



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

**Instructions for Completing
FY2025 Procurement Forecast Report**
Distributed April 2024

**Please read these instructions while completing
the Procurement Forecast Excel template.**

In support of the state's socioeconomic procurement programs, units participating in the Small Business Reserve (SBR) and Minority Business Enterprise (MBE) programs are required to submit a completed FY2025 Procurement Forecast template with Attestation Signatures to the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) annually. Beginning in FY2025, this requirement expands to include units participating in the Veteran-Owned Small Business Enterprise (VSBE) Program as well.

Submission of the Procurement Forecast satisfies GOSBA's request pursuant to COMAR 21.11.03.17, 21.11.01.06 and 21.11.14.06(B)

The FY2025 Procurement Forecast report **must** include all current/existing and new procurement contracts (including sole source and task orders) \$50,000 or more that are expected to be advertised in FY2025. **Agencies only need to submit one report with all projected procurements.**

Please note that the data provided will be available to the public in a searchable format on GOSBA's website. The Procurement Forecast is one of the most active pages on our website and is used throughout the year by small, minority, women and veteran-owned businesses that are interested in state procurement opportunities.

All participating agencies are required to submit their FY2025 Procurement Forecast no later than June 30, 2024 via email to compliance.gosba@maryland.gov. The submission should include:

- The attestation signed electronically in pdf format.
- The FY2025 completed Procurement Forecast should be submitted in Excel format.

NOTE: This worksheet template is protected. Fields A, C, F, G, I, J, K and L have fixed drop-down menus. It is mandatory to complete All **highlighted fields** that are applicable. Each drop down menu has a “To Be Determined” or “Other” option. Do not try to add columns or change the drop-down menus.

TABS

FY2025 Procurement Forecast

All solicitations and contracts (both current/existing and new state- and federally-funded) of \$50,000 or higher that are anticipated to be advertised during FY2025 should be included in the report, since the **threshold for SBR Designated procurements starts at \$50,000**. The forecast shall include task orders under master contracts and sole source contracts. Please **do not** include modifications, change orders, renewals, or options for current contracts. You are strongly encouraged to include contracts below the threshold whenever possible. **Small businesses are often looking for contracts below \$50,000.**

Attestation Signatures

Execute as requested, and submit in pdf format.

COLUMNS

Column A – Agency Name (*required field*): Select the agency name from the drop-down menu. If your agency is not listed, contact GOSBA immediately at compliance.gosba@maryland.gov.

CURRENT/EXISTING CONTRACTS THAT WILL BE RE-SOLICITED in FY2025 SHOULD COMPLETE COLUMNS B-E (*If there is no current/existing contract, leave Columns B-E blank*)

Column B – Contract Number: (*required field*) Provide the ADPICS contract number or, for non-FMIS agencies, another agency identifier for the most recent current/existing contract.

Column C – Contract Amount (*required field*): Select the appropriate value range for the current/existing contract, excluding options and modifications, from the drop-down menu selections.

- USM Simplified \$5,000 to \$200,000
- \$15,000 to \$99,000
- \$100,000 to \$500,000
- \$500,001 to 1,000,000
- \$1,000,001 to \$5,000,000
- \$5,000,001 to \$10,000,000
- \$10,000,001 to \$20,000,000
- Over \$20,000,000
- To Be Determined

Column D – Incumbent Name: (*required field*) Provide the name of the contractor for the current contract. If multiple awards, please state “Various.”

Column E : (*required field*) Please list if the current contract is designated as Small Business Reserve. Also list the existing contract’s MBE/DBE or VSBE Participation Goals. If the current contract does not have an MBE/DBE or VSBE participation goal, enter “0.” Note that this is not the actual MBE/DBE or VSBE participation achieved, but the final MBE/DBE or VSBE participation goal stated when the most recent contract was awarded.

CURRENT/EXISTING AND UPCOMING SOLICITATIONS

Must complete Columns F-O

Column F – Procurement Categories (*required field*): Select the procurement category for the current/existing contract or the new solicitation from the drop-down menu selections. Refer to COMAR 21.01.02.01 for definitions.

- Architectural Services
- Construction
- Construction-Related Services
- Engineering Services
- Human, Social, Cultural & Educational Services
- Information Technology – Services
- Information Technology – Supplies and Equipment
- Maintenance
- Services
- Supplies and Equipment

Column G – Procurement Method (*required field*): Select the procurement method for the current/existing contract or the new solicitation from the drop-down menu options.

- USM Simplified \$5,000 to \$200,000
- Architectural/Engineering
- Competitive Sealed Bid
- Competitive Sealed Proposal
- Intergovernmental Cooperative Purchasing Agreement – Lead
- Intergovernmental Cooperative Purchasing Agreement – Other
- IT Task Order (CATS)
- IT Task Order (PORFP)
- IT Task Order (Other)
- Noncompetitive negotiated procurement of Human, Social or Education Services
- Sole Source
- Other
- To Be Determined

Column H – Description (*required field*): Provide a short description of the products/services for the current contract or the upcoming solicitation. The description should be detailed enough to establish the general subject matter of the work/service to be performed or the item/product being purchased.

Sample Description:

1. Cosmetology Services for residents at Springfield Hospital Center.
2. Outerwear for the MDTA Police

Column I – Region of Services/Delivery of Products (*required field*): Select the location of the services to be provided or delivery of products for the current contract or the upcoming solicitation from the drop-down menu options.

- Central Maryland - Anne Arundel, Baltimore, Howard, and Harford counties and Baltimore City
- Western Maryland - Allegany, Carroll, Frederick, Garrett, and Washington counties
- Southern Maryland - Calvert, Charles, Montgomery, Prince George's, and St. Mary's counties
- Eastern Shore - Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties
- Statewide - Select if services/product will be performed/delivered in more than one region
- To Be Determined - Select for contracts to be performed outside Maryland.

Column J – Projected Advertisement Date (*required field*): Select the estimated advertisement date for the current contract or the upcoming solicitation from the drop-down menu options. This field cannot be left blank. For contracts that are not advertised (e.g., sole source), enter the estimated award date.

- Q1 (July-Sept. 2024)
- Q2 (Oct.-Dec. 2024)
- Q3 (Jan.-March 2025)
- Q4 (April-June 2025)
- To Be Determined

Column K – Estimated Contract Value (*required field*): Select the appropriate value range for the current contract or the upcoming solicitation **excluding options**, from the drop-down menu options.

- USM Simplified \$5,000 to \$200,000
- \$15,000 to \$99,000
- \$100,000 to \$500,000
- \$500,001 to 1,000,000
- \$1,000,001 to \$5,000,000
- \$5,000,001 to \$10,000,000
- \$10,000,001 to \$20,000,000
- Over \$20,000,000
- To Be Determined

Column L – Term of Contract (*required field*): Select the term of the base contract for the current/existing contract or the new solicitation from the drop-down menu options.

- Less than 1 year
- 1-2 years
- 2-3 years
- 3-4 years
- 5 years or more
- To Be Determined

Column M – Name of Procurement Officer (*required field*): Provide the name of the procurement officer or other procurement official who can be contacted if there are questions regarding the specific contract/solicitation. If no contact is listed, our office will recommend that the vendor contact the unit's Small Business Reserve (SBR), Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) Liaison.

Column N – PO's Telephone Number (*required field*): Provide the direct telephone number for the procurement official listed in Column M.

Column O – PO's Email Address (*required field*): Provide the direct email address for the procurement official listed in Column M.

DO NOT FILL COLUMN P OUT NOW

Column P – New starting with FY2025 Procurement Forecast. At the end of the FY2025, units will receive instructions and a deadline to answer whether each projected procurement was actually advertised in FY2025 and resubmit this Procurement Forecast.

The **Excel template** (Do Not convert to PDF) and **Attestation Signatures** (Convert to PDF) shall be sent to GOSBA via email at compliance.gosba@maryland.gov on or before **June 30, 2024**

Please direct any questions via email to
Lisa Mitchell Sennaar, SBR Compliance Manager
at lisa.sennaar@maryland.gov.

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