts with MBE goals which ended during FY2023 (period July 1, 2022 - June 30, 2023). Each field is **required** and cannot be left blank.

The completed compliance assessment report must be submitted to the Governor's Office of Small, Minority & Women Business Affairs by September 30th annually. Submit reports to: [mbereports.gcsba@maryland.gov](mailto:mbereports.gcsba@maryland.gov).

| Contract # | Waiver % (Hover over this cell for details) | MBE Goal | Award Date | Award Amount    | Expiration Date | Prime Contractor Name        | Prime MBE Designation (Select from dropdown) | Total Sub Payments (non-MBE) | Total MBE Sub Payments | Total Prime Payments | MBE Participat % | Full Contract Complan Rate | Compliance Rate (No m than 100%) | Procurement Category | Description of Work                              | Description of Factors Leading to Compliance below 100%   |
|------------|---|----------|------------|-----------------|-----------------|------------------------------|--|------------------------------|------------------------|----------------------|------------------|----------------------------|----------------------------------|----------------------|--|---|
| A555105    | 5.00%                                       | 10.00%   | 9/1/2019   | \$10,000,000.00 | 8/31/2022       | Feleton Construction Company | Non-Minority                                 | \$50,000.00                  | \$52,000.00            | \$10,778,000.00      | 0.48%            | 4.82%                      | 4.82%                            | Construction         | Retaining Wall and Storage facility construction | After the commencement of this project, the agency determined that the square footage of the storage facility had to be reduced in size, which reduced the scope of work initially awarded to MBE |
|            |   |          |            |                 |                 |                              |  |                              |                        |                      | #DIV/0!          | #DIV/0!                    | #DIV/0!                          |                      |  |   |
|            |   |          |            |                 |                 |                              |  |                              |                        |                      | #DIV/0!          | #DIV/0!                    | #DIV/0!                          |                      |  |   |
|            |   |          |            |                 |                 |                              |  |                              |                        |                      | #DIV/0!          | #DIV/0!                    | #DIV/0!                          |                      |  |   |

| Contract Number (Hover over this cell for dataset explanation) | Award Date | Award Amount | Expiration Date | Subcontractor Name       | MBE Designation (Select from dropdown) | Total Subcontractor Payments | Description of Work (Relevant to this subcontractor only)         |
|--|------------|--------------|-----------------|--------------------------|--|------------------------------|---|
| A555105  | 9/1/2019   | \$10,500.00  | 8/31/2022       | Applied Brick and Mortar | African American                       | \$7,500.00                   | Retaining wall, masonry (i.e., block, brick, stone), construction |
|  |            |              |                 |                          |  |                              |   |
|  |            |              |                 |                          |  |                              |   |

- The Compliance Assessment Report collects compliance data for contracts that have closed during the FY
- Has three tabs (sheets) that require input, a PRIMES and a SUBS tab and a compliance report that must be signed and submitted to our office



# SUBMISSIONS

All report templates and backup data should be submitted in EXCEL format

After annual report submissions are received, reviewed, and finalized by GOSBA, Summary Statements (pdf) are issued for signature by Agency Head or designee, Chief Financial officer, and the report preparer.

Signatures can be wet signatures or electronic signatures through whatever method works for your unit, including Adobe, DocuSign, etc.

Should be submitted to [mbereports.gosba@maryland.gov](mailto:mbereports.gosba@maryland.gov)

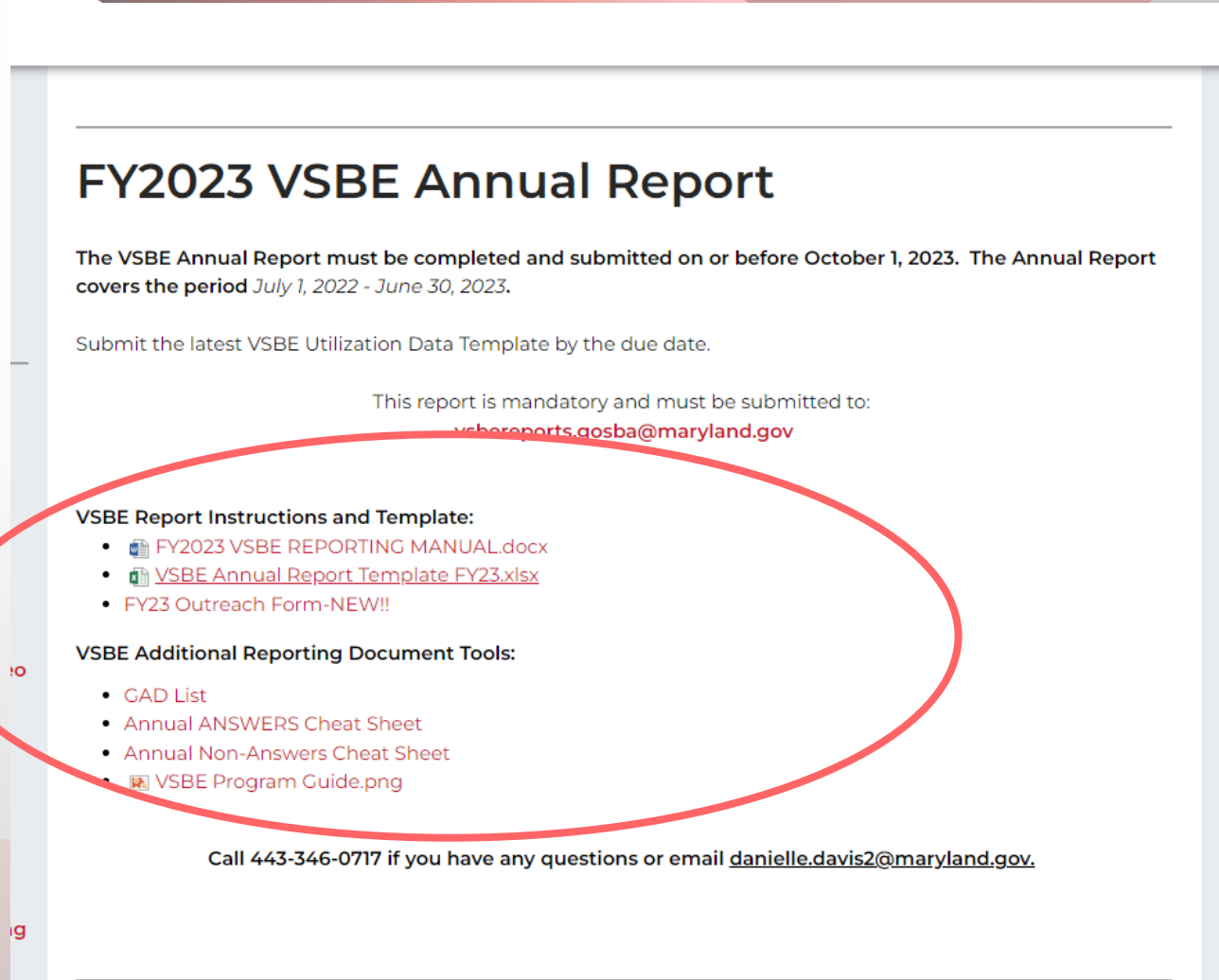
# **VSBE PROGRAM**

---

COMAR 21.11.14.06

# VSBE REPORTING

VSBE Toolkit  
Retrieve the latest templates and instructions for Reporting




**FY2023 VSBE Annual Report**

The VSBE Annual Report must be completed and submitted on or before October 1, 2023. The Annual Report covers the period *July 1, 2022 - June 30, 2023*.


Submit the latest VSBE Utilization Data Template by the due date.

This report is mandatory and must be submitted to:  
[vsberports.gosba@maryland.gov](mailto:vsberports.gosba@maryland.gov)

**VSBE Report Instructions and Template:**

-  [FY2023 VSBE REPORTING MANUAL.docx](#)
-  [VSBE Annual Report Template FY23.xlsx](#)
- [FY23 Outreach Form-NEW!!](#)

**VSBE Additional Reporting Document Tools:**

- [GAD List](#)
- [Annual ANSWERS Cheat Sheet](#)
- [Annual Non-Answers Cheat Sheet](#)
-  [VSBE Program Guide.png](#)

Call 443-346-0717 if you have any questions or email [danielle.davis2@maryland.gov](mailto:danielle.davis2@maryland.gov).

# VSBE REPORTING

## Important Reminders:

- VSBE Reporting is based on both AWARDS and PAYMENTS
- Statewide contract awards should be excluded. Payments for purchases on statewide contracts should be included in your payments table.
- The Annual Report requires no signatures currently
- Submission of the VSBE Outreach Report is also required

# VSB E R E P O R T I N G

## Veteran-Owned Small Business Enterprise (VSBE) Annual Report

### Supplemental Reporting Guidance-ANSWERS

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).

**INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template.**

Agency Reporting:

Individual Completing Report:

### Awards to VSBEs

|                       | 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 |
|-----------------------|---|--|---|--|-----------------------------------|------------------------------------|----------------------------------|
| Procurement Contracts | QTY                                       | 709 & 710 Rpts Combined Total              | QTY   | VSBE 710   | QTY                               | VSBE 720 Rpt                       | #VALUE!                          |
| Corporate Credit Card | QTY                                       | 721 &/or Internal Report                   | QTY   | VSBE 721/Credit Cards                                    |                                   |                                    | #VALUE!                          |
| Direct Voucher        | QTY                                       | 717 Data                                   | QTY   | VSBE 717   |                                   |                                    | #VALUE!                          |
| <b>Total</b>          |   |  |   |  |                                   |                                    |                                  |

Should match MBE Rpt total agency awards

### Payments to VSBEs

| Total \$ Payments to All Prime Contractors (Total of ALL Payments)     | Total \$ Payments to VSBEs as Prime and Subcontractors  | VSBE Payments as % of All Payments |
|--|---|------------------------------------|
| 717 +<br>718 +<br>Credit Card Report (721 or Internal)<br>= All totals | VSBE only 717 +<br>VSBE only 718 +<br>VSBE only 719 +<br>Credit Card Rpt (721 or Internal)<br>= VSBE Total Payments | #VALUE!                            |

# VSBE REPORTING- OUTREACH

## Veteran-Owned Small Business Enterprise (VSBE) Program Outreach Form

Fiscal Year 2023

Starting for fiscal year 2023, every participating agency must report their VSBE Program outreach to veteran businesses and overall program evaluation.  
(see COMAR 21.11.14).

**INSTRUCTIONS:** Complete all yellow highlighted cells. Do not edit this template.

Agency Reporting:

Individual Completing Form/Title:

Number of Employees Engaged in

VSBE Outreach:

What channels do you engage for your VSBE Outreach?

**Please check all that apply:**

Live/In-Person

Virtual

One on One

Print

Social Media Platforms

Other

Number of outreach events (live or virtual) targeting VSBE's hosted by your Agency/Department?

Number of outreach events (live or virtual) targeting VSBE's attended (not hosted) by your Agency/Department?

Number of Total VSBE outreach events

Does your Agency/Department have a defined outreach strategy for engaging veteran-owned small businesses?

Yes or No?

Does your Agency/Department VSBE Liaison or designee attend pre-bid meetings on solicitations that include VSBE goals?

Yes or No?

If Yes to the preceding question, how many during this fiscal year?



**What factors of your outreach efforts contributed to your overall VSBE Program performance?**

**Add any other information relevant to your veteran-owned small business outreach efforts:**

# SUBMISSIONS

Should be submitted in EXCEL format

Should be submitted to [vsbereports.gosba@maryland.gov](mailto:vsbereports.gosba@maryland.gov)

---

# RESOURCES

- More detailed training videos for SBR, MBE, and VSBE Reporting are available in each of the toolkits
- The February 2023 training covers backup data preparation
- The May 2023 training covered final report preparation
- One on one sessions may still be scheduled, if needed.

## MBE Liaison Training



SBR, MBE, and VSBE Combined Liaison  
Training Slide Deck  
May 4, 2023

SBR, MBE, and VSBE Combined Liaison  
Training Video  
May 4, 2023



SBR, MBE, and VSBE Combined Liaison  
Training Slide Deck  
February 9, 2023

SBR, MBE, and VSBE Combined Liaison  
Training Video  
February 9, 2023



# QUESTIONS & ANSWERS



# WRAP UP



**Maryland**

GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS

# CONCLUSION

As a liaison in the SBR/MBE/VSBE Program(s), remember that:

- Your responsibilities include:
  - Outreach efforts to small businesses
  - Ensuring compliance with SBR/MBE/VSBE requirements
  - Assisting in resolving contracting issues
  - Submission of program reports/information

# CONCLUSION

In addition, remember that:

- SBR/MBE Report(s)- Due Sept 30<sup>th</sup>  
VSBE Report- Due Oct 1<sup>st</sup>
  - Be prepared and submit in a timely fashion/to the correct mailbox
  
- The socioeconomic programs are VERY IMPORTANT within State procurement and YOU PLAY A CRUCIAL ROLE in the PRG process with meeting/exceeding the SBR/MBE/VSBE goals
  - Be an advocate- for vendors and while taking part in the PRG process
  - Take a hands-on approach in your position– get involved/“dive in”
  - Share your thoughts/ideas as it pertains to SBR/MBE/VSBE goals

# CONCLUSION

As a liaison, be sure that you:

- Attend upcoming Training Sessions & Compliance Calls
- Read, read, read COMAR/Statutes/Manuals/Other Relevant Documents
- Refer to SBR/MBE/VSBE Tool Kits for items that relate to reporting
- Share information with your department/agency/report preparers
- Utilize Welcome Packets for specific programs
- When in doubt... ask & contact us with questions



**Know that you  
do not travel  
this road  
alone as a  
liaison...**



**... You have a  
team of others  
that are on the  
path with you!**



**You have  
already taken  
action by  
attending this  
training...**





**... Continue the task  
at hand,  
knowing we are here  
to help as needed!**



**You have the tools—  
now put everything into action!**



# CONTACT INFORMATION

## VSBE Compliance Manager

Danielle Davis  
danielle.davis2@maryland.gov  
410-697-9607 (O)

## MBE Compliance Managers

Nichelle Johnson  
nichelle.johnson1@maryland.gov  
410-697-9605 (O)

Karen Reyes  
karen.reyes@maryland.gov  
410-697-9608 (O)

## SBR Compliance Managers

Lisa Mitchell Sennaar  
lisa.sennaar@maryland.gov  
410-697-9613 (O)

Tanita Johnson  
tanita.johnson1@maryland.gov  
410-697-9619 (O)



**THANK YOU FOR ATTENDING!**



**Maryland**

GOVERNOR'S OFFICE  
OF SMALL, MINORITY & WOMEN  
BUSINESS AFFAIRS