



## Instructions for Completing MBE Monthly Cumulative Reports

### ***Overview***

In an effort to collect the most accurate information as efficiently as possible, the Governor's Office of Minority Affairs (GOMA) has instituted monthly cumulative MBE procurement reporting. Monthly reporting will continue to be a snapshot of purchasing activity, but now on a cumulative basis (i.e. each month's activity will be fiscal year-to-date).

This will require a few changes in how agencies currently prepare their monthly reports. Rather than running procurement reports for a single month (ex. September 1 – 30, 2014), agencies will run procurement reports for the period beginning July 1, 2014 through the end of the month being reported (ex. July 1 – September 30, 2014). **Please note: agencies will not need to run cumulative reports for credit card, direct vouchers, or payments. Single-month reports should be run, and the "scrubbed" data simply added to the last month's reported procurement data.**

### ***New Monthly 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			
<b>Totals</b>	<b>0</b>	<b>\$0</b>	<b>0</b>

(Example: For the July 2014 monthly report, agencies would run their purchase order reports from July 1 through July 31. For September’s report, run July 1 through September 30; for October’s report, run July 1 through October 31; and so on.)

**Credit Card & Direct Voucher Purchases**

For the Corporate Credit Card, and Direct Voucher (if applicable) awards categories, agencies should run reports (A30USB11 and PCHL717) on a single-month 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. Agencies would then add each subsequent month’s credit card and direct voucher data to the amounts previously reported.

*Agencies should not run cumulative reports for these two categories. Instead, agencies should continue running single-month reports and add each new month’s data to the data that was last reported.*

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				
<b>Totals</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>

Example: In July and August, Agency A reported the following in credit card and direct voucher total awards:

	July 2014		August 2014		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 2014 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

As previously stated, payments will also be reported to GOMA on a cumulative basis; however, agencies will not need to run their payments reports cumulatively. Rather, agencies would complete the payments portion of Forms 1 and 2 in the same manner as the credit card and direct voucher awards.

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 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 monthly reports:
  - Subscriptions to magazines or periodicals
  - Association/Membership fees
  - Employee training expenses
  - Postage
  - Hotel stays
  - Air/train/bus travel
- 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 often beneficial 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.
- 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.

### ***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 (Stateside users) or iFMIS (MDOT users) to download copies of the standard reports in Excel format.