

## Directions for Using the Excel Spreadsheet File to Compile the Annual Minority Business Procurement Awards Report Data

The Governor's Office of Minority Affairs (GOMA) continues to simplify the reporting process by preparing Excel spreadsheets for agencies to complete and submit. The spreadsheets are color coded to assist the using agencies in entering the needed data. Once the data is entered and saved, the agencies are to email the completed spreadsheets as an attachment to GOMA.

### Instructions for completing the spreadsheets are listed below.

**Please Read:** The spreadsheets are used to enter contract awards data. This data is different than actual payments data. "**Contract Awards**" would be the anticipated amount of the base period of the contract when it was first awarded or renewed. "**MBE Subcontract Awards**" would be the prime contractor's commitment when the contract was first awarded or renewed. "**Actual Payments**" are the confirmed payment amounts actually paid for services rendered or products purchased.

The spreadsheet file contains two spreadsheets that are linked with formulas that will calculate contract awards by (1) MBE Classification and (2) Procurement Category. The spreadsheets are password protected to prevent the accidental overwriting of formulas needed to calculate the minority participation totals and percentages. There are two spreadsheets that require department or agency data input.

### **Completing Reporting Form #2** (first tab at the bottom of the screen)

It is recommended that agencies complete Reporting Form #2 first. This spreadsheet is subdivided by (1) MBE Classification and (2) Procurement Category. These subdivisions are listed below. As in FY 2010, agencies are to continue providing data for dually-certified firms and certified disadvantaged firms (highlighted).

#### **MBE Classification – Column Titles**

- African American
- Asian (includes Sub-Continent Asian)
- Hispanic
- Native American
- Women
- African American Women
- Asian Women
- Hispanic Women
- Native American Women
- Disabled
- Non-Profit (Certified)
- Community Service Provider (formerly Sheltered Workshop) (Certified)
- Disadvantaged

#### **Procurement Category – Row Titles**

- Architectural/Engineering
- Construction
- Construction-Related Services
- Maintenance
- Services
- Supplies & Equipment
- IT Services
- IT Supplies & Equipment
- Human, Cultural, Social & Educational Services
- Corporate Credit Card (MBE Prime Only)
- Direct Voucher (MBE Prime Only)

The yellow cells of this spreadsheet are the areas designed for data input. The blue cells contain formulas and are write-protected. In addition, the worksheet is also write-protected to avoid unauthorized alterations.

The top input area is entitled “Total Subcontract Awards by MBE Classifications and Procurement Categories.” This is where you will enter the MBE subcontract awards data. Enter the subcontract awards data in the yellow cells as appropriate. For example, if you have African American subcontract awards data for “Construction”, you would enter the **total dollar value** of all African American construction **subcontracts** awarded during the fiscal year. Next, you would enter the **total number** of all African American construction subcontracts awarded during the fiscal year. The same would be completed for each MBE classification and procurement category as appropriate (see Figure 1).

Figure 1

Procurement Category		African American	Asian	Hispanic	Native American	Women	African American Women	Asian Women	Hispanic Women
Architectural/Engineering	Total Dollars	\$12,620,864	\$39,758,399	\$2,800,000		\$22,903,847			
	# of Contracts	40	74	6		49			
Construction	Total Dollars	\$77,602,286	\$22,939,609	\$22,760,278	\$3,377,878	\$102,479,657	\$1,354,786		\$3,746,289
	# of Contracts	412	92	180	23	710	3		3
Construction Related Services	Total Dollars	\$1,507,416	\$609,800	\$20,000		\$3,528,949			
	# of Contracts	9	6	1		36			
Maintenance	Total Dollars	\$6,023,200	\$236,197	\$1,756,755	\$5,000	\$5,601,102			
	# of Contracts	51	5	18	1	91			
Services	Total Dollars	\$40,405,506	\$5,084,665	\$12,337,939		\$20,906,746	\$558,230	\$242,783	\$569,043
	# of Contracts	87	30	15		132	4	3	1
Supplies & Equipment	Total Dollars	\$7,527,523	\$87,688	\$2,476,259		\$5,487,071			
	# of Contracts	22	2	8		64			
IT Services	Total Dollars	\$908,947	\$5,037,138	\$694,640		\$1,876,229			
	# of Contracts	9	10	4	8				
IT Supplies & Equipment	Total Dollars								
	# of Contracts								
Human, Cultural, Social & Educational Services	Total Dollars	\$58,914	\$40,240			\$548,851			
	# of Contracts	4	5			4			
Totals	Total Dollars	\$146,654,656	\$73,793,736	\$42,845,871	\$3,382,878	\$163,332,452	\$1,913,016	\$242,783	\$4,315,332
	# of Contracts	634	224	232	32	1,086	7	3	4

The next input area is entitled “Total Prime Contract Awards by MBE Classifications and Procurement Categories.” This is where you will enter the prime contract awards data. Enter the MBE prime contract awards data in the yellow cells as appropriate. For example, if you have African American awards data for “Construction”, you would enter the **total dollar value** of all African American construction **prime contracts** awarded during the fiscal year. Next, you would enter the **total number** of all African American construction prime contracts awarded during the fiscal year. The same would be completed for each MBE classification and procurement category as appropriate (see Figure 2).

Figure 2

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	\$18,024	\$10,000,000											\$10,018,024	
	# of Contracts	2	1											3	
Construction	Total Dollars	\$3,454,239	\$3,689,900	\$30,936,076		\$9,309,585	\$2,367,000	\$2,549,376						\$52,306,176	
	# of Contracts	12	3	14		7	8	10						54	
Construction Related Services	Total Dollars													\$0	
	# of Contracts													0	
Maintenance	Total Dollars	\$1,682,282	\$342,127	\$2,374,916	\$75,930	\$4,356,566	\$45,612	\$130,000		\$78	\$4,951,653			\$13,959,164	
	# of Contracts	31	3	14	8	19	1			1	15			93	
Services	Total Dollars	\$8,921,595	\$6,190,309	\$1,951,217	\$4,765	\$4,787,746	\$500,000	\$500,000		\$222,709	\$5,326,413	\$181,057		\$28,585,811	
	# of Contracts	268	99	82	4	346	10	50		48	124	9		1,041	
Supplies & Equipment	Total Dollars	\$543,540	\$182,258			\$13,000,000	\$7,624	\$5,746		\$90,190	\$11,770,712	\$34,525		\$25,634,595	
	# of Contracts	41	34			2,500	16	12		48	274	6		2,931	
IT Services	Total Dollars	\$1,152,487	\$2,971,417	\$7,539,303		\$3,792,880					\$72,753			\$15,528,840	
	# of Contracts	13	59	25		37					3			137	
IT Supplies & Equipment	Total Dollars	\$5,629,348	\$18,894,628	\$1,919,255		\$4,239,443					\$64,095			\$30,746,769	
	# of Contracts	36	354	12		142					2			546	
Human, Cultural, Social & Educational Services	Total Dollars	\$3,785,439	\$4,519		\$4,850	\$11,038					\$195,960,990	\$144,934,028		\$344,700,864	
	# of Contracts	11	1		1	4					61	48		126	
Corporate Credit Card	Total Dollars	\$1,097,121	\$593,012	\$139,869		\$5,049,974	\$250,000	\$326,941	\$436,800	\$86,800	\$1,118,067	\$30,569		\$9,129,153	
	# of Contracts	4,280	607	136		19,204	3,467	4,302	4,516	207	1,972	27		38,718	
Direct Voucher	Total Dollars	\$4,039,448	\$731,910	\$3,552,360	\$139,750	\$3,138,014	\$275,346	\$472,306	\$300,421	\$6,728	\$4,139,633			\$16,795,916	
	# of Contracts	665	144	142	15	2,287	495	513	397	18	747			5,423	
Total	Total Dollars	\$30,323,523	\$43,600,080	\$48,412,996	\$225,295	\$47,685,246	\$1,078,582	\$3,671,993	\$3,416,597	\$0	\$406,505	\$223,404,316	\$145,180,179	\$0	\$547,405,312
	# of Contracts	5,359	1,305	425	28	24,546	3,989	4,885	4,924	0	323	3,198	90	0	49,072

**IMPORTANT NOTE:** The addition of the dual-certification categories eliminates double counting of firms certified as Women and one of the other ethnic categories. For example, awards to firms certified as “Hispanic/Female” in the MDOT MBE Directory would be included in the “Hispanic Women” column of the input areas. Similarly, awards to firms certified as “Female/Asian” in the MBE Directory would be included in the “Asian Women” column.

When you have entered all of the information by MBE classification and procurement category as appropriate, the blue cells will calculate total dollars awarded and total contracts awarded. This information will be calculated by MBE Classification in the bottom blue cells and calculated by Procurement Category in the blue cells to the far right. Figure 2 illustrates the blue calculated fields previously discussed.

Beginning with FY 2009, a third input area was added, “Total MBE Prime and Subcontract Awards by MBE Classifications and Procurement Categories.” This table does not require any input, and all of the cells are in blue to indicate that it calculates the total MBE prime & subcontract awards entered in the previous tables. Figure 3 illustrates the automatic calculations.

Figure 3

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	\$12,638,888	\$49,758,399	\$2,800,000	\$0	\$22,903,847	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$88,101,134	
	# of Contracts	42	75	6	0	49	0	0	0	0	0	0	0	172	
Construction	Total Dollars	\$81,056,525	\$26,629,509	\$53,696,354	\$3,377,878	\$111,789,242	\$1,354,786	\$2,367,000	\$6,295,665	\$0	\$1,182,600	\$0	\$3,000,000	\$290,749,599	
	# of Contracts	424	95	194	23	717	3	8	13	0	1	0	0	1,479	
Construction Related Services	Total Dollars	\$1,507,416	\$609,800	\$20,000	\$0	\$3,528,949	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,666,165	
	# of Contracts	9	6	1	0	36	0	0	0	0	0	0	0	52	
Maintenance	Total Dollars	\$7,705,482	\$578,324	\$4,131,671	\$80,930	\$9,957,668	\$45,612	\$0	\$130,000	\$0	\$60,356	\$4,951,653	\$0	\$27,641,696	
	# of Contracts	6,023,231	236,209	1,796,769	5,000	5,601,121	1	0	1	0	60,279	15	0	13,682,625	
Services	Total Dollars	\$49,327,101	\$11,274,974	\$14,289,156	\$4,765	\$25,694,492	\$1,058,230	\$742,783	\$569,043	\$0	\$228,026	\$5,663,416	\$181,057	\$109,033,043	
	# of Contracts	355	129	97	4	476	14	53	1	0	50	134	9	0	
Supplies & Equipment	Total Dollars	\$8,071,063	\$269,946	\$2,476,259	\$0	\$18,487,071	\$7,624	\$5,746	\$0	\$0	\$239,434	\$11,774,645	\$34,525	\$41,366,313	
	# of Contracts	63	36	8	0	2,564	16	12	0	0	50	275	6	0	
IT Services	Total Dollars	\$2,061,434	\$8,008,555	\$8,233,943	\$0	\$5,668,109	\$0	\$0	\$0	\$0	\$72,753	\$0	\$0	\$24,045,794	
	# of Contracts	22	69	29	8	37	0	0	0	0	0	3	0	0	
IT Supplies & Equipment	Total Dollars	\$5,629,348	\$18,894,628	\$1,919,255	\$0	\$4,239,443	\$0	\$0	\$0	\$0	\$64,095	\$0	\$0	\$30,746,709	
	# of Contracts	36	354	12	0	142	0	0	0	0	0	2	0	0	
Human, Cultural, Social & Educational Services	Total Dollars	\$3,844,353	\$44,759	\$0	\$4,850	\$559,889	\$0	\$0	\$0	\$19,571	\$196,484,996	\$144,334,028	\$0	\$345,892,446	
	# of Contracts	15	6	0	1	8	0	0	0	0	1	64	48	0	
Corporate Credit Card	Total Dollars	\$1,097,121	\$593,012	\$139,869	\$0	\$5,049,974	\$250,000	\$326,941	\$436,800	\$0	\$86,800	\$1,118,067	\$30,569	\$9,129,153	
	# of Contracts	4,280	607	136	0	19,204	3,467	4,302	4,516	0	207	1,972	27	0	
Direct Voucher	Total Dollars	\$4,039,448	\$731,910	\$3,552,360	\$139,750	\$3,138,014	\$275,346	\$472,306	\$300,421	\$0	\$6,728	\$4,139,633	\$0	\$16,795,916	
	# of Contracts	665	144	142	15	2,287	495	513	397	0	18	747	0	0	
Total	Total Dollars	\$176,978,179	\$117,393,816	\$91,258,867	\$3,608,173	\$211,017,698	\$2,991,598	\$3,914,776	\$7,731,929	\$0	\$1,823,515	\$224,269,238	\$145,180,179	\$3,000,000	\$989,167,998
	# of Contracts	6,029,142	237,721	1,757,394	5,059	5,626,643	3,996	4,888	4,920	0	60,606	3,212	90	1	13,733,600
% of Contract Awards		4.26%	2.83%	2.20%	0.09%	5.06%	0.07%	0.09%	0.19%	0.00%	0.04%	5.40%	3.49%	0.07%	23.80%
Total Contract Awards from Form 1		\$4,155,330,790													

After you have entered all of your data in the appropriate yellow cells, make sure that you enter the required information in the cells located above and below the data cells. Please enter the following information in the appropriate locations:

- Reporting Department/Agency – The name of your agency
- Authorized by – The name and title of the department/agency head
- Date – The authorization date
- Prepared by – The name and title of the person who prepared the report
- Date – The date that the report was prepared by the preparer
- Telephone – The telephone number of the preparer
- Email address – The email address of the preparer

Please make sure you save the file after you have entered the data on the spreadsheet.

**Completing Reporting Form #1** (second tab at the bottom of the screen)

It is recommended that agencies complete Reporting Form #1 next. A snapshot of the spreadsheet with sample data is shown in Figure 4.

Figure 4

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	394	\$356,948,930	1	\$17,592	3	\$10,018,024	169	\$78,083,110	172	\$88,101,134	24.68%		
Construction	1,028	\$1,163,215,834	106	\$27,060,589	54	\$52,306,176	1,425	\$238,443,383	1,479	\$290,749,559	25.00%		
Construction Related Services	267	\$35,872,151	0	\$0	0	\$0	52	\$5,666,165	52	\$5,666,165	15.80%		
Maintenance	9,045	\$170,433,867	5	\$0	93	\$13,959,164	174	\$13,682,532	267	\$27,641,696	16.22%		
Services	17,247	\$674,102,441	70	\$1,414,428	1,041	\$28,585,811	283	\$80,447,232	1,324	\$109,033,043	16.17%		
Supplies & Equipment	38,997	\$433,991,468	30	\$388,125	2,931	\$25,634,595	99	\$15,731,718	3,030	\$41,366,313	9.53%		
IT Services	888	\$116,157,084	7	\$0	137	\$15,528,840	31	\$8,516,954	168	\$24,045,794	20.70%		
IT Supplies & Equipment	2,422	\$84,848,049	16	\$4,859	546	\$30,746,769	0	\$0	546	\$30,746,769	36.24%		
Human, Cultural, Social & Educational Services	626	\$808,290,136	0	\$0	126	\$344,700,864	17	\$1,191,582	143	\$345,892,446	42.79%		
Corporate Credit Card	439,355	\$145,695,126	120	\$0	38,718	\$9,129,153			38,718	\$9,129,153	6.27%		
Direct Voucher	90,828	\$165,775,704	188	\$0	5,423	\$16,795,916			5,423	\$16,795,916	10.13%		
<b>Totals</b>	<b>601,097</b>	<b>\$4,155,330,790</b>	<b>543</b>	<b>\$28,885,593</b>	<b>49,072</b>	<b>\$547,405,312</b>	<b>2,250</b>	<b>\$441,762,676</b>	<b>51,322</b>	<b>\$989,167,988</b>	<b>23.80%</b>		
Note(s):													
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                     Authorized by: <span style="background-color: yellow; display: inline-block; width: 200px; height: 15px;"></span>  <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Name and Title                      Date: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span> </td> <td style="width: 50%; border: none;">                     Prepared by: <span style="background-color: yellow; display: inline-block; width: 200px; height: 15px;"></span>  <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Name and Title                      Date: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>                      Telephone: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span>                      Email Address: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> </td> </tr> </table>												Authorized by: <span style="background-color: yellow; display: inline-block; width: 200px; height: 15px;"></span> <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Name and Title Date: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span>	Prepared by: <span style="background-color: yellow; display: inline-block; width: 200px; height: 15px;"></span> <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Name and Title Date: <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span> Telephone: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span> Email Address: <span style="background-color: yellow; display: inline-block; width: 150px; height: 15px;"></span>
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The yellow cells and Notes section of this spreadsheet are the areas designed for data input. The blue cells contain formulas and are write-protected.

**Note: You must enter data in the appropriate yellow data cells of this spreadsheet for the MBE participation percentages to calculate.** Data entry, by Procurement Category, must be entered in the yellow cell columns identified below.

- **Total # All Contracts (Including MBE)** – Enter the **total number** of all prime contracts awarded by your department/agency for the fiscal year. Be sure to include the **total number** of all MBE prime contract awards for the fiscal year, if appropriate.
- **Total All Prime Contracts Dollar Value Awarded (Including MBE)** – Enter the **total dollar value** of all prime contracts awarded by your department/agency for the fiscal year. Be sure to include the **total dollar value** of all MBE prime contract awards for the fiscal year.
- **Total # of Prime Contract Waivers** – Enter the **total number** of all prime contracts that received MBE Participation Goal Waivers by your department/agency for the fiscal year. Be sure to include the **total number** of all MBE prime contracts that received MBE Participation Goal Waivers for the fiscal year, if appropriate.
- **Total Dollar Value of Prime Contract Waivers** – Enter the **total dollar value** of all prime contracts that received MBE Participation Goal Waivers by your department/agency for the fiscal year. Be sure to include the **total dollar value** of all MBE prime contracts that received MBE Participation Goal Waivers for the fiscal year, if appropriate.

Figure 5 shows a picture of the yellow input cells where the data discussed above is entered. **Please remember** that the MBE participation percentages **will not calculate** if the appropriate information is not entered in the yellow cells as illustrated below.

Figure 5

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
Architectural/Engineering				
Construction				
Construction Related Services				
Maintenance Services				
Supplies & Equipment				
IT Services				
IT Supplies & Equipment				
Human, Cultural, Social & Educational Services				
Corporate Credit Card				
Direct Voucher				
<b>Totals</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$0</b>

After you have entered all of your data in the appropriate yellow cells, make sure that you enter the required information in the cells located below the data cells. Please enter the following information in the appropriate locations:

- Authorized by – The name and title of the department/agency head
- Date – The authorization date
- Prepared by – The name and title of the person who prepared the report
- Date – The date that the report was prepared by the preparer
- Telephone – The telephone number of the preparer
- Email address – The email address of the preparer

Please make sure you save the file after you have entered the data on Reporting Form #1.

Additionally, please remember to save a copy of the spreadsheet file for your records. If corrections are required, you can simply make those corrections and resubmit your corrected input to GOMA. Please indicate that you are re-submitting a corrected spreadsheet when you transmit your file.

### **Avoid Double Counting**

**MBE Subcontractor participation that is awarded as a part of a contract awarded to a MBE Prime cannot be counted twice.** If the procurement agency reports the full value of a MBE prime contract in the MBE Prime category, it cannot also report the MBE prime's subcontract participation in the MBE subcontract categories. For example, if you have an African American prime contractor, you would report the total value of the prime contract only. You would not report the value of the MBE subcontracts awarded by the MBE prime contractor. To do so would result in double-counting the value of MBE subcontracts.

### **Technical Support Availability**

GOMA will provide technical support for those who need assistance entering data into the spreadsheet. This assistance is on a "first come, first served" basis. Therefore, if you think you need help, please contact the GOMA Help Desk at (410) 767-8232. Help will be available on this telephone line until further notice.

### **Data Submission Requirements**

All spreadsheets must be completed and submitted to GOMA by close of business on **Friday, August 19, 2011**. **Do not submit an altered or agency developed spreadsheet, or a PDF copy of the spreadsheet. Altered spreadsheets and PDF copies cannot be used to compile the Statewide report. Therefore, your altered submission will be returned to the submitting agency and you will be considered in non-compliance with the MBE reporting requirements.**

Your GOMA-developed spreadsheets should be emailed to GOMA as an email attachment. Please email your spreadsheet submission to:

[CBivens@MDMinoritybusiness.com](mailto:CBivens@MDMinoritybusiness.com)

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