

**Governor’s Office of Small, Minority & Women Business Affairs**

**(GOSBA) Compliance Call Questions with Summarized Answers**

* *Click icon on topics of interest to expand & view or*  *to collapse.)*
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Compliance Call Library

**\*\*NEW INFORMATION** **indicates that the topic has been recently updated.**

# General Topics (Expand for more specific content)

## **Contract Specific Administration / Management**

### CATS+

#### Does DoIT set the goal for CATS+ and statewide contracts and track the goal on the statewide contracts that agencies are utilizing? What are the agencies expected to do as it relates to tracking their IT contracts? \*(1/22/2020)

* DoIT sets an overall CATS+ master contractor goal and subgoals. This does not mean that every Task Order for Proposal (TORFP) has to be set at that goal; some will be higher, and some will be lower, depending upon the pertinent circumstances of each task order. The procuring agency must evaluate and set individual MBE goals on a task order basis. The objective is to establish a reasonable and attainable MBE goal, given the specifics of the TORFP scope of work and other factors. The procuring agency is expected to track their individual IT contracts. <https://doit.maryland.gov/contracts/Pages/CATSPlusMBEParticipation.aspx>

### Intergovernmental Agreements

#### Concerning IGAs (Intergovernmental Agreements): 1. Are IGA contracts with MBE/VSBE goals placed in FMIS? 2. If there is a goal, should Subcontractor data be tracked in FMIS? 3. Are IGAs exempt from reporting requirements? 4. At IGA Renewal, is documentation of MBE compliance needed from the contract monitor? \*(1/22/2020)

* According to the **Procurement Manual, section 3.4.7,** an Intergovernmental Cooperative Purchasing Agreements (ICPA) solicitation must contain all clauses, terms, and conditions required under State procurement law and the contract is awarded in the same manner as a State contract, including any other required approvals. So, these agreements may have a goal and should be tracked for compliance and in FMIS. Primary Procurement units usually handle these types of contracts. <https://procurement.maryland.gov/mpm-3-pre-solicitation/#3.4>

### Testing Contracts (fees paid by Participants)

#### Should we count contracts as reportable when we actually do not pay the contractor that won the award? The contracts in question are testing contracts where the vendor was awarded the right to administer the test and their payments come directly from the participants of the test. \*(11/12/2020)

* The short answer for that is no because you would only be reporting on state funded contracts, but we are confirming that there are no other caveats to this.

## **Compliance**

### Compliance Scorecard

#### Agency Compliance Scorecard Scorecards are the performance management tool that compares strategic goals with results. This tool allows management to implement its strategy by aligning performance with goals. \*(12/9/2021)

* Show the components of your scorecard using a dashboard, which is an information management tool that monitors, analyzes, and gives you a visual display of key performance indicators (KPIs), metrics and important data to track the status of your agency/department. [allows all indicators to be in one place, quickly access how the agency is progressing in meeting its socioeconomic goals.]
  1. Does your organization utilize the planning done with the Strategic Plan to make goals for the new fiscal year? Possible goals could include: # Of outreach events held # Pool of certified vendors (MBE / VSBE / SBR) [possibly broken down into the procurement categories that your agency purchases often]
  2. Quarterly MBE / VSBE goal attainment and Quarterly SBR Spend
  3. Completion of Required Reports [Is there a goal for date of completion? Are you making it?]
  4. Procurement Forecast
  5. Strategic Plan
  6. Quarterly Reports # of Trainings that your agency liaisons, compliance staff, and procurement staff are attending.
  7. Agency Wide Compliance [Does your agency have a compliance goal? Tracking Monthly/Quarterly? Are you making it?]
  8. It would be a great idea to make this scorecard available to your agency’s leadership (such as the agency head and their deputy or assistant secretary).

### Searching Databases for the MBE, VSBE, and SBR Program

#### Searching database training slide deck for all programs (9/8/2022)

* Searching within the databases for each socioeconomic program is essential to the procurement process. In this training we discussed how to thoroughly search and verify vendor availability and current certification status. [Click here to view slide deck](https://gomdsmallbiz.maryland.gov/Documents/Compliance%20Library/Searching%20Databases%20for%20the%20MBE%20VSBE%20and%20SBR%20Program%20UPDATED.pdf)

## **COVID-19 Related Information**

### Goals

#### What can we do about issues with vendors, particularly MBE or SBR, not being considered essential and closing down, which is affecting goals and projects? \*(3/25/2020)

* If your agency experiences several instances of vendors being unable to fulfill their goal due to COVID-19 shutdowns, this is through no fault of the vendors own and your agency should be certain to document this well. We should continue to enforce compliance on contracts where the MBE goal can be achieved. When reporting MBE or SBR data, if your agency has been impacted negatively, please add this to the comment section of reports.

#### Will there be any consideration for not placing goals on contracts during this time, or will goals be suspended because most contracts are emergency procurements? \*(3/25/2020)

* All agencies should continue engaging MBEs, VSBEs, and SBR Vendors and placing goals on procurements, where appropriate. It is a best practice to direct solicit MBEs and SBRs for emergency contracts when practicable. We understand that currently, for some agencies, emergency procurements have increased, but goalsetting has not been suspended and the PRG process should continue as normal.

#### We want to remind agency procurement staff and liaisons that your agencies should continue to directly solicit MBE, SBR, and VSBE for procurements, when feasible. These firms should be considered as much as possible, even during emergency procurements. \*(5/13/2020)

### Procurements

#### Agencies should continue to move forward with non-emergency procurements whenever possible. Any active executive orders concerning restricted spending should be followed until it expires. \*(5/13/2020)

#### How should Pre-bid Conferences be handled during COVID-19? \*(5/13/2020)

* Pre-Bid Conferences are required when an MBE goal is stated and recommended for all procurements. The Pre-bid Conference is a time to explain the procurement process to vendors including review of the specification and requirements, explain how to complete required submission documents such as MBE and VSBE participation forms, as well as answer any questions vendors may have. During this unusual time, it is not possible to have an in-person pre-bid conference. Alternatives include conference calls or other virtual meetings. If pre-bid conferences are carried out in this manner, an extended Q&A period should not be needed.

### Reporting

#### How are we going to handle getting signatures on reports, since we are working from home? \*(3/25/2020)

* If you are unable to obtain the secretary/executive director signature on reports, there should be a supervisor's acknowledgement. For now, electronic acknowledgment will be acceptable, such as cc'ing the supervisor and stating that the report has been approved by them.

#### Will there be any adjustments to the SBR, MBE or VSBE reporting schedules in light of present circumstances? \*(3/25/2020)

* Currently, reporting deadlines remain unchanged. Current FY20 Quarterly Reports are not due until April 30. Individual agencies/organizations may contact us by email with any issues meeting the deadlines.

## **Legislative Oversight \*\*NEW INFORMATION**

### Executive Order 01.01.2023.03 (Last updated 4/13/2023)

#### Certain data and information pertaining to your agency's procurement activity, MBE compliance, and outreach and marketing efforts were due on Monday, April 17, 2023.

### Surveys/Data Collection mandated by the House Appropriations Committee (Last updated (6/1/2023)

#### The MBE Participation Attainment Survey is due October 31, 2021, and should include MBE procurement data from FY2021. \*(9/23/2021)

* The next survey to launch is the Agency Liaison Survey.
  1. This Survey will request information about liaison vacancies and whether liaison duties are a primary or secondary function of the assigned staff members.
  2. This Survey will launch at the end of October and will be due on or before November 30, 2021.
  3. This is a point in time survey so the Liaison status as of November 2021 should be reported, not October and unlike the MBE Survey, no procurement type data is needed so this survey can be completed right away, starting November 1st.
  4. This survey is set to go directly to liaisons.

#### As announced during the April SPAG meeting, the House Appropriations Committee has mandated a series of surveys and data collection to address concerns about attainment of MBE goals, liaison vacancies, and the liaison's role within each agency. The surveys will be conducted by the Governor's Office of Small, Minority & Women Business Affairs in collaboration with the Department of General Services. A report is due to the Committee in December. \*(5/13/2021)

* Details of the upcoming surveys/data collection:
  1. Surveys will be sent to Procurement Directors
  2. Liaisons will need to collaborate with procurement directors to provide, accurate, scrubbed MBE Annual procurement data
  3. Agency submission of surveys and requested data are required
  4. Agencies who fail to submit timely data will be reported as non-responsive
  5. The first survey, the Agency MBE Participation Attainment Survey, will launch in June 2021. The data has been requested to:
     1. Understand how state agencies approach MBE goal attainment
     2. Determine if there is room for improvement within specific agencies
* More information to come soon on the Liaison Surveys which request information about the Liaison’s role and vacancies

#### FY22-23 Survey Requirements \*(3/24/2022)

* The next Agency Liaison Survey will launch on May 1, 2022.
  1. This short survey is requesting information about the roles and duties of SBR and MBE liaisons.
  2. The survey will go directly to the liaisons we have listed in our database.
  3. Agencies that have both an SBR and MBE liaison will submit only one completed survey.
  4. The liaisons may have to work with their counterparts to provide the required information.
* The House Appropriations Committee has mandated a second series of surveys and data collection. A second MBE Participation Attainment Survey will be required later this year. Similarly, to last year, we expect that this survey will launch in June 2022.
  1. Submission of these survey/data collection are required and agencies who fail to submit the requested data by the due date will be reported as non-responsive to the Committee.
  2. No extension can be granted. Questions about the survey may be directed to MBE Compliance Manager, Nichelle Johnson.

#### FY22-23 Survey Requirements Update\*(6/16/2022)

* The Agency MBE Participation Attainment Survey will launch during the last week of June 2022. As a reminder, the data has been requested to:
  + Understand how state agencies approach MBE goal attainment.
  + Determine if there is room for improvement within specific agencies.
* Surveys will be sent to Procurement Directors. Liaisons will need to collaborate with procurement directors to provide accurate and scrubbed FY22 MBE Annual procurement data for the survey. The Agency MBE Participation Attainment Survey will close on October 31, 2022. Submission of this survey is required and agencies who fail to submit the requested data by the due date will be reported as non-responsive to the Committee. No extension can be granted.
* Another Agency Liaison Survey will launch later this year. More detailed information about the liaison survey will be provided soon.
* Questions about the surveys may be directed to MBE Compliance Manager, Nichelle Johnson at nichelle.johnson1@maryland.gov or 410-697-9605.

#### FY 2024 MBE & MBE Liaison Survey Requirements \*(6/1/20230

* The House Appropriations Committee mandated an additional round of surveys during 2023 legislative session to address ongoing concerns about attainment of MBE goals, liaison vacancies, and the liaison’s role within each agency. The Agency MBE Participation Attainment and Agency Liaison surveys are being conducted by the Governor's Office of Small, Minority & Women Business Affairs in collaboration with the Department of General Services Office of State Procurement. A report is due to the Committee in December. More details to come.
  + The MBE Survey will launch by July 1st and will go to senior level Procurement officials, liaisons will be cc'd
  + The Liaison Survey is expected to launch in November.

### MBE Forms Attachment D

#### MBE / VSBE Waivers and Supporting Documentation \*(9/9/2020)

* What is required for an MBE or VSBE Waiver?

1. Agencies must ensure that a contract award is not made until a recommended awardee has committed to the established MBE or VSBE participation goals, if any, through the use of certified MBEs / VSBEs or has requested a waiver and demonstrated a good faith effort to meet the goals.
2. If the recommended awardee requested a full or partial MBE/VSBE waiver, the procurement officer would request that the recommended awardee submit its documentation supporting the waiver request. The procurement officer in consultation with the MBE liaison officer would review the documentation and make a determination whether the recommended awardee made a good faith effort to try to obtain MBE /VSBE subcontractor participation and grant or deny the waiver. The procurement officer must grant the waiver if the recommended awardee provides a reasonable demonstration of good faith efforts to achieve the goal(s). The procurement officer must obtain sign off by the agency head or designee and forward a copy of the waiver determination to the Governor's Office of Small, Minority, and Women Business Affairs.
3. Supporting Documentation Includes:
   * MBE or VSBE Forms Waiver Documents (from Attachment D & E)
   * All documentation listed in COMAR 21.11.03.11.
4. Language: **Prior Certification by Contractor during Bid**:

I understand that if I am notified that I am the apparent awardee or as requested by the

Procurement Officer, I must submit the following documentation within 10 working days of

receiving notice of the potential award or from the date of conditional award (per COMAR

21.11.03.10), whichever is earlier:

(a) Good Faith Efforts Documentation to Support Waiver Request (Attachment D-1C)

(b) Outreach Efforts Compliance Statement (Attachment D-2).

(c) MBE Subcontractor/MBE Prime Project Participation Statement (Attachments D-3A and

3B).

(d) Any other documentation, including additional waiver documentation if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal and subgoals, if any. I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

#### MBE Form Amendments: what is the correct way to document and approve changes to MBE Participation / Utilization Documents (Attachment D.)? \*(3/25/2020)

* Generally, changes to the MBE schedule and utilization documents should occur according to the requirements in COMAR 21.11.03.12, Section E:

**E. Amendments to the MBE participation schedule occurring after the date of contract award.**

(1) For purposes of this regulation, “good cause” includes documented nonperformance by the certified MBE or election by the certified MBE to cease work on the contract. Failure of the certified MBE to provide a bond as requested by the contractor is not considered to be nonperformance by the certified MBE if the requested bond violates State Finance and Procurement Article, §13-227, Annotated Code of Maryland.

(2) A contractor may not terminate or otherwise cancel the contract of a certified MBE listed on the MBE participation schedule without:

(a) Showing good cause why the contract with the certified MBE should be terminated or cancelled.

(b) Obtaining the prior written consent of the MBE liaison.

(c) Obtaining approval of the head of the unit; and

(d) Subsequently amending the contract.

(3) The procurement agency shall send a copy of the MBE liaison written consent to the Governor's Office of Small, Minority & Women Business Affairs.

* In addition, all decisions should be well document and all subsequent MBE payments should be well document in the monthly reported submitted by the PRIME.

### Removal of MBE’s

#### GOSBA has received several scenarios from MBE Liaisons concerning making changes to current contracts such as removing MBE’s or swapping out MBEs. \*(5/13/2020)

* Reiterated that MBE participation schedules should not be changed unless for good cause (such as the named MBE firm loses certification, declines to complete the work, or is underperforming, etc.). If there is good cause, it must be carefully documented by Prime, the liaison and procurement officer and should be agreed upon by those parties as well as the agency head and AG (in case the matter could become litigious).

#### New MBE Form Attachment D Updates to come soon \*(11/12/2020)

## **Liaisons \*\*NEW INFORMATION**

### Collaboration

#### The three-pronged approach to collaboration \* (11/12/2020)

* GOSBA would prefer if Liaisons would consider a three-pronged approach to Collaboration:
  1. Liaisons should collaborate among colleagues (especially procurement officers and the agency AG), and each other in order to share experiences, best practices, and solutions or work arounds to common problems and to solve issues or receive advice.
  2. Liaisons should collaborate with our office. When a Liaison is experiencing issues, has questions, needs clarification, is approached for assistance from an MBE/SBR/VSBE firm or Prime, after speaking with the Prime, the MBE firm, procurement staff and the agency AG, reach out to GOSBA for assistance.
  3. Liaisons should also be collaborating with certified Prime and subcontractors in order to notify them of small procurements, and when there are subcontracting opportunities on larger procurements. Also, this helps when agencies are planning events like "Meet the Prime's" or other outreach events.

### Liaison Officers (Last Updated 6/1/2023)

#### Personnel Changes – Liaisons \*(12/9/2021)

* TIMELY NOTIFICAITON OF LIAISON OFFICER CHANGES:
  1. Designation of liaison officers is in regulation. When there is turnover, it is vitally important that we know this information so that we can UPDATE our internal liaison listings, the website, and our mailing list for our bulletins, email notifications and calendar invites.
  2. COMAR Reference for Liaison designations: 21.11.03.05 MBE Liaison Officer. 21.11.01.06 SBR Liaison Officer.
  3. The head of each procurement agency shall designate an employee to be liaison officers in the administration of that agency's socioeconomic programs. high-level employee reporting directly to a Secretary, Deputy Secretary, or head of a procurement agency. Responsible for coordinating agency outreach efforts to the MBE/SBR/VSBE community, reviewing agency contracting procedures to ensure compliance assisting in the resolution of contracting issues, and for submitting required program reports or information.

*New SBR/MBE/VSBE Liaison onboarding training coming soon (6/1/2023)*

* A new Liaison/Report Preparer onboarding training segment is planned to launch in July 2023. This orientation will be hosted twice a year and is intended to "onboard" and prepare a liaison for their new duties.
  + This orientation class will be open to all liaisons regardless of when you began in your liaison role. You are not required to be a new liaison to attend this class. This class can be helpful for all liaisons including those who have been in the role for a while and simply need a better understanding/refresher of what their duties entail, or a liaison who was caught in the midst of a turnover period in their agency and need to know where to start.
  + This training will include general Liaison duties across all 3 programs, Liaison training throughout the FY, Waiver resources, PRG overview, Program specific: reporting requirements/resources, and waivers.
  + Each program will provide a separate Liaison welcome packet as well to assist liaisons depending on which program, they are the liaison for.
  + One-on-ones will still be available to liaisons throughout the year as well per request to your designated compliance manager.

### Outreach

#### Outreach Activities \*(12/9/2021)

* Outreach Activities:
  1. Outreach Role of the Liaison
  2. We Shared specific outreach examples: Commerce, MAA
  3. Resource Partners: GOSBA Eduardo and Events Calendar, use liaison listing to reach out to other liaisons.
* Training Activities:
  + Teach people how to do business with their agency, especially for small procurements / have them share what they do.

#### Never miss an opportunity to reach out! \*(9/23/2021)

* As liaisons especially, outreach is a part of your legislatively mandated duties and you should be doing so with the focus of identifying and collaborating with companies who hold certifications for small, minority, women, and veteran status.
* Not only in the interest of the vendor but also the agency to create relationships with vendors who you can come to know and trust and provide opportunities to matchmake between vendors who operates as primes and subs.
* On a continuous basis, keep compiling and updating your list of small, minority, and women-owned businesses, especially those already certified as SBR, VSBEs, and MBEs.
* Remember that a good vendor does not have to already be certified when you first engage them, encourage them to get certified because it will broaden their reach and because it will allow them to be used to fulfill MBE/VSBE goals and be awarded SBR designated contracts.
* Consider providing time at pre-bid conferences to network if you are not already doing this. If your agency is not doing this in person, please do it virtually.
* Consider holding events specifically to allow subcontractors and prime contractors to meet.
* At events your agency holds, make time to discuss with prime contractors, the importance of compliance and proper utilization of MBE and VSBE subcontractors.
* If you notice certain barriers to small, minority, women, and veteran participation in your agency, consider advising vendors on how to maneuver past these obstacles OR take these considerations into each PRG discussion to discuss options on lowering or removing the barriers
* When you have large contracts coming up, consider having small business fairs in preparation.
* How often does your liaison or other staff go to events that are specifically promoting the use of small, minority, women-owned, or veteran businesses? Your agency does not always have to sponsor events, you can attend other agencies or organizations events or statewide events. Not all events are in person now so there may be opportunities to participate virtually. Example: <https://mdptac.ecenterdirect.com/events/14872>
* Does your agency decide on the level of participation you want to achieve each year and plan on how to reach that level?

## **New Legislation**

### Small and Minority Business Certification Streamlining Act of 2019

#### Can you provide direction to MBE Liaisons as to how to incorporate the newly enacted Small and Minority Business Certification Streamlining Act of 2019, which became effective 10/1/2019, into their reporting efforts? \*(3/25/2020)

* In reviewing this legislation, it appears that only those companies with DBE Certification and eligible under the current MDOT MBE certification requirements, will be given MBE certification. If a business is certified using this method, they would count as a certified minority business entity. Nothing would be different in how these companies are treated for reporting purposes.
* Per BPW: This legislation impacted both small business programs (preference and reserve) and the MBE program. We discussed the impact on MBE certification. The small business part allows Maryland small business to compete on more out-of-state contracts due to the revisions. The proposed regulations based on this legislation, and those regulations are still in the public comment period. The proposed changes are in COMAR 21.11.01.04 and 21.11.03.15. This new legislation should not impact Small Business Preference/Reserve programs reporting. The change to small businesses is only for those Maryland small business when competing on out-of-state work, not State of Maryland procurements.

#### House Bill 389? \*(3/24/2022)

* There is pending legislation that will most likely pass during this legislative session. HB389 has several items in it that directly affect MBE reporting, prompt payments policies, and contains the codification of the SBR Executive Order. Specifically for MBE reporting, this bill proposes that agencies will now have to report final compliance data on all completed contracts, and increases the amount of data required, which will make the Contracts Inventory report more expansive and a requirement for most agencies. Out office strongly advises that you look at the bill and began to make changes with the data you are collecting now. More information will be forthcoming, and this change will take effect in FY2023. (<https://mgaleg.maryland.gov/mgawebsite/Legislation/Details/hb0389?ys=2022RS>)

#### Legislative and Regulatory Updates \*(6/16/2022)

* The MBE Program has been extended to July 2024
* Summary of what House Bill 389 entails:
  + Compliance Assessments from all MBE participating agencies
  + Failure of Primes to Meet MBE goals reported for debarment
  + Prompt payment requirement expanded to all state procurements
  + Establishment of Office of the Ombudsman
* Senate Bill 9 requires certain nascent industries to submit data to for a disparity study.

## **Policy / Guideline Updates**

### BPW Advisories

#### Updated BPW Advisory 2001-1 (Procurement Review Groups: SBR Designation, MBE and VSBE Determinations1). \*(9/23/2021)

* This Advisory combines former Advisory 2001-1 (MBE Participation) and 2001-2 (MBE Procurement Review Group).
* This Advisory instructs State agencies on the processes for determining socioeconomic preference use by the Procurement Review Group (PRG) – specifically, the Small Business Reserve (SBR), Minority Business Enterprise (MBE) and Veteran-owned Small Business Enterprise (VSBE) programs.

## **PRG Process (Goal Setting)**

### Goalsetting

#### Is it possible to get a walk-through of the proper way to establish MBE goals and subgoals? \*(1/22/2020)

* The GOSBA Legal and Policy Advisor provided a high-level walk-through of the PRG Process and goal setting. Please see [BPW Advisory 2001-1](https://bpw.maryland.gov/Pages/adv-2001-1.aspx), the [Subgoal Guidance](https://gomdsmallbiz.maryland.gov/Documents/Legislation/SubgoalGuidanceImplementationGuidelinesFinal-website_000.pdf), and the [PRG Template](https://gomdsmallbiz.maryland.gov/Documents/MBE_Toolkit/Sample%20PRG%20Template%20in%20Word.doc) *[May have to choose View, Edit Document to open]* for more information. Due to demand, GOSBA is considering creating curriculum on goal setting. More to come on that later.

#### 1. What are the best practices for setting MBE and VSBE goals and determining the scope of work for each? 2. How should the search be conducted for MBE and VSBE subcontractors? \*(1/22/2020)

* Current legislation does not clearly define exactly how agencies should go about setting both MBE and VSBE goals on a contract simultaneously. It will take legislative action to clearly spell out a process. In hearing from the agencies, there are multiple ways this has been carried out. As [BPW Advisory 2001-1](https://bpw.maryland.gov/Pages/adv-2001-1.aspx) states, you should consider race neutral measures first, such as the SBR Program, then consider MBE and VSBE goals. As a best practice, you should consult with your agencies AG, to ensure you are making a sound decision.
* When searching for MBE and VSBE firms, please remember that if three or more firms are found, you should consider adding a goal. ***PLEASE NOTE\*\**** Currently eMMA is not at optimal operation and so agencies can reach out to Tanita Johnson, in our office, for a better list of VSBE firms to consider, if necessary.

### New MBE Subgoals (Effective 8/1/2020)

#### A 2020 MBE Subgoal Review was conducted \*(7/29/2020):

* **2020 MBE Program Subgoals information covered @ SPAG and on the July Compliance Call:**

1. New Subgoals for the MBE Program are to be applied prospectively to any IFBs and RFPs issued on or after August 1, 2020.
2. If you are working on a solicitation with an established MBE goal that has already gone through the PRG process with OSP, and that solicitation is scheduled to be issued after July 31, 2020, you must redo the MBE subgoal analysis using the 2020 MBE Program Subgoal Guidelines prior to publishing the solicitation.
   1. Questions asked during call: To be clear, are you saying that for example State funded contracts reviewed that will hit street after 8/1, need the new subgoal reviews? In regard to the 2020 MBE Subgoals and contracts that will be advertised after August 1, 2020, if a State funded contract was reviewed by PRG and no subgoals were recommended, are you advising that we must submit the new subgoal worksheet? **ANSWER: Yes**
   2. Question asked during call: To confirm, LEAs should use the updated sub goals when bidding [soliciting] projects? **ANSWER: Yes**
3. The 2020 MBE Program Subgoal Worksheet will be accessible online from the www.procurement.maryland.gov webpage in the Procurement Staff section: <https://procurement.maryland.gov/prg-forms/>
4. Guidance on the process for assessing whether or not to add subgoals to a procurement will remain unchanged.
5. The new subgoals reflect an increase in the industry subgoal total for every industry with the exception of Services.

### New OSP PRG Process

#### Could someone from OSP provide an explanation on why you are holding PRG meetings on solicitations that have already been reviewed for potential goals, and explain OSPs role in the procurement process? \*(7/29/2020)

* **Response from Jamie Tomaszewski, DGS-OSP:**

DGS OSP is conducting PRG reviews because DGS OSP is the control agency for all procurements, and agencies are required to have their procurements reviewed and approved by OSP before they can be published, so that includes reviewing the goal setting by the agencies. The DGS OSP Procurement Review Group makes sure the agencies have considered all options and makes suggestions if there seems to be missed opportunities. Otherwise, OSP is not looking to change the goals unless they seem really unreasonable. It's another set of eyes to help the State meet its overall goals for SBR, MBE and VSBE.

1. Question asked during call: So, are they changing the language in COMAR that PRGs only apply to $200,000 and above? **ANSWER: No, although the OSP PRG process is required at $100,000 or more, the regular PRG (w/Subgoals) process, per COMAR, is still only required for procurements $200,000 or above.**

* <https://procurement.maryland.gov/wp-content/uploads/sites/12/2020/06/PP-Procurement-Review-Group-PRG-v3-6-22-2020.pdf>

## **Program Certification**

### MBE/SBR/VSBE Verification

#### Impact of verification of a company on Reporting \*(9/9/2020)

* Vendors must be certified in the specific Socioeconomic Program MBE/SBR/VSBE in order for agencies/departments to count the payment toward the program set aside or goal.

1. MBE Verification: The Maryland Department of Transportation’s (MDOT) Office of Minority Business Enterprise (OMBE)certifies MBEs and certification is verified by the company's listing in the MBE Directory. <https://mbe.mdot.maryland.gov/directory/>
2. SBR Verification: Procurement Officers can verify if vendors are SBR certified by conducting a public vendor search in eMMA using the Quick Reference Guide (QRG) "Public Vendor Search for Buyers." A SBR vendor will have an SBR number listed along with an expiration date. If you do not see both of these, a vendor's certification may have expired. If you have any questions, you may contact Lisa Mitchell Sennaar or Tanita Johnson (lisa.sennaar@maryland.gov or tanita.johnson1@maryland.gov) for assistance.
3. VSBE Verification: Procurement officers can verify if vendors are VSBE certified by conducting an internal eMMA search and checking the "Credentials" section of the vendor account for an "Approved" and current VSBE Application. If you have any questions pertaining to the VSBE certification, please contact Tanita Johnson (tanita.johnson1@maryland.gov) for assistance. <https://procurement.maryland.gov/wp-content/uploads/sites/12/2019/12/16-eMMA-QRG-Public-Vendor-Search-for-Buyers.pdf>

## **Reporting \*\*NEW INFORMATION**

### Annual Reporting (Last Updated 6/1/2023)

#### The Annual Reporting period is coming to a close. Please plan to submit all required reports. \*(9/23/2021)

* The FY2022 Procurement Forecasts were due on June 30, 2021. If your agency has not turned this report, please do so as soon as possible. Keep in mind, the forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community. Contracting opportunities are vital to the recovery of the small business community.
  1. Thank You to the 48 agencies who, as of today, have turned in their Procurement Forecasts.
  2. Templates and instructions are in the MBE and SBR Toolkits.
  3. Agencies can make updates to their Forecast if needed throughout the fiscal year. Check out your agency's listing in the portal: https://gomdsmallbiz.maryland.gov/Pages/Forecasting.aspx.
* The SBR and MBE Annual Procurement Report templates and instructions are now available in the MBE and SBR Toolkits. Annual Report Data is due on or before September 30, 2021.
* The VSBE Annual Report is due on or before October 1, 2021. The VSBE Annual Utilization Report Template and instructions are available in the VSBE Toolkit now.
* The MBE, SBR, and VSBE Annual Report templates have all been updated to include a notes section. The notes section should be used to provide more context concerning your agency’s goal attainment. This includes identifying unique circumstances due to COVID, budget/financing shifts, or contract cycles. In addition to reporting the numbers, you want to put them in the proper framework. This narrative will be critical as legislators, policy makers, and stakeholders review and critique our performance.

#### ANNUAL REPORTING REMINDERS TO AGENCY HEADS \*(9/9/2020)

* Would it be possible to have some official correspondence go out to Agency Secretary's and Executive Staff that remind them about the required timely Annual Reporting and signatures for the Socioeconomic Programs?

1. Beginning with the FY20 Annual Reporting Period, GOSBA will start sending an official notification of Annual Reporting Requirements to agency Secretaries/Directors and Executive staff for the MBE, SBR, and VSBE Socioeconomic Programs.

#### ANNUAL REPORTING REQUIREMENTS (REMINDERS & QUESTIONS) \*(7/29/2020)

* FY2021 Procurement Forecast – Due June 30th
  1. This data, which includes all projected purchases of $100,000 and above for the fiscal year, connects with the Hogan administration's theme that “Maryland is Open for Business." Keep in mind the forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community. Once Governor Hogan implements his safe, effective, and gradual approach to reopening the state, contracting opportunities will be vital to the recovery of the small business community. Please give the proper attention to this mandatory report by following the instructions and being thorough with your responses.
  2. Procurement Forecast can still be turned in and should be submitted to: [compliance.gosba@maryland.gov](mailto:compliance.gosba@maryland.gov)
* FY2021 MBE and SBR Strategic Planning – Due June 30th

1. The Strategic Plan asks a series of questions which are designed to add structure and detail to your agency's MBE or SBR inclusion/expansion strategy. Each plan should be unique and based on projected purchases for the upcoming fiscal year with the intention to maximize the number of MBEs or SBRs engaged in the procurement/purchasing process. A Strategic Plan must be submitted for each program.
2. Plans can still be turned in and should be labeled "FY2021 (MBE ***or*** SBR) Strategic Plan" and submitted via email to: compliance.gosba@maryland.gov
3. As we prepare to reopen the state, please give the proper attention to this mandatory report. You can have a direct impact on the small business community by providing thorough and detailed responses, following the instructions carefully, and submitting the report in the correct format.
   1. Question asked during call: Has any agency had any luck planning a virtual outreach event? Any guidance would be greatly appreciated. **ANSWER: MDOT's Office of Small & Minority Business Policy has been using Go to Webinar.**

* FY2020 Annual MBE/SBR/VSBE Report – Due September 30th (MBE/SBR) and October 1st (VSBE)
* New Annual Reporting templates are located in the [MBE](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx), [SBR](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx), & [VSBE](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx) Toolkits

1. Question asked during call: Has GOSBA issued official guidance regarding VSBE reporting to be done by the MBE Liaison? If not, is GOSBA considering official guidance or a directive? **ANSWER: No, this is not directed yet in statute/regulation, but instead is a suggested best practice. The new VSBE workgroup will be working towards putting forth more legislation concerning the VSBE Program.**
2. Question asked after call: Do the VSBE reporting requirements apply to USM? **ANSWER: Yes, the university system is exempt from VSBE reporting requirements.**
3. Question asked during call: Can a formal notice go out to the Cabinet Secretary's which reminds them of the requirements? **ANSWER: This can be considered but, in the meantime, you all are our portal into your agency. Feel free to share the bulletin with anyone in your office who you believe should know the information sent out in our bulletins.**

#### Annual Reporting Reminders \*(6/16/2022)

* Please visit the SBR, MBE and VSBE Toolkits to access the most up to date report templates and instructions.
  + **FY2022 MBE & SBR Annual Reporting** period begins on July 1, 2022, the annual reporting period will commence after the close of FY22. Annual reports will be due September 30th and should contain data from the start of the fiscal year. Please remember that liaisons do not submit a 4th quarter report. Instead, agencies should work on the FY22 MBE Annual Report, making sure to use the latest templates. The MBE Annual Report instructions and template will be updated to the MBE Reporting Toolkit by July 1, 2022.
  + **FY2022 VSBE Annual Reporting** period begins on July 1, 2022, the annual reporting period will commence after the close of FY22. Annual reports will be due October 1, 2022. The Annual Report covers the period July 1, 2021 - June 30, 2022.​

#### Annual Reporting Best Practices \*(12/8/2022)

* Best practices are essential for a complete and concise report.

**SBR Program Best Practices:**

1. Complete and submit SBR Annual Reports no later than the September 30th deadline each year.
2. Go to the SBR Toolkit each year to access the latest version of the instructions and template as it has probably been updated since the previous fiscal year.
3. Remember to provide backup data showing your work.
4. Summary Sheets must be signed by the Unit head and the Chief Financial Officer.
5. Set up one-on-one meetings with SBR Compliance Managers to address any questions or concerns.

**MBE Program Best Practices:**

1. Complete and submit the MBE Annual report no later than September 30th deadline each year.
2. Utilize reporting checklist within the MBE Reporting Manual.
3. Every item, except the summary statement and A30USB11 report, should be in excel format.
   1. Please note: Although the A30USB11 report is a PDF you must provide an excel with the summary of the totals. You will need to provide the total for each month and the overall summary for the FY.
4. If the report is submitted with an unsigned summary statement, you are responsible for submitting the signed version.
5. Statewide contract awards are reported by DGS; please only report statewide expenditures on the Form 3 payments template or portal.
6. Backup Data
   1. Best if original and scrubbed versions are included
   2. Best if a summary is included at the bottom of each scrubbed tab
   3. Best if you consolidate all reports into one worksheet with multiple tabs
7. Utilize a checks and balances system to determine if you report is correct before submitting, for example:
   1. Does the total of your Form 2 primes table match the total of your Contract Inventory Prime Tab?
   2. Does the total of your Form 2 subcontractors table match the total of your Contract Inventory Subs Tab?
   3. Does the total for the Prime payment total on line 2b of your summary statement = the total of your prime payments in the form 3 portal or template MINUS non-minority prime payments?
   4. Does the total for the Subcontractor payment total on line 2a of your summary statement = the total of subcontractor payments in the form 3 portal or template?

**VSBE Program Best Practices:**

1. Complete and submit the VSBE Annual Report by the October 1st deadline each year.
2. Utilize the Cheat Sheet, VSBE Toolkit, and VSBE Liaison Training slide deck/recording.
3. Set-up a one-on-one meeting regarding your agencies efforts and keep lines of communication open throughout the FY.
4. Make conscious efforts to check eMMA regularly.

#### Annual Report Findings/Corrections \*(12/8/2022)

* When reviewing Annual Report data, we compiled a list of findings and corrections to help highlight problem areas within reports.

**SBR Program Corrections:**

1. Please use the tabs in the template to show your work.
2. How did you arrive at your total agency procurements? Explain or highlight the items that were excluded (your scrubbing).
3. Please provide backup for Line 6 on the Summary Sheet, "Total number of SBR Contractors Receiving Awards or Payments." We are looking for the number of unique SBR vendors that received an award or payment during the fiscal year. Count/tally the number of individual firms from your support data (PCH068 Awards “SBR Indicator” column and PCH065/067 Payments Reports) and enter it on Line 6. If there are 50 payments made to a vendor, you count them as 1 SBR vendor.

**MBE Program Corrections:**

1. Form 1 and 2:
   1. After completing your Form 2 first then complete your Form 1.
   2. For every line in the blue area of Form 1 that has data, there should be data entered into the yellow area of Form 1 that is equal to or exceeds the total in the blue area, otherwise you will receive an error in column M.
2. Form 3 should include:
   1. All payments to Non-Minority Primes with MBE goals on contract and all payments reported by the MBE subcontractors.
   2. All payments to MBE Primes with no MBE goal.
   3. All payments to MBE Primes with MBE goals. (Pay attention to self-performance issues)
   4. Only payments for the fiscal year that you are reporting for. For example: FY22 would be any payments on an active contract OR a contract that closed within the fiscal year; where the payment occurred between July 1, 2021, and June 30,2022.
3. Contracts Inventory should match the data used to complete your Form 2 Prime and Subcontractors tables. It should not include statewide contracts awards or payments, payments on contracts (718 data). It does no need to be totaled out. It should include the direct voucher number, contract number, or identify the transaction as a credit card expense.

**VSBE Program Corrections:**

1. Many veteran businesses were used but were not certified with the State of Maryland's VSBE Program. To ensure that a VSBE is certified in MD you must verify through eMMA.
2. MBE Totals were not placed in Total $ Payments to all Primes.
3. Supporting back-up data was not scrubbed. Backup data Is required to be scrubbed and summarized.

#### New MBE Compliance Assessment Document \*(12/8/2022)

* The new compliance assessment will be required with the FY23 MBE Annual Report.
  + Currently some of our liaisons are testing the final document and it will be released in the beginning of 2023 and will be made available on our website.
  + We are attempting to see if it can be made incorporated into the Form 3 database but are not expecting that this will be the case for FY2023.
  + Please keep in mind the assessment is used to report contracts closed during the fiscal year that you are reporting for; this document is regarding compliance to MBE goals so contracts without MBE goals, credit cards, or direct vouchers would not be reported here.

#### New VSBE Outreach Form FY23 \*(12/8/2022)

* The outreach form will be coming soon in January 2023.
  + An outreach strategy is a specific set of tactics intended to attract new customers/vendors. For this purpose, it is directly targeted to VSBE primes and subs.
  + The outreach form will be required to be submitted with the FY2023 VSBE Annual Report.

#### QUARTERLY REPORTING REQUIREMENTS \*(1/7/2021)

Per [COMAR 21.11.03.17(C)](http://www.dsd.state.md.us/comar/comarhtml/21/21.11.03.17.htm) agencies should provide to GOSBA any periodic reports requested. GOSBA request that agencies continue to report quarterly data in a timely manner. The 2nd Quarter report is due January 30th for the period of July 1 – December 31st of the current fiscal year.

#### QUARTERLY REPORT SIGNATURES \*(11/12/2020)

* SBR Quarterly Reports will not be required to have signatures at this time. Annual Reports will still need to be signed.
* At this time, MBE Quarterly reports do not require a signature.

#### REPORTING TREATMENT OF PREFERRED PROVIDERS \*(11/12/2020)

* MBE Report Award - Preferred Providers Excluded Yes

Payment - Preferred Providers Excluded Yes

See legislation which changed how preferred providers were counted, effective July 1, 2015. That said, we will be taking the time to make sure that all instructions are also in agreement with current policies. Let me know if you have any questions. <http://mgaleg.maryland.gov/2013RS/fnotes/bil_0008/hb0048.pdf>

* SBR Report Award - Preferred Providers Excluded Yes

Payment - Preferred Providers Excluded Yes

Code of Maryland Regulations (COMAR) states that procurements made from Preference Providers under 21.11.05 and 21.11.09 are exempt from the Small Business Reserve (SBR). Further, the Board of Public Works (BPW) Advisory 2005-1 excludes Preferred Providers from the procurement dollar base from which the 15 % SBR goal is calculated. We will be making sure that all report instructions are in agreement with current policies.

<http://www.dsd.state.md.us/comar/comarhtml/21/21.11.01.06.htm>  
<https://bpw.maryland.gov/Pages/adv-2005-1.aspx>

#### Annual Reporting Reminders \*(6/1/2023)

* Please visit the SBR, MBE and VSBE Toolkits to access the most up to date report templates and instructions.
  + **Strategic Plan-** The strategic plan template has been radically revised and will now be submitted electronically as a Google Form. This mandatory report is in a consolidated format with distinct SBR and MBE sections. It uses logic to navigate you through the process.
    - For those agencies that participate in both the MBE and SBR programs, a PDF version of the form will be provided in the SBR and MBE toolkits so you can coordinate your answers across multiple contributors.
    - Each agency should only submit one strategic plan.
    - The FY2024 SBR & MBE Consolidated Strategic Plan will be due no later than June 30, 2023, via google form submission.
    - The Consolidated Strategic Plan FY2024 is now available in the [**SBR Reporting Toolkit**](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9..rkiDo1jHh84WILjG2Cso6WYjnUvyI1tICGidqL9MKdE/s/2041937441/br/160143461413-l) and the [**MBE Reporting Toolkit.**](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9..TYw2JZg_ULA7oMKmaqg7_cJTGTE_sT0MGbSfWcXTMb8/br/78236577006-l)

Please direct any questions via email to Karen Reyes, MBE Compliance Manager at karen.reyes@maryland.gov.

* + **Procurement Forecast**- ​​ The data provided will be available to the public in a searchable format on our website. The Procurement Forecast is one of the most active pages on our website and is used throughout the year by small, minority, women, and veteran- owned businesses that are interested in state procurement opportunities. All agencies are required to submit the FY2024 Procurement Forecast, which includes:
    - All new procurement contracts (including sole source and task orders) reasonably expected to be $100,000 or more.
    - Current/existing contracts- follow the instructions for noted current contracts that are SBR designated and those that have MBE and/or VSBE goals.
  + DO not use previous templates and instructions, use the updated instructions and the template for FY2024 that are located in the [Small Business Reserve (SBR)](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx), [Minority Business Enterprsie (MBE)](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx) and [Veteran-Owned Small Business Enterprise (VSBE)](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx) Toolkits. Agencies only need to submit one report. All participating agencies are required to submit their FY2024 Procurement Forecast in EXCEL FORMAT no later than June 30, 2023, via email to compliance.gosba@maryland.gov.
  + The submission should include:
    - The detailed FY2024 Procurement Forecast spreadsheet in Excel format.
    - Follow the instructions when completing the worksheet, using the drop-down menus, filling in all mandatory fields that apply. Do not attempt to override the template by adding other columns, etc. This data is fed into a database.
    - The signed attestation in pdf format

Please direct any questions via email to Lisa Mitchell Sennaar, SBR Compliance Manager at lisa.sennaar@maryland.gov.

* + **VSBE Outreach Form -** VSBE Outreach Form is a new requirement for FY23 VSBE Reporting. The Form is available in the [VSBE Toolkit](https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx) to review the data requested from each VSBE participating agency/department.
    - Per COMAR regulations every VSBE participating unit, must report their VSBE Program outreach to veteran businesses and overall program evaluation. This means each participating agency or department must complete this form and submit along with the other required VSBE annual report. It cannot be blank, N/A or have Not applicable.
    - The VSBE Outreach Form is due on October 1st.
    - Consider our office’s many outreach events as an opportunity to participate as a resource table. FY24 outreach dates are available on our website if your agency is interested.
  + **MBE Compliance Assessment** - During the FY23 Reporting Season, agencies will be responsible for submitting data for contracts that closed out during the fiscal year. The report will be due with the other MBE annual report documents on September 30, 2023.
    - This new report is intended to verify if the MBE goal set by the agency was met by the prime contractor upon completion of the contract. This is a very data intensive report and requires manual data entry. You may review the reporting document to ensure a full understanding of data requirements.
    - Some formatting changes were made recently to make the form more user friendly. The latest version of the Annual Agency MBE Compliance Assessment Report will be available in the MBE Reporting Toolkit along with the other annual report templates by July 1st.
    - You may also access the Form in the June Procurement Compliance Bulletin.

### Backup Data

#### When collecting the data for the MBE reports in ANSWERS, am I to use the Create Date or the Invoice Date? \*(3/25/2020)

* ANSWERS Reports usually have column headings such as invoice date, due date, and effective date listed on the report. This is the date that should be used to determine when the transaction took place. Please keep in mind that this will usually apply to payments on PO's or Direct Vouchers, as Credit Card transactions are usually combined per vendor for reporting purposes and the beginning and ending date will be the beginning and ending dates of the Fiscal Year. Not all reports use the same column name and reports outside of ANSWERS may use different column headings as well.

#### Annual Fiscal Year Procurement Forecast \*(3/24/2022)

* The Procurement Forecast data includes all projected purchases of $100,000 and above for the fiscal year.
  1. The forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community.
  2. Instructions and the template for this report are located in the Small Business Reserve (SBR), Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) Toolkits.
  3. Agencies only need to submit one report with all projected procurements, including SBR designated procurements and those with MBE and VSBE goals on or before the June 30th of each year.
  4. We ask that you refrain from using old templates and please use the updated consolidated document. (Templates: <https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx>)

#### Updates to Annual Strategic Plan \*(3/24/2022)

* As a result of a discussion within the Procurement Improvement Council, it has been decided that the MBE and SBR Strategic Plans will be consolidated. The Plans are currently being updated and the new Consolidated Strategic Plan will be available on the MBE and SBR toolkits.

1. What this means for you is each agency will now only turn in one plan. How you do this is up to you, but this is a similar process to the Procurement Forecast.
2. Your agency will have to determine how you coordinate filling out the document when there are different parties who fill out the SBR and MBE portions.
3. Also, for those agencies that are not SBR participating agencies, you will still fill out the consolidated Strategic Plan, but you will only fill out the MBE portion. The report will still have a distinct MBE and SBR section.
4. We ask that you refrain from using old templates and please use the updated consolidated document. (Templates: <https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-MBE.aspx>)

#### Upcoming Changes to Reporting \*(6/16/2022)

* Legislatively mandated compliance assessments are already required by agencies when a contract terms end. With the passing of HB389, we will be introducing a Compliance Assessment Report that will now be due annually starting with fiscal year 2023. Our office is in the process of creating this document and at minimum it will request:
  + Names of primes and subs that participated on the contracts
  + Type of good or service provided
  + MBE goal for the contract
  + Whether a waiver was granted
  + Dollar value of payments to prime and subcontractors
  + MBE Certification status of each subcontractor
  + Factors that contributed any failure to achieve the MBE goal

Be on the lookout for more information soon...

#### Reporting Reminders \*(6/16/2022)

* Please visit the SBR, MBE and VSBE Toolkits to access the most up to date report templates and instructions.
  + **FY2023 Procurement Forecast** is Due on or Before June 30th - The FY2023 Procurement Forecast instructions and template are in both the MBE Reporting Toolkit and the SBR Reporting Toolkit. Agencies only need to submit one report with all projected procurements, including SBR designated procurements and those with MBE and VSBE goals. Keep in mind the forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community.
  + **FY2023 SBR/MBE Consolidated Strategic Plan** is Due on or Before June 30th - The consolidated plan has distinct SBR and MBE sections. For those agencies that participate in both the MBE and SBR Programs, you will make your own determination on the best way to coordinate and compile the information for each section of the consolidated report. For those agencies that are not SBR participating agencies, you will fill out the MBE portion only, and note that you are not a SBR participating agency. The strategic plan is a vehicle for agencies to review their progress over time and map out a plan to continue and increase engagement of certified SBR/MBE firms.

#### Reporting Updates and Reminders \*(12/8/2022)

* Please visit the SBR, MBE and VSBE Toolkits to access the most up to date report templates and instructions.
  + **Quarterly Reports**- Reminder that 1st Quarter reports were due on October 31st. Quarterly reports are cumulative so second quarter reports will cover July 1- December 31, 2022 and will be due on January 30, 2023. It is important to turn in your quarterly reports to ensure that your agency is on track to meeting their goals. Second quarter reports will help your agency assess its performance at the mid-year mark to make the necessary changes for a strong 3rd and 4th quarter.
  + **Procurement Forecast**- The Annual Procurement Forecast is due on or before the beginning of the fiscal year, June 30. We will make the Procurement Forecast Instructions and Template available by February. We recommend that you begin preparing your agency Forecast as soon as the budget bill passes, which is usually by the 2nd week of April. No need to wait until June 30 to submit your Forecast. We start loading all Forecasts on July 1.
    - Make sure to fill column E in the procurement forecast. MBE/DBE Participation is a required field which asks to provide the overall MBE/DBE participation goal for the existing contract as a percentage. If the existing contract does not have an MBE/DBE participation goal, enter “0.” (Note: This is not the actual MBE/DBE participation achieved, but the final MBE/DBE participation goal stated when the most recent contract was awarded.)
    - VSBE goals will be added to the 2024 Procurement Forecast Instructions and Template.

## **SBR Program**

### Removal of SBR Designation of Contracts

#### The SBR designation may only be removed if it becomes evident to the Procurement Officer that there is unlikely to be sufficient response (more than one bid/proposal) to the solicitation. \*(9/23/2021)

* The removal of the SBR designation must follow the guidelines that are outlined in the BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines document, pp 3 - 5, which include submitting an amended SBR Program Designation Worksheet to the SBR Waiver mailbox prior to the posting of the amendment on eMMA.
* This does not require prior approval from GOSBA.
* Review (see link): **Procurement Review Group (PRG)** 
  + 1. BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines v2
    2. SBR Executive Order FAQs
    3. PROCUREMENT REVIEW GROUP: Download the PROCUREMENT REVIEW GROUP: Guidance and Worksheets
* **MDOT is the only agency** with its own PRG Guidance and Worksheets. MDOT TBUs should contact Joy Abrams, Senior Procurement Officer, for MDOT PRG forms and guidance before consulting with GOSBA.

### Designating Statewide Contracts SBR

#### GOSBA discussed the Small Business Reserve (SBR) Program’s new Designation for Statewide Procurements with Multiple Contract Awards. \*(1/7/2021)

* For more information click the link: <https://gomdsmallbiz.maryland.gov/Documents/SBR_Toolkit/SBR_Statewide_Procurements_V.11.16.2020.pdf>

### Executive Order 01.01.2021.01 – SBR Designation

#### Is there a standard amount of time, based on COMAR, that bidders/offerors should be given to obtain their SBR certification? \*(3/11/2021)

* There is no "standard amount of time" for allowing the recommended awardee time to obtain their SBR certification. It depends on how quickly the contract needs to be executed after making the award recommendation. The standard timing for having a vendor submit the signed contract, contract affidavit and insurance, etc. is 10 days, so hopefully they would be able to have their certification by the time they submit the signed contract and any other documentation for the contract. As the procurement officer, there is nothing to say a "reasonable amount of time" is 14 days, three weeks, or a month. Since you have decided which vendor has the lowest responsive bid or best value for the State, it is reasonable to allow time to keep that contract moving forward with that vendor, but it should not hold up the contract award. The procurement officer has the ability to reject the bid/proposal because the bidder/offeror is determined to be "not responsible" due to not timely submitting documentation required.

### *For the SBR designated procurements to count toward the mandated 15% SBR designated spend, agencies must ensure that SBR vendors are certified at the time of the award and throughout the life of the contract. Vendors must be certified in the Small Business Reserve (SBR) Program at the time of the award in order to be eligible for an SBR designated procurement. Additionally, only payments to vendors that are certified in the SBR Program at the time of the payment will count toward the mandated at least 15% of agency spend. \*(5/13/2021)*

* A “Public Search for Vendors” in eMaryland Marketplace Advantage (eMMA) allows you to see the vendor’s SBR certification number and expiration date. eMMA’s Quick Reference Guide (QRG) number 17 - eMMA Buyer QRG - Public Search for Vendors, is designed to help you understand how to use the Public Vendor Search. This functionality allows for a public search of vendors currently registered in eMMA. This search will also filter on SBR vendors. You do not need to be logged into eMMA to view the information on this page.
* COMAR 21.11.01.06. Small Business Reserve Program E, F and G specifically address that vendors must be certified in the SBR Program at the time of the award in order to be eligible for an SBR designated contract and that a procurement officer shall verify that an apparent awardee is certified in the SBR Program before an award can be made.
* Per COMAR 21.13.01.03. Reports of the Small Business Reserve Program D (1) The total number and the dollar value of payments the unit made to certified small businesses under contracts designated as small business reserve contracts. This means that only contracts previously designated as SBR can be counted toward the 15% SBR designated spend.
  1. <https://procurement.maryland.gov/wp-content/uploads/sites/12/2020/01/17-eMMA-Buyer-QRG-Public-Search-for-Vendors.pdf>
  2. <http://www.dsd.state.md.us/comar/comarhtml/21/21.11.01.06.htm>
  3. <http://www.dsd.state.md.us/comar/comarhtml/21/21.13.01.03.htm>

#### If an apparent awardee was notified to obtain small business certification for the SBR Program and fails to do so in a timely manner, can the bidder protest if the contract is awarded to a certified small business instead, even if they later became certified? \*(3/11/2021)

* The bidder/offeror must be a certified small business at the time of award. If the recommended awardee is unable to obtain their certification in the reasonable time provided, the bidder/offeror may be determined to be not responsible, and their bid/proposal rejected. The procurement officer can then move onto the next bid/proposal for award. The bidder/offeror may protest; however, the protest would be denied based upon them not being certified at the time of contract award.

#### Do agencies need to submit all waiver paperwork to the Governor's Office of Small, Minority & Women Business Affairs? \*(3/11/2021)

* If your submission meets the prescribed exemptions already listed on the PRG form, you do not need to seek approval by the Governor's Office of Small, Minority & Women Business Affairs.; simply submit your worksheet and finish your solicitation.
* If your waiver submission is marked other, that is the type of waiver that will need to be reviewed and approved.

#### GOSBA and OSP discussed FAQ Section of the new PRG guidance for SBR designated contracts, new changes, and the exemptions listed on the PRG paperwork \*(3/11/2021)

* Agency staff are encouraged to keep links to the FAQ handy and refer to it often when they have questions. Most questions have already been covered in the FAQ. Questions outside of that, can be posted to the Office of State Procurement or GOSBA.

#### Are we required to complete the new PRG form for solicitations signed before 2/1/2021 but not sent to OSP for review? The issue is not completing the worksheet but conducting the search of the directories and scrubbing the results? \*(3/11/2021)

* If you have already conducted your research and have all of the documentation of that your search included utilizing other databases and resources, then you do not have to complete this research again. If you only searched eMMA for small businesses, you will need to expand your search and update your documentation, especially if it looks like the solicitation will NOT be designated SBR.

#### Are we required to use the new OSP/GOSBA PRG form if the agency’s current PRG meets the SBR/VSBE & MBE requirements? \*(3/11/2021)

* You may use your form as long as it aligns with the PROCUREMENT REVIEW GROUP: Guidance and Worksheets that includes the new information in pages 1-6 of the PRG Guidance and Worksheets for the PRG Evaluation - SBR Program Designation Worksheet.

#### GOSBA discussed the new Executive Order concerning SBR designations. \*(1/7/2021)

* The Governor issued Executive Order 01.01.2021.01, Increasing Small-Business Participation in State Procurements. New guidelines will be issued during the January SPAG Meeting. Click the link to view the Executive Order: <https://governor.maryland.gov/ltgovernor/wp-content/uploads/sites/2/2021/01/EO_01.01.2021.01.pdf>

#### Could you please confirm the number of SBR firms that are needed to designate a procurement SBR? \*(11/12/2020)

* There should be at least three Small Business Reserve (SBR) firms in order to designate a procurement SBR only. This is the same across all three programs, SBR, MBE and VSBE.

## **VSBE Program**

### Certification

#### New Process to Confirm VSBE Vendor Certification\*(9/23/2021)

* Certification of Veteran-Owned Small Business Enterprise (VSBE) vendors takes place within eMMA. For the most accurate information, utilize the "Credentials" section. Do not use the public "Vendor Search" function.
* In the "Credentials" section, scroll down to the "Certifications" section to locate the "VSBE Application" to identify valid "Effective/Expiration Dates" (in which the expiration date has not yet passed and be certain to verify that it has a one-year certification), an "Approved" Status (green check mark) and a green dot that indicates that the certification is valid.  All of these items are required. See example below (this vendor is VSBE certified from 4/11/2021 to 4/11/2022):

Graphical user interface, text, application, chat or text message

Description automatically generated

* If the VSBE information is listed correctly, you can refer to the "Company Information" section to find the approved "VSBE Certification #", within the "Procurement Programs"/ "State Programs" section.
* Please note that you may find multiple VSBE applications listed in the "Certifications" section. Therefore, make certain that you carefully review the information to ensure the VSBE vendor meets the requirements, identified above.  If you are unable to determine the certification status of the vendor, please contact the Governor's Office of Small, Minority & Women Business Affairs for assistance.

#### Who Reports VSBE Data? \*(9/9/2020)

* There is no official designation of an VSBE Liaison. Our office has strongly suggested that VSBE reports be prepared and submitted via the MBE Liaison. This is because both programs are attainment goal programs and require the reporting of an agency's total procurement awards (contract / DV / CC) and then separately require program specific data. The SBR programs used a different measure of reporting.

### Goalsetting

#### 1% Goal\*(9/23/2021)

* Continuation of 1% VSBE Goal - The VSBE Goal will continue past October 1, 2021, when Chapters 78/79, Laws of 2021 Repeals the 1% VSBE goal and instead requires GOSBA to adopt regulations establishing a goal.

### Liaisons

#### VSBE Liaisons\*(3/24/2022)

* VSBE new regulations were made public as of February 11, 2022, published in Register and now closed for public opinion as of March 14, 2022. According to the new COMAR regulations, it is a requirement for a VSBE liaisons to be named. An email went to department head agency heads on 3/3/2022 requiring each participating agency to name their VSBE liaison by Friday, March 18th, 2022 to [Danielle.Davis2@maryland.gov](file:///C:\Users\kreyes\Downloads\Danielle.Davis2@maryland.gov). If your agency has not named a liaison, an additional email will be sent with a second notice by Special Secretary Rhee.

### Program Updates

#### VSBE Program Updates\*(9/23/2021)

* GOSBA will establish an Advisory Committee on VSBEs. Effective October 1, 2021.
* Updated VSBE regulations in COMAR (title changes to change to 21.11.14).

#### VSBE Program Updates\*(3/24/2022)

* The *NEW* VSBE Advisory Committee will meet biannually per the statue. Special Secretary Rhee to head this advisory committee, which will consist of state agencies constituents, legislators, veteran business owners, and private veteran stakeholders. We will be reaching out to the required participating agencies to include members from agencies to join.
* Updated VSBE regulations in COMAR (title changed to 21.11.14)
* Are you a procurement professional that served in any of the military branches? We would like to tap into your expertise as we work to grow and expand the VSBE Program. If you are willing and able to serve as a resource partner, please email [Danielle.davis2@maryland.gov](file:///\\gov-nas\departments\GOMA\TBD\Compliance%20Call\Danielle.davis2@maryland.gov)

### Waivers

#### MBE / VSBE Waivers and Supporting Documentation \*(9/9/2020)

* \*\*See this topic under the MBE Forms - Reporting section

#### VSBE eMMA Enhancement \*(6/16/2022)

* Update to For-profit application questions
* New VSBE Certification number assigned to all active VSBE vendors
  + VB# (VBXX-XXXXXX)
* Maryland Department of Veteran Affairs has a new Veteran Verification process that is now completely online