SBR, MBE, VSBE
LIAISON ONBOARDING TRAINING

Maryland

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

SBR, MBE, VSBE LIAISON ONBOARDING TRAINING

VIRTUAL TRAINING HOUSEKEEPING

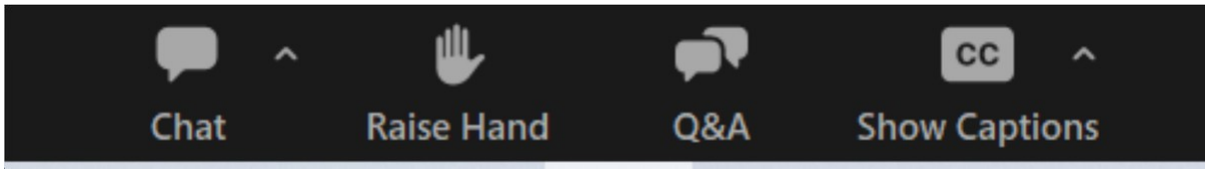
Your microphone is automatically muted, and video camera is off during training. You are in listen only mode.

There will be a designated Q&A at the end of the training

Submit questions in the Q & A box at the bottom of your screen

If clarification is requested by the speaker, you will be asked to raise your hand and you will be unmuted

Liaison Welcome Packets will be made available via the chat at the end of the presentation



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

Y. Maria Martinez – Special Secretary Pamela Gregory - Chief of Staff Alison Tavik - Director of Communications & Outreach Davon K. Gardner - Director of Policy & Legislative Affairs Eduardo Hayden - Small Business Outreach Manager Lisa Mitchell Sennaar - SBR Compliance Manager Tanita Johnson - SBR Compliance Manager Danielle N. Davis - VSBE Compliance Manager Nichelle Johnson - MBE Compliance Manager Karen Reyes - MBE Compliance Manager Gerald Stinnett - MBE Compliance Manager – VLT Operations



SPECIAL SECRETARY MARIA MARTINEZ



AGENDA

GOSBA OVERVIEW

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

- Connect small businesses to greater economic opportunities
- Oversight, monitoring, and compliance of three preference procurement programs across 70 state agencies/departments
- Conduct statewide outreach and training programs
- Host online resources for small business growth and development
- Maintain a robust website that provides 24/7 access to small business resources

https://gomdsmallbiz.maryland.gov

SOCIOECONOMIC PROGRAMS

STATE PROCUREMENT PROGRAMS

Minority Business Enterprise (MBE) Program Subcontracting program 29% aspirational goal Race and gender specific Application-based certification process Official certification unit @ MDOT Annual renewal 7,500+ certified MBE firms

Small Business Reserve (SBR) Program Prime contracting program 15% set-aside Race and gender neutral State-defined small business eligibility standards apply Online certification process (eMMA) Annual renewal 3,750+ certified SBR firms

Veteran-Owned Small Business Enterprise (VSBE) Program Subcontracting program 1% minimal goal 3-Step certification process includes veteran verification Online application process (eMMA) Annual renewal 600 certified VSBE firms

MBE

- Application process
- Directory held with MDOT- must be MBE certified when named on a bid/offer

Annually recertification process with MDOT
Reports submitted to GOSBA quarterly and annually (payments and awards)
Annual Report due September 30th each year

SBR

Self-certification process
Directory held in eMMA- Must be certified at time of award (payments to firms that fail to recertify will not be counted toward SBR achievement)
Annually recertification process with eMMA
Reports submitted to GOSBA quarterly and annually (payments)
Annual Report due September 30th each year

VSBE

Self-certification process with veteran verification requirement
Directory held in eMMA - must be certified when named on a bid/offer
Annually recertification process with eMMA
Reports submitted to GOSBA annually (payments/awards/ outreach)
Annual Report due October 1st each year

Difference Between the MBE/SBR/VSBE Programs

STATUTES & REGULATIONS

STATUTES & REGULATIONS

https://mgaleg.maryland.gov/mgawebsite/Laws/Statutes

https://dsd.maryland.gov/Pages/COMARHome.aspx

SBR PROGRAM STATUTES

STATE FINANCE AND PROCUREMENT ARTICLES

§ 14-501—14-505

Small Business Reserve

§ 14-501. Definitions
§ 14-502. Percentage of small business procurement contracts
§ 14-503. Regulations; compliance
§ 14-504. Eligible procurements; publication; awards
§ 14-505. Reports

SBR PROGRAM REGULATIONS

COMAR 21.11.01.06, 21.11.01.04, 21.13.01.03

COMAR 21.11.01.06

A. - Applicability
B. - Scope
C. - Exclusion
D. - Expenditures
E. - Solicitation Notice
F. - Ineligible Bids or Proposals
H. Reporting
I. SBR Liaison Officer

COMAR 21.13.01.03

Reports of the Small Business Reserve Program

COMAR 21.11.01.04

Small Business Eligibility/Certification

Small Business Reserve Participation

Small Business Reserve Participation COMAR 21.11.01.06

G. - Verification of SBR Certification

MBE PROGRAM STATUTES

STATE FINANCE AND PROCUREMENT ARTICLES

§ 14-301—14-308

Minority Business Participation

§ 14-301. Definitions
§ 14-301.1. Legislative findings
§ 14-302. Procurement from minority businesses
§ 14-303. Regulations by Board
§ 14-304. Powers of certification agency
§ 14-305. Annual reports; information
§ 14-307. Duty of Legislative Policy Committee
§ 14-308. Prohibited acts; penalties

MBE PROGRAM REGULATIONS

COMAR 21.11.03

Minority Business Enterprise Policies

01 General — Purpose
02 Scope
03 Definitions
04 Procurement Agency Responsibility
05 MBE Liaison Officer
06 Central Directory
07 Race Neutral Measures
08 MBE Notification
09 Procurement Solicitations

10 Contract Award
11 Waiver
12 Amendment of MBE Participation Schedule
13 Compliance
15 Certification — General
16 Minority Business Enterprise Advisory Committee
17 Reporting

04 Procurement Agency Schedule Responsibility

VSBE PROGRAM STATUTES & REGULATIONS

STATE FINANCE AND PROCUREMENT ARTICLES

§ 14-601—14-608

COMAR 21.11.14

VSBE Participation

- § 14-601. Definitions
- § 14-602. Procurement procedures
- § 14-603. Awarding of contract
- § 14-604. Regulations, procedures and report
- § 14-604.1. Advisory Committee
- § 14-605. Prohibited acts and Penalties
- § 14-606. Penalties Amendment

VSBE Policies

- 01 General — Purpose
- 02 Definitions
- 03 Scope
- 04 Procurement Agency Responsibility
- 05 Procurement Solicitations
- 06 Contract Award-Documentation
- 07 Waiver
- 08 Amendment of VSBE Participation Schedule
- 09 Compliance
- 10 Verification

LIAISON DUTIES

LIAISON COMAR REGULATION

COMAR Reference

SBR - 21.11.01.06 MBE - 21.11.03.05 VSBE - 21.11.14.05

LIAISON COMARREGUL AT I O N The head of each procurement agency shall designate an employee to be a liaison officer in the administration of that agency's program. The liaison officer shall be a high level employee reporting directly to a Secretary, Deputy Secretary, or head of a procurement agency. The liaison officer is responsible for coordinating agency outreach efforts to the community, reviewing agency contracting procedures to ensure compliance with this chapter, assisting in the resolution of contracting issues, and for submitting required program reports or information.

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LIAISON HIERARCHY

Liaison (High level employee)

- The head of each procurement agency shall designate an employee to be an SBR, MBE, or VSBE liaison.
  - This will look different at each agency depending on the programs your required to report for.

Secretary, Deputy Secretary, or Head of Procurement

Reporting directly to

WHAT COULD THIS LOOK LIKE?

Coordinating agency outreach efforts

- Brainstorming with your units:
  - Contract monitors
  - Compliance manager
  - Buyers
  - Fair practice offices
  - Outreach coordinators
  - Communications & marketing team

Reviewing agency contracting procedures to ensure compliance

- Participating in your agency's Procurement Review Group (PRG)
- Ensuring that solicitation documentation includes the necessary forms, clauses, and language for each program

WHAT COULD THIS LOOK LIKE?

Assisting in resolution of contracting issues

LIAISON RESPONSIBILITIES

- Submitting required program reports or information goMDsmallbiz.maryland.gov
- Advocating for certified vendors
  - Helping a vendor mitigate payment issues
  - Assist vendors who are experiencing fraud/fraudulent behavior
  - Providing resources or points of contact if vendors have questions
  - Answering internal agency questions to ensure current contracts are upholding socioeconomic policies

Submitting required program reports or information

- Speaking with appropriate staff on your procurement team to have a clear understanding of how reporting works within your unique agency.
- Submitting quarterly reports on time to lessen your annual report load by end of FY.
- One-on-one meetings with GOSBA compliance managers
- Utilizing the reporting toolkits, manuals, and cheat sheets.

PUBLIC LIAISON DIRECTORIES

• These directories are publicly listed on the GOSBA website • You may view the directories here: • SBR • https://gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx • MBE • https://gomdsmallbiz.maryland.gov/Pages/MBE-Liaison-Directory.aspx • VSBE • https://gomdsmallbiz.maryland.gov/Pages/VSBE-Liaison-Directory.aspx

LIAISON TURNOVER

• If any turnover occurs for the liaison position within your agency, contact our office with the new liaisons contact information or the appropriate point of contact to be listed as the agency's liaison in the meantime • This ensures that the liaison directory is kept up to date, with an official point of contact • Contact your designated compliance manager as soon as any changes occur

REVIEW OF MBE & VSBE PARTICIPATION FORMS

• MBE Forms: https://procurement.maryland .gov/wp-content/uploads/sites/12/2018 /05/AttachmentDMBE-Forms-1.pdf • VSBE Forms: https://procurement.maryland .gov/wp-content/uploads/sites/12/2018 /04/AttachmentE-VSBEForms.pdf

Submission of Forms

• The MBE & VSBE Forms are an integral part of the procurement process when MBE and/or VSBE goals are placed on a contract. • The bidder/offeror is required to submit these forms in order to be considered for the contract award with their bid/offer.

Liaison Review and Verification of Forms

• As the liaison you are required to review these forms to ensure they comply with program specific rules and regulations. Forms must be filled out in their entirety. • Any errors or omissions may result in bids being rejected.

Contract compliance for the duration of the contract

• The Prime and subcontractor are responsible for turning in paid/unpaid invoice reports monthly throughout the duration of the contract • As the liaison, you will work with the contract manager to diffuse any payment issues.

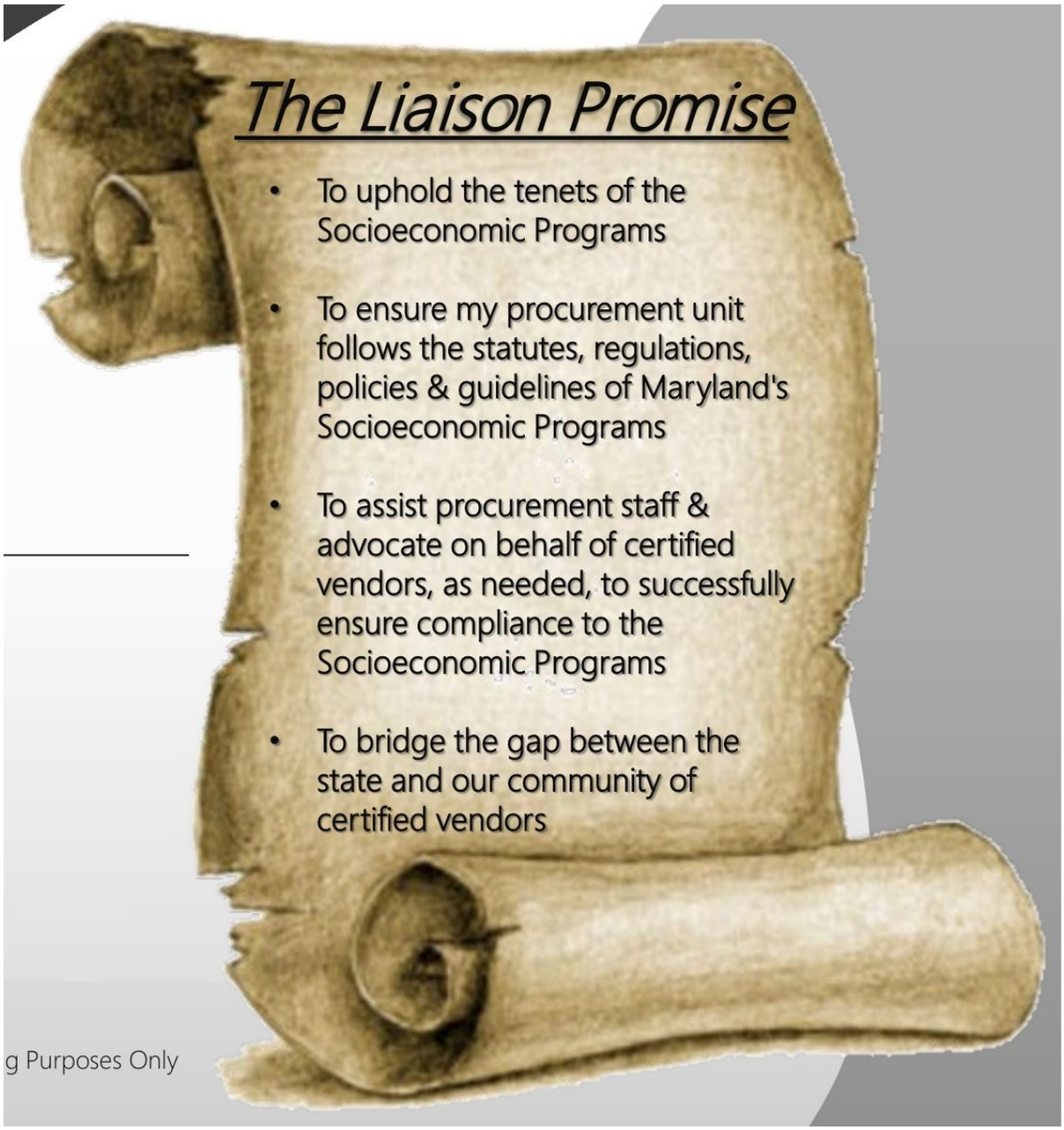
Minority Business Enterprise (MBE), Small Business

Reserve (SBR) and Veteran-Owned Small Business Enterprise (VSBE) Reporting Toolkits

(GOSBA) Trainings

View the forms here:

THE LIAISON PROMISE



The Liaison Promise

Governor’s Office of Small, Minority & Women Business Affairs For Internal Training Purposes Only

To uphold the tenets of the Socioeconomic Programs

To ensure my procurement unit follows the statutes, regulations, policies & guidelines of Maryland's Socioeconomic Programs

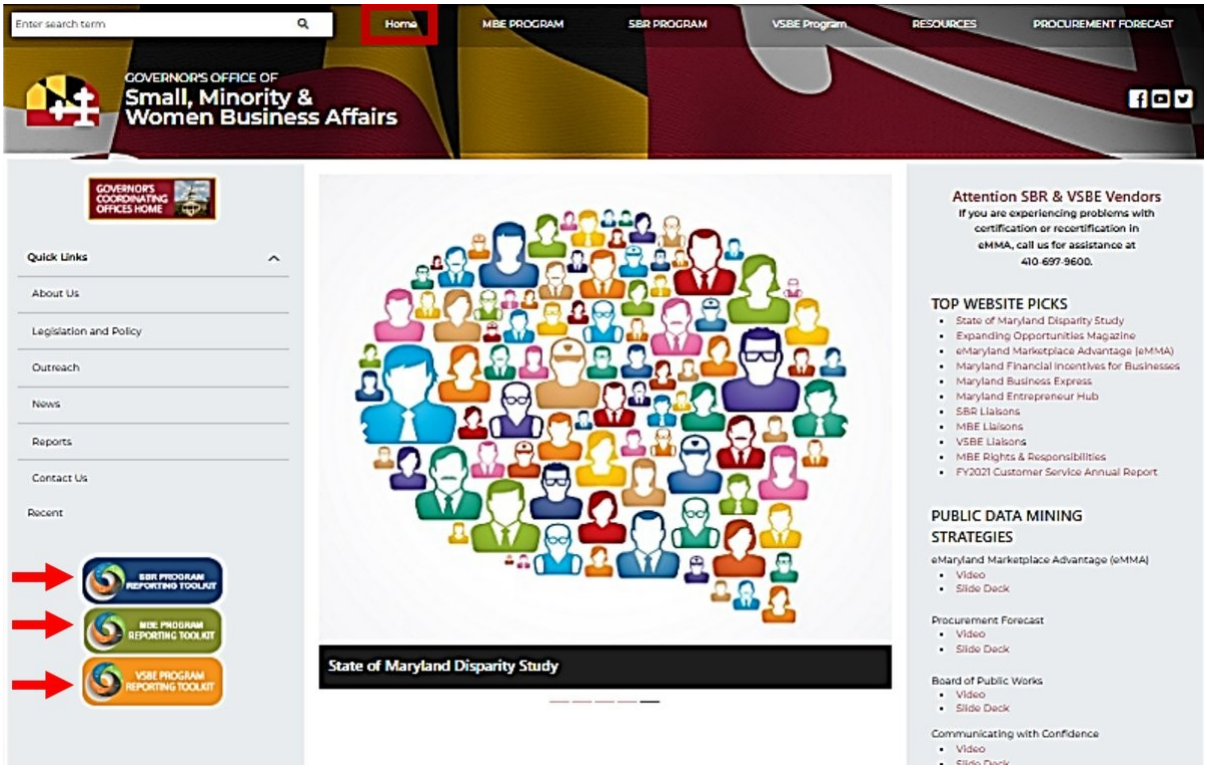
To assist procurement staff & advocate on behalf of certified vendors, as needed, to successfully ensure compliance to the Socioeconomic Programs

To bridge the gap between the state and our community of certified vendors

LIAISON RESOURCES

LIAISON RESOURCES INCLUDE:

SBR,MBE & VSBE REPORTING TOOLKITS



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

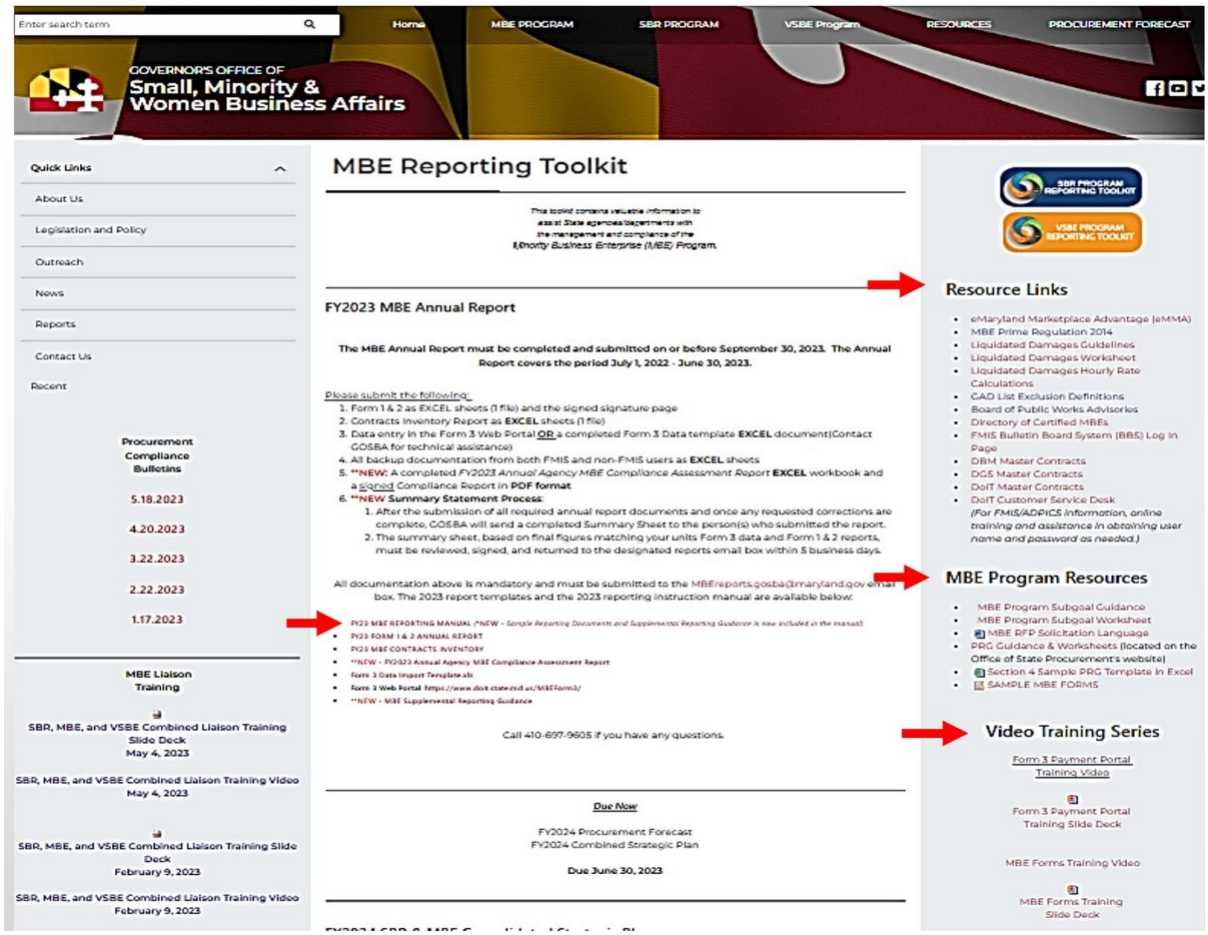
https://gomdsmallbiz.maryland.go v/Pages/Reporting-Tool-SBR.aspx

https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx

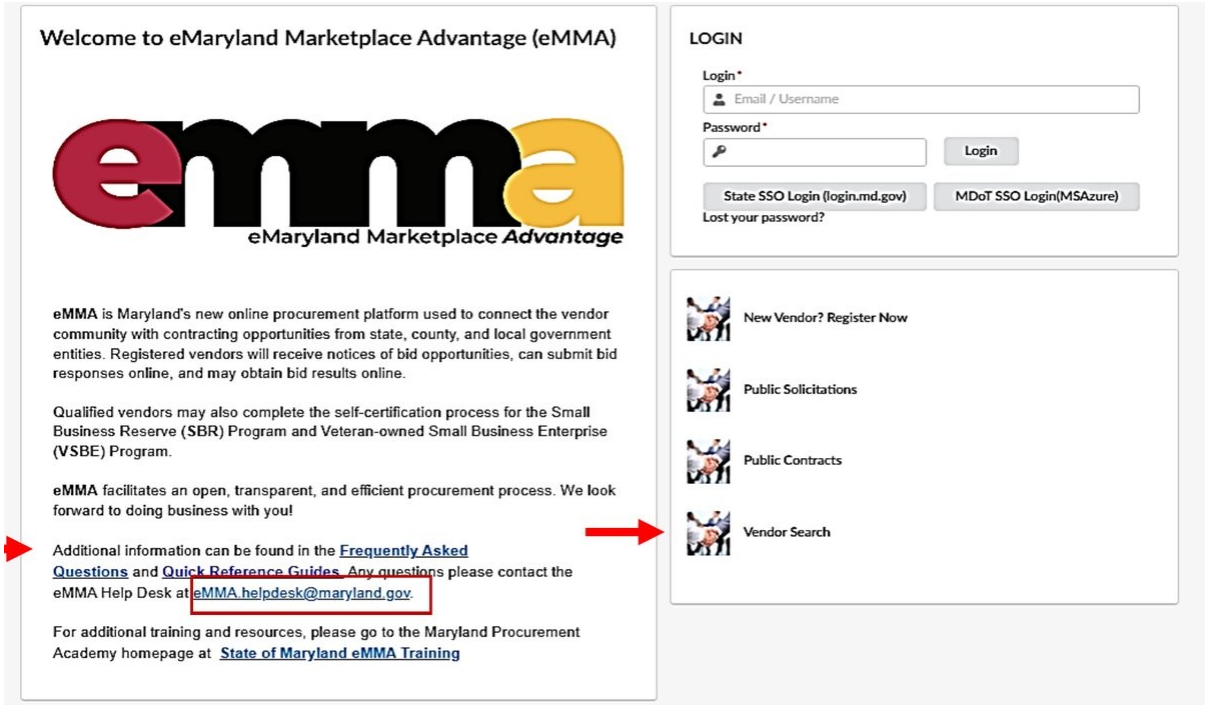
REPORTING TOOLKIT RESOURCES

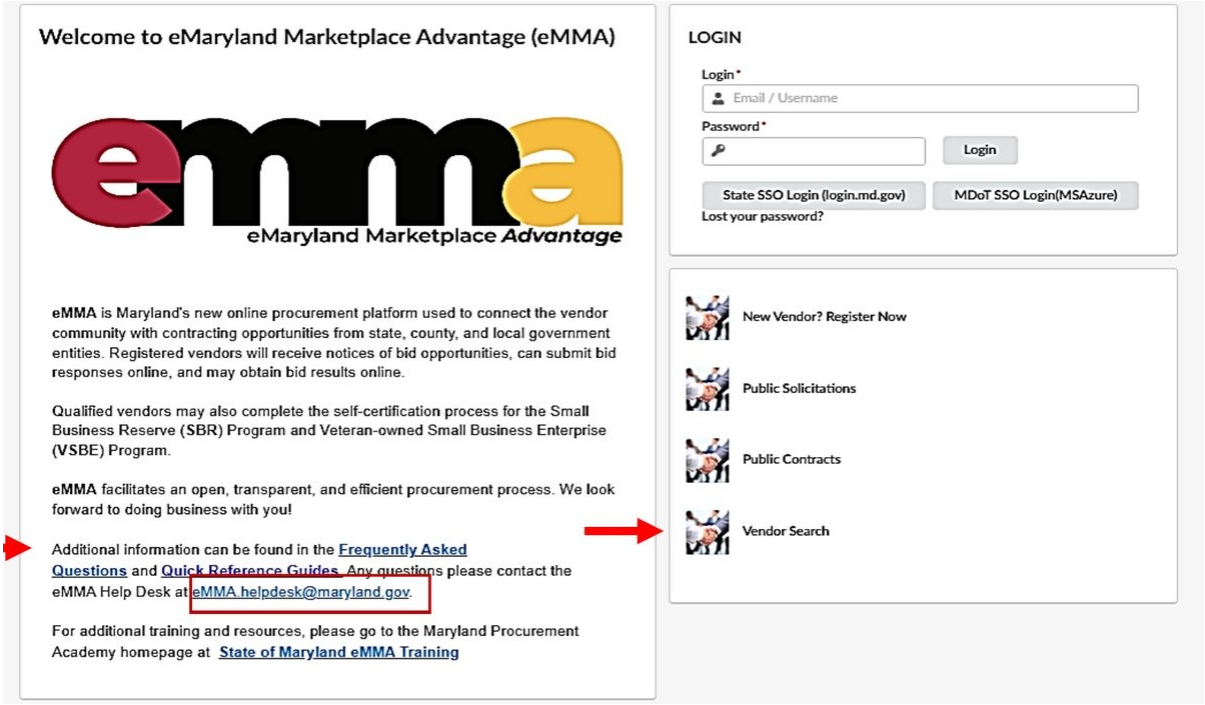
VSBE and MBE Reporting Manuals
Program Policies and Procedures
Monthly Procurement Compliance Bulletins
Previous Liaison Training Slide Decks and Compliance Call Library
And more… goMDsmallbiz.maryland.gov

MBE TOOLKIT



eMaryland Marketplace Advantage (eMMA)

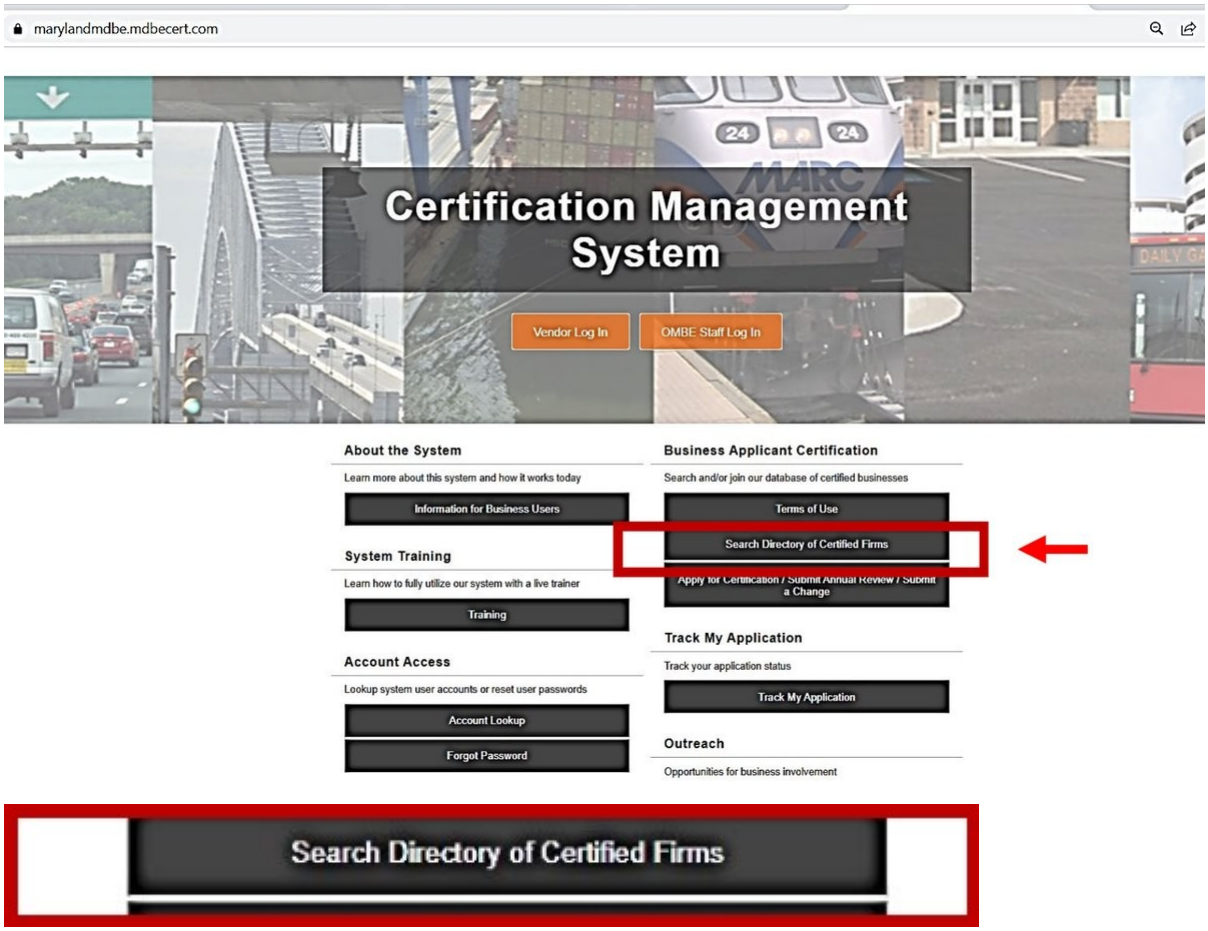




https://mdprocurement.freshdesk.com/support/solutions/folders/70000471961

Login: eMaryland Marketplace Advantage (eMMA)

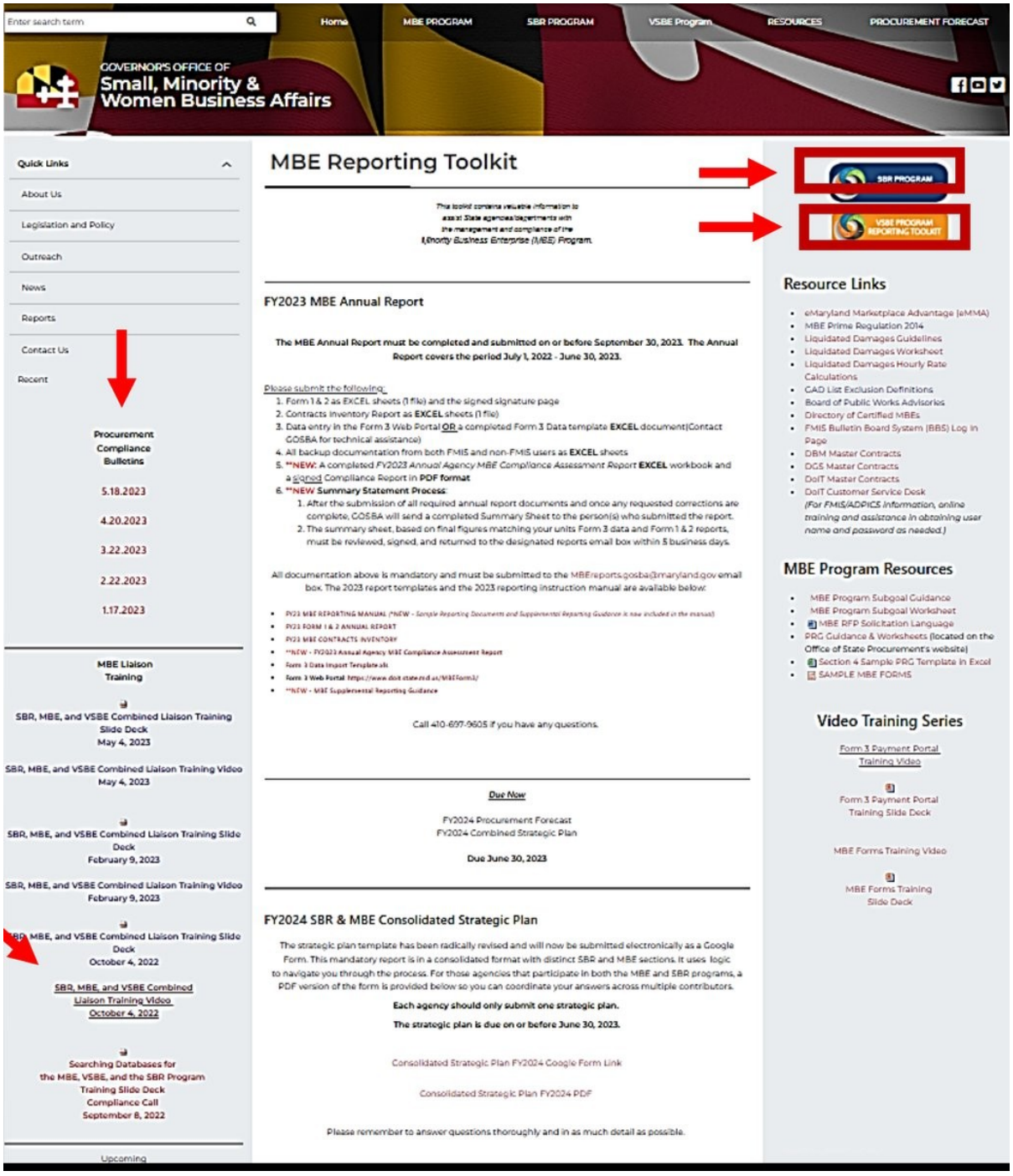
Maryland Department of Transportation (MDOT) Directory of Certified Firms



https://marylandmdbe.mdbecert.com/

goMDsmallbiz.maryland.gov

GOSBA QUARTERLY COMPLIANCE CALLS





OUTREACH & DIRECT SOLICITATION

Building relationships through outreach with the SBR, MBE, and VSBE vendor community is essential for your agency's success within the program

o It gives vendors and agencies the opportunity to network and receive useful information to navigate the state contracting arena more efficiently

o Remember, this is a collaborative effort be sure to:

- o Collaborate with another agency
- o Brainstorm new outreach ideas with colleagues
- o Think outside the box!

IMPORTANCE OF DIRECT SOLICITATION

An important part of outreach includes the direct solicitation of vendors

Direct solicitation is a necessary tool to increase your agency's SBR/MBE/VSBE participation

Combining outreach and direct soliciting helps your agency be well equip for purchases, for example:

- When a small purchase is being considered search the SBR/MBE/VSBE directories to find vendors within the specific scope of work to contact directly
- Curate an ongoing internal direct solicitation list as you speak with and meet vendors throughout the FY that meet your agency's needs

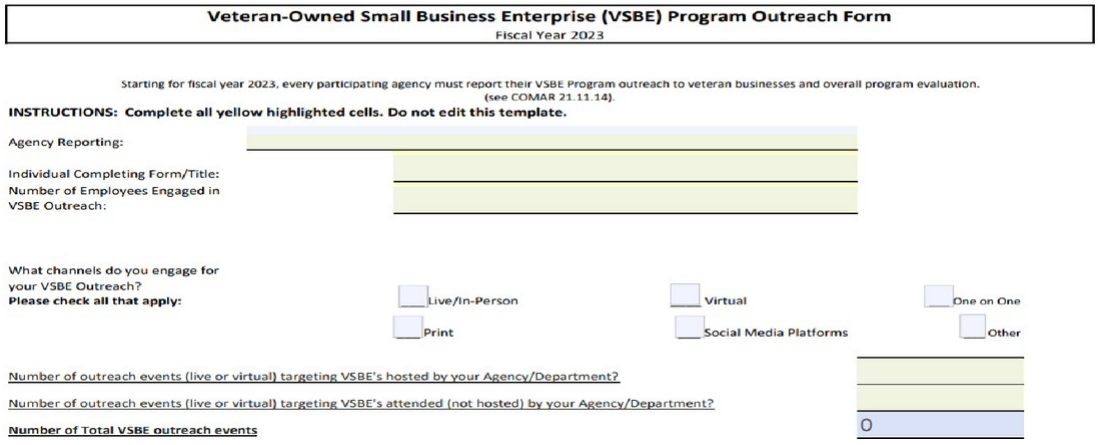
OUTREACH REPORTING REQUIREMENTS

SBR & MBE Liaisons

Required to report on their agency's outreach activity annually in the Combined Strategic Plan

VSBE liaisons

Required to report on their agency's outreach activity annually in the VSBE Program Outreach Form



Veteran-Owned Small Business Enterprise (VSBE) Program Outreach Form

Fiscal Year 2023

Starting for fiscal year 2023, every participating agency must report their VSBE Program outreach to veteran businesses and overall program evaluation. (see COMAR 21.11.14).

INSTRUCTIONS: Complete all yellow highlighted cells. Do not edit this template.

Agency Reporting:

Individual Completing Form/Title:

Number of Employees Engaged in VSBE Outreach:

What channels do you engage for your VSBE Outreach?
Please check all that apply:

☐ Live/In-Person ☐ Virtual ☐ One on One

☐ Print ☐ Social Media Platforms ☐ Other

Number of outreach events (live or virtual) targeting VSBE's hosted by your Agency/Department?

Number of outreach events (live or virtual) targeting VSBE's attended (not hosted) by your Agency/Department?

Number of Total VSBE outreach events 0

GOSBA EVENTS PAGE

On our website we have a calendar of statewide business events, which allows small business owners to connect with several different events across the state

- https://gomdsmallbiz.maryland.go v/Pages/Events.aspx

When your agency is hosting an event remember to contact Eduardo Hayden, to add the event to this calendar

- eduardo.hayden@maryland.gov

This is a great way for your agency to market your own event as well



Statewide Business Events

Date	Event/Sponsor	Time	Location	Registration Info	Cost
7/13/2023	**How To Succeed With e-Commerce** By Maryland Small Business Development Center (SBDC)	1:00 pm	Webinar	For more details and registration information please click here.	Free
7/13/2023	**Social Media Law For Your Business** By Maryland Small Business Development Center (SBDC)	10:00 am	Webinar	For more details and registration information please click here.	Free
7/13/2023	**Lunch and Connections** By Bowie Innovation Center (BIC)	11:30 am	Bowie Business Innovation Center 14000 Jericho Park Road ELLC A-130 Bowie, MD 20715	For more details and registration information please click here.	Free
7/17/2023	**Propel Your Sales Using LinkedIn 30 Minutes Per Day** By Maryland Small Business Development Center (SBDC)	1:00 pm	Webinar	For more details and registration information please click here.	Free
7/18/2023	**How To Create a Cybersecurity Compliance Checklist** By Maryland Small Business Development Center (SBDC)	1:00 pm	Webinar	For more details and registration information please click here.	Free
7/19/2023	**Business Growth Tsunami: Business Opportunities Showcase Conference** By Hispanic Chamber of Commerce / Montgomery County	8:30 am	Silver Spring Civic Building 1 Veterans Place, 2nd Floor Look for HCCMC poster Silver Spring, MD 20910	For more details, registration, exhibitor, and sponsorship information please click here.	$50 General Admission - see details for sponsorships/exhibitors
7/19/2023	**Maryland SBDC Womens Conference 2023 - Creating Inclusive Business Opportunities** By Maryland Small Business Development Center (SBDC)	9:00 am	Webinar	For more details and registration information please click here.	Free
7/20/2023	**How To Start A Food Truck Business - A Step-**	1:00	Webinar	For more details and registration information please	Free

READY, SET, GROW!

Our Ready, Set, GROW! Procurement Connections Workshop/Webinar series connects vendors with buyers from several state agencies. Each will share what they are looking to buy currently, what is in their pipeline, and how to connect with them directly

This event is hosted 4x a year; 2 are virtual and 2 are held in person

If your agency wants to secure an exhibitor table or virtual time slot at one of these events, please contact Eduardo Hayden

- eduardo.hayden@maryland.gov

Maryland’s Women Small Business Celebration Military Small Business Appreciation Event (VSBE) Women's Veteran Entrepreneurship Event (VSBE) VSBE Appreciation Event

If you would like to secure a spot as an exhibitor, please contact; Eduardo Hayden



PRG PROCESS

PROCUREMENT REVIEW GROUP

Process for reviewing any:

All contracts ranging from $50,000 to $500k automatic SBR Program Designation

(a) Contract solicitations;
(b) proposed sole-source contracts; and
(c) proposed contract renewal options

Contracts expected to exceed $100,000 in value evaluate for Minority Business Enterprise and Veteran-Owned Small Business Enterprise participation

PRG PARTICIPANTS

There should be at least one or more standing procurement review group(s).
The group shall be comprised of:
Agency's chief procurement official or senior-level procurement official designated to act in his/her place
SBR, MBE & even VSBE Liaison Officers or senior level alternate

Rely on agency legal counsel to provide support and advice as necessary

For Internal Training Purposes Only

RECOMMENDATIONS

Group makes recommendations concerning specific procurement methods for maximizing inclusion
Summarize rationale in detail

Best Practice Tips:

Don't automatically exempt emergency procurements or SBR procurements from MBE goal consideration
SBR designated procurements can have MBE Goals

For Internal Training Purposes Only

GOALS: STATEWIDE VS. CONTRACT

The statewide aspirational goal is for the MBE Program is 29% and for the VSBE Program is 1%

It is important to remember that these are overall goals.

Individual contract goals must be considered on a contract-by-contract basis by the PRG

DON'T put blanket goals on projects without a legitimate justification.

Agencies are directed to designate 15% of their procurement contracts as SBR annually

When a contract is designated as SBR, this is not a goal, the full contract is awarded to the SBR certified vendor as prime contractor.

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SUBGOALS

TABLE 2 – RECOMMENDED SUBGOALS

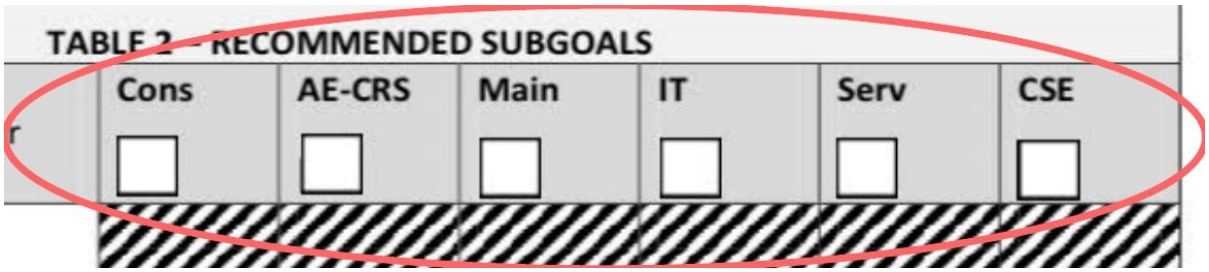
Combined Industry Category (Check appropriate column per Step 5.)			Cons ☐	AE-CRS ☐	Main ☐	IT ☐	Serv ☐	CSE ☐
9. # of Firms	10. ≥ 3 Y/N	Subgroups						
		African American	8%	7%	9%	10%	—	6%
		Hispanic American	—	—	3%	—	2%	2%
		Asian American	—	—	2%	—	3%	—
		Women	11%	10%	—	10%	10%	8%
Subgoal Total			19%	17%	14%	20%	15%	16%
Subgoal Total Plus 2% Margin			**21%**	**19%**	**16%**	**22%**	**17%**	**18%**

*The *Subgoal Total Plus 2% Margin* is the sum of the Recommended Subgoals plus 2%.

Use the subgoal worksheet and guidelines to apply subgoals as appropriate

Guidelines:

https://gomdsmallbiz.maryland.gov/Documents/Legislation/MBE_Program_Subgoal_Guidance_08.01.2020.pdf





For Internal Training Purposes Only

Worksheet:

Found in the subgoal worksheet.

https://gomdsmallbiz.maryland .gov/Documents/Legislation/M BE_Program_Subgoal_Workshe et_08.01.2020.pdf

BEFORE GOALSETTING

Consider Race Neutral Options (COMAR 21.11.03.07)

Race neutral methods are those that assist businesses without consideration of social, economic, race or gender

Small Business Reserve

Small Business Preference

Divide larger procurements into several smaller procurements where feasible

Directly notifying qualified small businesses including MBES

Relaxed bonding requirements

Simplifying bidding requirements to the extent permitted by law

Pre-Solicitation Conferences

Clarify complex solicitations

Connect subs and primes

For Internal Training Purposes Only

SBR DESIGNATION

For those procurements 50K – 500K, procurement units would designate SBR unless an exemption applies, or a waiver is requested from GOSBA:

❑ Preference procurement made from a preference provider

❑ Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions

❑ Sole Source

❑ Proprietary Commodity Purchase

❑ Noncompetitive negotiated procurements of human, social, or educational services

❑ An eMMA search of small businesses registered to participate in the SBR Program as well as a search of other available small business resources and databases has yielded the identification of less than three (3) eligible small businesses

Procurement units can designate contracts over 500K as SBR as well

For Internal Training Purposes Only

IDENTIFY SUBCONTRACTING OPPORTUNITIES

Can the procurement be broken down into subcontracting opportunities:

Scope of Work
Engineer’s Estimate
Previous compliance reports
Similar procurements in size and discipline

List all possible subcontracting NAICS Codes on the PRG Form

Are MBE's available in the categories identified?

Does it make sense geographically?

Does the contract structure support subcontracting?

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IDENTIFY SUBCONTRACTING OPPORTUNITIES FOR VSBES

Can the procurement support additional subcontracting opportunities for VSBEs:

List all possible subcontracting UNSPSC Codes on the PRG Form

Are VSBEs available in the categories identified?

Are enough Veteran Owned firms available?

This search should be completed in eMMA and other external databases or websites, such as VetCert

For Internal Training Purposes Only

GOALSETTING & COUNTING

Treat the MBE & VSBE Programs as mutually exclusive

Dually-certified MBE/VSBE firms can count toward both program goals

MBE Prime contractors can self-perform 50% of an established MBE contract goal; 100% of any subgoal

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GOALSETTING & COUNTING

DON'T Forget to Consider the 60% Rule's Impact on Goalsetting

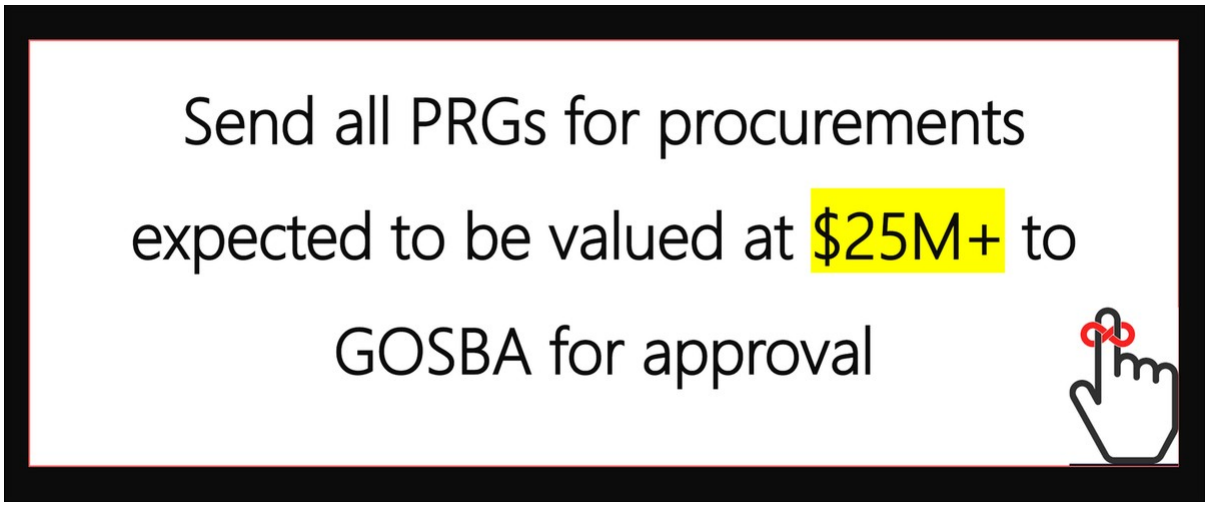
e.g.: If supply purchase accounts for 5% of the overall contract value - the goal for that line item would compute to 3% to account for the 60% Rule.

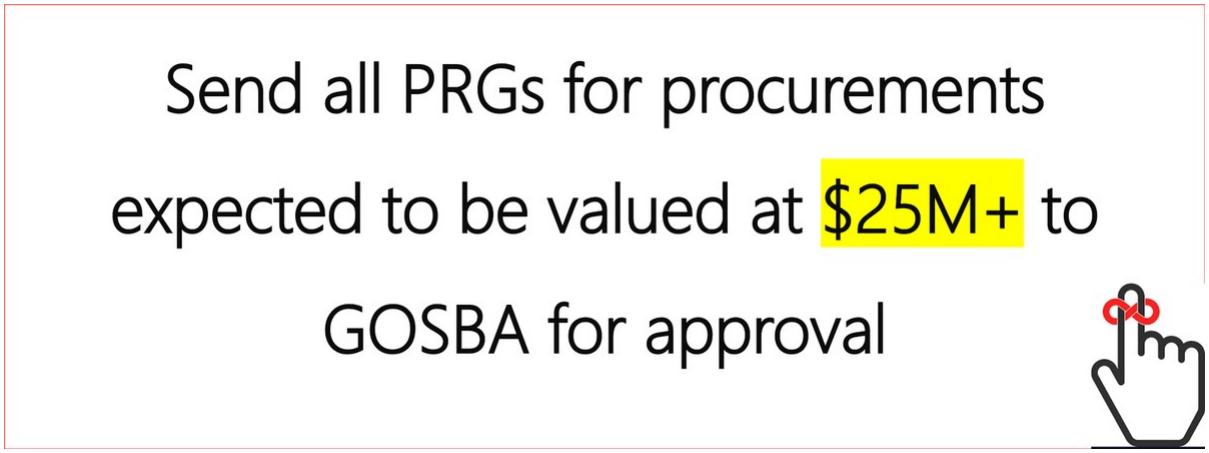
If a procurement requires the use of a broker, only the fees or commissions charged for assistance in the procurement of the materials and supplies, or fees for transportation charges for delivery of materials or supplies required on job site can be counted towards the goal.

For Internal Training Purposes Only

REMINDER:

For Internal Training Purposes Only





Send all PRGs for procurements expected to be valued at $25M+ to GOSBA for approval

RESOURCES

BPW Advisory 2001-1

https://bpw.maryland.gov/Pages/adv-2001-1.aspx?

PRG Policy / SBR Best Practices

https://procurement.maryland.gov/maryland-procurement-manual-9-policies-procedures-and-best-practices/

PRG Forms

https://procurement.maryland.gov/procurement-review-group-prg/

WAIVER RESOURCES

WHAT IS A WAIVER?

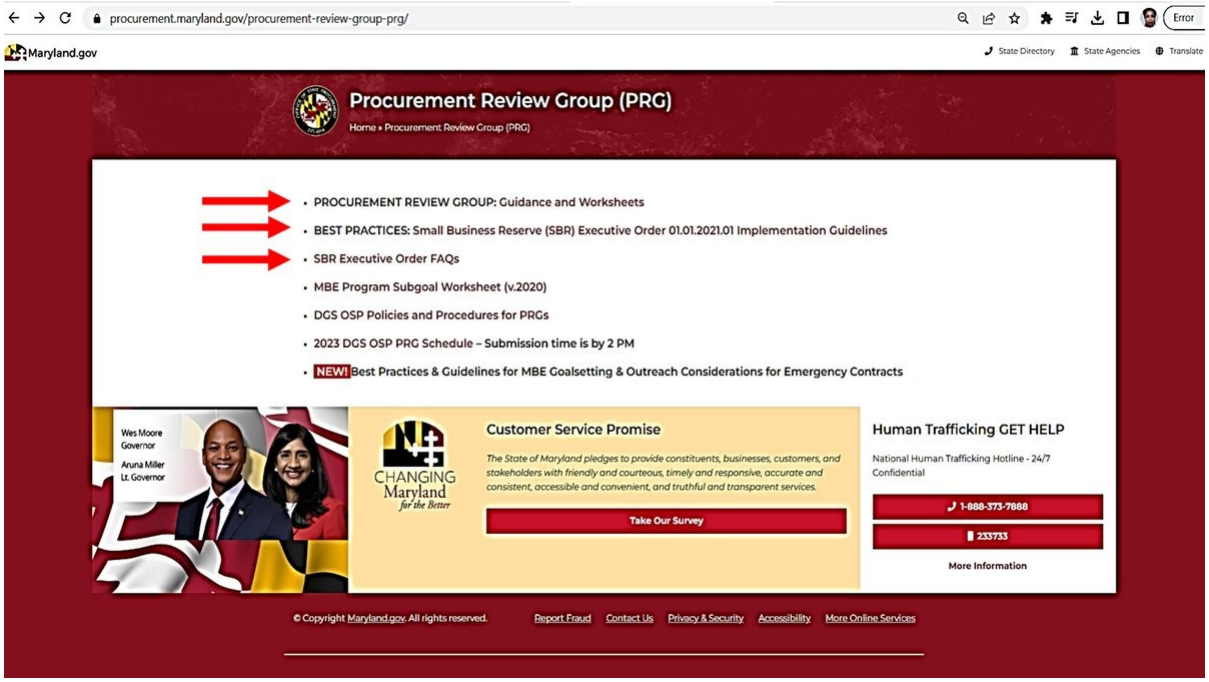
o The procurement process allows the participating agency to request a waiver of the SBR designation if they have determined it to be exempt during the PRG.

MBE & VSBE Waivers

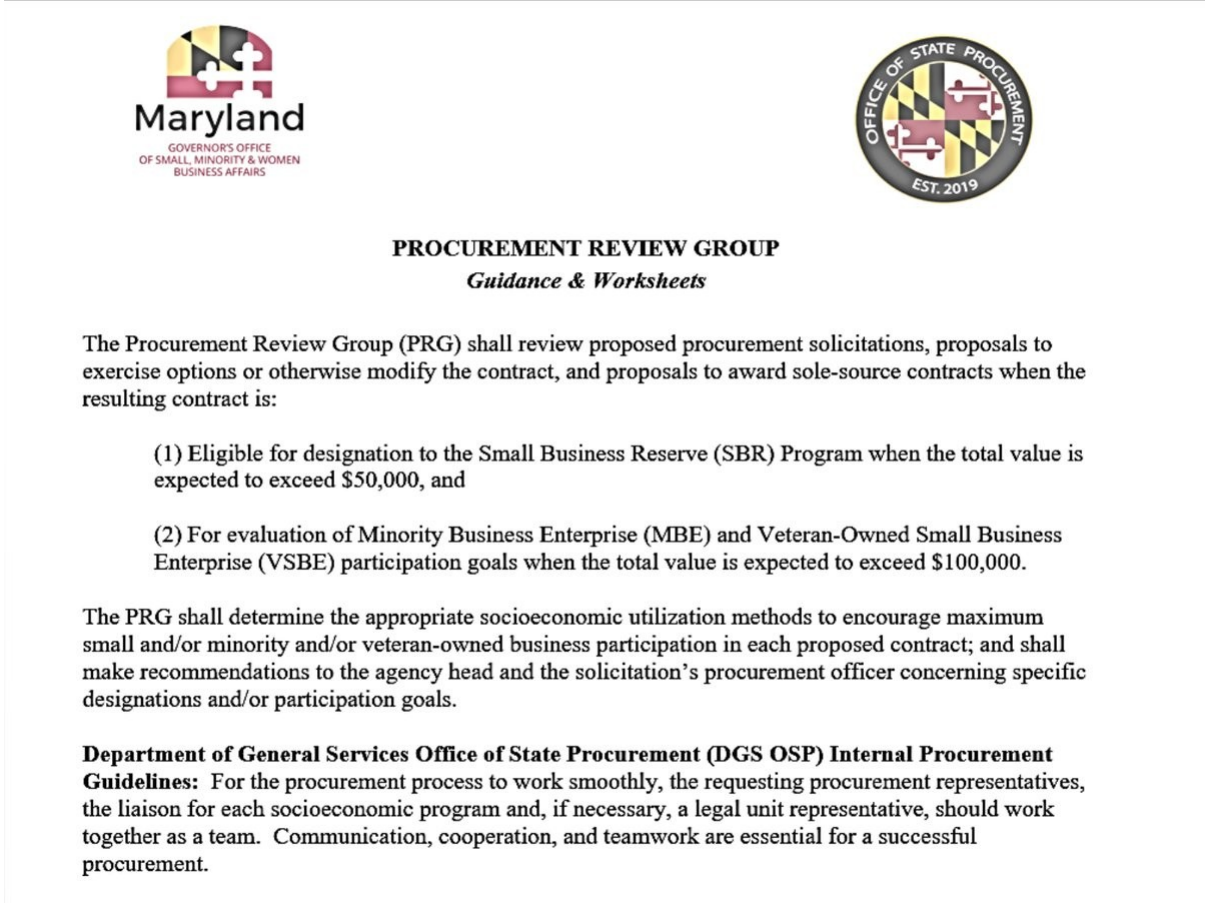
> Per the PRG Guidance and Worksheets, any procurement above $50,000 should be considered for SBR designation.
> Procurements above $500,000 that are not designated as SBR, do not require a SBR Waiver, but should be considered for SBR designation

After completing the SBR Program Designation Worksheet PART 1A, if the solicitation: 1. Meets the mandatory designation requirement, continue normal processes for PRG review and an SBR designated procurement, including MBE/VSBE participation goals as determined. 2. Is determined to be exempt or warrants a waiver, complete SBR Program Designation Worksheet PART 2 and follow the instructions for submission to GOSBA. 3. Is amended during the procurement to remove the SBR designation and open the solicitation to all vendors, complete SBR Program Designation Worksheet PART 3 and follow the instructions for submission to GOSBA. goMDsmallbiz.maryland.gov

o The procurement process allow Bidders/Offerors to request a waiver, partial or in full, if they have determined that they are unable to meet a subcontracting participation goal established for Minority Business Enterprise (MBE), Veteran-Owned Minority Business Enterprise (VSBE), or both.



SBR WAIVER PROCESS



SBR PROGRAM DESIGNATION WORKSHEET (PART 2)- REQUESTING WAIVER

If the procurement does not fall under one of the pre-determined exemptions, you will need to request a waiver and submit for approval

Select “Other” and follow the instructions in #3

PRG Evaluation - SBR Program Designation Worksheet (PART 2)

After completing SBR Program Designation Worksheet PART 1A, if the solicitation is determined to be exempt or warrants a waiver, complete SBR Program Designation Worksheet PART 2 below and follow the instructions for submission to GOSBA.

1. Solicitation # _____ **is exempt or warrants a waiver of the SBR Program Designation mandate on the following basis:**

- ❑ Preference procurement made from a preference provider
- ❑ Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions
- ❑ Sole Source
- ❑ Proprietary Commodity Purchase
- ❑ Noncompetitive negotiated procurements of human, social, or educational services
- ❑ An eMMA search of small businesses registered to participate in the SBR Program as well as a search of other available small business resources and databases has yielded the identification of less than three (3) eligible **small businesses** [as defined in COMAR 21.01.02.01B(80)].
  Note: Use and submit the completed SBR Designation Worksheet (SBR PRG Form) below to show the product codes utilized and search results obtained for this waiver to apply.
- ❑ Other **(Waiver Request Approval Required - see #3 for additional instructions)**
  Waiver justification *(add lines as needed)*:
  _____

3. **NOTICE:** SBR Program Designation Waiver Requests identified as "Other" require review by the Governor's Office of Small, Minority & Women Business Affairs (GOSBA) prior to publishing the solicitation. Submit waiver requests to the GOSBA mailbox identified above with the following subject line:

"Agency Name - Requisition # - SBR Program Designation Waiver Request"

GOSBA will respond to the SBR Program Designation Waiver Request within 72 hours with an approval or denial.

- ❑ Other **(Waiver Request Approval Required - see #3 for additional instructions)**
  Waiver justification *(add lines as needed)*:
  _____

SBR PROGRAM DESIGNATION WORKSHEET (PART 2)- EXEMPTION/WAIVER

When a solicitation is determined to be exempt or warrants a waiver you will fill out the Worksheet (Part 2) and submit to the GOSBA SBR Waiver mailbox:
SBRWaiver.GOSBA@maryland.gov
When submitting use, the subject line below:

PRG Evaluation - SBR Program Designation Worksheet (PART 2)

After completing SBR Program Designation Worksheet PART 1A, if the solicitation is determined to be exempt or warrants a waiver, complete SBR Program Designation Worksheet PART 2 below and follow the instructions for submission to GOSBA.

1. Solicitation # _____ **is exempt or warrants a waiver of the SBR Program Designation mandate on the following basis:**

- ❑ Preference procurement made from a preference provider
- ❑ Procurement involves federal dollars, inclusion in the SBR Program conflicts with federal law or grant provisions
- ❑ Sole Source
- ❑ Proprietary Commodity Purchase
- ❑ Noncompetitive negotiated procurements of human, social, or educational services
- ❑ An eMMA search of small businesses registered to participate in the SBR Program as well as a search of other available small business resources and databases has yielded the identification of less than three (3) eligible **small businesses** [as defined in COMAR 21.01.02.01B(80)].
  Note: Use and submit the completed SBR Designation Worksheet (SBR PRG Form) below to show the product codes utilized and search results obtained for this waiver to apply.
- ❑ Other **(Waiver Request Approval Required - see #3 for additional instructions)**
  Waiver justification *(add lines as needed)*:
  _____

SBR PROGRAM DESIGNATION WORKSHEET (PART 3) - AMENDMENT

If the solicitation is amended during the procurement to remove the SBR designation and open solicitation to all vendors, you will fill out the Worksheet (Part 3) and submit to the GOSBA SBR Waiver mailbox:

SBRWaiver.GOSBA@maryland.gov

When submitting use, the subject line below:

https://procurement.maryland.gov/wp-content/uploads/sites/12/2022/11/BP-MBE_VSBE-Waiver-Guidance-v1-10.17.2022.pdf

PRG Evaluation - SBR Program Designation Worksheet (PART 3)

After completing SBR Program Designation Worksheet PART 1A, if the solicitation is amended during the procurement to remove the SBR designation and open the solicitation to all vendors, complete SBR Program Designation Worksheet PART 3 below and follow the instructions for submission to GOSBA.

4. Solicitation # _____ was designated for the SBR Program.

❑ SBR Program Designation removed. Solicitation amended to remove the SBR designation due to insufficient competition or other determination (justify below).
Date submitted to GOSBA for waiver *(approval not required)*: _____
Amendment justification *(add lines as needed)*:

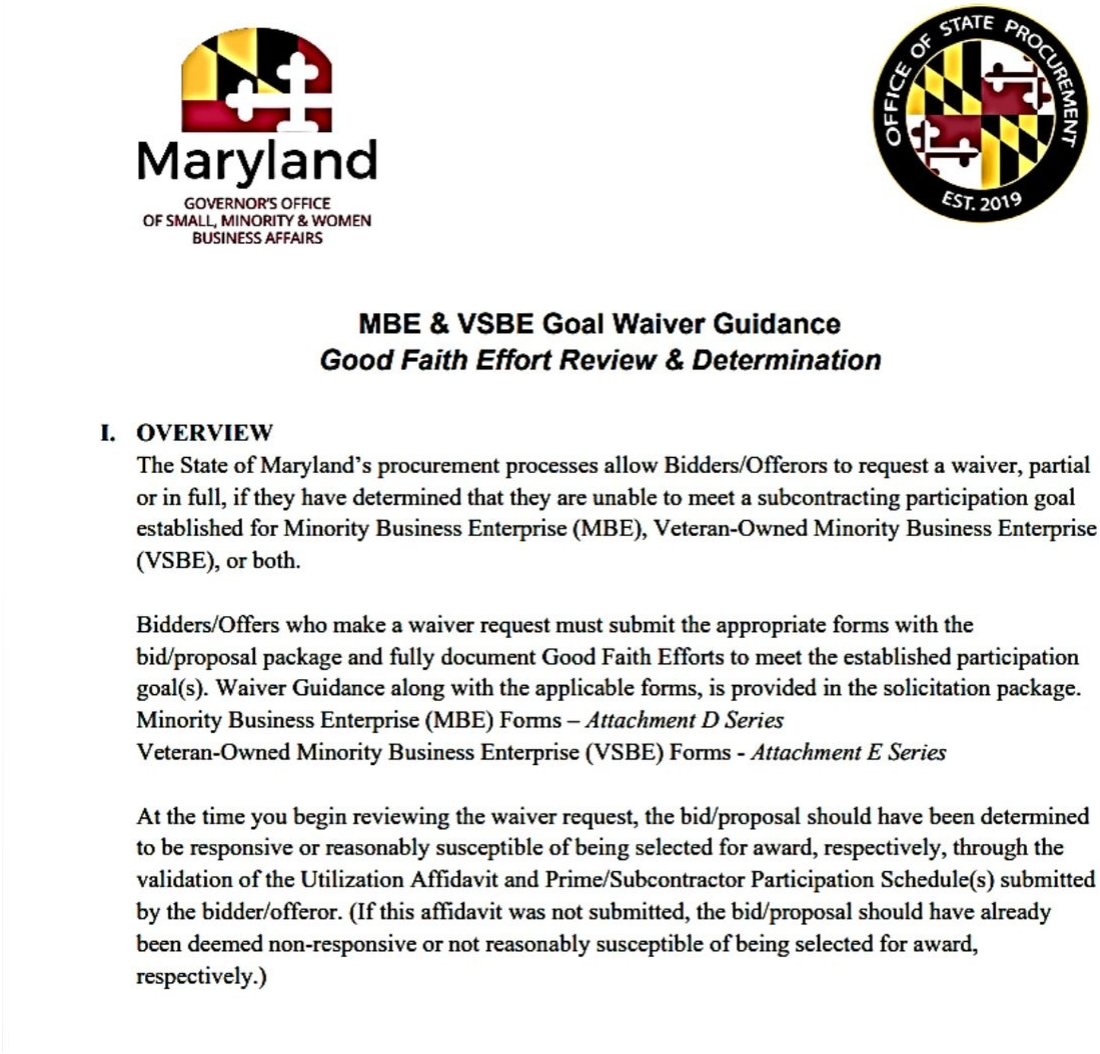
_____
_____
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_____
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_____
_____

5. Upon completion of PART 3 of this worksheet, send all SBR Program Designation Worksheets to the following GOSBA mailbox using the subject line below:

SBRWaiver.GOSBA@maryland.gov

"Agency Name - Requisition # - SBR Program Designation Worksheet"

MBE& VSBE WAIVER RESOURCES



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

OFFICE OF STATE PROCUREMENT
EST. 2019

MBE & VSBE Goal Waiver Guidance
Good Faith Effort Review & Determination

I. OVERVIEW

The State of Maryland's procurement processes allow Bidders/Offerors to request a waiver, partial or in full, if they have determined that they are unable to meet a subcontracting participation goal established for Minority Business Enterprise (MBE), Veteran-Owned Minority Business Enterprise (VSBE), or both.

Bidders/Offers who make a waiver request must submit the appropriate forms with the bid/proposal package and fully document Good Faith Efforts to meet the established participation goal(s). Waiver Guidance along with the applicable forms, is provided in the solicitation package.
Minority Business Enterprise (MBE) Forms – *Attachment D Series*
Veteran-Owned Minority Business Enterprise (VSBE) Forms - *Attachment E Series*

At the time you begin reviewing the waiver request, the bid/proposal should have been determined to be responsive or reasonably susceptible of being selected for award, respectively, through the validation of the Utilization Affidavit and Prime/Subcontractor Participation Schedule(s) submitted by the bidder/offeror. (If this affidavit was not submitted, the bid/proposal should have already been deemed non-responsive or not reasonably susceptible of being selected for award, respectively.)

REVIEW OF WAIVER

FORMS REQUIRED TO SUBMIT WAIVER

The following documents are required to be submitted by the bidder/offeror to request a waiver for MBE or VSBE goals:

WHAT IS A GOOD FAITH EFFORT?

A good faith effort is when the bidder/offeror made a reasonable effort to identify substantial opportunities for subcontracting
Self-performance is not a reasonable justification for not offering subcontracting opportunities to MBE or VSBE

For solicitations that contain both MBE and VSBE participation goals, the waiver request determination process must be performed separately for each category of subcontractors.

All of the best practices are available within the Waiver Guidance.

8. ***Identified Items of Work*** – Review all items identified by the bidder/offeror for subcontracting opportunities and compare them to subcontracting items identified by the Procurement Review Group (PRG).

    a. The PO should evaluate both lists of subcontracting opportunities to determine if the bidder/offeror made a reasonable effort to identify substantial opportunities for subcontracting using what was provided by the PRG or additional items of work identified by the bidder/offeror.
    b. If the paperwork identifies that work was not made available to an MBE or VSBE vendor, the PO must determine if a reasonable justification has been provided. Self-performance is not a reasonable justification for not offering subcontracting opportunities to an MBE or VSBE.

9. ***Identified Firms and Record of Solicitations*** – Review all items identified by the bidder/offeror of firms solicited to provided quotes and compare them to subcontracting items identified by the PRG.

    a. Fully evaluate the information provided, expecting a comparable number of firms to have been contacted. Low or limited interactions does not demonstrate a good faith effort.
    b. The dates identified for initial and follow-up communication should be prior to the bid/proposal due date. This timing is relevant to the evaluation.

10. ***Additional Information Regarding Rejected Quotes*** – Review all items identified by the bidder/offeror for subcontracting opportunities and compare them to subcontracting items identified by the PRG. Thoroughly review the reason(s) why a quote was rejected.

    a. If the bidder/offeror obtained quotes from "non" MBEs/VSBEs, the information provided may be used to determine "reasonable" pricing.
    b. Utilizing only "non" MBEs/VSBEs does not demonstrate a good faith effort.

    c. Self-performing instead of using an MBE/VSBE vendor(s) or non-MBE/VSBE vendor(s) does not demonstrate a good faith effort.
    d. Bidder/offeror must demonstrate a substantial price differentiation in order to use price as a reason for not including an MBE/VSBE subcontractor.
    e. Bidder/offeror must show evidence of negotiating with interested MBE/VSBE subcontractors to perform the work and why additional agreements could not be reached.

GOOD FAITH EFFORT DETERMINATION

III. GOOD FAITH EFFORT DETERMINATION

Based on a thorough review and analysis of the Good Faith Efforts Documentation to Support the Waiver Request, make one of the following determinations:

1. The bidder/offer **made a good faith effort** to meet an established socioeconomic subcontracting goal. The final determination is to **accept and approve the waiver request**.

2. The bidder/offeror **did not make a good faith effort** to meet an established socioeconomic subcontracting goal. The final determination is to **deny the waiver request** and reject the bid as not responsive or reject the proposal as not reasonably susceptible of being selected for award.

3. **Is it unclear whether the bidder/offeror made a good faith effort** to meet an established socioeconomic subcontracting goal. This is an initial waiver request determination and will require communication with the bidder/offeror as noted below before making a final waiver request determination.

REQUESTING ADDITIONAL DOCUMENTATION

MBE Waiver Determinations: compliance.gosba@maryland.gov

VSBE Waiver Determinations: vsbe.gosba@maryland.gov

Sample text is provided within the "MBE & VSBE Goal Waiver Guidance Good Faith Effort Review & Determination" guidance document to communicate this determination to the bidder/offeror

1. When **it is unclear whether the bidder/offeror made a good faith effort** (Good Faith Effort Determination #3 above), the bidder/offeror is notified by the PO of the initial waiver request determination and asked for additional documentation via a Cure Letter.

    a. The initial waiver request determination requires communication with the bidder/offeror to submit additional documentation to support the waiver request.
    b. The bidder/offeror should be informed that the waiver request cannot be approved until additional documentation, in response to the Best Practices Sections 8, 9, and/or 10 above, wherever the bidder/offeror did not provide enough documentation of their outreach and/or communication efforts to the MBE or VSBE community. *(It could be one section or more that requires more information to be provided by the bidder/offeror.)*
    c. The Cure Letter should include a due date for submitting the additional documents.
        i. If the bidder/offeror does not submit documents by the due date, the bidder/offeror may be determined to be not responsible, and the bid/proposal rejected.
        ii. If the bidder/offeror does submit documents by the due date, the PO should review the new documents following the guidelines above in the Best Practices Sections 8, 9, and/or 10 and make a final determination on the waiver request.
    d. After a thorough review and analysis of the additional Good Faith Efforts Documentation to Support the Waiver Request, the PO should **make a final determination about the bidder's/offeror's good faith effort** under Good Faith Effort #1 or #2 above.

DENYING WAIVER REQUEST

3. When the final determination is to **deny the waiver request** (Good Faith Effort Determination #2), the PO shall notify the bidder/offeror of the denial of the full or partial MBE/VSBE waiver request and that the bid/proposal is being rejected from competition. Include GOSBA on the final waiver request determination notice to the bidder/offeror.

GRANTING OF THE WAIVER BY THE AGENCY HEAD

IV. GRANTING OF THE WAIVER BY THE AGENCY HEAD

A waiver may be granted only upon a reasonable demonstration by the bidder/offeror that MBE/VSBE subcontract participation was (1) unable to be obtained or was unable to be obtained at a reasonable price, and (2) the Agency Head or Designee determines that the public interest is served by a waiver.

1. When the final determination is to **accept and approve the waiver request** (Good Faith Effort Determination #1), the PO must write a Procurement Officer's Determination (POD) that documents why the waiver request was accepted by listing the reasons for the determination.

2. This POD must be signed by the PO and the Agency Head or Designee.

3. The POD should be kept in the procurement file with copies provided to the Agency's MBE/VSBE liaison and the Governor's Office of Small, Minority & Women Business Affairs (GOSBA).

ACCEPTING/APPROVAL OF WAIVER REQUEST

MBE Waiver Determinations: compliance.gosba@maryland.gov

VSBE Waiver Determinations: vsbe.gosba@maryland.gov

Sample text is provided within the “MBE & VSBE Goal Waiver Guidance Good Faith Effort Review & Determination” guidance document to communicate this determination to the bidder/offeror

2. When the final determination is to **accept and approve the waiver request** (Good Faith Effort Determination #1) and **the Agency Head or Designee has granted the waiver**, the PO shall notify the bidder/offeror of the approval of the full or partial MBE/VSBE waiver request and that the bid/proposal is being recommended for award. Include GOSBA on the final waiver request determination notice to the bidder/offeror.

REPORTING REQUIREMENTS

REPORTING

The three socioeconomic procurement programs have certain reporting requirements which are outlined in statutes & regulation.

SBR - § 14-505, COMAR 21.11.01.06 & COMAR 21.13.01.03B.

MBE - § 14-305 & COMAR 21.11.03.17

VSBE - §14–604 & COMAR 21.11.14.06

Reporting Deadlines are updated yearly and published in the MBE Reporting Manual

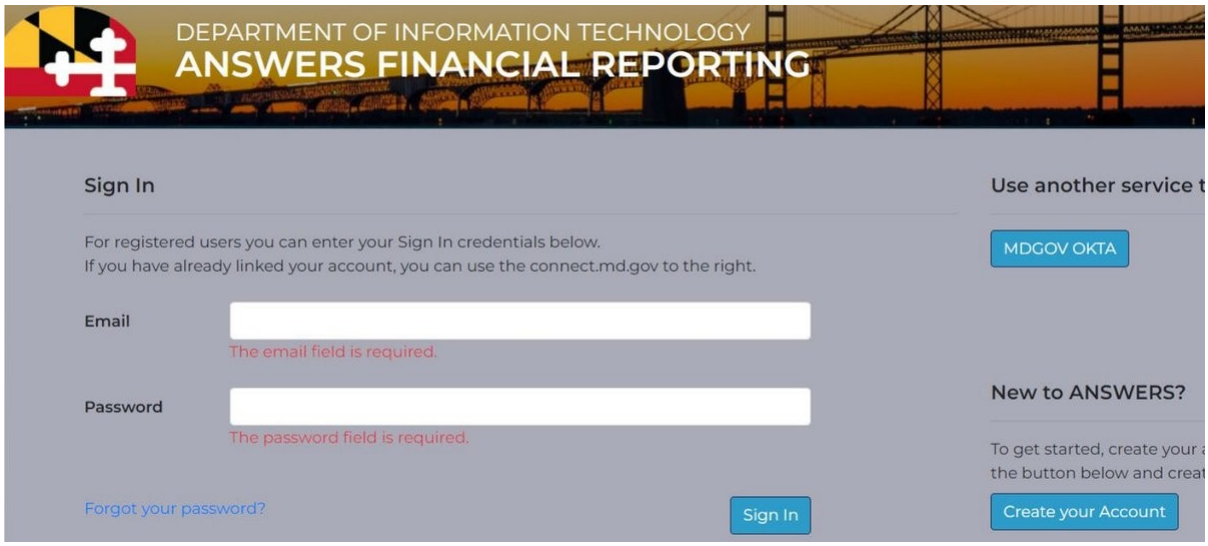
All programs require an annual report, and the SBR/MBE programs have quarterly report requirements.

ANSWERS This database pulls data from FMIS into canned reports used for preparation of the annual and quarterly reports for all programs Register in ANSWERS by clicking the link under “New to ANSWERS?”

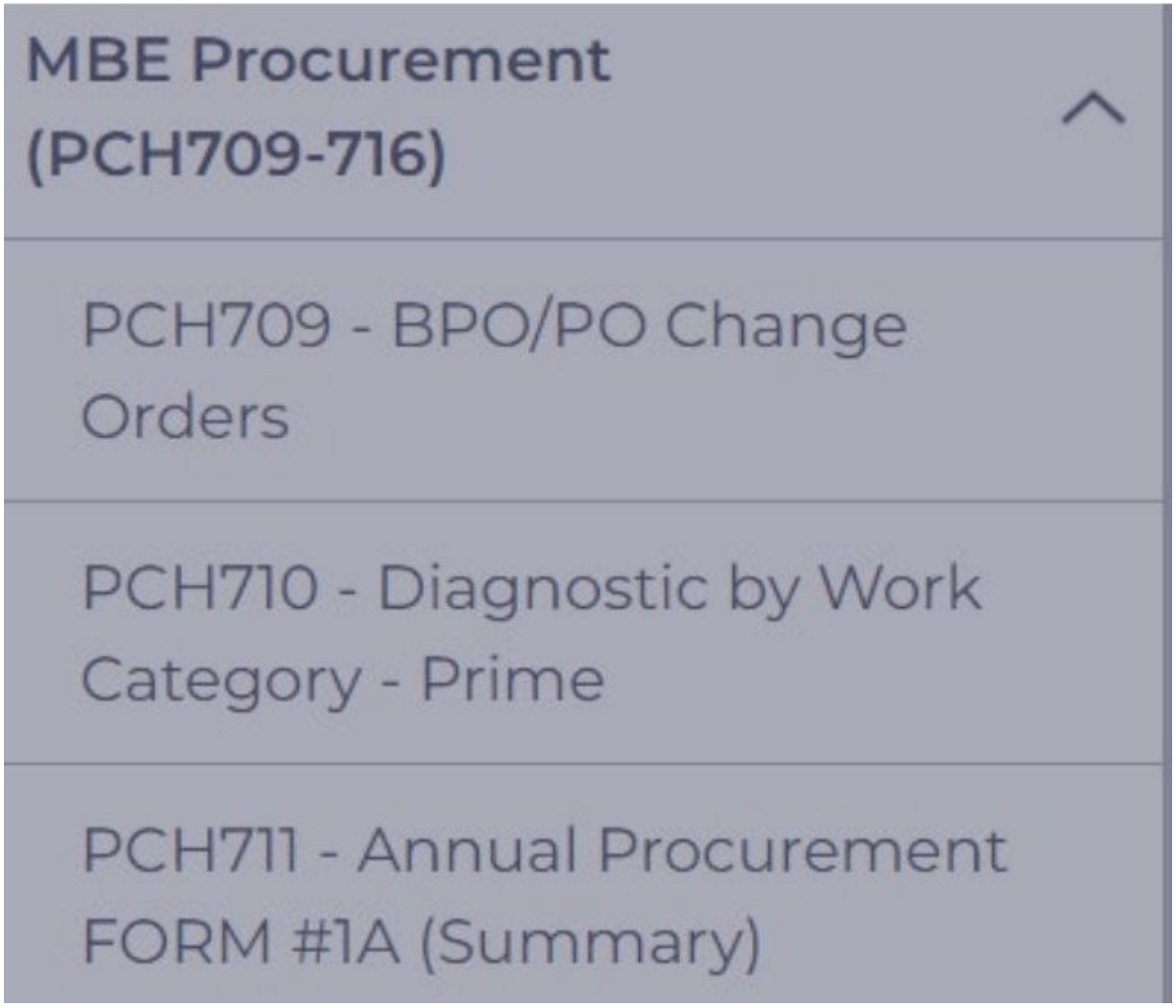
ANSWERS: https://net.md.gov/apps/answers/

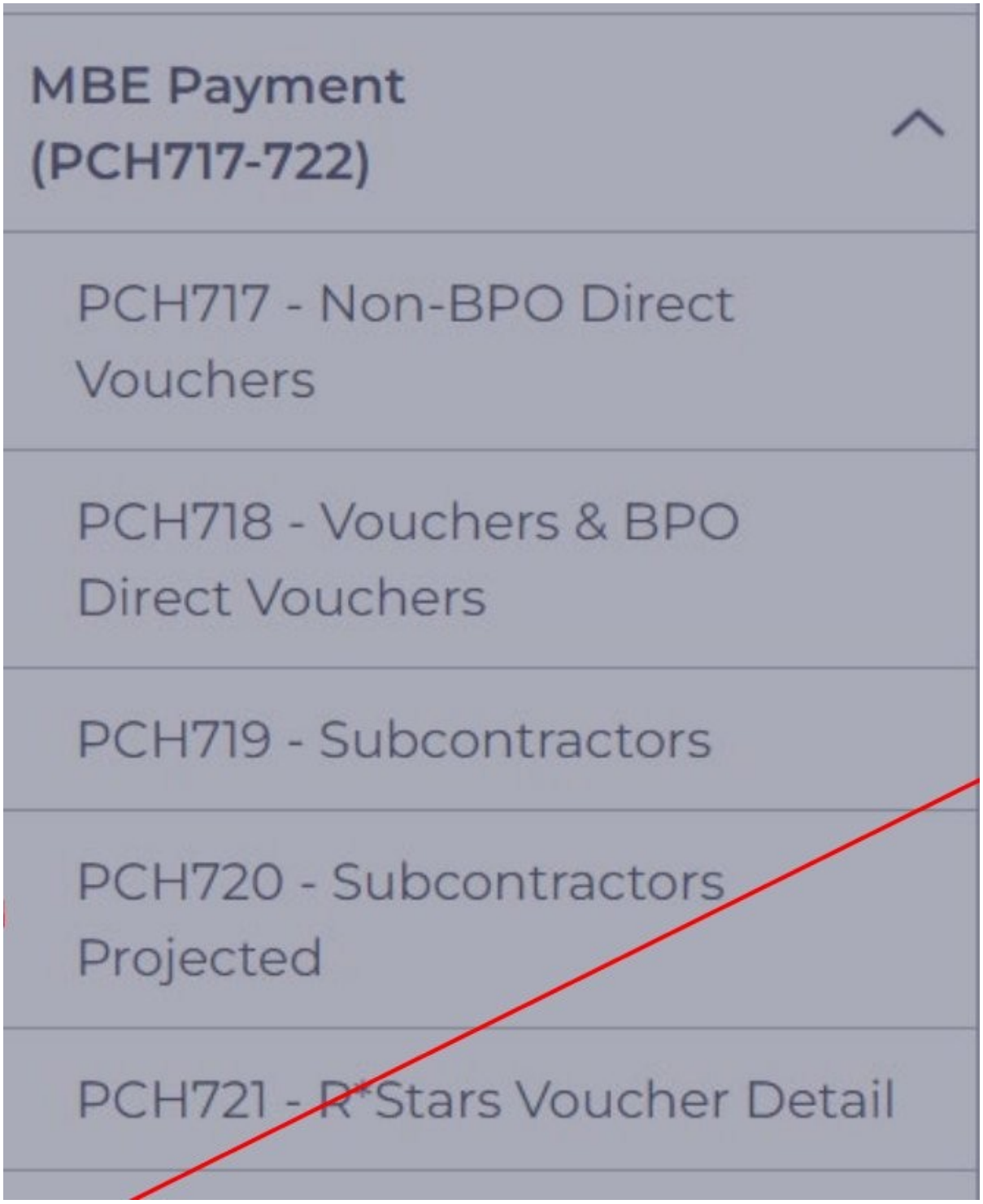
For Internal Training Purposes Only

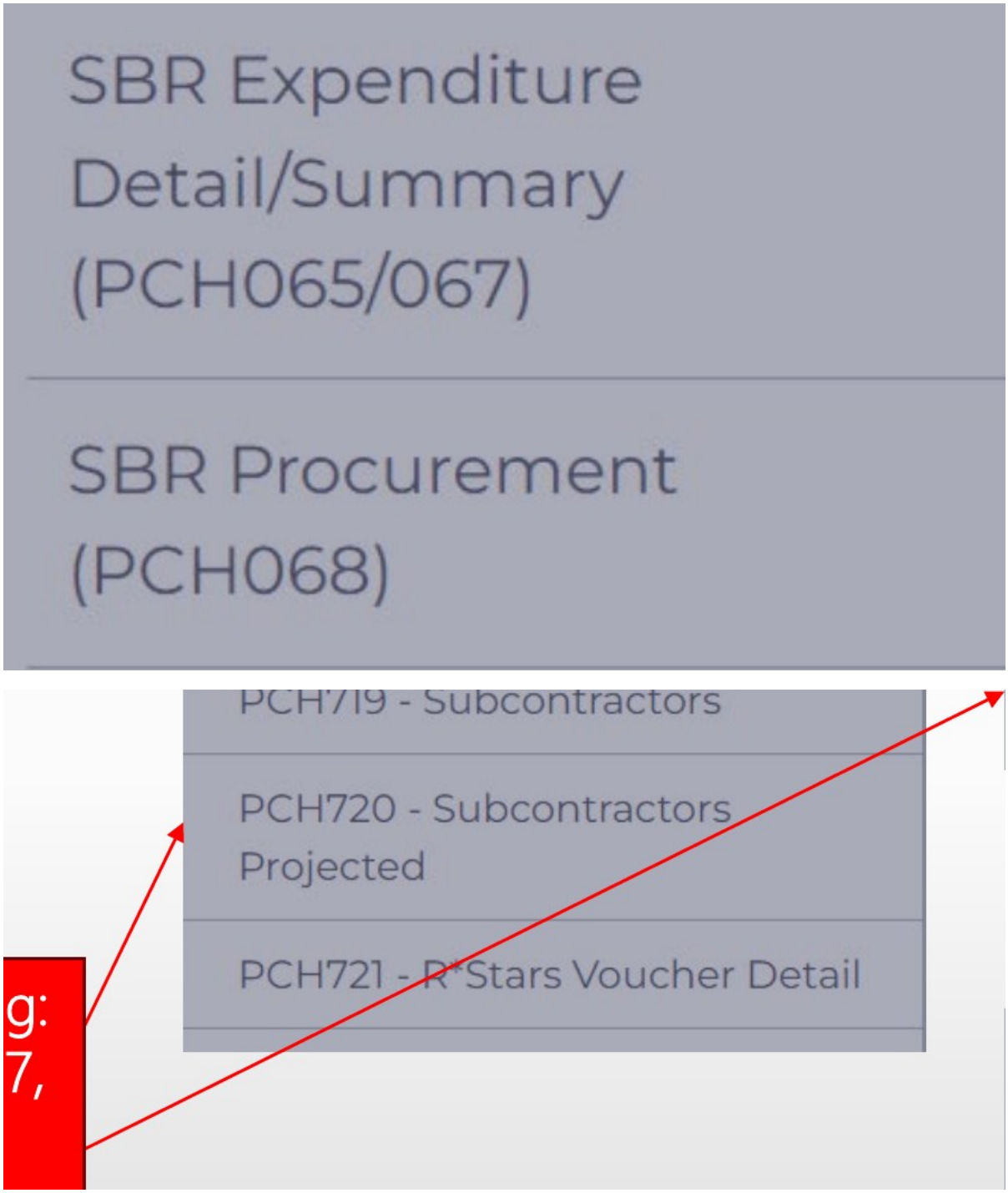
ANSWERS



ANSWERS


MBE Procurement (PCH709-716)
PCH709 - BPO/PO Change Orders
PCH710 - Diagnostic by Work Category - Prime
PCH711 - Annual Procurement FORM #1A (Summary)


MBE Payment
(PCH717-722)
PCH717 - Non-BPO Direct Vouchers
PCH718 - Vouchers & BPO Direct Vouchers
PCH719 - Subcontractors
PCH720 - Subcontractors Projected
PCH721 - R*Stars Voucher Detail



For MBE/VSBE Reporting: Use the 709, 710, 711, 717, 718, 719, 720 & 721 R*Stars Reports For VSBE only, credit card data is manually tracked

For SBR Reporting: Use the 065/067, 068 & 721 R*Stars Report

ANSWERS For quarterly and annual reports: 1. Click on the report you want 2. Run the report 3. Download to EXCEL For MBE/VSBE Reporting: Use the 709, 710, 711, 717, 718, 719, 720 & 721 R*Stars Reports For VSBE only, credit card data is manually tracked goMDsmallbiz.maryland.gov

IFMIS AND

OTHER REPORTING SYSTEMS

EXPECTED REPORTS

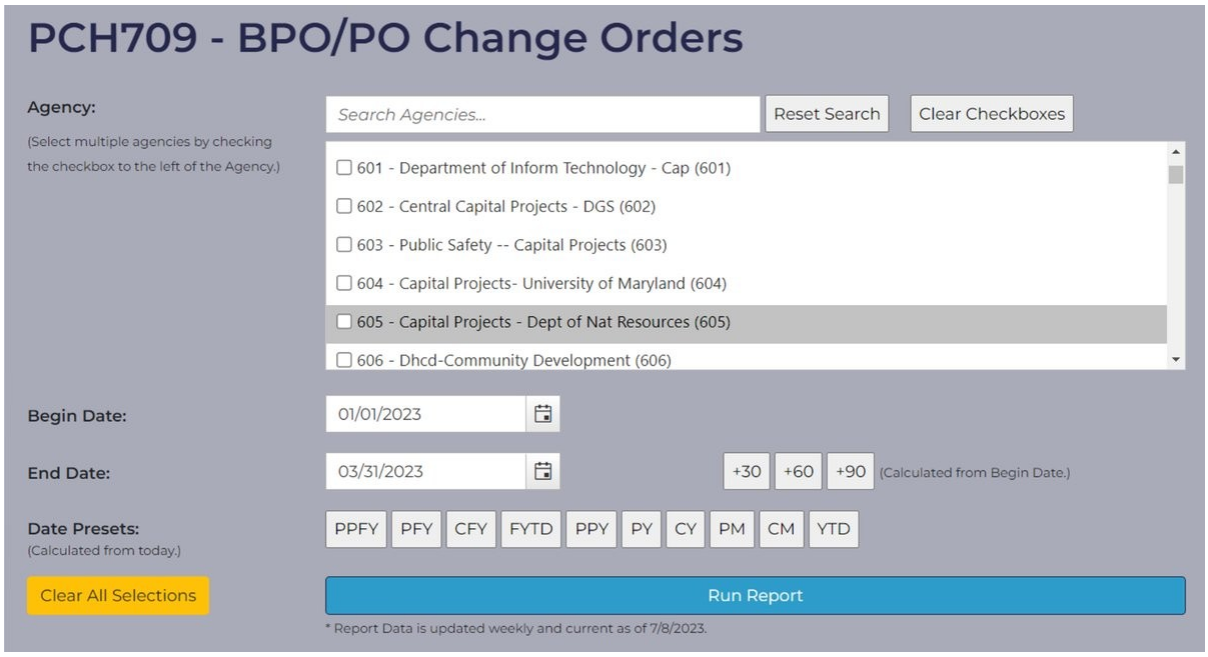
CHANGE ORDERS (SIMILAR TO ANSWERS 709 REPORT)
AWARDS (PO/BPO) (SIMILAR TO ANSWERS 710 REPORT)
SUBCONTRACTOR AWARDS (SIMILAR TO ANSWERS 720 REPORT)
SUBCONTRACTOR PAYMENTS (SIMLAR TO ANSWERS 719 REPORT)
VOUCHER PAYMENTS (PO/BPO) (SIMILAR TO ANSWERS 718 REPORT)

DIRECT VOUCHERS (SIMILAR TO ANSWERS 717 REPORT)
CREDIT CARD OR CPC REPORT (SIMILAR TO ANSWERS 721 REPORT)

ANSWERS Select: Agency Timeframe Click Run Report

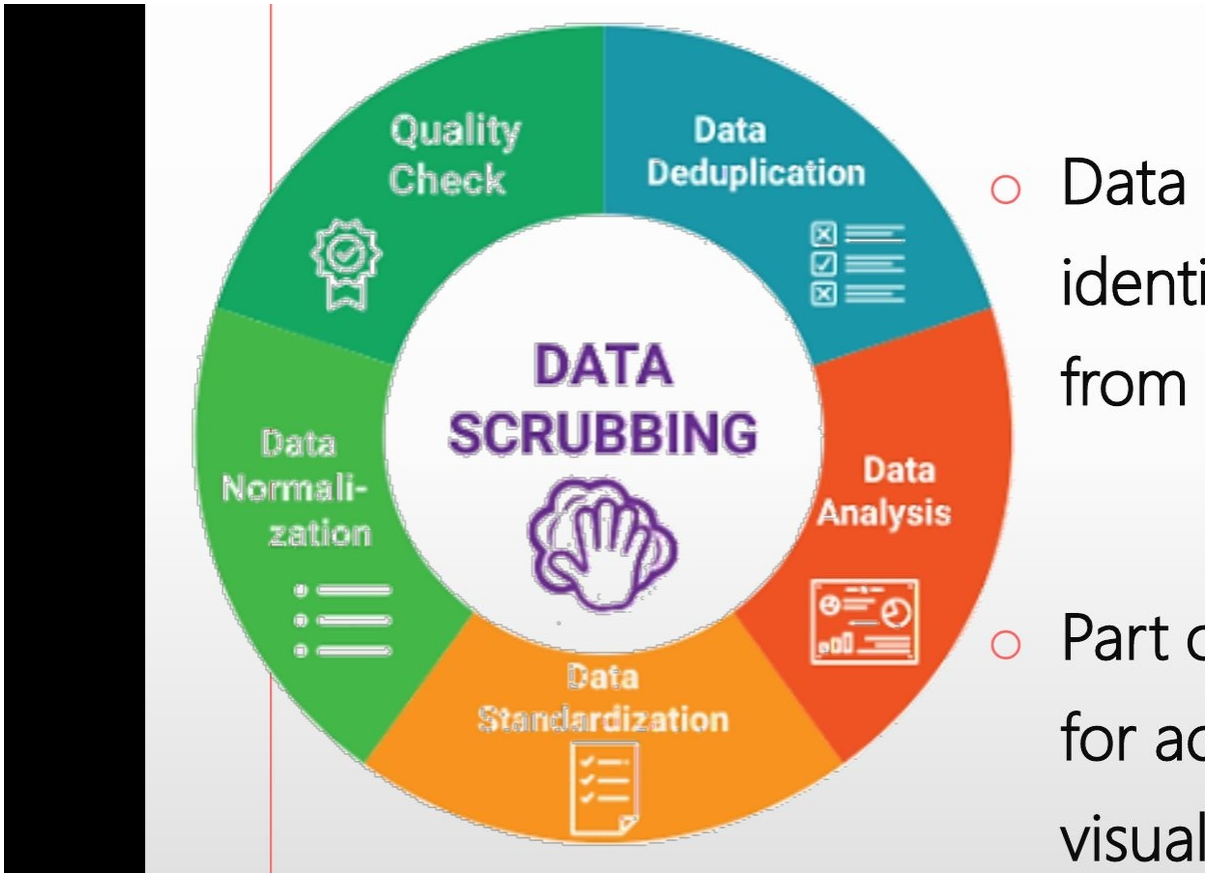
For Internal Training Purposes Only

Governor's Office of Small, Minority & Women Business Affairs



What is Scrubbing?

Data cleansing, also known as data cleaning or scrubbing, identifies and fixes errors, duplicates, and irrelevant data from a raw dataset.
Part of the data preparation process, data cleansing allows for accurate, defensible data that generates reliable visualizations, models, and business decisions.



WHAT SHOULD BE SCRUBBED FROM YOUR REPORT?

Exclusions – GAD List & ADPICS Additional Elements
Contracts that were not awarded within the Fiscal Year being reported
Contracts that were cancelled
$0 Dollar Modifications
Preferred Providers, such as Blind Industries, Maryland Correctional Enterprises (MCE), or Maryland Works companies
Nonprofit organizations

GENERAL REPORTING REMINDERS

Important Reminders: • Submit required annual reports AND scrubbed backup data as requested • Submit special reports, such as the consolidated strategic plan and the procurement forecast by the due date • Quarterly reports are cumulative and should cover the entire current fiscal year up to the end of latest quarter. • Annual Reporting period = the previous fiscal year, July 1st – June 30th • Submit reports to the correct mailbox

For Internal Training Purposes Only

OTHER REQUIRED REPORTS

• Reporting requirements also include a yearly Procurement Forecast and Consolidated Strategic Plan submission. These reports are both due on June 30th annually. Procurement forecast • Includes all projected purchases of $100,000 and above for the upcoming fiscal year. • May include smaller procurements, such as those 15K and higher. • Is provided to the public and is an important tool for the small business community. Strategic Plan • Helps procurement units reflect on SBR & MBE program performance and create a plan to increase performance for the upcoming fiscal year. • Collects data about the outreach activities your unit has participated in or conducted in support of the SBR & MBE Programs. Note: Regulations also give our office the latitude to request additional reports or data throughout the year.

For Internal Training Purposes Only

For Internal Training Purposes Only

REPORTING MAILBOXES

MBE Mailbox

mbereports.gosba@maryland.gov

MBE Mailbox

mbereports.gosba@maryland.gov

SBR Mailbox

sbrreports.gosba@maryland.gov

SBR Mailbox

sbrreports.gosba@maryland.gov

VSBE Mailbox

vsbereports.gosba@maryland.gov

VSBE Mailbox

vsbereports.gosba@maryland.gov

Compliance Mailbox compliance.gosba@maryland.gov

FY Procurement Forecast Template
MBE Waiver Determinations (As Issued)
MBE Annual Waivers Report (Sent to BPW with cc to GOSBA Compliance Mailbox)

Quarterly MBE Reports
Annual MBE Report

Quarterly SBR Reports
Annual SBR Report

Annual VSBE Report
VSBE Program Outreach Report

SBR PROGRAM

COMAR 21.11.01.06 & 21.13.01.03B

SBR REPORTING

Go to the Toolkits from our GOSBA homepage

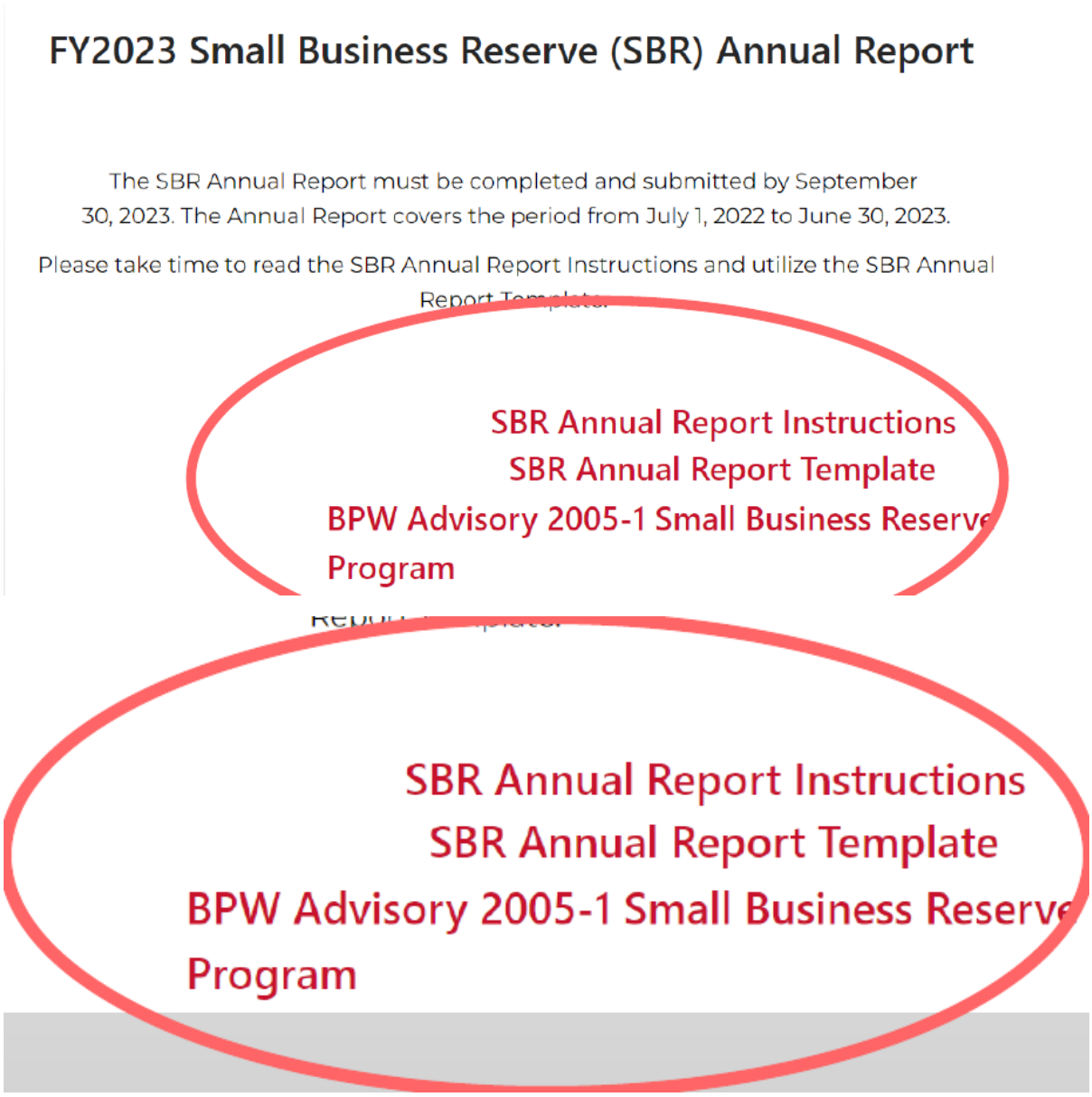
Download the latest templates and instructions



SBR Quarterly report data is cumulative. Quarterly Reports for the first three quarters are due no later than 30 days follo
the quarter being reported, and should contain data from the start of the fiscal year. No 4th quarter report is due. Instead
fiscal year is reported in the Annual Report. Data for the Annual Report is submitted 90 days after the close of the fisc
being reported.

SBR Quarterly Report Instructions
SBR Quarterly Report Template

SBR Quarterly Report Instructions
SBR Quarterly Report Template

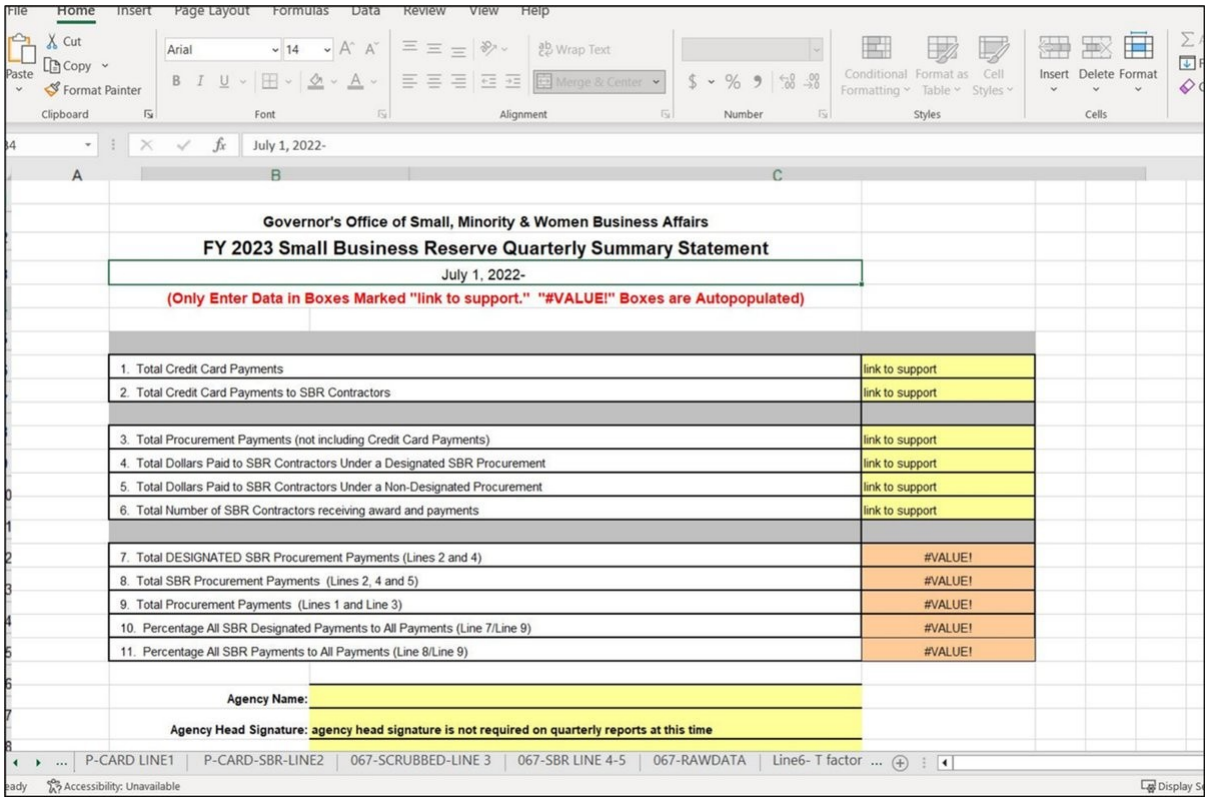


SBR REPORTING

Important Reminders: • SBR Goal achievement is based on PAYMENTS on SBR designated contracts • Payments on Non-SBR Designated Contract awards (incidental spend) are reported* • The SBR Annual Report requires the signature of the agency head and chief financial officer

For Internal Training Purposes Only

QUARTERLY SBR SUMMARY STATEMENT



Governor's Office of Small, Minority & Women Business Affairs

FY 2023 Small Business Reserve Quarterly Summary Statement

July 1, 2022-

(Only Enter Data in Boxes Marked "link to support." "#VALUE!" Boxes are Autopopulated)

1. Total Credit Card Payments	link to support
2. Total Credit Card Payments to SBR Contractors	link to support
3. Total Procurement Payments (not including Credit Card Payments)	link to support
4. Total Dollars Paid to SBR Contractors Under a Designated SBR Procurement	link to support
5. Total Dollars Paid to SBR Contractors Under a Non-Designated Procurement	link to support
6. Total Number of SBR Contractors receiving award and payments	link to support
7. Total DESIGNATED SBR Procurement Payments (Lines 2 and 4)	#VALUE!
8. Total SBR Procurement Payments (Lines 2, 4 and 5)	#VALUE!
9. Total Procurement Payments (Lines 1 and Line 3)	#VALUE!
10. Percentage All SBR Designated Payments to All Payments (Line 7/Line 9)	#VALUE!
11. Percentage All SBR Payments to All Payments (Line 8/Line 9)	#VALUE!

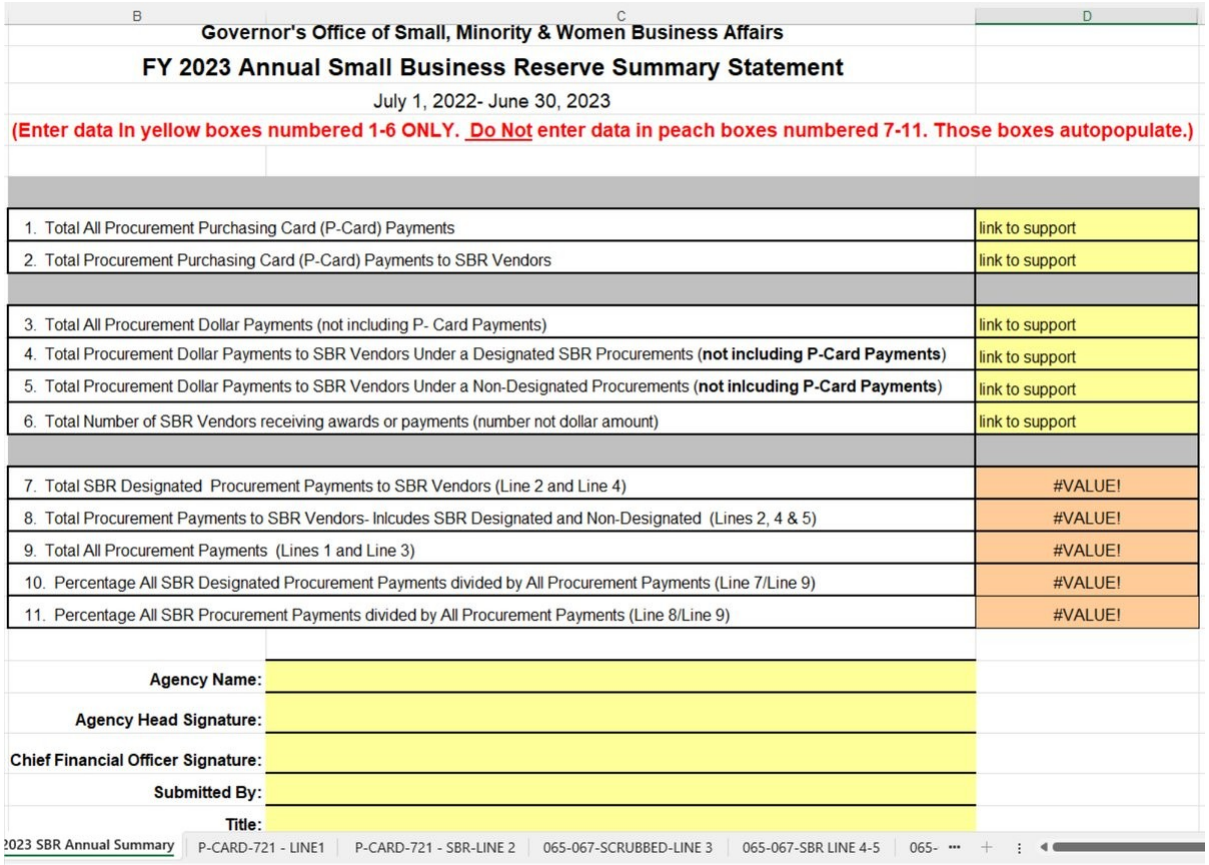
Agency Name:

Agency Head Signature: agency head signature is not required on quarterly reports at this time

ENTER SCRUBBED DATA TOTALS INTO THE SUMMARY STATEMENT

1. Total credit cards 2. Total credit cards for SBR vendors

3. Total Payments (excluding credit cards) 4. Total payments on SBR Designated Procurements 5. Total payments on Non-designated Procurements 6. Total Number (#) of (unique) SBR Contractors receiving award and payments



Governor's Office of Small, Minority & Women Business Affairs

FY 2023 Annual Small Business Reserve Summary Statement

July 1, 2022- June 30, 2023

(Enter data in yellow boxes numbered 1-6 ONLY. Do Not enter data in peach boxes numbered 7-11. Those boxes autopopulate.)

1. Total All Procurement Purchasing Card (P-Card) Payments	link to support
2. Total Procurement Purchasing Card (P-Card) Payments to SBR Vendors	link to support
3. Total All Procurement Dollar Payments (not including P- Card Payments)	link to support
4. Total Procurement Dollar Payments to SBR Vendors Under a Designated SBR Procurements (**not including P-Card Payments**)	link to support
5. Total Procurement Dollar Payments to SBR Vendors Under a Non-Designated Procurements (**not inlcuding P-Card Payments**)	link to support
6. Total Number of SBR Vendors receiving awards or payments (number not dollar amount)	link to support
7. Total SBR Designated Procurement Payments to SBR Vendors (Line 2 and Line 4)	#VALUE!
8. Total Procurement Payments to SBR Vendors- Inlcudes SBR Designated and Non-Designated (Lines 2, 4 & 5)	#VALUE!
9. Total All Procurement Payments (Lines 1 and Line 3)	#VALUE!
10. Percentage All SBR Designated Procurement Payments divided by All Procurement Payments (Line 7/Line 9)	#VALUE!
11. Percentage All SBR Procurement Payments divided by All Procurement Payments (Line 8/Line 9)	#VALUE!

Agency Name:

Agency Head Signature:

Chief Financial Officer Signature:

Submitted By:

Title:

SUBMISSIONS

Include the Summary Statement and scrubbed backup data as requested Submit in EXCEL format Submit to sbrreports.gosba@maryland.gov

For Internal Training Purposes Only

MBE PROGRAM

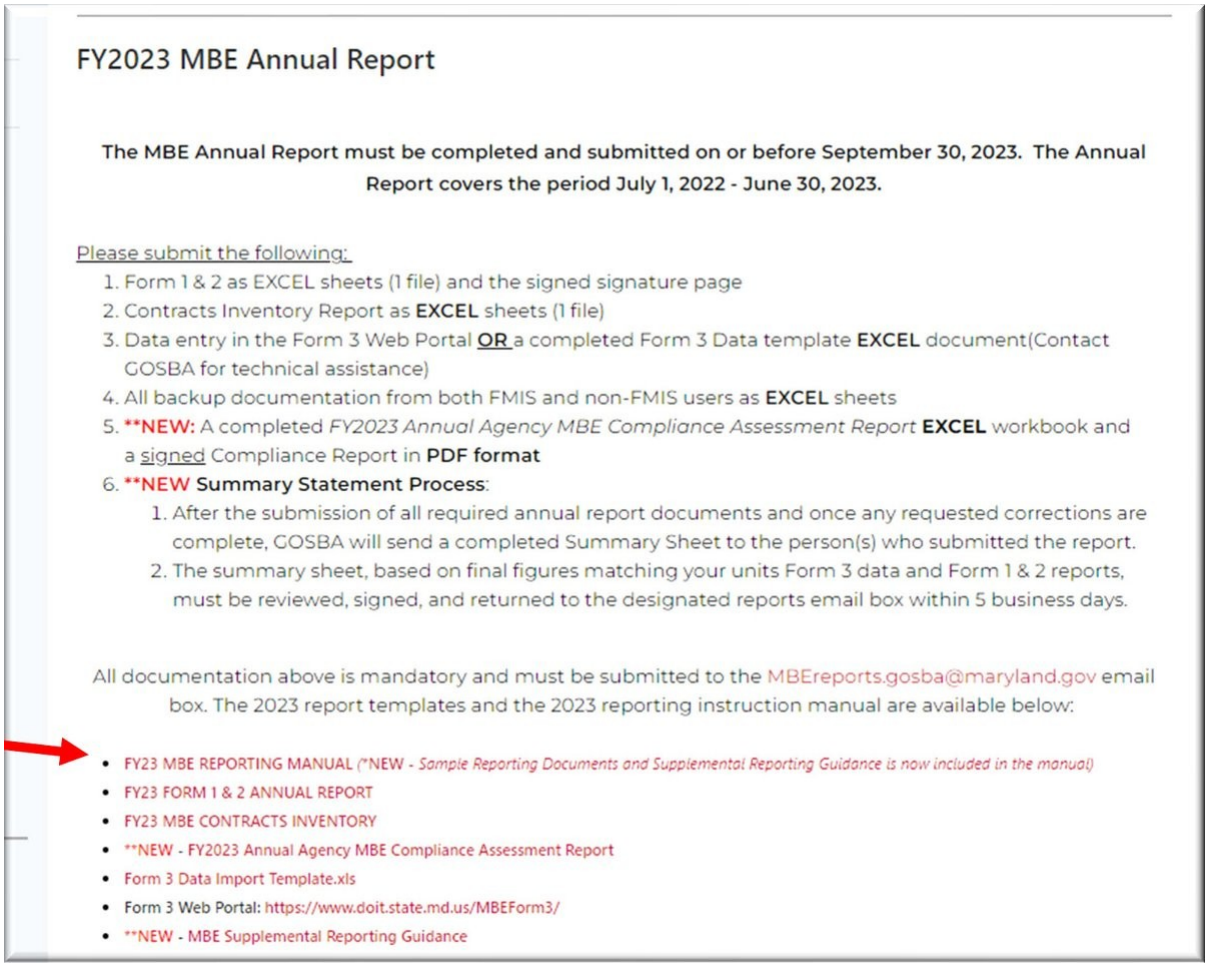
COMAR 21.11.03.17

For Internal Training Purposes Only

MBE REPORTING

MBE Toolkit Updated MBE annual report Instructions and template are in the MBE Reporting toolkit by July 1st of each year You will access both quarterly and annual reporting templates in the toolkit Utilize the MBE Reporting Manual

For Internal Training Purposes Only



FY2023 MBE Annual Report

The MBE Annual Report must be completed and submitted on or before September 30, 2023. The Annual Report covers the period July 1, 2022 - June 30, 2023.

Please submit the following:

1. Form 1 & 2 as EXCEL sheets (1 file) and the signed signature page
2. Contracts Inventory Report as **EXCEL** sheets (1 file)
3. Data entry in the Form 3 Web Portal **OR** a completed Form 3 Data template **EXCEL** document(Contact GOSBA for technical assistance)
4. All backup documentation from both FMIS and non-FMIS users as **EXCEL** sheets
5. ****NEW:** A completed *FY2023 Annual Agency MBE Compliance Assessment Report* **EXCEL** workbook and a signed Compliance Report in **PDF format**
6. ****NEW Summary Statement Process**:
    1. After the submission of all required annual report documents and once any requested corrections are complete, GOSBA will send a completed Summary Sheet to the person(s) who submitted the report.
    2. The summary sheet, based on final figures matching your units Form 3 data and Form 1 & 2 reports, must be reviewed, signed, and returned to the designated reports email box within 5 business days.

All documentation above is mandatory and must be submitted to the MBEreports.gosba@maryland.gov email box. The 2023 report templates and the 2023 reporting instruction manual are available below:

- FY23 MBE REPORTING MANUAL (*NEW - *Sample Reporting Documents and Supplemental Reporting Guidance is now included in the manual)*
- FY23 FORM 1 & 2 ANNUAL REPORT
- FY23 MBE CONTRACTS INVENTORY
- **NEW - FY2023 Annual Agency MBE Compliance Assessment Report
- Form 3 Data Import Template.xls
- Form 3 Web Portal: https://www.doit.state.md.us/MBEForm3/
- **NEW - MBE Supplemental Reporting Guidance

MBE REPORTING REMINDERS

• MBE Goal achievement is based on AWARDS not PAYMENTS, although, both payments and awards are reported in annual and quarterly reports • Statewide contract awards should be excluded from Form 1-2 and the contracts inventory. Payments for purchases on statewide contracts should be included in your Form 3 submission. • Annual Reports must include a Form 1 / 2 (Summarized Award data) , Form 3 Submission (Detailed Payment data), Contracts Inventory (Detailed MBE Award data), and scrubbed backup data (700 series reports or non-ANSWERS reports) • New for FY2023, the MBE Compliance Assessment Report is also required. This report collects compliance data on all contracts that closed out during the fiscal year.

QUARTERLY MBE FORM 1/2

Minority Business Enterprise Quarterly/Monthly Procurement Report — Reporting Form #1

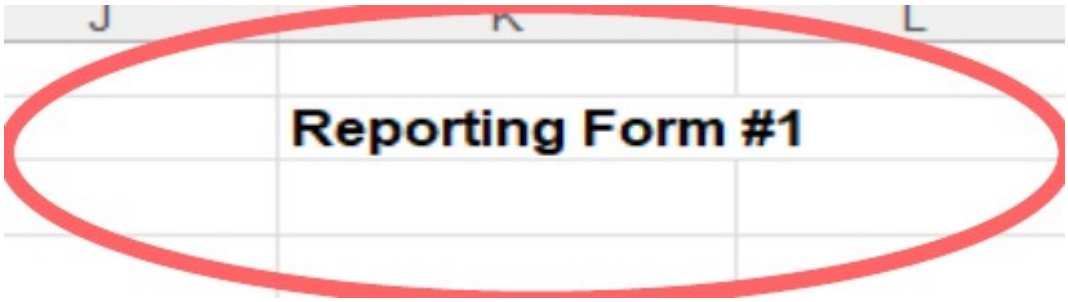
Reporting Department/Agency:

Fiscal Year 2024 Reporting Period: July 1, 2023 - insert date (cumulative to date)

Total Contract Awards by Procurement Categories

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	0.00%
Engineering					0	$0	0	$0	0	$0	0.00%
Construction					0	$0	0	$0	0	$0	0.00%
Construction Related Services					0	$0	0	$0	0	$0	0.00%
Maintenance					0	$0	0	$0	0	$0	0.00%
Services					0	$0	0	$0	0	$0	0.00%
Supplies & Equipment					0	$0	0	$0	0	$0	0.00%
IT Services					0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment					0	$0	0	$0	0	$0	0.00%
Human, Cultural, Social & Educational Services					0	$0	0	$0	0	$0	0.00%
Corporate Credit Card					0	$0			0	$0	0.00%
Direct Voucher					0	$0			0	$0	0.00%
Totals	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%

Note(s):



QUARTERLY MBE FORM 1/2

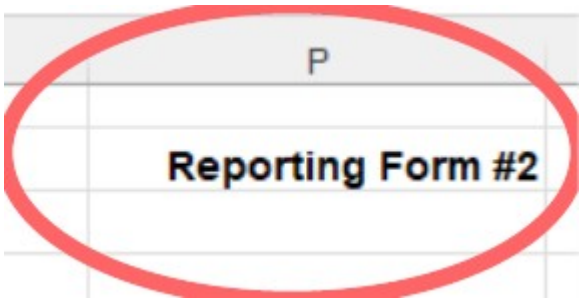
Minority Business Enterprise Quarterly/Monthly Procurement Report — Reporting Form #2

Reporting Department/Agency:

Fiscal Year 2024 Reporting Period: July 1, 2023 - insert date (cumulative to date)

Total MBE Subcontract Awards by MBE Classifications and Procurement Categories

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged	Total
Architectural	Total Dollars														$0
	# of Contracts														0
Engineering	Total Dollars														$0
	# of Contracts														0
Construction	Total Dollars														$0
	# of Contracts														0
Construction Related Services	Total Dollars														$0
	# of Contracts														0
Maintenance	Total Dollars														$0
	# of Contracts														0
Services	Total Dollars														$0
	# of Contracts														0
Supplies & Equipment	Total Dollars														$0
	# of Contracts														0
	Total Dollars														$0



ANNUAL MBE FORM 1/2

Minority Business Enterprise Annual Procurement Report — Reporting Form #1

Reporting Department/Agency: 0

Fiscal Year 2023: July 1, 2022 - June 30, 2023

Total Contract Awards by Procurement Categories

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	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
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	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
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	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%
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	[redacted]		0	$0	0.00%
Direct Voucher					0	$0			0	$0	0.00%
Totals	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0**	**$0**	**0.00%**

Note(s):



ANNUAL MBE FORM 1/2

Minority Business Enterprise Annual Procurement Report — Reporting Form #2

Reporting Department/Agency:

Fiscal Year 2023: July 1, 2022 - June 30, 2023

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Community Service Provider	Disadvantaged	Total
Architectural	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	[redacted]		$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Engineering	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Construction	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Construction Related Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Maintenance	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
Supplies & Equipment	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
IT Services	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
IT Supplies & Equipment	Total Dollars	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0			$0	$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0			0	0
	Total														

Reporting Form #2 | Reporting Form #1

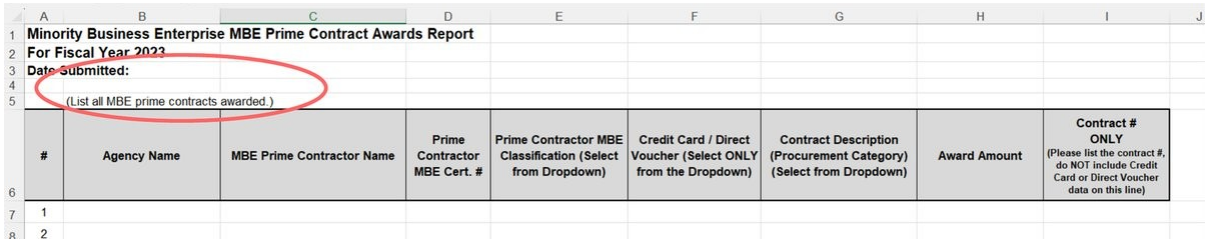


• Both the Quarterly and Annual Form 1-2 collect Prime and Subcontractor summary data • Has two tables that require input, a PRIME CONTRACTOR and a SUBCONTRACTOR table

ANNUAL MBE CONTRACTS INVENTORY

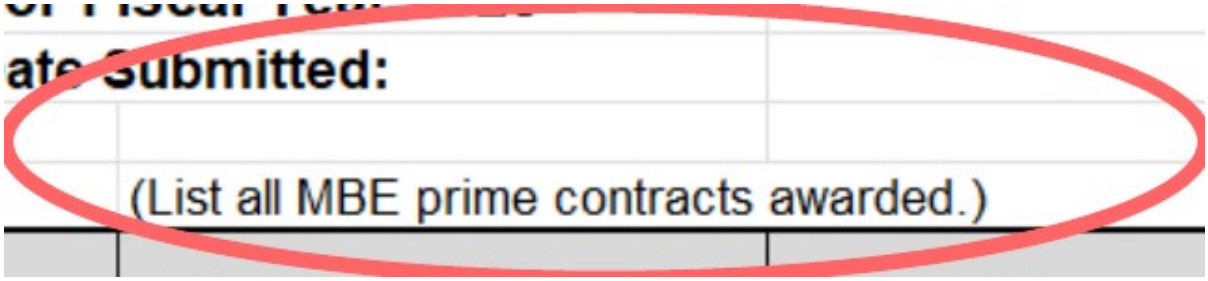
• The Contract Inventory collects detailed MBE Prime and Subcontractor data • Has two tabs (sheets)

that require input, an MBE PRIME CONTRACTORS & an MBE SUBCONTRACTOR'S tab



Minority Business Enterprise MBE Prime Contract Awards Report
For Fiscal Year 2023
Date Submitted:
(List all MBE prime contracts awarded.)

#	Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification (Select from Dropdown)	Credit Card / Direct Voucher (Select ONLY from the Dropdown)	Contract Description (Procurement Category) (Select from Dropdown)	Award Amount	Contract # ONLY (Please list the contract #, do NOT include Credit Card or Direct Voucher data on this line)
1								
2								





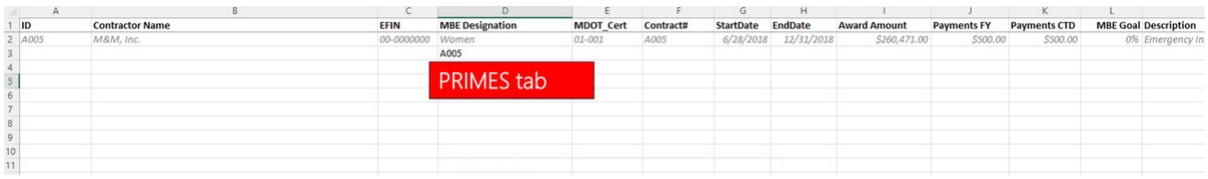
(List all MBE subcontracts awarded.)

#	Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Subcontractor MBE Classification (Select from Dropdown)	Agency Prime Contract #	Prime Contract Description (Procurement Category) (Select from Dropdown)	Award Amount
1							
2							



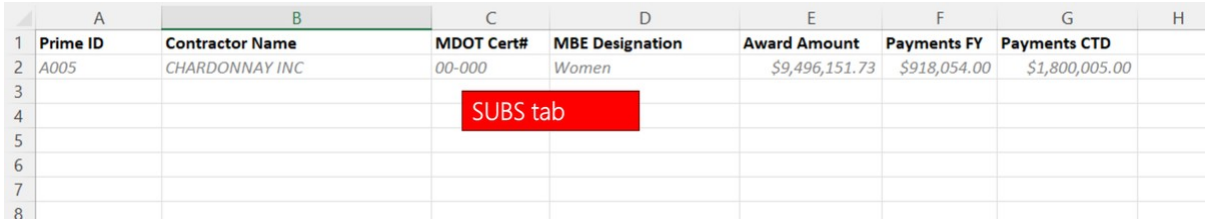
ANNUAL MBE FORM 3

• Procurement Units choose whether they submit data through manual entry or by importing data via a template. Report preparers may learn more about Form 3 from the Video library on the MBE Toolkit • The Form 3 template (Import Method) has two tabs (sheets) that require input, a PRIMES tab and a SUBS tab



ID	Contractor Name	EFIN	MBE Designation	MDOT_Cert	Contract#	StartDate	EndDate	Award Amount	Payments FY	Payments CTD	MBE Goal	Description
A005	M&M, Inc.	00-0000000	Women A005	01-001	A005	6/28/2018	12/31/2018	$260,471.00	$500.00	$500.00	0%	Emergency In

PRIMES tab



Prime ID	Contractor Name	MDOT Cert#	MBE Designation	Award Amount	Payments FY	Payments CTD
A005	CHARDONNAY INC	00-000	Women	$9,496,151.73	$918,054.00	$1,800,005.00

SUBS tab

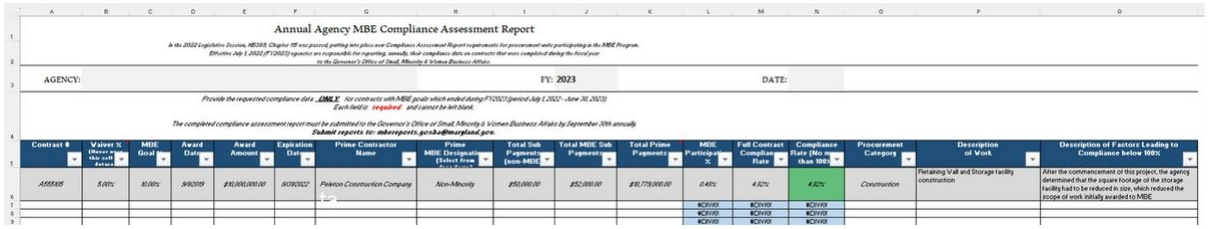
PRIMES tab

SUBS tab

ANNUAL MBE COMPLIANCE ASSESSMENT

• The Compliance Assessment Report collects compliance data for contracts that have closed during the FY • Has three tabs (sheets) that require input, a PRIMES and a SUBS tab and a compliance report that

must be signed and submitted to our office



Annual Agency MBE Compliance Assessment Report

AGENCY: FY: 2023 DATE:

Contract #	Waiver X (Hover over this cell for definition)	MBE Goal	Award Date	Award Amount	Expiration Date	Prime Contractor Name	Prime MBE Designation (Select from dropdown)	Total Sub Payments (non-MBE)	Total MBE Sub Payments	Total Prime Payments	MBE Participation %	Full Contract Compliance Rate	Compliance Rate (No more than 100%)	Procurement Category	Description of Work	Description of Factors Leading to Compliance below 100%
A555105	5.00%	10.00%	9/9/2019	$10,000,000.00	8/28/2022	Peirson Construction Company	Non-Minority	$50,000.00	$52,000.00	$10,779,000.00	0.48%	4.82%	4.82%	Construction	Retaining Wall and Storage facility construction	After the commencement of this project, the agency determined that the square footage of the storage facility had to be reduced in size, which reduced the scope of work initially awarded to MBE.
											#DIV/0!	#DIV/0!	#DIV/0!			
											#DIV/0!	#DIV/0!	#DIV/0!			
											#DIV/0!	#DIV/0!	#DIV/0!			

Contract Number (Hover over this cell for dataset explanation)	Award Date	Award Amount	Expiration Date	Subcontractor Name	MBE Designation (Select from dropdown)	Total Subcontractor Payments	Description of Work (Relevant to this subcontractor only)
A555105	9/1/2019	$10,500.00	8/31/2022	Applied Brick and Mortar	African American	$7,500.00	Retaining wall, masonry (i.e., block, brick, stone), construction

ta

SUBMISSIONS

All report templates and backup data should be submitted in EXCEL format After annual report submissions are received, reviewed, and finalized by GOSBA, Summary Statements (pdf) are issued for signature by Agency Head or designee, Chief Financial officer, and the report preparer. Signatures can be wet signatures or electronic signatures through whatever method works for your unit, including Adobe, DocuSign, etc. Should be submitted to mbereports.gosba@maryland.gov

For Internal Training Purposes Only

VSBE PROGRAM

For Internal Training Purposes Only

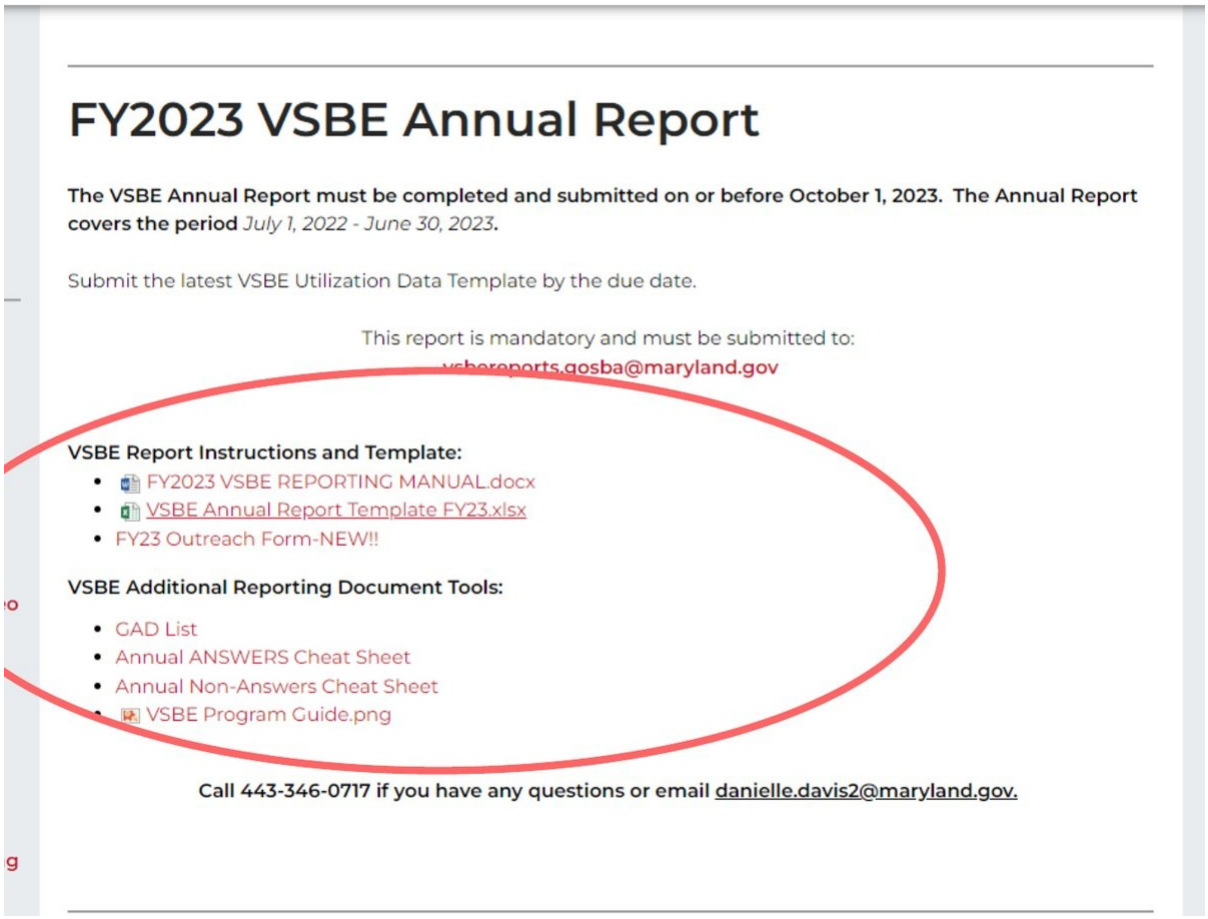
COMAR 21.11.14.06

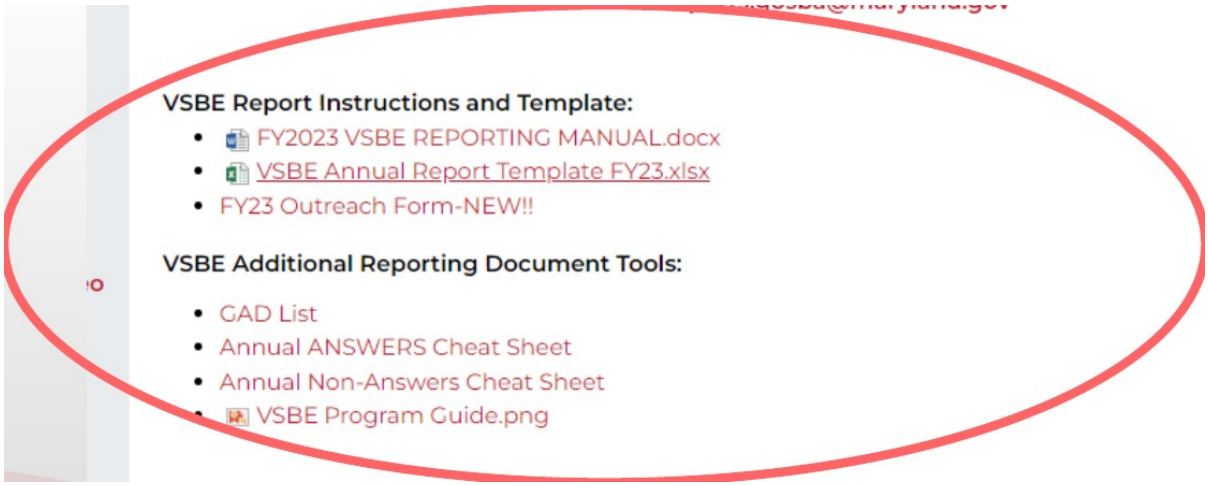
VSBE REPORTING

VSBE Toolkit

Retrieve the latest templates and instructions for Reporting

For Internal Training Purposes Only





VSBE REPORTING

Important Reminders: • VSBE Reporting is based on both AWARDS and PAYMENTS • Statewide contract awards should be excluded. Payments for purchases on statewide contracts should be included in your payments table. • The Annual Report requires no signatures currently • Submission of the VSBE Outreach Report is also required

SUBMISSIONS Should be submitted in EXCEL format Should be submitted to vsbereports.gosba@maryland.gov

For Internal Training Purposes Only

VSBE REPORTING

For Internal Training Purposes Only

Veteran-Owned Small Business Enterprise (VSBE) Annual Report

Supplemental Reporting Guidance-ANSWERS

Beginning in Fiscal Year 2019, the work of firms verified by the Center For Veterans Enterprise of the United States Department of Veterans Affairs or the Maryland Department of Veterans Affairs may be counted toward a defined VSBE contract goal (see COMAR 21.11.13).

INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template.

Agency Reporting:

Individual Completing Report:

Awards to VSBEs

	Total # All Procurement Contracts Awarded	Total $ All Procurement Contracts Awarded	Total # Contracts Awarded to VSBEs as Prime Contractors	Total $ Contracts Awarded to VSBEs as Prime Contractors	Total # VSBE Subcontracts Awarded	Total $ VSBE Subcontracts Awarded	*Percentage of VSBE Participation*
Procurement Contracts	QTY	709 & 710 Rpts Combined Total	QTY	VSBE 710	QTY	VSBE 720 Rpt	#VALUE!
Corporate Credit Card	QTY	721 &/or Internal Report	QTY	VSBE 721/Credit Cards			#VALUE!
Direct Voucher	QTY	717 Data	QTY	VSBE 717			#VALUE!
Total							

Should match MBE Rpt total agency awards

Payments to VSBEs

Total $ Payments to All Prime Contractors (Total of ALL Payments)	Total $ Payments to VSBEs as Prime and Subcontractors	VSBE Payments as % of All Payments
717 + 718 + Credit Card Report (721 or Internal) = All totals	VSBE only 717 + VSBE only 718 + VSBE only 719 + Credit Card Rpt (721 or Internal) = VSBE Total Payments	#VALUE!

VSBE REPORTING- OUTREACH

Veteran-Owned Small Business Enterprise (VSBE) Program Outreach Form

Fiscal Year 2023

Starting for fiscal year 2023, every participating agency must report their VSBE Program outreach to veteran businesses and overall program evaluation. (see COMAR 21.11.14).

INSTRUCTIONS: Complete all yellow highlighted cells. Do not edit this template.

Agency Reporting:

Individual Completing Form/Title:

Number of Employees Engaged in VSBE Outreach:

What channels do you engage for your VSBE Outreach?
Please check all that apply:

___ Live/In-Person ___ Virtual ___ One on One

___ Print ___ Social Media Platforms ___ Other

Number of outreach events (live or virtual) targeting VSBE's hosted by your Agency/Department?

Number of outreach events (live or virtual) targeting VSBE's attended (not hosted) by your Agency/Department?

Number of Total VSBE outreach events

Does your Agency/Department have a defined outreach strategy for engaging veteran-owned small businesses? *Yes or No?*

Does your Agency/Department VSBE Liaison or designee attend pre-bid meetings on solicitations that include VSBE goals? *Yes or No?*

If Yes to the preceeding question, how many during this fiscal year?

What factors of your outreach efforts contributed to your overall VSBE Program performance?

Add any other information relevant to your veteran-owned small business outreach efforts:

SUBMISSIONS

For Internal Training Purposes Only

Should be submitted in EXCEL format

Should be submitted to vsbereports.gosba@maryland.gov

RESOURCES

For Internal Training Purposes Only

• More detailed training videos for SBR, MBE, and VSBE Reporting are available in each of the toolkits • The February 2023 training covers backup data preparation • The May 2023 training covered final report preparation • One on one sessions may still be scheduled, if needed.

MBE Liaison
Training

SBR, MBE, and VSBE Combined Liaison
Training Slide Deck
May 4, 2023

SBR, MBE, and VSBE Combined Liaison
Training Video
May 4, 2023

SBR, MBE, and VSBE Combined Liaison
Training Slide Deck
February 9, 2023

SBR, MBE, and VSBE Combined Liaison
Training Video
February 9, 2023

QUESTIONS & ANSWERS

WRAP UP

CONCLUSION

As a liaison in the SBR/MBE/VSBE Program(s), remember that:

Your responsibilities include:

-Outreach efforts to small businesses

-Ensuring compliance with SBR/MBE/VSBE requirements

-Assisting in resolving contracting issues

-Submission of program reports/information

CONCLUSION

In addition, remember that:

SBR/MBE Report(s)- Due Sept 30th

VSBE Report- Due Oct 1st

-Be prepared and submit in a timely fashion/to the correct mailbox

The socioeconomic programs are VERY IMPORTANT within State procurement and YOU PLAY A CRUCIAL ROLE in the PRG process with meeting/exceeding the SBR/MBE/VSBE goals

-Be an advocate- for vendors and while taking part in the PRG process

-Take a hands-on approach in your position– get involved/"dive in"

-Share your thoughts/ideas as it pertains to SBR/MBE/VSBE goals

CONCLUSION

As a liaison, be sure that you:

Attend upcoming Training Sessions & Compliance Calls

Read, read, read COMAR/Statutes/Manuals/Other Relevant Documents
Refer to SBR/MBE/VSBE Tool Kits for items that relate to reporting
Share information with your department/agency/report preparers
Utilize Welcome Packets for specific programs

When in doubt… ask & contact us with questions

Know that you do not travel this road alone as a liaison…

…You have a team of others that are on the path with you!

You have already taken action by attending this training…

…Continue the task at hand, knowing we are here to help as needed!

You have the tools– now put everything into action!

CONTACT INFORMATION

SBR Compliance Managers

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VSBE Compliance Manager

Danielle Davis
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410-697-9607 (O)

MBE Compliance Managers

Nichelle Johnson
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410-697-9605 (O)

Karen Reyes
karen.reyes@maryland.gov
410-697-9608 (O)

MBE Compliance Managers

Nichelle Johnson Karen Reyes

nichelle.johnson1@maryland.gov karen.reyes@maryland.gov

410-697-9605 (O) 410-697-9608 (O)

SBR Compliance Managers

Lisa Mitchell Sennaar Tanita Johnson

lisa.sennaar@maryland.gov tanita.johnson1@maryland.gov

410-697-9613 (O) 410-697-9619 (O)

THANK YOU FOR ATTENDING!