

Maryland-National Capital Park & Planning Commission
 Corporate Policy & Management Operations Division
 Office of Supplier Diversity & Inclusion

6611 Kenilworth Avenue • Riverdale, Maryland 20737 • Phone: 301-454-1740

September 14, 2023

To: Commissioners

Via: Asuntha Chiang-Smith, Executive Director
 Tracey A. Harvin, Corporate Policy & Management Operations Director

From: Lawrence Taylor, Supplier Diversity & Inclusion Chief

Re: MFD Purchasing Statistics — Fourth Quarter FY23

The Commission's procurement policy (Practice 4-10, Purchasing) includes an anti-discrimination component which assures that fair and equitable vendor opportunities are made available to minority, female or disabled owned firms (MFDs). This program is administered jointly by the Office of the Executive Director and the Purchasing Division and includes an MFD subcontracting component based on the Commission procurement practices and the available MFD vendors in the marketplace.

The Commission's new Local/Small Business Enterprise Program, will specifically seek to increase procurement opportunities for small businesses located in Montgomery County and Prince George's County. The Commission anticipates similar efforts focused upon certified Minority Business Enterprises will commence in FY25.

Some of the observations of MFD participation during the Fourth Quarter of FY23 include:

- Attachment A indicates that through the Fourth Quarter of FY23, the Commission procured \$140,875,232 in goods, professional services, construction, and miscellaneous services and \$34,406,570 or 24.4% was spent with minority, female and disabled (MFD) owned firms.
- Attachment B indicates that in the Fourth Quarter of FY23, 34.5% was spent with minority, female and disabled (MFD) owned firms.
- Attachment C represents the MFD participation by type of procurement. The MFD participation for construction through the Fourth Quarter of FY23 was 33.4%. Attachment C also indicates that the largest consumers of goods and services in the Commission are Prince George's County Department of Parks and Recreation and Montgomery Parks. These programs significantly impact the Commission's utilization of MFD firms. The MFD cumulative utilization numbers for these

Departments through the Fourth Quarter of FY23 are 25.6% and 52.5% respectively.

- Attachment D presents the FY23 activity for the Purchase Card program totaling \$12,902,593 of which 2.5% was spent with minority, female and disabled (MFD) firms. The amount of procurement card activity represents 9.2% of the Commission's total procurement dollars.
- Attachment E portrays the historic MFD participation rates, and the total procurement from FY91 to Fourth Quarter FY23.
- Attachments F and G show the MFD participation in procurements at various bid levels to determine if MFD vendors are successful in obtaining opportunities in procurements that require informal bidding and formal bidding. Based on the analysis, MFD vendors do appear to be participating, at an overall rate of 14.4% in informal (under \$30,000) and 28.2% in the formal (over \$30,000) procurements. For transactions under \$10k, MFD participation is 10.4%. For transactions over \$10k but under \$30k, MFD participation is 28.1%. MFD vendors are participating at an overall rate of 10.2% in transactions over \$250,000.
- Attachment H presents the total amount of procurements and the number of vendors by location. Of the \$140,875,232 in total procurement, \$89,602,104 was procured from Maryland vendors. Of the \$89,602,104 in procurement from Maryland vendors, \$25,534,092 was procured from MFD vendors located in Maryland with 63.2% or \$21,757,172 procured from MFD vendors located in Montgomery and Prince George's Counties.
- Attachment I compares the utilization of MFD vendors by the Commission with the availability of MFD vendors. The results show under-utilization in the following categories: African American, Asian, Native American, and Females. The amount and percentage of procurement from MFD vendors is broken out by categories as defined by the Commission's Anti-Discrimination Policy.¹
- Attachments J and K show the number and dollar amount of waivers of the procurement policy by department and by reason for waiver.

For further information on the MFD report, please contact the Office of Executive Director at (301) 454-1740.

Attachments

¹ The availability percentages are derived from the most recent State of Maryland disparity study dated June 25, 2018.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MFD PROCUREMENT STATISTICS

FY 2023

FOR TWELVE MONTHS ENDED JUNE 30, 2023

Attachment A

	<u>Procurement</u>		<u>Waivers</u>		<u>Procurement</u>	
	<u>Total \$</u>		<u>Total \$</u>	<u>Total #</u>	<u>MFD \$</u>	<u>%</u>
<u>Prince George's County</u>						
Commissioners' Office	\$ 34,217	\$	-	-	\$ 97	0.3%
Planning Department	3,953,468		64,157	3	1,269,169	32.1%
Parks and Recreation Department	82,883,907		1,642,838	18	18,435,663	22.2%
Total	<u>86,871,592</u>		<u>1,706,995</u>	<u>21</u>	<u>19,704,929</u>	<u>22.7%</u>
<u>Montgomery County</u>						
Commissioners' Office	101,971		-	-	51,443	50.4%
Planning Department	3,922,575		197,297	4	1,028,328	26.2%
Parks Department	44,782,686		962,286	21	12,831,318	28.7%
Total	<u>48,807,232</u>		<u>1,159,583</u>	<u>25</u>	<u>13,911,089</u>	<u>28.5%</u>
<u>Central Administrative Services</u>						
Dept. of Human Resources and Mgt.	1,209,533		600,034	11	160,943	13.3%
Finance Department	338,923		64,160	2	4,371	1.3%
Legal Department	300,491		279,000	6	12,507	4.2%
Merit Board	-		-	-	-	0.0%
Office of Chief Information Officer	3,339,488		453,132	3	611,546	18.3%
Office of Inspector General	7,973		-	-	1,185	14.9%
Total	<u>5,196,408</u>		<u>1,396,326</u>	<u>22</u>	<u>790,552</u>	<u>15.2%</u>
Grand Total	<u>\$ 140,875,232</u>	<u>\$</u>	<u>4,262,904</u>	<u>68</u>	<u>\$ 34,406,570</u>	<u>24.4%</u>

Note: The "Waivers" columns report the amount and number of purchases approved to be exempt from the competitive procurement process, including sole source procurements.

Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division
September 12, 2023

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MFD PROCUREMENT STATISTICS
FY 2023

MFD STATISTICS - CUMULATIVE AND ACTIVITY BY QUARTER

Attachment B

CUMULATIVE BY QUARTER

	SEPTEMBER	DECEMBER	MARCH	JUNE
<u>Prince George's County</u>				
Commissioners' Office	1.1%	0.6%	0.4%	0.3%
Planning Department	41.5%	27.3%	31.7%	32.1%
Parks and Recreation Department	17.1%	16.6%	14.8%	22.2%
Total	17.7%	16.9%	15.3%	22.7%
<u>Montgomery County</u>				
Commissioners' Office	0.0%	0.0%	0.0%	50.4%
Planning Department	23.8%	23.2%	26.1%	26.2%
Parks Department	22.7%	22.4%	25.2%	28.7%
Total	22.7%	22.5%	25.3%	28.5%
<u>Central Administrative Services</u>				
Dept. of Human Resources and Mgt.	15.5%	9.9%	12.9%	13.3%
Finance Department	0.0%	1.9%	1.6%	1.3%
Legal Department	2.4%	5.2%	4.7%	4.2%
Merit Board	0.0%	0.0%	0.0%	0.0%
Office of Chief Information Officer	0.5%	28.0%	28.1%	18.3%
Office of Inspector General	0.0%	0.0%	100.0%	14.9%
Total	3.4%	22.1%	22.4%	15.2%
Grand Total	19.0%	19.1%	18.8%	24.4%

ACTIVITY BY QUARTER

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
<u>Prince George's County</u>					
Commissioners' Office	1.1%	0.0%	0.0%	0.0%	0.3%
Planning Department	41.5%	12.3%	37.4%	32.4%	32.1%
Parks and Recreation Department	17.1%	16.0%	12.3%	37.8%	22.2%
Total	17.7%	15.9%	13.1%	37.4%	22.7%
<u>Montgomery County</u>					
Commissioners' Office	0.0%	0.0%	0.0%	80.8%	50.4%
Planning Department	23.8%	22.7%	31.3%	26.3%	26.2%
Parks Department	22.7%	22.2%	30.3%	34.2%	28.7%
Total	22.7%	22.2%	30.3%	33.6%	28.5%
<u>Central Administrative Services</u>					
Dept. of Human Resources and Mgt.	15.5%	6.8%	24.5%	13.6%	13.3%
Finance Department	0.0%	2.8%	0.0%	0.9%	1.3%
Legal Department	2.4%	26.4%	0.8%	3.5%	4.2%
Merit Board	0.0%	0.0%	0.0%	0.0%	0.0%
Office of Chief Information Officer	0.5%	39.4%	28.4%	2.6%	18.3%
Office of Inspector General	0.0%	0.0%	100.0%	0.0%	14.9%
Total	3.4%	31.6%	24.2%	5.8%	15.2%
Grand Total	19.0%	19.2%	18.3%	34.5%	24.4%

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MFD PROCUREMENT STATISTICS
 BY MAJOR PROCUREMENT CATEGORY
 FY 2023
 FOR TWELVE MONTHS ENDED JUNE 30, 2023

ATTACHMENT C

	Grand Total	Montgomery Planning	Montgomery Parks	Pr. Geo. Parks & Recreation	Pr. Geo. Planning	Dept. of Human Resources	Finance Dept.	Legal Dept.	Office of Chief Information
Goods:									
Total \$	\$ 44,318,549	\$ 696,451	\$ 16,489,301	25,584,297	\$ 794,310	\$ 146,286	\$ 55,341	49,201	\$ 503,362
MFD \$	\$ 3,800,940	\$ 306,421	\$ 874,393	1,844,297	\$ 468,959	\$ 4,135	\$ 1,400	9,112	\$ 292,223
Percentage	8.6%	44.0%	5.3%	7.2%	59.0%	2.8%	2.5%	18.5%	58.1%
Miscellaneous Services:									
Total \$	\$ 20,842,422	\$ 2,042,476	\$ 6,506,049	8,522,899	\$ 1,641,608	\$ 337,826	\$ 112,389	36,844	\$ 1,642,331
MFD \$	\$ 3,716,139	\$ 568,987	\$ 832,508	1,952,687	\$ 94,002	\$ 23,656	\$ 2,971	0	\$ 241,328
Percentage	17.8%	27.9%	12.8%	22.9%	5.7%	7.0%	2.6%	0.0%	14.7%
Professional Services:									
Total \$	\$ 15,889,057	\$ 1,160,022	\$ 4,671,975	6,442,272	\$ 1,517,550	\$ 531,194	\$ 160,793	211,456	\$ 1,193,795
MFD \$	\$ 6,888,565	\$ 152,920	\$ 2,138,528	3,790,989	\$ 706,208	\$ 21,520	\$ 0	405	\$ 77,995
Percentage	43.4%	13.2%	45.8%	58.8%	46.5%	4.1%	0.0%	0.2%	6.5%
Construction:									
Total \$	\$ 59,681,043	\$ 23,626	\$ 17,115,361	42,334,439	\$ 0	\$ 194,227	\$ 10,400	2,990	\$ 0
MFD \$	\$ 19,948,201	\$ 0	\$ 8,985,889	10,847,690	\$ 0	\$ 111,632	\$ 0	2,990	\$ 0
Percentage	33.4%	0.0%	52.5%	25.6%	0.0%	57.5%	0.0%	100.0%	0.0%
SUBTOTAL									
Total \$	\$ 140,731,071	\$ 3,922,575	\$ 44,782,686	82,883,907	\$ 3,953,468	\$ 1,209,533	\$ 338,923	300,491	\$ 3,339,488
MFD \$	\$ 34,353,845	\$ 1,028,328	\$ 12,831,318	18,435,663	\$ 1,269,169	\$ 160,943	\$ 4,371	12,507	\$ 611,546
Percentage	24.4%	26.2%	28.7%	22.2%	32.1%	13.3%	1.3%	4.2%	18.3%
Pr. Geo. Commissioners' Office									
Total \$	\$ 34,217								
MFD \$	\$ 97								
Percentage	0.3%								
Mont. Commissioners' Office									
Total \$	\$ 101,971								
MFD \$	\$ 51,443								
Percentage	50.4%								
Merit Board									
Total \$	\$ 0								
MFD \$	\$ 0								
Percentage	0.0%								
Office of Inspector General									
Total \$	\$ 7,973								
MFD \$	\$ 1,185								
Percentage	14.9%								
GRAND TOTAL \$									
	\$ 140,875,232								
MFD\$	\$ 34,406,570								
Percentage	24.4%								

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MFD PROCUREMENT STATISTICS
Comparison of MFD % for Total Procurement and Purchase Card Procurement
FY 2023
FOR TWELVE MONTHS ENDED JUNE 30, 2023

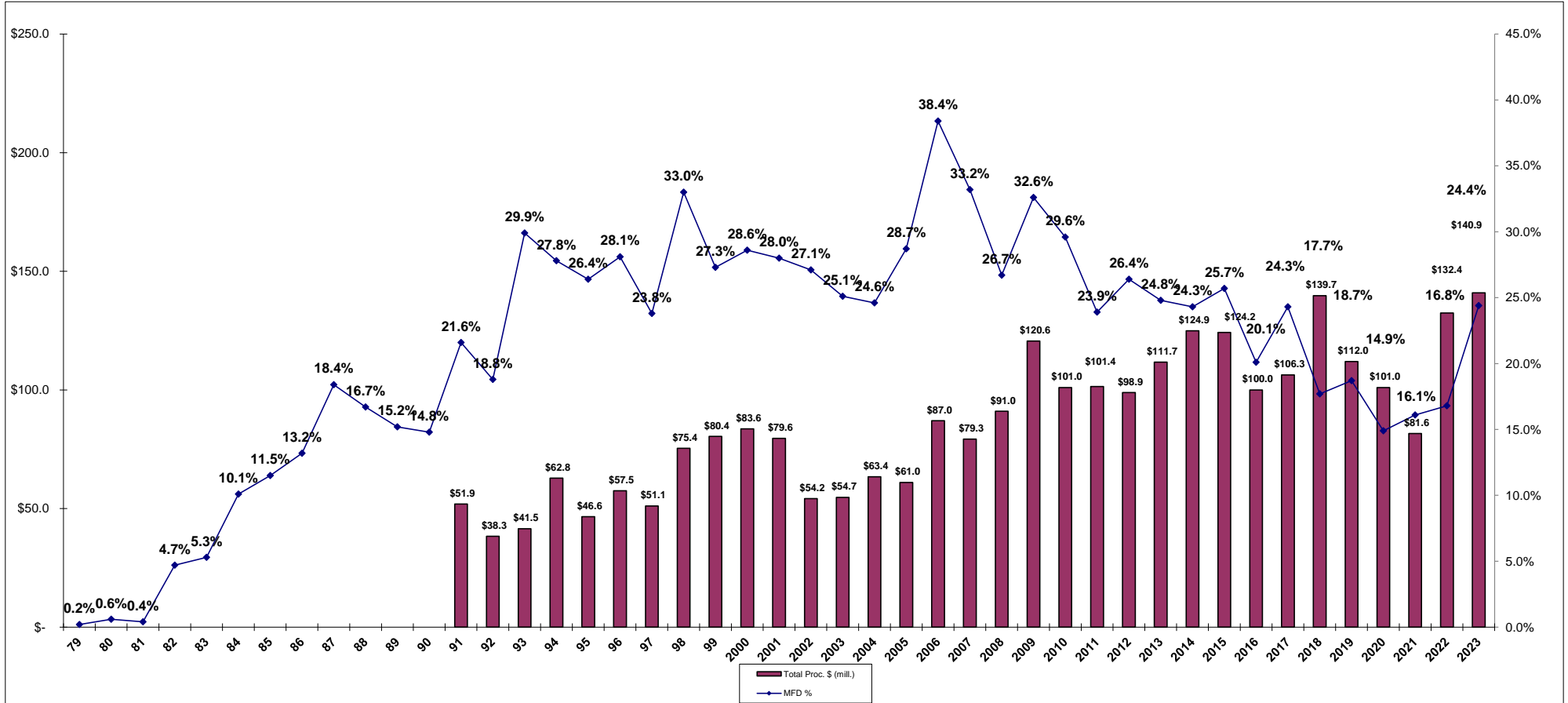
Attachment D

	Total Procurement		Purchase Card Procurement	
	Total \$	MFD %	Total \$	MFD %
<u>Prince George's County</u>				
Commissioners' Office	\$ 34,217	0.3%	\$ 26,232	0.4%
Planning Department	3,953,468	32.1%	182,131	0.0%
Parks and Recreation Department	82,883,907	22.2%	6,909,864	2.6%
Total	<u>86,871,592</u>	<u>22.7%</u>	<u>7,118,227</u>	<u>2.5%</u>
<u>Montgomery County</u>				
Commissioners' Office	101,971	50.4%	13,756	0.0%
Planning Department	3,922,575	26.2%	196,978	6.4%
Parks Department	44,782,686	28.7%	5,386,966	2.5%
Total	<u>48,807,232</u>	<u>28.5%</u>	<u>5,597,700</u>	<u>2.6%</u>
<u>Central Administrative Services</u>				
Dept. of Human Resources and Mgt.	1,209,533	13.3%	88,247	0.6%
Finance Department	338,923	1.3%	32,209	0.0%
Legal Department	300,491	4.2%	32,961	0.0%
Merit Board	-	0.0%	-	0.0%
Office of Chief Information Officer	3,339,488	18.3%	26,461	0.0%
Office of Inspector General	7,973	14.9%	6,788	0.0%
Total	<u>5,196,408</u>	<u>15.2%</u>	<u>186,666</u>	<u>0.3%</u>
Grand Total	<u>\$ 140,875,232</u>	<u>24.4%</u>	<u>\$ 12,902,593</u>	<u>2.5%</u>

Percentage of Purchase Card Procurement to Total Procurement 9.2%

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MFD PROCUREMENT RESULTS and TOTAL PROCUREMENT (millions)

Attachment E

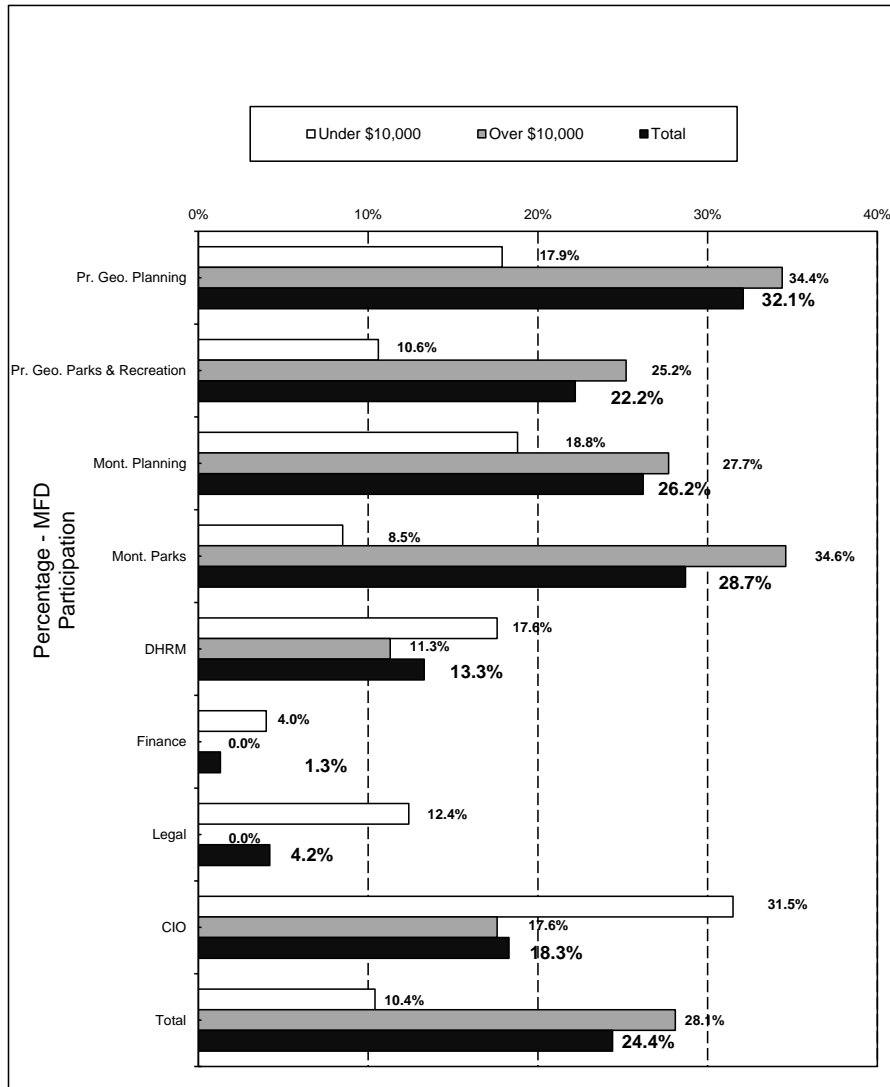


	FY2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
TOTAL PROCUREMENT \$ (MIL.)	\$124.9	\$124.2	\$100.0	\$106.3	\$139.7	\$112.0	\$101.0	\$81.6	\$132.4	\$140.9
MFD %	24.3%	25.7%	20.1%	24.3%	17.7%	18.7%	14.9%	16.1%	16.8%	24.4%

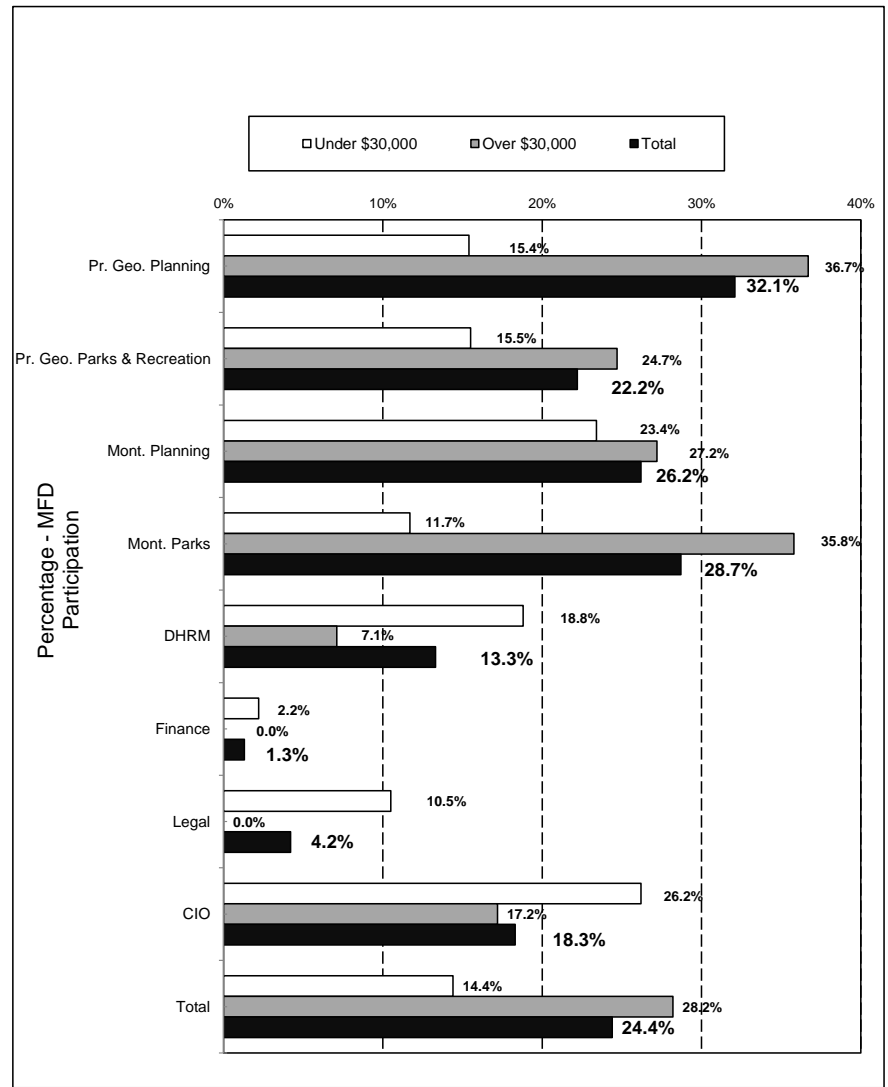
Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division
 September 12, 2023

The Maryland-National Capital Park and Planning Commission
 MFD Procurement Statistics - Transactions Under/Over \$10,000 & \$30,000 plus Total %
 FY 2023 4Q

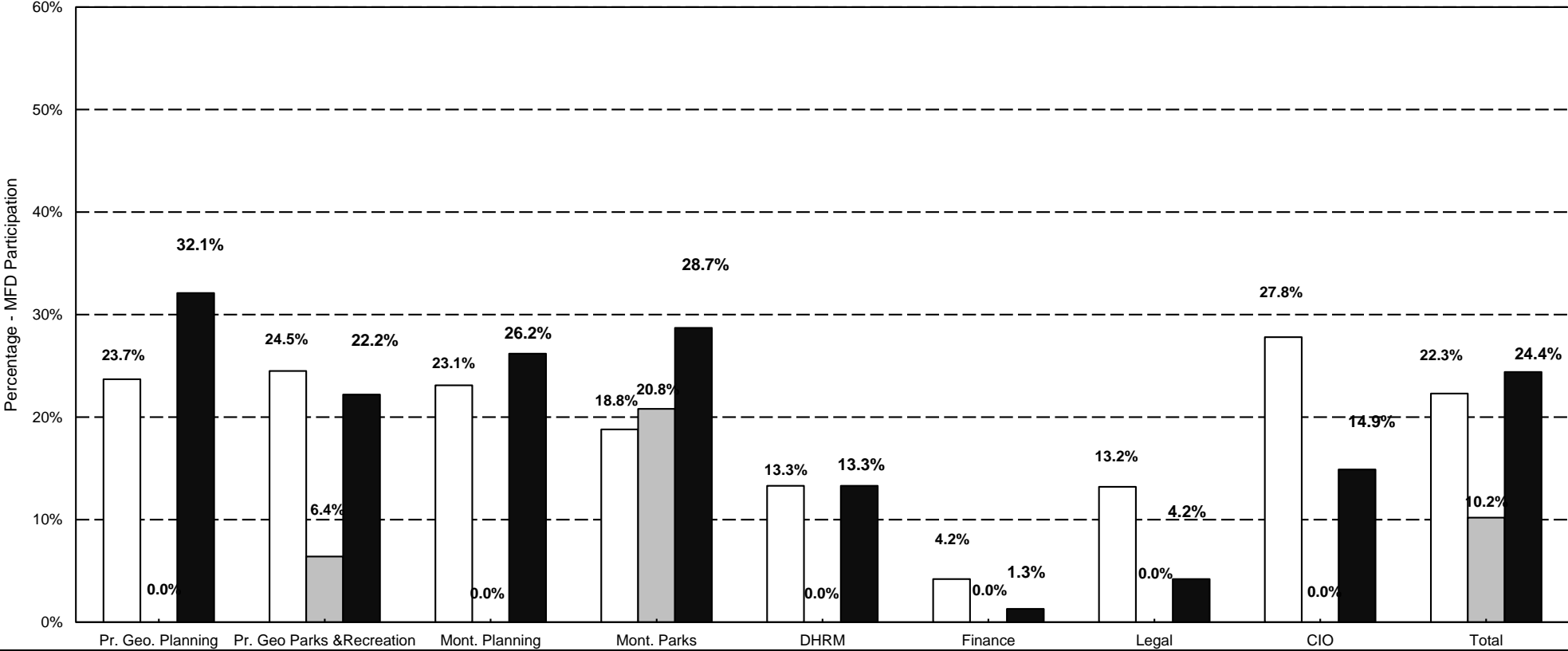
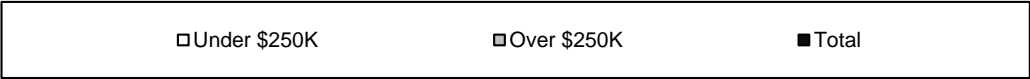
Under/Over \$10,000



Under/Over \$30,000



The Maryland-National Capital Park and Planning Commission
 MFD Procurement Statistics - Transactions Under /Over \$250,000 and Total %
 FY 2023 4Q



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Amount of Procurement and Number of Vendors by Location

FY 2023

FOR TWELVE MONTHS ENDED JUNE 30, 2023

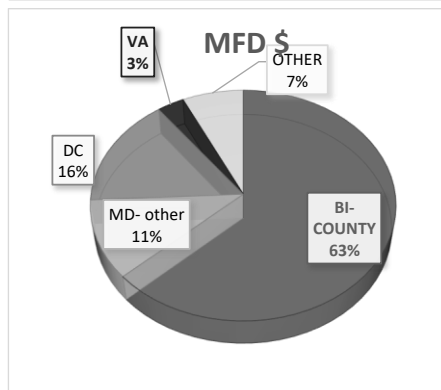
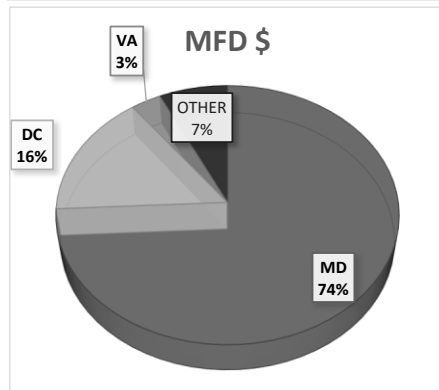
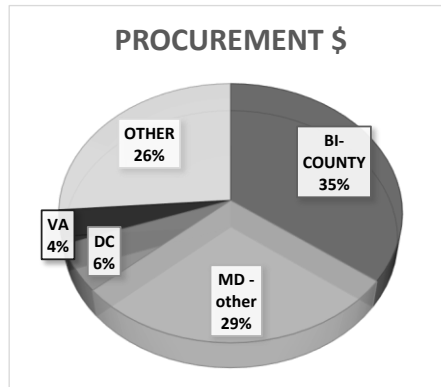
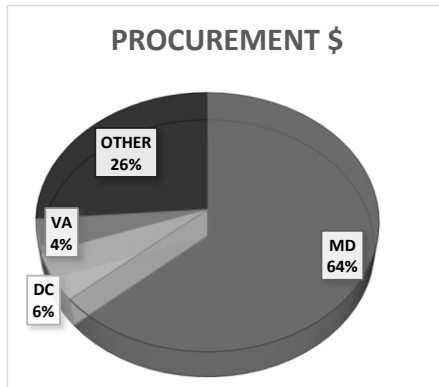
Attachment H

ALL VENDORS

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 17,701,788	12.6%	256	15.0%
Prince George's County	31,751,004	22.5%	420	24.6%
Subtotal	49,452,792	35.1%	676	39.6%
Maryland - other locations	40,149,312	28.5%	344	20.2%
Total Maryland	89,602,104	63.6%	1,020	59.8%
District of Columbia	8,444,668	6.0%	88	5.2%
Virginia	5,955,925	4.2%	141	8.3%
Other Locations	36,872,535	26.2%	458	26.7%
Total	\$ 140,875,232	100.0%	1,707	100.0%

MFD Vendors

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 5,805,529	16.9%	55	20.7%
Prince George's County	15,951,643	46.3%	91	34.1%
Subtotal	21,757,172	63.2%	146	54.8%
Maryland - other locations	3,776,920	11.0%	51	19.2%
Total Maryland	25,534,092	74.2%	197	74.0%
District of Columbia	5,354,160	15.6%	20	7.5%
Virginia	1,078,084	3.1%	22	8.3%
Other Locations	2,440,234	7.1%	27	10.2%
Total	\$ 34,406,570	100.0%	266	100.0%



Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division
September 12, 2023

Note: The number of vendors excludes purchase card vendors.

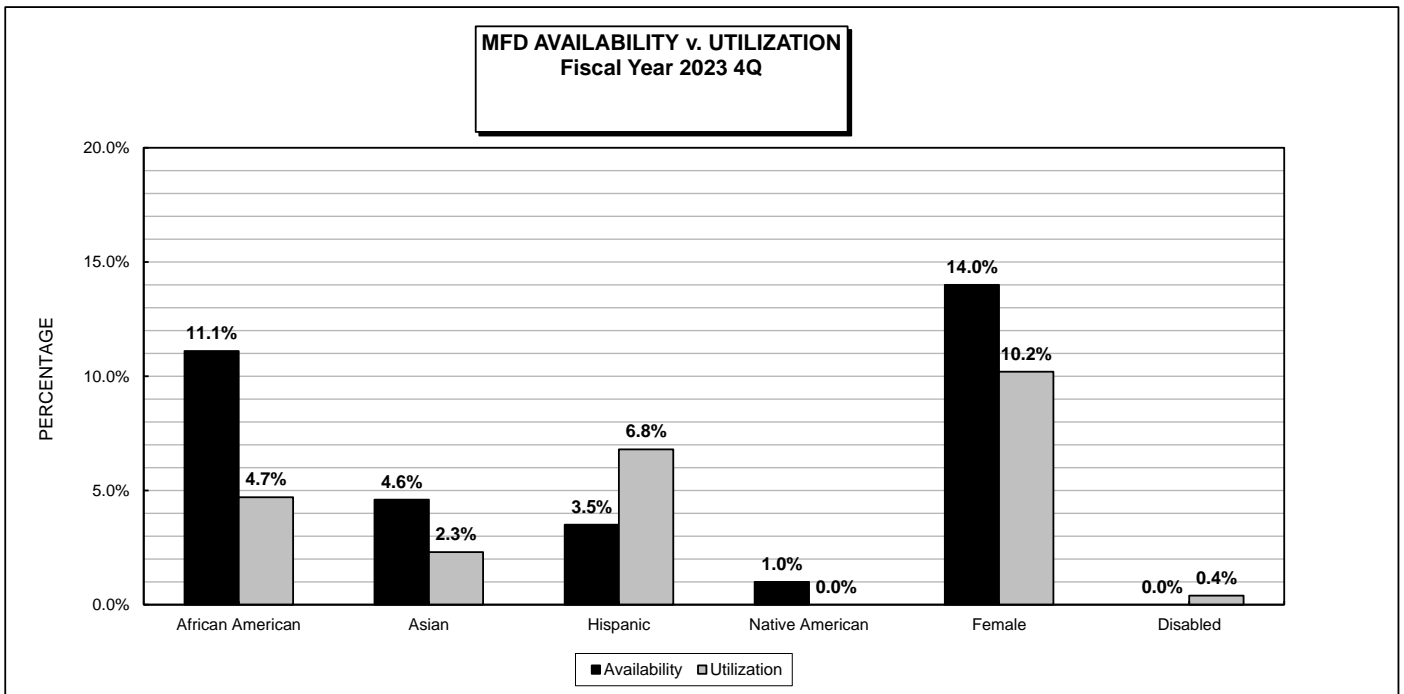
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
MFD PROCUREMENT RESULTS
FY 2023
FOR TWELVE MONTHS ENDED JUNE 30, 2023

Attachment I

Total Amount of Procurement **\$ 140,875,232**

**Amount, Percentage of Procurement by Category, and
Percentage of Availability by Category:**

	Procurement		Availability
	Amount	%	%
Minority Owned Firms			
African American	\$ 6,669,737	4.7%	11.1%
Asian	3,261,454	2.3%	4.6%
Hispanic	9,504,315	6.8%	3.5%
Native American	86,224	0.0%	1.0%
Total Minority Owned Firms	19,521,730	13.8%	20.2%
Female Owned Firms	14,312,154	10.2%	14.0%
Disabled Owned Firms	572,686	0.4%	n/a
Total Minority, Female, and Disabled Owned Firms	\$ 34,406,570	24.4%	34.2%



Note: (1) Availability percentages are taken from State of Maryland study titled "Disadvantaged Business Enterprise Disparity Study: Vol. 1", dated June 25, 2018, page 13.
(2) n/a = not available

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
REASONS FOR WAIVERS**

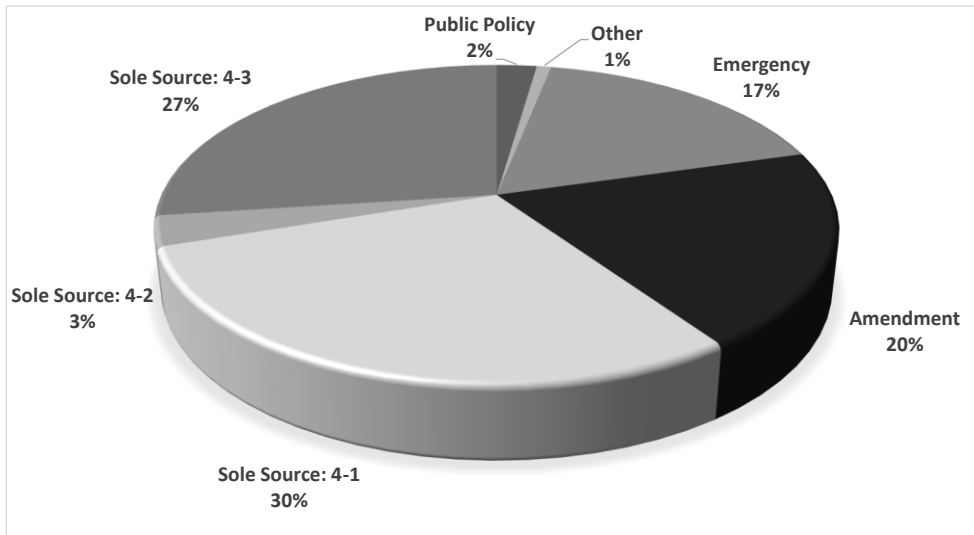
CUMULATIVE DOLLAR AMOUNT & NUMBER OF WAIVERS

FY 2023

FOR TWELVE MONTHS ENDED JUNE 30, 2023

Attachment J

REASON	NUMBER	AMOUNT	%
Emergency	6	\$ 743,020	17.4%
Other	1	\$ 35,000	0.8%
Public Policy	2	\$ 96,588	2.3%
Amendment	13	\$ 848,287	19.9%
Sole Source: 4-1	25	\$ 1,255,253	29.5%
Sole Source: 4-2	3	\$ 130,517	3.0%
Sole Source: 4-3	18	\$ 1,154,239	27.1%
Total	68	\$ 4,262,904	100.0%



Waiver Reason Definitions:

Emergency:

Sudden and unforeseeable circumstance have arisen which actually or imminently threaten the continuance of an essential operation of the Commission or which threaten public health, welfare or safety such that there is not enough time to conduct the competitive bidding.

Required by Law or Grant:

Public law or the terms of a donation/grant require that the above noted vendor be chosen.

Amendment:

A contract is already in place and it is appropriate for the above noted vendor to provide additional services and/or goods not within the original scope of the contract because the interested service and/or goods are uniquely compatible with the Commission's existing systems and patently superior in quality and/or capability than what can be gained through an open bidding process.

Sole Source 4:

It has been determined that:

- #1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- #2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- #3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
TOTAL WAIVERS, MFD WAIVERS, AND SOLE SOURCE WAIVERS BY DEPARTMENT
PROCESSED FY 2023
FOR THE TWELVE MONTHS ENDED JUNE 30, 2023**

Attachment K

	Total Waivers		MFD/Waivers		% of MFD	Sole Source 4-1 Waivers		Sole Source 4-2 Waivers		Sole Source 4-3 Waivers		%Sole Source
	\$	Number	\$	Number	%	\$	Number	\$	Number	\$	Number	%
Prince George's County												
Commissioners' Office	\$ -	0	\$ -	0	0.0%	\$ -	0	\$ -	0	\$ -	0	0.0%
Planning Department	64,157	3	-	0	0.0%	35,944	2	-	0	28,213	1	100.0%
Parks and Recreation Department	1,642,838	18	-	0	0.0%	304,728	4	-	0	644,612	5	57.8%
Total	1,706,995	21	-	0	0.0%	340,672	6	-	0	672,825	6	59.4%
Montgomery County												
Commissioners' Office	-	0	-	0	0.0%	-	0	-	0	-	0	0.0%
Planning Department	197,297	4	-	0	0.0%	115,632	3	-	0	-	0	58.6%
Parks Department	962,286	21	-	0	0.0%	487,912	8	-	0	455,414	11	98.0%
Total	1,159,583	25	-	0	0.0%	603,544	11	-	0	455,414	11	91.3%
Central Administrative Services												
Dept. of Human Resources and Mgt.	600,034	11	-	0	0.0%	147,037	4	80,517	2	-	0	37.9%
Finance Department	64,160	2	-	0	0.0%	-	0	-	0	26,000	1	40.5%
Legal Department	279,000	6	-	0	0.0%	164,000	4	50,000	1	-	0	76.7%
OCIO	453,132	3	-	0	0.0%	-	0	-	0	-	0	0.0%
Merit Board	-	0	-	0	0.0%	-	0	-	0	-	0	0.0%
Total	1,396,326	22	-	0	0.0%	311,037	8	130,517	3	26,000	1	33.5%
Grand Total	\$ 4,262,904	68	\$ -	0	0.0%	\$ 1,255,253	25	\$ 130,517	3	\$ 1,154,239	18	59.6%

Purpose of Summary of Waiver Report:

- (1) To monitor the amount, number, reasons for waivers in order to ensure the Commission is encouraging and maintaining good community, public, vendor, and interdepartmental relations;
To ensure fair and equitable treatment of all persons who deal in purchasing matters; to promote economy in Commission purchasing; and to ensure that minority owned firms receive a fair share of Commission awards (source: Practice 4-10); and
- (2) To comply with the Prince George's Planning Board directive of January 29, 1991 to report waiver activity to the Department Heads and the Planning Boards on a quarterly basis.

Sole Source: 4

It has been determined that:

- 4-1: The vendor's knowledge and experience with the Commission's existing equipment and/or systems offer a greater advantage in quality and/or cost to the Commission than the cost savings possible through competitive bidding, or
- 4-2: The interested services or goods need to remain confidential to protect the Commission's security, court proceedings and/or contractual commitments, or
- 4-3: The services or goods have no comparable and the above noted vendor is the only distributor for the interested manufacturer or there is otherwise only one source available for the sought after services or goods, e.g. software maintenance, copyrighted materials, or otherwise legally protected goods or services.