



**MARYLAND**  
DEPARTMENT OF  
BUDGET & MANAGEMENT

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Lieutenant Governor

June 21, 2005

**TO:** State Agency Chief Procurement Officers  
State Agency Minority Business Enterprise Liaisons

**FROM:** Joel Leberknight, Chief of Procurement

**SUBJECT:** Delegation of MBE Responsibility on Task Order Contracts

Historically, the Department of Budget and Management has managed MBE activities on its master contracts and included this activity in its annual MBE report to the Governor's Office of Minority Affairs. DBM has now determined that it is both possible and appropriate to delegate MBE responsibilities as well as credit for MBE achievement to agencies issuing Task Orders on certain DBM master contracts. Task Order based master contracts have been selected for MBE delegation because MBE goals are established and compliance is monitored and measured on each Task Order. The specific DBM contracts for which MBE responsibility will be delegated, and their respective MBE goals are listed on Attachment A. As DBM puts additional master contracts in place for which MBE delegation is appropriate, agencies will be notified.

Effective with Task Orders awarded on and after July 1, 2005, agencies will be responsible for all MBE activities for Task Orders awarded on their behalf. For Task Orders awarded prior to this delegation, DBM will continue to monitor and report MBE compliance. These responsibilities are detailed on Attachment B.

The ADPICS processes for most of these master contracts are already structured to accommodate the decentralized management and reporting of MBE activity. Effective July 1, 2005, the ADPICS processes for TSP and CSP will be streamlined to facilitate decentralized management and reporting of MBE for these contracts. The revised procedures will be posted on the DBM web site under the heading "IT contracts."

If you have any questions concerning this delegation and your responsibilities, please contact Ms. Janice Montague by email ([jmontague@dbm.state.md.us](mailto:jmontague@dbm.state.md.us)) or by telephone (410-260-7109).

**cc:** Ms. Cecilia Januszkiewicz, Secretary Department of Budget and Management  
Ms. Sharon R. Pinder, Special Secretary Governor's Office of Minority Affairs  
Ms. Mary Naramore, Director Procurement Policy and Administration  
Ms. Janice Montague, MBE Liaison

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