



Policies and Procedures

MBE Reporting Delegation

BACKGROUND

For consistency in annual reporting to the Governor's Office of Small, Minority and Women Business Affairs (GOSBA), depending on the type of procurement, agencies will be able to report and have credit for Minority Business Enterprise (MBE) reporting in some procurements conducted and/or delegated by DGS OSP. This will provide the agencies a more accurate account of their procurement activity. The reporting of Statewide Contracts and Capital Construction procurements shall remain with DGS OSP.

POLICY

Depending on the category of the procurement, DGS OSP or the Using Agency shall be responsible for the following:

- A. On all Capital Construction, Construction Related Services, Architectural Services, Engineering Services, and Capital Maintenance procurements, DGS OSP shall:
 1. Establish an appropriate MBE participation goal. (Goals will be consistent with the contractual requirements.)
 2. Report all awards and MBE participation.
 3. Report all expenditures.
 4. Monitor goal achievement and resolve all issues relating to goal compliance.
 5. Review, document, and determine the appropriateness of any waiver requests.
 6. Report waivers on DGS OSP's Annual Waiver Report to the Board of Public Works.

- B. On all Statewide Contracts,
 1. DGS OSP shall:
 - a. Establish an appropriate MBE participation goal. (Goals will be consistent with the contractual requirements.)
 - b. Report all awards and MBE participation.
 - c. Monitor goal achievement and resolve all issues relating to goal compliance.
 - d. Review, document, and determine the appropriateness of any waiver request.
 - e. Report waivers on DGS' Annual Waiver Report to the Board of Public Works.
 2. Using Agencies shall:
 - a. Report all orders placed against the Statewide Contract and corresponding expenditures.
 - b. For Master Contracts, the using agency will establish appropriate MBE participation goals and report the task order placed against the Statewide Master Contract and corresponding expenditures. (Goals must be consistent with the task order



Policies and Procedures



contractual requirements, supported by a determination, and are subject to DGS OSP PRG review and approval.)

- C. On all Agency specific procurements that are processed by the agency or DGS OSP under its authority, Using Agencies shall:
1. Recommend an appropriate MBE participation goal. (Goals must be consistent with the contractual requirements, supported by a determination, and are subject to DGS OSP PRG review and approval.)
 2. Report all resulting awards and MBE participation.
 3. Report all purchases.
 4. Monitor goal achievement and resolve all issues relating to goal compliance.
 5. Report waivers on its Annual Waiver Report to the Board of Public Works. (DGS OSP PRG may assist with the review, document, and determine the appropriateness of any waiver request.)