**FY2020 MBE (Minority Business Enterprise)**

**Strategic Plan**

**Responses are due to GOSBA no later than July 30, 2019.**

Please answer the following questions and inquiries in as much detail as possible using current and projected procurement award data for your procuring unit:

**FY2019 Activity:**

***MBE Prime Contractors***

1. Since FY2017, how many MBE *Prime* contracts valued at **greater than $15,000** **($25,000 for the universities)** were awarded from a **competitive solicitation** that were publicly advertised? (Hint: you can pull the data from “MBE Contracts Inventory” spreadsheet typically submitted with the Annual MBE Reports). DO NOT INCLUDE CUMULATIVE CREDIT CARD PAYMENTS)

|  |  |  |
| --- | --- | --- |
| **FY17** | **FY18** | **FY19** |
| {insert #MBE Primes) | {insert #MBE Primes) | {insert #MBE Primes) |

1. Out of all the competitively bid contracts awarded by your procuring unit in FY2019, how many were valued at more than $200,000? What efforts did your agency make to directly solicit MBEs to bid on these opportunities?
2. What, if any, attempts were made by your procuring unit to organize and restructure large procurements in a way that allowed for more MBE businesses to compete effectively per BPW (Board of Public Works) Advisory 2001-1? Please explain or provide examples.
3. What percentage of discretionary credit card purchases went to MBE’s since FY2017? (See FORM1 Credit Card row)

|  |  |  |
| --- | --- | --- |
| **FY17** | **FY18** | **FY19** |
| {insert %) | {insert %) | {insert %) |

* 1. What specific measures were in place to ensure that card holders were aware to solicit MBE/SBR businesses when making purchasing decisions?

***MBE Goal Setting***

1. Describe the methods your agency is using to establish subcontracting opportunities.
2. Is your MBE liaison an integral part (has voting rights) of your decision to establish overall and/or sub goals for each contract? Please describe.
   1. Is the Liaison a signatory on the PRG (Procurement Review Group)?
3. During the PRG process, are the core work components being targeted for subcontracting opportunities vs. ancillary areas not relevant to technical deliverables?  
   ***Outreach/Collaboration Function***
4. List any type of MBE/SBR/VSBE outreach events or activities that your agency unit participated in during FY2019.
5. Please attach any type of brochure, web link or materials you use to help businesses know how to do business with your agency.
6. Other than the PRG process, what other mechanisms were used to ensure that all purchasing decision makers included MBE businesses by their direct soliciting, outreach, purchasing, and contracting activity?
7. Who does the MBE Liaison report to directly, please include name and title?
8. Who does the MBE Liaison interact with within the Agency on a regular basis?
9. Does the Liaison engage in knowledge sharing (of ideas, best practices, training, outreach events, MBE referrals) with other departments or outside of your agency? If so, what is the frequency?

1. Does your MBE Liaison have an opportunity to review your Agency Procurement Forecast prior to submission to GOSBA in order to offer feedback or make recommendations? If not, they should be involved in the process.
2. How does your agency communicate directly with the MBE Community? And what is the frequency and method?
3. Does your agency maintain an internal or public vendor database? If this link is public, please include link here: \_\_\_\_\_. GOSBA’s goal is to notify the business community via information/links on our website.

**FY2020 MBE Strategic Plan**

***MBE Prime Contractors***

1. What specific action steps will be taken to increase the number of MBE Prime Contracts?
2. How will you quantify the data regarding the number of new MBEs utilized?
3. What specific action steps will be taken to implement MBE Best Practices such as:
   1. Offering information to MBE Vendors on how to do business with your agency?
   2. How do you facilitate matchmaking the MBE (SBR/VSBE) vendor community to the buyers of their services/commodities within your agency?
   3. Offering one-on-one meetings to MBEs?
   4. Providing advance notice to MBEs of upcoming procurements?
   5. Connecting credit card holders and small procurement purchasers directly to MBE businesses who sell what the card holders and buyers are purchasing?
4. Who will regularly monitor agency credit card and small purchases for the purpose of holding card holders/buyers accountable for using MBE businesses whenever possible?
5. When and how often will progress on this credit card/small purchases initiative be communicated to leadership?
6. What specific new methods, tools or strategies will be used to identify and reach out to MBE businesses who sell what your organization buys, but have not yet been directly solicited by your unit to respond to your purchasing needs?

***Outreach/Collaboration Function***

1. In FY2020, how many organized outreach events will your unit conduct on its own, or in conjunction with other agencies, for the sole purpose of targeting new MBE businesses and providing detailed information to these businesses on what your unit will be purchasing over the next 12 months?
2. Are you aware of GOSBA’s successful FREE Technical Trainings? If not, please link your website to our schedule. <http://www.gomdsmallbiz.maryland.gov/Pages/Technical-Training-Classroom.aspx>
3. How do you plan to interact with other agencies, more importantly sister agencies? Who do you consider your sister agency?
4. What new monitoring mechanisms will you employ to measure the impact of your outreach (internal and external) activities?
5. How do you plan to engage in communication with the MBE community and with what frequency?

***Additional Information***

There is no minimum required length for the narrative response, however, at minimum, it must directly address each inquiry listed above in a clear, understandable manner. Please ensure your submission has the signatures indicated below.

Responses are due as soon as possible but not later than   
July 30, 2019.

Please address your questions pertaining to this document to [nichelle.johnson1@maryland.gov](mailto:nichelle.johnson1@maryland.gov) for quickest response.

Please forward your responses to the Governor’s Office of Small, Minority, and Women Business Affairs Compliance mailbox: [compliance.goma@maryland.gov](mailto:compliance.goma@maryland.gov).

Print Name of MBE Liaison: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name of Agency Head/Designee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_