

# MBE LIAISON TRAINING

Presented by Governor's Office of Minority Affairs Staff



JULY 21, 2015@UMBC

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# AGENDA

1. GREETING
2. INTRODUCTION OF GOMA STAFF
3. NEW TOOLS
4. HB 48 IMPLEMENTATION
5. FORM 1 - AWARDS
6. FORM 2 – AWARDS BY MBE CLASSIFICATION
7. FORM 3 – PAYMENTS
8. REMINDERS



**WELCOME**



# GOMA STAFF

- Vacant, Assistant Special Secretary
- Janice Montague, Director MBE Compliance
- Lisa Sanford, Manager MBE Compliance
- Gerald Stinett, Manager VLT Compliance
- Vacant, Director Policy & Legislative Affairs
- Chantal Kai-Lewis, Manager MBE Compliance & BPW
- Alison Tavik, Director Communications
- April Williams, Outreach Manager
- Pamela Gregory, Special Assistant



# NEW TOOLS

- DGS- Statewide Contracts Page Revamped
- Use for FY16 - ANSWERS 721 credit card report
- New Searchable Procurement Forecast Database for public use.

[goma.maryland.gov](http://goma.maryland.gov)

# DGS STATEWIDE CONTRACTS

<http://dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>

The screenshot shows the DGS Maryland website interface. At the top, there is a search bar and navigation links for HOME, PROCUREMENT, BUSINESS OPPORTUNITIES, REAL ESTATE, ENERGY, and FUEL MANAGEMENT. The main content area is titled "Open Bids and Contract Awards".

**General Info**

- [About DGS](#)
- [Message from the Secretary](#)
- [DGS Blog](#)
- [Employee of the Month](#)
- [Annual Reports](#)
- [Employment](#)

**For State Agencies**

- [Green Purchasing](#)
- [Green Building](#)
- [Green Operations](#)
- [Inventory Forms](#)
- [Records Management](#)
- [State Facilities](#)
- [Design and Construction](#)

**Agency Contacts**

**Open Bids and Contract Awards**

Select Status: **Awarded** ▼

Select Category: All ▼

Search:

**Description:**  
STATEWIDE CONTRACT ELECTRICAL GENERATOR EQUIPMENT TERM 10/1/2014 - 09/30/15

**Category:** Building Materials, Tools and Appliances

**Contract Type:** SW

**Status:** Awarded

**Vendor:** CURTIS ENGINE & EQUIPMENT INC

**BPO No:** [001B5400122](#)

**Award ID:**

**Award Date:**

**Award Amount:**

**Award Start Date:** 10/1/2014

**Award End Date:** 9/30/2015

# ANSWERS 721

## CREDIT CARD REPORT

**MARYLAND**

DEPARTMENT OF INFORMATION TECHNOLOGY  
**ANSWEARS Financial Reporting**

HOME REQUIRED SELECTIONS OPTIONAL SELECTIONS VIEW REPORT HELP LOGOFF

**REPORTS**

- Contracts Management (PCH355)
- Procurement Award Dollars (PCH062)
- SBR Expenditure Detail/Summary (PCH065/067)
- SBR Procurement (PCH068)
- BPO Detail
- MBE Procurement (PCH709-716)
- MBE Payment (PCH717-722)
- PCH717 - Non-BPO Direct Vouchers
- PCH718 - Vouchers & BPO Direct Vouchers
- PCH719 - Subcontractors
- PCH720 - Subcontractors Projected
- PCH721 - R\* Stars Voucher Detail**
- PCH722 - Contract Compliance To Date Summary Report

**ANSWEARS News and Updates**

7/17/2015 **NEW!**  
**NOTICE: ANSWEARS Data is refreshed/loaded each weekend from ADPICS.**

7/21/2014  
The PCH065/067 Report has been modified to pull by Due Date. Due Date has also been added as a column.

3/14/2014

- The PCH355 report has been modified to allow viewing of data based on the selection of AGY-only BPOs. (This selection is only available for DGS Statewide.)
- The PCH709 & PCH710 reports have been updated to include an MBE summary.
- The formatting of any printed output of the reports available in ANSWEARS has been improved.

2/27/2014  
The PCH719 & PCH720 reports have been updated to include the Work Category column in the details.

2/7/2014  
The past several months have brought about many changes in the ANSWEARS system. We've listened to your suggestions and requests and have implemented the following enhancements during this time frame:

- Fixes to PCH717/718 report generation.
- Added Federal Vet reporting abilities to PCH710/711/717/718.
- Breaking down the Architecture & Engineering category of work.
- Added PCH721. (Currently disabled as we are making performance enhancements to it.)
- Added PCH210/212/213 reports under the new heading **YEC** on the left side report menu.
- Removed the menu expansion on the left side report menu when your mouse moves over the headings. This was causing many people frustration when selecting reports from the MBE Procurement or Payment sub-menus. You now just need to click on them to them to open or close.

As always, we appreciate your suggestions and feedback, and we look forward to making ANSWEARS a more useful tool for all of you

6/6/2013  
New enhancements today! You can now select multiple agencies on the Selections panel for the PCH067, 068, 355, 709, 713, and

# ANSWERS 721 CREDIT CARD REPORT

**MARYLAND** DEPARTMENT OF INFORMATION TECHNOLOGY  
**ANSWERS Financial Reporting**

HOME REQUIRED SELECTIONS **OPTIONAL SELECTIONS** VIEW REPORT HELP LOGOFF

**REPORTS**

- Contracts Management (PCH355)
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- SBR Procurement (PCH068)
- BPO Detail
- MBE Procurement (PCH709-716)
- MBE Payment (PCH717-722)
- PCH717 - Non-BPO Direct Vouchers
- PCH718 - Vouchers & BPO Direct Vouchers
- PCH719 - Subcontractors

**Selected Report:** PCH721 - R\*Stars Voucher Detail

**Run Report:** Run Report

**Save Selections:** (Save selections between sessions.) Save Load Del

**Optional Selections:** Reset to defaults

Amount Threshold - Min: 0.00 **CPC Only:**

Amount Threshold - Max: 9999999999999999.99  
\$0 - \$999,999,999,999,999.99 without commas or \$

# ANSWERS 721

## CREDIT CARD REPORT

- Sample is DNR's FY15 report
- Payment and Reportable Amounts will be Same, system can not capture exclusions for Reportable Amount Column
- Review to capture unreported MBE's (e.g. AJ Stationers)
- Scrub data for Exemptions and Statewide Contracts

Vendor_Name	MBE_Certification	MBE_Exclude	Effective_Date	Cur_Doc_No	Cur_Doc_Sx	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt
8885136321		N	9/1/2014	CPC		\$50.00	\$50.00	\$0.00
8885136321		N	10/1/2014	CPC		(\$50.00)	(\$50.00)	\$0.00
9.07195E+11		N	6/1/2015	CPC		\$4,678.00	\$4,678.00	\$0.00
#155 NORWALK GLOBAL		N	4/1/2015	CPC		\$325.00	\$325.00	\$0.00
05 - GOLDEN RING - CAPTRI		N	4/1/2015	CPC		\$469.00	\$469.00	\$0.00
0919 EXTRA SPACE STORAGE		N	9/1/2014	CPC		\$1,295.00	\$1,295.00	\$0.00
0919 EXTRA SPACE STORAGE		N	10/1/2014	CPC		\$1,295.00	\$1,295.00	\$0.00

# A30USB11 CREDIT CARD REPORT

- *STILL ACCEPTABLE TO USE THIS REPORT*
  - OBTAIN FROM VIEW DIRECT (R\*STARS) FROM P-CARD COORDINATOR
- Preferred Report is the Level 3 Report
- MBE NON MATCH REPORT
  - MBE DETAIL REPORT
  - MBE SUMMARY REPORT
  - MANUAL PROCESS

# FORECAST DATABASE



## Inside GOMA

- › [About Us](#)
- › [Advocacy](#)
- › [Compliance](#)
- › [FAQs](#)
- › [Legislation & Policy](#)
- › [Outreach](#)
- › [Reports](#)
- › [Contact Us](#)
- › [Forecast Database \(internal use only\)](#)
- › [Forecast Filters \(internal use only\)](#)

## Events

- › [Calendar](#)

## FY2015 Procurement Forecast Reports

Pursuant to COMAR 21.11.03.08:

Within 30 days following the first day of the fiscal year, each procurement agency shall forward to the Governor's Office of Minority Affairs (GOMA) a complete listing of all known regularly recurring procurement solicitations reasonably expected to be of \$100,000 or more. The list shall be in an electronic format and include the subject of the contract, where the work is to be performed or delivery made, the approximate solicitation date, and the contact information of the procurement officer. GOMA has compiled a master list containing this information. For purposes of this report, a solicitation or contract that was awarded in a prior year which is anticipated to be advertised in the following year with a similar scope of work is deemed "recurring" and should be included in the report if the prior contract amount was \$100,000 or more and the new procurement is anticipated to be \$100,000 or more. Agencies should also include in the report recurring task orders competed at a secondary level that are anticipated to be of \$100,000 or more. This report includes both State- and Federally-funded contracts.

In addition, agencies are also reporting all procurements expected to be of \$100,000 or more. Both recurring contracts and new procurements are represented on the Procurement Forecast Report.

The following departments/agencies have nothing to report for FY2015: Automobile Insurance Fund, Board of Public Works, Canal Place Preservation, Executive Department, Insurance Administration, Maryland Health Insurance Plan, Maryland School for the Deaf, Military, Office of People's Counsel, Office of Veteran Affairs, Planning, Prosecutor's Office, Public Defender System, Public Service Commission, Retirement, Subsequent Injury Fund and Uninsured, Tax Court and Worker's Compensation.

If you have questions regarding specific procurements, please contact the agency representative listed.

[Export To Excel](#)

<input type="text" value="Search - Description"/>	<input type="button" value="Search"/>	<input type="button" value="Reset All Filters"/>
<input type="text" value="Search - All Agencies"/>		
<input type="text" value="Search - All Procurement Categories"/>	<input type="text" value="Search - All Locations"/>	
<input type="text" value="Search - All Total Contract Awards"/>	<input type="text" value="Search - All Advertisement Dates"/>	



**Current Statewide Aspirational  
MBE Goal is 29%**

**Achieved 27.3% MBE Participation in FY14**

# Non Profit/Preferred Provider Guideline FY 2015

FY	Vendor Classification	MBE Award & Payments	SBR Payments	DGS Preferred Provider Award & Payment Report
FY 15	BISM or a community service provider, or an individual-with-disability-owned business pursuant to SFP § 14-103	Report <sup>1</sup>	Do not report	Report
FY 15	MCE (see below)	Do not report <sup>3</sup>	Do not report	Report
FY 15	Participation of MBE-certified NFPE or a Preferred Provider under a procurement contract	Report <sup>1</sup>	Do not report	<u>NFPE</u> - Do not report <u>Preferred providers</u> – Report

<sup>1</sup> Count in numerator and denominator.

<sup>2</sup> Count in denominator only.

<sup>3</sup> Do not count in numerator or denominator.

# Non Profit/Preferred Provider Guideline FY 2016

FY	Vendor Classification	MBE Award & Payments	SBR Payments	DGS Preferred Provider Award & Payment Report
FY 16	BISM or a community service provider, or an individual-with-disability-owned business pursuant to SFP § 14-103	Do not report <sup>3</sup>	Do not report	Report
FY 16	MCE (see below)	Do not report <sup>3</sup>	Do not report	Report
FY 16	NFPE procurement contract awarded in accordance with requirements mandated by State or federal law SFP § 14-302(a)(1)(i)(2)(B)	Do not report <sup>3</sup>	Do not report	Do not Report
FY 16	DDA (DHMH) for certain specified services under SFP § 14-302(a)(1)(i)(2)(C)	Do not report <sup>3</sup>	Do not report	Report
FY 16	Participation of a formerly MBE-certified NFPE or other nonprofit on contracts that are not awarded pursuant to SFP §§ 14-302(a)(1)(i)(2)(B) or (C)	Do not report <sup>2</sup>	Do not report	Do not report

<sup>1</sup> Count in numerator and denominator.

<sup>2</sup> Count in denominator only.

<sup>3</sup> Do not count in numerator or denominator.

# Non Profit/Preferred Provider Cheat Sheet

## Definitions and Notes

**“Preferred Providers”** include BISM, community service providers, and individual-with-a-disability owned businesses that are given a preference pursuant to the Preference Program in SFP, Title 14, Subtitle 1. See SFP § 14-103. Prior to July 1, 2015, agencies could include the annual dollar value of its contracts with these entities in its MBE procurements. See COMAR 21.11.05.08.

**Maryland Correctional Enterprises (“MCE”)** is a Preferred Provider but as a State agency, it is not counted for MBE reporting purposes. See COMAR 21.11.05.08.

**“Not for profit entity” (“NFPE”)** means a corporation that: (i) is incorporated in the State or otherwise qualified to do business in the State; (ii) has been determined by the Internal Revenue Service to be exempt from taxation under § 501(c)(3), (4), or (6) of the Internal Revenue Code; AND (iii) is organized to promote the interests of physically or mentally disabled individuals. SFP §14-301(h).

Nonprofits are excluded from the SBR program. See COMAR 21.11.01.01(B)(1).

DGS awards and payments are reported pursuant to SFP §14-110(c).

The Preference Program established in Division II, Title 14, Subtitle 1 remains in place; however the participation of MBE-certified NFPEs and Preferred Providers no longer counts as participation in the MBE Program effective July 1, 2015.

Firms certified as MBEs that are not NFPEs, including those certified by MDOT pursuant to SFP §14-301(k)(1)(i)(5), remain in the MBE program and are not impacted by the HB 48 changes.

# SMALL BUSINESS ENGAGEMENT

**Event:** Ready, Set, GROW!

**Date:** July 23, 2015

**Time:** 10:00 a.m. - 12:00 p.m.

**Parking:** Lot 22 (follow signs)



**Guest Speaker:** Dr. Freeman Hrabowski, UMBC President

**Location:** University of Maryland Baltimore County, University Center Ballroom,  
1000 Hilltop Circle, Baltimore, Maryland 21250

**Who Should Attend-** Firms interested in doing business with the Department of Health and Mental Hygiene, Department of Juvenile Services, Maryland Lottery and the Department of Human Resources.



# COMMERCIAL BREAK

## Total Contract Awards by Procurement Categories

Procurement Category	Total MBE Participation Percentage
Architectural	22.16%
Engineering	23.54%
Construction	24.04%
Construction Related Services	7.18%
Maintenance	16.89%
Services	24.47%
Supplies & Equipment	8.92%
IT Services	30.44%
IT Supplies & Equipment	37.52%
Human, Cultural, Social & Educational Services	56.67%
Corporate Credit Card	5.88%
Direct Voucher	13.42%
<b>Totals:</b>	<b>27.34%</b>

# EXEMPT VS DELEGATED

- **Control Agency Delegation of Procurement Transactions**
- Outlines how agencies should handle reportable procurement transactions initiated by a control agency
- Delegation can apply to awards, payments, or both
- Could include responsibility for MBE compliance
- Each control agency's delegation is outlined differently
- Almost all **Statewide contract awards** are reported by the **control agency** issuing the contract (exception: delegated master contracts, e.g., CATS contract)
- Almost all **statewide contract payments** are to be reported **by the using agency** (exception: exempt categories described below)

# EXEMPT VS DELEGATED

- **MBE/SBR Non-Reportable Procurement Transactions (Exemptions)**
- Summarizes transactions that are not considered procurements for purposes of MBE or SBR reporting
- Exempt categories outlined in **BPW Advisory 1998-2 and the General Accounting Division's list of Controller Objects and Commodities Exclusions**
- If a procurement category is exempt, transaction should never be reported for MBE or SBR (e.g., purchase or lease of real property)

# FORM 1 AWARDS

1												
2	<b>Minority Business Enterprise Annual Procurement Report</b>										<b>Reporting Form #1</b>	
3	<b>Reporting Department/Agency:</b>											
4	<b>Fiscal Year 2015</b>											
5												
6												
7	<b>Total Contract Awards by Procurement Categories</b>											
8												
9	<b>Procurement Category</b>	<b>Total # All Prime Contracts (Including MBE)</b>	<b>Total All Prime Contracts Dollar Value Awarded (Including MBE)</b>	<b>Total # of Prime Contract Waivers</b>	<b>Total Dollar Value of Prime Contract Waivers</b>	<b>Total # MBE Prime Contracts Awarded</b>	<b>Total MBE Prime Contract Dollar Value Awarded</b>	<b>Total # MBE Subcontracts Awarded</b>	<b>Total MBE Subcontract Dollar Value Awarded</b>	<b>Total # of MBE Contracts Awarded-Prime &amp; Sub</b>	<b>Total \$ of MBE Contracts Awarded-Prime &amp; Sub</b>	<b>Total MBE Participation Percentage</b>
10												
11	Architectural					0	\$0	0	\$0	0	\$0	0.00%
12	Engineering					0	\$0	0	\$0	0	\$0	0.00%
13	Construction					0	\$0	0	\$0	0	\$0	0.00%
14	Construction Related Services					0	\$0	0	\$0	0	\$0	0.00%
15	Maintenance					0	\$0	0	\$0	0	\$0	0.00%
16	Services					0	\$0	0	\$0	0	\$0	0.00%
17	Supplies & Equipment					0	\$0	0	\$0	0	\$0	0.00%
18	IT Services					0	\$0	0	\$0	0	\$0	0.00%
19	IT Supplies & Equipment					0	\$0	0	\$0	0	\$0	0.00%
20	Human, Cultural, Social & Educational Services					0	\$0	0	\$0	0	\$0	0.00%
21	Corporate Credit Card					0	\$0			0	\$0	0.00%
22	Direct Voucher					0	\$0			0	\$0	0.00%
23	<b>Totals</b>	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00%
24	Note(s):	DENOMINATOR					NUMERATOR					MBE%
25												

# FORM 1 SOURCES

## NUMERATOR

(MBE AWARDS detailed on FORM 2)

---

= MBE %

## DENOMINATOR

(Agency's Total Reportable Awards  
which includes MBE Prime and Sub Awards)

- New Awards
- Change Orders
- Direct Vouchers and
- Credit Card Purchases

# ANSWERS

maryland.gov | Phone Directory | State Agencies | Online Services



DEPARTMENT OF INFORMATION TECHNOLOGY

## ANSWERS Financial Reporting

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[REQUIRED SELECTIONS](#)
[OPTIONAL SELECTIONS](#)
[VIEW REPORT](#)
[HELP](#)
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### PCH709 - BPO/PO Change Orders

Department Of Natural Resources (K00), K0000-K1780

DATES 07/01/2014 - 06/30/2015







MBE Code	MBE Description	Contract Count	CO Count	CO Amount
No records to display.				
Totals				

  

	Agency	Agency Name	Total Contracts	Total COs	Total CO Amount
>	K0740	NRP: FIELD OPERATIONS	1	1	\$112.00
>	K0910	ENGINEERING & CONSTRUCTION - GEN DIR	4	7	\$68,282.57
>	K1260	RAS: TIDEWATER ECOSYSTEM ASSESSMENT	1	1	\$276,322.30
Totals			6	9	\$344,716.87

**REPORTS**

- [Contracts Management \(PCH355\)](#)
- [Procurement Award Dollars \(PCH062\)](#)
- [SBR Expenditure Detail/Summary \(PCH065/067\)](#)
- [SBR Procurement \(PCH068\)](#)
- [BPO Detail](#)
- [MBE Procurement \(PCH709-716\)](#)
  - [PCH709 - BPO/PO Change Orders](#)
  - [PCH710 - Diagnostic by Work Category - Prime](#)
  - [PCH711 - Annual Procurement FORM #1A \(Summary\)](#)
  - [PCH712 - Annual MBE Procurement FORM](#)

# BPW AGENDA ITEMS

- **Please be mindful to include in awards, Form 1 &2, your late June 2015 BPW items that were approved!** Check your records to make sure they have been posted, if not you must add them in manually
- This is very important and collectively has a major impact

# DGS DELEGATED AWARDS

- **MANUAL ADJUSTMENT!**
- Please be mindful to include in awards on Form 1 & 2, the DGS Delegated Contracts (see excel document)!
- This is very important and collectively has a major impact

# FORM 2 MBE AWARDS

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
	# of Contracts														0
Engineering	Total Dollars														\$0
	# of Contracts														0
Construction	Total Dollars														\$0
	# of Contracts														0
Construction Related Services	Total Dollars														\$0
	# of Contracts														0
Maintenance	Total Dollars														\$0
	# of Contracts														0
Services	Total Dollars														\$0
	# of Contracts														0
Supplies & Equipment	Total Dollars														\$0
	# of Contracts														0
IT Services	Total Dollars														\$0
	# of Contracts														0
IT Supplies & Equipment	Total Dollars														\$0
	# of Contracts														0
Human, Cultural, Social & Educational Services	Total Dollars														\$0
	# of Contracts														0
Total		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

NUMERATOR

# FORM 2 SOURCES

## NUMERATOR

(MBE MBE Prime and Sub Awards

- New Awards
- Change Orders
- Direct Vouchers and
- Credit Card Purchases

# FORM 3 PAYMENTS

Payment Verification of Minority Contracts

## Annual MBE Procurement Report Database



**MARYLAND**  
GOVERNOR'S OFFICE OF  
MINORITY AFFAIRS

**Jimmy Rhee**  
**Special Secretary**

- Add Prime/Subcontract Information
- Edit Prime/Subcontract Information
- View/Print Reports
- Export Reports to Microsoft Word
- Export Reports to Microsoft Excel
- View/Edit List of Contractors
- Exit Application

# FORM 3 ACCESS DATABASE

Prime Contractor Information

**Governor's Office of Minority Affairs  
Payment Verification of Minority Contracts**

**MBE Form #3**

Name of Prime Contractor  Contractor EFIN/SSN  Prime Contractor Classification  Mdot Certification Number

**(Click To Highlight Your Selection)**

Contract / MD Number  Prime Contractor Payments CTD  Prime Contractor Payments FY

Contract Expiration Date  Prime Contract Start Date  Prime Contractor Awards CTD  MBE Goal %  Agency Code

Project Title

MBE Subcontract Information

Subcontractor Name	MDOT Certification Number	MBE Classification	Subcontract Award Amount	Actual Payments FY	Actual Payments CTD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

**(Click Your MBE Selection)**

Record: 1 of 1 No Filter Search

Prior Record Next Record Save Record Exit

Record: 1 of 1 No Filter Search

28

# FORM 3 SOURCES

- Input Payments for contracts with MBE goals
  - MBE Direct Vouchers
  - Payments to MBE Primes
  - Payments to MBE Subcontractors
  - MBE Credit Card Payments
- DO NOT INPUT CONTRACTS THAT HAVE NO MBE GOAL (e.g. Xerox, MCE)

# MBE PAYMENT VERIFICATION

- Obtain MBE payment verification directly from MBE's NOT the Prime Contractor
- Forms available on GOMA website – Attachment 5

**FY2015 Monthly MBE Procurement Reporting**

The following forms are to be used by all agencies for FY2015 monthly cumulative MBE procurement reporting.

-  FY2015 GOMA MBE Forms 1&2 - In Excel Spreadsheet Format
-  FY2015 Directions for Monthly MBE Reporting

Monthly reports are due no later than 30 days following the month being reported and should be emailed to [REPORTS.GOMA@maryland.gov](mailto:REPORTS.GOMA@maryland.gov).

[Click here to view a FMIS ANSWERS training video](#)

To assist agencies using Statewide FMIS, the following link allows certain FMIS standard reports to be downloaded electronically. You must contact the Department of Information Technology's (DoIT) Service Desk to obtain a user name and password.

-  MBE Program Sub Directive

**MBE Forms for Solicitations**

The following forms are provided with procurement solicitations contain MBE subcontracting g Please note that the forms have revised due to MBE Program that became effective June 9,

-  Attachment 1A
-  Attachment 1B
-  Attachment 1C
-  Attachment 2
-  Attachment 3A
-  Attachment 3B
-  Attachment 4A
-  Attachment 4B
-  Attachment 5

# FORM 3 DELETE RECORD INSTRUCTIONS

## To delete a Prime Contractor Record:

- 1) The user will Open the "Edit Prime/Subcontract Information" form from the main menu.
- 2) Then use the Next and Prior Records at the bottom of the form to find the record they are looking to delete.
- 3) Once the record that needs deleted has been located, they can click the bar to the very left of the form that has an arrow at the top. It will turn black once selected.
- 4) The user can then hit the "Delete" button on their keyboard. Access will then prompt the user to Delete the record.

## To Delete a Subcontractor Record:

- 1) The user will Open the "Edit Prime/Subcontract Information" form from the main menu.
- 2) Then use the Next and Prior Records at the bottom of the form to find the record containing the subcontractor to delete.
- 3) Once the record that contains the subcontractor that needs deleted has been located, they can click the bar to the left of the subcontractor in the "MBE Subcontract Information" subform. It will turn black once selected.
- 4) The user can then hit the "Delete" button on their keyboard. Access will then prompt the user to Delete the record.

# REMINDER

- “SHOW YOUR WORK” SUBMIT SUPPORTING DOCUMENTATION!

*i.e. FMIS users - Reconciled means spreadsheets downloaded from ANSWERS that contain*

- original raw data,*
- additions (BPW Agenda Items/DGS Delegated contracts)/subtractions (exclusions), and*
- various sorts of the data that support entries on FORM 1 & 2.*

# REMINDER

- SUBMIT EXCEL SPREADSHEETS IN EXCEL FORMAT, NOT AS PDF



A FRIENDLY  
*Reminder*

# GOAL SETTING REMINDERS

- New Aspirational Goal 29%
- Does NOT apply to DBE Contracts
- Link to [Announcement](#)
- <http://goma.maryland.gov/MiscDocs/Enactment%20of%20MBE%20Goal%20Increase.pdf>

# VLT FUND MANAGERS

- Familiarize yourself with “Business Resources”  
Link on DBED website  
[www.choosemaryland.org](http://www.choosemaryland.org)
- PDF DOCUMENT to circulate to MBE and SB  
community  
<http://www.choosemaryland.org/businessresources/documents/vltcontacts030514.pdf>



