

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor



Alvin C. Collins
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

August 14, 2014

The Honorable C. Anthony Muse, Chair
Joint Committee on Fair Practices
James Senate Office Building, Room 304
Annapolis, Maryland 21401

The Honorable Adrienne A. Jones, Chair
Joint Committee on Fair Practices
House Office Building, Room 312
Annapolis, MD 21401

Re: DGS-2014 Annual Report on Procurement Contract Awards to Minority Business Enterprises

Dear Chairmen:

As required, within 90 days after the end of the fiscal year, and in accordance with MSAR #8003, the State Finance and Procurement Article §14-305(a)(1), §2-1246 of the State Government Article, and COMAR 21.11.03.17, submitted herewith is the FY 2014 Department of General Services (DGS) Annual Report on Procurement Contract Awards to Minority Business Enterprises.

If you have any questions regarding this report, you may contact Jorge Austrich, Director of Business Programs at 410-767-4270 or via email at Jorge.Austrich@dgs.state.md.us.

Sincerely,

A handwritten signature in black ink that reads "Bart L. Thomas" with the initials "ER" written in the upper right corner of the signature.

Bart L. Thomas
Deputy Secretary

cc: Thomas V. Mike Miller, Jr., President of the Senate
Michael E. Busch, Speaker of the House
Governor's Office of Minority Affairs
David A. Smulski, Department of Legislative Services
Jorge Austrich, Director of Business Programs
Ellen Robertson, Legislative Liaison





Annual Minority Business Enterprise (MBE) Procurement Report

Summary Statement

Reporting Department/Agency:	Department of General Services
Fiscal Year:	2014

Category		Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)		\$53,922,494.00
2. Total dollars paid to MBEs (Total from Form 3 Database, sum of 2a and 2b below)		15,170,223.46
a. Total Actual Subcontractor Payments by MBE Classification	9781335.16	
b. Total Prime Contractor Actual Payments by Classification (excluding non-minority primes)	5388888.30	
3. Total dollars awarded (Total from Form 1 Spreadsheet)		\$198,608,930.00
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)		27.15%
Secretary/Agency Head Name: <i>Alvin C. Collins, Secretary</i>		

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.

DEPARTMENT of GENERAL SERVICES
FY 2015 STRATEGIC & TACTICAL MBE PLAN
August 14, 2014 GOMA Report

I. Program Description of major ongoing activities of the program. Include in the Program Description an evaluation of the agency's FY 2014 performance, including a brief description of outreach efforts to MBE prime contractors and MBE subcontractors.

The Department of General Services re-structured its Division of Procurement and Logistics by creating the Office of Business Programs (OBP) in 2012. This was done in order to focus and maximize opportunities for small and minority businesses and to diversify our outreach efforts to all of Maryland's minority business community. OBP is continually assessing operational processes and outcomes and has put into practice new procedures for DGS's Procurement Review Group as well as MBE compliance and our efforts are now paying off.

MBE performance for FY 14' at 27.15% is an increase of 8.6 percentage points over the 18.55% achieved in FY 13'. This increase is due to a more comprehensive and practical approach to goal setting for DGS procurements. DGS began an effort to direct solicit MBE's on procurements which resulted in an increase from 196 total MBE prime awards in FY 13' to 269 in FY 14'. DGS committed to increasing its MBE participation in Commodities (Supplies & Equipment) from FY 13' and succeeded by increasing the percentage from 5.95% to 24.14%. The number of MBE primes in the Commodities category increased from 20 to 35 and MBE subcontractors increased from 15 to 27.

Outreach effort to MBE prime and subcontractors was conducted by partnering with sister state agencies and resource partners. We initiated, partnered and /or participated in 7 major outreach activities during the fiscal year, ten more than the previous year for an average of 3 events per month. The emphasis of the outreach was to promote eMaryland Marketplace, MBE participation on DGS contracts and the Small Business Reserve Program. The following is a list of those events:

- *31st Annual Business Procurement Conference*
- *Maryland Association of Counties (MACo) Summer Conference*
- *12th Annual Maryland Hispanic Business Conference*
- *Meet and Greet MBE Firms*
- *Meet the Primes*
- *The Blue Book Building & Construction Network*
- *Legislative Black Caucus Foundation Business Expo*
- *2013 Minority and Women-Owned Business Expo and Symposium*
- *Alliance Baltimore Small Business Procurement & Matchmaking Fair*
- *2013 Prince George's County Business Conference & Expo*
- *22nd Annual Government Procurement Fair*
- *Minority Business Vendor Fair*
- *MBE School Days*

- MDOT MBE Application Workshop
- *The Digital Edge: Integrating Technology into Your Small Business*
- *Baltimore City Public Schools Spring Outreach Event*
- *2014 DC Government Procurement Conference*
- *Maryland Judiciary "Define Yourself!" Workshop*
- *SLBE And MBE Seminar And Networking Event*
- *11th Annual Spring Breakfast/Business Showcase Expo*
- *MD Small Business Week Awards 2014*
- *The Blue Book Building and Construction Network Showcase*
- *GovConNet Procurement Conference & EXPO*
- *U.S. SBA Small Business Resource Day*
- *MBE University Conference*
- *U.S. SBA Small Business Resource Day*
- *U.S. SBA Small Business Resource Day*
- *Frederick Procurement Fair*
- *Maryland Military & Veteran Women's Business Conference (MMVWBC)*
- *Maryland Municipal League (MML) Convention*
- *U.S. SBA Small Business Resource Day*
- *U.S. SBA Small Business Resource Day*
- *SSA Annual Small Business Procurement Conference*
- *Baltimore County Chamber Business Development Center Ask-A-Pro Workshop*
- *Business Owners Fair and Directory*
- *Veteran & Minority Business Forum*
- *MWMCA Minority Outreach Fair*

II. MBE Vision Statement - a brief and compelling description of the preferred, ideal future towards which the program is working.

DGS's vision is to meet the MBE goal of 29% by increasing the number of MBE primes and subcontractors across all eligible minority communities.

III. Key Goals that outline the general ends toward which an organization directs its efforts. Goals clarify the mission and provide direction, but do not state how to get there.

Increase MBE prime and subcontractor participation in industry sectors and regions of the state where there is minimal or no participation currently taking place by enhancing and expanding our targeted outreach efforts. Also to increase the pool of MBE's in the Asian and Hispanic categories along with a focus on Veterans by direct soliciting on contracts using the MDOT MBE directory as well as DGS's SBR directory.

IV. **Objectives** should be developed for the key goals.

The baselines for the Key Goals above will be established by October 2014 after all FY 14' data has been recorded and analyzed.

V. **Strategies** should be listed to explain how the department/agency plans to achieve the goals and objectives developed for the program.

Continued focus on Procurement Review Group process hand in hand with strategic outreach and direct soliciting of MBE's.

VI. **Performance Measures** should be submitted to demonstrate quantifiable accomplishments of the agency.

Once baselines have been established in October 2014, DGS will put in place performance measures to quantify outcomes.

VII. **Accountability**- Explain who will be responsible for implementing your department/agency's MBE Plan and Initiatives. Include the following information:

Name: Jorge Iglesias Austrich
Title: Director
Location/Unit: Office of Business Programs
Phone Number: 410-767-4270

VIII. **Monitoring** - Procedures established to ensure that desired outcomes are immediately and continually achieved.

Processes have been developed and put in place so monthly monitoring of data can be facilitated and addressed including staff briefings.

Annual Minority Business Enterprise (MBE) Procurement Report

Summary Statement Page 2

Reporting Department Agency:

Fiscal Year:

Agency Representative who Prepared Report:

I hereby attest that I reviewed the FY 14 MBE Reports and any attachments and the information therein is true and correct to the best of my knowledge, information and belief.

PRINT NAME: Lakesha Watson TITLE: mBE Compliance Officer
SIGNATURE AND DATE: Lakesha Watson 8/14/14

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: Karen Tolley TITLE: Finance Director
SIGNATURE AND DATE: Karen Tolley

Reviewed and Approved by Agency Head or Designee:

I hereby attest that I reviewed the FY 14 MBE Reports and any attachments and the information therein is true and correct to the best of my knowledge, information and belief.

PRINT NAME: BART L. THOMAS TITLE: Deputy Secretary
SIGNATURE AND DATE: Bart L Thomas 8/14/14

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	87	\$16,519,171	0	\$0	25	\$1,196,915	44	\$946,072	69	\$2,142,987	12.97%
Engineering	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00%
Construction	41	\$82,280,482	1	\$7,468	4	\$2,800,017	80	\$24,136,775	84	\$26,936,792	32.74%
Construction Related Services	2	\$40,000	0	\$0	1	\$20,000	0	\$0	1	\$20,000	50.00%
Maintenance	630	\$34,336,411	2	\$29,105	59	\$4,898,681	69	\$2,798,350	128	\$7,697,031	22.42%
Services	75	\$3,576,099	0	\$0	11	\$3,097,219	0	\$0	11	\$3,097,219	86.61%
Supplies & Equipment	315	\$57,574,681	0	\$0	35	\$10,681,579	27	\$3,215,076	62	\$13,896,655	24.14%
IT Services	1	\$33,280	0	\$0	0	\$0	0	\$0	0	\$0	0.00%
IT Supplies & Equipment	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00%
Human, Cultural, Social & Educational Services	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00%
Corporate Credit Card	4,799	\$1,090,041	0	\$0	113	\$48,309			113	\$48,309	4.43%
Direct Voucher	418	\$3,158,765	0	\$0	21	\$83,501			21	\$83,501	2.64%
Totals	6,368	\$198,608,930	3	\$36,573	269	\$22,826,221	220	\$31,096,273	489	\$53,922,494	27.15%

Note(s):

Authorized by: Baet L. Thomas, Deputy Secretary
 Printed Name and Title

Date: 8/14/14

Prepared by: Lakesha Watson, MBE Compliance Officer
 Printed Name and Title

Date: 08/14/14

Telephone: 410-767-6047

Email Address: lakesha.watson@maryland.gov

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	Total Dollars	\$179,273	\$227,425	\$21,467	\$0	\$447,091	\$52,343	\$18,473	\$0	\$0	\$0	\$0	\$0	\$0	\$946,072
	# of Contracts	14	8	3	0	15	2	2	0	0	0	0	0	0	44
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	\$10,161,848	\$2,918,832	\$2,505,256	\$11,328	\$6,692,827	\$790,373	\$1,014,489	\$0	\$41,822	\$0	\$0	\$0	\$0	\$24,136,775
	# of Contracts	26	12	7	1	27	5	1	0	1	0	0	0	0	80
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	\$589,946	\$574,943	\$430,250	\$0	\$882,438	\$170,035	\$0	\$124,009	\$0	\$0	\$26,729	\$0	\$0	\$2,798,350
	# of Contracts	22	12	4	0	22	6	0	1	0	0	2	0	0	69
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
Supplies & Equipment	Total Dollars	\$1,507,950	\$30,505	\$366,058	\$0	\$369,187	\$170,548	\$770,828	\$0	\$0	\$0	\$0	\$0	\$0	\$3,215,076
	# of Contracts	12	1	1	0	6	4	3	0	0	0	0	0	0	27
IT 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
IT Supplies & Equipment	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
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
Totals	Total Dollars	\$12,439,017	\$3,751,705	\$3,323,031	\$11,328	\$8,391,543	\$1,183,299	\$1,803,790	\$124,009	\$41,822	\$0	\$26,729	\$0	\$0	\$31,096,273
	# of Contracts	74	33	15	1	70	17	6	1	1	0	2	0	0	220

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	Total Dollars	\$0	\$1,057,541	\$0	\$0	\$95,407	\$24,381	\$19,586	\$0	\$0	\$0	\$0	\$0	\$0	\$1,196,915
	# of Contracts	0	21	0	0	2	1	1	0	0	0	0	0	0	25
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	\$210,833	\$297,120	\$0	\$0	\$2,292,064	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,800,017
	# of Contracts	2	1	0	0	1	0	0	0	0	0	0	0	0	4
Construction Related Services	Total Dollars	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
	# of Contracts	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Maintenance	Total Dollars	\$1,129,452	\$535,343	\$425,476	\$9,159	\$407,596	\$1,028,692	\$0	\$0	\$0	\$0	\$1,362,963	\$0	\$0	\$4,898,681
	# of Contracts	24	6	4	1	7	7	0	0	0	0	10	0	0	59
Services	Total Dollars	\$3,070,942	\$0	\$18,559	\$0	\$4,940	\$0	\$0	\$0	\$0	\$0	\$2,778	\$0	\$0	\$3,097,219
	# of Contracts	3	0	4	0	2	0	0	0	0	0	2	0	0	11
Supplies & Equipment	Total Dollars	\$459,754	\$48,615	\$2,950	\$0	\$5,920,506	\$0	\$4,136,888	\$0	\$0	\$0	\$112,866	\$0	\$0	\$10,681,579
	# of Contracts	2	2	1	0	17	0	3	0	0	0	10	0	0	35
IT 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
IT Supplies & Equipment	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
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	\$3,275	\$106	\$0	\$0	\$20,144	\$2,132	\$0	\$0	\$0	\$320	\$22,332	\$0	\$0	\$48,309
	# of Contracts	5	2			60					1	45	0	0	113
Direct Voucher	Total Dollars	\$5,516	\$20,018	\$25,000	\$0	\$701	\$24,201	\$0	\$0	\$0	\$0	\$8,065	\$0	\$0	\$83,501
	# of Contracts	3	7	1	0	6	1	0	0	0	0	3	0	0	21
Total	Total Dollars	\$4,899,772	\$1,958,743	\$471,985	\$9,159	\$8,741,358	\$1,079,406	\$4,156,474	\$0	\$0	\$320	\$1,509,004	\$0	\$0	\$22,826,221

# of Contracts	40	39	10	1	95	9	4	0	0	1	70	0	0	269
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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	Total Dollars	\$179,273	\$1,284,966	\$21,467	\$0	\$542,498	\$76,724	\$38,059	\$0	\$0	\$0	\$0	\$0	\$2,142,987
	# of Contracts	14	29	3	0	17	3	3	0	0	0	0	0	69
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	\$10,372,681	\$3,215,952	\$2,505,256	\$11,328	\$8,984,891	\$790,373	\$1,014,489	\$0	\$41,822	\$0	\$0	\$0	\$26,938,792
	# of Contracts	28	13	7	1	28	5	1	0	1	0	0	0	84
Construction Related Services	Total Dollars	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
	# of Contracts	1	0	0	0	0	0	0	0	0	0	0	0	1
Maintenance	Total Dollars	\$1,719,398	\$1,110,286	\$855,726	\$9,159	\$1,290,034	\$1,198,727	\$0	\$124,009	\$0	\$1,389,692	\$0	\$0	\$7,697,031
	# of Contracts	46	18	8	1	29	13	0	1	0	12	0	0	128
Services	Total Dollars	\$3,070,942	\$0	\$18,559	\$0	\$4,940	\$0	\$0	\$0	\$0	\$2,778	\$0	\$0	\$3,097,219
	# of Contracts	3	0	4	0	2	0	0	0	0	2	0	0	11
Supplies & Equipment	Total Dollars	\$1,967,704	\$79,120	\$369,008	\$0	\$6,289,693	\$170,548	\$4,907,716	\$0	\$0	\$112,866	\$0	\$0	\$13,896,655
	# of Contracts	14	3	2	0	23	4	6	0	0	10	0	0	62
IT 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
IT 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
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	\$3,275	\$106	\$0	\$0	\$20,144	\$2,132	\$0	\$0	\$320	\$22,332	\$0	\$0	\$48,309
	# of Contracts	5	2	0	0	60	0	0	0	1	45	0	0	113
Direct Voucher	Total Dollars	\$5,516	\$20,018	\$25,000	\$0	\$701	\$24,201	\$0	\$0	\$0	\$8,065	\$0	\$0	\$83,501
	# of Contracts	3	7	1	0	6	1	0	0	0	3	0	0	21
Total	Total Dollars	\$17,338,789	\$5,710,448	\$3,795,016	\$20,487	\$17,132,901	\$2,262,705	\$5,960,264	\$124,009	\$41,822	\$320	\$1,535,733	\$0	\$53,922,494
	# of Contracts	114	72	25	2	165	26	10	1	1	1	72	0	489

% of Contract Awards	8.73%	2.88%	1.91%	0.01%	8.63%	1.14%	3.00%	0.06%	0.02%	0.00%	0.77%	0.00%	0.00%	27.15%
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Total Contract Awards from Form 1 \$198,608,930

Minority Business Enterprise Annual Procurement Report

Reporting Form #2

Reporting Department/Agency: Department of General Services

Fiscal Year 2014

Authorized by: Baet L Thomas Deputy Secretary
Printed Name and Title

Prepared by: Lakesha Watson

Telephone: 410-767-6047

Date: 8/14/14

Date:

Email Address: lakesha.watson@maryland.gov

Notes: