



**DEPARTMENT OF
BUDGET & MANAGEMENT**

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

September 30, 2011

The Honorable C. Anthony Muse
Senate Chair, Joint Committee on Fair Practices and
Personnel Oversight
304 James Senate Office Building
Annapolis MD 21401-1991

The Honorable Adrienne A. Jones
House Chair, Joint Committee on Fair Practices and
Personnel Oversight
312 House Office Building
Annapolis MD 21401-1991

Dear Senator Muse and Delegate Jones:

Section 14-305(a)(1) of the State Finance and Procurement Article requires each agency to provide the Joint Committee on Fair Practices and Personnel Oversight a copy of their annual Minority Business Enterprise (MBE) Report. Attached is a copy of the Department's FY 2011 Annual MBE Report.

During FY 2011, 10.47% of DBM awards went to MBE prime contractors and subcontractors. Moreover, DBM payments to MBE prime contractors and subcontractors exceeded \$5 million. An additional \$24.1 million in payments were made to MBE subcontractors which are not included in the above reported payment total due to pro-rating requirements.

Also noteworthy for FY 2011, DBM awarded the statewide Audit Services Master Contract. There are 19 master contractors under this contract, 6 of which are MBEs. Additionally, the Master Contract has a 30% MBE goal. During FY 2011, task orders totaling \$612,303 have been awarded and \$239,126 (38%) has gone to MBE prime and sub contractors. Because this contract is delegated, these positive statistics are reflected in agency MBE reports rather than DBM's.

During FY 2011, the Department continued to work diligently on many fronts to further the goals of the State's MBE program. Within DBM we continued to:

- structure Departmental procurements to maximize the potential for MBE prime and subcontract opportunities;

~Effective Resource Management~

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<http://www.dbm.maryland.gov>

- aggressively engage prospective prime contractors during the procurement process both to ensure that MBE goals were understood by potential vendors and to minimize the potential for MBE related proposal deficiencies;
- strengthen and improve the Department's MBE compliance by conducting MBE-focused contract kick off meetings for every new contract award with an MBE subcontract goal, conducting real-time monthly report monitoring and prompt payment reviews;
- implement quarterly MBE compliance reviews with follow up meetings with contractors as required, and taking decisive actions to ensure compliance; and
- review proposed procurement legislation during Session to assure that procurement legislation which might negatively impact the MBE program was identified and addressed.

In our oversight capacity, DBM continued to:

- work diligently with State agencies to assure that their services procurements were structured to maximize MBE opportunities;
- work closely with GOMA to ensure that MBE waiver requests on service contracts were appropriately reviewed;
- document MBE compliance reporting for contract renewals and modifications; and
- promote the goals of the MBE program through training and information dissemination through the Senior Procurement Advisory Group.

During the upcoming year, DBM will continue to make every effort to further the success of the State's MBE performance. If you would like additional information, you may contact Ms. Mary Naramore, Director, Procurement Policy and Administration at 410-260-7471.

Sincerely,



T. Eloise Foster
Secretary

Enclosure

cc: David Smulski
Andrew S. Johnson
Mary Naramore
Rebecca Burner

MSAR 8530



Annual Minority Business Enterprise (MBE) Procurement Report

Summary Statement

Reporting Department/Agency:	Department of Budget & Management
Fiscal Year:	FY 2011

Category	Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)	\$2,865,817
2. Total dollars paid to MBEs (Total from Form 3 Database)	\$5,003,598.17
3. Total dollars awarded (Total from Form 1 Spreadsheet)	\$27,358,721
4. MBE awards as a percentage of contract awards (from Form 1 Spreadsheet)	10.47%

Secretary/Agency Head Name:	T. Eloise Foster, Secretary
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(Please Type Here)

Secretary/Agency Head Signature: J. Eloise Foster

(Please Sign Here)

This is a Fill-In Form. Use your Tab Key to move to each input field and enter the information as required.

Date: August 19, 2011

Minority Business Enterprise Annual Procurement Report

Reporting Department/Agency:

Department of Budget & Management

Fiscal Year 2011

Reporting Form #1

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/ Engineering					0	\$0	0	\$0	0	\$0	0.00%
Construction					0	\$0	0	\$0	0	\$0	0.00%
Construction Related Services					0	\$0	0	\$0	0	\$0	0.00%
Maintenance					0	\$0	0	\$0	0	\$0	0.00%
Services	103	\$26,410,885			6	\$81,620	28	\$2,448,059	34	\$2,529,679	9.58%
Supplies & Equipment	12	\$127,701			0	\$0	0	\$0	0	\$0	0.00%
IT Services	7	\$419,514			5	\$236,008	0	\$0	5	\$236,008	56.26%
IT Supplies & Equipment	25	\$352,806			7	\$100,019	0	\$0	7	\$100,019	28.35%
Human, Cultural, Social & Educational Services					0	\$0	0	\$0	0	\$0	0.00%
Corporate Credit Card	127	\$46,399			1	\$110			1	\$110	0.24%
Direct Voucher	18	\$1,415			0	\$0			0	\$0	0.00%
Totals	292	\$27,358,721	0	\$0	19	\$417,758	28	\$2,448,059	47	\$2,865,817	10.47%

Note(s):

Authorized by: T. Eloise Foster, Secretary
Name and Title

Date: 08/19/11

Prepared by: Mary Naramore
Name and Title

Date: 08/19/11

Telephone: 410-260-7471

Email Address: maryn@dbm.state.md.us

Total MBE Prime and 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/Engineering	Total Dollars	\$0	\$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	0
Construction	Total Dollars	\$0	\$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	0
Construction Related Services	Total Dollars	\$0	\$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	0
Maintenance	Total Dollars	\$0	\$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	0
Services	Total Dollars	\$823,785	\$20,000	\$70,141	\$0	\$1,070,392	\$0	\$517,401	\$0	\$0	\$27,960	\$0	\$0	\$2,529,679
	# of Contracts	7	1	2	0	19	0	3	0	0	2	0	0	34
Supplies & Equipment	Total Dollars	\$0	\$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	0
IT Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$236,008	\$0	\$0	\$0	\$0	\$0	\$0	\$236,008
	# of Contracts	0	0	0	0	0	5	0	0	0	0	0	0	5
IT Supplies & Equipment	Total Dollars	\$0	\$100,019	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,019
	# of Contracts	0	7	0	0	0	0	0	0	0	0	0	0	7
Human, Cultural, Social & Educational Services	Total Dollars	\$0	\$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	0
Corporate Credit Card	Total Dollars	\$110	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110
	# of Contracts	1	0	0	0	0	0	0	0	0	0	0	0	1
Direct Voucher	Total Dollars	\$0	\$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	0
Total	Total Dollars	\$823,895	\$120,019	\$70,141	\$0	\$1,070,392	\$0	\$236,008	\$517,401	\$0	\$27,960	\$0	\$0	\$2,865,817
	# of Contracts	8	8	2	0	19	0	5	3	0	2	0	0	47
% of Contract Awards	3.01%	0.44%	0.26%	0.00%	3.91%	0.00%	0.86%	1.89%	0.00%	0.00%	0.10%	0.00%	0.00%	10.47%

Total Contract Awards from Form 1 \$27,358,721

Authorized by: T. Eloise Foster, Secretary
 Name and Title

Prepared by: Mary Naramore

Telephone: 410-260-7471

Date: 08/19/11

Date:

Email Address: maryn@dbm.state.md.us

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/Engineering	Total Dollars															\$0
	# of Contracts															0
Construction	Total Dollars															\$0
	# of Contracts															0
Construction Related Services	Total Dollars															\$0
	# of Contracts															0
Maintenance	Total Dollars															\$0
	# of Contracts															0
Services	Total Dollars			\$70,141		\$10,969						\$510				\$81,620
	# of Contracts			2		3						1				6
Supplies & Equipment	Total Dollars															\$0
	# of Contracts															0
IT Services	Total Dollars							\$236,008								\$236,008
	# of Contracts							5								5
IT Supplies & Equipment	Total Dollars		\$100,019													\$100,019
	# of Contracts		7													7
Human, Cultural, Social & Educational Services	Total Dollars															\$0
	# of Contracts															0
Corporate Credit Card	Total Dollars	\$110														\$110
	# of Contracts	1														1
Direct Voucher	Total Dollars															\$0
	# of Contracts															0
Total	Total Dollars	\$110	\$100,019	\$70,141	\$0	\$10,969	\$0	\$236,008	\$0	\$0	\$0	\$510	\$0	\$0		\$417,758
	# of Contracts	1	7	2	0	3	0	5	0	0	0	1	0	0		19

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/Engineering	Total Dollars															\$0
	# of Contracts															0
Construction	Total Dollars															\$0
	# of Contracts															0
Construction Related Services	Total Dollars															\$0
	# of Contracts															0
Maintenance	Total Dollars															\$0
	# of Contracts															0
Services	Total Dollars	\$823,785	\$20,000			\$1,059,423			\$517,401			\$27,450				\$2,448,059
	# of Contracts	7	1			16			3			1				28
Supplies & Equipment	Total Dollars															\$0
	# of Contracts															0
IT Services	Total Dollars															\$0
	# of Contracts															0
IT Supplies & Equipment	Total Dollars															\$0
	# of Contracts															0
Human, Cultural, Social & Educational Services	Total Dollars															\$0
	# of Contracts															0
Totals	Total Dollars	\$823,785	\$20,000	\$0	\$0	\$1,059,423	\$0	\$0	\$517,401	\$0	\$0	\$27,450	\$0	\$0	\$0	\$2,448,059
	# of Contracts	7	1	0	0	16	0	0	3	0	0	1	0	0	0	28