Instructions for Completing FY2027 Procurement Forecast Report

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Please read these instructions while completing the Procurement Forecast Excel template.

In support of the state's socioeconomic procurement programs, units participating in the Small Business Reserve (SBR), Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) programs are required to submit a completed FY2027 Procurement Forecast template with Attestation Signatures to the Department of Social and Economic Mobility (DoSEM) Office of Small, Minority & Women Business Affairs (OSBA) annually.

Submission of the Procurement Forecast satisfies DoSEM OSBA's request pursuant to COMAR 21.11.03.17, 21.11.01.06 and 21.11.14.06 (B)

The FY2027 Procurement Forecast report **must** include all current/existing and projected contracts (including sole source and task orders) $100,000 or more **that are anticipated to be advertised in FY2027. Units only need to submit one report with all projected procurements** on or before **June 30, 2026.**

Please note that the data provided will be available to the public in a searchable format on DoSEM OSBA's website. The Procurement Forecast is one of the most active pages on our website and is used throughout the year by small, minority, women and veteran-owned businesses that are interested in state procurement opportunities.

All participating units are required to submit their FY2027 Procurement Forecast no later than June 30, 2026 via email to compliance.gosba@maryland.gov. The submission should include:

- The attestation signed electronically in pdf format.
- The FY2027 completed Procurement Forecast should be submitted in Excel format.

NOTE: Do not try to add columns or change the drop-down menus. The Excel spreadsheet will be uploaded to our Procurement Forecast database and it will not load if the spreadsheet has been altered. The worksheet template is protected. Fields A, C, F, G, I, J, K and L have fixed drop-down menus. It is mandatory to complete All highlighted fields that are applicable. Each drop down menu has a "To Be Determined" or "Other" option.

Tab

FY2027 Procurement Forecast

All solicitations and contracts (both current/existing and new state- and federally funded) of $100,000 or higher that are projected to be advertised during FY2027 should be included in the report. The Forecast should also include task orders under master contracts and sole source contracts. Please do not include modifications, change orders, renewals, or options for current contracts. You are strongly encouraged to include contracts below the threshold whenever possible. Small businesses are often looking for contracts below $100,000.

Columns

Column A – Unit Name (required field): Select the unit's name from the drop-down menu. If your unit

is not listed, contact DoSEM OSBA immediately at compliance.gosba@maryland.gov, so that we may add your unit. Do Not add it yourself.

Current/existing contracts that are projected to be re-solicited in FY2027 should complete Columns B-E (If there is no current/existing contract, leave Columns B-E blank)

Column B – Contract Number: (required field) Provide the ADPICS contract number or, for non-FMIS agencies, another agency identifier for the most recent current/existing contract.

Column C – Current Base Contract Amount (required field): Select the appropriate value range for the current/existing contract, excluding options and modifications, from the drop-down menu selections.

- USM Simplified $25,000 to $200,000
- $15,000 to $100,000
- $100,001 to $500,000
- $500,001 to 1,000,000
- $1,000,001 to $5,000,000
- $5,000,001 to $10,000,000
- $10,000,001 to $20,000,000
- Over $20,000,001
- To Be Determined

Column D – Incumbent Name: (required field) Provide the name of the contractor for the current contract. If multiple awards, please state “Various.”

Column E - (required field) Please list if the current contract is designated as Small Business Reserve (SBR). Also list the existing contract’s MBE/DBE or VSBE Participation Goals. If the current contract does not have an MBE/DBE or VSBE participation goal, enter “0.” Note that this is not the actual MBE/DBE or VSBE participation achieved, but the final MBE/DBE or VSBE participation goal stated when the most recent contract was awarded. i.e. SBR, MBE 20%, VSBE 5%

Current/existing contracts and projected solicitations: must complete Columns F-O

Column F – Procurement Categories (required field): Select the procurement category for the current/existing contract or the projected solicitation from the drop-down menu selections.

- Architectural Services
- Construction
- Construction-Related Services
- Engineering Services
- Human, Social, Cultural & Educational Services
- Information Technology – Services
- Information Technology – Supplies and Equipment
- Maintenance
- Other
- Services
- Supplies and Equipment

Column G – Procurement Method (required field): Select the procurement method for the current/existing contract or the projected solicitation from the drop-down menu options.

- USM Simplified $25,000 to $200,000
- Architectural/Engineering
- Competitive Sealed Bid
- Competitive Sealed Proposal
- Intergovernmental Cooperative Purchasing Agreement – Lead
- Intergovernmental Cooperative Purchasing Agreement – Other

- IT Task Order (CATS)
- IT Task Order (PORFP)
- IT Task Order (Other)
- Noncompetitive negotiated procurement of Human, Social or Education Services
- Sole Source
- Other
- To Be Determined

Column H – Description (required field): Provide a short description of the products/services for the current contract or the upcoming solicitation. The description should be detailed enough to establish the general subject matter of the work/service to be performed or the item/product being purchased.

Sample Description:

1. Cosmetology Services for residents at Springfield Hospital Center.
2. Outerwear for the MDTA Police

Column I – Region of Services/Delivery of Products (required field): Select the location of the services to be provided or delivery of products for the current contract or the projected solicitation from the drop-down menu options.

- Central Maryland - Anne Arundel, Baltimore, Harford, Howard, Montgomery counties and Baltimore City
- Western Maryland - Allegany, Carroll, Frederick, Garrett, and Washington counties
- Southern Maryland - Calvert, Charles, Prince George's, and St. Mary's counties
- Eastern Shore - Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties
- Statewide - Select if services/product will be performed/delivered in more than one region
- To Be Determined - Select for contracts to be performed outside Maryland.

Column J – Projected Advertisement Date (required field): Select the estimated advertisement date for the projected solicitation from the drop-down menu options. This field cannot be left blank. For contracts that are not advertised (e.g., sole source), enter the estimated award date.

- Q1 (July-Sept. 2026)
- Q2 (Oct.-Dec. 2026)
- Q3 (Jan.-March 2027)
- Q4 (April-June 2027)
- To Be Determined

Column K – Estimated Contract Value (required field): Select the appropriate value range for the current contract or the projected solicitation excluding options, from the drop-down menu options.

- USM Simplified $25,000 to $200,000
- $15,000 to $100,000
- $100,001 to $500,000
- $500,001 to 1,000,000
- $1,000,001 to $5,000,000
- $5,000,001 to $10,000,000
- $10,000,001 to $20,000,000
- Over $20,000,000
- To Be Determined

Column L – Term of Contract (required field): Select the term of the base contract for the projected solicitation from the drop-down menu options.

- Less than 1 year

- 1-2 years
- 2-3 years
- 3-4 years
- 5 years or more
- To Be Determined

Column M – Name of Procurement Officer (required field): Provide the name of the procurement officer or other procurement official who can be contacted if there are questions regarding the specific contract/solicitation. If no contact is listed, our office will recommend that the vendor contact the unit's Small Business Reserve (SBR), Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) Liaison.

Column N – PO's Telephone Number (required field): Provide the direct telephone number for the procurement official listed in Column M. If no phone number is provided, our office will recommend that the vendor contact the unit's Small Business Reserve (SBR), Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) Liaison.

Column O – PO's Email Address (required field): Provide the direct email address for the procurement official listed in Column M. If no email address is provided, our office will recommend that the vendor contact the unit's Small Business Reserve (SBR), Minority Business Enterprise (MBE) or Veteran-Owned Small Business Enterprise (VSBE) Liaison.

Submission

The Excel template (Do Not convert to PDF) and Attestation Signatures (Convert to PDF) shall be sent to DoSEM OSBA via email at compliance.gosba@maryland.gov on or before June 30, 2026

Please direct any questions about the Procurement Forecast via email to Lisa Mitchell Sennaar, Acting Economic Opportunity Administrator at lisa.sennaar@maryland.gov.