

Appendix B

MONTGOMERY COUNTY, MARYLAND

DATA COLLECTION PLAN

The data collection plan utilizes the information gathered in the Data Assessment Report, as it has been refined and attached hereto, and sets forth a preliminary plan for actual retrieval of the data. Since there are a number of data sources that have kept manual data, part of data collection will include interviewing such sources and retrieving the data at the same time.

A. Prime Vendor Questionnaire

| Assigned | Task | Start | Finish | Completed |
|------------------------------|--|-----------|---------|-----------|
| Igs/mcj | Prepare questions for Prime Vendor Questionnaire – primary purpose is to obtain subcontractor data, as well as information on the prime itself to verify the County's data. | 7/11/13 | 7/15/13 | |
| | Prepare letter for signature by David Dise to accompany the questionnaire | 6/28/13 | 7/2/13 | X mcj |
| Mcj from S. Baltimore | Obtain data file of all procurement contracts for Montgomery County (excluding goods, which typically have no subcontracting) | 7/17/13 | 7/17/13 | |
| Cc/mcj | Clean data files to prepare for mail merge | 7/18/13 | 7/22/13 | |
| Sj to Heyman Mailing Service | Send survey instrument to mailing house to do mail merge a) Vendor Name & Address and b) Contract information, then questionnaires sent by mailing house with a return date of 8/16/2013 | 7/23/13 | 7/26/13 | |
| Wtg | Phone follow up on all unreturned questionnaires | 8/20/2013 | 8/26/13 | |
| | ALL COMPLETED QUESTIONNAIRES IN BY | 8/30/2013 | | |

B. Survey of Business Owners

| Assigned | Task | Start | Finish | Completed |
|-----------------------|---|---------|---------|-----------|
| Igs/price | Prepare questions for Survey of Business Owners primary use is for Private Sector Analysis and Anecdotal Evidence | 7/16/13 | 7/23/13 | |
| Mcj from S. Baltimore | Obtain Montgomery County's current registered vendor file and obtain vendor file from the State of Maryland (firms in Montgomery County and contiguous counties) or, if not obtainable, Dun & Bradstreet firms | 7/17/13 | 7/26/13 | |
| Co/mcj | Clean data files | 7/17/13 | 7/31/13 | |
| Co/price | Take a random stratified sample of firms in each of the major procurement category construction, professional services, other services, or goods | 8/1/13 | 8/1/13 | |
| Oppenheim | Send questions and sample information to Oppenheim Research to conduct the telephone survey of 300-500 firms | 8/2/13 | 9/13/13 | |
| | ALL SURVEYS RECEIVED BY GSPC | 9/18/13 | 9/18/13 | |

C. Collection of Manual Data

1. Direct Purchase and Informal Solicitation Award/DPO/P-card

| Assigned | Task | Start | Finish | Completed |
|----------|--|-----------|----------|-----------|
| mcj | Draft letter for David Disc to send out to department heads introducing GSPC and the disparity study process | 6/28/2013 | 7/3/2013 | Xmcj |
| Mcj | Conference by phone or in person with each department head or contract administrator with regard to direct purchases less than \$10,000 (or less than \$5,000 before 2010), and informal solicitations (including mini contracts) between 7/1/2004-6/30/2012 to understand what and where they have keep this data. Determine best way to obtain the data for entry. If any data is available at that time, collect it. This data is used to determine utilization and to identify firms that are available in the appropriate work codes. It is possible the P-card purchases will be electronic from finance, but that certain fields of information will have to be entered manually from the departments. | 7/17/13 | 7/26/13 | |

| | | | | |
|---------------------------------|--|---------|---------|--|
| Mcj | Request successful and unsuccessful informal bid information from user departments and procurement to be entered manually in Montgomery County offices | 7/17/13 | 7/26/13 | |
| Igs/mcj | Develop data collection form, both in hard copy and in Access. | 7/17/13 | 7/30/13 | |
| Nc/mcj | Train data collection supervisor and hire and train temporary data entry personnel | 7/31/13 | 7/31/13 | |
| Nc/mcj First Choice Staffing | Enter data using 5 temporary entry data personnel in Montgomery County's office (procurement conference room). | 8/1/13 | 8/7/13 | |
| | ALL DIRECT PURCHASE AND INFORMAL SOLICITATION DATA ENTERED | 8/7/13 | 8/7/13 | |

2. Formal Solicitations Bid Tabulations and MFD bid data

| Assigned | Task | Start | Finish | Completed |
|----------|---|---------|---------|-----------|
| mcj | Request from Pam Jones all formal bid tab data in PDF format to be sent to GSPC electronically from 7/1/2007-8/31/2012 for manual input in Atlanta. Only successful bid tabs are available. | 7/17/13 | 7/24/13 | |
| Mcj | Request from Al Boss all of the MFD Transmittal Memos kept in hard copy to be sent electronically by fax or pdf for manual input in Atlanta | 7/17/13 | 7/26/13 | |
| Igs/mcj | Develop data collection form, both in hard copy and in Access for MFD Transmittal Memos | 7/17/13 | 7/26/13 | |
| Igs/mcj | Train data collection supervisor and hire and train temporary data entry personnel | 7/29/13 | 7/30/13 | |
| Igs/mcj | Enter MFD Transmittal Memos using 2 temporary entry data personnel in | 7/30/13 | 8/2/13 | |
| | ALL FORMAL BID TAB DATA ENTERED | 8/2/13 | 8/2/13 | |

D. Collect Electronic Data

| Assigned | Task | Start | Finish | Completed |
|-------------------------------|--|---------|--------|-----------|
| Co/mb/mcj | <p>Submit request for electronic data including the following to Sheronda Baltimore, specifying fields of information needed:</p> <ul style="list-style-type: none"> a. Purchase Orders from 7/1/2004-6/30/2012 to be used for utilization and benchmarking (Oracle 2010 to present; ADPICS, prior to 2010) b. Contracts/Awards for all procurements (already obtaining for Prime Vendor Questionnaire from 7/1/2007-6/30/2012, but also need for 7/1/2004-6/30/2007. c. Formal IFB (\$100,00+) bid tab data (successful and unsuccessful since 8/2011) d. MFD subcontractors from 7/1/2004-6/30/2012 e. All vendors in CVRS (ERP vendors registered since 2010 and ADPICS vendors registered before 2010 and paid since 2003) with employees pulled out. f. Any MFD list not so identified in CVRS. g. Any data keys | 7/17/13 | 8/2/13 | |
| Co/mb/mcj | <p>Submit request for electronic data, including the following to Laleh Shabani in finance, specifying fields of information needed used for utilization and identifying firms for availability:</p> <ul style="list-style-type: none"> a. all payments made from 7/1/04-6/30/12 (GSPC will filter out employee payments, travel, expenses, legal settlements, purchase of land, and if possible non-competitive contracts, but will request if finance can exclude prior to GSPC's receipt) | 7/17/13 | 8/2/13 | |
| ALL ELECTRONIC DATA COLLECTED | | 8/2/13 | 8/2/13 | |

E. Purchasing Practices, Policies & Procedures Interviews

| Assigned | Task | Start | Finish | Completed |
|----------|--|---------|---------|-----------|
| Nc | Contact Procurement personnel and user departments to make appoints to be interviewed | 7/17/13 | 8/9/13 | |
| nc | Conduct approx. 60 minute interviews with each department or persons to ascertain their understanding of both policy and practices | 7/17/13 | 8/9/13 | |
| nc | Interviews will be written up, but not recorded | 7/17/13 | 8/14/13 | |
| | PURCHASING PRACTICES INTERVIEWS COMPLETED | 8/14/13 | | |

F. Anecdotal Evidence

| Assigned | Task | Start | Finish | Completed |
|----------|---|---------|---------|-----------|
| Lj/rw | Take random stratified sample of Montgomery County Vendors, ask compliance for MFD's and civil leaders to interview in addition to the sample, and select others from local chambers to interview. Also select random stratified sample of firms not registered with Montgomery county from outside sources (e.g. Prince George's County and State of Maryland) | 8/5/13 | 8/9/13 | |
| Lj/rw | Set up and conduct approximately 50 in-person interviews using a script but receiving information not on script as well (interviews are recorded) | 8/9/13 | 9/30/13 | |
| Lj/rw | Write up summary of interviews, particularly documenting any accounts of marketplace discrimination | 8/9/13 | 9/30/13 | |
| | Conduct public hearing | 9/1/13 | 9/30/13 | |
| | ANECDOTAL EVIDENCE | 9/30/13 | 9/30/13 | |

G. Private Sector Analysis

| Assigned | Task | Start | Finish | Completed |
|----------|---|---------|---------|-----------|
| Price | Collect publicly available data e.g. census and economic data as useful | 7/10/13 | 10/8/13 | |
| | PRIVATE SECTOR DATA COLLECTED | 10/8/13 | | |

H. External Data

| Assigned | Task | Start | Finish | Completed |
|----------|--|---------|---------|-----------|
| Igs/mcj | Request electronic vendor data from State of Maryland and Prince George's County to be used for availability estimates | 7/25/13 | 8/16/13 | |
| Igs | Research and request recent disparity studies (executive summaries) from nearby jurisdictions | 7/25/13 | 8/16/13 | |
| | EXTERNAL DATA COLLECTED | 8/16/13 | 8/16/13 | |

I. Miscellaneous Reports & Data

| Assigned | Task | Start | Finish | Completed |
|----------|--|---------|--------|-----------|
| Mcj | Request all procurement annual reports from Karen Federman Henry and Pam Jones | 7/25/13 | 8/9/13 | |
| | MISCELLANEOUS REPORTS & DATA COLLECTED | 8/9/13 | 8/9/13 | |

Respectfully submitted this 13th day of July, 2013

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