

The Commonwealth of Massachusetts Diverse and Small Business Program policies and related contract language in the Commonwealth's Requests for Response (RFRs) require agencies to activate departmental contracts in the Supplier Diversity Office (SDO) Hub and departmental prime contractors to report their SDP spending in the Hub.

This requirement applies to contracts with an annual value of more than \$250,000 and any contract that includes SDP contract language in the RFR. If a contract contains SDP language, all awarded contractors are required to submit SDP reports, including contractors certified or recognized by the SDO, and those with sales below \$250,000 per year. The SDO recommends quarterly reporting, but SDP spending information must be collected at least annually.

How to Report Spend in the SDO Hub

- 1) Identify departmental goods and services contracts that include SDP language.
- 2) [Log into the SDO Hub](#), On the side navigation panel select **Departmental Contracts**, and activate contracts identified with SDP language.
- 3) Verify all prime contractors and, if needed, add any missing contractors.
- 4) Enter SDP commitments for all prime contractors.
- 5) Notify prime contractors to register in the Hub and report SDP spending.
- 6) On the side navigation panel, select the **Goods and Services Reporting** tab to monitor contractor reporting.
- 7) Follow up with any prime contractors who have not registered or reported in the Hub.

Access the **Executive Agency Goods and Services Reporting** Job Aid for detailed instructions.

SDP Spend not Reported in Hub

- **Statewide Contracts** Indirect spend from Statewide Prime contractors is reported through the Vendor Reporting Management (VRM) tool managed by the Operational Services Division (OSD).
- **Purchased Client Human and Social Services (POS) Contracts** Indirect spend from POS prime contractors is reported through the Uniformed Financial Reporting System (UFR) also managed by OSD.

Optional Reporting

- **Design and Construction Contracts** SDO annual reporting credits departments with spending with contractors providing design and construction services. Departments should use their own reporting forms to collect spending data from prime design and construction contractors and email data to Katherine.l.thomas@mass.gov.
- **Non-Discretionary and Non-MMARS Contracts** While SDP spending on such contracts will not be credited toward departmental benchmarks, the SDO will list this spending in its annual report. Departments can collect spending information using the **SDP Reporting Form for Goods and Services** or their own reporting forms and email data to Katherine.l.thomas@mass.gov.

Questions: Contact Katherine Thomas, Buyer Engagement and Policy Manager at Katherine.l.thomas@mass.gov.