

FMIS Data Entry of MBE Goals

A. Required PRG Information

The IT unit needs to provide estimated total dollar values of FA 2 and FA 3 to the PRG members in order to complete the goal setting analysis. Otherwise the worksheet is not functional and there will be continued confusion for the contractors and for the agency staff. Past actual bids from PBX contractors for FA 2 and FA3 can be helpful with these estimates.

B. FMIS Data Entry

For purposes of completing the FMIS screens, going forward the procurement officers need to confirm the dollar commitments to each MBE by contacting the prime awardee. If the confirmed amounts are different from what is reflected on the MBE Participation Schedule that needs to be reconciled by consultation with the AAG on how that process can/should happen. Then enter those confirmed amounts for each named MBE on the 2345 screen.

Next, the MBE commitment amount entered on the 2353 additional elements screen will be the sum of all the dollar amounts entered on the 2345 screen, but the MBE % field on that same screen will have to use a different calculation, i.e., total MBE dollars from 2345 screen divided by the total PORFP value. This will be a lower percentage but it will not affect the MBE award reports because those reports use the dollar amounts on the 2345 screen, not the MBE % filed on the additional elements screen.

Finally, for clarity and audit purposes, enter something in the notepad to indicate that "for purposes of tracking MBE compliance in FMIS", the MBE % indicated on the 2353 screen reflects the total MBE commitment as compared to the entire PORFP amount. However, the contractor's actual **FA 2 MBE commitment is __% and FA 3 commitment is __%**".