



# Supplier Diversity Program

## Agency Hub Reporting Requirements

### Reporting Required for Departmental Contracts

The Commonwealth of Massachusetts Diverse and Small Business Program policies and related contract language in the Commonwealth's Requests for Response (RFRs) requires agencies to activate departmental contracts in the Hub and departmental prime contractors to report their SDP spending in the Supplier Diversity Office (SDO) 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](#), click on "Departmental Contracts," and activate contracts identified with SDP language.
- 3) Verify all prime contractors and, if needed, add contractors that may be missing so that they will receive automated notices.
- 4) Enter SDP commitments for all prime contractors.
- 5) Notify prime contractors to register in the Hub and report SDP spending.
- 6) From the "Home" screen, click on "SDP Commitments" to monitor contractor reporting.
- 7) Follow up with any prime contractors who have not registered or reported in the Hub.

Access the SDP Reporting Job Aid for detailed instructions.

### Hub Spend Reporting Not Required

The following types of spend do not need to be reported in the SDO Hub:

- **Statewide Contracts** Indirect spend from Statewide Prime contractors is reported through the Vendor Reporting Management (VRM) tool that is 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

The following spend is not required to report but is encouraged:

- **Design and construction contracts** SDO annual reporting has historically credited departments with spending with contractors providing design and construction services. Departments should use their own reporting forms to collect information from prime design and construction contractors and may email data to [Katherine.I.thomas@mass.gov](mailto:Katherine.I.thomas@mass.gov).
- **Non-discretionary and non-MMARS contracts.**

While SDP spending reported by contractors on such contracts will not be credited toward departmental benchmark spending, the SDO will list this spending in its annual report. Departments may use the SDP Reporting Form for goods and services or their own reporting forms to collect SDP spending information for these contracts and should be emailed [Katherine.I.thomas@mass.gov](mailto:Katherine.I.thomas@mass.gov).

**Questions:** Contact Katherine Thomas, Buyer Engagement and Policy Manager at [Katherine.I.thomas@mass.gov](mailto:Katherine.I.thomas@mass.gov).