

MBE LIAISON TRAINING

Presented by Governor's Office of Minority Affairs Staff



January 28, 2014



Governors Office Of Minority Affairs-GOMA



MDGOMA



Maryland GOMA

AGENDA

- Introductions/Welcome – Carmina Perez-Fowler
- Veteran Business Program – Mary Jo Childs
- Preferred Provider Program - Lisa McDonald
- Goal Setting Reminders – Carmina Perez-Fowler
- MBE Reporting Issues – Lisa Sanford
- SBR Reporting Issues – Janice Montague
- Monthly Webinars – Lisa Sanford
- Commercially Useful Function – Carmina Perez-Fowler
- Next MBE University Conference – Lisa Sanford

PREFERRED PROVIDER PROGRAM

- **HB 48** Effective July 1, 2013, HB 48/SB 1066 adds several provisions to improve enforcement of the State's Preferred Provider requirements to assist in creating and sustaining employment and business ownership opportunities for individuals with disabilities. Two years later, effective July 1, 2015, HB 48/SB 1066 removes nonprofits organized to promote the interests of physically or mentally disabled individuals from the MBE Program and exempts certain procurements to nonprofits from MBE requirements. The legislation will also protect nonprofits participating on State contracts as MBEs prior to July 1, 2015 from being terminated due to their loss of MBE certification status.
- SEE HANDOUT OF HB 48 TIMELINE
- REVIEW PPP STRATEGIC PLAN DOCUMENT
- PPP ANNUAL REPORT
- Start to familiarize yourself with preference providers for Maryland Works
- ANSWER reports will be available
- DGS Contacts: Lisa.McDonald@maryland.gov and George.Mitchell@maryland.gov
- Expect a custom mailbox in the future

VETERAN BUSINESS PROGRAM

- 2013 reports are long overdue
- Increased focus for 2014
- James.pointdujour@maryland.gov or Maryjo.childs@maryland.gov
- NOTIFY P-CARD HOLDERS TO PURCHASE FROM VOSB

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>

ADPICS VSBE REPORTING

- ADPICS Reports Updated: Veteran-Owned Small Business Enterprise (VSBE) added for subcontracting reporting:
- The ADPICS reports related to the Veteran-Owned Small Business Enterprise (VSBE or VET) have been updated to support subcontracting reporting. The following reports have a NEW Include/Exclude line option:
 - PCHR719 - MBE or VET Subcontractors Expenditure Report
 - PCHR720 MBE or VET Subcontractors Projected Expenditure Report
- The '1157 FED VET? (Y)' line is ONLY included if the report is run for the VSBE/VET program where the value of 'Y' is in both the HIGH and LOW fields (as shown below). The MBE reports now include vendors where the VENDOR_STATUS_1 is either 'MBE' or 'MFV' as found on the 2345 – Subcontractor Entry screen. The VET reports include vendors with the VENDOR_STATUS_1 values of 'MFV' or 'FVB'. The documentation for each of the reports has been updated. They can be found on the following web site: <http://doit.net.md.gov/servdesk/fmisdocs/Pages/ADPICSreports.aspx>

MONTHLY MBE REPORT REMINDERS

- Cumulative to Date report submitted
MONTHLY
- Include Change Orders
- Include Credit Card & Direct Vouchers

MBE REPORTING ISSUES

- All FMIS Agencies must use ANSWERS
- Use Answers downloaded into excel so you can sort data a variety of ways
- Run Award reports by “Award Date”
- ANSWER e-learning Videos
<http://doit.net.md.gov/servdesk/pages/trainingvideo.aspx?video=39>

AWARDS

- New BPO & PO's
- Change Orders
- Direct Vouchers – Non BPO
- Credit Card Purchases

SOURCE DOCUMENTS

- PROCUREMENT AND ACCOUNTING SYSTEMS
- FMIS USERS use ANSWERS
- ELECTRONIC
- DBM Website
<http://dbm.maryland.gov/contractors/swcontracts/Pages/StatewideContractsHome.aspx>
- DGS Website
<http://www.dgs.maryland.gov/Procurement/StatewideContracts/commodities.html>
- DOIT Website
<http://doit.maryland.gov/contracts/Pages/AllMasterContracts.aspx>

CONTRACT AWARDS (710)

Step	Report	Source	Review Responsibility	Scope of Review
Step 1	<p>710 is Raw NEW AWARD Data (grants should not be included)</p> <p><i>711 Report is just a guideline...do not record totals unless you are confident data is "clean"</i></p>	<p>ANSWERS</p> <p>MDOT – request 711 diagnostic "Raw Data"</p> <p>Non-FMIS users = other report</p>	<p>Procurement or MBE Liaison</p> <p>Sort by vendor to review for exclusions i.e. "SCRUBBING" Pull out exclusions ="CLEAN" Data</p> <p>Sort by (Procurement) Category of Work RECORD FINAL TOTALS ON FORM 1</p> <p>Sort by MBE Designation and Category of Work (Ethnicity) to report MBE Primes RECORD FINAL TOTALS ON FORM 2 MBE PRIMES</p>	<p>Only include reportable awards in accordance with State Policy.</p> <p>Review DGS and DBM Website for complete listing of Statewide Contracts</p> <p>Exclude items such as: MOU's, R, XMT, PPN and critically review SPs</p>

CHANGE ORDERS (709)

Step	Report	Source	Review Responsibility	Scope of Review
Step 2	709 change order (<i>Award</i>) ECORD FINAL TOTALS ON FORM 1 AND FORM 2	ANSWERS	Procurement/Construction/ A&E Sort by vendor to review for exclusions (by type or statewide contracts) Sort by (Procurement) Category of Work Sort by MBE Designation (Ethnicity) to report MBE Primes Sort by MBE GOAL to do the math for MBE Subcontract Awards???	Only include reportable awards in accordance with State Policy. Exclude items such as: MOU's, R, XMT, PPN and critically review SPs

DIRECT VOUCHERS (717) & MBE SUBCONTRACTS (720)

Step	Report	Source	Review Responsibility	Scope of Review
Step 3	717 Direct Vouchers Awards & Payments	Answers	Accounting or MBE Liaison	Exclude DGS contracts as Awards, but include as Payments. Exclude excludable commodity code items.
Step 4	720 MBE Subcontract Awards	Answers	Procurement or MBE Liaison	Fill in any missing MBE Descriptions No \$1.00 placeholder amounts Manually look-up Category of Work (ticket submitted)

CREDIT CARD

- OBTAIN FROM VIEW DIRECT (R*STARS) OR ADPIC REPORTS FROM P-CARD COORDINATOR
- MBE NON MATCH REPORT
- MBE DETAIL REPORT
- MBE SUMMARY REPORT
- MANUAL PROCESS

CORRECT MISCODINGS

- Work with Procurement/Accounting Finance to correct errors found (consult DOIT if necessary)
- This will save time in the future so you are not “scrubbing” the SAME items each and every month.
- *Make changes on 2356 Additional Element Screen for PO and 2353 for BPO*
- *Payments, no retro change but change behavior*

MONTHLY WEBINARS

- TRAINING TOPICS:
- MBE AWARDS
 - NEW AWARDS
 - CHANGE ORDERS
 - DIRECT VOUCHERS
 - CREDIT CARD PURCHASES
- Watch for email regarding upcoming trainings

ALERT TO 720 ISSUE

- MBES WITH NO MBE CODE OR DESCRIPTION ARE NOT INCLUDED IN DOLLAR TOTAL ON 711 REPORT
- CONFIRM MBE WAS CERTIFIED AT DATE OF PAYMENT
- SEE EXAMPLE

SBR Reporting

- Annual Report Template will be changing for FY 2014 (simplified version)
- Procurement and Accounting Staff Involvement

COMMERCIAL USEFUL FUNCTION

- Review of Statute COMAR *21.11.03.12-1*
- Handled on Case by Case Basis

OUTREACH OPPORTUNITIES

MBE UNIVERSITY CONFERENCE

MAY 20, 2014

REGINALD F. LEWIS MUSEUM

DOWNTOWN BALTIMORE

CONTACT APRIL.WILLIAMS@MARYLAND.GOV

See GOMA.Maryland.gov Calendar of Events

ADVOCACY CASE REMINDER

- **Payment Issues**

- Liaison/PO must act promptly on payment complaints
- Collect facts/documentation from all parties
- Use the available contract provisions when necessary
 - Prompt Payment Directive
<http://goma.maryland.gov/Legislation%20Docs/PromptPaymentDirectiveFINAL08-01-08.pdf>
 - Liquidated Damages

- **Other issues**

- Prime failure to make proper MBE notifications
- Underutilization of MBEs
- No response to information requests from agency
- Waiver determinations; AAG involvement is necessary
- Proper use of the “72 hour rule”

MONTHLY MBE REPORTS REMINDER

- Cumulative to Date report submitted
MONTHLY
- Include Change Orders
- Include Credit Card & Direct Vouchers

MBE PRIME AWARDS REMINDER

- BEWARE OF DOUBLE COUNTING AWARD TO MBE PRIME WITH MBE SUBCONTRACTOR
 - Either count 100% of MBE Prime Award or
 - Count as follows:
 - x% MBE Prime Award
 - $\frac{Y\%}{100\%}$ MBE Subcontractor Award*

Horseshoe Casino

- Feb 5 & Feb 12
- IT & Professional Services
- Feb 12 IT & Professional Services
- Feb 26 morning and afternoon

[Horseshoe Casino](#)

SMALL BUSINESS RESERVE

- Training March 25, 1-4pm at MDOT Headquarters
- Race Neutral Measure
- Proposed a 1% Statewide increase
- Publishing of SBR Strategic Plan forthcoming on GOMA website
- Annual Report (both to GOMA with copy to BPW james.pointdujour@maryland.gov)
- Total SBR spend = Designated SBR + Balance
- Award data should be close to MBE Award
- SBR Database in EMM– Need Login id to search SBR firms

FMIS INFORMER

- DoIT Service Desk
- Service.Desk@Maryland.Gov
- [410-260-7778](tel:410-260-7778)
- [October INFORMER 2013.pdf](#)

FUTURE CHANGES

DON'T PANIC



BACK OFFICE CHANGES

- AUTOMATED CONSOLIDATION OF AWARD SPREADSHEETS
- CONSOLIDATION OF FORM3 DATABASES
- REPORTS.GOMA@MARYLAND.GOV
 - Monthly MBE Reports
 - SBR Reports
- COMPLIANCE.GOMA@MARYLAND.GOV
 - Waivers
 - Recurring Contracts

FUTURE CHANGES

- POSSIBLE: Web-based data entry portal for Award and Payment Data in FY 14
- POSSIBLE: Web-based repository (Share Point) to replace submitting reports via e-mail



Q & A

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INDUSTRY -MPPA

- mppainc.org
- [ASPECTS OF PUBLIC PROCUREMENT](#)
Feb 3 - 5, 2014
- [INTRODUCTION TO PUBLIC PRIVATE PARTNERSHIPS](#)
Mon, Mar 17, 2014
- [CPPB PREP](#)
Mar 31 - Apr 1, 2014
- [CPPO PREP](#)
Apr 7 - 8, 2014
- [INTRODUCTION TO PUBLIC PROCUREMENT](#)
May 19 - 21, 2014

INDUSTRY-ACCA

- ACCAWEB.ORG American Contract Compliance Association
- ACCA's comprehensive training program provides a unique opportunity to study among nationally recognized experts in their respective fields. The program is carefully designed to focus on the critical issues challenging our profession. ACCA has a tradition of providing 2.1 Continuing Education Units (CEUs) from Morgan State University to attendees who complete 21 hours of training.

[Next Conference](#)

San Jose, CA September 2-7, 2014

NEXT MEETING

APRIL 22, 2014

JULY 22, 2014

1:00 pm - 4:00pm

@DHCD