

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



C. Gail Bassette
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES
OFFICE OF THE SECRETARY

August 17, 2015

The Honorable C. Anthony Muse, Chair
Joint Committee on Fair Practices
Miller Senate Office Building, Room 420
Annapolis, Maryland 21401

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

Re: DGS-2015 Annual Report on Procurement Contract Awards to Minority Business Enterprises

Dear Chairmen:

As required and in accordance with MSAR #8003, the State Finance and Procurement Article §14-305, §2-1246 of the State Government Article, and COMAR 21.11.03.17, submitted herewith is the FY 2015 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 Mr. Jack Howard, Director of Business Programs at 410-767-0979 or via email at Jack.Howard@maryland.gov.

Sincerely,

A handwritten signature in cursive script that reads "C. Gail Bassette".

C. Gail Bassette
Secretary





Annual Minority Business Enterprise (MBE) Procurement Report

Summary Statement

Reporting Department/Agency:	Department of General Services
Fiscal Year:	2015

Category		Amount
1. Total dollars awarded to MBEs (Total from Form 1 Spreadsheet)		\$26,791,659
2. Total dollars paid to MBEs (Total from Form 3 Database, sum of 2a and 2b below)		5,531,293.22
a. Total Actual Subcontractor Payments by MBE Classification	3618758.73	
b. Total Prime Contractor Actual Payments by Classification (excluding non-minority primes)	1912534.49	
3. Total dollars awarded (Total from Form 1 Spreadsheet)		\$124,357,869
4. MBE awards as a percentage of contracts awards (from Form 1 Spreadsheet)		21.54%
Secretary/Agency Head Name: <i>C. Gail Bassett</i> 8/17/2015		

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


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.

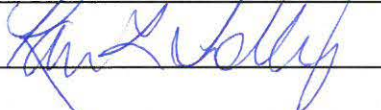
PRINT NAME: Lakesha Watson TITLE: Special Assistant

SIGNATURE AND DATE:  8/17/15

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.

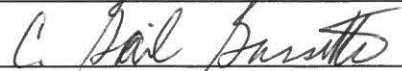
PRINT NAME: Karen Tolley TITLE: Director

SIGNATURE AND DATE:  8/17/15

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: C. Gail Bassette TITLE: Secretary


SIGNATURE AND DATE:  8/17/2015



GOVERNOR'S OFFICE OF
MINORITY AFFAIRS

**Fiscal Year 2015
Annual Minority Business Enterprise
Procurement Report Checklist**

(Submit with Annual Report – due August 17, 2015)

- Completed Summary Statement, signed by three representatives ****NEW****, please plan accordingly (**hard copy mailed with original signature or scanned signed copy e-mailed**)
- Fiscal Year 2015 Strategic & Tactical Minority Business Enterprise Plan (MS Word or PDF file) *will be submitted Friday 8/12*
- GOMA Procurement Awards **Annual Reporting Forms 1 and 2** Excel spreadsheets – 1 file *(please note that the ANNUAL Report excel file is slightly different from the monthly version)*
- GOMA MBE Prime Contractor and MBE Subcontractor Awards Detail Report spreadsheets – 1 file
- Six (6) Exported Reports from **GOMA Form 3 database** (MBE Payments/Subcontractor Utilization Reports). Include Agency Name and Fiscal Year on each exported report.
 - Total Actual Subcontract Payments by MBE Classification Report – Word format
 - Total Prime Payments by Classification Report – Word format
 - Prime Contract Information Report – Excel spreadsheet format
 - Subcontract Information Report – Excel spreadsheet format
 - Subcontractor Utilization Summary (formerly Compliance Summary) – Excel format
 - ~~Subcontractor Utilization Summary (formerly Compliance Summary) – Word format or PDF~~
- Documentation supporting the annual report awards and payments submitted to GOMA. (FMIS using agencies should include RECONCILED* electronic copies of the reports used to generate award and payment data and any other relevant supporting documentation. Non-FMIS using agencies should include reports from their systems that validate the figures being reported.) This documentation should be submitted via e-mail, Google Drive, DropBox or as a last result thumb drive or CD by August 21, 2015. 
- Electronic copy of FORM 3 Access Database due to GOMA by **Friday, August 21, 2015**

You can find forms, templates, database and instructions under



www.goma.maryland.gov

All submissions must be in electronic format unless otherwise noted.

END OF DOCUMENT

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	82	\$16,922,189	0	\$0	7	\$812,820	44	\$2,172,668	51	\$2,985,488	17.64%
Engineering	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0.00%
Construction	43	\$25,636,033			6	\$6,582,965	58	\$3,225,752	64	\$9,808,717	38.26%
Construction Related Services	2	\$12,402,420	0	\$0	0	\$0	4	\$2,678,500	4	\$2,678,500	21.60%
Maintenance	504	\$27,044,831	1	\$9,400	46	\$7,175,736	62	\$2,121,537	108	\$9,297,273	34.38%
Services	77	\$2,025,702	0	\$0	5	\$50,876	0	\$0	5	\$50,876	2.51%
Supplies & Equipment	165	\$37,594,163	0	\$0	11	\$1,891,297	2	\$36,233	13	\$1,927,530	5.13%
IT Services	1	\$899	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	3,843	\$937,234	0	\$0	141	\$23,122			141	\$23,122	2.47%
Direct Voucher	772	\$1,794,397	0	\$0	35	\$20,153			35	\$20,153	1.12%
Totals	5,489	\$124,357,869	1	\$9,400	251	\$16,556,969	170	\$10,234,690	421	\$26,791,659	21.54%

Authorized by: C. Gail Bassette, Secretary

Printed Name and Title

Date: 08/17/15

Prepared by: Lakesha Watson, Special Assistant

Printed Name and Title

Date: 08/17/15

Telephone: 410-767-6047

Email Address: lakesha.watson@maryland.gov

Minority Business Enterprise Annual Procurement Report

Reporting Department/Agency: Department of General Services

Fiscal Year 2015

Reporting Form #2

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	\$555,784	\$689,325	\$151,017	\$0	\$703,922	\$47,547	\$25,073	\$0	\$0	\$0	\$0	\$0	\$0	\$2,172,668
	# of Contracts	8	14	7	0	10	3	2	0	0	0	0	0	0	44
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	0
Construction	Total Dollars	\$1,092,852	\$529,469	\$140,711	\$2,230	\$980,155	\$9,750	\$183,843	\$1,873	\$284,869	\$0	\$0	\$0	\$0	\$3,225,752
	# of Contracts	17	10	4	1	20	1	2	1	2	0	0	0	0	58
Construction Related Services	Total Dollars	\$1,150,000	\$352,000	\$0	\$0	\$0	\$1,176,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,678,500
	# of Contracts	2	1	0	0	0	1	0	0	0	0	0	0	0	4
Maintenance	Total Dollars	\$919,458	\$483,142	\$16,321	\$0	\$454,235	\$113,325	\$0	\$124,009	\$0	\$0	\$11,047	\$0	\$0	\$2,121,537
	# of Contracts	21	10	2	0	22	5	0	1	0	0	1	0	0	62
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	\$16,659	\$0	\$0	\$0	\$19,574	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,233
	# of Contracts	1	0		0	1	0	0	0	0	0	0	0	0	2
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	\$3,734,753	\$2,053,936	\$308,049	\$2,230	\$2,157,886	\$1,347,122	\$208,916	\$125,882	\$284,869	\$0	\$11,047	\$0	\$0	\$10,234,690
	# of Contracts	49	35	13	1	53	10	4	2	2	0	1	0	0	170

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	\$657,915	\$17,000	\$0	\$53,898	\$29,283	\$54,724	\$0	\$0	\$0	\$0	\$0	\$0	\$812,820
	# of Contracts	0	1	0	0	3	1	2	0	0	0	0	0	0	7
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	\$5,991,120	\$434,275	\$11,955	\$0	\$73,311	\$0	\$72,304	\$0	\$0	\$0	\$0	\$0	\$0	\$6,582,965
	# of Contracts	1	2	1	0	1	0	1	0	0	0	0	0	0	6
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	\$291,045	\$2,715,475	\$66,943	\$0	\$37,082	\$880,638	\$0	\$0	\$0	\$0	\$3,184,553	\$0	\$0	\$7,175,736
	# of Contracts	20	3	8	0	3	3	0	0	0	0	9	0	0	46
Services	Total Dollars	\$44,270	\$0	\$0	\$0	\$6,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,876
	# of Contracts	4	0	0	0	1	0	0	0	0	0	0	0	0	5
Supplies & Equipment	Total Dollars	\$160,874	\$24,270	\$0	\$0	\$1,283,765	\$0	\$422,388	\$0	\$0	\$0	\$0	\$0	\$0	\$1,891,297
	# of Contracts	3	1	0	0	4	0	3	0	0	0	0	0	0	11
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	\$1,692	\$733	\$0	\$0	\$10,150	\$1,095	\$0	\$0	\$0	\$0	\$9,452	\$0	\$0	\$23,122
	# of Contracts	4	5	0	0	111	2	0	0	0	0	19	0	0	141
Direct Voucher	Total Dollars	\$738	\$5,800	\$0	\$0	\$6,808	\$0	\$0	\$1,390	\$0	\$0	\$5,417	\$0	\$0	\$20,153
	# of Contracts	3	2	0	0	26	0	0	1	0	0	3	0	0	35
Total	Total Dollars	\$6,489,739	\$3,838,468	\$95,898	\$0	\$1,471,620	\$911,016	\$549,416	\$1,390	\$0	\$0	\$3,199,422	\$0	\$0	\$16,556,969

# of Contracts	35	13	10	0	149	6	6	1	0	0	31	0	0	251
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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	\$555,784	\$1,347,240	\$168,017	\$0	\$757,820	\$76,830	\$79,797	\$0	\$0	\$0	\$0	\$0	\$2,985,488
	# of Contracts	8	14	8	0	13	4	4	0	0	0	0	0	51
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	\$7,083,972	\$963,744	\$152,666	\$2,230	\$1,053,466	\$9,750	\$256,147	\$1,873	\$284,869	\$0	\$0	\$0	\$9,808,717
	# of Contracts	18	12	5	1	21	1	3	1	2	0	0	0	64
Construction Related Services	Total Dollars	\$1,150,000	\$352,000	\$0	\$0	\$0	\$1,176,500	\$0	\$0	\$0	\$0	\$0	\$0	\$2,678,500
	# of Contracts	2	1	0	0	0	1	0	0	0	0	0	0	4
Maintenance	Total Dollars	\$1,210,503	\$3,198,617	\$83,264	\$0	\$491,317	\$993,963	\$0	\$124,009	\$0	\$3,195,600	\$0	\$0	\$9,297,273
	# of Contracts	41	13	10	0	25	8	0	1	0	10	0	0	108
Services	Total Dollars	\$44,270	\$0	\$0	\$0	\$6,606	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,876
	# of Contracts	4	0	0	0	1	0	0	0	0	0	0	0	5
Supplies & Equipment	Total Dollars	\$177,533	\$24,270	\$0	\$0	\$1,303,339	\$0	\$422,388	\$0	\$0	\$0	\$0	\$0	\$1,927,530
	# of Contracts	4	1	0	0	5	0	3	0	0	0	0	0	13
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	\$1,692	\$733	\$0	\$0	\$10,150	\$1,095	\$0	\$0	\$0	\$9,452	\$0	\$0	\$23,122
	# of Contracts	4	5	0	0	111	2	0	0	0	19	0	0	141
Direct Voucher	Total Dollars	\$738	\$5,800	\$0	\$0	\$6,808	\$0	\$0	\$1,390	\$0	\$5,417	\$0	\$0	\$20,153
	# of Contracts	3	2	0	0	26	0	0	1	0	3	0	0	35
Total	Total Dollars	\$10,224,492	\$5,892,404	\$403,947	\$2,230	\$3,629,506	\$2,258,138	\$758,332	\$127,272	\$284,869	\$0	\$3,210,469	\$0	\$26,791,659
	# of Contracts	84	48	23	1	202	16	10	3	2	32	0	0	421

% of Contract Awards	8.22%	4.74%	0.32%	0.00%	2.92%	1.82%	0.61%	0.10%	0.23%	0.00%	2.58%	0.00%	0.00%	21.54%
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Total Contract Awards from Form 1 \$124,357,869

Minority Business Enterprise Annual Procurement Report

Reporting Department/Agency: Department of General Services

Fiscal Year 2015

Authorized by: C. Gail Bassette, Secretary
Printed Name and Title

Prepared by: _____

Telephone: _____

Date: 08/17/15

Date: _____

Email Address: _____

Notes: