MBE REPORTING MANUAL

Prepared by Governor's Office of Small, Minority & Women Business Affairs
JULY 10, 2018

MBE REPORTING MANUAL

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REVISED REPORTING DEADLINES

Due Date	Report	Submission	Authority	Frequency
As Issued	MBE Waiver Determinations	compliance.goma@maryland.gov	COMAR 21.11.03.11	As Issued
10/31	SBR 1st Quarter Report (July 1 – Sept 30 data)	reports.goma@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
10/31	MBE 1st Quarter Report of cumulative data (July 1 – Sept 30 data) (monthly submissions of cumulative data are optional)	reports.goma@maryland.gov	COMAR 21.11.03.17	Quarterly
01/31	SBR 2nd Quarter Report (Jul 1 – Dec 31 data)	reports.goma@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
01/31	MBE 2nd Quarter Report of cumulative data (July 1 – Dec 31 data)(monthly submissions of cumulative data are optional)	reports.goma@maryland.gov	COMAR 21.11.03.17	Quarterly
04/30	SBR 3rd Quarter Report (Jul 1 – Mar 31 data)	reports.goma@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
04/30	MBE 3rd Quarter Report of cumulative data (July 1 – Mar 31 data) (monthly submissions of cumulative data are optional)	reports.goma@maryland.gov	COMAR 21.11.03.17	Quarterly
06/30 extended 7/31/2018	SBR Strategic Plan *Revised Questions*	compliance.goma@maryland.gov	COMAR 21.11.03.08; COMAR 21.13.01.03B(3); SF&P 14-505(a) Advisory 2005-1	Annual
06/30	FY18 Procurement Forecast Template	compliance.goma@maryland.gov	COMAR 21.11.03.17	Annual
07/31 Submit Annual Report instead on 10/01	SBR 4th Quarter Report (Jul 1 – June 30 data)	reports.goma@maryland.gov	COMAR 21.13.01.03A; Advisory 2009-03	Quarterly
07/31 Submit Annual Report instead on 10/01	MBE 4th Quarter Report of cumulative data (July 1 – June 30 data)(monthly submissions of cumulative data are optional)	reports.goma@maryland.gov	COMAR 21.11.03.17	Quarterly
07/31	MBE Waivers	BPW with copy to compliance.goma@maryland.gov	COMAR 21.11.03.17 (3)	Annual
07/31	FY18 MBE Strategic Plan *Revised Questions*	reports.goma@maryland.gov	COMAR 21.11.03.17	Annual
10/01	MBE FY18 Annual Report cumulative data July 1 – June 30 data	reports.goma@maryland.gov	COMAR 21.11.03.17	Annual
10/01	SBR FY18 Annual Report-**Original SBR Agencies** cumulative data July 1 – June 30 data	reports.goma@maryland.gov	SF&P 14-505; COMAR 21.13.01.03B	Annual
10/01	SBR FY18 Annual Report – **New SBR Agencies** 2017 SB309/HB0433 cumulative data Oct 1 – June 30	reports.goma@maryland.gov	SF&P 14-505; COMAR 21.13.01.03B	Annual
10/01	Veteran-Owned Small Business DUE TO BPW NOT GOSBA	http://bpw.maryland.gov/Pages/Reports-Due-to-BPW.aspx	COMAR 21.11.13.09	Annual
06/29/19	Preferred Provider next FY Forecast	DUE TO DGS NOT GOSBA	SFP 14-110	Annual
09/30?	Preferred Provider Annual Report	DUE TO DGS NOT GOSBA	SFP 14-110	Annual

MBE REPORTING OVERVIEW

All agencies are being asked to submit their individual MBE Reports to the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) on or before the close of business on **Monday, October 1, 2018.**

Accordingly, this document is meant to be used as a guideline to assist all reporting agencies:

I. All state procurement units are reminded to take great care in reporting MBE contract participation and waiver data. Procurement units should not report any MBE data (prime or subcontract dollars) in their MBE reports that is not adequately supported by auditable contract documentation.

II. All procurement units must report, in addition to MBE prime contract and subcontract award data, actual payments made to MBE prime and MBE subcontractors during the fiscal year. **Form 3 represents a comprehensive MBE contract payments and subcontractor utilization database that captures prime and subcontractor actual payments on both a fiscal year and a contract-to-date basis.** A separate set of instructions for completing the database will be provided.

III. GOSBA will provide technical assistance and support through the MBE Report Help Desk. You can quickly reach the help desk by e-mailing Lisa.Sanford@maryland.gov or calling 410.697-9600 and asking for the MBE Report Help Desk.

WHAT IS THE MBE REPORTING FORMAT?

The following reporting process will be in effect for FY 2018.

I. Procurement units will continue to complete and submit the MBE Summary Statement that summarizes the agency's contract award and payment data. The Department Secretary, University President, or Agency Head and the Chief Financial Officer must sign and submit this form to the Governor's Office of Small, Minority & Women Business Affairs. A hard copy original or electronic copy of the signed document is acceptable.

II. Procurement units will continue to submit their annual MBE report electronically in specified file formats, using the GOSBA-approved report template.

III. **Reporting Form #1 – Total Contract Awards by Procurement Categories** –Form 1 captures a summary of all reportable contract awards, including MBE prime/subcontract awards and all MBE waiver activity. Agencies should refer to http://bpw.maryland.gov/Documents/1998%202%20Attachment.pdf and/or legal counsel for assistance in determining whether a contract item is MBE-reportable.

IV. **Reporting Form #2 – Total MBE Prime Contract/MBE Subcontract Awards by MBE Classifications and Procurement Categories** –The total number and dollar value of all MBE prime and MBE subcontract awards should be included on Form 2. **NOTES**: (i) If you report the full value of a MBE prime contract award in the second input area of Form 2, DO NOT include

any related MBE subcontract awards at the top of Form 2. Doing so will result in an overstatement of your unit's MBE activity. (ii) To avoid overstating participation of dually-certified MBEs, be sure to include the affected businesses in only one of the MBE categories. Directions for completing Reporting Forms 1 and 2 have been provided in a separate document.

V. **Reporting Form #3 – Annual MBE Procurement Report Database** – Instructions for either importing data or manual entry are contained herein. If you key-punched data into the Form 3 web portal you will be required to do so again. DATA SUBMISSION DUE DATE of Monday October 1, 2018.

VI. **MBE CONTRACT INVENTORY** in Excel spreadsheet format. The Detail Report captures the contracts awarded to MBEs in FY, the names of those MBE prime and subcontractors, and their MBE classifications. Instructions for completing this report have been provided in a separate section and document. *This information should support the data input onto Form 2, make sure to include vendors from direct vouchers and credit card payments too.*

REGULATORY AUTHORITY

I. In accordance with COMAR 21.11.03.17 MBE Reporting, each procurement unit shall make a report annually to the Office of Small, Minority & Women Business Affairs that includes:

a. The total number, value, and description of its procurements from State-certified MBEs as prime contractors, and separately as subcontractors, by business name and specific MBE classification;

b. The percentages, by specific classification of MBE, that purchases represent of the total number and value of its procurements for the fiscal year just ended;

c. The number of MBE waivers granted; and

d. An evaluation by the procurement agency of the success of its MBE program, which evaluation shall include a brief description of the procurement agency's outreach efforts to MBE prime contractors and MBE subcontractors.

II. Each procurement agency shall furnish any other information or periodic reports requested by the Governor's Office of Small, Minority & Women Business Affairs and the Department of Transportation in connection with MBE certification and procurement, or any other matters related to the administration, effectiveness, or continuation of the Minority Business Enterprise Program.

III. The Governor's Office of Small, Minority & Women Business Affairs shall prepare an annual report summarizing certified MBE participation throughout the State, for submission by the end of each calendar year to the Board of Public Works, the Legislative Policy Committee of the Maryland General Assembly, and to each procurement agency.

MBE REPORTING REQUIREMENTS & CRITERIA

I. In accordance with COMAR 21.11.03.15 Certification - General, the Department of Transportation is the agency designated to certify, recertify, and decertify minority business enterprises. A procurement agency may not permit a business to participate in procurement as a certified MBE

unless the Department of Transportation has certified it as a minority business enterprise.

II. Pursuant to COMAR 21.11.05.08 Minority Business Status, in calculating compliance with the certified Minority Business Enterprise goals under COMAR 21.11.03 and for reporting purposes under COMAR 21.11.03.17, a procurement agency may:

a. May exclude from its total annual procurements the annual dollar value of its contracts with Maryland Correctional Enterprises (MCE).

III. a. **DGS Contracts:** Regarding AWARDS, ***agency-specific*** commodities and maintenance contracts awarded by or through the Department of General Services (DGS) should be included on the ***agency's*** annual report on Forms 1 and 2. Non-delegated DGS contracts (i.e., Statewide, Capital Construction, etc.) should be excluded from Forms 1 and 2, as DGS will report these awards.

~~i.~~ Regarding EXPENDITURES, all MBE expenditures **from DGS statewide contracts and delegated contracts** should be included on the using agency's Form 3 Payments/Subcontractor Utilization Database

DGS Procurements	Form1 & 2 - Awards	Form3 - Payments
DGS Agency Specific	Agency Reports	Agency Reports
DGS Non-delegated	DGS Reports	Agency Reports

b. **DoIT/DBM Master Contracts:** Certain Department of Budget and Management (DBM) and Department of Information Technology (DoIT) master contracts have been *DELEGATED* to the using agency for purposes of MBE compliance and reporting. All task order **awards** made from these delegated contracts should be reported on Forms 1 and 2 by the using agency. **Payments** made to task order contractors (MBE prime and MBE subcontractor) during FY 2017 are to be reported by the using agency on Form 3.

For *NON-DELEGATED* DoIT/DBM Statewide contracts, agencies should report only expenditures to MBEs in the Form 3 Payments/Subcontractor Utilization Database. (See the DBM website http://dbm.maryland.gov/proc-contracts/Pages/MBEDelegation.aspx (BE SURE TO REVIEW THIS LINK) and the DOIT Master Contracts (on the GOSBA website) for the most current list of contracts for which MBE responsibility has been delegated.)

DoIT/DBM Procurements	Form1 & 2 - Awards	Form3 - Payments
Delegated	Agency Reports	Agency Reports
DGS Non-delegated	DGS Reports	Agency Reports

c. **Multi-year contracts:** The full value of a multi-year contract should be reported on Forms 1 and 2 in the year that the multi-year contract was awarded. Ex: A 3-year contract for $4,000,000 was awarded on November 12, 2017 by Agency X. The contract includes 2 one-year option periods and has a 25% MBE subcontracting goal. For FY 2018, Agency X should include the entire $4,000,000 award on Form 1, and the $1,000,000 subcontract amount on Form 2 in the appropriate MBE categories

Form 3 MBE payment/subcontractor utilization data for multi-year contracts should reflect

the actual payments disbursed to all MBE prime contractors and MBE subcontractors during: a) the current fiscal year reporting period, and b) contract-to-date. *(NOTE: This data input is very important as it is the basis for the compliance calculation.)*

d. **Contract modifications:** Changes to contracts that increase the overall contract value (i.e., change orders, extra work orders, supplemental agreements, contract amendments, etc.) are part of the agency's contract award activity and are to be reported in the year in which the modification is issued. Any MBE participation associated with the modification amounts should be included. *Unfortunately for both FMIS and non-FMIS users gathering this MBE Subcontractor information is a manual process, so please be mindful to allocate time to do this research.*

e. **Direct Vouchers:** Direct Vouchers are considered one-time-only procurement reportable purchases to be reported as awards on Forms 1 and 2 and as payments on Form 3. However, direct vouchers that represent DGS statewide master contract purchases or non-delegated DBM or DoIT contracts should only be reported as payments on Form 3. Do not report these voucher amounts as awards on Forms 1 and 2, as the control agencies have already reported these contracts on Forms 1 and 2 of their annual MBE report. *Refer to the tables in items a. & b. above.*

f. **Corporate Purchasing Cards:** P-card procurement reportable purchases are to be reported as awards on Forms 1 and 2, and as payments on Form 3 with the following exception: P-card purchases from all non-delegated DBM, DGS, and DoIT contracts should be excluded from Forms 1 and 2, as the control agency (DBM, DoIT or DGS) has already reported these contracts as part of their annual MBE report.

g. **MBE Prime Contracts:** PLEASE NOTE: For Forms 1 and 2 only, MBE subcontractor participation associated with a MBE prime contract award may not be reported twice. If the procurement unit reports the full value of the MBE prime contract in the MBE Prime Awards section on Form 2, the value of the MBE subcontract participation for that contract cannot be included in the MBE Subcontract Awards section of Form 2. *See page 22 for illustrated example*

DEFINITIONS

I. **Architectural Services** *COMAR 21.01.02.01 Definitions* - Professional or creative work that is performed in connection with the design and supervision of construction or landscaping, and that requires architectural education, training and experience. Architectural services include consultation, research, investigation, evaluation, planning, design, document preparation, and coordination of services furnished by structural, civil, mechanical and electrical engineers and other consultants.

II. **Certification** *COMAR 21.01.02.01 Definitions* - The process of ensuring that a legal entity is a MBE via a determination by the Maryland Department of Transportation (MDOT) per procedures outlined in *COMAR 21.11.03.*

III. Construction *COMAR 21.01.02.01 Definitions* -The process of building, altering, repairing, improving or demolishing any structure, building, or other improvement to

real property.

IV. Construction Related Services *COMAR 21.01.02.01 Definitions - A* service that is necessary for construction and maintenance of a public improvement project. These services include feasibility studies, surveying, construction management, inspection, energy audits, interior design, design and installation of telecommunication systems, etc.

V. Engineering Services *COMAR 21.01.02.01 Definitions* - Professional or creative work that is performed in connection with structures, utilities, machines, buildings, equipment and processes which require engineering education, training and experience in the application of special knowledge in the mathematical, physical and engineering sciences.

VI. Human, Social, Cultural & Educational Services *COMAR 21.01.02.01 Definitions* - Contractual services procured by the Department of Health & Mental Hygiene, Human Resources, Labor, Licensing and Regulation, Juvenile Justice and Aging in order to provide support, care or shelter directly to third party clients. All procurements meeting this description must be reported in this category regardless of the dollar amount.

VII. Information technology *COMAR 21.01.02.01 Definitions* - Means all electronic information-processing hardware and software, including:

- Maintenance
- Telecommunications; and
- Associated consulting services

VIII. Maintenance *COMAR 21.01.02.01 Definitions* - Any work necessary for the continued operation or maintenance of a facility, structures, building, grounds, or building systems. This includes, but is not limited to janitorial services, landscaping services and trash removal.

IX. Minority Business Enterprise (MBE) *COMAR 21.01.02.01 Definitions* - Any legal entity, other than a joint venture, organized to engage in commercial transactions, which is at least 51% owned, managed, and controlled by one or more MBE(s).

X. Minority Business Status *COMAR 21.11.05.08 Definitions* - In calculating compliance with the certified Minority Business goals under COMAR 21.11.03 and for reporting purposes under COMAR 21.11.03.17 a procurement agency May exclude from its total annual procurements the annual dollar value of its contracts with Maryland Correctional Enterprises.

XI. Minority Person *COMAR 21.11.03.03 Definitions- A* member of one of the following socially or economically disadvantaged groups:

- African American (not of Hispanic origin)
- Asian American
- Hispanic American
- Native American
- Women
- Individual with disability owned businesses

XII. **Service** *COMAR 21.01.02.01 Definitions* - (excluding Architectural, Construction Related, Engineering, Human and Maintenance Services) - the rendering of time, effort or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. It includes, but is not limited to, the professional, personal and/or contractual services provided by attorneys, accountants, physicians, consultants, appraisers, land surveyors, advertisers and exterminators. It is also associated with the provision of expertise or labor in areas such as: property management, security, waste disposal, pest control, trash removal, window cleaning, computer hardware, snow removal and office equipment.

XIII. **Supplies & Equipment** *COMAR21.01.02.01* Definitions - All tangible personal property, including equipment leases, insurance, printing, food, building materials, office supplies and materials, and other items needed to support normal operations.

FY 2019 MBE STRATEGIC PLAN

Responses are due as soon as possible but not later than July 31, 2018.

Answer the following questions and inquiries in as much detail as possible using current and projected procurement award data for your procuring unit:

FY2018 Activity:

MBE Prime Contractors

1) Since FY2016, how many MBE *Prime* contracts valued at **greater than $15,000 ($25,000 for the universities)** were awarded from a **competitive solicitation** that were publicly advertised? (Hint: you can pull the data from "MBE Contracts Inventory" spreadsheet typically submitted with the Annual MBE Reports). DO NOT INCLUDE CUMULATIVE CREDIT CARD PAYMENTS)

FY16	FY17	FY18
{insert #MBE Primes)	{insert #MBE Primes)	{insert #MBE Primes)

2) Out of all the competitively bid contracts awarded by your procuring unit in FY2018, how many were valued at more than $200,000? What efforts did your agency make to direct solicit MBEs to bid on these opportunities?

3) What, if any, attempts were made by your procuring unit to organize and restructure large procurements in a way that allowed for more MBE businesses to compete effectively per BPW (Board of Public Works) Advisory 2001-1? Please explain or

provide examples.

4) What percentage of discretionary credit card purchases went to MBE's since FY2016? (See FORM1 Credit Card row)

FY16	FY17	FY18
{insert %)	{insert %)	{insert %)

a) What specific measures were in place to ensure that card holders were aware to solicit MBE/SBR businesses when making purchasing decisions?

MBE Goal Setting

5) Describe the methods your agency is making to establish subcontracting opportunities.

6) Is your MBE liaison an integral part (has voting rights) of your decision to establish overall and/or subgoals for each contract. Please describe.

a) Is the Liaison a signatory on the PRG (Procurement Review Group)?

7) During the PRG process are the core work components being targeted for subcontracting opportunities vs. ancillary areas not relevant to technical deliverables?

Outreach/Collaboration Function

8) List any type of MBE/SBR/VSBE outreach events or activities that your agency unit participated in during FY2018.

9) Please attach any type of brochure, weblink or materials you use to help businesses know how to do business with your agency.

10) Other than the PRG process, what other mechanisms were used to ensure that all purchasing decision makers included MBE businesses by their direct soliciting, outreach, purchasing, and contracting activity.

11) Who does the MBE Liaison report to directly, please include name and title?

12) Who does the MBE Liaison interact with within the Agency on a regular basis?

13) Does the Liaison engage in knowledge sharing (of ideas, best practices, training, outreach events, MBE referrals) with other departments or outside your agency?

What is the frequency?

14) Does your MBE Liaison have an opportunity to review your Agency Procurement Forecast prior to submission to GOSBA in order to offer feedback or make recommendations? If not, they should be involved in the process.

15) How does your agency communicate directly with the MBE Community? And what is the frequency and method?

16) Does your agency maintain an internal or public vendor database? If this link is public, please include link here: _____. GOSBA's goal is to notify the business community via information/links on our website.

FY2019 MBE Strategic Plan

MBE Prime Contractors

1) What specific action steps will be taken to increase the number of MBE Prime Contracts?

2) How will you quantify the data regarding the number of new MBEs utilized?

3) What specific action steps will be taken to implement MBE Best Practices such as:

a) Offering information to MBE Vendors on how to do business with your agency?

b) How do you facilitate matchmaking for MBE (SBR/VSBE) vendor community to the buyers of their services/commodities within your agency?

c) Offering one-on-one meetings to MBEs?

d) Providing advance notice to MBEs of upcoming procurements?

e) Connecting credit card holders and small procurement purchasers directly to MBE businesses who sell what the card holders and buyers are purchasing?

i.) Who will regularly monitor agency credit card and small purchases for the purpose of holding card holders/buyers accountable for using MBE businesses whenever possible?

ii.) When and how often will progress on this credit card/small purchases initiative be communicated to leadership?

4) What specific new methods, tools or strategies will be used to identify and reach out to MBE businesses who sell what your organization buys, but have not yet been directly solicited by your unit to respond to your purchasing needs?

Outreach/Collaboration Function

5) In FY2019, how many organized outreach events will your unit conduct on its own, or in conjunction with other agencies, for the sole purpose of targeting new MBE businesses and providing detailed information to these businesses on what your unit will be purchasing over the next 12 months?

6) Are you aware of GOSBA's successful FREE Technical Trainings? If not, please link your website to our schedule.
http://www.gomdsmallbiz.maryland.gov/Pages/Technical-Training-Classroom.aspx

7) How do you plan to interact with other agencies, more importantly sister agencies? Who do you consider your sister agency?

8) What new monitoring mechanisms will you employ to measure the impact of your outreach (internal and external) activities?

9) How do you plan to engage in communicating with the MBE community and with what frequency?

Additional

There is no minimum required length for the narrative response, however, at minimum, it must directly address each inquiry listed above in a clear, understandable manner. Please ensure your submission has the signatures indicated below.

Responses are due as soon as possible but not later than
Tuesday, July 31, 2018.

Please address your questions pertaining to this document to
Lisa.Sanford@maryland.gov for quickest response.
Please forward your responses to the Governor's Office of Small, Minority, and Women Business Affairs Compliance mailbox: compliance.goma@maryland.gov.

Print Name and Signature of MBE Liaison: Date:

Print Name and Signature of Agency Head/Designee: Date:

FMIS/ANSWERS DATA COLLECTION CHECKLIST

The following checklist will assist you in your efforts to collect and compile all of the data necessary to complete and submit an accurate summary of your agency's procurement activity, including Minority Business Enterprise (MBE) prime contract and subcontract awards and payments:

☐ Generate the following FMIS/ANSWERS MBE Reports:

a) PCHL709 (BPO/PO Change Orders from contracts awarded in prior fiscal years)
b) PCHL710 (Contract Awards Detail) run by award date
c) PCHL711 (Contract Awards Summary) Use Waiver Data Only
~~d) PCHL713 (MBE Prime Contract Awards by Ethnicity)~~ Reference Document Only
e) PCHL717 (MBE Prime Payments by Direct Voucher; no BPO/PO)
f) PCHL718 (MBE Prime Voucher Payments made from BPO/PO)
g) PCHL719 (MBE Subcontractor Payments)
h) PCHL 720 (MBE Subcontract Awards) run by award date
i) PCHL 721 or VIEWDIRECT A30USB11(P-Card Total/MBE Purchases)

Cut along dotted line and post in visible spot

FMIS CHEAT SHEET

AWARDS = ANSWER reports 709, 710, 717, 720 & 721 OR VIEW DIRECT A30USB11

PAYMENTS = ANSWER reports 717, 718, 719 & 721 OR VIEW DIRECT A30USB11

Reminder: Direct Vouchers and P-card purchases* are reported as both AWARDS and PAYMENTS.

With the exception of control agency statewide contracts

FY ANNUAL MBE AWARDS REPORTING INSTRUCTIONS (FORM 1 & 2)

The Governor's Office of Small, Minority & Women Business Affairs continues to simplify the reporting process by preparing Excel spreadsheets for agencies to complete and submit. The spreadsheets are color coded to assist the using agencies in entering the needed data. Once the data is entered and saved, the agencies are to email the completed spreadsheets as an attachment to REPORTS.goma@MARYLAND.GOV. Spreadsheets are located here: http://goma.maryland.gov/Pages/Reporting-Tool-MBE.aspx

Instructions for completing the spreadsheets follow.

Please Read: The spreadsheets are used to enter contract awards data. This data is different than actual payments data. "**Form 1 - Contract Awards**" are the anticipated amount of the base period of the contract when it was first awarded or renewed. "**Form 2 - MBE Subcontract Awards**" are the prime contractor's MBE commitments when the contract was first awarded or renewed. "**Form 3 - Actual Payments**" are the confirmed MBE payment amounts actually paid for services rendered or products purchased.

The awards spreadsheet file contains two spreadsheets that are linked with formulas that will calculate contract awards by (1) MBE Classification and (2) Procurement Category. The spreadsheets are password protected to prevent the accidental overwriting of formulas needed to calculate the minority participation totals and percentages. There are two spreadsheets that require department or agency data input.

Make sure you are using the most current Annual Report Template!!!

Completing Reporting Form #2 (first tab at the bottom of the screen)

It is recommended that agencies complete Reporting Form #2 first. This spreadsheet is subdivided by (1) MBE Classification and (2) Procurement Category. These subdivisions are listed below. Agencies are to continue providing data for dually-certified firms and certified disadvantaged firms (highlighted).

MBE Classification – Column Titles

- African American
- Asian American (includes Sub-Continent & Pacific Asian)
- Hispanic American
- Native American
- Woman
- African American Woman
- Asian American Woman
- Hispanic American Woman
- Native American Woman
- Disabled
- ~~Non-Profit (Certified)~~
- ~~Community Service Provider (formerly Sheltered Workshop) (Certified)~~
- Disadvantaged

Procurement Category – Row Titles

- Architectural
- Engineering
- Construction
- Construction-Related Services
- Maintenance
- Services
- Supplies & Equipment
- IT Services
- IT Supplies & Equipment
- Human, Cultural, Social & Educational Services
- Corporate Credit Card (MBE Prime Only)
- Direct Voucher (MBE Prime Only)

The yellow cells of this spreadsheet are the areas designed for data input. The blue cells contain formulas and are write-protected. In addition, the worksheet is also write-protected to avoid unauthorized alterations.

The top input area is entitled *"Total Subcontract Awards by MBE Classifications and Procurement Categories."* This is where you will enter the MBE subcontract awards data. Enter the subcontract awards data in the yellow cells as appropriate. For example, if you have African American subcontract award data for "Construction", you would enter the **total dollar value** of all African American construction **subcontracts** awarded during the fiscal year. Next, you would enter the **total number** of all African American construction subcontracts awarded during the fiscal year. The same would be completed for each MBE classification and procurement category as appropriate (see Figure 1).

Figure 1

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women
Architectural	Total Dollars	$56,000	$0	$0	$0	$0	$0	$0
	# of Contracts	2	0	0	0	0	0	0
Engineering	Total Dollars	$0	$35,000	$0	$0	$0	$0	$0
	# of Contracts	0	7	0	0	0	0	0
Construction	Total Dollars	$0	$0	$246,578	$0	$5,000,000	$0	$0
	# of Contracts	0	0	3	0	55	0	0
Construction Related Services	Total Dollars	$23,450	$5,607,890	$0	$560,000	$0	$0	$0
	# of Contracts	2	1	0	4	0	0	0
Maintenance	Total Dollars	$45,678	$0	$0	$0	$0	$0	$0
	# of Contracts	7	0	0	0	0	0	0
Services	Total Dollars	$611,838	$345,890	$2,869,073	$0	$2,214,638	$929,684	$120,203
	# of Contracts	4	2	2	0	3	3	1
Supplies & Equipment	Total Dollars	$26,000	$20,000	$30,000	$45,000	$65,900	$0	$0
	# of Contracts	1	2	3	4	5	0	0
IT Services	Total Dollars	$65,000	$34,500	$0	$0	$0	$0	$0
	# of Contracts	1	3	0	0	0	0	0
IT Supplies & Equipment	Total Dollars	$0	$98,765	$0	$0	$0	$0	$0
	# of Contracts	0	8	0	0	0	0	0
Human, Cultural, Social & Educational Services	Total Dollars	$25,000	$0	$0	$0	$0	$0	$0
	# of Contracts	1	0	0	0	0	0	0
Totals	Total Dollars	$852,966	$6,142,045	$3,145,651	$605,000	$7,280,538	$929,684	$120,203
	# of Contracts	18	23	8	8	63	3	1

The next input area is entitled *"Total Prime Contract Awards by MBE Classifications and Procurement Categories."* This is where you will enter the MBE prime contract awards data. Enter the MBE prime contract awards data in the yellow cells as appropriate. For example, if you have African American awards data for "Construction", you would enter the **total dollar value** of all African American construction **prime contracts** awarded during the fiscal year. Next, in the cell below the dollar value you would enter the **total number** of all African American construction prime contracts awarded during the fiscal year. The same would be completed for each MBE classification and procurement category as appropriate (see Figure 2).

Figure 2

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
Architectural	Total Dollars	$0	$567,892	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	2	0	0	0	0	0	0	0	0			
Engineering	Total Dollars	$105,200	$0	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	1	0	0	0	0	0	0	0	0	0			
Construction	Total Dollars	$0	$0	$0	$0	$2,569,314	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	0	13	0	0	0	0	0			
Construction Related Services	Total Dollars	$0	$0	$0	$26,598	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	1	0	0	0	0	0	0			
Maintenance	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	0	0	0	0	0	0	0			
Services	Total Dollars	$44,335	$213,960	$1,652,359	$0	$2,923,398	$226,834	$26,070	$0	$0	$0			
	# of Contracts	4	5	1	0	16	19	2	0	0	0			
Supplies & Equipment	Total Dollars	$5,688	$77,262	$5,507	$0	$84,079	$0	$19,756	$0	$0	$0			
	# of Contracts	4	37	7	0	15	2	1	0	0	0			
IT Services	Total Dollars	$128,945	$43,158	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	1	1	0	0	0	0	0	0	0	0			
IT Supplies & Equipment	Total Dollars	$42,580	$19,687	$0	$0	$205,631	$0	$0	$0	$0	$0			
	# of Contracts	1	3	0	0	1	0	0	0	0	0			
Human, Cultural, Social & Educational Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			
	# of Contracts	0	0	0	0	0	0	0	0	0	0			
Corporate Credit Card	Total Dollars	$12,219	$52,537	$1,949	$0	$92,050	$32,049	$0	$0	$0	$0			
	# of Contracts	18	30	9	0	104	37	0	0	0	0			
Direct Voucher	Total Dollars	$42,507	$36,500	$1,588	$0	$11,452	$103,596	$1,699	$0	$0	$0			
	# of Contracts	94	1	2	0	7	43	4	0	0	0			
Total	Total Dollars	$381,474	$1,010,996	$1,661,403	$26,598	$5,885,924	$362,479	$47,525	$0	$0	$0			$0
	# of Contracts	123	79	19	1	156	101	7	0	0	0			0

IMPORTANT NOTE: The addition of the dual-certification categories eliminates double counting of firms certified as Women and one of the other ethnic categories. For example, awards to firms certified as "Hispanic/Female" in the MDOT MBE Directory would be included in the "Hispanic Women" column of the input areas. Similarly, awards to firms certified as "Female/Asian" in the MBE Directory would be included in the "Asian Women" column.

When you have entered all of the information by MBE classification and procurement category as appropriate, the blue cells will calculate total dollars awarded and total contracts awarded. This information will be calculated by MBE Classification in the bottom blue cells and calculated by Procurement Category in the blue cells to the far right. Figure 2 illustrates the blue calculated fields previously discussed.

Beginning with FY 2009 reporting, a third input area was added, *"Total MBE Prime and Subcontract Awards by MBE Classifications and Procurement Categories."* This table does not require any data entry, and all of the cells are in blue to indicate that it calculates the total MBE prime & subcontract awards entered in the previous tables. Figure 3 illustrates the automatic calculations.

Figure 3

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
Architectural	Total Dollars	$56,000	$567,892	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	2	2	0	0	0	0	0	0	0	0			0
Engineering	Total Dollars	$105,200	$35,000	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	1	7	0	0	0	0	0	0	0	0			0
Construction	Total Dollars	$0	$0	$246,578	$0	$7,569,314	$0	$0	$0	$0	$0			$0
	# of Contracts	0	0	3	0	68	0	0	0	0	0			0
Construction Related Services	Total Dollars	$23,450	$5,607,890	$0	$586,598	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	2	1	0	5	0	0	0	0	0	0			0
Maintenance	Total Dollars	$45,678	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	7	0	0	0	0	0	0	0	0	0			0
Services	Total Dollars	$656,173	$559,850	$4,521,432	$0	$5,138,036	$1,156,518	$146,273	$0	$0	$0			$0
	# of Contracts	8	7	3	0	19	22	3	0	0	0			0
Supplies & Equipment	Total Dollars	$31,688	$97,262	$35,507	$45,000	$149,979	$0	$19,756	$0	$0	$0			$0
	# of Contracts	5	39	10	4	20	2	1	0	0	0			0
IT Services	Total Dollars	$193,945	$77,658	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	2	4	0	0	0	0	0	0	0	0			0
IT Supplies & Equipment	Total Dollars	$42,580	$118,452	$0	$0	$205,631	$0	$0	$0	$0	$0			$0
	# of Contracts	1	11	0	0	1	0	0	0	0	0			0
Human, Cultural, Social & Educational Services	Total Dollars	$25,000	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0
	# of Contracts	1	0	0	0	0	0	0	0	0	0			0
Corporate Credit Card	Total Dollars	$12,219	$52,537	$1,949	$0	$92,050	$32,049	$0	$0	$0	$0			$0
	# of Contracts	18	30	9	0	104	37	0	0	0	0			0
Direct Voucher	Total Dollars	$42,507	$36,500	$1,588	$0	$11,452	$103,596	$1,699	$0	$0	$0			$0
	# of Contracts	94	1	2	0	7	43	4	0	0	0			0
Total	Total Dollars	$1,234,440	$7,153,040	$4,807,054	$631,598	$13,166,462	$1,292,163	$167,728	$0	$0	$0			$0
	# of Contracts	141	102	27	9	219	104	8	0	0	0			0
% of Contract Awards		1.08%	6.28%	4.22%	0.55%	11.56%	1.13%	0.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Contract Awards from Form 1		$113,847,885												

After you have entered all of your data in the appropriate yellow cells, make sure that you enter the required information in the cells located above and below the data grids. Please enter the following information in the appropriate locations:

- Reporting Department/Agency – The name of your agency
- Authorized by – The name and title of the department/agency head
- Date – The authorization date
- Prepared by – The name and title of the person who prepared the report
- Date – The date that the report was prepared by the preparer
- Telephone – The telephone number of the preparer
- Email address – The email address of the preparer

Please make sure to save the file after you have entered the data on the spreadsheet.

Completing Reporting Form #1 (second tab at the bottom of the screen)

It is recommended that agencies complete Reporting Form #1 next. A snapshot of the spreadsheet with sample data is shown in Figure 4.

Figure 4

Minority Business Enterprise Annual Procurement Report — **Reporting Form #1**

Reporting Department/Agency: Agency Name

Fiscal Year 20XX Reporting Month: July 1, XX - June 30, XX (cumulative to date)

Total Contract Awards by Procurement Categories

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE Subcontracts Awarded	Total MBE Subcontract Dollar Value Awarded	Total # of MBE Contracts Awarded- Prime & Sub	Total $ of MBE Contracts Awarded- Prime & Sub	Total MBE Participation Percentage
Architectural	66	767,387			2	$567,892	2	$56,000	4	$623,892	81.30%
Engineering	10	70,235,987	1	$1,500,002	1	$105,200	7	$35,000	8	$140,200	0.20%
Construction	42	18,523,695			13	$2,569,314	58	$5,246,578	71	$7,815,892	42.19%
Construction Related Services	10	10,000,000			1	$26,598	7	$6,191,340	8	$6,217,938	62.18%
Maintenance	19	126,864			0	$0	7	$45,678	7	$45,678	36.01%
Services	485	55,896,354	2	$1,600,000	47	$5,086,956	15	$7,091,327	62	$12,178,283	21.79%
Supplies & Equipment	185	4,441,713			66	$192,292	15	$186,900	81	$379,192	8.54%
IT Services	18	1,112,549			2	$172,103	4	$99,500	6	$271,603	24.41%
IT Supplies & Equipment	22	893,932			5	$267,897	8	$98,765	13	$366,662	41.02%
Human, Cultural, Social & Educational Services	2	56,239			0	$0	1	$25,000	1	$25,000	44.45%
Corporate Credit Card	1,400	1,600,002			198	$190,804			198	$190,804	11.93%
Direct Voucher	85	4,369,258			151	$197,341			151	$197,341	4.52%
Totals	2,344	$168,023,980	3	$3,100,002	486	$9,376,398	124	$19,076,088	610	$28,452,485	16.93%

Note(s):

Prepared by: MBE Director
Name and Title

Date:

Telephone: 410-767-9999

Email Address: mr.liaison@maryland.gov

Additional notes:

The yellow cells and Notes section of this spreadsheet are the areas designed for data input. The blue cells contain formulas and are write-protected.

Note: You must enter data in the appropriate yellow data cells of this spreadsheet for the MBE participation percentages to calculate. Data entry, by Procurement Category, must be entered in the yellow cell columns identified below.

- **Total # All Prime Contracts (Including MBE)** – Enter the **total number** of all prime contracts awarded by your department/agency for the fiscal year. This would include the **total number** of prime contracts awarded to non-MBE and MBE contractors.
- **Total All Prime Contracts Dollar Value Awarded (Including MBE)** – Enter the **total dollar value** of all prime contracts awarded by your department/agency for the fiscal year. This would include the **total dollar value** of prime contract awards to non-MBE and MBE contractors.
- **Total # of Prime Contract Waivers** – Enter the **total number** of all prime contracts including MBE prime contracts that received MBE Participation Goal Waivers by your department/agency for the fiscal year.

- **Total Dollar Value of Prime Contract Waivers** – Enter the **total dollar value** of all prime contracts including MBE prime contracts that received MBE Participation Goal Waivers by your department/agency for the fiscal year.
- **MBE Participation Calculation** Quality Control – For each procurement category Architectural through HCSE, the MBE participation should never be greater than 100%. If calculation is greater than 100%, double check your denominator to make sure it includes all reportable awards including the Awards to MBE Primes and MBE Subs.

Minority Business Enterprise Annual Procurement Report — Reporting Form #1

Reporting Department/Agency: _____

Fiscal Year 2015

Total Contract Awards by Procurement Categories

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE Subcontracts Awarded	Total MBE Subcontract Dollar Value Awarded	Total # of MBE Contracts Awarded-Prime & Sub	Total $ of MBE Contracts Awarded-Prime & Sub	Total MBE Participation Percentage
Architectural					0	$0	0	$0	0	$0	0.00%
Engineering					0	$0	0	$0	0	$0	0.00%
Construction					0	$0	0	$0	0	$0	0.00%
Construction Related Services					0	$0	0	$0	0	$0	0.00%
Maintenance					0	$0	0	$0	0	$0	0.00%
Services					0	$0	0	$0	0	$0	0.00%
Supplies & Equipment					0	$0	0	$0	0	$0	0.00%
IT Services					0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment					0	$0	0	$0	0	$0	0.00%
Human, Cultural, Social & Educational Services					0	$0	0	$0	0	$0	0.00%
Corporate Credit Card					0	$0			0	$0	0.00%
Direct Voucher					0	$0			0	$0	0.00%
Totals	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%

Note(s):

Denominator

Numerator

MBE Participation should

MBE PARTICIPATION CALCULATION:

NUMERATOR

(MBE AWARDS detailed on FORM 2)

_____

DENOMINATOR

(Agency's Total Reportable Awards FORM 1 which includes MBE Prime and Sub Awards)

- ❑ **New Awards and Option Renewals**
- ❑ **Change Orders**
- ❑ **Direct Vouchers and**
- ❑ **Credit Card Purchases**

Figure 5 shows a picture of the yellow input cells where the data discussed above is entered. **Please remember** that the MBE participation percentages **will not calculate** if the appropriate information is not entered in the yellow cells as illustrated below.

Figure 5

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers
Architectural				
Engineering				
Construction				
Construction Related Services				
Maintenance				
Services				
Supplies & Equipment				
IT Services				
IT Supplies & Equipment				
Human, Cultural, Social & Educational Services				
Corporate Credit Card				
Direct Voucher				
Totals				

After you have entered all of your data in the appropriate yellow cells, make sure that you enter the required information in the cells located below the data cells. Please enter the following information in the appropriate locations:

- Authorized by – The name and title of the department/agency head
- Date – The authorization date
- Prepared by – The name and title of the person who prepared the report
- Date – The date that the report was prepared by the preparer
- Telephone – The telephone number of the preparer
- Email address – The email address of the preparer

Please make sure to save the file after you have entered the data on Reporting Form #1.

Additionally, please remember to save a copy of the spreadsheet file for your records. If corrections are required, you can simply make those corrections and resubmit your corrected input to GOSBA. Please indicate that you are re-submitting a corrected spreadsheet when you transmit your file.

Avoid Double Counting AWARDS!

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

Y% MBE Subcontractor Award

100%

Technical Support Availability

GOSBA will provide technical support for those who need assistance entering data into the spreadsheet. If you think you need help, please contact the GOSBA Help Desk at (410) 697-9600.

Data Submission Requirements

All *electronic Excel versions* of the Form1 and Form2 must be completed and submitted to GOSBA by close of business on **Monday, October 1, 2018.** **Do not submit an altered or agency developed spreadsheet, or a PDF copy of the spreadsheet. Altered spreadsheets and PDF copies cannot be used to compile the Statewide report. Therefore, your altered submission will be returned to the submitting agency and you will be considered in non-compliance with the MBE reporting requirements.**

Documentation supporting the annual report awards and payments must be submitted to GOSBA. (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 email, Google Drive or FTP to REPORTS.GOMA@MARYLAND.GOV by **October 2, 2018**.

Reconciled means spreadsheets downloaded from ANSWERS/your agency financial or procurement system that contain (a) original raw data, (b) additions/subtractions (exclusions), (c) various sorts of the data that support entries on FORM 1 & 2.* ***SHOW YOUR WORK!*

Please email your spreadsheet and supporting documentation submission to:

REPORTS.GOMA@MARYLAND.GOV

Submit
ANNUAL REPORT TEMPLATE
in EXCEL FORMAT

MANUAL DATAENTRY FORM3 PAYMENT WEBPORTAL

FORM3 WEB PORTAL DATA ENTRY

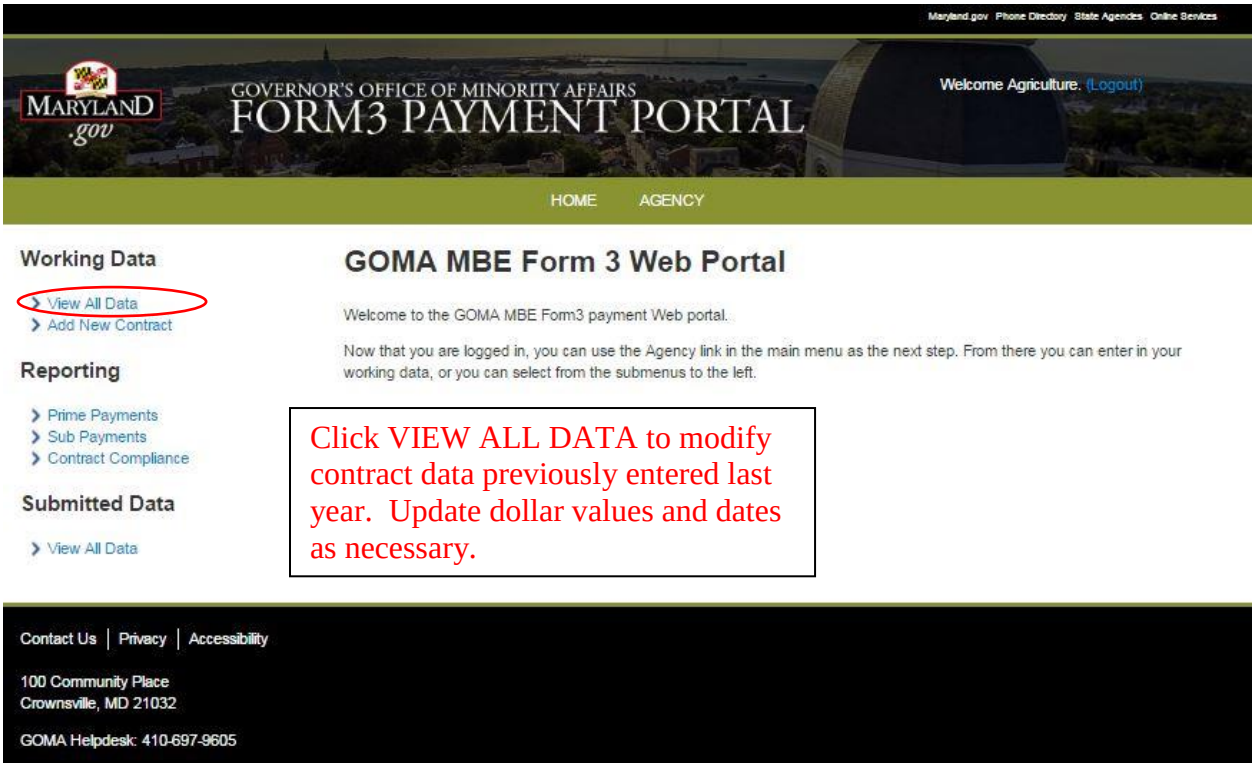
The link is: https://doit.state.md.us/MBEForm3/

This link works in both Internet Explorer and Google Chrome. If you should receive a certification error just manually type in the URL or remove the "s" from http.

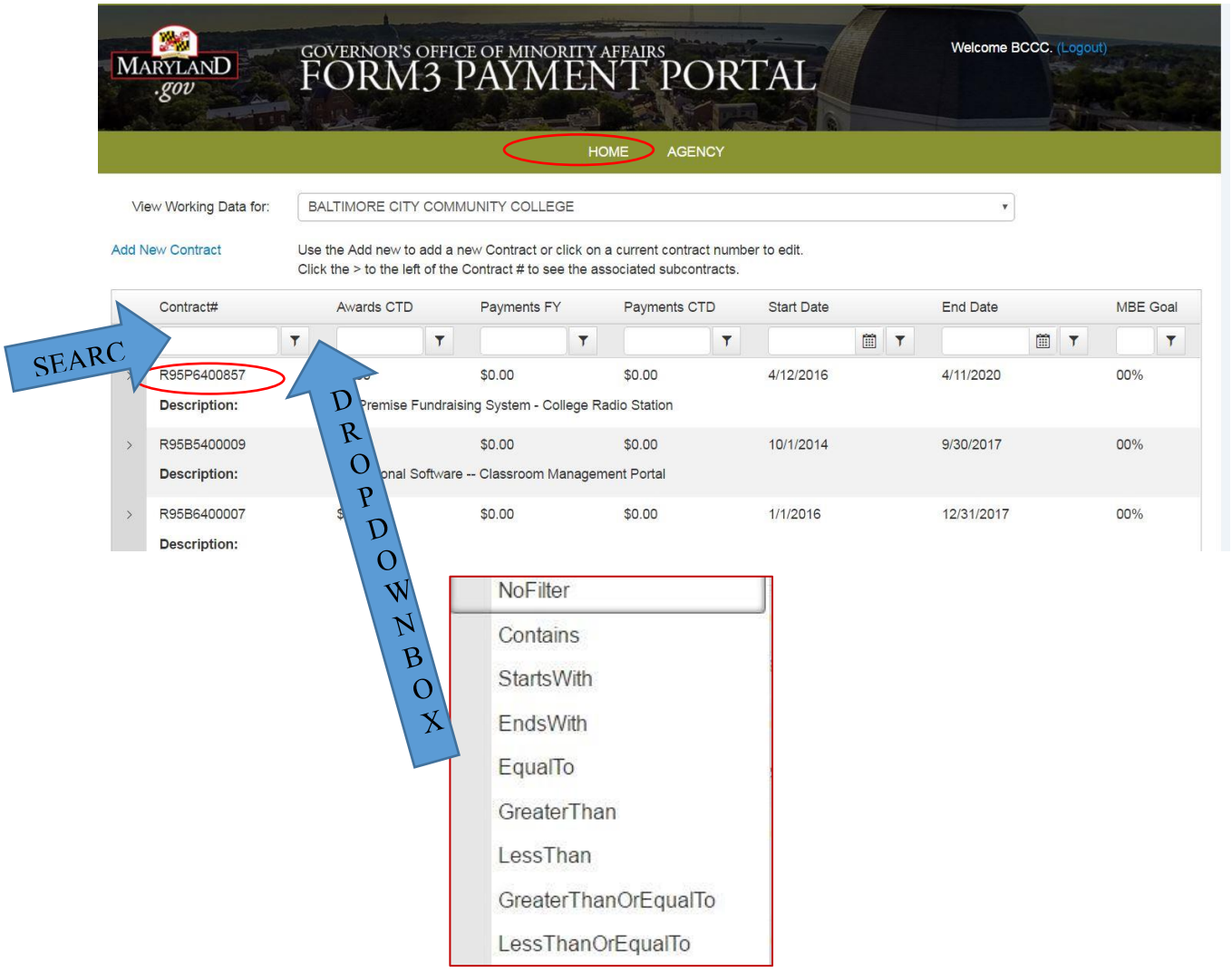
If you have trouble typing in your password, cut and paste it from your e-mail into the password box.

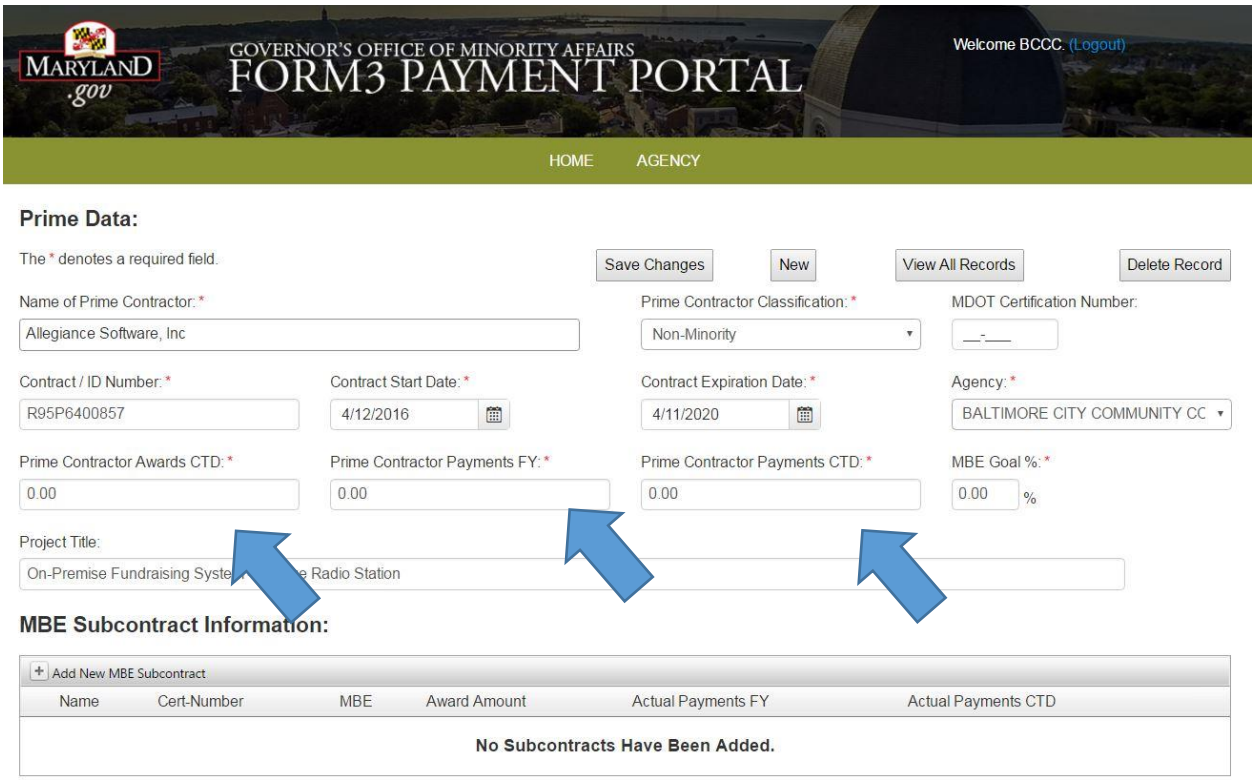
NEW

INPUT PRIME CONTRACTOR DATA FOR A CONTRACT THAT WAS PREVIOUSLY INPUT:



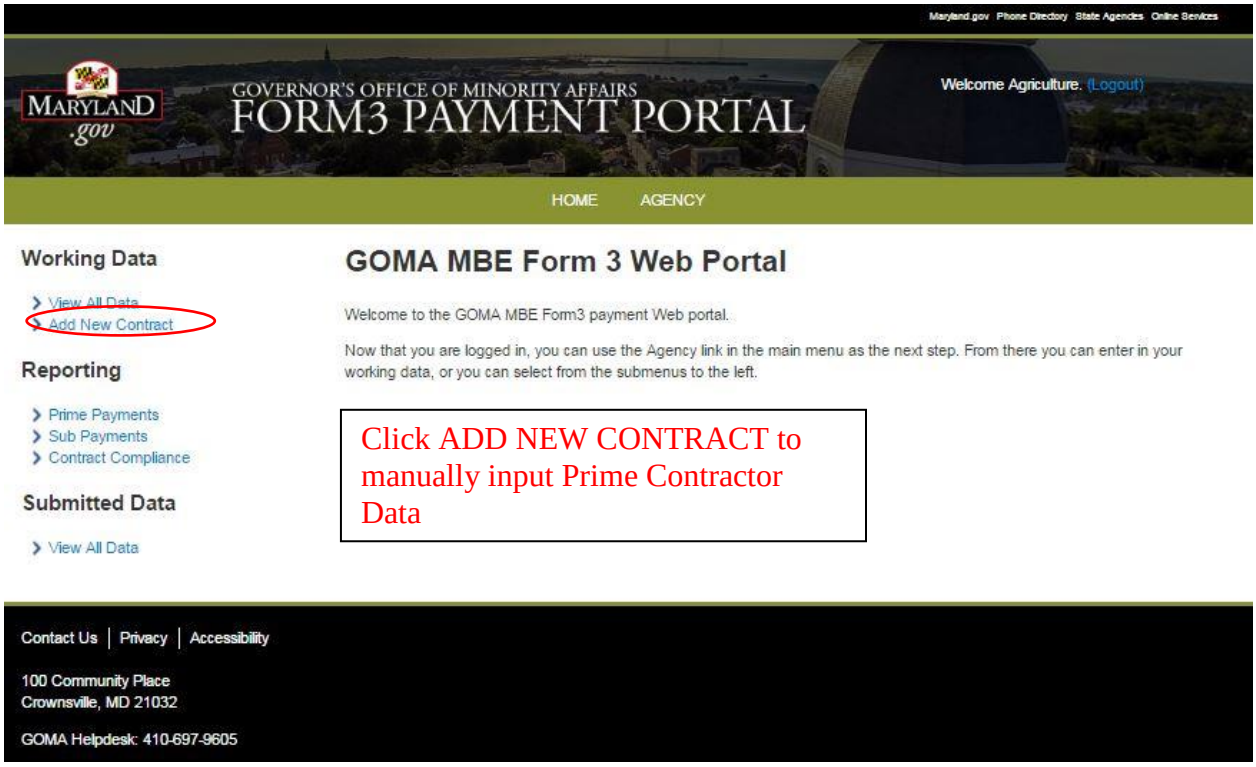
CLICK ON CONTRACT NUMBER AND REVISE DATA AS NECESSARY
OR SEARCH FOR CONTRACT NUMBER AND SELECT FILTER CHOICE FROM THE DROPDOWN BOX:



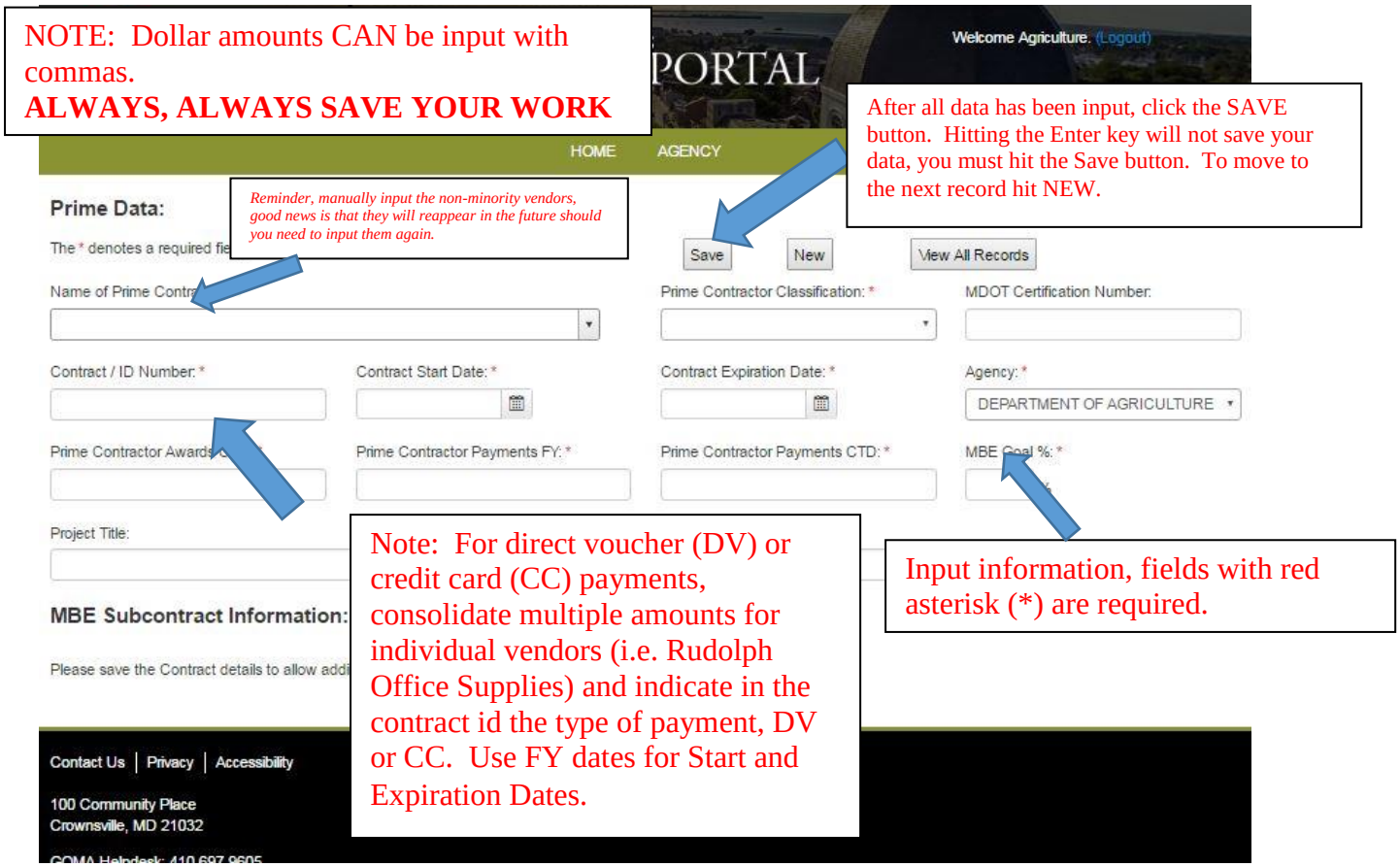


REVISE DOLLAR AMOUNTS OR DATES AS NECESSARY

INPUT A BRAND NEW CONTRACT:



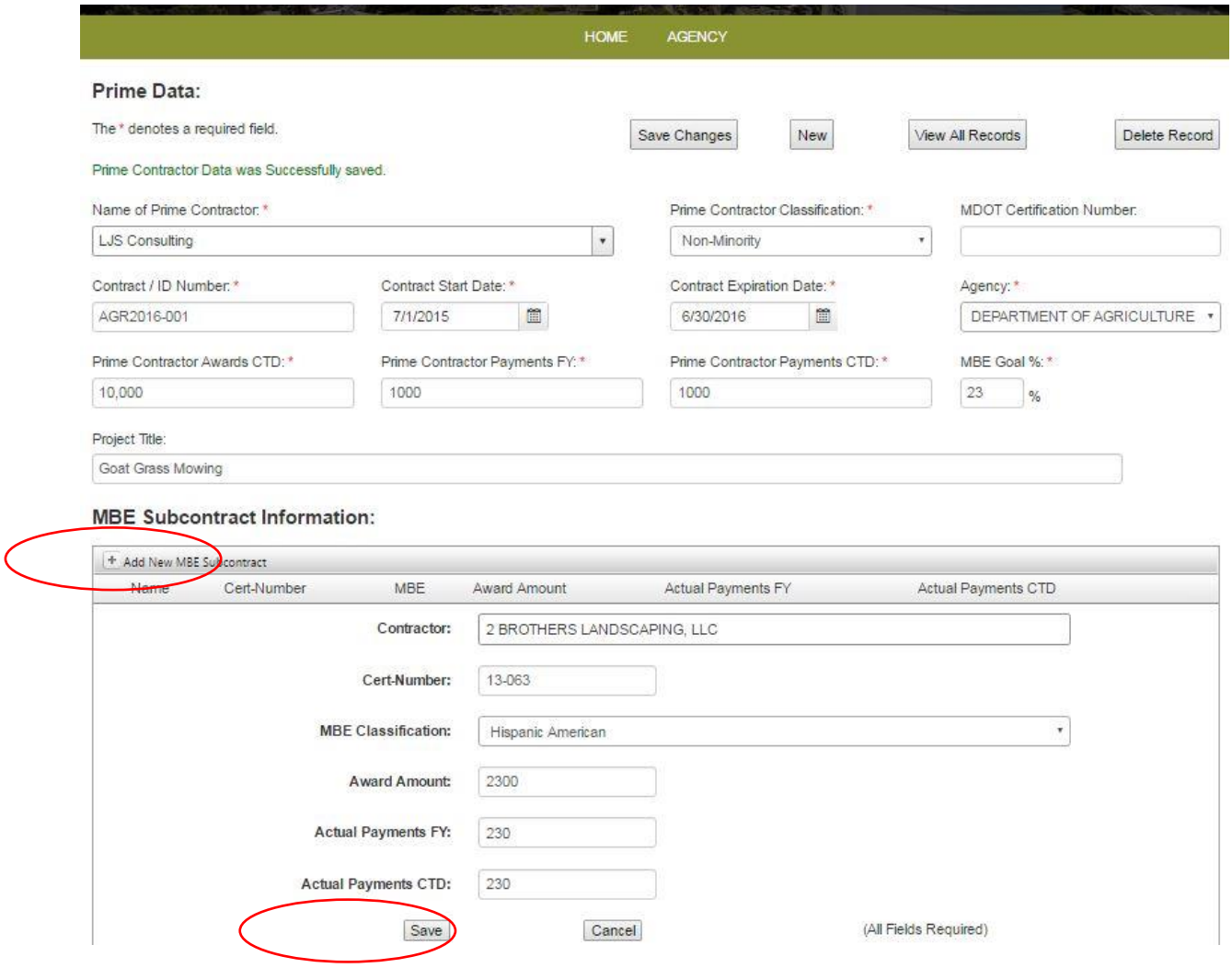
INPUT PRIME CONTRACTOR DATA:



ADD SUBCONTRACTOR DATA
Click "Add MBE Subcontractor"
Input Subcontractor Data
Click SAVE

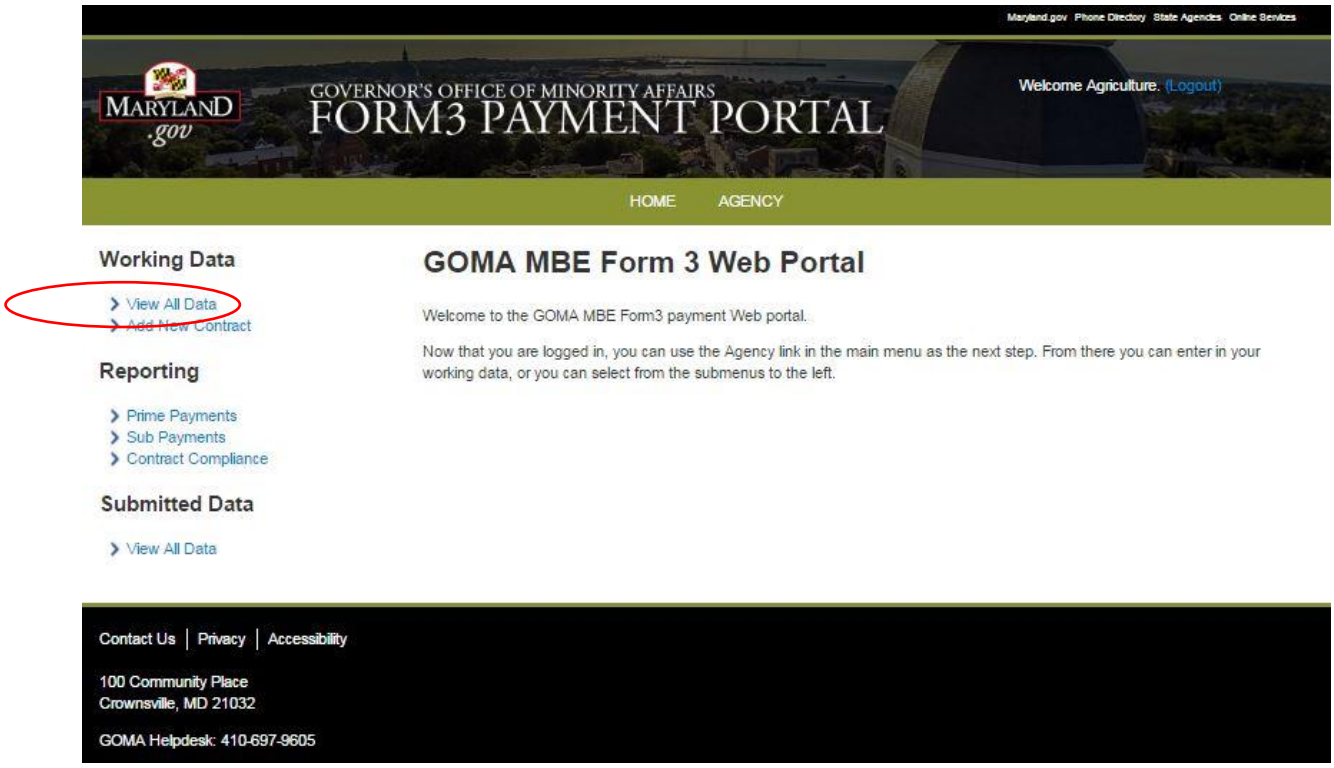
Note: If you can't find an MBE in the drop down, search vendor in the MDOT Database https://mbe.mdot.maryland.gov/directory/ by certification number and confirm Vendor's legal name.

There may be times when an MBE was decertified during the fiscal year. You can manually add them to the database but only count the payments for the time period they were certified. Contact MDOT certification group (410)-865-1269for exact date of decertification.

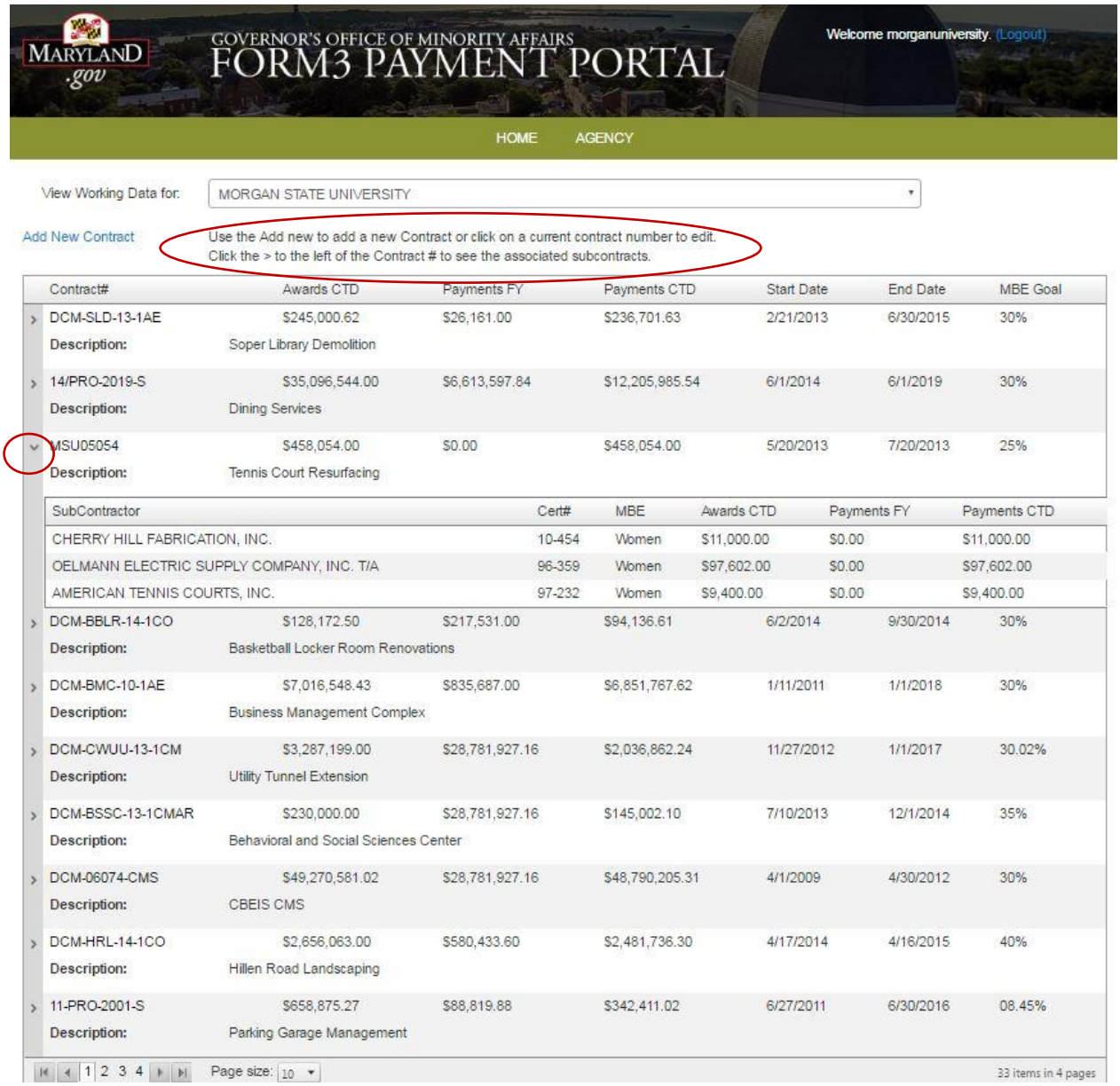


VIEW ALL DATA

To see the data you have input click “View All Data”

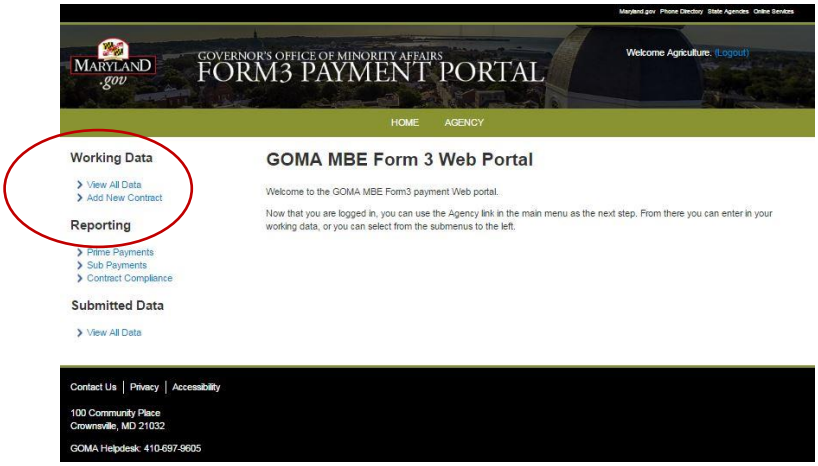


TO VIEW SUBCONTRACTOR DATA

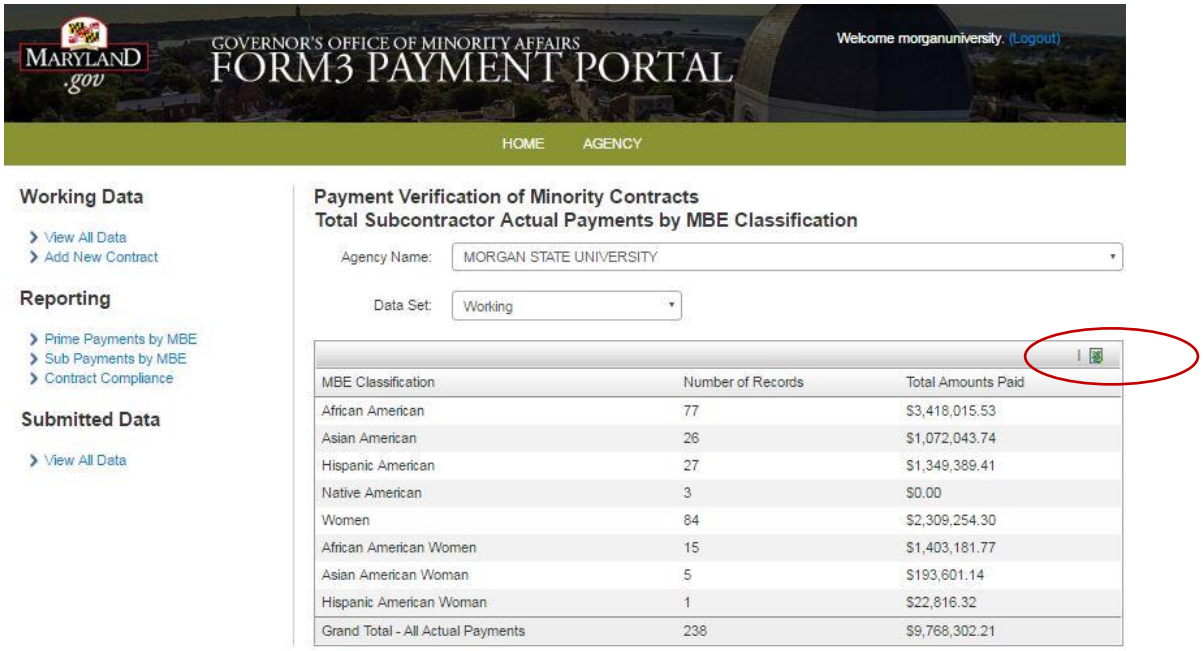


EXPORT REPORTS TO EXCEL

To export the data from any of the three reports under “Reporting”



Click the excel icon and save your file.



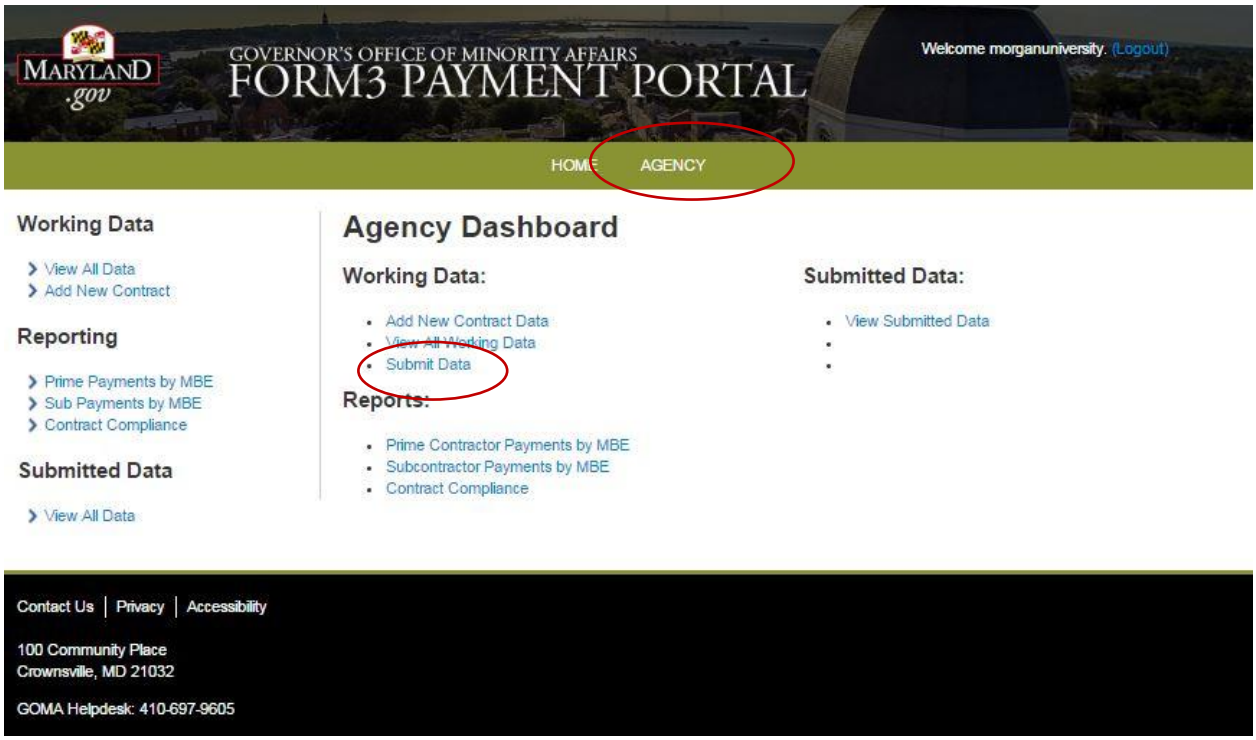
MBE Classification	Number of Records	Total Amounts Paid
African American	77	$3,418,015.53
Asian American	26	$1,072,043.74
Hispanic American	27	$1,349,389.41
Native American	3	$0.00
Women	84	$2,309,254.30
African American Women	15	$1,403,181.77
Asian American Woman	5	$193,601.14
Hispanic American Woman	1	$22,816.32
Grand Total - All Actual Payments	238	$9,768,302.21

SUBMITTING DATA TO GOMA

Click on Agency (in the middle of top tool bar) HOME AGENCY

Under Working Data:

Click Submit Data - make sure you have exported data for your files before you submit data. Once you submit the data, you can view it but not make any further changes to the data. Contact GOMA Help Desk if you need to make any corrections.



FORM3 IMPORT INSTRUCTIONS

***Important Note:** Importing an excel file will overwrite *ALL* existing working data. Should you need to edit that data, you can edit the excel file and reimport it. You still need to submit the data for it to be final.

Instructions on Importing the Excel File

On the left hand menu under the "**Working Data**" section, choose the *Import Contracts link*. This will get you to the Import page. The link is as shown below.

Working Data

- View All Data
- Add New Contract
- Import Contracts

Once you arrive on the import page you will:
Select your Agency you wish to import data from the Dropdown list if not already selected.
Click on the "*Select a File To Upload*" button. A dialog box will popup for you to select which excel file you want to upload. Only one file can be uploaded at a time.
Once a file has been selected and completely uploaded, click on the "*Import Excel*" button.
A wait icon will display while the file is being processed. If everything goes well, you will be greeted with the following message:

Data was Validated & Imported Successfully.

If instead you receive an error, please see the section below for help resolving them. Once you have resolved the errors, try reimporting the excel file again.

Requirements for the Excel file

Worksheet (Excel File) Requirements:
The worksheet must be either a xls or xlsx file type
The worksheet must not be locked otherwise it cannot be read.
The worksheet must contain two sheets with the following names:
Primes
Subs
The
Primes Sheet
This sheet should hold all the prime contractor information.
It should contain a header row at the top
Columns are expected in order:
ID
Contractor Name
EFIN
MBE Designation

MDOT_Cert
Contract#
StartDate
EndDate
Award Amount
Payments FY
Payments CTD
MBE Goal
Description
The ID column will not be stored in the database. It is just used to connect your subcontractors to their primes. You can use whatever naming convention you wish (Numbers or Letters). The ID's just need to be unique for every Contract (so every excel row should be unique).
The optional columns are EFIN and Description. The rest are required.
For transactions that have no Start or End Date, you can use the Fiscal Year Start or end Dates.
For transactions like Direct Vouchers and P-Card, you can use the FY payment data for other dollar fields, such as the Awards and payments CTD.
Subs Sheet
This sheet should hold all the sub-contractor information.
This sheet should also contain a header row at the top
Columns are expected in order:
Prime ID
Contractor Name
MDOT Cert #
MBE Designation
Award Amount
Payments FY
Payments CTD
All columns are required
The Prime ID column will link the subs to their primes. The ID doesn't need to be unique per row, but must match one row in the *Primes* sheet.

Default Data

Some contracts may not have all the information. Like P Card may not have Start or End Dates. These can be resolved by using some default data. This must be done for the system to be able to differentiate between data that actually has no value and data that was just forgotten. Some of the default data values can be:
Contractor Name – There is no default data that can be substituted. You need to type in the actual contractor name.
MBE Designation – There is no default data that can be substituted. A valid MBE from the system must be input.
MDOT Cert# – You can use a Zero or a blank for Non-Minority.
Start Date – Use the Fiscal Year Start Date.
End Date – Use the Fiscal Year End Date.
Award Amount & Payments – Just insert a zero for any missing amounts.

MBE Designations

Here is a list of MBE Designations that are available in the system. The MBE Column must be one of the items from the list below.
Non-Minority

African American
Asian American
Hispanic American
Native American
Women
African American Women
Asian American Woman
Hispanic American Woman
Native American Women
Disabled
Disadvantaged

Errors and Resolutions

Below are common errors and some help on how to fix them. Each error will try and list which excel sheet the error occurred in and the Unique Identifier you used to identify which row. Also included should be the Column Name if applicable to identify the column. Each Error will be listed as a bulleted list item in red text. An example is below. Don't worry, if you encounter any errors no data in the system will be overwritten until all the errors are fixed.

The following Errors were detected:

- Duplicate Prime Contracts with the same ID Found (Each row in the Primes sheet needs to be unique): TestDuplicatePrime

Duplicate Primes

- Duplicate Prime Contracts with the same ID Found (Each row in the Primes sheet needs to be unique): TestDuplicatePrime

The above error message results from the Prime contractor sheet having two prime contractors with the same ID string. Each ID string in the *Primes* sheet must be unique. To fix you can rename the ID or completely remove one of the rows (if a duplicate). Don't forget to update any subcontractors that should be associated with the prime as well.

Missing Primes

- Subcontractors that have no matching ID in the Primes sheet were found: TestMissingSub

You will see the above error when a Prime ID string for a subcontractor does not match an ID string on the *Primes* sheet. Each subcontractor must have a matched ID. If not, the subcontractor is orphaned and cannot be attached. To fix this error you will need to either add the missing Prime contract row, update the Prime ID# string to either match one that is on the Prime sheet or remove the excel row.

Invalid MBE Designation

- For Prime Contract# InvalidMBE, the MBE Designation didn't match an MBE from the list. (Entered Type is: Unlisted Designation)

The above error means that one of the MBE Designations was invalid (Does not match what is in the system). The error will state whether it was a Prime or subcontractor, and the relevant ID string to help you find the

mismatched row. Also displayed in the parenthesis is the invalid MBE type that needs to be changed. Then you can change the MBE Designation string to one that matches. For a list of MBE Types, refer to the earlier section on MBE Designations. MDOT MBE Categories should be converted over automatically.

Invalid MDOT Cert#

- For Subcontract# InvalidCert, the MDOT Cert# is invalid. (Cert# is: 92-11)

The above error means that one of the MDOT Certification numbers was invalid. The format should be either a plain zero or blank for Non-Minorities, or be in the format of two digits, a hyphen, followed by three more digits. To fix the error, you need to determine if your Cert # has too many or two few digits, or if the hyphen is located in the wrong place. If the hyphen is in the wrong place, just move it to after the first two digits. If you are missing or have any extra digits, you will need to replace or remove them as needed to match the correct certification number for the contractor.

Missing Data

- For Prime Contract# MissingDataPrime, the Contractor Name is missing. It is a required field.
- For Prime Contract# MissingDataPrime, the MBE Designation is missing, it is a required field.
- For Prime Contract# MissingDataPrime, the MDOT Cert# is missing. It is a required field.
- For Prime Contract# MissingDataPrime, the Contract# is missing, it is a required field.
- For Prime Contract# MissingDataPrime, the Start date is missing a Date, it is a required field.
- For Prime Contract# MissingDataPrime, the End date is missing a Date, it is a required field.
- For Prime Contract# MissingDataPrime, the Award Amount is missing an amount, it is a required field.
- For Prime Contract# MissingDataPrime, the Payments FY amount is missing an amount, it is a required field.
- For Prime Contract# MissingDataPrime, the Payments CTD amount is missing an amount, it is a required field.
- For Prime Contract# MissingDataPrime, the MBE Goal % is missing, it is a required field.

The above (Or a subset of) will appear whenever a required column has missing data (a blank cell). The error message will hold whether it was a Prime or subcontractor, the relevant ID string, and the column that is missing the data. Just add or fix the corresponding data column. For contracts that may not have some of the data, you can fill in default data. See the section above for default data for missing data (Eg, a PCard might not have an end date).

"MBE CONTRACTS INVENTORY"

Pursuant to Senate Bill 849, passed during the 2010 General Assembly session and effective October 1, 2010, the Governor's Office of Small, Minority & Women Business Affairs is required to include in its annual report certain information on contracts awarded to Minority Business Enterprise prime contractors and subcontractors. Instructions on completing the MBE Prime Contractors and MBE Subcontractors spreadsheets are as follows:

MBE Prime Contractors spreadsheet

Number of MBE Prime Contractors: Enter the total number of different MBEs that were awarded prime contracts by the reporting agency.

Agency Name: Enter the name of the State Agency reporting data.

MBE Prime Contractor Name: Enter the name of each MBE prime contractor awarded a contract by the agency.

Prime Contractor MBE Cert. #: For each MBE prime contractor, enter the MDOT MBE certification number. (Format: 00-000)

Prime Contractor MBE Classification: For each MBE prime contractor, enter or select from the drop-down list the MBE classification. (African American, African American Woman, Asian, Hispanic, Native American, Woman, African American Woman, Asian Woman, Hispanic Woman, Native American Woman, Disabled, Disadvantaged)

Agency Contract #: For each MBE prime contractor, enter all prime contracts awarded. *NEW* Do include awards/payments made via corporate credit card or direct voucher (consolidate multiple payments per vendor).

Contract Description (Procurement Category): For each MBE prime contract, enter or select from the drop-down list the contract description. For the purpose of this report, the contract description is the procurement category. Enter the appropriate procurement category: Architectural, Engineering; Construction; Construction Related Service; Maintenance; Service; Supplies & Equipment; IT Service; IT Supplies & Equipment; Human, Cultural, Social, & Educational Service.

****REMINDER** Award Amount:** Enter dollar value of award

MBE Subcontractors spreadsheet

Number of MBE Subcontractors: Enter the total number of different MBEs that were listed as subcontractors on prime contracts awarded by the reporting agency.

Agency Name: Enter the name of the State Agency reporting data.

MBE Subcontractor Name: Enter the name of each MBE subcontractor on a prime contract awarded by the agency. Include the names of MBE subcontractors on contracts awarded to Non-MBE and MBE prime contractors.

Subcontractor MBE Cert. #: For each MBE subcontractor, enter the MDOT MBE certification number. (Format: 00-000)

Subcontractor MBE Classification: For each MBE subcontractor, enter or select from the drop-down list the MBE classification. (African American, Asian, Hispanic, Native American, Woman, African American Woman, Asian Woman, Hispanic Woman, Native American Woman, Disabled, Disadvantaged)

Agency Prime Contract #: For each MBE subcontractor, enter the agency's prime contract number for all prime contracts awarded where there were one or more MBE subcontractors.

Prime Contract Description (Procurement Category): For each MBE subcontract, enter or select from the drop-down list the prime contract description, as indicated in the MBE Prime Contractors spreadsheet section above.

****REMINDER** Award Amount:** Enter dollar value of award.

Figure 6

Minority Business Enterprise MBE Prime Contract Awards Report
For Fiscal Year 20xx
Date submitted:

(List all MBE prime contracts awarded.)

Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification (Select from Dropdown)	Agency Contract #	Contract Description (Procurement Category) (Select from Dropdown)	Award Amount

Figure 7

Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 20xx
Date submitted:

(List all MBE subcontracts awarded.)

Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Subcontractor MBE Classification (Select from Dropdown)	Agency Prime Contract #	Prime Contract Description (Procurement Category) (Select from Dropdown)	Award Amount

ANNUAL MBE REPORT SUMMARY STATEMENT INSTRUCTIONS
(fillable pdf)

Row #1 Input Total dollars awarded to MBEs (total from Form1 Spreadsheet cell K23)

Row #2 Total dollars paid to MBEs is auto-populated from data input from 2a. and 2b.

- 2a. Input Total from Form3 Database "Subcontractor Information Report" plus,
- 2b. Input Total from Form3 Database "Prime Contractor Actual Payment by Classification Report" minus the amount for non-minority category, DO NOT ENTER COMMAS

Row #3 Input Total dollars awarded (Total from Form1 Spreadsheet cell C23)

Row #4 Input MBE awards as a percentage of contract awards (from Form1 Spreadsheet cell L23)

Page #2 OBTAIN Signatures of Report Preparer, Chief Financial Officer and Agency Head

Figure 8 Summary Statement (PDF document)

MARYLAND
GOVERNOR'S OFFICE OF MINORITY AFFAIRS

Annual Minority Business Enterprise (MBE) Procurement Report

Summary Statement

Reporting Department/Agency:	
Fiscal Year:	4

Category		Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)		
2. Total dollars paid to MBEs (Total from Form 3 Database, sum of 2a and 2b below)		0.00
a. Total Actual Subcontractor Payments by MBE Classification		
b. Total Prime Contractor Actual Payments by Classification (excluding non-minority primes)		
3. Total dollars awarded (Total from Form 1 Spreadsheet)		
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)		
Secretary/Agency Head Name:		

This summary is not complete until the three respective signatures on page 2 have been obtained.

This is a Fill-In Form. Use your Tab Key to move to each input field and enter the information as required.

ANNUAL MBE REPORT SUBMISSION CHECKLIST

(For Agency Use)

☐ Completed Summary Statement, signed by three representatives, please plan accordingly **(hard copy mailed with original signature or scanned signed copy e-mailed to GOSBA)**

☐ Fiscal Year 2019 MBE Strategic Plan (MS Word or PDF file), send to GOSBA due July 31, 2018

☐ GOSBA 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), send to GOSBA in excel format.*

- ○ Include Awards Delegated from DGS
- ○ Include Awards that may not have been posted in timely manner from June BPW Agendas

☐ GOSBA "MBE CONTRACTS INVENTORY" formerly known as MBE Prime Contractor and MBE Subcontractor Awards Detail Report excel spreadsheets – 1 file, send to GOSBA

☐ **GOSBA Form 3 data entry into web portal**

☐ **GOSBA Form 3 Reports to keep on file, you decide, GOSBA has documentation within the portal**

☐ **Documentation supporting the annual report awards and payments** submitted to GOSBA. (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 or as a last result thumb drive or CD by October 1, 2018. **MANDATORY SUBMISSION**

You can find forms, templates, and manual under

MBE PROGRAM REPORTING TOOLKIT

www.gomdsmallbiz.maryland.gov

All submissions must be in electronic format.

INSTRUCTIONS MBE QUARTERLY REPORT SUBMISSIONS

Overview

In an effort to collect the most accurate information as efficiently as possible, the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) has moved from monthly submissions of FY cumulative data to quarterly MBE procurement reporting. *Monthly reporting can continue for your agency if you so desire.* We strongly recommend this approach for larger agencies. Please me mindful that although we have moved to quarterly submissions, you should be prepared to submit a report with 30 days of special requests. **Each quarter's submission should be on a fiscal year cumulative basis** (i.e. each month/quarter report will include fiscal year-to-date activity).

New Quarterly/Monthly Reporting

Awards - *Purchase Orders & Blanket Purchase Orders*

The data required to complete most of the procurement categories for the awards tables on Forms 1 & 2 will come from ADPICS standard reports 709, 710, and 720 for agencies using the State's financial management information system (FMIS). (For MDOT FMIS users, the standard report 711 diagnostic is the equivalent of the Stateside 710 report.) Agencies not using FMIS would use reports from their respective financial systems or other method(s) of tracking all purchase orders/blanket purchase orders. Running these reports on a cumulative basis should significantly decrease – if not eliminate – the need to make numerous corrections to previous monthly reports, as change orders, cancelled POs, corrections, and other modifications will be captured in the cumulative reporting. These cumulative reports should be run for POs/BPOs in the following procurement categories:

- Architectural
- Engineering
- Construction
- Construction Related Services
- Maintenance
- Services
- Supplies & Equipment
- IT Services
- IT Supplies & Equipment
- Human, Cultural, Social, & Educational Services.

Run cumulative monthly reports for these procurement categories. (Both on Form 1 and Form 2.) –

These are generally the categories for which purchase orders are issued.

Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers
Architectural			
Engineering			
Construction			
Construction Related Services			
Maintenance			
Services			
Supplies & Equipment			
IT Services			
IT Supplies & Equipment			
Human, Cultural, Social & Educational Services			
Corporate Credit Card			
Direct Voucher			
Totals	0	$0	0

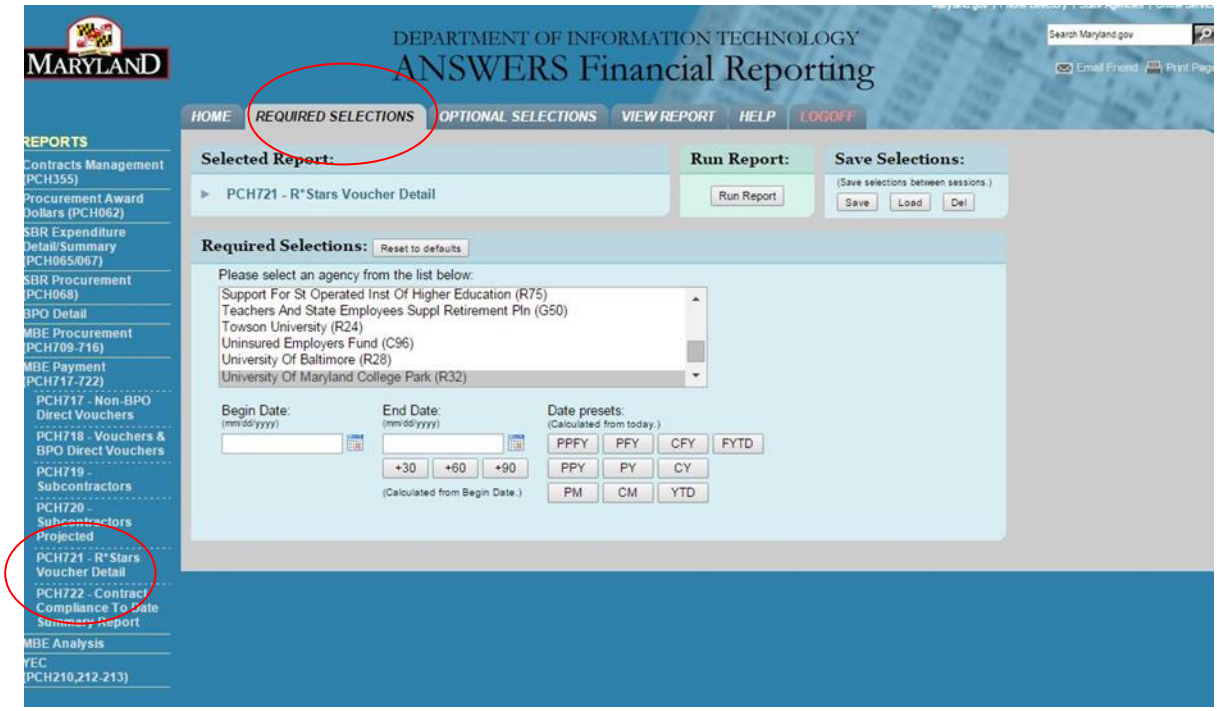
(Example: For the July 2015 monthly report, agencies would run their purchase order reports from July 1 through July 31. For September's quarterly report, run July 1 through September 30; for December's report, run July 1 through December 31; and so on.)

Credit Card & Direct Voucher Purchases

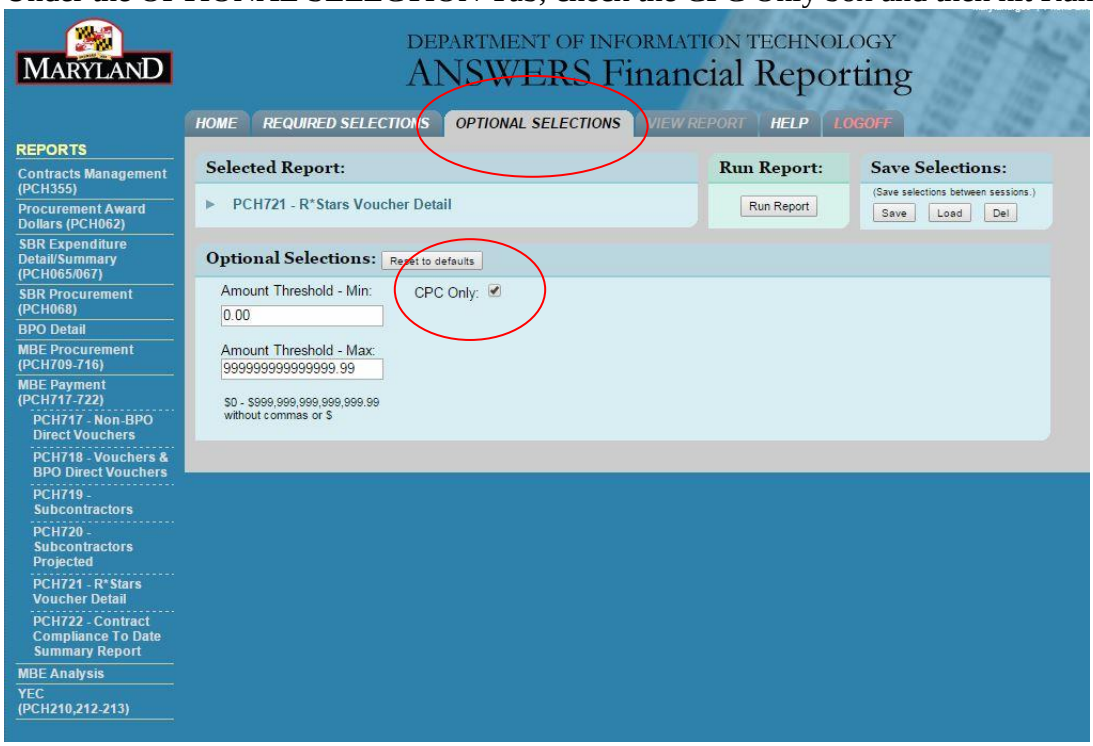
For the Corporate Credit Card, and Direct Voucher (if applicable) awards categories, agencies should run credit card reports PCH721 in ANSWERS (available monthly or cumulative) or VIEW DIRECT A30USB11 monthly. Run PCHL717 (Direct Voucher) either monthly or cumulative basis as payments are relatively static. Once the reports have been reviewed and "scrubbed" of non-award and/or non-procurement data, agencies will enter the appropriate figures in the yellow cells on both Forms 1 and 2.

For FMIS/MDOT (with exception of Mdta) Users instructions are below for accessing the new PCH 721 R*STARS Voucher Detail CPC report. For non-FMIS users, submit a ticket to service.desk@maryland.gov who will retrieve the report (ANSWERS PCH721, CPC only).

Select your agency and the dates



Under the OPTIONAL SELECTION Tab, check the CPC Only box and then hit Run Report



Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers
Architectural				
Engineering				
Construction				
Construction Related Services				
Maintenance				
Services				
Supplies & Equipment				
IT Services				
IT Supplies & Equipment				
Human, Cultural, Social & Educational Services				
Corporate Credit Card				
Direct Voucher				
Totals				

Input total scrubbed data here.

Example if you add each month separately: In July and August, Agency A reported the following in credit card and direct voucher total awards:

	July 2015		August 2015		*TOTAL YTD*	
Corporate Credit Card	716	$12,578	1,002	$24,693	*1,718*	*$37,271*
Direct Voucher	92	$8,067	281	$20,947	*373*	*$29,014*

When Agency A prepares its September report, it would add September's "scrubbed" data to the total year-to-date, and enter the total of the three months on Forms 1 and 2 in the appropriate cells.

	September's data	
Corporate Credit Card	568	$9,412
Direct Voucher	137	$10,653

September 2015 Cumulative	
2,286	$46,683
510	$39,667

Agency A should record this information in the appropriate categories on Form 1. Form 2 should be completed in a similar manner.

Payments

FMIS agencies would use ADPICS standard reports 717, 718, and 719, in addition to the ViewDirect A30USB11 report in order to capture *all procurement payments*. Non-FMIS agencies should use their financial systems to capture *all procurement payments*. On Form 1, the total of all procurement payments should be entered in the yellow cell. The blue cells are auto-populated when the yellow cells on Form 2 have been completed.

Total $ Paid - All Prime Contracts	Total $ Paid - MBE Prime & MBE Subcontracts	% MBE Payments	MBE Prime Contracts $ Paid	MBE Subcontracts $ Paid
	$0	0.00%	$0	$0

This represents all procurement payments from the 717, 718, and A30USB11/PCH 721 reports. Agencies that do not have FMIS would use their financial systems' payments reports. *(Includes payments against POs/BPOs, contracts, and one-time only payments for any good or service.)*

These cells auto-populate from Form 2. In addition to the standard FMIS payments reports generated via ANSWERS (717, 718, and A30USB11/PCH 721) FMIS agencies will also use the 719 report. All other agencies will use payments reports received from MBE subcontractors.

Tips

The purpose of reporting is to evidence the State of Maryland's commitment to procuring goods and services from minorities and women. In an effort to make reporting as accurate as possible, non-procurement items should not be included in agencies' reports. (Refer to COMAR 21.01.03.01 for items that are exempt from procurement reporting.)

- For a more complete list of exclusions visit http://GOSBA.maryland.gov/Pages/Reporting-Tool-MBE.aspx and download the ***GAD List Exclusion Definitions***.

- For agencies that fall under Division II of the State Finance & Procurement Article, remember that use of non-delegated Statewide contracts are not reportable as awards; however, payments made on these contracts are reportable in the payments table on Forms 1 & 2. (Rule of thumb: Awards – do **not** include awards made from Statewide Contracts; Payments – report all procurement payments, including payments on Statewide contracts.)

- Credit cards. The credit card reports do not differentiate procurement purchases from non-procurement payments. It is required for agencies to review the credit card reports (either from FMIS or from the banking institution) to exclude non-procurement payments from the total credit card spend. This enables agencies to better determine the actual MBE participation in credit card purchases. Similarly, it would be beneficial for affected agencies to review their direct voucher reports to exclude any non-procurement items. NOTE: AJ Stationers, Applied Technology, Signs by Tomorrow, are MBEs but are not captured as such on the credit card reports, so be mindful to include them in your MBE count.

- Avoid overstating MBE participation. For any contracts with MBE participation where the prime contractor is a MBE, be careful not to record both the MBE prime amount as well as the MBE subcontract amount. To do so would overstate the MBE participation on that contract. (Example, Agency A awarded a $2.5 million contract to a MBE prime. There was a 20% MBE commitment of 500K. Agency A would report this on Form 2 in one of two ways: 1) Enter the entire $2.5 million in the Prime Contracts table, or 2) Enter $500,000 in the Subcontracts table and $2 million in the Prime Contracts table.)

FMIS ADPICS Standard Reports

For your reference, a listing of FMIS ADPICS standard reports and a brief description of each follow.

- ***709***: MBE Blanket Purchase Order/Purchase Order Change Orders report – provides a list of change order increases to BPOs/POs awarded in a previous reporting period.
- ***710***: Purchase Order/Blanket Purchase Order detail report – provides a detail of all reportable POs/BPOs. (The ANSWERS version also lists any rejected POs/BPOs.)
- ***711***: MBE Procurement Report summary – provides a summary of all reportable procurements by procurement category. This report is very similar to Form 1, and lists all prime contracts, MBE prime contracts, and MBE subcontracts. Do not use the figures from this report. You should be scrubbing and sorting the data on the 710 Report.
- ***713***: MBE Prime Contracts report – provides a summary of MBE prime contracting by procurement category and minority classification. Do not use the figures from this report. You should be scrubbing and sorting the data on the 710 Report.
- ***717***: Non-BPO Direct Voucher report – contains all MBE payments made by direct voucher that are not associated with a purchase order or blanket purchase order. Since many legitimate non-procurement payments are made via direct voucher, there is a column that displays the reportable voucher amounts.
- ***718***: PO Voucher & BPO Direct Voucher report – contains all MBE voucher payments made against a purchase order or blanket purchase order. Generally, all of these payments are reportable procurement payments.
- ***719***: MBE Subcontractor Payments report – provides a summary of all payments made to MBE subcontractors by MBE type.
- ***720***: MBE Subcontractor Awards detail report – provides a listing of all subcontractors on any prime contract by MBE type.
- ***721***: R*STARS Detail Voucher report – provides a listing of all Credit Card payments and identifies MBEs.

A note on paper conservation:
The Governor's Office is aware that quarterly or monthly reporting can significantly increase the physical files agencies keep in support of their submissions. Therefore, to the extent possible, all agencies are strongly encouraged to use their procurement/financial systems to create electronic copies of reports used to complete the reports. Agencies using FMIS should access the ANSWERS database (Statewide users) or iFMIS (MDOT users) to download copies of the standard reports in Excel format.