Annual MBE Report Submission Checklist

Purpose: Use this checklist to ensure the FY2026 MBE Annual Report is complete before final submission. All components of the annual report submission must be submitted in **electronic format.**

1. Core Reporting Files

☐ **OSBA Procurement Awards and Outreach Data**

FY2026 **Annual Report Forms** Excel spreadsheets, 1 file (*please note that the ANNUAL Report Excel file is slightly different from the quarterly version*), *send this document to OSBA in Excel format.*

Ensure inclusion of Awards Delegated from DGS.

Include awards from June BPW Agendas that may not have been posted in a timely manner.

☐ **OSBA "MBE Contracts Inventory"** File: Submit one file in Excel format to OSBA

☐ **Annual Agency MBE Compliance Assessment Report:** Submit the completed report in **Excel format** via email.

☐ **Signed Annual MBE Compliance Report (PDF):** Submit a PDF copy signed by the Procurement Unit Head or an authorized designee.

2. Web Portal & Documentation

☐ **Portal Data Entry:** Complete the OSBA Form #3 data entry or import via the web portal.

☐ **Form #3 Payment Report:** Download and email the Prime and Subcontractor payment reports from the portal to OSBA.

☐ **Backup Documentation:** Provide backup supporting files for all reported awards and payments.

FMIS Agencies: Include **RECONCILED** electronic copies of reports used to generate award/payment data and any other relevant supporting documentation.

Non-FMIS Agencies: Include system-generated reports that validate all reported figures.

Deadline: Submit all backup documentation via email by **August 31, 2026**.

3. Final Review & Signatures

☐ **OSBA Summary Statement:** Review and obtain the three required signatures for the finalized Summary Statement provided by OSBA.

☐ **Submission Timeline:** The signed Summary Statement must be returned to OSBA within **5 business days** of receipt.

☐ **Signature Planning:** To ensure you meet the 5-day deadline, please estimate the time needed to coordinate all **three signers in advance. (E-mailed to OSBA)**

Where to find forms

You can find forms, templates, and manuals under the MBE Program Reporting Toolkit:



www.gomdsmallbiz.maryland.gov

All submissions must be in electronic format.