

**Maryland-National Capital Park & Planning Commission**  
Corporate Policy & Management Operations Division  
Supplier Diversity Program

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6611 Kenilworth Avenue • Riverdale, Maryland 20737 • Phone: 301-454-1752

November 5, 2025

To: Commissioners

Via: William Spencer, Acting Executive Director  
Tracey A. Harvin, Corporate Policy & Management Operations Director

From: Lawrence Taylor, Supplier Diversity & Inclusion Chief 

Re: MFD Purchasing Statistics — First Quarter FY26

The Commission's Procurement Policy (Practice 4-10, Purchasing) includes a robust anti-discrimination provision designed to ensure equitable access to contracting opportunities for minority-, women-, and disability-owned businesses (MFDs). This commitment is actively reinforced through collaboration between the Office of the Executive Director, the Purchasing Division, and the Office of Supplier Diversity.

To advance this mission, the Commission continues to implement an MFD subcontracting requirement aligned with its procurement goals and the availability of qualified MFD vendors. Through the Minority Business Enterprise (MBE) and Local/Small Business Enterprise (LSBE) Program, the Commission remains dedicated to broadening participation and fostering inclusive economic growth across Montgomery and Prince George's Counties.

The State of Maryland Disparity Study is delayed, and we have not yet received any further updates or information.

Some of the observations of MFD participation during the First Quarter of FY26 include:

- Attachment A indicates that through the First Quarter of FY26, the Commission procured \$51,182,970 in goods, professional services, construction, and miscellaneous services and \$16,131,740 or 31.5% was spent with minority, female and disabled (MFD) owned firms.
- Attachment B indicates that in the First Quarter of FY26, 31.5% 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 First Quarter of FY26 was 48.6%. 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 First Quarter of FY26 are 26.2% and 42.1% respectively.

- Attachment D presents the FY26 activity for the Purchase Card program totaling \$3,568,340 of which 2.2% was spent with minority, female and disabled (MFD) firms. The amount of procurement card activity represents 7% of the Commission's total procurement dollars.
- Attachment E portrays the historic MFD participation rates, and the total procurement from FY91 to First Quarter FY26.
- 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 12.6% in informal (under \$30,000) and 37.2% in the formal (over \$30,000) procurements. For transactions under \$10k, MFD participation is 10.9%. For transactions over \$10k but under \$30k, MFD participation is 35.7%. MFD vendors are participating at an overall rate of 36% in transactions over \$250,000.
- Attachment H presents the total amount of procurements and the number of vendors by location. Of the \$51,182,970 in total procurement, \$34,950,354 was procured from Maryland vendors. Of the \$34,950,354 in procurement from Maryland vendors, \$13,457,265 was procured from MFD vendors located in Maryland with 36.6% or \$18,691,556 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, Female, and Native American. The amount and percentage of procurement from MFD vendors is broken out by categories as defined by the Commission's Anti-Discrimination Policy.<sup>1</sup>
- 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 Supplier Diversity and Inclusion at (301) 454-1752.

## Attachments

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<sup>1</sup> The availability percentages are taken from the most recent State of Maryland disparity study dated June 25, 2018.

<sup>2</sup> Practice 4-10, *Purchasing Policy*, Section II.

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**FY 2026**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2025**

**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>
<b><u>Prince George's County</u></b>						
Commissioners' Office	\$ 61,756	\$	-	-	\$ -	0.0%
Planning Department	1,987,023		-	-	235,851	11.9%
Parks and Recreation Department	26,326,829		1,092,903	5	6,891,631	26.2%
Total	<u>28,375,608</u>		<u>1,092,903</u>	<u>5</u>	<u>7,127,482</u>	<u>25.1%</u>
<b><u>Montgomery County</u></b>						
Commissioners' Office	1,252		-	-	-	0.0%
Planning Department	961,618		411,156	1	13,629	1.4%
Parks Department	21,058,821		151,950	2	8,873,895	42.1%
Total	<u>22,021,691</u>		<u>563,106</u>	<u>3</u>	<u>8,887,524</u>	<u>40.4%</u>
<b><u>Central Administrative Services</u></b>						
Dept. of Human Resources and Mgt.	321,237		20,000	1	56,639	17.6%
Finance Department	20,203		73	1	-	0.0%
Legal Department	14,520		-	-	-	0.0%
Merit Board	-		-	-	-	0.0%
Office of Chief Information Officer	418,196		212,326	2	60,095	14.4%
Office of Inspector General	11,515		-	-	-	0.0%
Total	<u>785,671</u>		<u>232,399</u>	<u>4</u>	<u>116,734</u>	<u>14.9%</u>
Grand Total	<u>\$ 51,182,970</u>	<u>\$</u>	<u>1,888,408</u>	<u>12</u>	<u>\$ 16,131,740</u>	<u>31.5%</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  
October 24, 2025

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**MFD PROCUREMENT STATISTICS**  
**FY 2026**  
**MFD STATISTICS - CUMULATIVE AND ACTIVITY BY QUARTER**

**Attachment B**

**CUMULATIVE BY QUARTER**

	SEPTEMBER	DECEMBER	MARCH	JUNE
<b><u>Prince George's County</u></b>				
Commissioners' Office	0.0%			
Planning Department	11.9%			
Parks and Recreation Department	26.2%			
Total	25.1%			
<b><u>Montgomery County</u></b>				
Commissioners' Office	0.0%			
Planning Department	1.4%			
Parks Department	42.1%			
Total	40.4%			
<b><u>Central Administrative Services</u></b>				
Dept. of Human Resources and Mgt.	17.6%			
Finance Department	0.0%			
Legal Department	0.0%			
Merit Board	0.0%			
Office of Chief Information Officer	14.4%			
Office of Inspector General	0.0%			
Total	14.9%			
Grand Total	31.5%			

**ACTIVITY BY QUARTER**

	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER	TOTAL
<b><u>Prince George's County</u></b>					
Commissioners' Office	0.0%				0.0%
Planning Department	11.9%				11.9%
Parks and Recreation Department	26.2%				26.2%
Total	25.1%				25.1%
<b><u>Montgomery County</u></b>					
Commissioners' Office	0.0%				0.0%
Planning Department	1.4%				1.4%
Parks Department	42.1%				42.1%
Total	40.4%				40.4%
<b><u>Central Administrative Services</u></b>					
Dept. of Human Resources and Mgt.	17.6%				17.6%
Finance Department	0.0%				0.0%
Legal Department	0.0%				0.0%
Merit Board	0.0%				0.0%
Office of Chief Information Officer	14.4%				14.4%
Office of Inspector General	0.0%				0.0%
Total	14.9%				14.9%
Grand Total	31.5%				31.5%

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

MFD PROCUREMENT STATISTICS  
BY MAJOR PROCUREMENT CATEGORY

FY 2026

FOR THREE MONTHS ENDED SEPTEMBER 30, 2025

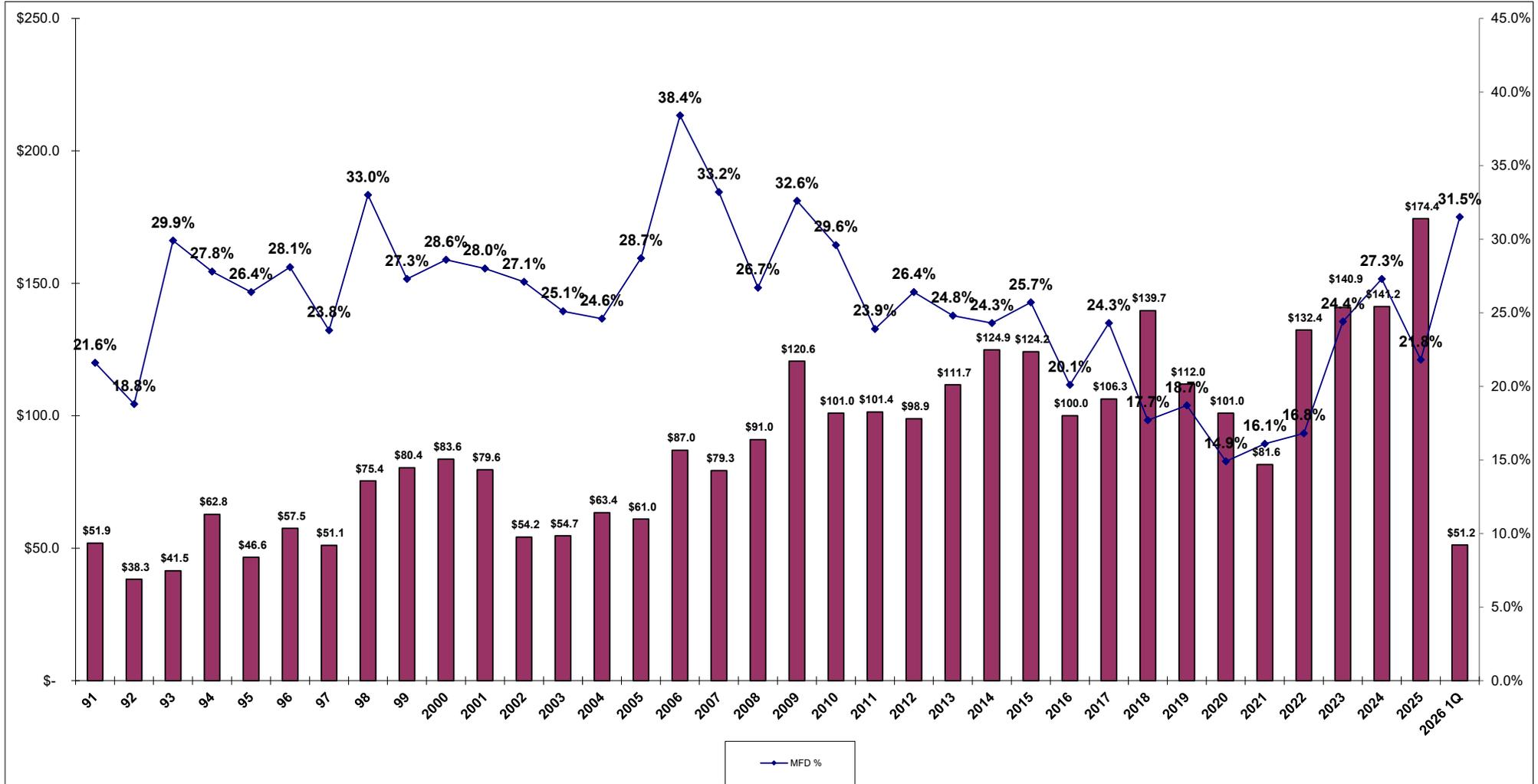
**ATTACHMENT C**

	<b>Grand Total</b>	<b>Montgomery Planning</b>	<b>Montgomery Parks</b>	<b>Pr. Geo. Parks &amp; Recreation</b>	<b>Pr. Geo. Planning</b>	<b>Dept. of Human Resources</b>	<b>Finance Dept.</b>	<b>Legal Dept.</b>	<b>Office of Chief Information</b>
<b>Goods:</b>									
Total \$	\$ 11,976,650	\$ 525,982	\$ 2,120,550	\$ 8,940,936	\$ 236,684	\$ 71,233	\$ 19,090	\$ 1,518	\$ 60,657
MFD \$	\$ 679,454	\$ 50	\$ 87,121	\$ 561,360	\$ 0	\$ 30,923	\$ 0	\$ 0	\$ 0
Percentage	5.7%	0.0%	4.1%	6.3%	0.0%	43.4%	0.0%	0.0%	0.0%
<b>Miscellaneous Services:</b>									
Total \$	\$ 7,652,273	\$ 271,283	\$ 2,549,458	\$ 3,958,623	\$ 504,980	\$ 96,378	\$ 73	\$ 1,375	\$ 270,103
MFD \$	\$ 1,031,968	\$ 13,579	\$ 333,200	\$ 503,173	\$ 116,921	\$ 5,000	\$ 0	\$ 0	\$ 60,095
Percentage	13.5%	5.0%	13.1%	12.7%	23.2%	5.2%	0.0%	0.0%	22.2%
<b>Professional Services:</b>									
Total \$	\$ 5,064,322	\$ 164,353	\$ 1,346,772	\$ 2,082,875	\$ 1,245,359	\$ 124,860	\$ 1,040	\$ 11,627	\$ 87,436
MFD \$	\$ 1,585,704	\$ 0	\$ 520,490	\$ 939,284	\$ 118,930	\$ 7,000	\$ 0	\$ 0	\$ 0
Percentage	31.3%	0.0%	38.6%	45.1%	9.5%	5.6%	0.0%	0.0%	0.0%
<b>Construction:</b>									
Total \$	\$ 26,415,202	\$ 0	\$ 15,042,041	\$ 11,344,395	\$ 0	\$ 28,766	\$ 0	\$ 0	\$ 0
MFD \$	\$ 12,834,614	\$ 0	\$ 7,933,084	\$ 4,887,814	\$ 0	\$ 13,716	\$ 0	\$ 0	\$ 0
Percentage	48.6%	0.0%	52.7%	43.1%	0.0%	47.7%	0.0%	0.0%	0.0%
<b>SUBTOTAL</b>									
Total \$	\$ 51,108,447	\$ 961,618	\$ 21,058,821	\$ 26,326,829	\$ 1,987,023	\$ 321,237	\$ 20,203	\$ 14,520	\$ 418,196
MFD \$	\$ 16,131,740	\$ 13,629	\$ 8,873,895	\$ 6,891,631	\$ 235,851	\$ 56,639	\$ 0	\$ 0	\$ 60,095
Percentage	31.6%	1.4%	42.1%	26.2%	11.9%	17.6%	0.0%	0.0%	14.4%
<b>Pr. Geo. Commissioners' Office</b>									
Total \$	\$ 61,756								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Mont. Commissioners' Office</b>									
Total \$	\$ 1,252								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Merit Board</b>									
Total \$	\$ 0								
MFD \$	\$ 0								
Percentage	0.0%								
<b>Office of Inspector General</b>									
Total \$	\$ 11,515								
MFD \$	\$ 0								
Percentage	0.0%								
<b>GRAND TOTAL \$</b>									
	\$ 51,182,970								
<b>MFD\$</b>	\$ 16,131,740								
<b>Percentage</b>	31.5%								



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

**Attachment E**

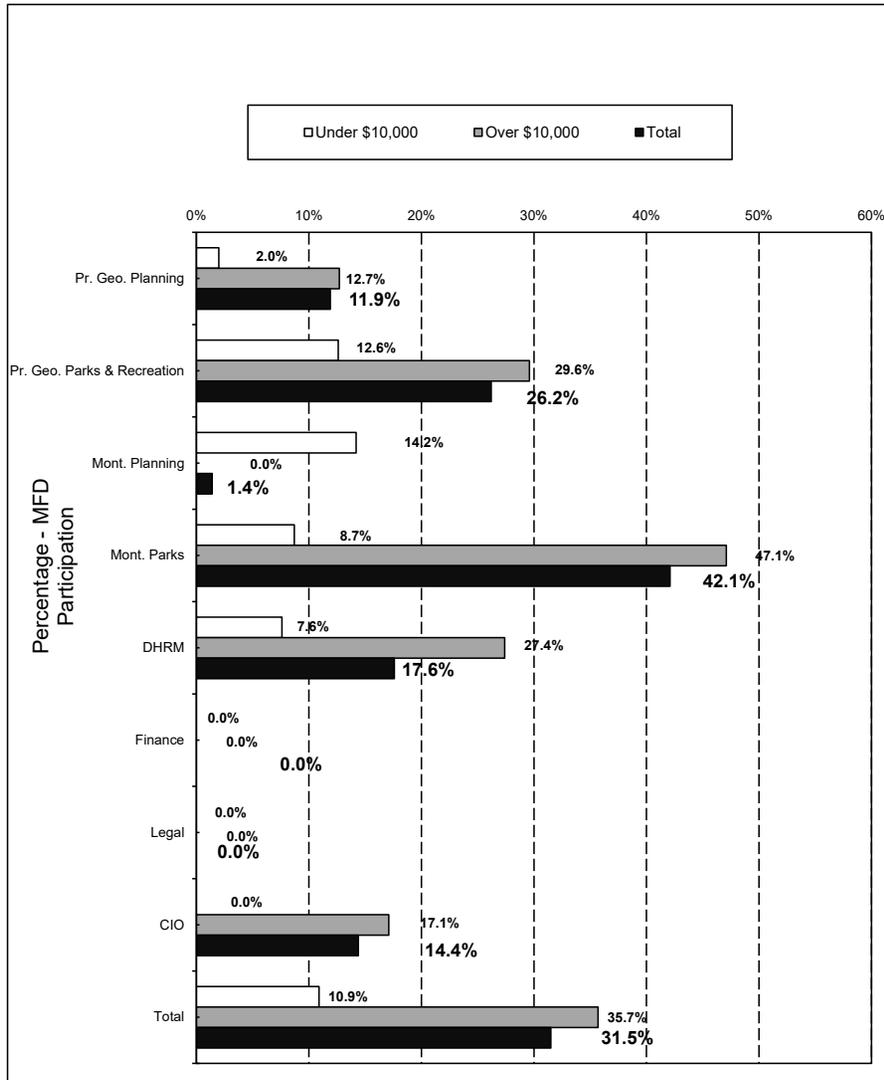


	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024 4Q	FY 2025	FY 2026 1Q
<b>TOTAL PROCUREMENT \$ (MIL.)</b>	\$106.3	\$139.7	\$112.0	\$101.0	\$81.6	\$132.4	\$140.9	\$141.2	\$174.4	\$51.2
<b>MFD %</b>	24.3%	17.7%	18.7%	14.9%	16.1%	16.8%	24.4%	27.3%	21.8%	31.5%

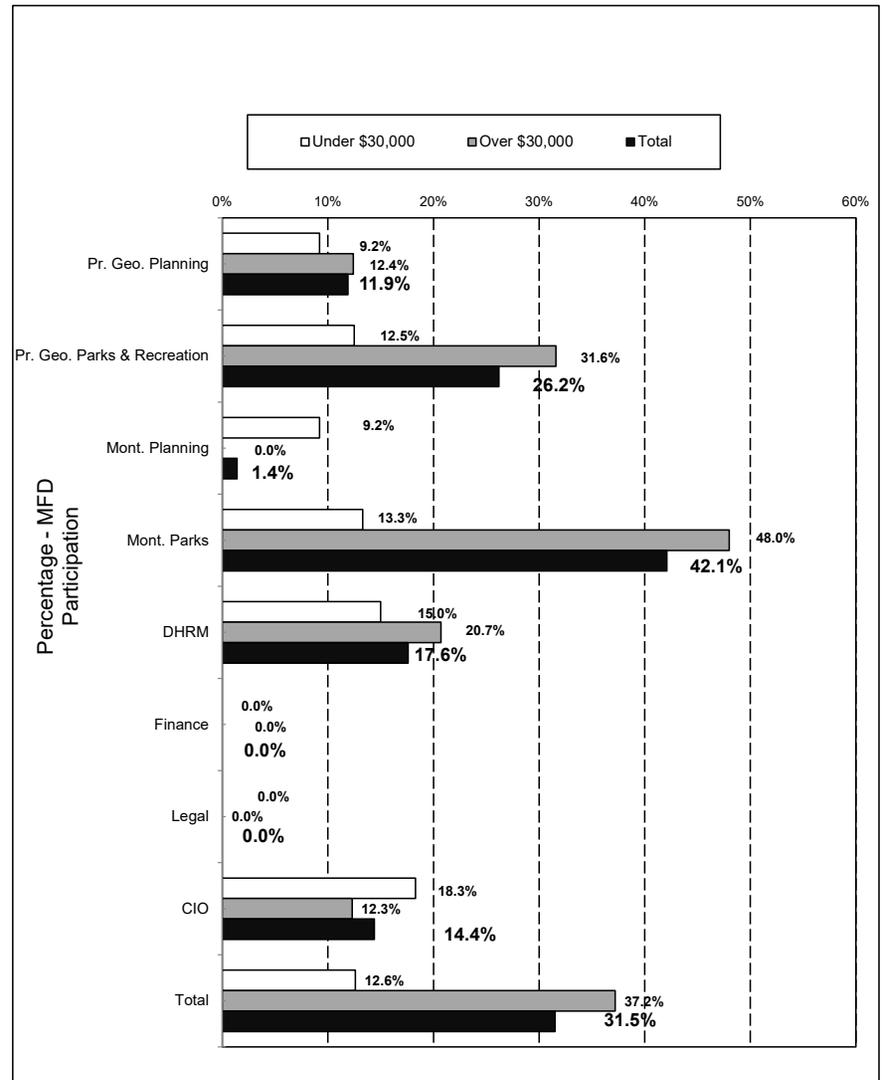
Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
 October 24, 2025

The Maryland-National Capital Park and Planning Commission  
 MFD Procurement Statistics - Transactions Under/Over \$10,000 & \$30,000 plus Total %  
 FY 2026 1Q

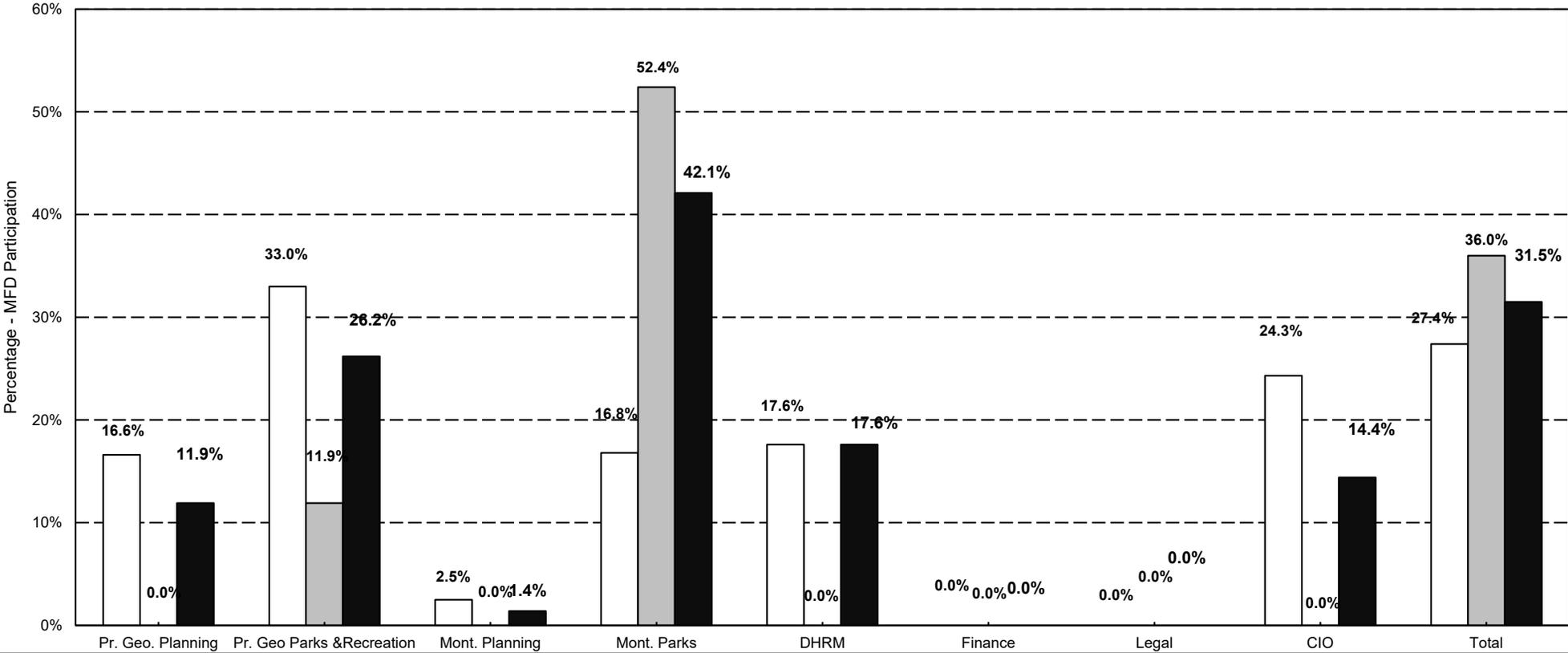
Under/Over \$10,000



Under/Over \$30,000



The Maryland-National Capital Park and Planning Commission  
 MFD Procurement Statistics - Transactions Under /Over \$250,000 and Total %  
 FY 2026 1Q



Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
 October 24, 2025

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**

Amount of Procurement and Number of Vendors by Location

**FY 2026**

FOR THREE MONTHS ENDED SEPTEMBER 30, 2025

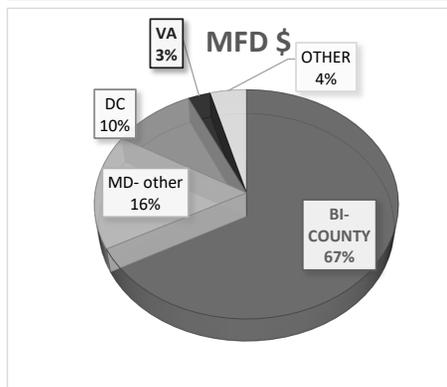
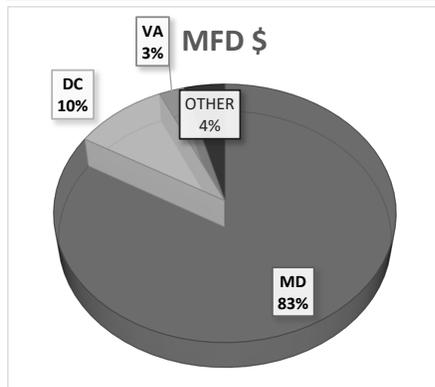
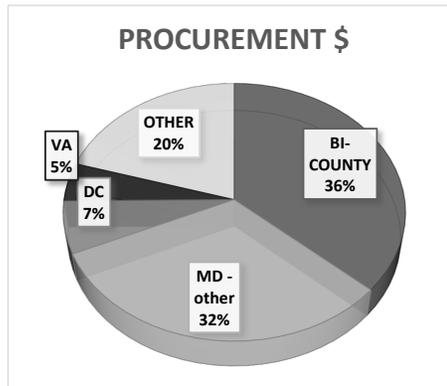
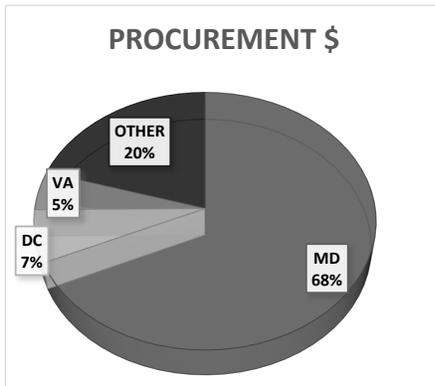
**Attachment H**

**ALL VENDORS**

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 4,539,372	8.9%	162	17.1%
Prince George's County	14,152,184	27.7%	242	25.6%
Subtotal	18,691,556	36.6%	404	42.7%
Maryland - other locations	16,258,798	31.7%	168	17.7%
Total Maryland	34,950,354	68.3%	572	60.4%
District of Columbia	3,362,343	6.6%	38	4.0%
Virginia	2,461,851	4.8%	74	7.8%
Other Locations	10,408,422	20.3%	264	27.8%
Total	\$ 51,182,970	100.0%	948	100.0%

**MFD Vendors**

Location	Procurement		Number of Vendors	
	Amount	%	Number	%
Montgomery County	\$ 919,707	5.7%	30	20.8%
Prince George's County	9,919,722	61.5%	46	32.1%
Subtotal	10,839,429	67.2%	76	52.9%
Maryland - other locations	2,617,836	16.2%	32	22.2%
Total Maryland	13,457,265	83.4%	108	75.1%
District of Columbia	1,568,133	9.7%	10	6.9%
Virginia	420,539	2.6%	12	8.3%
Other Locations	685,803	4.3%	14	9.7%
Total	\$ 16,131,740	100.0%	144	100.0%



Prepared by Supplier Diversity Program Manager, Corporate Policy & Management Operations Division  
October 24, 2025

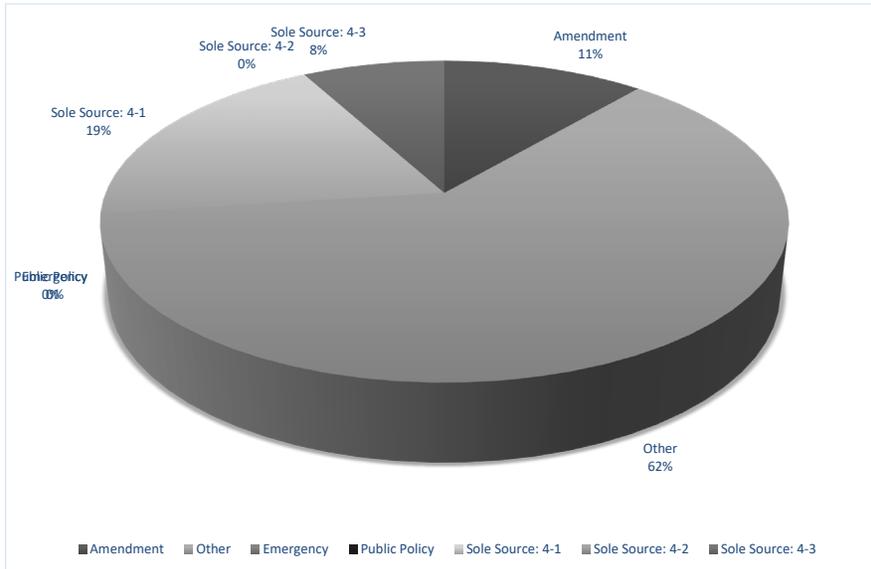
Note: The number of vendors excludes purchase card vendors.



**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION**  
**REASONS FOR WAIVERS**  
**CUMULATIVE DOLLAR AMOUNT & NUMBER OF WAIVERS**  
**FY 2026**  
**FOR THREE MONTHS ENDED SEPTEMBER 30, 2025**

**Attachment J**

<b>REASON</b>	<b>NUMBER</b>	<b>AMOUNT</b>	<b>%</b>
Emergency	0	\$ -	0.0%
Other	6	\$ 1,164,903	61.7%
Public Policy	0	\$ -	0.0%
Amendment	3	\$ 212,734	11.3%
Sole Source: 4-1	2	\$ 360,771	19.1%
Sole Source: 4-2	0	\$ -	0.0%
Sole Source: 4-3	1	\$ 150,000	7.9%
<b>Total</b>	<b>12</b>	<b>\$ 1,888,408</b>	<b>100.00%</b>



**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 2026  
FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2025**

**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	%
<b>Prince George's County</b>												
Commissioners' Office	\$ -	0	\$ -	0	0.0%	\$ -	0	\$ -	0	\$ -	0	0.0%
Planning Department	-	0	-	0	0.0%	-	0	-	0	-	0	0.0%
Parks and Recreation Department	1,092,903	5	-	0	0.0%	358,821	1	-	0	-	0	32.8%
Total	1,092,903	5	-	0	0.0%	358,821	1	-	0	-	0	32.8%
<b>Montgomery County</b>												
Commissioners' Office	-	0	-	0	0.0%	-	0	-	0	-	0	0.0%
Planning Department	411,156	1	-	0	0.0%	-	0	-	0	-	0	0.0%
Parks Department	151,950	2	-	0	0.0%	1,950	1	0	0	150,000	1	100.0%
Total	563,106	3	-	0	0.0%	1,950	1	-	0	150,000	1	27.0%
<b>Central Administrative Services</b>												
Dept. of Human Resources and Mgt.	20,000	1	-	0	0.0%	-	0	-	0	-	0	0.0%
Finance Department	73	1	-	0	0.0%	-	0	-	0	-	0	0.0%
Legal Department	-	0	-	0	0.0%	-	0	-	0	-	0	#DIV/0!
OCIO	212,326	2	-	0	0.0%	-	0	-	0	-	0	0.0%
Merit Board	-	0	-	0	0.0%	-	0	-	0	-	0	0.0%
Total	232,399	4	-	0	0.0%	-	0	-	0	-	0	0.0%
Grand Total	\$ 1,888,408	12	\$ -	0	0.0%	\$ 360,771	2	\$ -	0	\$ 150,000	1	27.0%

**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.