



**DEPARTMENT OF
BUDGET & MANAGEMENT**

MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

September 30, 2013

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 2013 Annual MBE Report.

During FY 2013, a total of \$8 million (2.51%) of DBM awards went to MBE prime contractors and subcontractors, which represents an increase of 23% in total dollars over FY 2012 awards to MBE prime and subcontractors. Moreover, DBM payments to MBE prime contractors and subcontractors exceeded \$6.5 million. An additional \$50.4 million in payments were made to MBE subcontractors which are not included in the above reported payment total due to pro-rating requirements.

During FY 2013, 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;
- 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;

~Effective Resource Management~

45 Calvert Street • Annapolis Maryland 21401

Tel: (410) 260-7041 • Fax: (410) 974-2585 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay
<http://www.dbm.maryland.gov>

- 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

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	5	\$82,410			0	\$0	0	\$0	0	\$0	0.00%
Maintenance					0	\$0	0	\$0	0	\$0	0.00%
Services	184	\$317,231,680			0	\$0	50	\$6,515,432	50	\$6,515,432	2.05%
Supplies & Equipment	16	\$347,799			3	\$147,246	0	\$0	3	\$147,246	42.34%
IT Services	2	\$1,250,654			2	\$1,250,654	0	\$0	2	\$1,250,654	100.00%
IT Supplies & Equipment	30	\$174,897			13	\$80,754	0	\$0	13	\$80,754	46.17%
Human, Cultural, Social & Educational Services					0	\$0	0	\$0	0	\$0	0.00%
Corporate Credit Card	196	\$68,216			8	\$1,575			8	\$1,575	2.31%
Direct Voucher	3	\$2,545			2	\$1,523			2	\$1,523	59.82%
Totals	436	\$319,158,202	0	\$0	28	\$1,481,752	50	\$6,515,432	78	\$7,997,184	2.51%

Note(s):

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

Date: 08/15/13

Prepared by: Mary Naramore, Director
 Printed Name and Title

Date: 08/15/13

Telephone: 410-260-7471

Email Address: mary.naramore@maryland.gov

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														\$0
	# of Contracts														0
Supplies & Equipment	Total Dollars			\$10,895		\$1,351						\$135,000			\$147,246
	# of Contracts			1		1						1			3
IT Services	Total Dollars							\$1,250,654							\$1,250,654
	# of Contracts							2							2
IT Supplies & Equipment	Total Dollars	\$3,272	\$5,963			\$71,519									\$80,754
	# of Contracts	1	6			6									13
Human, Cultural, Social & Educational Services	Total Dollars														\$0
	# of Contracts														0
Corporate Credit Card	Total Dollars	\$1,474				\$101									\$1,575
	# of Contracts	7				1									8
Direct Voucher	Total Dollars					\$1,523									\$1,523
	# of Contracts					2									2
Total	Total Dollars	\$4,746	\$5,963	\$10,895	\$0	\$74,494	\$0	\$1,250,654	\$0	\$0	\$0	\$135,000	\$0	\$0	\$1,481,752
	# of Contracts	8	6	1	0	10	0	2	0	0	0	1	0	0	28

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	\$546,181	\$94,219	\$79,199	\$0	\$5,770,471	\$0	\$0	\$25,362	\$0	\$0	\$0	\$0	\$6,515,432
	# of Contracts	12	2	3	0	32	0	0	1	0	0	0	0	50
Supplies & Equipment	Total Dollars	\$0	\$0	\$10,895	\$0	\$1,351	\$0	\$0	\$0	\$0	\$135,000	\$0	\$0	\$147,246
	# of Contracts	0	0	1	0	1	0	0	0	0	1	0	0	3
IT Services	Total Dollars	\$0	\$0	\$0	\$0	\$0	\$1,250,654	\$0	\$0	\$0	\$0	\$0	\$0	\$1,250,654
	# of Contracts	0	0	0	0	0	2	0	0	0	0	0	0	2
IT Supplies & Equipment	Total Dollars	\$3,272	\$5,963	\$0	\$0	\$71,519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,754
	# of Contracts	1	6	0	0	6	0	0	0	0	0	0	0	13
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	\$1,474	\$0	\$0	\$0	\$101	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,575
	# of Contracts	7	0	0	0	1	0	0	0	0	0	0	0	8
Direct Voucher	Total Dollars	\$0	\$0	\$0	\$0	\$1,523	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,523
	# of Contracts	0	0	0	0	2	0	0	0	0	0	0	0	2
Total	Total Dollars	\$550,927	\$100,182	\$90,094	\$0	\$5,844,965	\$0	\$1,250,654	\$25,362	\$0	\$135,000	\$0	\$0	\$7,997,184
	# of Contracts	20	8	4	0	42	0	2	1	0	1	0	0	78

% of Contract Awards 0.17% 0.03% 0.03% 0.00% 1.83% 0.00% 0.39% 0.01% 0.00% 0.00% 0.04% 0.00% 0.00% 2.51%

Total Contract Awards from Form 1 \$319,158,202

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

Date: 08/15/13

Prepared by: Mary Naramore

Date:

Telephone: 410-260-7471

Email Address: mary.naramore@ymail.cm

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	\$546,181	\$94,219	\$79,199		\$5,770,471			\$25,362							\$6,515,432
	# of Contracts	12	2	3		32			1							50
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	\$546,181	\$94,219	\$79,199	\$0	\$5,770,471	\$0	\$0	\$25,362	\$0	\$0	\$0	\$0	\$0	\$0	\$6,515,432
	# of Contracts	12	2	3	0	32	0	0	1	0	0	0	0	0	0	50