Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY
OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS

MBE SUPPLEMENTAL REPORTING GUIDANCE

Prepared by the Office of Small, Minority & Women Business Affairs

July 1, 2026

MBE Supplemental Reporting Guidance

Prepared by the Office of Small, Minority & Women Business Affairs

July 1, 2026

FMIS/ANSWERS Data Collection Checklist

The following checklist will assist you in your efforts to collect and compile all the data necessary to complete and submit an accurate summary of your procurement unit's procurement activity, including Minority Business Enterprise (MBE) prime contract and subcontract awards and payments:

☐ Generate the following FMIS/ANSWERS MBE Reports:

a. PCHL709 (BPO/PO Change Orders from contracts awarded in prior fiscal years)
b. PCHL710 (Contract Awards Detail) run by award date
c. PCHL711 (Contract Awards Summary) Use Waiver Data Only
d. PCHL713 (MBE Prime Contract Awards by Ethnicity) Reference Document Only
e. PCHL717 (MBE Prime Payments by Direct Voucher; no BPO/PO)
f. PCHL718 (MBE Prime Voucher Payments made from BPO/PO)
g. PCHL719 (MBE Subcontractor Payments)
h. PCHL 720 (MBE Subcontract Awards & any change order activity associated with an MBE Subcontractor) run by award date
i. PCHL 721 or VIEWDIRECT A30USB11 (P-Card Total/MBE Purchases)

FMIS Cheat Sheet

Cut along dotted line and post in visible spot

AWARDS = ANSWER reports 709, 710, 717, 720 & 721 OR VIEW DIRECT A30USB11

PAYMENTS = ANSWER reports 717, 718, 719 & 721 OR VIEW DIRECT A30USB11

Reminder: Direct Vouchers and P-card purchases are reported as both AWARDS and PAYMENTS.*

**With the exception of the control agency statewide contracts*

Forms	Data that is required in each form
Form #1- Contract Awards	The anticipated amount of the base period of the contract when it was first awarded or renewed.
Form #2-MBE Prime & Subcontract Awards	The MBE Prime Contractor's Portion of the Contract & the Subcontractor's MBE commitments when the contract was first awarded or renewed.
Form #3-Actual Payments	The confirmed MBE payment amounts actually paid for services rendered or products purchased.

Reporting Template Guides

Form 1 (Quarterly & Annual Template) Total All Awards Table

Where each report goes on Form 1: for every procurement category row (Architectural through Human, Cultural, Social & Educational Services), the total number and dollar value of all prime contracts come from the 709 and 710 reports, and the prime contract waivers come from the 711 report. The Corporate Credit Card row comes from the 721 report and the Direct Voucher row comes from the 717 report. The

MBE columns and the participation percentage are calculated.

Minority Business Enterprise Annual Procurement Report — Reporting Form #1

Reporting Department/Agency: 0

Fiscal Year 2022: July 1, 2021 - June 30, 2022

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	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Engineering	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Construction	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Construction Related Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Maintenance	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Supplies & Equipment	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
IT Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
IT Supplies & Equipment	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Human, Cultural, Social & Educational Services	0	709/710	0	711	0	$0	0	$0	0	$0	0.00%
Corporate Credit Card	0	721	0	711	0	$0			0	$0	0.00%
Direct Voucher		717		711	0	$0			0	$0	0.00%
Totals	0	$0	0	$0	0	$0	0	$0	0	$0	0.00%

709- Change Orders
710- Contract Awards
711- Waiver Data
717- Direct Vouchers
721- Credit Cards

In this section your agency can make note of any unique reporting requirements, circumstances, or anything you would

Form 2 (Quarterly & Annual Template) Total MBE Subcontract Awards Table

The Total MBE Subcontract Awards table, by MBE classification and procurement category, comes from the 720 report: MBE subcontractor awards and any change order activity associated with an MBE subcontractor.

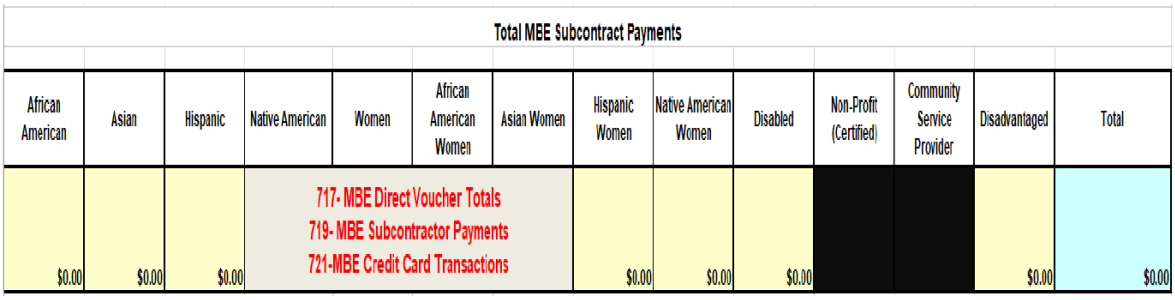
Total MBE Subcontract Awards by MBE Classifications and Procurement Categories

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	$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
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
	# of Contracts	0	0	0						0	0			0	0
Construction Related Services	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Maintenance	Total Dollars	$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
Human, Cultural, Social & Educational 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
Totals	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

720-MBE Subcontractor Awards & any change order activity associated with an MBE Subcontractor

Form 2 (Quarterly Template ONLY) Total MBE Subcontract Payments Table

The callout on the Total MBE Subcontract Payments table lists 717 MBE Direct Voucher Totals, 719 MBE Subcontract Payments and 721 MBE Credit Card Transactions.

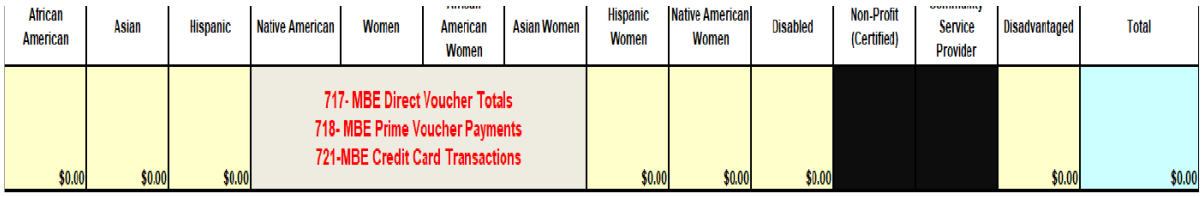


Total MBE Subcontract Payments

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
$0.00	$0.00	$0.00	717- MBE Direct Voucher Totals 719- MBE Subcontractor Payments 721-MBE Credit Card Transactions				$0.00	$0.00	$0.00			$0.00	$0.00

Form 2 (Quarterly Template ONLY) Total MBE Prime Contract Payments

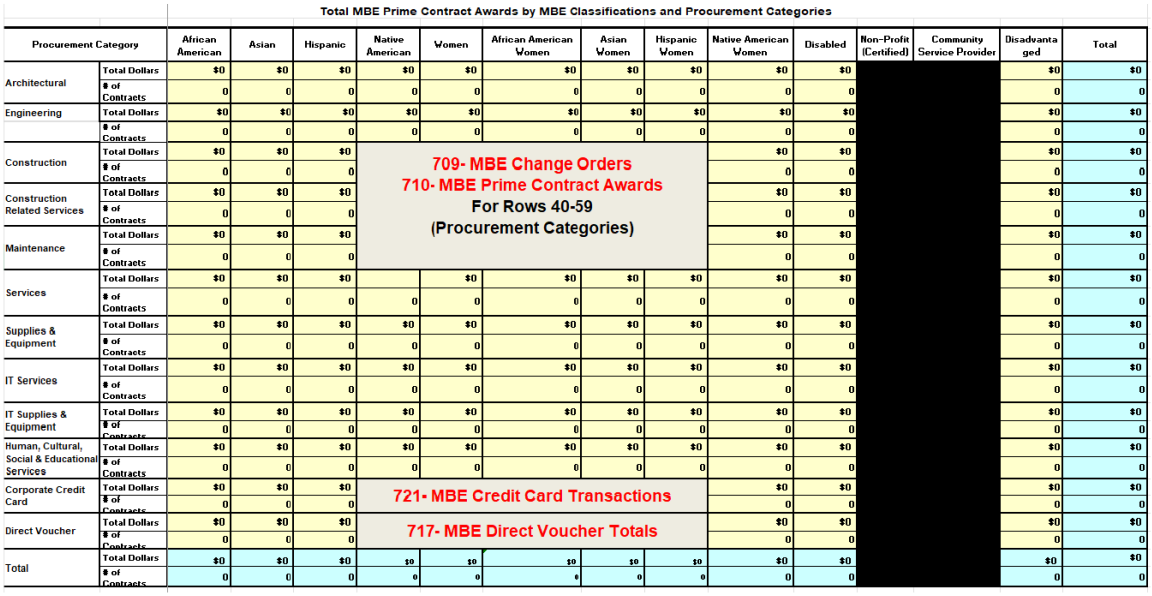
The Total MBE Prime Contract Payments table comes from 717 MBE Direct Voucher Totals, 718 MBE Prime Voucher Payments and 721 MBE Credit Card Transactions.



African American	Asian	Hispanic	Native American	Women	American Women	Asian Women	Hispanic Women	Native American Women	Disabled	Non-Profit (Certified)	Service Provider	Disadvantaged	Total
$0.00	$0.00	$0.00	717- MBE Direct Voucher Totals 718- MBE Prime Voucher Payments 721-MBE Credit Card Transactions				$0.00	$0.00	$0.00			$0.00	$0.00

Form 2 (Quarterly & Annual Template) Total MBE Prime Contractor Awards Table

In the Total MBE Prime Contract Awards table, rows 40 to 59 (the procurement categories) come from 709 MBE Change Orders and 710 MBE Prime Contract Awards. The Corporate Credit Card row comes from 721 MBE Credit Card Transactions and the Direct Voucher row comes from 717 MBE Direct Voucher Totals.



Total MBE Prime Contract 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	$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
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	709- MBE Change Orders 710- MBE Prime Contract Awards For Rows 40-59 (Procurement Categories)					$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Construction Related Services	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Maintenance	Total Dollars	$0	$0	$0						$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Services	Total Dollars	$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
Human, Cultural, Social & Educational 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
Corporate Credit Card	Total Dollars	$0	$0	$0	721- MBE Credit Card Transactions					$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Direct Voucher	Total Dollars	$0	$0	$0	717- MBE Direct Voucher Totals					$0	$0			$0	$0
	# of Contracts	0	0	0						0	0			0	0
Total	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

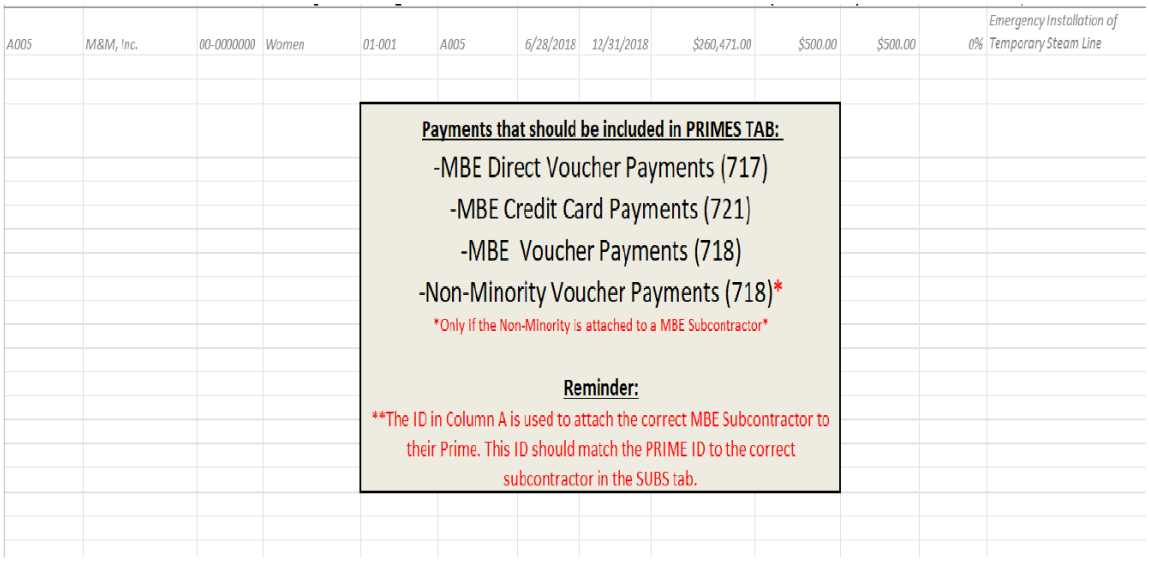
Form 3 (Annual Template ONLY) Prime Contractor Tab

Payments that should be included in the PRIMES tab:

- MBE Direct Voucher Payments (717)
- MBE Credit Card Payments (721)
- MBE Voucher Payments (718)
- Non-Minority Voucher Payments (718)* **Only if the Non-Minority is attached to a MBE*

Subcontractor

Reminder: **The ID in Column A is used to attach the correct MBE Subcontractor to their Prime. This ID should match the PRIME ID in the SUBS tab.

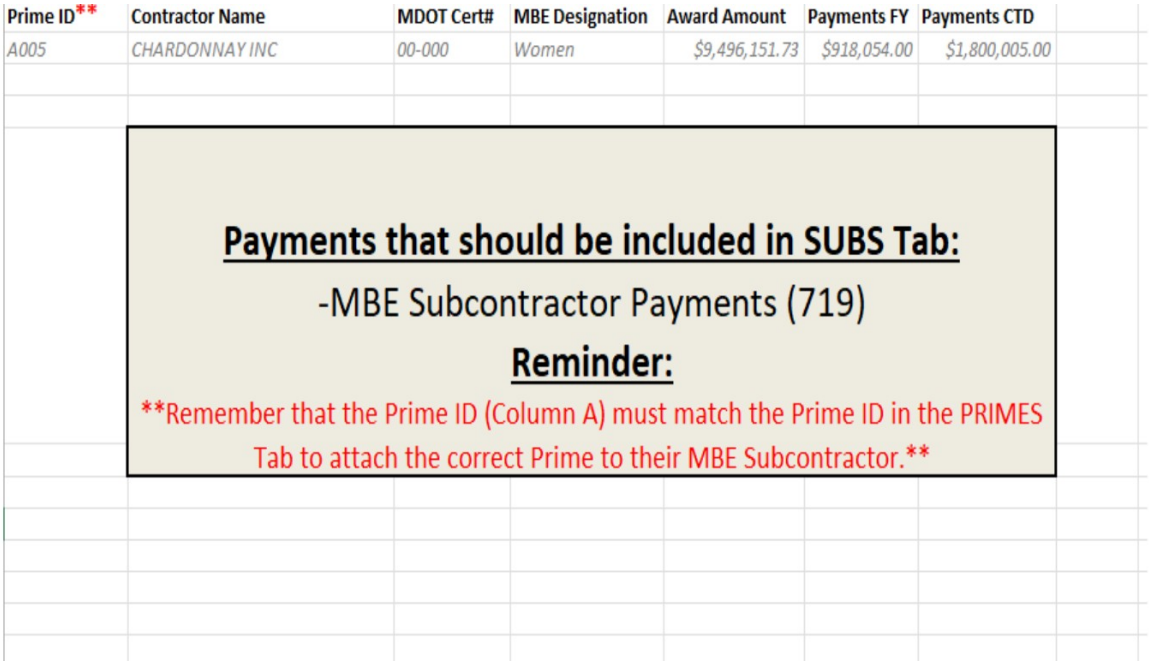


Form 3 (Annual Template ONLY) Subcontractor Tab

Payments that should be included in SUBS tab:

- MBE Subcontractor Payments (719)

Reminder: **Remember that the Prime ID (Column A) must match the Prime ID in the PRIMES Tab to attach the correct Prime to their MBE Subcontractor.**

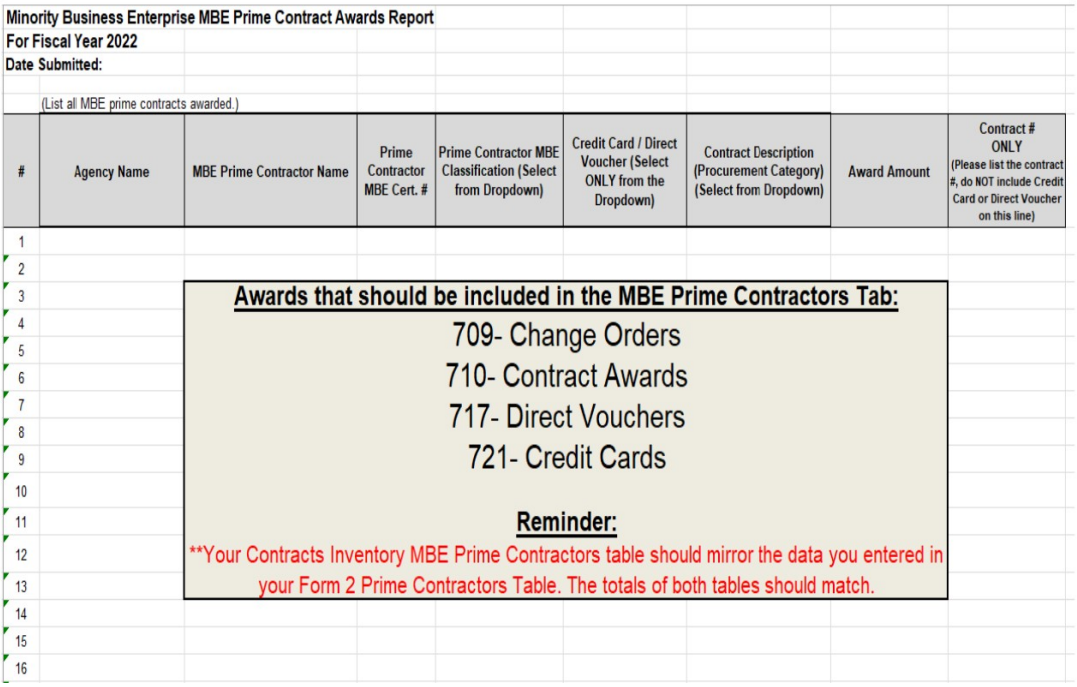


Contracts Inventory (Annual Template ONLY) Prime Contractors Tab

Awards that should be included in the MBE Prime Contractors Tab:

- 709- Change Orders
- 710- Contract Awards
- 717- Direct Vouchers
- 721- Credit Cards

Reminder: **Your Contracts Inventory MBE Prime Contractors table should mirror the data you entered in your Form 2 Prime Contractors Table. The totals of both tables should match.



Minority Business Enterprise MBE Prime Contract Awards Report
For Fiscal Year 2022
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 on this line)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Awards that should be included in the MBE Prime Contractors Tab:

709- Change Orders
710- Contract Awards
717- Direct Vouchers
721- Credit Cards

Reminder:

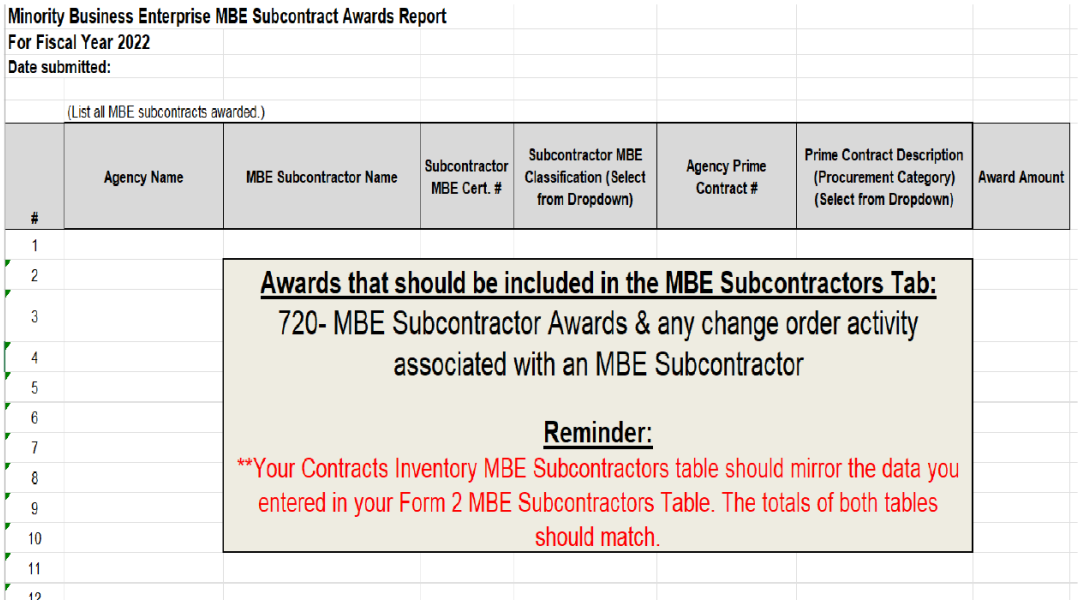
**Your Contracts Inventory MBE Prime Contractors table should mirror the data you entered in your Form 2 Prime Contractors Table. The totals of both tables should match.

Contracts Inventory (Annual Template ONLY) Subcontractor Tab

Awards that should be included in the MBE Subcontractors Tab:

- 720- MBE Subcontractor Awards & any change order activity associated with an MBE Subcontractor

Reminder: **Your Contracts Inventory MBE Subcontractors table should mirror the data you entered in your Form 2 MBE Subcontractors Table. The totals of both tables should match.



Minority Business Enterprise MBE Subcontract Awards Report
For Fiscal Year 2022
Date submitted:

(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							
3							
4							
5							
6							
7							
8							
9							
10							
11							

Awards that should be included in the MBE Subcontractors Tab:

720- MBE Subcontractor Awards & any change order activity associated with an MBE Subcontractor

Reminder:

**Your Contracts Inventory MBE Subcontractors table should mirror the data you entered in your Form 2 MBE Subcontractors Table. The totals of both tables should match.

Outreach Data (Quarterly & Annual Template)

The outreach data reported by the procurement unit is collected through internal data collection. This data is detailed within the report submission and does not require submission of additional backup data.

Compliance Assessment Data (Annual Template ONLY)

The compliance assessment data reported by the procurement unit requires collection of several MBE compliance metrics (awards, payment, and compliance data) which are collected through the

procurement and accounting system of record (i.e. ANSWERS, iFMIS, PeopleSoft) in addition to internal data collection. This data is detailed within the report submission and does not require submission of additional backup data.

Quarterly Procurement Activity Report (Quarterly Template ONLY)

The procurement activity data reported by the procurement unit requires collection of several post-contract award activities (contract awards, modifications and renewals) which are collected through internal data collection. The data is detailed within the report submission and does not require submission of additional backup data.

Summary Statement Guide (Required for Annual ONLY)

- You will NOT provide a summary statement with your MBE annual report submission
- After OSBA has reviewed the submitted annual report data and determines the totals for your Summary statement, you will review to confirm the figures entered match the data in the report and column indicated below and obtain signatures as required.
- Below is a reference to the forms where the final totals are pulled from.

Summary Statement category	Where the amount comes from
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)	Form 1 Column K32
2. Total dollars paid to MBEs (Total from Form 3 Database, Sum of 2a and 2b below)	Sum of 2a and 2b
2a. Total Actual Subcontractor Payments (Form 3)	Form 3 - Subs
2b. Total Prime Contractor Actual Payments by (excluding non-minority primes) (Form 3)	Form 3 - Primes
3. Total dollars awarded (Total from Form 1 Spreadsheet)	Form 1 Column C23
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)	Form 1 Column L23
Compliance Data: Overall Compliance Rate (%), Contracts with MBE Goals (#) and Contracts that met MBE Goal (%), calculated from the FY Compliance Assessment Report	Data provided in the Compliance Assessment, Compliance Report tab. Circle N/A if no applicable contracts with MBE goals closed out in the FY.

Within 5 days: 1. Confirm figures in boxes 1 - 4 and compliance data; 2. Obtain the required signatures; 3. Submit the finalized summary to GOSBA.

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

Annual Minority Business Enterprise (MBE)

Procurement Report

FY20XX Summary Statement

Reporting Department/Agency:

Fiscal Year:

Category		Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)		FORM 1 COLUMN K32
2. Total dollars paid to MBEs (Total from Form 3 Database, Sum of 2a and 2b below)		
a. Total Actual Subcontractor Payments (Form 3)	FORM 3- SUBS	
b. Total Prime Contractor Actual Payments by (excluding non-minority primes) (Form 3)	FORM 3 - PRIMES	
3. Total dollars awarded (Total from Form 1 Spreadsheet)		FORM 1 COLUMN C23
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)		FORM 1 COLUMN L23
Secretary/Agency Head Name:		

Within 5 days:
1. Confirm figures in boxes 1 - 4 and compliance data
2. Obtain the required signatures
3. Submit the finalized summary to GOSBA

Compliance Data *Calculated from the FY Compliance Assessment Report*		Circle N/A below if no applicable contracts with MBE goals closed out in the FY.
Overall Compliance Rate (%)	DATA PROVIDED IN COMPLIANCE ASSESSMENT COMPLIANCE REPORT TAB	N/A
Contracts with MBE Goals (#)		
Contracts that met MBE Goal (%)		

Reporting Checklist (Checks and Balances)

Caveats

- When using the checks and balances method, consider the following first:
    - If you have an MBE Prime with MBE Subcontractors, you will need to take into consideration the amount self-performed and whether you choose to split the contract award between the Prime and MBE Subs or report the full total under the Prime.
    - Contractors who were subject to the 60% percent rule.

Awards: ANSWERS and Non-ANSWERS Reports

All Prime Contracts Data

- Form 1 tab (YELLOW area) only should be consistent with the contracts on the scrubbed source reports MINUS Statewide contracts/transactions.
- While this may seem elementary to some, we often find reports with these totals mismatched because of clerical errors and changes so remember to check at the conclusion of your report preparation before submitting.

Report	Form 1 Data totals	Source Reports
Form 1	Form 1 fields B (#) and C ($) 11-20	709 Change Orders / 710 Contract Awards – minus statewide contracts
Form 1	Fields B (#) and C ($) 21	721 Credit Cards – minus statewide payments
Form 1	Fields B (#) and C ($) 22	717 Direct Vouchers – minus statewide payments

MBE Prime Contractor Data

- The Form 2 Primes table should be consistent with the Contract Inventory Primes tab and should match the scrubbed source data for MBE firms only MINUS Statewide contracts/transactions.
- If the totals on Form 1 columns F & G are not correct, changes must be made on the Form 2 Primes table.

Report	Form 2 Data totals	Contract Inventory	Source Reports
Form 1	Fields F (#) and G ($) 11-20	Contract Inventory Primes tab, contracts only	709 Change Orders / 710 Contract Awards – minus statewide contracts (MBE contracts only)
Form 1	Fields F (#) and G ($) 21	Contract Inventory Primes tab, credit card data	721 Credit Cards – minus statewide payments (MBE transactions only)
Form 1	Fields F (#) and G ($) 22	Contract Inventory Primes tab, direct voucher data	717 Direct Vouchers – minus statewide payments (MBE vouchers only)

MBE Subcontractor Data

- The Form 2 – Subs table should be consistent with the Contract Inventory – Subs tab AND the reportable contracts on your scrubbed 720 Subcontractor Awards report.
- Specifically, Form 2 summary data for MBE Subcontractors on Form 1, fields H (#) and I ($) 11-20 = 720 Subcontractor Awards report.

Payments: ANSWERS Reporters

MBE Payment Data

- Form 3 Prime contractor data should be consistent with MBE reportable payment amounts on the scrubbed 718 (contract voucher payments), 717 (direct one-time voucher payments), and 721 (Credit Card) reports.
    - Keep in mind that non-minority prime contractor data should only be added if MBE subcontractors under the same contract are listed on the subs tab.
- Form 3 Subcontractor data should be consistent with the MBE payments on your scrubbed 719 Subcontractor Payments report.

Common Errors and Omissions

- Remember, use your MBE Reporting Manual as your “Reference Document” for reporting.

ANSWERS reports

- Do not use the 718 Report for reporting Awards on Form 1 [This is a payments report]
- The 711 and 713 Reports are for your reference only
- Submitting PDF formatted backup hinders the verification process
- Remember to submit all relevant 700 series or internal reports for backup
- Use the reportable column, if applicable, and highlight or show what is being used for awards/payments within your backup data

Form #1 & #2, Form #3 and Contracts Inventory

- Use the correct & current Template as things change from year to year
- Please do not change/add to templates
- Know what Awards vs. Payments are
- Statewide Contracts should not appear in your awards data (Note: DGS Statewide Contracts and other contracts can be searched via links from our MBE Toolkit)
- Negative Numbers and totals should not be included
- MBE goals are only on contracts with subs, everything else should be 0% (PRIMES). For Form #3 100% is not a valid entry.
- MBE Designations for Form #3 must match those listed in the Manual, p. 43, including using non-minority for primes with no MBE designation.
- Contracts Inventory totals should match Form #2

Report Corrections

- Keep in mind that corrections to reports, whether MBE, SBR, or VSBE, will be sent back to the parties who submitted the report.
- To ensure all parties are aware of correction requests, you should cc all parties on the original submission.

Annual MBE Report Submission Checklist

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

1. Core Reporting Files

- ☐ **OSBA Procurement Awards and Outreach Data**
  - FY2026 **Annual Report Forms** Excel spreadsheets, 1 file (*please note that the ANNUAL Report Excel file is slightly different from the quarterly version*), *send this document to OSBA in Excel format.*
  - Ensure inclusion of Awards Delegated from DGS.
  - Include awards from June BPW Agendas that may not have been posted in a timely manner.
- ☐ **OSBA “MBE Contracts Inventory”** File: Submit one file in Excel format to OSBA
- ☐ **Annual Agency MBE Compliance Assessment Report:** Submit the completed report in **Excel format** via email.
- ☐ **Signed Annual MBE Compliance Report (PDF):** Submit a PDF copy signed by the Procurement Unit Head or an authorized designee.

2. Web Portal & Documentation

- ☐ **Portal Data Entry:** Complete the OSBA Form #3 data entry or import via the web portal.
- ☐ **Form #3 Payment Report:** Download and email the Prime and Subcontractor payment

reports from the portal to OSBA.

- ☐ **Backup Documentation:** Provide backup supporting files for all reported awards and payments.
    - **FMIS Agencies:** Include **RECONCILED** electronic copies of reports used to generate award/payment data and any other relevant supporting documentation.
    - **Non-FMIS Agencies:** Include system-generated reports that validate all reported figures.
    - **Deadline:** Submit all backup documentation via email by **August 31, 2026**.

3. Final Review & Signatures

- ☐ **OSBA Summary Statement:** Review and obtain the three required signatures for the finalized Summary Statement provided by OSBA.
- ☐ **Submission Timeline:** The signed Summary Statement must be returned to OSBA within **5 business days** of receipt.
- ☐ **Signature Planning:** To ensure you meet the 5-day deadline, please estimate the time needed to coordinate all **three signers in advance. (E-mailed to OSBA)**

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



www.gomdsmallbiz.maryland.gov

All submissions must be in electronic format.

Need Assistance?

For Any and all questions regarding MBE Quarterly and Annual Reporting Submission, please contact your MBE Compliance Manager:

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