



**DEPARTMENT OF
BUDGET & MANAGEMENT**

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

September 28, 2012

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) 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 2012 Annual MBE Report.

During FY 2012, 5.96% of DBM awards went to MBE prime contractors and subcontractors. Moreover, DBM payments to MBE prime contractors and subcontractors exceeded \$6.5 million, which represents a 30% increase over FY 2011 payments to MBE prime and subcontractors. An additional \$35.3 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 2012, task orders totaling \$538,298 were awarded, of which \$310,939 (58%) went to MBE prime and sub contractors. Because this contract is delegated, these positive MBE statistics are reflected in various State agency MBE reports rather than DBM's.

During FY 2012, 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;
- manage the statewide Audit Services Master Contract to maximize MBE awards;

~Effective Resource Management~

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


- 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; and
- hold quarterly MBE compliance reviews with follow up meetings with contractors as required, and taking decisive actions to ensure compliance.

In our oversight capacity, DBM continued to:

- work diligently with State agencies to assure that their services procurements were structured to maximize MBE opportunities;
- 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
Mary Naramore
Rebecca Burner

MSAR 8530



Annual Minority Business Enterprise (MBE) Procurement Report

Summary Statement

Reporting Department/Agency:	Department of Budget and Management
Fiscal Year:	2012

Category	Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)	\$6,432,539
2. Total dollars paid to MBEs (Total from Form 3 Database)	\$6,544,715
3. Total dollars awarded (Total from Form 1 Spreadsheet)	\$107,911,199
4. MBE awards as a percentage of contract awards (from Form 1 Spreadsheet)	5.96%

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

Secretary/Agency Head Signature: T. 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: 8/15/12

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	125	\$106,262,173			15	\$19,041	13	\$5,608,870	28	\$5,627,911	5.30%
Supplies & Equipment	15	\$566,044			3	\$88,155	0	\$0	3	\$88,155	15.57%
IT Services	6	\$831,997			4	\$584,261	0	\$0	4	\$584,261	70.22%
IT Supplies & Equipment	30	\$202,235			14	\$132,212	0	\$0	14	\$132,212	65.38%
Human, Cultural, Social & Educational Services					0	\$0	0	\$0	0	\$0	0.00%
Corporate Credit Card	131	\$47,257			0	\$0			0	\$0	0.00%
Direct Voucher	20	\$1,493			0	\$0			0	\$0	0.00%
Totals	327	\$107,911,199	0	\$0	36	\$823,669	13	\$5,608,870	49	\$6,432,539	5.96%

Note(s):

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

Date: 08/15/12

Prepared by: Mary Naramore, Director DPPA
 Printed Name and Title

Date: 08/15/12

Telephone: 410-260-7471

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

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	\$3,694,293				\$1,594,577						\$320,000				\$5,608,870
	# of Contracts	4				8						1				13
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	\$3,694,293	\$0	\$0	\$0	\$1,594,577	\$0	\$0	\$0	\$0	\$0	\$320,000	\$0	\$0	\$0	\$5,608,870
	# of Contracts	4	0	0	0	8	0	0	0	0	0	1	0	0	0	13

Minority Business Enterprise Annual Procurement Report

Reporting Department/Agency: Department of Budget and Management

Fiscal Year 2012

Reporting Form #2

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	\$1,346		\$700		\$16,037					\$958			\$19,041
	# of Contracts	6		1		5					3			15
Supplies & Equipment	Total Dollars					\$781					\$87,374			\$88,155
	# of Contracts					2					1			3
IT Services	Total Dollars							\$584,261						\$584,261
	# of Contracts							4						4
IT Supplies & Equipment	Total Dollars		\$129,949			\$2,263								\$132,212
	# of Contracts		13			1								14
Human, Cultural, Social & Educational Services	Total Dollars													\$0
	# of Contracts													0
Corporate Credit Card	Total Dollars													\$0
	# of Contracts													0
Direct Voucher	Total Dollars													\$0
	# of Contracts													0
Total	Total Dollars	\$1,346	\$129,949	\$700	\$0	\$19,081	\$0	\$584,261	\$0	\$0	\$0	\$0	\$0	\$823,669
	# of Contracts	6	13	1	0	8	0	4	0	0	0	0	0	36

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	\$0
	# of Contracts	0	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	\$0
	# of Contracts	0	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	\$0
	# of Contracts	0	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	\$0
	# of Contracts	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Services	Total Dollars	\$3,695,639	\$0	\$700	\$0	\$1,610,614	\$0	\$0	\$0	\$0	\$0	\$320,958	\$0	\$0	\$5,627,911
	# of Contracts	10	0	1	0	13	0	0	0	0	0	4	0	0	28
Supplies & Equipment	Total Dollars	\$0	\$0	\$0	\$0	\$781	\$0	\$0	\$0	\$0	\$0	\$87,374	\$0	\$0	\$88,155
	# of Contracts	0	0	0	0	2	0	0	0	0	0	1	0	0	3
IT Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$0	\$584,261	\$0	\$0	\$0	\$0	\$0	\$0	\$584,261
	# of Contracts	0	0	0	0	0	0	4	0	0	0	0	0	0	4
IT Supplies & Equipment	Total Dollars	\$0	\$129,949	\$0	\$0	\$2,263	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132,212
	# of Contracts	0	13	0	0	1	0	0	0	0	0	0	0	0	14
Human, Cultural, Social & Educational Services	Total Dollars	\$0	\$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	0
Corporate Credit Card	Total Dollars	\$0	\$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	0
Direct Voucher	Total Dollars	\$0	\$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	0
Total	Total Dollars	\$3,695,639	\$129,949	\$700	\$0	\$1,613,658	\$0	\$584,261	\$0	\$0	\$0	\$408,332	\$0	\$0	\$6,432,539
	# of Contracts	10	13	1	0	16	0	4	0	0	0	5	0	0	49

% of Contract Awards 3.42% 0.12% 0.00% 0.00% 1.50% 0.00% 0.54% 0.00% 0.00% 0.00% 0.00% 0.38% 0.00% 0.00% 5.96%

Total Contract Awards from Form 1 \$107,911,199

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

Prepared by: Mary Naramore

Telephone: 410-260-7471

Date: 08/15/12

Date:

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

Minority Business Enterprise Annual Procurement Report

Reporting Department/Agency: Department of Budget and Management

Fiscal Year 2012

Reporting Form #2

Notes:

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Minority Business Enterprise MBE Prime Contract Awards Report

For Fiscal Year 2012

Date submitted:

Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification	Agency Contract #	Contract Description (Procurement Category)
DBM	All-Shred, Inc.	01-404	Women	F10P2400038	Service
DBM	Applied Technology Svcs	02-507	Women	F10P2400326	Service
DBM	Colossal Contractors, Inc.	02-401	Hispanic	F10P2400387	Service
DBM	Creative Access	08-282	Women	F10P2400108	Service
DBM	Daly Computers, Inc.	90-727	Asian	F10P2400248	Service
DBM	For the Record	97-280	Women	F10P2400202	Service
DBM	Hearing and Speech Agency	01-534	Non-Profit	F10P2400268	Service
DBM	M.S. Technologies	94-230	Women	F10B2400007	Service
DBM	MVS Inc	03-198	Asian	F10P2400207	Service
DBM	Omegacor Technologies		Afric American	F10P2400159	Service
DBM	Rudolph's Office	94-126	Women	F10P2400366	Service
DBM	League For People w/Disabilities	02-026	Non-Profit	001B2400541	Service

For awards during the period July 1, 2011 to June 30, 2012

Agency Name	MBE Subcontractor Name	Subcontractor MBE Cert. #	Subcontractor MBE Classification	Agency Prime Contract #	Prime Contract Description (Procurement Category)
DBM	Alignstaffing	02-162	Women	050B0400001	Service
DBM	Focus Telecommunications	04-221	Women	050B0400001	Service
DBM	Maryland Transcription	03-089	Women	050B0400001	Service
DBM	Medical Access	01-368	Women	050B0400001	Service
DBM	Neuroscience Inc.	02-395	CNP	050B0400001	Service
DBM	My Cleaning	02-162	Women	050B0400001	Service
DBM	Benefits Plus Consultants	01-265	Hispanic Women	COE02790	Service
DBM	Curry Printing	96-321	Women	F10B1400014	Service
DBM	Automated Cable Service	93-176	African American	F10B2400017	Service
DBM	A. Thompson & Associates	08-674	African American	F10B0400006	Service
DBM	Human Capital Consultants	04-349	African American	F10B0400006	Service
DBM	Curry Printing	96-321	Women	F10B0400006	Service
DBM	Managed Care Consultants	98-324	Women	F10B2400023	Service

For awards during the period July 1, 2011 to June 30, 2012