Socioeconomic Data Reporting Guidance

This Socioeconomic Data Reporting Guidance is a reporting tool to assist state procurement units in properly identifying reporting exclusions for Small Business Reserve (SBR), Minority Business Enterprise (MBE), and Veteran-Owned Small Business Enterprise (VSBE) participation data reports.

State procurement units are required to submit quarterly and annual participation attainment data to the Governor's Office of Small, Minority & Women Business Affairs (GOSBA). Not all awards and payments can be counted towards the State's socioeconomic procurement programs participation.This guidance was prepared by GOSBA in collaboration with:

- Department of General Services (DGS)
- Office of the Comptroller (COM)
- Department of Budget and Management (DBM)
- GAD List Workgroup members

It is important for report preparers to have a general understanding of the SBR, MBE, and VSBE programs and procurement processes. This guidance is not an absolute list of inclusions and/or exclusions. Report preparers are expected to confer with their unit's procurement team for contract specific details.

Technical Assistance

General Data Issues

Issues impacting performance data should be reported to the designated SBR/MBE/VSBE compliance manager at GOSBA. Any issues that cannot be resolved prior to submission of the quarterly or annual participation data should be fully articulated in the NOTES section of the report.

ANSWERS

Link to ANSWERS (must be connected to VPN for access): https://net.md.gov/apps/answers/

Submit a service ticket to DoIT to address any data specific issues within ANSWERS. Always CC DoITs financial management manager as well as the designated GOSBA compliance manager. **Contact information is provided below:**

Area	Contact	Email
DoIT Financial Management	Jim Roman -DoIT-	jim.roman@maryland.gov
SBR Compliance	Lisa Mitchell Sennaar -GOSBA-	lisa.sennaar@maryland.gov
SBR Compliance	Tanita Johnson -GOSBA-	tanita.johnson1@maryland.gov
MBE Compliance	Karen Reyes -GOSBA-	karen.reyes@maryland.gov
VSBE Compliance	Danielle Davis -GOSBA-	danielle.davis2@maryland.gov

Reporting Best Practices

- Pull quarterly and annual report data in a timely manner to meet the due dates
- Ensure quality assurance and thoroughly review data for errors and omission (ex. system errors, clerical errors)
- Keep two datasets:

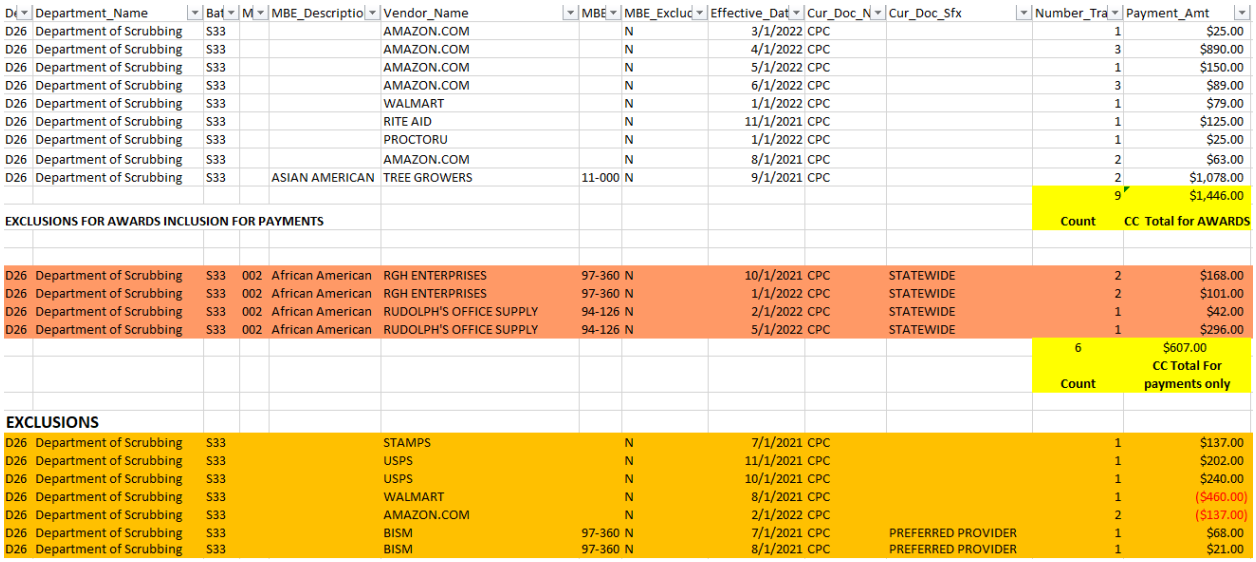
    - (1) raw - preserves the data integrity
    - (2) scrubbed - normalizes and cleanses the data
- Collaborate with all necessary internal stakeholders to ensure the report has been verified for data quality assurance prior to final submission to GOSBA
- Identify statewide and delegated contracts to ensure proper counting
- Collaborate with staff members that enter codes in FMIS for clarification data input procedures
    - Some procurement units have their own Agency object code (AOBJ) Crosswalk which rolls up to Comptroller Object Codes.

Scrubbing Data

The report preparer is expected to scrub the raw data to correct or remove errors, redundancies, incomplete data, or data that should be excluded from participation data.

1. Pull appropriate data reports from the procurement and accounting system of record. (i.e. ANSWERS, iFMIS, PeopleSoft)
2. Organize necessary data by program (Specific instructions are available in each program's reporting manual found in the reporting toolkits: SBR Reporting Toolkit, MBE Reporting Toolkit, and VSBE Reporting Toolkit)
3. Carefully review all Direct Vouchers and Prime Vouchers as inaccurate reporting will affect the data output.
    - Direct Vouchers
        - One time payments, primarily Small Procurements Cat I & II
        - Reported as both an award and a payment
    - Prime Vouchers
        - Made from a BPO/PO
        - Reported as a payment only
4. Cross reference this guidance for each socioeconomic program award and payment data report to ensure the necessary line items are reported accurately.
    - *ADPICS Additional Elements* provides reporting guidance by contract type, procurement method, category of work, and award authority. https://bpw.maryland.gov/Documents/1998%202%20Attachment.pdf
    - *Procurement Exemptions*, as outlined in COMAR, define both overarching procurement exemptions and agency specific exemptions. COMAR 21.01.03.01
    - *Comptroller Object Codes* are used to identify reportable and non-reportable data line items. (See Page 4 for greater detail)
        - A.1 Standard Rates and Schedules by Comptroller Subobject
        - Appendix G - Expenditure Objects and Definitions
    - *BPW Advisory 2005-1 Small Business Reserve Program*, as outlined in the BPW advisory, which establishes the process for procurement units to adhere to the SBR program. https://bpw.maryland.gov/Pages/adv-2005-1.aspx

Scrubbing Example PCHL721 ANSWERS Credit Card Report



D	Department_Name	Bat	M	MBE_Descriptio	Vendor_Name	MBE	MBE_Exclud	Effective_Dat	Cur_Doc_N	Cur_Doc_Sfx	Number_Tra	Payment_Amt
D26	Department of Scrubbing	S33			AMAZON.COM		N	3/1/2022	CPC		1	$25.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	4/1/2022	CPC		3	$890.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	5/1/2022	CPC		1	$150.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	6/1/2022	CPC		3	$89.00
D26	Department of Scrubbing	S33			WALMART		N	1/1/2022	CPC		1	$79.00
D26	Department of Scrubbing	S33			RITE AID		N	11/1/2021	CPC		1	$125.00
D26	Department of Scrubbing	S33			PROCTORU		N	1/1/2022	CPC		1	$25.00
D26	Department of Scrubbing	S33			AMAZON.COM		N	8/1/2021	CPC		2	$63.00
D26	Department of Scrubbing	S33		ASIAN AMERICAN	TREE GROWERS	11-000	N	9/1/2021	CPC		2	$1,078.00
											9	$1,446.00
EXCLUSIONS FOR AWARDS INCLUSION FOR PAYMENTS											Count	CC Total for AWARDS
D26	Department of Scrubbing	S33	002	African American	RGH ENTERPRISES	97-360	N	10/1/2021	CPC	STATEWIDE	2	$168.00
D26	Department of Scrubbing	S33	002	African American	RGH ENTERPRISES	97-360	N	1/1/2022	CPC	STATEWIDE	2	$101.00
D26	Department of Scrubbing	S33	002	African American	RUDOLPH'S OFFICE SUPPLY	94-126	N	2/1/2022	CPC	STATEWIDE	1	$42.00
D26	Department of Scrubbing	S33	002	African American	RUDOLPH'S OFFICE SUPPLY	94-126	N	5/1/2022	CPC	STATEWIDE	1	$296.00
											6	$607.00
											Count	CC Total For payments only
EXCLUSIONS												
D26	Department of Scrubbing	S33			STAMPS		N	7/1/2021	CPC		1	$137.00
D26	Department of Scrubbing	S33			USPS		N	11/1/2021	CPC		1	$202.00
D26	Department of Scrubbing	S33			USPS		N	10/1/2021	CPC		1	$240.00
D26	Department of Scrubbing	S33			WALMART		N	8/1/2021	CPC		1	($460.00)
D26	Department of Scrubbing	S33			AMAZON.COM		N	2/1/2022	CPC		2	($137.00)
D26	Department of Scrubbing	S33			BISM	97-360	N	7/1/2021	CPC	PREFERRED PROVIDER	1	$68.00
D26	Department of Scrubbing	S33			BISM	97-360	N	8/1/2021	CPC	PREFERRED PROVIDER	1	$21.00

In every row of the example, the first columns read: D26, Department of Scrubbing, S33, and the Cur_Doc_N column reads CPC. The remaining columns are shown below with the column names as they appear in the spreadsheet.

Included rows

Vendor_Name	M	MBE_Descriptio	MBE	MBE_Exclu	Effective_Dat	Cur_Doc_Sfx	Number_Tra	Payment_Amt
AMAZON.COM				N	3/1/2022		1	$25.00
AMAZON.COM				N	4/1/2022		3	$890.00
AMAZON.COM				N	5/1/2022		1	$150.00
AMAZON.COM				N	6/1/2022		3	$89.00
WALMART				N	1/1/2022		1	$79.00
RITE AID				N	11/1/2021		1	$125.00
PROCTORU				N	1/1/2022		1	$25.00
AMAZON.COM				N	8/1/2021		2	$63.00
TREE GROWERS		ASIAN AMERICAN	11-000	N	9/1/2021		2	$1,078.00

Count: 9. CC Total for AWARDS: $1,446.00

EXCLUSIONS FOR AWARDS INCLUSION FOR PAYMENTS

Vendor_Name	M	MBE_Descriptio	MBE	MBE_Exclu	Effective_Dat	Cur_Doc_Sfx	Number_Tra	Payment_Amt
RGH ENTERPRISES	002	African American	97-360	N	10/1/2021	STATEWIDE	2	$168.00
RGH ENTERPRISES	002	African American	97-360	N	1/1/2022	STATEWIDE	2	$101.00
RUDOLPH'S OFFICE SUPPLY	002	African American	94-126	N	2/1/2022	STATEWIDE	1	$42.00
RUDOLPH'S OFFICE SUPPLY	002	African American	94-126	N	5/1/2022	STATEWIDE	1	$296.00

Count: 6. CC Total For payments only: $607.00

EXCLUSIONS

Vendor_Name	M	MBE_Descriptio	MBE	MBE_Exclu	Effective_Dat	Cur_Doc_Sfx	Number_Tra	Payment_Amt
STAMPS				N	7/1/2021		1	$137.00
USPS				N	11/1/2021		1	$202.00
USPS				N	10/1/2021		1	$240.00
WALMART				N	8/1/2021		1	($460.00)
AMAZON.COM				N	2/1/2022		2	($137.00)
BISM			97-360	N	7/1/2021	PREFERRED PROVIDER	1	$68.00
BISM			97-360	N	8/1/2021	PREFERRED PROVIDER	1	$21.00

Reporting by transaction type and contract

Specific Transaction Types

Specific Transaction Types	Awards	Payments
Preferred Providers: -Maryland Works (MD Works) -Maryland Correctional Enterprises (MCE) -Blind Industries and Services of Maryland (BISM)	Do not report	Do not report
Interagency Transactions	Do not report	Do not report
Grants	Do not report	Do not report

DGS Contracts

DGS Contracts	Awards	Payments
Delegated Contracts (procurement unit specific)	Procurement Unit Reports	Procurement Unit Reports
DGS Non-Delegated (i.e. Statewide Contracts, Capital Construction, etc)	DGS Reports	Procurement Unit Reports

To view the full list of Statewide Contracts Visit: procurement.maryland.gov/procurement-staff/

DBM Contracts

DBM Contracts	Awards	Payments
Energy Vehicle Expenditures	DBM Reports	DBM Reports
Fuel Vehicle Expenditures	Procurement Unit Reports	Procurement Unit Reports

Comptroller Objects

Follow this guidance for reporting Comptroller Object Code. For the full Comptroller Object Code list, visit the Department of Budget & Management and the Comptroller's websites:

- A.1 Standard Rates and Schedules by Comptroller Subobject
- Appendix G - Expenditure Objects and Definitions

Object 01- Salaries and Wages

DO NOT REPORT

- All of the subobject codes under Comptroller Object Code 01 do not fall under procurement practices and should not appear in ANSWERS reports for socioeconomic reporting.
- Procurement units that do not utilize ANSWERS must remove any items that were used to make payments towards internal salaries and wages.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Workers compensation, Regular Earnings

Object 02- Technical and Special Fees

DO NOT REPORT

- All subobject codes under Comptroller Object Code 02 do not fall under procurement practices and should not appear in ANSWERS reports for Socioeconomic reporting.
- Procurement units that do not utilize ANSWERS must remove any items that were used to make payments towards technical and special fees.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Per Diem Payments, Employee Awards,Honorariums

Object 03- Communications

DO NOT REPORT

- All of the subobject codes under Comptroller Object Code 03 do not fall under procurement practices and should not appear in ANSWERS reports for socioeconomic reporting.
- Procurement units that do not utilize ANSWERS must remove any items that were used to make payments towards communications.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Postage (Only pertains to United States Postal Service transactions), State Cell Phones (ex. Payments made to Verizon, AT&T)

Object 04- Travel

DO NOT REPORT

- All of the subobject codes under Comptroller Object Code 04 do not fall under procurement practices and should not appear in ANSWERS reports for socioeconomic reporting.
- Procurement units that do not utilize ANSWERS must remove any items that were used to make payments towards communications.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Amtrak Tickets, Airline Tickets, Conference Fees, Hotels, EZ-PASS

Object 06- Fuel and Utilities

DO NOT REPORT

- Some subobject codes in Comptroller Object Code 06 apply to specific circumstances. See below for guidance on how to properly classify line items.

Fuel and Utilities: The subobject codes in Object 06 that apply to Fuel and Utilities do not fall under procurement practices and are considered expenditures. This **should not be confused** with contracts awarded to vendors to provide plumbing services, electricians, HVAC or fuel contracts.

Subobject Codes that are exempt per COMAR 21.01.03.01:

Code	Definition	Notes
0697- Maryland Environmental Service (MES) Charges	To record payment to the Maryland Environmental Service for operation of	This code is exempt under COMAR 21.01.03.01A(4) Contracts or like business agreements between a State

Code	Definition	Notes
	facilities	agency and:
0698- Loan Repayment-Energy Conservation Fund	Any loan repayments made to the Energy Conservation Loan Fund.	This code is exempt under COMAR 21.01.03.01A(4) Contracts or like business agreements between a State agency and:

Object 07- Motor Vehicle Operations and Maintenance

REPORT

- Some subobject codes in Comptroller Object Code 07 apply to specific circumstances as noted below.

Guidance for Vehicle Maintenance, Repair, Fuel, Oil, Gas, and Parts:

Topic	Guidance
Statewide Contract for Vehicle Maintenance and Repair:	DGS currently has a statewide vehicle maintenance and repair contract with **Element Vehicle Management Services, LLC.** Awards are reported by DGS and payments made towards the statewide are reported by the procurement unit.
Statewide Contract for Fuel Supply and Maintenance Services:	DGS currently has a statewide contract for Oil, Gas, Fuel, and Utilities with **Carroll Independent Fuel Co Inc.** Awards on this statewide contract are reported by DGS and payments made towards this statewide contract are reported by the procurement unit.
Credit Card Transactions for Parts:	There are times procurement units may note transactions on their credit card reports to Autozone or Advanced Auto Parts, or independent auto shops for example. These transactions can be included in your agencies awards and payments.

Subobject Codes that should not be reported (continued on next page):

Code	Notes
0704- Insurance **0713- Insurance** **0723- Insurance** **0733- Insurance**	Insurance is considered an expenditure through the Self Insured Fund and is exempt from procurement practices.
0705- Garage Rent **0714- Hangar Rental/Landing Fees** **0724- Boat Slip Rental/Launching Fees** **0734-Garage or Storage Space Rental**	These various types of garages, rentals and fees do not fall under procurement practices and are considered expenditures. These should not be reported.

Object 08 - Contractual Services

REPORT

- Most subobject codes under Comptroller Object Code 08 fall under procurement practices and should be included.
- Some of these subobject codes apply to specific circumstances as noted below.

Examples: Janitorial Services, Software Licenses

Subobject Codes that are exempt per COMAR 21.01.03.01:

Code	Definition	Notes
0831- Office of Administrative Hearings (OAH) Allocation	To record any fees paid to the Office of Administrative Hearings	This code is exempt under COMAR 21.01.03.01A(4) Contracts or like business agreements between a State agency and:

Object 09 - Supplies and Materials

REPORT

- All subobject codes under Comptroller Object Code 09 fall under procurement practices and should appear on socioeconomic reports in ANSWERS.
- Procurement units that do not utilize ANSWERS should include any items that were used to make payments towards Supplies and Material.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Basic office supplies (printer paper, pens), Cleaning Materials, Uniforms

Subobject Codes that should not be reported:

Code	Definition
0951- Items for Resale	Items which are not purchased for use or consumption by an agency.

Object 10- Equipment Replacement

REPORT

- All subobject codes under Comptroller Object Code 10 fall under procurement practices and should appear on socioeconomic reports in ANSWERS.
- Procurement units that do not utilize ANSWERS must include any items that were used to make payments towards Equipment Replacement.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Computers, Computer Monitors, Farm Equipment, Classroom Equipment

Subobject Codes that should not be reported:

Code	Notes
1021-Capital Lease(s)-Payment(s) to Treasurer (Non-DP) **1022-Capital Lease(s) (Non-DP)** **1023-Operating Lease(s) (Non-DP)** **1024-Installment Payment(s) to Treasurer (Non-DP, Non-Capital)** **1041-Capital Lease(s)-Payment(s) to Treasurer (DP)** **1042-Capital Lease(s) (DP)** **1043-Operating Lease(s) (DP)** **1044-Installment Payment(s) to Treasurer (DP, Non-Capital)**	These various types of leases and lease payments do not fall under procurement practices and are considered expenditures. These should not be reported.

Object 11- Equipment Additional

REPORT

- All subobject codes under Comptroller Object Code 11 fall under procurement practices and should appear on socioeconomic reports in ANSWERS.

- Agencies that do not utilize ANSWERS must include any items that were used to make payments towards Additional Equipment.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Example: Brand new computers

Subobject Codes that should not be reported:

Code	Notes
1121-Capital Lease(s)-Payment(s) to Treasurer (Non-DP) **1122-Capital Lease(s) (Non-DP)** **1123-Operating Lease(s) (Non-DP)** **1124-Installment Payment(s) to Treasurer (Non-DP, Non-Capital)** **1141-Capital Lease(s)-Payment(s) to Treasurer (DP)** **1142-Capital Lease(s) (DP)** **1143-Operating Lease(s) (DP)** **1144-Installment Payment(s) to Treasurer(DP, Non-Capital)**	These various types of leases and lease payments do not fall under procurement practices and are considered expenditures. These should not be reported.

Object 12 - Grants, Subsidies and Contributions

DO NOT REPORT

- All subobject codes under Comptroller Object Code 12 do not fall under procurement practices and should not appear on socioeconomic reports in ANSWERS.
- Procurement units that do not utilize ANSWERS must remove any items that were used to make payments towards Grants, Subsidies, and Contributions.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Object 13 - Fixed Charges

DO NOT REPORT

- All subobject codes under Comptroller Object Code 13 do not fall under procurement practices and should not appear on socioeconomic reports in ANSWERS.
- Procurement units that do not utilize ANSWERS must remove any items that were used to make payments towards Fixed Charges.
- Refer to the unit's accounting office for clarification on any line items related to this category.

Examples: Association Dues, Licenses (Licenses required for state operations ex. Professional Licenses), Insurance

Object 14- Land and Structures

REPORT

- Only agencies with construction authority are responsible for reporting procurements within Comptroller Object Code 14
- Refer to the unit's accounting office for clarification on any line items related to this category.

Subobject Codes that should be reported:

Code	Definition
1402-Land Improvements	Costs of improvements which increase the value of land. Includes such items as grading and installation of drainage facilities, standard and essential landscaping,

Code	Definition
	street or other outdoor lighting, etc. Also includes costs associated with additions to, alteration, conversion, expansion or relocation of an existing facility or structure.

Subobject Codes that are exempt per COMAR 21.01.03.01:

Code	Definition	Notes
1401-Land	Includes the acquisition of real estate by purchase or acquisition, by condemnation proceedings and the amounts of settlement of damage claims resulting from State construction projects, including costs such as title abstracts, recording fees, etc.	This code is exempt under COMAR 21.01.03.01A (3) Purchase of land, and a permanent or temporary interest in land;

Document information

Last Updated: July 1, 2024