



GOVERNOR'S OFFICE OF
MINORITY AFFAIRS

**Fiscal Year 2015
Annual Minority Business Enterprise
Procurement Report Checklist**
(Submit with Annual Report – due August 17, 2015)

- Completed Summary Statement, **signed by three representatives ****NEW******, please plan accordingly (**hard copy mailed with original signature or scanned signed copy e-mailed**)
- Fiscal Year 2015 Strategic & Tactical Minority Business Enterprise Plan (MS Word or PDF file)
- GOMA Procurement Awards **Annual Reporting Forms 1 and 2** Excel spreadsheets – 1 file (*please note that the ANNUAL Report excel file is slightly different from the monthly version*)
- GOMA MBE Prime Contractor and MBE Subcontractor Awards Detail Report spreadsheets – 1 file
- Six (6) Exported Reports from **GOMA Form 3 database** (MBE Payments/Subcontractor Utilization Reports). Include Agency Name and Fiscal Year on each exported report.
 - Total Actual Subcontract Payments by MBE Classification Report – Word format
 - Total Prime Payments by Classification Report – Word format
 - Prime Contract Information Report – Excel spreadsheet format
 - Subcontract Information Report – Excel spreadsheet format
 - Subcontractor Utilization Summary (formerly Compliance Summary) – Excel format
 - ~~Subcontractor Utilization Summary (formerly Compliance Summary) – Word format or PDF~~
- Documentation supporting the annual report awards and payments submitted to GOMA. (FMIS using agencies should include **RECONCILED* electronic** copies of the reports used to generate award and payment data and any other relevant supporting documentation. Non-FMIS using agencies should include reports from their systems that validate the figures being reported.) This documentation should be submitted via e-mail, Google Drive, DropBox or as a last result thumb drive or CD by August 21, 2015.
- Electronic copy of FORM 3Access Database due to GOMA by **Friday, August 21, 2015**



You can find forms, templates, database and instructions under



www.goma.maryland.gov

All submissions must be in electronic format unless otherwise noted.

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