

Instructions
FY15 Procurement Forecast Template and SBR Strategic Plan
Revised June 3, 2014

Submission of the forecasts and related attachment described below satisfies the requirement pursuant to COMAR 21.11.03.08 (recurring contracts report), COMAR 21.13.01.03B(3) (Small Business Reserve forecasting plan) and the procurement forecast as set forth in the Governor's Memorandum dated February 27, 2014.

Small Business Reserve Agencies Only: In addition to the FY15 Procurement Forecast and Attestation, SBR agencies must submit the FY15 Payment Forecast and the SBR Strategic Plan Narrative. Further, the FY15 Procurement Forecast report must include all new procurement contracts (including sole sources and task orders) reasonably expected to be \$15,000 or more. Further, the FY15 Procurement Forecast shall include both State- and Federally-funded contracts.

Non-SBR Agencies: Non-SBR Agencies must submit the FY15 Procurement Forecast and Attestation. The FY15 Procurement Forecast report must include all new procurement solicitation and contracts (including sole sources and task orders) reasonably expected to be \$100,000 or more.

For FY 15, GOMA is requesting that agencies submit the attached report to GOMA **no later than June 30, 2014** via email to compliance.goma@maryland.gov. The Attestation shall be executed and sent in pdf format. The FY15 Payment Forecast and FY15 Procurement Forecast shall be submitted in Excel. Please note that GOMA will be publishing these forecasts on its website.

These worksheets are protected. Please note that the fields highlighted in yellow have fixed drop-down menus.

Tab 1 – FY15 Payment Forecast Summary (SBR Agencies Only)

Total FY15 Projected Expenditures

- Projections for total procurement expenditures should include all anticipated contractor payments to be made during FY15. For example, if a three year contract was awarded in July, 2013 in the amount of \$360,000, assuming steady and equal payments across the contract term, \$120,000 (10K/month from 7/1/14 through 6/30/15) should be included in the projected FY15 total procurement expenditure amount. Payment estimates for contracts awarded during FY15 should be prorated accordingly.
- Projections expenditures should be categorized in two categories: projections for new contracts expected to be under \$15,000; projections for new contracts expected to be \$15,000 or more; and projections for existing contracts. Please note that the sum of the payment projections for new contracts expected to be

\$15,000 or more shall equal the amounts listed in Column Q of the FY15 Procurement Forecast.

- Total expenditure projections should include all dollars that could reasonably be expected to be paid to contractors during the fiscal year, including one-time-only payments such as P-card purchases and direct vouchers. **Prior year spending totals, agency budget data, accounting reports, etc., should be used to help predict total FY15 procurement expenditures.**

Total FY15 Projected Expenditures to Certified Small Businesses

- The total projected expenditures to certified small businesses figure entered on Tab 1 must be accompanied by an explanation of the method/process by which the figure was determined. The explanation should be included in the narrative section of the report. At a minimum, the following amounts should be included in this figure:
 - 1) estimated SBR payments to be made in FY 2015 under existing SBR contracts;
 - 2) estimated payments to be made under new SBR contracts that are expected to be \$15,000 or more and awarded during FY 2015 (this figure should match the sum of the amounts in Column Q of the FY15 Procurement Forecast);
 - 3) estimated payments to be made under new SBR contracts that are expected to be under \$15,000 awarded during FY15 (please include SBR payments expected to be made via P-card purchases).

Tab 2 – SBR Strategic Plan (SBR Agencies Only)

Please review instructions in the Excel Spreadsheet. You can either paste the information in the Excel document or submit a separate document in Word or PDF format.

Tab 3 - FY15 Procurement Forecast (All Agencies)

For purposes of this report, all solicitations and contracts (both recurring and new) that are anticipated to be advertised in FY15 should be included in the report as long as estimated contract amount is expected to be \$15,000 or higher (for SBR agencies) or \$100,000 or higher (for non-SBR agencies). This forecast shall include task orders under Master Contracts and sole sources. Please do not include modifications, change orders, renewals, or options for current contracts. Further, this report would include both State- and Federally-funded contracts. Only include existing contract information if the agency intends to re-solicit this contract in FY15.

INFORMATION REGARDING CURRENT CONTRACT BEING RESOLICITED (LEAVE BLANK IF THERE IS NO EXISTING CONTRACT):

Column A: Agency Name. Please select from the drop-down menu the agency name. If your agency is not listed, please contact GOMA at compliance.goma@maryland.gov.

Column B: Contract Number. Please provide the contract number or another agency identifier for the most recent recurring contract.

Column C: Contract Amount. Please select from the drop-down menu the appropriate value range for the most recent recurring contract, excluding options and modifications.

Column D: Incumbent Name: Please provide the name of the contractor for the most recent recurring contract. If multiple awards, please state "Various." If it is a Master Contract, please state "Master Contract."

Column E: Incumbent – Certified Small Business: Please state if the incumbent is a certified small business (drop-down Y/N).

Column F: SBR Designation: Please state if the original solicitation was designed as a SBR-only procurement. If the solicitation was not a SBR-designated procurement and the selected vendor was a certified small business, please state "N" for "No." Non-SBR agencies should indicate N/A (not applicable).

Column G: MBE/DBE Participation. Please provide overall MBE/DBE participation for the most recent contract as a percentage. If the most recent contract does not have an MBE participation goal, please type "0." Please note that this is not the actual MBE participation achieved but the MBE/DBE participation goal that was committed when the most recent contract was awarded.

INFORMATION REGARDING UPCOMING SOLICITATION/CONTRACT:

Column H: Procurement Category. Please select from the drop-down menu the procurement category for the upcoming solicitation/contract. Please refer to COMAR 21.01.02.01 for definitions.

Column I: Procurement Method. Please select from the drop-down menu the procurement method for the upcoming solicitation.

Column J: SBR Designation: Please state if the agency intends to designate this procurement/contract as an SBR procurement (Y/N/TBD). This only applies to those procurements that are advertised in eMaryland Marketplace and are open to the general public (not sole sources or intergovernmental agreements) or those who have pre-qualified list that already include the ability to designate the task order as an SBR-only task (e.g. CATS). For non-SBR agencies, please state N/A for "Not Applicable."

Column K: SBE: Only for those agencies that participate in the SBE program (MAA, SHA and MTA). Please state if this procurement will include SBE requirements. For non-SBE agencies, please state N/A for "Not Applicable."

Column L: Description. Please provide a description of the products/services for the upcoming solicitation/contract.

Column M: Location of Services/Delivery of Products. Please select the location of the services to be provided or delivery of products from the drop-down menu. The following are the designated regions for this field: Central Maryland (Anne Arundel, Baltimore, Howard and Harford Counties and Baltimore City); Western Maryland (Allegany, Carroll, Frederick, Garrett, and Washington Counties); Southern Maryland (Calvert County, Charles County, Montgomery County, Prince George's County, and St. Mary's County); Eastern Shore (Caroline County, Cecil County, Dorchester County, Kent County, Queen Anne's County, Somerset County, Talbot County, Wicomico County, Worcester County); and Statewide. Please select "Statewide" if services/product will be performed/delivered in more than one region or will be performed outside Maryland.

Column N: Estimated Advertisement Date. From the drop-down menu, please select the estimated advertisement date. For contracts that are not advertised (e.g. sole source), please select the estimated award date.

Column O: Estimated Contract Amount. Please select from the drop-down menu the appropriate value range for the most recent recurring contract, excluding options.

Column P: Term of Contract. From the drop-down menu, please select the term of the base contract.

Column Q: Estimated Payments to Certified Small Businesses. For SBR-agencies only, please state the FY15 estimated payments to be made to certified small businesses. Payments shall include only **new solicitations and contracts** that will be designated as SBR procurements and sole sources where the vendor will be a certified small business. Information for existing contracts should not be included in this field but should be included in the SBR Payment Projections. For non-SBR agencies, leave blank.

Column R: Name of Procurement Officer. Please provide the name of the procurement officer or other procurement official who can be contacted if there are questions regarding the specific contract/solicitation.

Column S: PO's Telephone Number. Please provide the telephone number for the procurement official listed in Column R.

Column T: PO's email address. Please provide the email address for the procurement official listed in Column R.

Column U: Additional Information/Comments. Agency may include additional information in this field regarding the upcoming solicitation/contract.

PRINTING: The forecast was formatted for up to 675 rows of data. Please note that if you print the sheet, it will automatically print all of the data fields that have been formatted (over 30 pages). In the print option, please only choose the number of pages where you have data.

TAB 4 – ATTESTATION

Please print sheet, execute as requested and submit it to GOMA in pdf format.

Please contact GOMA at compliance.goma@maryland.gov if you have any questions.