



FY 2014 SBR ANNUAL REPORT INSTRUCTIONS

These instructions have been revised to account for the changes made to the SBR annual report template since last year's submission. You are advised to read these instructions in their entirety to ensure that your 2014 submission is accurate and complete based on the new guidelines.

GENERAL GUIDELINES:

The objective of the SBR Program is to designate or set aside enough procurements for small business-only participation so that contract payments to SBR contractors equals or exceeds 10%. An accurate annual measurement of successful implementation of the SBR Program can only be made if each SBR unit is able to quantify and report the following values:

- I. The total dollar value of all procurement payments made during the fiscal year, including corporate purchasing card payments.
- II. The total dollar value of all procurement payments made to SBR firms during the fiscal year, including purchasing card payments.
- III. A breakdown of SBR payments resulting from both designated and non-designated procurements.

SBR units' accounting/finance departments are typically responsible for processing the majority, if not all of the requests for payment presented by contractors doing business with the state. Once the payment transactions are completed, the contract/purchasing payment data required for SBR reporting must be extracted from the accounting system from which the payments were made.

FMIS/RSTARS contain pre-programmed reports that are available to assist with SBR payment data capture and reporting. SBR report preparers are advised to review these standard reports and work directly with procurement, MBE and accounting staff to ensure that all payments being included in the SBR annual report are reportable procurement payments.

The BPW and GAO documents included in the MBE/SBR Reporting toolkit on the GOMA website provide guidance in determining whether a payment or group of payments is exempt from MBE/SBR reporting. With the exception of preference purchases and conflicting federal requirements, the criteria for determining reportable payments for the SBR and MBE programs are the same. SBR units may contact the appropriate control agency and/or GOMA with questions regarding items that may/may not be reportable.

In order to verify the accuracy and completeness of each SBR unit's annual report, GOMA is requiring more detailed documentation to support the data contained in the report. Specifically, for FMIS agencies, any changes to the amounts found on the SBR 067 report and the monthly P-card reports must be noted on the second and third tabs of the annual report template. The line-by-line instructions provided below include a description of the documentation required to support the amount entered on each line.

A. FMIS Using Agencies

If you are a FMIS using agency, you will need to access the following reports to obtain the data you need to complete the template:

- 1) PCH065/067 SBR Payments Report
- 2) PCH068 SBR Designated Awards Report
- 3) A30USB12 SBR P-card Report
- 4) A30USB11 P-card MBE Summary Report
- 5) A30USB11 MBE Non-Match Report

State FMIS agencies must use the ANSWERS application to generate the 067 and 068 report. The link for the ANSWERS application is <https://net.md.gov/apps/answers/>. The MDOT modals must submit similar documentation in spreadsheet format from the MDOT FMIS system.

The P-card reports for all SBR units can be accessed from RSTARS View Direct, or directly from the USB monthly bank transaction statements.

B. Non-FMIS Agencies

The 11 University campuses and all other non-FMIS units must submit system-generated reports from their respective financial systems, along with any other system documentation that supports the expenditures being reported.

All backup documentation must be submitted electronically. If the standard hard-copy P-Card reports are used, they should be scanned and submitted as

an email attachment with the report. Notations of any adjustments made to the P-card reports totals may be entered directly on the P-card reports.

A copy of the “2014 Small Business Reserve Summary Statement” with all required signatures and supporting documentation must be forwarded to the GOMA reports mailbox, reports.goma@maryland.gov. The hard copy Summary Statement with all original signatures must be sent via mail/courier delivery.

Beginning with the FY 2014 reporting period, the chief financial officer or accounting director for each SBR unit must sign the SBR annual report, certifying that:

- 1) they have responded to the report preparer’s request for assistance with payment data verification,
- 2) they have reviewed the contents of the final report with the report preparer, and,
- 3) to the best of their knowledge, the payment data included in the report accurately reflects the unit’s total procurement payment volume for the fiscal year.

GOMA’s expectation is that in the process of reviewing agency purchasing data and preparing the SBR report, SBR staff will request assistance from the finance/accounting office as necessary and appropriate.

The SBR Annual report deadline is Tuesday, September 30th.

LINE-BY-LINE REPORT INSTRUCTIONS:

NOTE: The SBR award data previously included as part of the annual report is no longer required. The report template now only requires procurement payment data.

Line 1: Enter the total value of procurement payments made by your agency in FY 2014 using the corporate purchasing card. Use the A30USB11 MBE Summary Report to determine the total monthly P-card payment volume. All non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, fuel purchases, utility payments, lease payments, etc., should be removed from this total.

Please note that purchases made from control agency (DBM, DGS, DOIT) statewide contracts using the corporate purchasing card are SBR-reportable unless the

item/service is included in one of the non-reportable categories listed on the BPW/GAO documents.

One example of reportable statewide contracts payments would be purchases made from the three current DGS statewide office supply contracts, Rudolph's, Staples and AJ Stationers. All payments made by the SBR unit to these contractors are SBR-reportable.

An example of a non-reportable statewide contract would be Mansfield Oil. Fuel oil is listed on the GAO document as a non-reportable expense and therefore should not be included in the SBR reports.

Subtract the total P-card exclusion amount from the total P-card amount obtained from the MBE Summary Report. Enter the total adjusted P-card amount on Line 1 of the Summary Statement

Line 2: Enter the total payments made in FY 2014 to SBR contractors using the corporate purchasing card. Use the A30USB12 SBR detail report to determine this amount. Make any necessary adjustments to this amount based on BPW/GAO exclusions that may apply to SBR payments. Enter the final adjusted SBR P-card total on Line 2 of the Summary Statement.

REMINDER: Use the BPW/GAO procurement Exemptions list provided with these instructions as a guide to help determine what P-card purchases are/are not reportable.

ALL preferred provider or preference purchases are excluded from SBR reporting

LINES 1 and 2 P-CARD DOCUMENTATION: On the report tab labeled "P-Card Reconciliation", enter the unadjusted P-card total and list all transactions being excluded from the final total. A reason for the exclusion must be included for each transaction. For example, if 10 employee travel items are being removed from the final p-card total, those items with the excluded amounts should be listed individually on the reconciliation tab. A sample Excel P-card reconciliation template is included with these instructions.

Line 3, TOTAL PROCUREMENT PAYMENTS: Enter your unit's total reportable procurement payments on this line. Use the FMIS 067 report (column called "Reportable DV/VC Amount") or the report from your unit's financial system to obtain this figure.

Line 3 DOCUMENTATION REQUIREMENT: If you enter an amount on Line 3 that is different from the amount shown on your FMIS/finance report, you must enter a reconciliation of the differing amounts on the tab labeled "Total Expenditures Recon". For FMIS agencies, the reconciliation must begin with the reportable DV/VC amount from the 067 report. The reconciliation tab must show all transactions that have been

deleted or added to the original FMIS total. You may copy and paste the deleted 067 line items into the reconciliation tab and provide in the last, far right column a description of what the item is and, why it has been deleted.

For non-FMIS agencies, you should determine the best way to categorize and reflect the reconciliation based on the format of your financial reports.

*****As stated above in the general guidelines, the expectation is that the report preparer will work with the accounting department, control agencies and GOMA to determine whether certain payments on the 067 report, particularly direct voucher payments, are/are not reportable.

Line 4, SBR DESIGNATED PAYMENTS: This line will be auto-populated by completing the Tab entitled “2014 Designated SBR Payments”. The 067 report DOES NOT provide a breakdown of designated vs non-designated SBR payments, it only provides the total SBR payment amount.

On this SBR designated payment tab, for each contract designated for SBR only award, enter all of the award and payment information indicated. If the SBR contract was entered into ADPICS, you must provide the Blanket Purchase Order/Purchase Order number. If the contract was documented in some other system, provide your internal agency contract ID#. If the SBR contract is currently active under an option renewal period, continue to include the contract ID#, start/end date, and Total Contract Award Amount for the base contract, not the renewal contract.

Enter the actual FY 2014 payment amount in the last column (Total FY 14 Contract Payment Amount). For convenience, you may summarize all SBR contracts where the “Total Contract Award Amount” was equal to or less than \$25,000 for maintenance, commodities and services (IT and professional), or less than \$100,000 for construction. All SBR-designated contracts above these thresholds should be listed separately on Tab 2.

If the FMIS BPO/PO document was flagged correctly as a designated procurement at the time the BPO/PO was created (SBR “Y/N” field on the additional elements screen), those designated awards can be tracked using the **FMIS 068 report**. This report captures the SBR status of the vendor at the time the document was created (“SBR_Vend” column), and the designation status of the procurement (“SBR_Ind” column). Preparers are advised to run the 068 report at least once a quarter to keep track of all designated SBR contract awards so that the resulting payments can be easily identified as such on the 067 report.

Line #5, SBR NON-DESIGNATED PAYMENTS: Enter the total dollar value of all payments made to SBR contractors in FY 2014 under contracts that were not designated up front as SBR.

NOTE: The 067 report does not break down SBR payments into designated vs non-designated payments, it only reflects all SBR payments. Therefore, once the

designated amount has been determined, subtracting the designated amount from the total SBR reportable amount on the 067 report will give you the amount to be entered on Line 5.

Non-FMIS agencies must keep track of designated procurements in whatever way is suitable within their respective contracting and accounting/financial systems.

LINES 4 and 5 DOCUMENTATION REQUIREMENTS: As stated above, the FMIS 065/067 report provides you with the total SBR expenditure figure that must be segmented between Lines 4 and 5. Therefore, the total value of payments entered on Lines 4 and 5 may not exceed the total SBR expenditure amount on the FMIS report/finance report. Any additional payments must be documented on the “Total Payments Recon” tab. For all designated payments entered on Line 4, evidence of SBR designation must be made available to GOMA upon request.

Line 6: Enter the **total number of payments** made to SBR contractors in FY 2014, i.e., the total # of individual payment transactions. The FMIS Standard Report 067 summary page (last page of the report) provides this piece of data under the Column “SBE DV/VC Count”. For non-FMIS agencies, count the number of individual transactions on your financial report and enter it on Line 6. You will need to make adjustments to this number if transactions are added or deleted.

Lines 7,8 and 9: Do not enter data on these lines. They are auto-populated from data entered into other fields.

GOMA compliance staff are available to assist with any questions you may have regarding completion of the SBR quarterly or annual reports. Please direct your inquiries via email to reports.goma@maryland.gov.

**DON'T FORGET TO INPUT YOUR
AGENCY NAME
IN THE HEADER OF THE EXCEL DOCUMENTS!**