

Small Business Reserve (SBR) Summary Statement

Fiscal Year 2025 (July 1, 2024 - 6/30/2025)

Quarterly/Annual Report (check one) : ☐ Quarter 1 ☐ Quarters 1-2 ☐ Quarters 1-3 ☒ Quarters 1-4/ ANNUAL (see note below)

(**Remember: SIGNATURES ARE ONLY REQUIRED ON THE ANNUAL REPORT)

Beginning in Fiscal Year 2025, the unit's overall annual SBR achievement is to include awards made to a certified small business under designated small business reserve contracts as well as awards made to a certified small business for contracts that are not designated as small business reserve. Firms must be certified in the SBR Program as a certified small business at the time of the award to count toward the unit's attainment of 20 % awards to certified small businesses

INSTRUCTIONS: Complete all green cells. Automatic calculations will appear in peach cells. Do not edit this Report Summary template.

Agency Reporting: Board of Public Works

Awards to Certified Small Businesses (CSBs)

	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Non-Designated Contracts Awarded to CSBs (SBRs)	Total \$ Non-Designated Contracts Awarded to CSBs (SBRs)	Total # Designated Contracts Awarded to CSBs (SBRs)	Total \$ Designated Contracts Awarded to CSBs (SBRs)	Percentage of CSB (SBRs) Participation
BPO/PO Awards	0	\$0	0	\$0	0	\$0	
DV Awards	0	\$0	0	\$0			
P-card	22	\$13,050	0	\$0			
Total	22	\$13,050	0	\$0	0	\$0	0.00%

Payments to Certified Small Businesses (CSBs)

	Total # of Unique CSBs (SBRs) to Receive Payments	Total \$ Payments to All Contractors	Total \$ Payments to CSBs (SBRs) under Non-Designated Contracts	Total \$ Payments to CSBs (SBRs) under SBR Designated Contracts	Total \$ P-Card Payments to CSBs (SBRs)	Percentage of CSB (SBR) Payments	
BPO/PO/DV Payments	1	\$650	\$0	\$0			
P-Card	6	\$13,050			\$902		
Total	7	\$13,700	\$0	\$0	\$902	6.58%	

Notes: The Board of Public Works Office is a small state agency with only ten employees. As a result, there are typically very few to no opportunities for SBR procurements conducted by the Office. In FY 2025, the Board did not conduct any procurements with an anticipated dollar value that permitted application of an SBR procurement designation.

Signatures are not required for Quarterly Reports. Remember that Signatures are required during submission of the Annual Report (Combined 1-4 Qtrs):

Agency Head Name and Signature:	John T. Gontrum
Chief Financial Officer Name and Signature:	John T. Gontrum
Submitted By:	Lisa Johnson
Title:	Operations Manager
Telephone Number/Email Address:	410-260-7717
Submission Date:	9/26/2025