Small Business Reserve (SBR) FY2026 Quarterly/Annual Report Instructions

General Guidelines

Per Article - State Finance and Procurement §14–502.

> (c) To the extent practicable, a unit shall structure its procurement procedures to achieve a minimum of 20% of the unit's total dollar value of goods, supplies, services, maintenance, construction, construction–related services, and architectural and engineering service contracts to be made directly to small businesses.
>
> (d) The total dollar value of procurements by a unit does not include the value of contracts to which this section does not apply because of a conflict with federal law.
>
> (e) A unit may apply toward the unit's overall annual Small Business Reserve achievement awards made to a small business under designated small business reserve contracts as well as awards made to a small business under nondesignated small business reserve contracts.

Reports shall:

Per Article - State Finance and Procurement §14–505.

> (i) State the total number and the dollar value of AWARDS the unit made to certified small businesses under designated small business reserve contracts;
>
> (ii) State the total number and the dollar value of AWARDS the unit made to certified small businesses under non-designated small business reserve contracts, including purchase card procurements;
>
> (iii) State the total dollar value of AWARDS the unit made under procurement contracts; and
>
> (iv) Contain other such information as required by the Office of Small, Minority, and Women Business Affairs.

SBR Quarterly/Annual report data is cumulative and should contain data from the start of that fiscal year being reported.

Per COMAR 21.13.01.03 (C), the Office of Small, Minority & Women Business Affairs (OSBA) is responsible for reporting the statewide performance of the SBR Program.

Note that the SBR Quarterly/Annual report will also capture awards and payments for the Small Business Preference (SBP) Program. Per COMAR 21.11.01.02.

SBR units' accounting/finance departments are typically responsible for processing the majority, if not all, of the requests for awards and/or payments presented by contractors doing business with the state. Once the award and/or payment transactions are completed, the award and/or payment data required for SBR reporting must be extracted from the accounting system from which the awards and/or payments were made indicating whether an award and/or payment was SBR designated or non-designated and whether the vendor was certified small business at the time of the award and/or payment.

FMIS AGENCIES: FMIS and RSTARS contain pre-programmed reports that are available in ANSWERS to assist with SBR (SBP) award and payment data capture and reporting. SBR report preparers are advised to review these standard reports and work directly with procurement and accounting staff to ensure that all reportable payments are included in your unit's SBR Quarterly/Annual Report.

NON-FMIS AGENCIES: For those units that do not utilize the ANSWERS Database, it is the responsibility of your unit/SBR report preparers to maintain efficient records/documentation of your unit's SBR (SBP) award and payment data capture and reporting. SBR report preparers are advised to review their standard reports and work directly with procurement and accounting staff to ensure that all reportable awards and payments are included in your unit's SBR Quarterly/Annual Report.

The *Socioeconomic Data Reporting Guidance* document and video included in the SBR Reporting Toolkit on the OSBA website provide guidance in determining whether an award and/or payment is exempt from SBR reporting (i.e. all preference purchases are excluded from SBR reporting as are Procurements governed by federal law OR federal grant provisions that conflict with the SBR Program). If you still need guidance after researching/viewing the Socioeconomic Data Reporting Guidance documents, SBR units/report preparers should contact your unit's Assistant Attorney General (AAG) and/or OSBA with questions regarding items that may/may not be reportable.

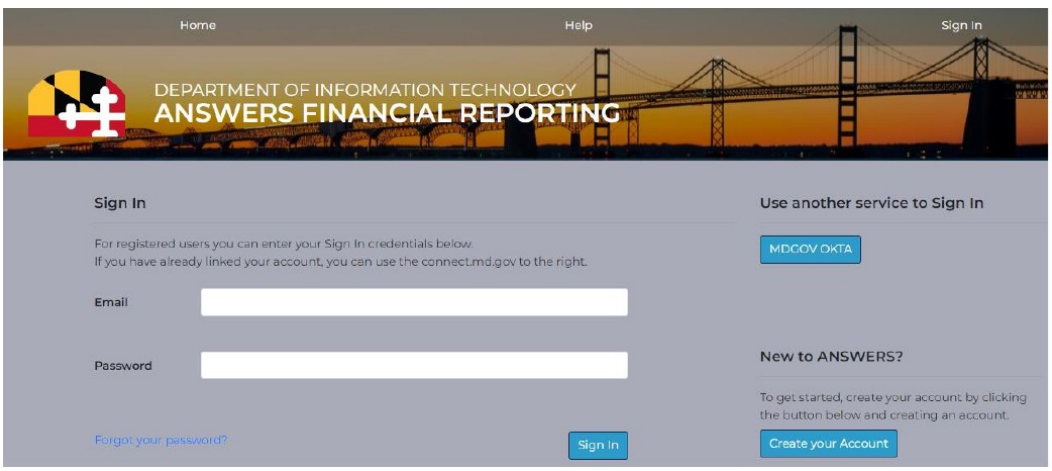
SBR report preparers may also request an "CSB All Active Report" by emailing the eMaryland Marketplace Advantage (eMMA) Help Desk at emma.helpdesk@maryland.gov. This report can help to verify whether a firm was listed as a Certified Small Business (CSB) at the time of the award and/or payment. (Ask for a redacted report with the last 4 Tax ID.) If you need further clarification or verification of vendor status, you may also contact the SBR Compliance Managers, Lisa Mitchell Sennaar (lisa.sennaar@maryland.gov) or Tanita Johnson (tanita.johnson1@maryland.gov) if the vendor's CSB status is unclear in eMMA.

OSBA Report Review Process

To verify the accuracy and completeness of each SBR unit's Quarterly/Annual Report, OSBA requires detailed documentation to support the data contained in the report. *Clearly show how the totals listed on the Summary Statement were calculated by including the supporting data in the additional tabs of the SBR Quarterly/Annual Report template or attaching separate EXCEL SPREADSHEETS in the email when forwarding the SBR Quarterly/Annual Summary Statement.* Show that you have reviewed ("scrubbed") your data to produce the most accurate report possible, given system limitations and coding situations. The line-by-line instructions below provide a description of the documentation required to support the dollar and number amounts entered on each line.

A. FMIS Using Units

If you are a FMIS using unit, you will need to access the following reports to obtain the data needed from ANSWERS to complete the Summary Statement:



The following checklist will assist you in your efforts to collect and compile all the data necessary to complete and submit an accurate summary of your procurement unit's procurement activity, including

prime contract awards and payments to Certified Small Businesses.

1. PCH068- SBR Procurement- Optional
2. PCH709- BPO/PO Change Orders (this report has “SBR” identifier)
3. PCH710- Diagnostic by Work Category - Prime (Contract Awards Detail) run by award date (this report has “SBR” identifier)
4. PCH717- Non-BPO Direct Vouchers (MBE Prime Payments by Direct Voucher; no BPO/PO) Direct Vouchers Awards Reports - This report contains flags for SBR procurement and vendors
5. PCH065/067- SBR Expenditure Detail/Summary (SBR Payments Report)
6. A30USB12 SBR Purchasing Card (P-Card) Report – optional
7. PCH721- R*STARS Voucher Detail and P-Card Payments (includes MBE and SBR flags)

FMIS Cheat Sheet

- AWARDS: ANSWERS Reports 709, 710, 717 & 721 (Optional- Report 068 OR VIEW DIRECT A30USB12)
- PAYMENTS: ANSWERS Reports 065/067 & 721 (Optional- Report VIEW DIRECT A30USB12)

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

*With the exception of the control agency statewide contracts

State FMIS units must use the ANSWERS application to generate the 065/067, 068, 709, 710, 717 and 721 reports. 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 iFMIS system.

A note about P-Card data – We advise SBR report preparers to work with the MBE/VSBE report preparers within the same unit to keep from duplicating your efforts. (Refer to the *Socioeconomic Data Reporting Guidance* pdf and **video** that are located in the SBR Reporting Toolkit to scrub your reports/determine if items should be reported or not reported.)

The P-Card reports for all SBR units can be accessed from RSTARS View Direct, ANSWERS PCH 721 reports, or directly from the USB monthly bank transaction statements. Each P-Card administrator has access to the Level 3 P-Card report which provides more detailed information regarding items purchased.

B. Non-FMIS Units

The 12 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 in **Excel format**. If the View Direct hard-copy P-Card reports are used, they should be scanned and submitted as an email attachment. Notations of any adjustments made to the report totals should be made directly on the reports. One very visible way is to highlight your data in various colors to indicate changes. For example, you could use orange to indicate excluded items and use another color to indicate items that have been added back in to be included. It is a personal choice but one we find very easy to follow in reviewing your supporting documentation.

Submission Requirements

The “Small Business Reserve (SBR) Report Summary” must be forwarded to the OSBA SBR reports mailbox sbrreports.gosba@maryland.gov. **Signatures are not required for the Quarterly Report.**

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

The **FY2026 SBR** *Quarterly Reports* **are due no later than 30 days following the quarter being reported.** SBR Quarterly Reports are cumulative.

The **FY2026 SBR** *Annual Reports* **are due on or by September 30th (within 90 days of the end of each fiscal year).** Annual Reports are cumulative.

Line-by-Line Report Instructions

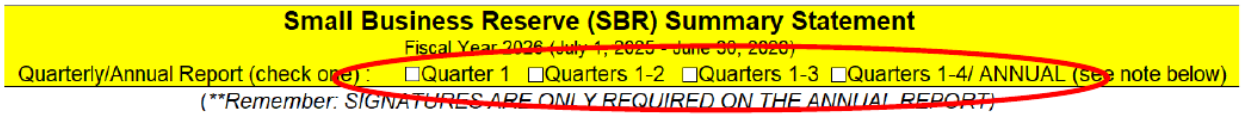
To better help you understand these instructions, examples have been provided below. For each referenced item, please refer to the examples/Summary Statement listed below and follow the steps to determine your unit's participation in the SBR Program.

Notes

-Remember to place supporting data in the corresponding tabs in the SBR Report (or submit the separate Excel Spreadsheet(s) in the email when forwarding the completed SBR Annual Report).

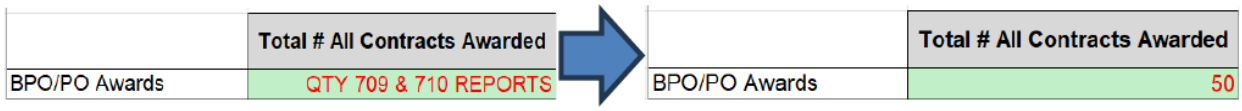
In addition, when/if adding tabs/spreadsheets with supporting data, some items can be included within the same tab/spreadsheet. However, make certain that the identifiable description (i.e. name of tab/spreadsheet) clearly states the specific data that is provided.

-Check the appropriate box at the top of the Summary Statement to indicate which Quarter/Annual Report is being submitted.



****SIGNATURES ARE ONLY REQUIRED FOR THE ANNUAL REPORT****

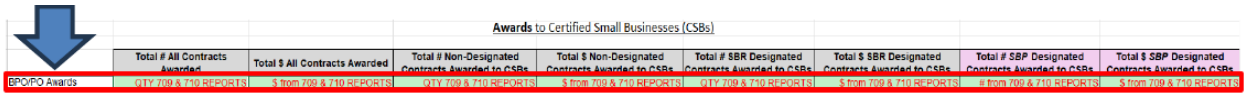
-When completing the Summary Statement, the green cells (are manual entries), be certain to delete the reference information (i.e. "QTY") before entering your data.



	Total # All Contracts Awarded
BPO/PO Awards	QTY 709 & 710 REPORTS

	Total # All Contracts Awarded
BPO/PO Awards	50

Awards- BPO/PO Awards (i.e. Cells B17-I17)



*******Note that you* **can use the 709 & 710 Reports combined OR only the 068 Report to obtain the BPO/PO Awards.****

BPO/PO AWARDS- "Total # All Contracts Awarded"

	Total # All Contracts Awarded
BPO/PO Awards	QTY 709 & 710 REPORTS

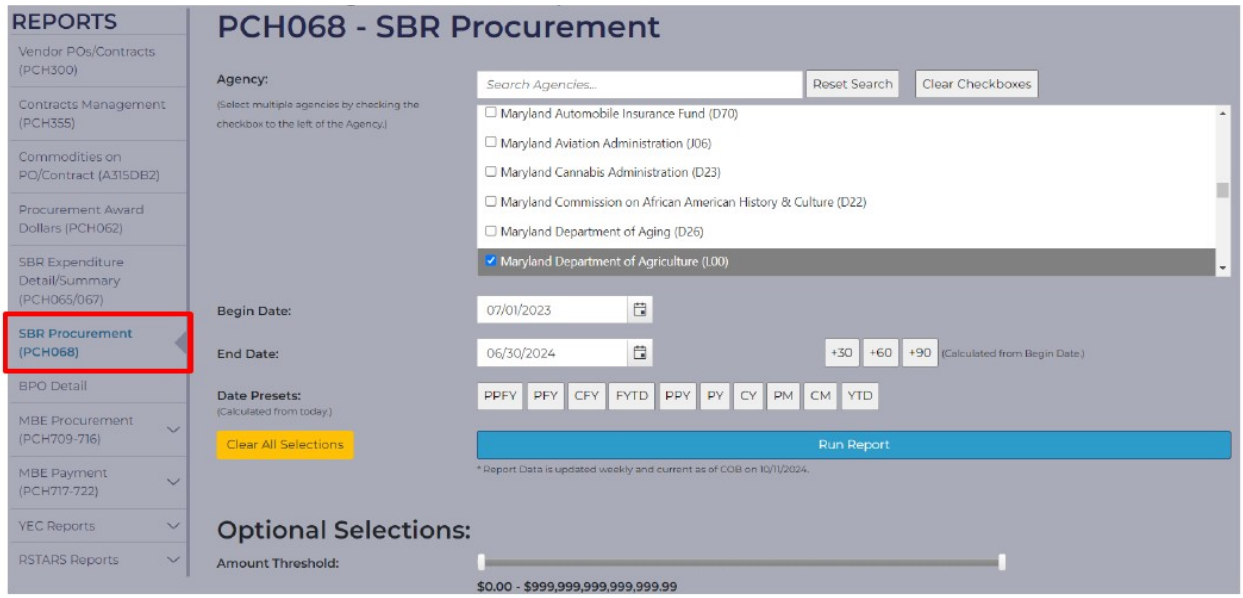
(Cell B17)

Enter the total number of BPO/PO Awards made by your unit to all vendors from the start of the fiscal year up to the end of the fiscal year being reported, after you made the adjustments of removing the excluded items (scrubbed the data). Review the **Socioeconomic Data Reporting Guidance** document in the SBR Reporting Toolkit carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of procurements from your support data, PCH068 or PCH709 & 710. (*Note that if utilizing the 709 and 710 Reports, you must add the reportable items from each report.*) Enter this count (#) in the "Total # All Contracts Awarded" field for BPO/PO Awards (or Cell B17) of the Summary Statement. (Remember that this count should include all vendors that received BPO/PO Awards after scrubbing the data).

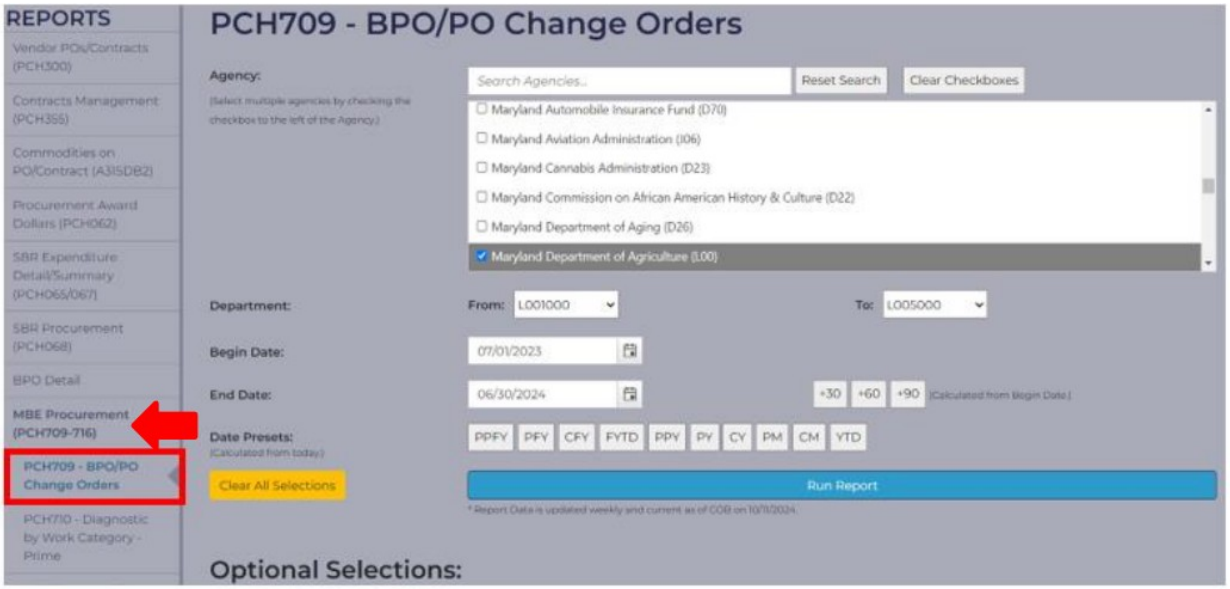
In the ANSWERS Database, the PCH068 Report can be obtained by clicking on the "SBR Procurement (PCH068)" option OR the PCH709 & 710 Reports can be accessed by navigating to the "MBE

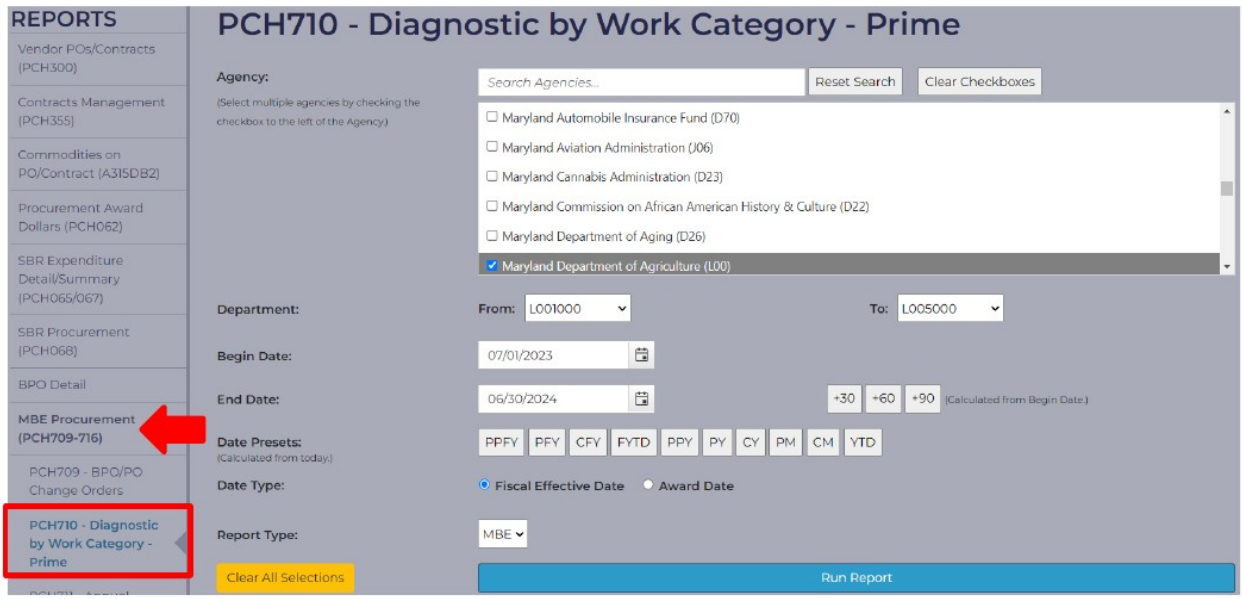
Procurement (PCH709-716)" section and selecting "PCH709- BPO/PO Change Orders" and "PCH710- Diagnostic by Work Category- Prime" options.

ANSWERS- Accessing PCH068 Report



ANSWERS- Accessing PCH709 & 710 Reports (select "Fiscal Effective Date")





BPO/PO AWARDS- “Total $ All Contracts Awarded”

	Total $ All Contracts Awarded
BPO/PO Awards	$ from 709 & 710 REPORTS

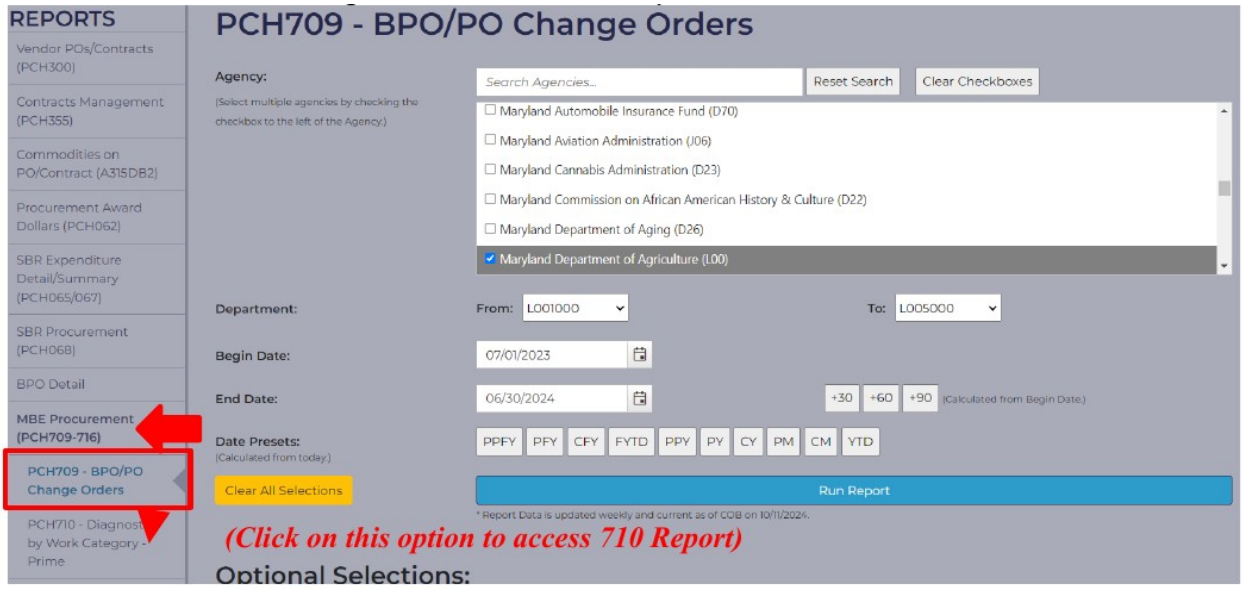
(Cell C17)

****Remember that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain this data.****

Enter your unit’s BPO/PO Awards “Total $ All Contracts Awarded” (after “scrubbing”) on the Summary Statement. Refer to the PCH709 and 710 Reports OR PCH068 Report to determine this amount. The sum of all non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, utility payments, lease payments, etc., should be subtracted from the total. Review the **Socioeconomic Data Reporting Guidance** document in the SBR Reporting Toolkit carefully to make sure you have subtracted all awards that are non-reportable. You can find this amount by referring to the “CO Amount“ column of the PCH709 Report AND the “Contract Amount” column of the PCH710 Report. (Note, if utilizing the PCH068 Report, this data can be found in the “Amount” field.) Total the dollar amount of these items. Enter this amount ($) in the “Total $ All Contracts Awarded” field (or Cell C17) of the Summary Statement.

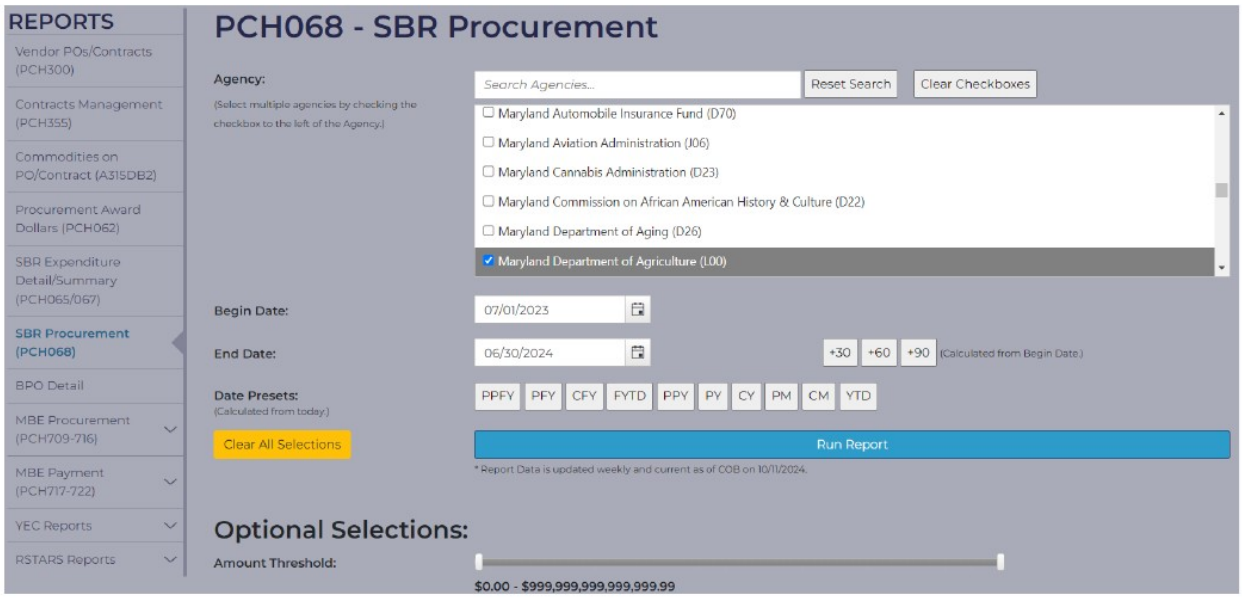
In the ANSWERS Database, the PCH709 & 710 Reports can be obtained by navigating to the “MBE Procurement (PCH709-716)” section and clicking on the "PCH709 - BPO/PO Change Orders" and “PCH710- Diagnostic by Work Category- Prime” options OR the PCH068 Report can be obtained by clicking on the "SBR Procurement (PCH068)" option.

ANSWERS- Accessing PCH709 & 710 Reports



(Click on this option to access 710 Report)

ANSWERS- Accessing PCH068 Report



BPO/PO AWARDS- "Total # Non-Designated Contracts Awarded to CSBs"

	Total # Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	QTY 709 & 710 REPORTS

(Cell D17)

****Remember that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain this data.****

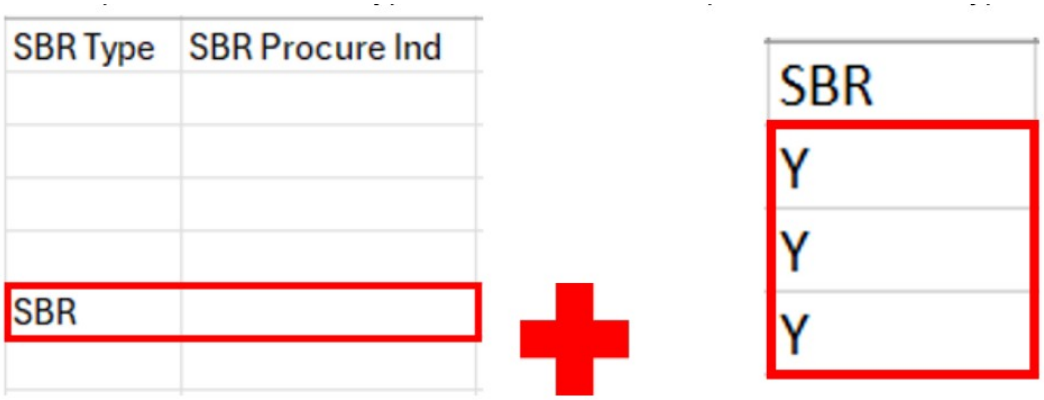
Enter the "Total # Non-Designated Contracts Awarded to CSBs" made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- "*Total # All Contracts Awarded*". Count the number of BPO/PO Awards that were made to Certified Small Businesses (CSBs) that received Non-Designated awards. If utilizing the 709 & 710 Reports, this total *can be found by adding the number of the items on the 709 Report that have "Y" listed in the "SBR" column AND within the 710 Report, the items that have "SBR" listed in the "SBR Type" column and the "SBR Procure Ind" column is blank.*

(Note if utilizing the 068 Report, this total can be found by calculating the number of the items that have "Y" listed in the "SBR Vend" column and the "SBR Ind" column is blank.)

Enter that count in the **BPO/PO Awards- "Total # Non-Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell D17). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Examples:

710 Report- Count these type of items: *709 Report-Count these type of items:*



068 Report- Count/tally these type of items:

SBR Ind	SBR Vend
	Y

BPO/PO AWARDS- "Total $ Non-Designated Contracts Awarded to CSBs"

	Total $ Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	$ from 709 & 710 REPORTS

(Cell E17)

****Remember that you can use the 709 & 710 Reports combined OR only the 068 Report to obtain this data.****

Enter the "Total $ Non-Designated Contracts Awarded to CSBs" made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- "*Total $ All Contracts Awarded.*" (In addition, note that you can calculate the dollar amount of the items that have been provided within the BPO/PO AWARDS- "Total # Non-Designated Contracts Awarded to CSBs"—as these items, when adding the dollar amounts, would represent the dollar value of the Non-Designated Contracts Awarded to CSBs or refer to the next few statements to find the total.) Determine the dollar amount of BPO/PO Awards that were made to Certified Small Businesses (CSBs) that received Non-Designated awards. If utilizing the 709 & 710 Reports, this total can be found by calculating the dollar value of the items on the 709 Report that have "Y" listed in the "SBR" column AND within the 710 Report, the dollar value of the items that have "SBR" listed in the "SBR Type" column and the "SBR Procure Ind" column is blank.

(Note if utilizing the 068 Report, this total can be found by calculating the dollar value of the items that have "Y" listed in the "SBR Vend" column and the "SBR Ind" column is blank.)

Enter that dollar value in the **BPO/PO Awards- "Total $ Non-Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell E17). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Examples:

709 Report- Dollar amounts of these types of items would be added:

Vendor Name	CO Effective	Original Contract Amount	CO Amount	SBR
Company A	7/12/2023	1986	206.26	Y



710 Report- Dollar amounts of these type of items would be added:

Contract Amount	Vendor Number	Vendor Name	Fiscal Effective Dat	Effective Date	SBR Type	SBR Procure Ind
$101,406.63	****	Company 1	9/12/2023	9/12/2023		
$80.73	****	Company 2		7/17/2023		
$9,190.00	****	Company 3		7/3/2023		
$136.16	***	Company 4		7/1/2023	SBR	
$45.94	****	Company 5		7/1/2023		
$676.30	****	Company 6		7/1/2023	SBR	
$110.95	****	Company 7		7/3/2023	SBR	
$215.50	****	Company 8		7/3/2023		

068 Report- Dollar amounts of these type of items would be added:

Amount	Effective Date	Vendor No Masked	Vendor Name	SBR Ind	SBR Vend
$8,000.00	7/3/2023	****	Company A		
$136.16	7/1/2023	****	Company B		Y
$45.94	7/1/2023	****	Company C		
$654.28	7/1/2023	****	Company D		
$8,619.96	7/5/2023	****	Company F		
$960.00	7/11/2023	****	Company G		
$1,643.31	7/11/2023	****	Company H		Y
$2,804.00	7/11/2023	****	Company I		
$46.27	7/11/2023	****	Company G		Y

BPO/PO AWARDS- "Total # SBR Designated Contracts Awarded to CSBs"

	Total # SBR Designated Contracts Awarded to CSBs
BPO/PO Awards	QTY 709 & 710 REPORTS

(Cell F17)

Enter the "Total # SBR Designated Contracts Awarded to CSBs" made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- "*Total # All Contracts Awarded*". Count the number of BPO/PO Awards that were made to Certified Small Businesses (CSBs) that received SBR Designated awards. If utilizing the 710 Report, this total can be found by adding the number of the items that have "SBR" listed in the "SBR Type" column and "Y" provided in the "SBR Procure Ind" column.

(Note if utilizing the 068 Report, this total can be found by calculating the number of the items that have "Y" listed in both the "SBR Vend" and "SBR Ind" columns.)

Enter that count in the **BPO/PO Awards- "Total # SBR Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell F17). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description).

Examples:

710 Report- Count/tally these type of items:

Vendor Name	Fiscal Effective Dat	Effective Date	SBR Type	SBR Procure Ind
Company AA		7/11/2023		
Company BB		7/11/2023	SBR	Y
Company CC		7/11/2023		
Company DD		7/11/2023	SBR	Y
Company EE		7/13/2023		
Company FF		7/13/2023		
Company GG		7/14/2023		

068 Report- Count/tally these type of items:

Vendor Name	SBR Ind	SBR Vend
Company 01		
Company 02	Y	Y
Company 03		
Company 04	Y	Y
Company 05		
Company 06		
Company 07	Y	Y
Company 08		

BPO/PO AWARDS- "Total $ SBR Designated Contracts Awarded to CSBs"

	Total $ SBR Designated Contracts Awarded to CSBs
BPO/PO Awards	$ from 709 & 710 REPORTS

(Cell G17)

Enter the "Total $ SBR Designated Contracts Awarded to CSBs" made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- "*Total $ All Contracts Awarded*". (In addition, note that you can calculate the dollar amount of the items that have been provided within the BPO/PO AWARDS- "Total # SBR Designated Contracts Awarded to CSBs"—as these items, when adding the dollar amounts, would represent the dollar value of the SBR Designated Contracts Awarded to CSBs or refer to the next few statements to find the total.) Determine the dollar amount of BPO/PO Awards that were made to Certified Small Businesses that received SBR Designated awards. If utilizing the 710 Report, this total can be found by calculating the dollar value of the items that have "SBR" listed in the "SBR Type" column and "Y" provided in the "SBR Procure Ind" column.

(Note if utilizing the 068 Report, this total can be found by calculating the dollar value of the items that have "Y" listed in both the "SBR Vend" and "SBR Ind" columns.)

Enter that dollar value in the **BPO/PO Awards- "Total $ SBR Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell G17). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Examples:

710 Report

Contract Amount	Vendor Number	Vendor Name	Fiscal Effective Dat	Effective Date	SBR Type	SBR Procure Ind
$960.00	****	Company AA		7/11/2023		
$1,643.31	****	Company BB		7/11/2023	SBR	Y
$2,804.00	****	Company CC		7/11/2023		
$46.18	****	Company DD		7/11/2023	SBR	Y
$1,140.00	****	Company EE		7/13/2023		
$1,343.00	****	Company FF		7/13/2023		
$387.16	****	Company GG		7/14/2023		

068 Report

Amount	Effective Date	Vendor No Masked	Vendor Name	SBR Ind	SBR Vend
$46.27	7/11/2023	****	Company 01		
$207.50	7/20/2023	****	Company 02	Y	Y
$16,782.93	7/20/2023	****	Company 03		
$47.36	7/20/2023	****	Company 04	Y	Y
$329.19	7/24/2023	****	Company 05		
$3,479.52	7/26/2023	****	Company 06		
$30.04	7/26/2023	****	Company 07	Y	Y
$112.00	7/26/2023	****	Company 08		

BPO/PO AWARDS- "Total # SBP Contracts Awarded to CSBs"

	Total # *SBP* Contracts Awarded to CSBs
BPO/PO Awards	# from 709 & 710 REPORTS **(Cell H17)**

(Cell H17)

Enter the "Total # Small Business Preference (*SBP*) Contracts Awarded to CSBs" made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- "*Total # All Contracts Awarded*". Count the number of BPO/PO Awards that were made to Certified Small Businesses (CSBs) that received *SBP* awards. Report preparers may need to manually count SBP awards if there is no SBP flag.

Enter that count in the **BPO/PO Awards- "Total # *SBP* Contracts Awarded to CSBs"** of the Summary Statement (or Cell H17). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

BPO/PO AWARDS- "Total $ SBP Contracts Awarded to CSBs"

	Total $ *SBP* Contracts Awarded to CSBs
BPO/PO Awards	$ from 709 & 710 REPORTS

(Cell I17)

Enter the "Total $ *SBP* Contracts Awarded to CSBs" made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO Awards- "*Total $ All Contracts Awarded*". (In addition, note that you can calculate the dollar amount of the items that have been provided within the BPO/PO AWARDS- "Total # *SBP* Contracts Awarded to CSBs"— as these items, when adding the dollar amounts, would represent the dollar value of the *SBP* Contracts Awarded to CSBs or refer to the next few statements to find the total.) Determine the dollar amount of BPO/PO Awards that were made to Certified Small Businesses that received *SBP* awards. Report preparers may need to manually count SBP awards if there is no SBP flag.

Enter that dollar value in the **BPO/PO Awards- "Total $ *SBP* Contracts Awarded to CSBs"** of the Summary Statement (or Cell I17). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Awards- DV (Direct Vouchers- i.e. Cells B18-E18)

Awards to Certified Small Businesses

	Total # All Contracts Awarded	Total $ All Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs	Total $ Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS	QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS
DV Awards	QTY 717 REPORT	$ from 717 REPORT	QTY from 717 REPORT	$ from 717 REPORT

DV Awards (Direct Vouchers)- "Total # All Contracts Awarded"

	Total # All Contracts Awarded
BPO/PO Awards	QTY 709 & 710 REPORTS
DV Awards	QTY 717 REPORT

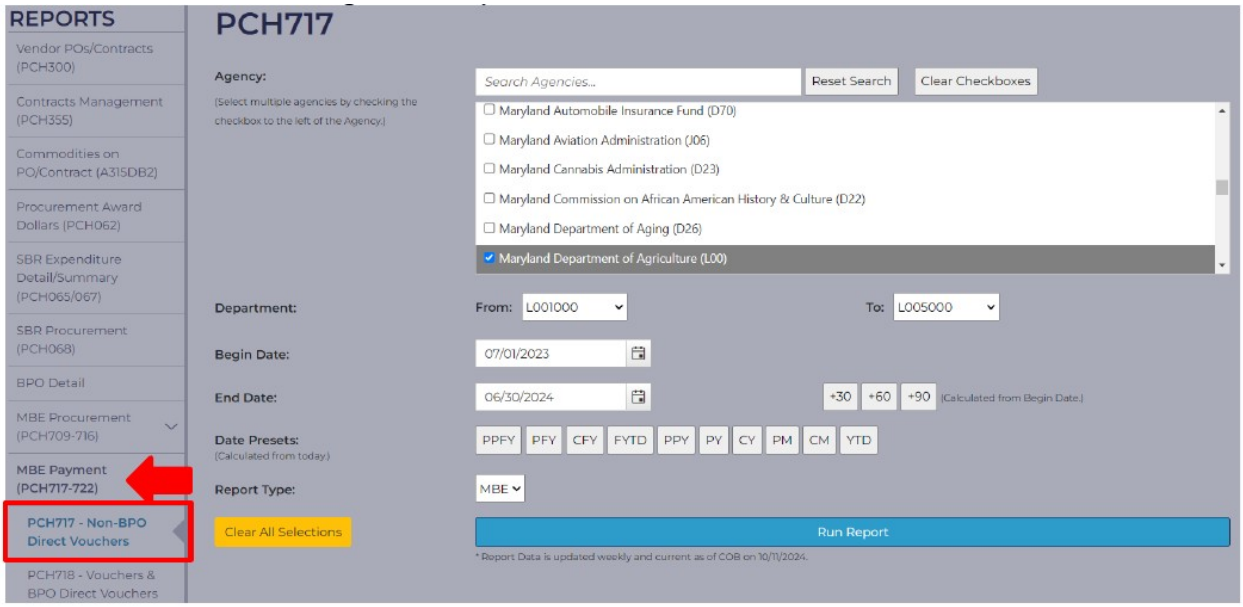
(Cell B18)

Enter the total number of Direct Vouchers (DV) made by your unit to all vendors from the start of the fiscal year up to the end of the fiscal year being reported, after you made the adjustments of removing the excluded items (scrubbed the data). Review the **Socioeconomic Data Reporting Guidance** document in the SBR Reporting Toolkit carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of procurements from your support data (PCH717 Report). Enter this count (#) in the DV (Direct Vouchers)- "Total # All Contracts Awarded" field (or Cell B18) of the

Summary Statement.

In the ANSWERS Database, the PCH717 can be obtained by clicking on the "MBE Payment (PCH717-722)" option and selecting "PCH717- Non-BPO Direct Vouchers" option.

ANSWERS- Accessing 717 Report



DV (DIRECT VOUCHER)- "Total $ All Contracts Awarded"

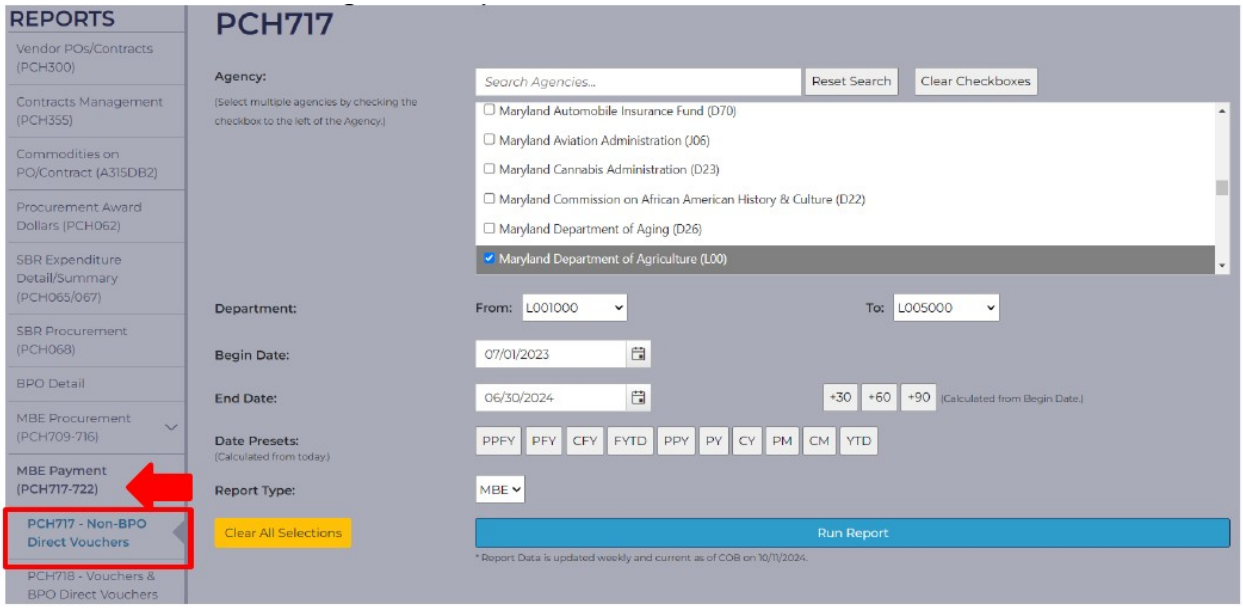
	Total $ All Contracts Awarded
BPO/PO Awards	$ from 709 & 710 REPORTS
DV Awards	$ from 717 REPORT

(Cell C18)

Enter your unit's Direct Voucher (DV) Awards "Total $ All Contracts Awarded" (after "scrubbing") on the Summary Statement. Refer to the PCH717 Report ("*Reportable Amount*") or the procurement payments report from your unit's financial system to determine this amount. The sum of all non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, utility payments, lease payments, grants, etc., should be subtracted from the total. Review the **Socioeconomic Data Reporting Guidance** document in the SBR Reporting Toolkit carefully to make sure you have subtracted all awards that are non-reportable. You can find this amount by referring to the "Reportable Amount " column of the PCH 717 Report. Total the dollar amount of these items. Enter this amount ($) in the "Total $ All Contracts Awarded" field (or Cell C18) of the Summary Statement.

In the ANSWERS Database, the PCH717 can be obtained by clicking on the "MBE Payment (PCH717-722)" option and selecting "PCH717- Non-BPO Direct Vouchers" option. (Note that this is the same report that is accessed for the prior section or Cell B18.)

ANSWERS- Accessing 717 Report



DV (DIRECT VOUCHERS)- AWARDS- "Total # Non-Designated Contracts Awarded to CSBs"

	Total # Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	QTY 709 & 710 REPORTS
DV Awards	QTY from 717 REPORT

(Cell D18)

Enter the Direct Voucher (DV)- "Total # Non-Designated Contracts Awarded to CSBs" made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the Direct Voucher (DV)- "Total # All Contracts Awarded". Count the number of Direct Voucher (DV) Awards that were made to Certified Small Businesses (CSBs). *Refer to the scrubbed PCH717 Report, this total can be found by counting the number of the items that have "Y" listed in the "SBR Vendor" column.* Enter that count in the **Direct Voucher (DV)- "Total # Non-Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell D18). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example:

717 Report- Count items with the following:

Vendor Name	SBR Vend
Company A	Y
Company B	Y
Company C	Y
Company D	Y
Company D	Y
Company D	Y

DIRECT VOUCHERS (DV) AWARDS- "Total $ Non-Designated Contracts Awarded to CSBs"

	Total $ Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	$ from 709 & 710 REPORTS
DV Awards	$ from 717 REPORT

(Cell E18)

Enter the Direct Vouchers (DV)- "Total $ Non-Designated Contracts Awarded to CSBs" made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the Direct Vouchers (DV)- "Total $ All Contracts Awarded". (In addition, note that you can calculate the dollar amount of the items that have been provided within the DIRECT VOUCHERS (DV)- "Total # Non-Designated Contracts Awarded to CSBs"— as these items, when adding the dollar amounts, would represent those Non-Designated Contracts Awarded to CSBs or refer to the next few statements to find the total.) Determine the dollar amount of Direct Voucher (DV) Awards that were made to Certified Small Businesses (CSBs) that received Non-Designated awards. This total *can be obtained from the PCH717 Report by calculating the dollar value of the items that have "Y" listed in the "SBR Vend" column.* (Refer to the "Reportable Amounts".)

Enter that dollar value in the **Direct Vouchers (DV)- "Total $ Non-Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell E18). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example:

717 Report- Total $ Non-Designated Contracts Awarded to CSBs

Vendor Name	SBR Vend	Due Date	Voucher Amount	Reportable Amount
Company A	Y	7/15/2023	$2,390.44	$2,390.44
Company B	Y	8/18/2023	$2,390.44	$2,390.44
Company C	Y	9/15/2023	$2,390.44	$2,390.44
Company D	Y	10/12/2023	$2,390.44	$2,390.44
Company D	Y	11/16/2023	$2,390.44	$2,390.44
Company D	Y	12/15/2023	$2,390.48	$2,390.48
			Total	$14,342.68

Awards- P-Card (Purchase Card- i.e. Cells B19-E19)

Awards to Certified Small Businesses

	Total # All Contracts Awarded	Total $ All Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs	Total $ Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS	QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS
DV Awards	QTY 717 REPORT	$ from 717 REPORT	QTY from 717 REPORT	$ from 717 REPORT
P-card	QTY 721 REPORT	$ from 721 REPORT	QTY from 721 REPORT	$ from 721 REPORT

P-CARD (AWARDS)- "Total # All Contracts Awarded"

	Total # All Contracts Awarded
BPO/PO Awards	QTY 709 & 710 REPORTS
DV Awards	QTY 717 REPORT
P-card	QTY 721 REPORT

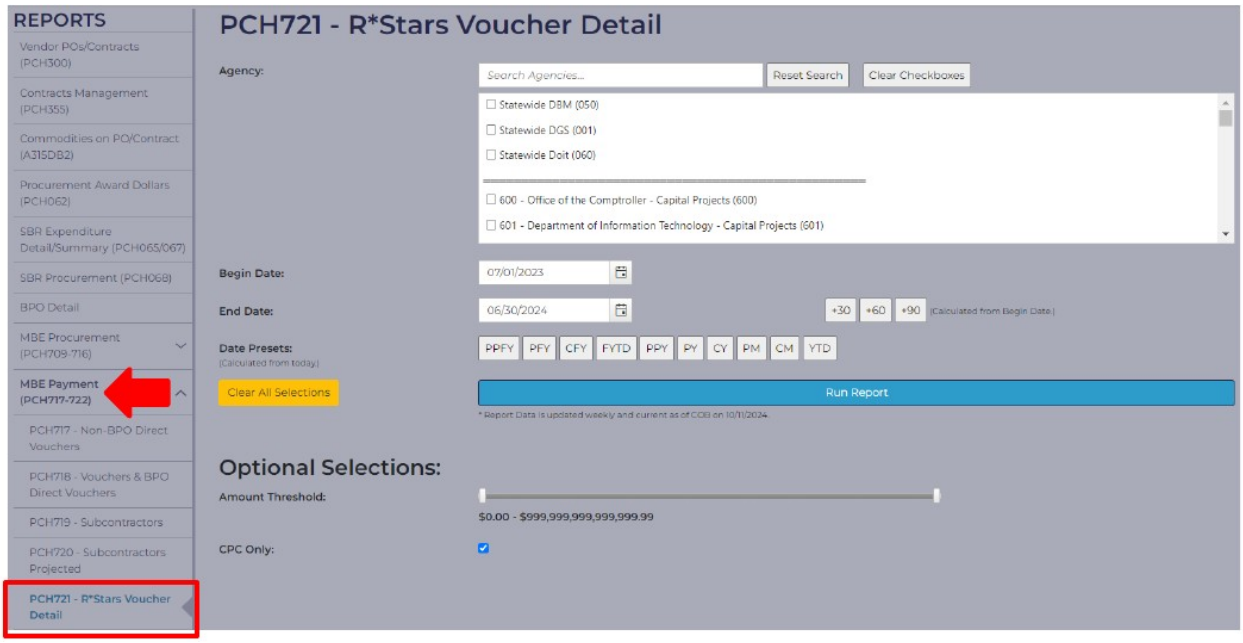
(Cell B19)

Enter the total number of Purchase Card (P-Card) Awards made by your unit to all vendors from the start of the fiscal year up to the end of the fiscal year being reported, after you made the adjustments of removing the excluded items (scrubbed the data). Review the **Socioeconomic Data Reporting Guidance** document in the SBR Reporting Toolkit carefully to make sure you have subtracted all awards that are non-reportable. Count/tally the number of procurements from your support data (PCH 721 Report). Enter this count (#) in the P-Card- "Total # All Contracts Awarded" field (or Cell B19) of the Summary Statement. (Remember that this count should include all vendors that received P-Card Awards

after scrubbing the data).

In the ANSWERS Database, the PCH721 can be obtained by clicking on the “MBE Payment (PCH717-722)” option and selecting "PCH721- R*Stars Voucher Detail”.

ANSWERS- Accessing 721 Report



P-CARD (AWARDS)- “Total $ All Contracts Awarded”

	Total $ All Contracts Awarded
BPO/PO Awards	$ from 709 & 710 REPORTS
DV Awards	$ from 717 REPORT
P-card	$ from 721 REPORT

(Cell C19)

Enter your unit’s P-Card (Purchase Card) Awards “Total $ All Contracts Awarded” (after “scrubbing”) on the Summary Statement. Start with the PCH721 Report (“*Reportable Amount*”) or the procurement payments report from your unit’s financial system to determine this amount. The sum of all non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, utility payments, lease payments, etc., should be subtracted from the total. Review the **Socioeconomic Data Reporting Guidance** document in the SBR Reporting Toolkit carefully to make sure you have subtracted all payments that are non-reportable. You can find this amount by referring to the “Reportable Amount” field of the PCH 721 Report. Total the dollar amount of these items. Enter this amount ($) in the “Total $ All Contracts Awarded” field (or Cell C19) of the Summary Statement. (Remember that this amount should include all vendors that received P-Card Awards after scrubbing the data. Be certain to review the information to make certain that the information is correctly listed. For example, if any of the “Reportable Amount” fields are blank, check to make sure that those amounts are not to be included— if they are to be included, you can manually enter/add that amount in the field.)

P-CARD AWARDS- “Total # Non-Designated Contracts Awarded to CSBs”

	Total # Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	QTY 709 & 710 REPORTS
DV Awards	QTY from 717 REPORT
P-card	QTY from 721 REPORT

(Cell D19)

Enter the P-Card (Purchase Card) “Total # Non-Designated Contracts Awarded to CSBs” made from the

start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the P-Card Awards- "*Total # All Contracts Awarded*". Count the number of P-Card Awards that were made to Certified Small Businesses (CSBs) that received Non-Designated awards. This count *can be found by the number of the items that have "Y" listed in the "SBR Flag" column.* Enter that count in the **P-Card Awards- "Total # Non-Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell D19). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example:

721 Report- Count the items with the following:

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	$197.00				Y
Company B	7/1/2023	$1,917.00				Y
Company B	8/1/2023	$1,080.00				Y
Company B	9/1/2023	$1,336.00				Y
Company B	10/1/2023	$163.00				Y
Company B	11/1/2023	$1,236.00				Y
Company B	12/1/2023	$737.00				Y
Company B	1/1/2024	$1,057.00				Y
Company B	2/1/2024	$1,331.00				Y
Company B	3/1/2024	$161.00				Y
Company B	4/1/2024	$2,458.00				Y
Company B	5/1/2024	$897.00				Y
Company B	6/1/2024	$1,115.00				Y
Company C	12/1/2023	$18.00				Y
Company C	1/1/2024	$20.00				Y

P-CARD AWARDS- "Total $ Non-Designated Contracts Awarded to CSBs"

	Total $ Non-Designated Contracts Awarded to CSBs
BPO/PO Awards	$ from 709 & 710 REPORTS
DV Awards	$ from 717 REPORT
P-card	$ from 721 REPORT

(Cell E19)

Enter the P-Card "Total $ Non-Designated Contracts Awarded to CSBs" made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the P-Card Awards- "*Total $ All Contracts Awarded*". (In addition, note that you can calculate the dollar amount of the items that have been provided within the P-CARD AWARDS- "Total # Non-Designated Contracts Awarded to CSBs "— as these items, when adding the dollar amounts, would represent those Non-Designated Contracts Awarded to CSBs or refer to the next few statements to find the total.) Determine the dollar amount of P-Card Awards that were made to Certified Small Businesses (CSBs) that received Non-Designated awards. This total *can be obtained by calculating the dollar amount of the items that have "Y" listed in the "SBR Flag" (SBR Vendor) column.*

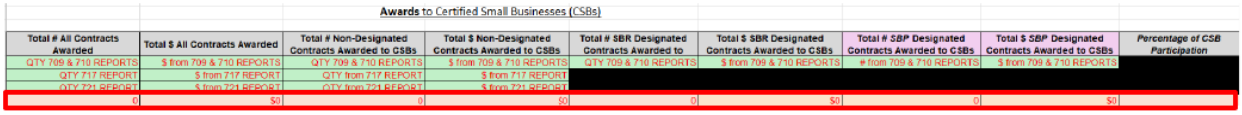
Enter that dollar value in the **P-Card Awards- "Total $ Non-Designated Contracts Awarded to CSBs"** of the Summary Statement (or Cell E19). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example:

721 Report- Total the amounts with the following:

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	$197.00				Y
Company B	7/1/2023	$1,917.00				Y
Company B	8/1/2023	$1,080.00				Y
Company B	9/1/2023	$1,336.00				Y
Company B	10/1/2023	$163.00				Y
Company B	11/1/2023	$1,236.00				Y
Company B	12/1/2023	$737.00				Y
Company B	1/1/2024	$1,057.00				Y
Company B	2/1/2024	$1,331.00				Y
Company B	3/1/2024	$161.00				Y
Company B	4/1/2024	$2,458.00				Y
Company B	5/1/2024	$897.00				Y
Company B	6/1/2024	$1,115.00				Y
Company C	12/1/2023	$18.00				Y
Company C	1/1/2024	$20.00				Y

Awards totals (Cells B20-J20)

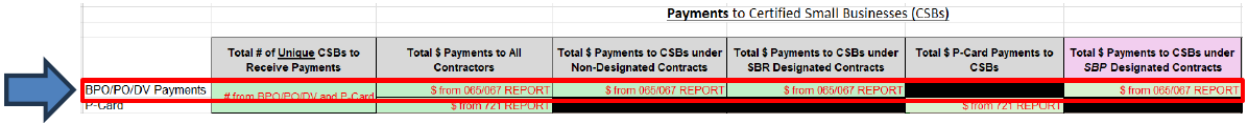


Awards to Certified Small Businesses (CSBs)

Total # All Contracts Awarded	Total $ All Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs	Total $ Non-Designated Contracts Awarded to CSBs	Total # SBR Designated Contracts Awarded to	Total $ SBR Designated Contracts Awarded to CSBs	Total # *SBP* Designated Contracts Awarded to CSBs	Total $ *SBP* Designated Contracts Awarded to CSBs	*Percentage of CSB Participation*
QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS	QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS	QTY 709 & 710 REPORTS	$ from 709 & 710 REPORTS	# from 709 & 710 REPORTS	$ from 709 & 710 REPORTS	
QTY 717 REPORT	$ from 717 REPORT	QTY from 717 REPORT	$ from 717 REPORT					
QTY 721 REPORT	$ from 721 REPORT	QTY from 721 REPORT	$ from 721 REPORT					
0	$0	0	$0	0	$0	0	$0	

Do not enter data in these fields (Cells B20-J20). These cells are auto populated (peach highlighted fields) from the data that is manually entered (green highlighted fields) in the AWARDS section. Note that Cell J20 will provide your unit's Percentage of CSB Participation.

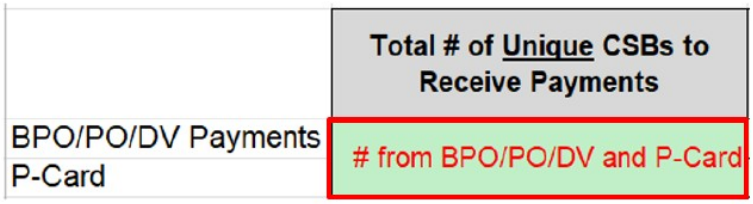
Payments- BPO/PO/DV (i.e. Cells B25/B26-E25 & G25)



Payments to Certified Small Businesses (CSBs)

	Total # of Unique CSBs to Receive Payments	Total $ Payments to All Contractors	Total $ Payments to CSBs under Non-Designated Contracts	Total $ Payments to CSBs under SBR Designated Contracts	Total $ P-Card Payments to CSBs	Total $ Payments to CSBs under *SBP* Designated Contracts
BPO/PO/DV Payments	# from BPO/PO/DV and P-Card	$ from 065/067 REPORT	$ from 065/067 REPORT	$ from 065/067 REPORT		$ from 065/067 REPORT
P-Card		$ from 721 REPORT			$ from 721 REPORT	

BPO/PO/DV Payments- "Total # of Unique CSBs to Receive Payments"



	Total # of Unique CSBs to Receive Payments
BPO/PO/DV Payments	# from BPO/PO/DV and P-Card
P-Card	

(Merged Cells B25/B26)

****Note** *that Cells B25 & B26 are merged to provide the "Total Number (#) of Unique Certified Small Businesses (CSBs) to Receive Payments", this information will be a combination of the data from the PCH065/067 Report (BPO/PO/DVs) and PCH721 Report (P-cards).*

Enter the "Total Number (#) of Unique Certified Small Businesses (CSBs) to Receive Payments" that received BPO/PO/DV and P-Card payments since the start of the fiscal year up to the end of the quarter being reported (i.e. the total number of unique vendors, not the total number of transactions), after you made the adjustments of removing the excluded items (scrubbed the data). Review the Socioeconomic Data Reporting Guidance document in the SBR Reporting Toolkit carefully to make sure you have subtracted all awards that are non-reportable.

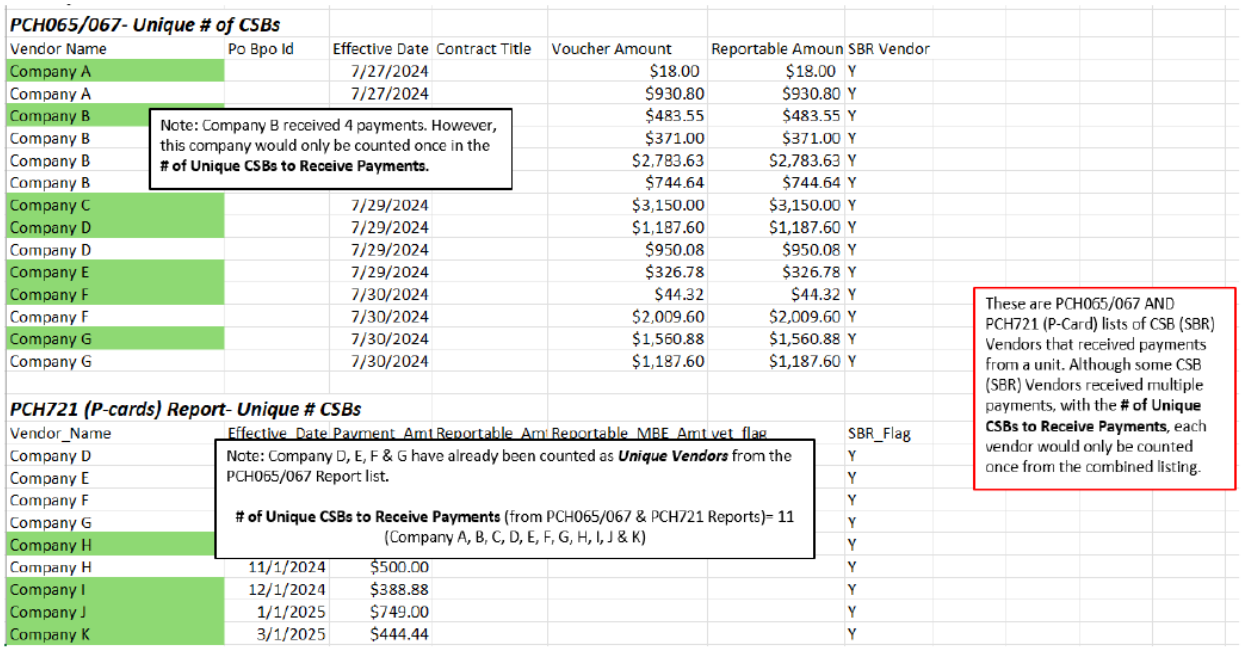
Count/tally the number of the unique individual firms from your support data, PCH065/067 and PCH721 Payments Reports. Start with those vendors that have "Y" listed for the "SBR Vend" column, as this will provide those CSBs that have received BPO/PO/DV and P-card payments. From this list, count/tally the number of unique CSB vendors that have received BPO/PO/DV and P-card payments-- not the total number of transactions but the number of (each) unique business that has received a payment(s). (Note: With the combined list of unique businesses, if *Company A* received 10 payments and *Company B* had 5

payments, the number of unique vendors would be 2 (*Company A* and *Company B*), as the CSB company represents the “Unique” vendor-- although these companies were paid multiple times, each company that is paid is only counted once as a “Unique” CSB vendor.)

This total number will be entered in Cell B25/B26 (or BPO/PO/DV and P-Card- “Total # of Unique CSBs to Receive Payments”) of the Summary Statement. See below list/example of only the CSB vendors that received payments (remember that this is a combined listing of CSB vendors on both the PCH065/067 and PCH721 Reports). These should include Designated and Non-Designated payments to CSB Vendors.

Example:

Unique # of CSBs



PCH065/067- Unique # of CSBs

Vendor Name	Po Bpo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amoun	SBR Vendor
Company A		7/27/2024		$18.00	$18.00	Y
Company A		7/27/2024		$930.80	$930.80	Y
Company B				$483.55	$483.55	Y
Company B				$371.00	$371.00	Y
Company B				$2,783.63	$2,783.63	Y
Company B				$744.64	$744.64	Y
Company C		7/29/2024		$3,150.00	$3,150.00	Y
Company D		7/29/2024		$1,187.60	$1,187.60	Y
Company D		7/29/2024		$950.08	$950.08	Y
Company E		7/29/2024		$326.78	$326.78	Y
Company F		7/30/2024		$44.32	$44.32	Y
Company F		7/30/2024		$2,009.60	$2,009.60	Y
Company G		7/30/2024		$1,560.88	$1,560.88	Y
Company G		7/30/2024		$1,187.60	$1,187.60	Y

Note: Company B received 4 payments. However, this company would only be counted once in the **# of Unique CSBs to Receive Payments.**

These are PCH065/067 AND PCH721 (P-Card) lists of CSB (SBR) Vendors that received payments from a unit. Although some CSB (SBR) Vendors received multiple payments, with the **# of Unique CSBs to Receive Payments**, each vendor would only be counted once from the combined listing.

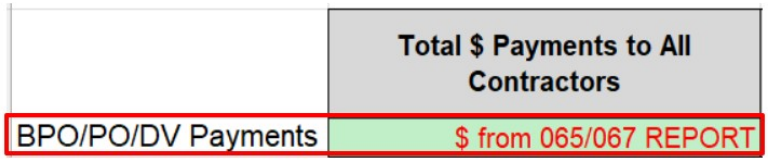
PCH721 (P-cards) Report- Unique # CSBs

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company D						Y
Company E						Y
Company F						Y
Company G						Y
Company H						Y
Company H	11/1/2024	$500.00				Y
Company I	12/1/2024	$388.88				Y
Company J	1/1/2025	$749.00				Y
Company K	3/1/2025	$444.44				Y

Note: Company D, E, F & G have already been counted as ***Unique Vendors*** from the PCH065/067 Report list.

# of Unique CSBs to Receive Payments (from PCH065/067 & PCH721 Reports)= 11 (Company A, B, C, D, E, F, G, H, I, J & K)

BPO/PO/DV Payments- “Total $ Payments to All Contractors”



	Total $ Payments to All Contractors
BPO/PO/DV Payments	$ from 065/067 REPORT

(Cell C25)

Enter the Total Dollar ($) payments made to All Contractors from the start of the fiscal year up to the end of the quarter being reported (including Certified Small Businesses (CSBs) and non-certified prime contractors). Start with the 065/067 Report, after you made the adjustments of removing the excluded items (scrubbed the data). This amount can be obtained by calculating the total of the items made to All Contractors, as listed in the “Reportable Amount” column. Enter that total amount in the BPO/PO/DV Payments- “Total $ Payments to All Contractors” of the Summary Statement (or Cell C25). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example: PCH065/067- Total $ Payments to All Contractors

Vendor Name	Po Bpo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amount
Company A		6/27/2023		$18.00	$18.00
Company A		6/27/2023		$930.80	$930.80
Company A		6/27/2023		$9,500.00	$9,500.00
Company A		6/27/2023		$1,824.24	$1,824.24
Company B		6/30/2023		$483.55	$483.55
Company B		6/30/2023		$371.00	$371.00
Company B		6/30/2023		$2,783.63	$2,783.63
Company B		6/30/2023		$744.64	$744.64
Company B		6/30/2023		$5,132.59	$5,132.59
Company C		6/30/2023		$3,150.00	$3,150.00
Company D		6/30/2023		$1,187.60	$1,187.60
Company D		6/30/2023		$950.08	$950.08
Company E		6/30/2023		$326.78	$326.78
Company F		6/30/2023		$44.32	$44.32
Company F		6/30/2023		$2,009.60	$2,009.60
Company G		6/30/2023		$1,560.88	$1,560.88
Company G		6/30/2023		$1,187.60	$1,187.60
Company H		6/30/2023		$1,187.60	$1,187.60
Company H		6/30/2023		$1,548.72	$1,548.72
Company I		6/30/2023		$1,877.45	$1,877.45
				Total	$36,819.08

BPO/PO/DV Payments- "Total $ Payments to CSBs under Non-Designated Contracts"

	Total $ Payments to CSBs under Non-Designated Contracts
BPO/PO/DV Payments	$ from 065/067 REPORT

(Cell D25)

Enter the BPO/PO/DV- Total $ Payments to CSBs under Non-Designated Contracts made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO/DV- "Total $ Payments to All Contractors". Determine the dollar amount of Payments that were made to Certified Small Businesses (CSBs) that received Non-Designated awards. This total *can be obtained by calculating the dollar amount of the items that have "Y" listed in the "SBR Vend" (SBR Vendor) column and a blank field in the "SBR Procure Ind" column.*

Enter that dollar value in the BPO/PO/DV- "Total $ Payments to CSBs under Non-Designated Contracts" of the Summary Statement (or Cell D25). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example: PCH065/067- Total $ Payments to CSBs under Non-Designated Contracts

Vendor Name	Po Bpo Id	Effective Date	Contract T	Voucher Amount	Reportable Amount	SBR Vend	SBR Procure Ind
Company A		6/27/2023		$18.00	$18.00	Y	
Company A		6/27/2023		$930.80	$930.80	Y	
Company A		6/27/2023		$9,500.00	$9,500.00	Y	
Company A		6/27/2023		$1,824.24	$1,824.24	Y	
Company B		6/30/2023		$483.55	$483.55	Y	
Company B		6/30/2023		$371.00	$371.00	Y	
Company B		6/30/2023		$2,783.63	$2,783.63	Y	
Company B		6/30/2023		$744.64	$744.64	Y	
Company B		6/30/2023		$5,132.59	$5,132.59	Y	
Company C		6/30/2023		$3,150.00	$3,150.00	Y	
				Total	$24,938.45		

BPO/PO/DV Payments - "Total $ Payments to CSBs under SBR Designated Contracts"

	Total $ Payments to CSBs under SBR Designated Contracts
BPO/PO/DV Payments	$ from 065/067 REPORT

(Cell E25)

Enter the BPO/PO/DV- Total $ Payments to CSBs under SBR Designated Contracts made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO/DV- "Total $ Payments to All Contractors". Determine the total dollar amount that was made to Certified Small Businesses (CSBs) that received SBR Designated payments. This total *can be obtained by calculating the dollar amount of the items that have "Y" listed in the "SBR Vend") column and "Y" in the "SBR Procure Ind" column.*

Enter that dollar value in the BPO/PO/DV- "Total $ Payments to CSBs under SBR Designated Contracts" of the Summary Statement (or Cell E25). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example: PCH065/067- Total $ Payments to CSBs under SBR Designated Contracts

Vendor Name	Po Bpo Id	Effective Date	Contract Title	Voucher Amount	Reportable Amount	SBR Vend	SBR Procure Ind
Company D		6/30/2023		$1,187.60	$1,187.60	Y	Y
Company D		6/30/2023		$950.08	$950.08	Y	Y
Company E		6/30/2023		$326.78	$326.78	Y	Y
Company F		6/30/2023		$44.32	$44.32	Y	Y
Company F		6/30/2023		$2,009.60	$2,009.60	Y	Y
Company G		6/30/2023		$1,560.88	$1,560.88	Y	Y
Company G		6/30/2023		$1,187.60	$1,187.60	Y	Y
				Total	$7,266.86		

BPO/PO/DV Payments - "Total $ Payments to CSBs under SBP Contracts"

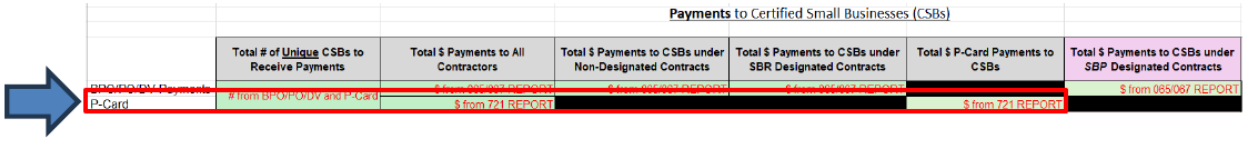
	Total $ Payments to CSBs under *SBP* Contracts
BPO/PO/DV Payments	$ from 065/067 REPORT

(Cell G25)

Enter the "Total $ Payments to CSBs under *Small Business Preference (SBP)* Contracts" made from the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the BPO/PO/DV Payments- "*Total $ Payments to All Contractors*". Determine the dollar amount of BPO/PO/DV Payments that were made to Certified Small Businesses that received *SBP* payments. Report preparers may need to manually count SBP awards if there is no SBP flag.

Enter that dollar value in the **BPO/PO/DV Payments- "Total $ Payments to CSBs under *SBP* Contracts"** of the Summary Statement (or Cell G25). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description).

Payments- P-Card (Purchase Card, i.e. Cells B25/B26-C26 & F26)



P-Card (Purchase Card)- "Total $ Payments to All Contractors"

	Total $ Payments to All Contractors
BPO/PO/DV Payments	$ from 065/067 REPORT
P-Card	$ from 721 REPORT

(Cell C26)

Enter the P-Card (Purchase Card) Total Dollar ($) Payments made to All Contractors since the start of the fiscal year up to the end of the quarter being reported (including Certified Small Businesses (CSBs) and non-certified prime contractors). Start with the 721 Report, after you made the adjustments of removing the excluded items (scrubbed the data). This amount can be obtained by calculating the total dollar value made to All Contractors, as listed in the Amount column. Enter that total amount in the P-Card- "Total $ Payments to All Contractors" of the Summary Statement (or Cell C26). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example: PCH721- "Total $ Payments to All Contractors"

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_Amt
Company A	9/1/2023	$197.00		
Company B	7/1/2023	$1,917.00		
Company B	8/1/2023	$1,080.00		
Company B	9/1/2023	$1,336.00		
Company B	10/1/2023	$163.00		
Company B	11/1/2023	$1,236.00		
Company B	12/1/2023	$737.00		
Company B	1/1/2024	$1,057.00		
Company B	2/1/2024	$1,331.00		
Company B	3/1/2024	$161.00		
Company B	4/1/2024	$2,458.00		
Company B	5/1/2024	$897.00		
Company B	6/1/2024	$1,115.00		
Company C	12/1/2023	$18.00		
Company C	1/1/2024	$20.00		
Company D	9/1/2023	$116.00		
Company D	9/1/2023	$320.00		
Company E	12/1/2023	$500.00		
Company F	2/1/2024	$722.00		
Company F	2/1/2024	$348.00		
	Total	$15,729.00		

P-Card (Purchase Card)- "Total $ P-Card Payments to CSBs"

	Total $ P-Card Payments to CSBs
BPO/PO/DV Payments	
P-Card	$ from 721 REPORT

(Cell F26)

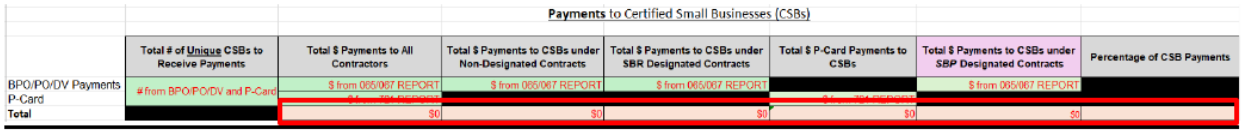
Enter the Total Dollar Amount ($) of P-Card Payments to CSBs made since the start of the fiscal year up to the end of the quarter being reported. This amount is a subset of the P-Card- “Total $ Payments to All Contractors”. Determine the total dollar amount that was made to Certified Small Businesses (CSBs) that received payments when using P-Cards. This total *can be obtained by calculating the dollar amount of the items that have “Y” listed in the “SBR_Flag” column.*

Enter that dollar value in the **P-Card- “Total $ P-Card Payments to CSBs”** of the Summary Statement (or Cell F26). Clearly show the supporting data within a tab/sheet listed behind the Summary Statement in the template or attach the data (include an identifiable description.)

Example: PCH721- “Total $ P-Card Payments to CSBs”

Vendor_Name	Effective_Date	Payment_Amt	Reportable_Amt	Reportable_MBE_Amt	vet_flag	SBR_Flag
Company A	9/1/2023	$197.00				Y
Company B	7/1/2023	$1,917.00				Y
Company B	8/1/2023	$1,080.00				Y
Company B	9/1/2023	$1,336.00				Y
Company B	10/1/2023	$163.00				Y
Company B	11/1/2023	$1,236.00				Y
Company B	12/1/2023	$737.00				Y
Company B	1/1/2024	$1,057.00				Y
Company B	2/1/2024	$1,331.00				Y
Company B	3/1/2024	$161.00				Y
Company B	4/1/2024	$2,458.00				Y
Company B	5/1/2024	$897.00				Y
Company B	6/1/2024	$1,115.00				Y
Company C	12/1/2023	$18.00				Y
Company C	1/1/2024	$20.00				Y
	Total	$13,723.00				

Payments totals (Cells C27-H27)



	Payments to Certified Small Businesses (CSBs)						
	Total # of Unique CSBs to Receive Payments	Total $ Payments to All Contractors	Total $ Payments to CSBs under Non-Designated Contracts	Total $ Payments to CSBs under SBR Designated Contracts	Total $ P-Card Payments to CSBs	Total $ Payments to CSBs under *SBP* Designated Contracts	Percentage of CSB Payments
BPO/PO/DV Payments		$ from 065/067 REPORT	$ from 065/067 REPORT	$ from 065/067 REPORT		$ from 065/067 REPORT	
P-Card	# from BPO/PO/DV and P-Card	$ [illegible]			$ [illegible]		
Total		$0	$0	$0	$0	$0	

Do not enter data in these fields (Cells C27-H27). These cells are auto populated (peach highlighted fields) from the data that is manually entered (green highlighted fields) in the PAYMENTS section.

The “Notes” section, as found at the bottom of the Summary Statement Page, should be used to put the unit’s SBR set aside achievement in context, i.e. if the unit has not met the 20% SBR spending goal. You may also use this section to explain other items pertaining to your unit’s report.

Assistance and Submission

SBR Compliance Managers, Lisa Mitchell Sennaar and Tanita Johnson are available to assist with any questions you may have regarding completion of the SBR Annual Reports. Please direct your inquiries via email to lisa.sennaar@maryland.gov or tanita.johnson1@maryland.gov.

The completed excel spreadsheet/Small Business Reserve (SBR) Quarterly/Annual Report, inclusive of the SBR Summary Statement Template with supporting documentation must be forwarded to the SBR reports mailbox, sbrreports.gosba@maryland.gov. ****Remember that signatures are not required for Quarterly Reports.** They are required for Annual Reports.

Signatures are not required for Quarterly Reports. Remember that Signatures are required during submission of the Annual Report (Combined 1-4 Qtrs):	
Agency Head Name and Signature:	
Chief Financial Officer Name and Signature:	
Submitted By:	
Title:	
Telephone Number/Email Address:	
Submission Date:	

DON’T FORGET TO INPUT YOUR UNIT’S NAME IN THE HEADER OF THE EXCEL DOCUMENTS!

Document information

10.2025