



MARYLAND
DEPARTMENT OF
BUDGET & MANAGEMENT

LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

October 31, 2017

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

The Honorable Adrienne A. Jones
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 and the Governor's Office of Minority Affairs a copy of their annual Minority Business Enterprise (MBE) Report. Attached is a copy of the Department of Budget & Management's FY 2017 Annual MBE Report Summary Statement.

During FY 2017, in excess of \$6.6 million (6%) of DBM awards went to MBE prime contractors and subcontractors, an increase of almost \$2.3 million (55%) over FY 16 awards to MBE prime and subcontractors. DBM payments to MBE prime contractors and subcontractors of approximately \$8.4 million. An additional \$69.6 million in payments were made to MBE subcontractors which are not included in the above reported payment total due to pro-rating requirements.

Also attached is the report of the total number and name of certified MBEs that participate as prime or subcontractors on DBM contracts.

During FY 2017, 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;
- 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.

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 Mary Naramore, Director, Procurement Policy and Administration at 410-260-7471 or mary.naramore@maryland.gov.

Sincerely,



Marc L. Nicole
Deputy Secretary

Enclosure

cc: David Smulski
Mary Naramore
Barbara Wilkins

MSAR 8530

Minority Business Enterprise MBE Prime and Subcontractor Awards Report
For Fiscal Year 2017
Date Submitted: October 27, 2017

(List all MBE prime and subcontracts awarded.)

#	Agency Name	MBE Prime Contractor Name	Prime Contractor MBE Cert. #	Prime Contractor MBE Classification (Select from Dropdown)	Agency Contract #	Contract Description (Procurement Category) (Select from Dropdown)	Award Amount
1	Department of Budget & Management	All-Shred, Inc.	01-404	Women	F10P6400067	Service	8122.00
2	DBM	CR Dynamics	98-113	Hispanic	F10P4400082	Service	19320.24
3	DM	CR Dynamics	98-113	Hispanic	Direct Voucher	Service	2604.16
4	DBM	Janus Associates	03-303	Women	F10B4400008	Service	111916.65
5	DBM	Knox Technology	10-318	Women	F10B000000	Service	4655.00
6	DBM	Mary Kraft	04-006	Women	F10P6400336	Service	4407.00
7	DBM	Proper Staffing	05-138	Women	F10P7400065	Service	1116.47
8	DBM	M.S. Technologies	94-230	Asian-Women	F10B6300001	ITService	1250951.59
11	DBM	USC Canterbury Corp.	07-336	Woman	F106400261	Service	10008.00
12	DBM	A Better Laser	97-360	African American	CPC	Service	1178.00
13	DBM	AJ Stationers	90-727	Asian Woman	CPC	Service	645.00
14	DBN	Rudolph's Office & Computers	94-126	Woman	CPC	Service	103377.00



Annual Minority Business Enterprise (MBE)

Procurement Report

FY2017 Summary Statement

Reporting Department/Agency: Department of Budget & Management
Fiscal Year: 2017

Category	Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)	\$6,649,427
2. Total dollars paid to MBEs (Total from Form 3 Database, sum of 2a and 2b below)	\$8,391,038
a. Total Actual Subcontractor Payments by MBE Classification	\$6,851,014
b. Total Prime Contractor Actual Payments by Classification (excluding non-minority primes)	\$1,540,024
3. Total dollars awarded (Total from Form 1 Spreadsheet)	\$110,000,499
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)	6.04%
Secretary/Agency Head Name: Secretary David Brinkley	

This summary is not complete until the three respective signatures on Page 2 have been obtained.

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

Annual Minority Business Enterprise (MBE) Procurement Report

FY2017 Summary Statement - Page 2

Reporting Department Agency:
Fiscal Year:

Agency Representative who Prepared Report:

I hereby attest that I reviewed the FY MBE Reports and any attachments and the information therein is true and correct to the best of my knowledge, information and belief.

PRINT NAME: A. Thomas McLamore

TITLE: MBE LIAISON

SIGNATURE AND DATE:

Reviewed and Approved by Agency Chief Financial Officer:

I hereby attest that the vendor payment information included in the current FY MBE Reports is true and correct to the best of my knowledge, information and belief.

PRINT NAME: John West

TITLE: Director Finance & Admin

SIGNATURE AND DATE:

Reviewed and Approved by Agency Head or Designee:

I hereby attest that I reviewed the FY MBE Reports and any attachments and the information therein is true and correct to the best of my knowledge, information and belief.

PRINT NAME: Marc Nicole

TITLE: Deputy Secretary

SIGNATURE AND DATE:

Marc Nicole