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Executive Director

# THE COMMONWEALTH OF MASSACHUSETTS

Executive Office for Administration and Finance

## Supplier Diversity Office

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Maura Healey,  
Governor  
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Matthew Gorzkowicz,  
Secretary

### *Memorandum*

**To:** Secretariat and Agency Chief Procurement Officers / Supplier Diversity Officers, General Counsels, Chief Financial Officers

**Cc:** Cabinet Secretaries, Agency Heads

**From:** Bill McAvoy, Executive Director, Supplier Diversity Office (SDO)

**Date:** September 18, 2024

**RE:** Departmental Contract Reporting in the SDO Hub

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The Supplier Diversity Office (SDO) is asking Executive Departments to ensure they are enforcing the SDO's requirements for the Supplier Diversity Program (SDP), including utilization of the [Supplier Diversity Hub](#). The SDO Hub is the primary tool used by Executive Departments to track SDP spending in their departmental contracts.<sup>1</sup>

#### **Policy Requirements for Departmental Contracts**

The SDP applies to Requests for Responses (RFRs) and resulting departmental goods and services contracts with an estimated annual value of more than \$250,000 for RFRs released on or after July 1, 2021.<sup>2</sup> Departments must enforce SDP reporting requirements with departmental contractors and utilize the SDO Hub for collecting supplier diversity spending reports from contractors.

#### **FY2024 Reporting in the SDO Hub**

To ensure all SDP reporting is conducted in the SDO Hub, departments must enter and activate all contracts containing SDP provisions for reporting in the Hub. It is imperative that all applicable departmental contracts are entered into the SDO Hub to allow contractors to report FY2024 spend.

#### **Contract Identification**

Attached please find the list of departmental contracts that have been identified as having at least \$250,000 in spending in FY2024. The SDO will track all departmental contracts on this list for entry in the Hub, unless the contract has one of the following exceptions:

- Another system is being used to collect reports (DCAMM construction reporting system, Uniform Financial Reporting System, etc.), and the SDO is provided data from that system.
- The contract is based on an RFQ conducted under an existing statewide or departmental contract.
- The department has requested and received approval of an exception from the SDO.

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<sup>1</sup> Please note that departments are not required to enter SDP spending from their use of statewide contracts or purchase of service (POS) contracts. The Operational Services Division (OSD) manages all statewide contract SDP spending in their Vendor Report Management (VRM) system, and POS providers report their SDP spend in the Uniform Financial Reporting (UFR) system.

<sup>2</sup> For RFRs released prior to July 1, 2021, the SDP applies if the RFR estimated total value was more than \$150,000.

The attached list should not be construed to be an exhaustive list of contracts that contain an SDP requirement. Departments are required to ensure that all contracts that contain SDP language are entered into the SDO Hub.

### **Tracking and Reporting**

The SDO Compliance Unit will continue to perform regular monitoring of the departmental contracts entered into the SDO Hub and notify departments on their compliance.

### **Next Steps and SDO Assistance**

Departments are instructed to:

- Review the attached list of departmental contracts, searching for contracts issued by your department, and use it as a starting point for entering departmental contracts into the SDO Hub.
- For guidance in entering your department's contracts into the SDO Hub, refer to the [SDP Agency Hub Reporting Requirements](#), the [Job Aid: Hub Departmental Contracts](#), and other resources in the "Hub - Contractor SDP Report Collection" section of SDO's [Program Resources for Departments webpage](#).
- Katherine Thomas, Buyer Engagement Training and Policy Manager, will reach out to agencies to schedule a session on how to activate their department's contracts for reporting in the SDO Hub.
- Any questions may be directed to Katherine Thomas at [Katherine.L.Thomas@mass.gov](mailto:Katherine.L.Thomas@mass.gov).

Thank you.