MARYLAND
GOVERNOR'S OFFICE OF MINORITY AFFAIRS

Instructions for Completing MBE FY Cumulative Reports (Form 1 & 2) submitted on NEW Quarterly Basis

Overview

In an effort to collect the most accurate information as efficiently as possible, the Governor's Office of Minority Affairs (GOMA) has moved from monthly submissions of FY cumulative data to quarterly MBE procurement reporting. *Monthly reporting can continue for your agency if you so desire.* We strongly recommend this approach for larger agencies. Please me mindful that although we have moved to quarterly submissions, you should be prepared to submit a report with 30 days of special requests. Each quarter's submission should be on a cumulative basis (i.e. each month/quarter activity will be fiscal year-to-date).

NOTE NEW INSTRUCTIONS REGARDING CREDIT CARD DATA

New Monthly/Quarterly Reporting

Awards

Purchase Orders & Blanket Purchase Orders

The data required to complete most of the procurement categories for the awards tables on Forms 1 & 2 will come from ADPICS standard reports 709, 710, and 720 for agencies using the State's financial management information system (FMIS). (For MDOT FMIS users, the standard report 711 diagnostic is the equivalent of the Stateside 710 report.) Agencies not using FMIS would use reports from their respective financial systems or other method(s) of tracking all purchase orders/blanket purchase orders. Running these reports on a cumulative basis should significantly decrease – if not eliminate – the need to make numerous corrections to previous monthly reports, as change orders, cancelled POs, corrections, and other modifications will be captured in the cumulative reporting. These cumulative reports should be run for POs/BPOs in the following procurement categories:

- Architectural
- Engineering
- Construction
- Construction Related Services
- Maintenance
- Services
- Supplies & Equipment
- IT Services
- IT Supplies & Equipment
- Human, Cultural, Social, & Educational Services.

Run cumulative monthly reports for these procurement categories. (Both on Form 1 and Form 2.) –

These are generally the categories for which purchase orders are issued.

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers
Architectural			
Engineering			
Construction			
Construction Related Services			
Maintenance			
Services			
Supplies & Equipment			
IT Services			
IT Supplies & Equipment			
Human, Cultural, Social & Educational Services			
Corporate Credit Card			
Direct Voucher			
Totals	0	$0	0

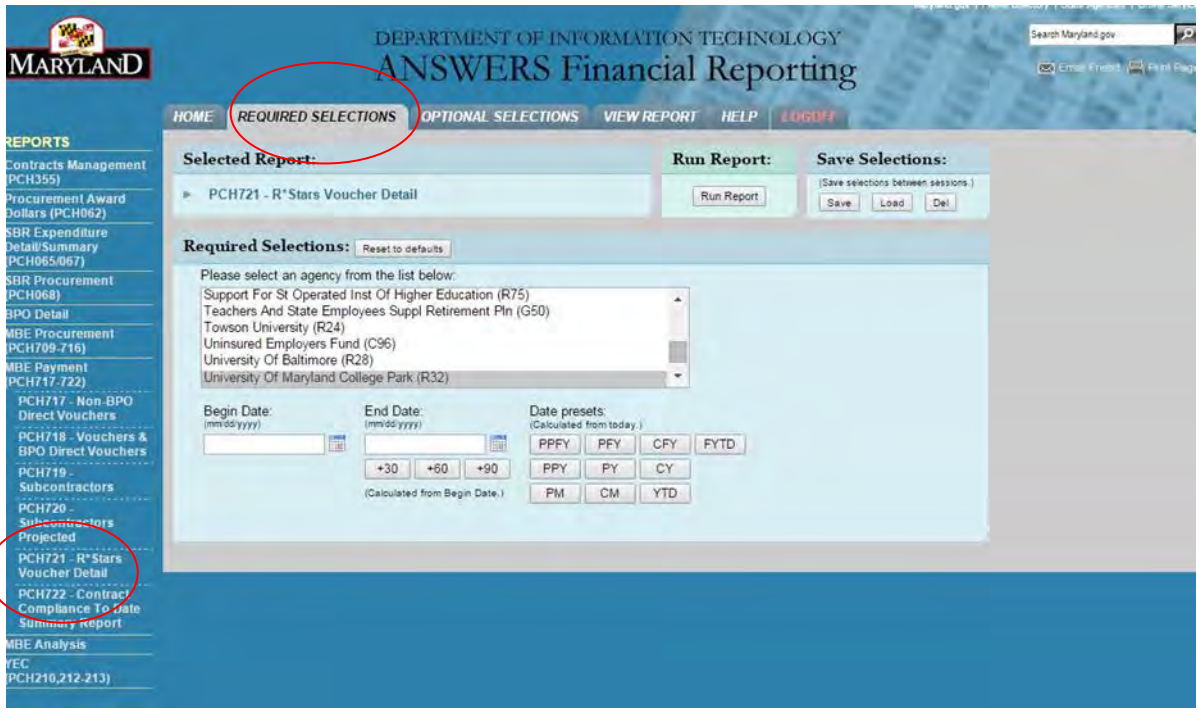
(Example: For the July 2015 monthly report, agencies would run their purchase order reports from July 1 through July 31. For September's quarterly report, run July 1 through September 30; for December's report, run July 1 through December 31; and so on.)

Credit Card & Direct Voucher Purchases

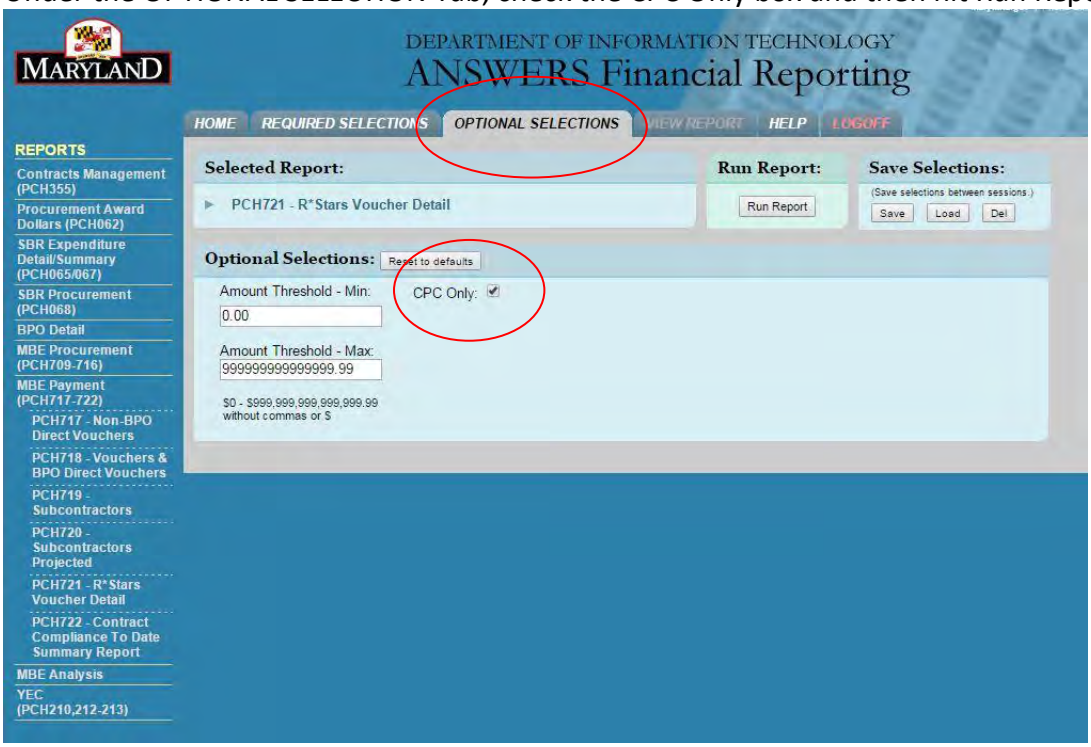
For the Corporate Credit Card, and Direct Voucher (if applicable) awards categories, agencies should run credit card reports PCH721 in ANSWERS (available monthly or cumulative) or VIEW DIRECT A30USB11 monthly. Run PCHL717 (Direct Voucher) either monthly or cumulative basis as payments are relatively static. Once the reports have been reviewed and "scrubbed" of non-award and/or non-procurement data, agencies will enter the appropriate figures in the yellow cells on both Forms 1 and 2.

For FMIS/MDOT (with exception of Mdta) Users instructions are below for accessing the new PCH 721 R*STARS Voucher Detail CPC report. For non-FMIS users, identify the person in your office who will retrieve the report (preferably someone with VPN capabilities to the statewide network) and send them to Lisa.Sanford@maryland.gov (410) 767-5690 to facilitate access.

Select your agency and the dates



Under the OPTIONAL SELECTION Tab, check the CPC Only box and then hit Run Report



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
Architectural/ Engineering				
Construction				
Construction Related Services				
Maintenance				
Services				
Supplies & Equipment				
IT Services				
IT Supplies & Equipment				
Human, Cultural, Social & Educational Services				
Corporate Credit Card				
Direct Voucher				
Totals	0	$0	0	$0

Input total scrubbed data here.

Example if you add each month separately: In July and August, Agency A reported the following in credit card and direct voucher total awards:

	July 2015		August 2015		*TOTAL YTD*	
Corporate Credit Card	716	$12,578	1,002	$24,693	*1,718*	*$37,271*
Direct Voucher	92	$8,067	281	$20,947	*373*	*$29,014*

When Agency A prepares its September report, it would add September's "scrubbed" data to the total year-to-date, and enter the total of the three months on Forms 1 and 2 in the appropriate cells.

	September's data	
Corporate Credit Card	568	$9,412
Direct Voucher	137	$10,653

September 2015 Cumulative	
2,286	$46,683
510	$39,667

Agency A should record this information in the appropriate categories on Form 1. Form 2 should be completed in a similar manner.

Payments

FMIS agencies would use ADPICS standard reports 717, 718, and 719, in addition to the ViewDirect A30USB11 report in order to capture *all procurement payments*. Non-FMIS agencies should use their financial systems to capture *all procurement payments*. On Form 1, the total of all procurement payments should be entered in the yellow cell. The blue cells are auto-populated when the yellow cells on Form 2 have been completed.

Total $ Paid - All Prime Contracts	Total $ Paid - MBE Prime & MBE Subcontracts	% MBE Payments	MBE Prime Contracts $ Paid	MBE Subcontracts $ Paid
	$0	0.00%	$0	$0

This represents all procurement payments from the 717, 718, and A30USB11/PCH 721 reports. Agencies that do not have FMIS would use their financial systems' payments reports. *(Includes payments against POs/BPOs, contracts, and one-time only payments for any good or service.)*

These cells auto-populate from Form 2. In addition to the standard payments reports, FMIS agencies will also use the 719 report. All other agencies will use payments reports received from MBE subcontractors.

Tips

The purpose of reporting is to evidence the State of Maryland's commitment to procuring goods and services from minorities and women. In an effort to make reporting as accurate as possible, non-procurement items should not be included in agencies' reports. (Refer to COMAR 21.01.03.01 for items that are exempt from procurement reporting.)

- In general, the following purchases are not considered procurements and should not be included in the reports:

  - Subscriptions to magazines or periodicals
  - Association/Membership fees
  - Employee training expenses
  - United States Postage
  - Employee Lodging
  - Air/train/bus travel
  - For a more complete list of exclusions visit http://goma.maryland.gov/Pages/Reporting-Tool-MBE.aspx and download the ***Controller Objects Commodities Exclusion List***.

- For agencies that fall under Division II of the State Finance & Procurement Article, remember that use of non-delegated Statewide contracts are not reportable as awards; however,

payments made on these contracts are reportable in the payments table on Forms 1 & 2. (Rule of thumb: Awards – do **not** include awards made from Statewide Contracts; Payments – report all procurement payments, including payments on Statewide contracts.)

- Credit cards. The credit card reports do not differentiate procurement purchases from non-procurement payments. It is required for agencies to review the credit card reports (either from FMIS or from the banking institution) to exclude non-procurement payments from the total credit card spend. This enables agencies to better determine the actual MBE participation in credit card purchases. Similarly, it would be beneficial for affected agencies to review their direct voucher reports to exclude any non-procurement items. NOTE: AJ Stationers, Applied Technology are MBEs but are not captured as such on the credit card reports, so be mindful to include them in your MBE count.

- Avoid overstating MBE participation. For any contracts with MBE participation where the prime contractor is a MBE, be careful not to record both the MBE prime amount as well as the MBE subcontract amount. To do so would overstate the MBE participation on that contract. (Example, Agency A awarded a $2.5 million contract to a MBE prime. There was a 20% MBE commitment of 500K. Agency A would report this on Form 2 in one of two ways: 1) Enter the entire $2.5 million in the Prime Contracts table, or 2) Enter $500,000 in the Subcontracts table and $2 million in the Prime Contracts table.)

FMIS ADPICS Standard Reports

For your reference, a listing of FMIS ADPICS standard reports and a brief description of each follow.

- ***709***: MBE Blanket Purchase Order/Purchase Order Change Orders report – provides a list of change order increases to BPOs/POs awarded in a previous reporting period.
- ***710***: Purchase Order/Blanket Purchase Order detail report – provides a detail of all reportable POs/BPOs. (The ANSWERS version also lists any rejected POs/BPOs.)
- ***711***: MBE Procurement Report summary – provides a summary of all reportable procurements by procurement category. This report is very similar to Form 1, and lists all prime contracts, MBE prime contracts, and MBE subcontracts. Do not use the figures from this report. You should be scrubbing and sorting the data on the 710 Report.
- ***713***: MBE Prime Contracts report – provides a summary of MBE prime contracting by procurement category and minority classification. Do not use the figures from this report. You should be scrubbing and sorting the data on the 710 Report.
- ***717***: Non-BPO Direct Voucher report – lists all payments made by direct voucher that are not associated with a purchase order or blanket purchase order. Since many legitimate non-procurement payments are made via direct voucher, there is a column that displays the reportable voucher amounts.
- ***718***: PO Voucher & BPO Direct Voucher report – lists all voucher payments made against a purchase order or blanket purchase order. Generally, all of these payments are reportable procurement payments.
- ***719***: MBE Subcontractor Payments report – provides a summary of all payments made to MBE subcontractors by MBE type.
- ***720***: MBE Subcontractor Awards detail report – provides a listing of all subcontractors on any prime contract by MBE type.
- ***721***: R*STARS Detail Voucher report – provides a listing of all Credit Card payments and identifies MBEs.

A note on paper conservation:
The Governor's Office is aware that monthly reporting can significantly increase the physical files agencies keep in support of their submissions. Therefore, to the extent possible, all agencies are strongly encouraged to use their procurement/financial systems to create electronic copies of reports used to complete the monthly cumulative reports. Agencies using FMIS should access the ANSWERS database (Statewide users) or iFMIS (MDOT users) to download copies of the standard reports in Excel format.

END OF DOCUMENT