ANNUAL REPORT FORMS

IN-DEPTH VIDEO TRAINING

Maryland
GOVERNOR'S OFFICE
OF SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS

Annual Report Forms: In-Depth Video Training

Agenda

- General Overview & Legislation
- Detailed Backup Data
- Entering data into the Form 2 spreadsheet
- Entering data into the Form 1 spreadsheet
- Entering data into the Outreach spreadsheet
- Review and Submission

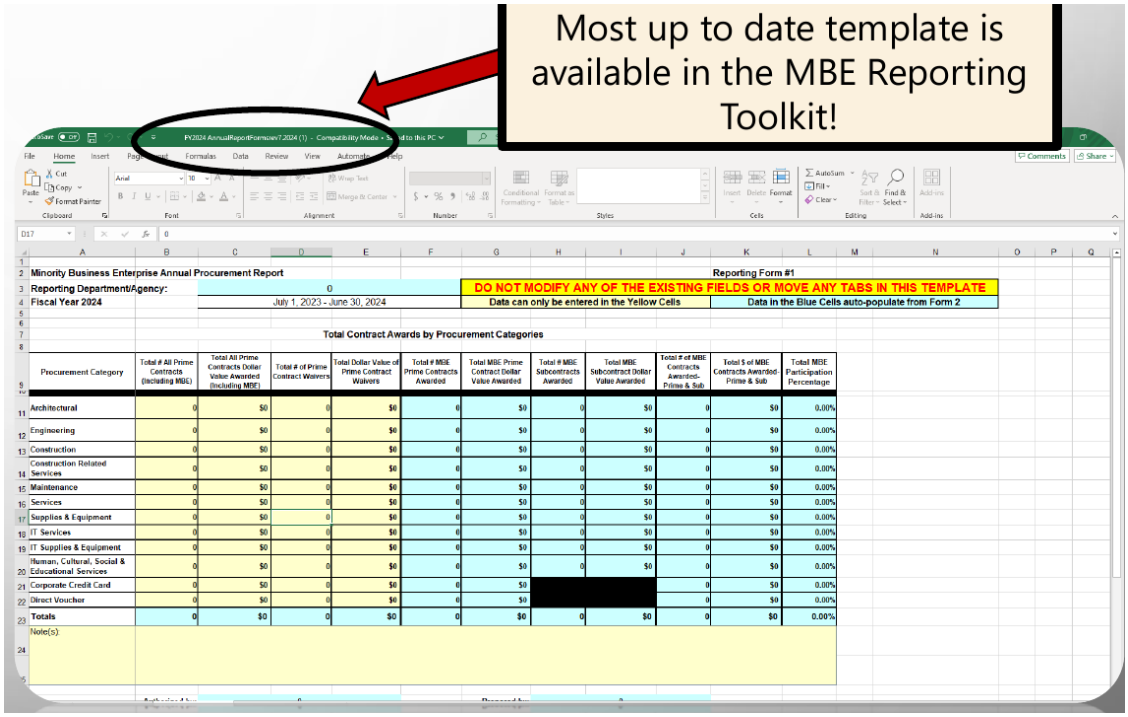
General Overview & Legislation

What Is the Annual Report Forms?

The Annual Report Forms excel template captures the following MBE data:

- MBE Prime & Sub Awards
- Total All Awards
- MBE Waivers
- Outreach data

Most up to date template is available in the MBE Reporting Toolkit!



Note: GOSBA reporting templates should not be modified or changed to avoid disrupting the functionality of the template

Where to Locate the Data?

- Detailed backup data is required to complete the annual report
- Visit the MBE Reporting Toolkit, for guidance on how to locate, compile and prepare the necessary backup data



MBE Reporting Toolkit link: https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx

Reporting Legislation: COMAR 21.11.03.17 A(1)(2)(3)(6) and (7)

A. Each procurement agency shall make a report annually within 90 days following the close of the fiscal year to the Governor's Office of Small, Minority & Women Business Affairs, the Department of Transportation, and, subject to State Government Article, §2-1257, Annotated Code of Maryland, to the Joint Committee on Fair Practices and State Personnel Oversight that includes for the preceding fiscal year:

(1) The total number and value of procurement contracts between the procurement agency and certified MBEs, by specific MBE category and by industry type, including whether the MBE participated as a prime contractor or as a subcontractor;

(2) The percentage that those procurement contracts represent, by specific MBE category and by industry type, of the total number and value of procurement contracts;

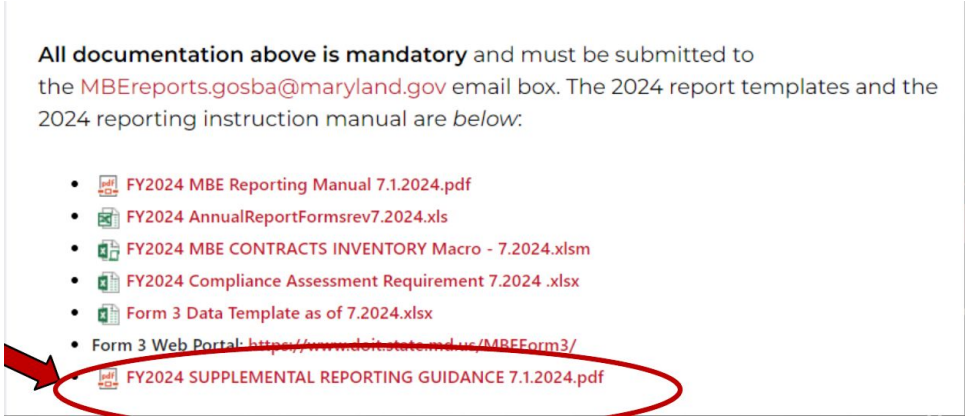
(3) The total number and the names of certified MBEs that participated as prime contractors or as subcontractors on procurement contracts awarded by a unit;

(6) The number of waivers granted pursuant to Regulation .11 of this chapter; and

(7) 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.

Supplemental Reporting Guidance

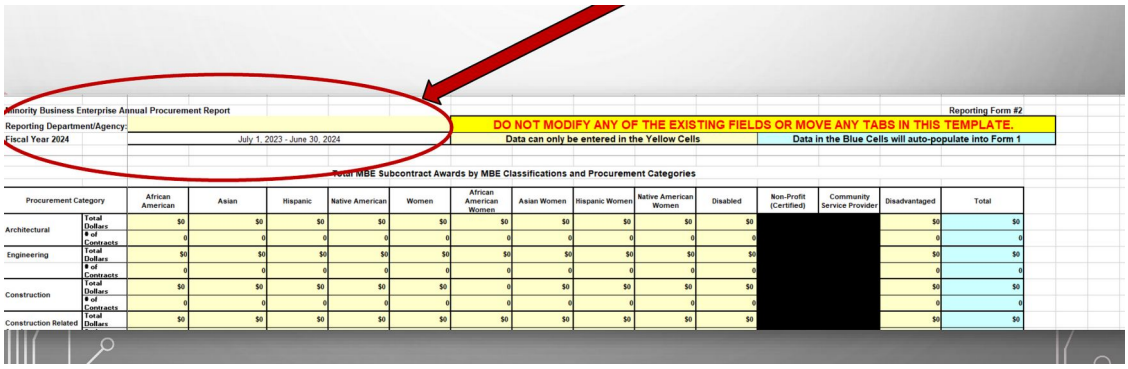
- Download the supplemental reporting guidance from the MBE Reporting Toolkit for:
  - Direct excel cell references for each reporting template
  - Data cheat sheet
  - Common errors and omissions
  - Annual MBE Report Submission Checklist



Entering Data into the Form 2 Spreadsheet

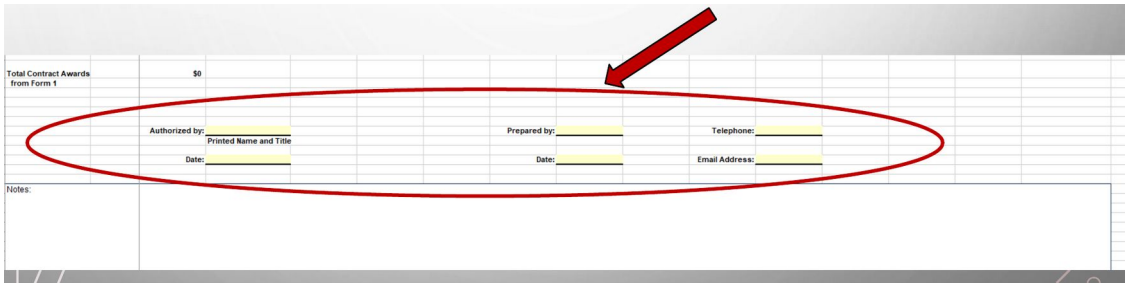
Form 2: Reporting Agency

- Enter the reporting department/agency name on the top of Form 2



Form 2: Report Preparer & Authorizer

- Enter the names of the report preparer, report authorizer, date, telephone, and email address on the bottom of the Form 2



Reporting MBE Prime and Sub Awards

Avoid Double Counting AWARDS!

BEWARE OF DOUBLE COUNTING AWARD TO MBE PRIME WITH MBE SUBCONTRACTOR:

1. Count as follows: X% MBE Prime Award, plus Y% MBE Subcontractor Award, equals 100%

Our office requires that your procurement unit report MBE Prime awards and MBE Subcontractor awards separately as the example shows above. This is because our office calculates and publicly reports the total percentage of MBE awards that are awarded to subcontractors.

Avoid Double Counting: Example 1

- For example:
  - An MBE Prime wins a contract award for $100,000 with an MBE goal of 10%
  - To avoid double counting, the report preparer will need to report the MBE primes $90,000 award in the Form 2 Primes table and the $10,000 MBE subcontractor award in the Form 2 Subcontractors table

Form 2 Reporting:

- MBE PRIME Table: $90,000 (90% of the contract)
- (+) MBE SUB Table: $10,000 (10% of the contract)
- Full Contract Total = $100,000 (100% of the contract reported within Form 2)

Avoid Double Counting: Example 2

- For example:
  - An MBE Prime wins a contract award for $200,000 with an MBE goal of 20% and is choosing to Self perform 50% of the MBE goal
  - To avoid double counting, the report preparer will need to report the MBE primes $180,000 award (includes $20k being self performed) in the Form 2 Primes table and the

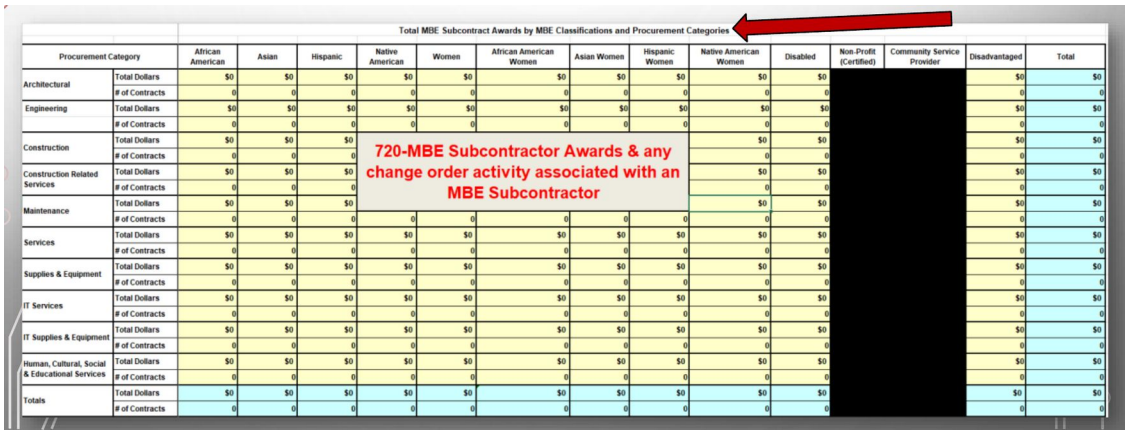
$20,000 MBE subcontractor award in the Form 2 Subcontractors table

Form 2 Reporting:

- MBE PRIME Table: $180,000 (90% = 80% contract award + 10% Self performance of MBE goal)
- (+) MBE SUB Table: $20,000 (10% of the contract)
- Full Contract Total = $200,000 (100% of the contract reported within Form 2)

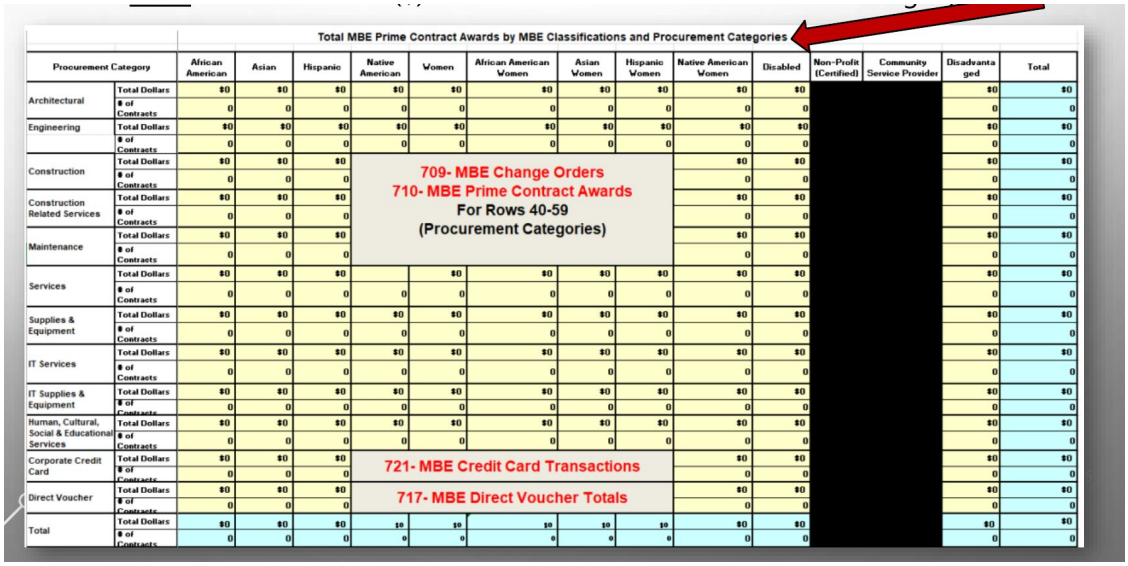
Form 2: MBE Subcontract Awards

- Enter the **SCRUBBED** MBE Subcontract awards data from the PCHL720 report by MBE Classification and Procurement Category
- Enter **both** the dollar value ($) and the # of contracts within each category



Form 2: MBE Prime Awards

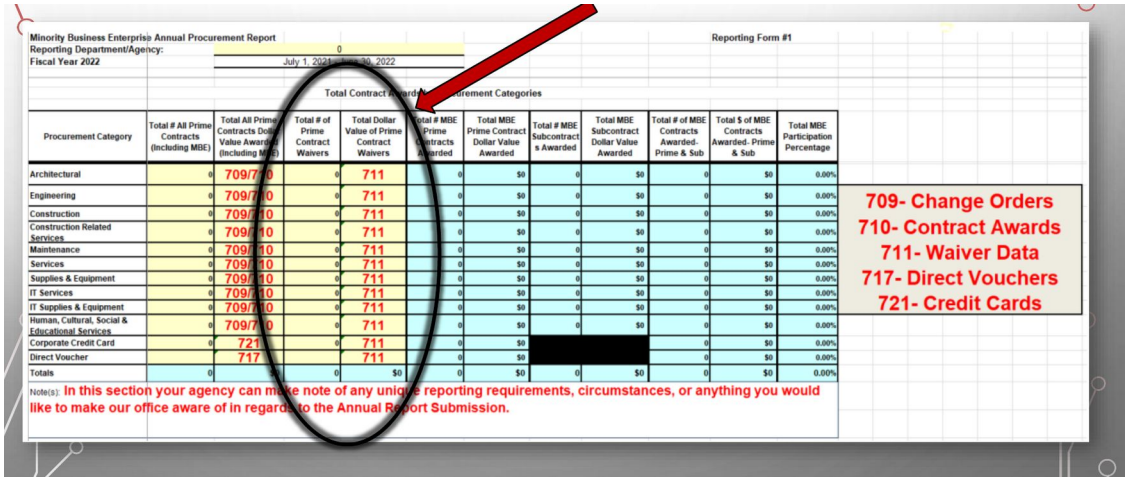
- Enter the **SCRUBBED** MBE Prime awards data from the PCHL709, 710, 717 and 721 report by MBE Classification and Procurement Category
- Enter **both** the dollar value ($) and the # of contracts within each category



Entering Data into the Form 1 Spreadsheet

Form 1: Waiver Data

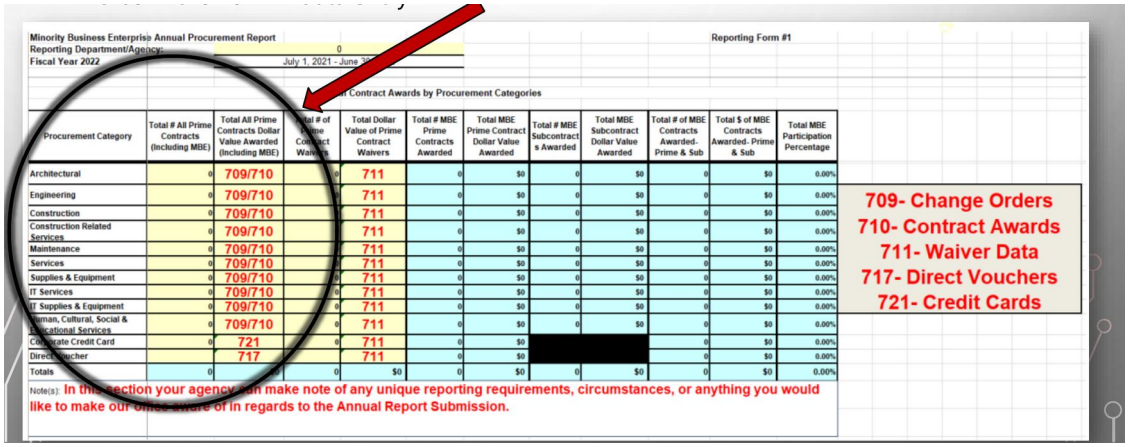
- Enter the **SCRUBBED** MBE Waiver data from the PCHL711
- Enter **both** the dollar value ($) and the # of waivers within each category



Form 1: Total All Awards

- Enter the **SCRUBBED** awards data from the PCHL709, 710, 717 and 721
- Enter **both** the dollar value ($) and the # of contracts within each category

You must include both MBE award totals and non-MBE award totals within the Total All Awards in the Form 1 data entry

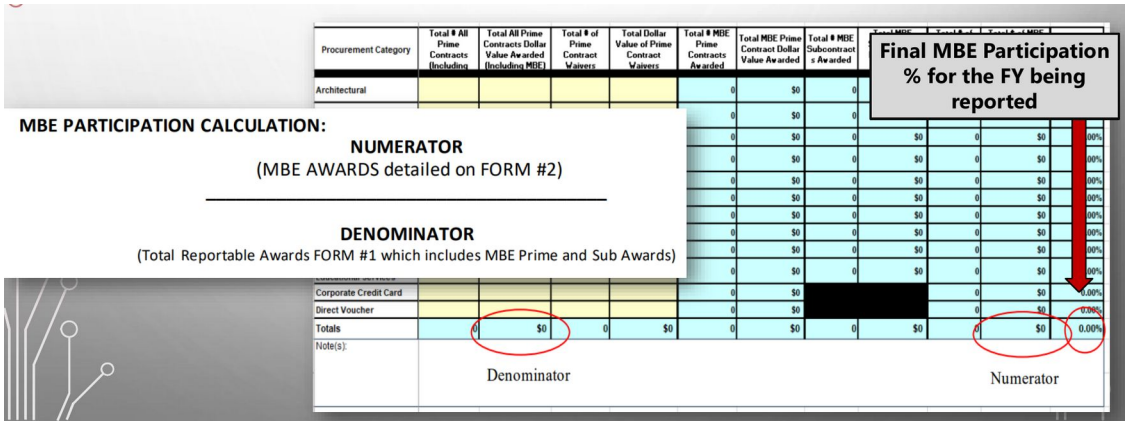


Form 1: Understanding Participation Calculation

- The Form 1, will calculate:
  - Participating agency's overall MBE Participation %
  - MBE participation % by procurement category
- The numerator is auto-populated from the MBE data entered in the Form 2
- The Denominator calculates from the Total All Awards data that is entered in the Form 1

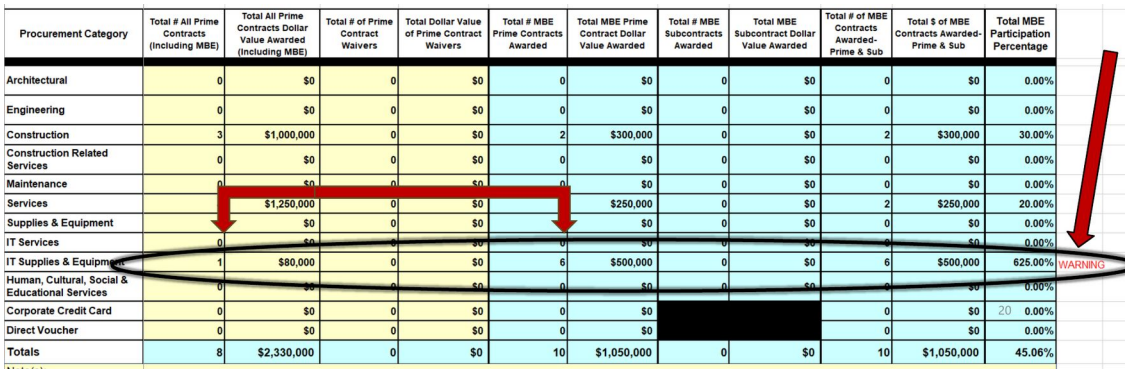
MBE PARTICIPATION CALCULATION:
NUMERATOR (MBE AWARDS detailed on FORM #2)
DENOMINATOR (Total Reportable Awards FORM #1 which includes MBE Prime and Sub Awards)

Final MBE Participation % for the FY being reported



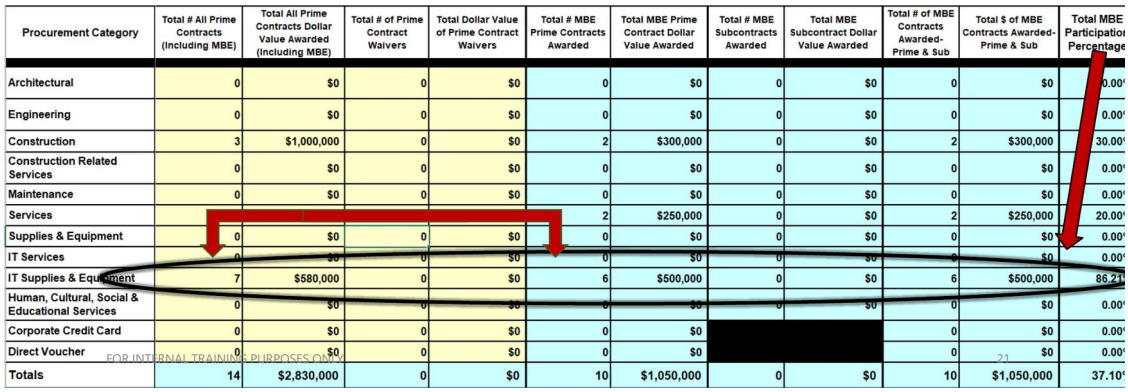
Form 1: Error Messages

- If MBE totals are not included in the Form 1 Total all awards, an **error message** will appear
  - For each procurement category Architectural through Direct Vouchers, 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.
- In this example, the total all awards for IT Supplies and Equipment did not include the 6 MBE Contract awards reported in the Form 2 which caused the Total MBE Participation column (Column L) to reflect over 100% MBE Percentage



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	$0	0	$0	0.00%
Engineering	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Construction	3	$1,000,000	0	$0	2	$300,000	0	$0	2	$300,000	30.00%
Construction Related Services	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Maintenance	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Services		$1,250,000	0	$0		$250,000	0	$0	2	$250,000	20.00%
Supplies & Equipment		$0	0	$0		$0	0	$0	0	$0	0.00%
IT Services	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment	1	$80,000	0	$0	6	$500,000	0	$0	6	$500,000	625.00% WARNING
Human, Cultural, Social & Educational Services	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Corporate Credit Card	0	$0	0	$0	0	$0			0	$0	20 0.00%
Direct Voucher	0	$0	0	$0	0	$0			0	$0	0.00%
Totals	8	$2,330,000	0	$0	10	$1,050,000	0	$0	10	$1,050,000	45.06%

- Once the data issue is resolved the agency's Total MBE participation percentage will calculate accurately for each procurement category as well as the agency's overall MBE Participation (%) for the fiscal year being reported for

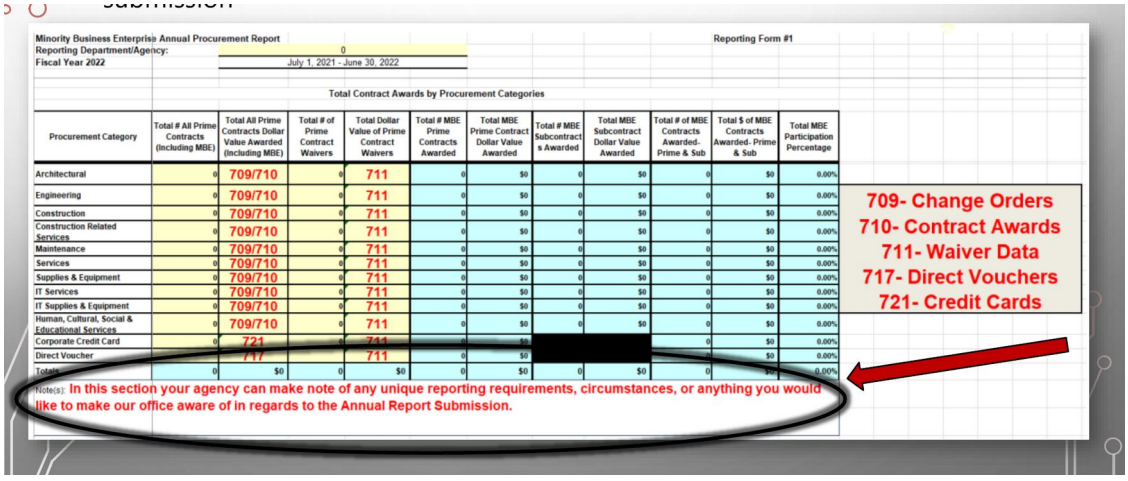


Procurement Category	Total # All Prime Contracts (Including MBE)	Total All Prime Contracts Dollar Value Awarded (Including MBE)	Total # of Prime Contract Waivers	Total Dollar Value of Prime Contract Waivers	Total # MBE Prime Contracts Awarded	Total MBE Prime Contract Dollar Value Awarded	Total # MBE 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	$0	0	$0	0.00%
Engineering	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Construction	3	$1,000,000	0	$0	2	$300,000	0	$0	2	$300,000	30.00%
Construction Related Services	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Maintenance	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Services					2	$250,000	0	$0	2	$250,000	20.00%
Supplies & Equipment	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
IT Services	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment	7	$580,000	0	$0	6	$500,000	0	$0	6	$500,000	86.21%
Human, Cultural, Social & Educational Services	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
Corporate Credit Card	0	$0	0	$0	0	$0			0	$0	0.00%
Direct Voucher	0	$0	0	$0	0	$0			0	$0	21 0.00%
Totals	14	$2,830,000	0	$0	10	$1,050,000	0	$0	10	$1,050,000	37.10%

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Form 1: Notes

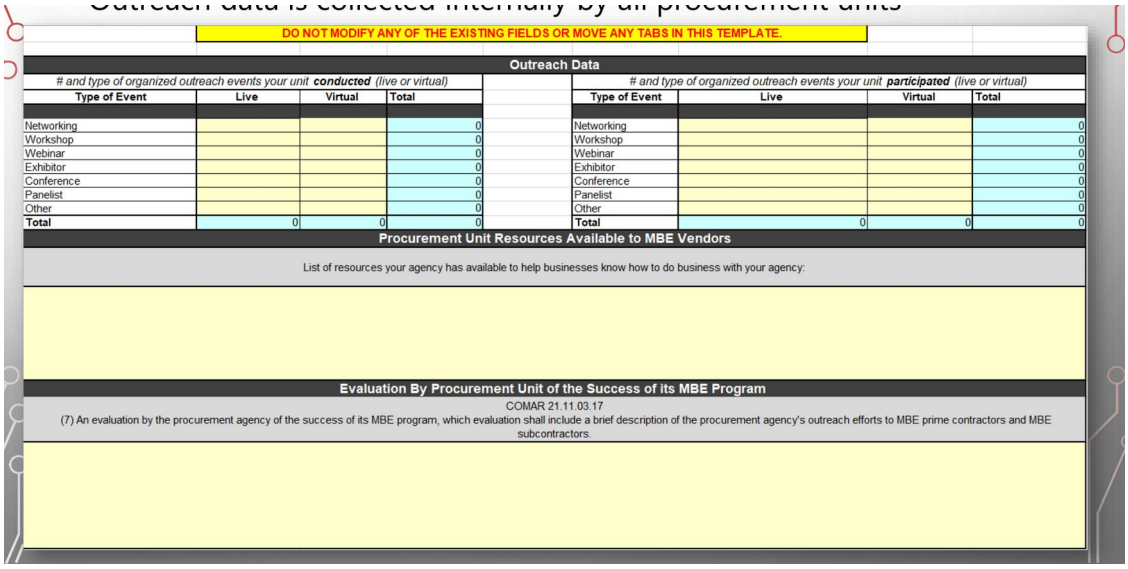
- Agencies are encouraged to include unique reporting requirements, circumstances, or anything of importance in regard to the Annual Report submission



Entering Data into the Outreach Spreadsheet

Outreach Data & Evaluation Spreadsheet

- Outreach data is collected internally by all procurement units



DO NOT MODIFY ANY OF THE EXISTING FIELDS OR MOVE ANY TABS IN THIS TEMPLATE.

Outreach Data

 # and type of organized outreach events your unit ***conducted*** *(live or virtual)*

Type of Event	Live	Virtual	Total
Networking			0
Workshop			0
Webinar			0
Exhibitor			0
Conference			0
Panelist			0
Other			0
Total	0	0	0

 # and type of organized outreach events your unit ***participated*** *(live or virtual)*

Type of Event	Live	Virtual	Total
Networking			0
Workshop			0
Webinar			0
Exhibitor			0
Conference			0
Panelist			0
Other			0
Total	0	0	0

Procurement Unit Resources Available to MBE Vendors

List of resources your agency has available to help businesses know how to do business with your agency:

Evaluation By Procurement Unit of the Success of its MBE Program

COMAR 21.11.03.17

(7) 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.

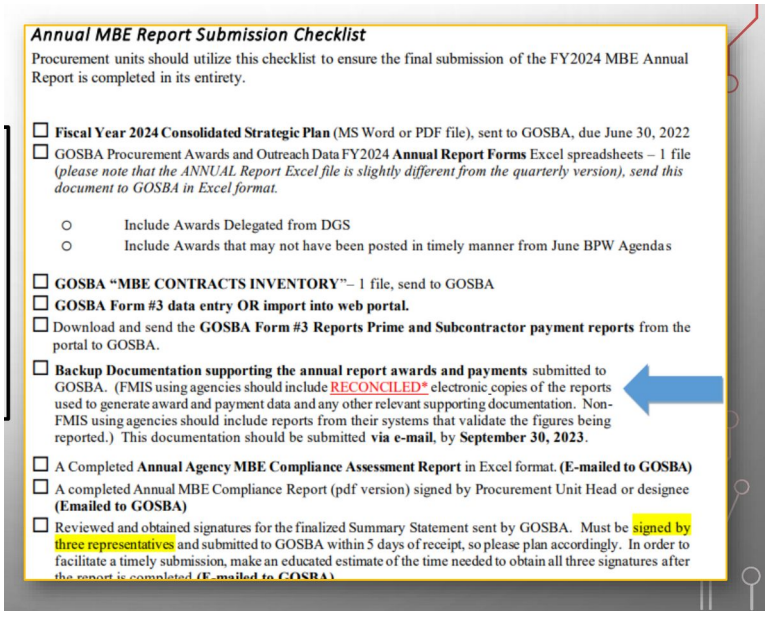
Review and Submission

Review and Submission of Data

- Be sure to review the completed Annual Report Forms template prior to submitting to GOSBA
  - Check for any error messages within the excel template
  - Cross reference totals entered in the template to backup data totals to ensure accuracy
  - Make sure all necessary report notes are entered in the Form 1
- Final submission of the Annual Report Forms template should be submitted to the: mbereports.gosba@maryland.gov in excel format

Annual MBE Report Submission Checklist

Utilize the Annual MBE Report Submission Checklist found within the MBE Reporting Manual to ensure all necessary documentations have been submitted for a COMPLETE MBE Annual Report



Annual MBE Report Submission Checklist

Procurement units should utilize this checklist to ensure the final submission of the FY2024 MBE Annual Report is completed in its entirety.

- ☐ **Fiscal Year 2024 Consolidated Strategic Plan** (MS Word or PDF file), sent to GOSBA, due June 30, 2022
- ☐ GOSBA Procurement Awards and Outreach Data FY2024 **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 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"**– 1 file, send to GOSBA
- ☐ **GOSBA Form #3 data entry OR import into web portal.**
- ☐ Download and send the **GOSBA Form #3 Reports Prime and Subcontractor payment reports** from the portal to GOSBA.
- ☐ **Backup 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**, by **September 30, 2023**.
- ☐ A Completed **Annual Agency MBE Compliance Assessment Report** in Excel format. **(E-mailed to GOSBA)**
- ☐ A completed Annual MBE Compliance Report (pdf version) signed by Procurement Unit Head or designee **(Emailed to GOSBA)**
- ☐ Reviewed and obtained signatures for the finalized Summary Statement sent by GOSBA. Must be signed by three representatives and submitted to GOSBA within 5 days of receipt, so please plan accordingly. In order to facilitate a timely submission, make an educated estimate of the time needed to obtain all three signatures after the report is completed **(E-mailed to GOSBA)**

Questions

As always, if you have questions after today's training, please contact:

Karen Reyes, MBE Compliance Manager, karen.reyes@maryland.gov

Document information

Governor’s Office of Small, Minority & Women Business Affairs. Every slide of the original is marked “For Internal Training Purposes Only.”