

1 3 8 5 5 7 -

# First Transit

Office of General Manager David A. Halperin  
7063 Friendship Road, P.O. Box 62  
BWI Airport, Linthicum, Maryland 21090  
*Transportation Safety is our # 1 Core Value!*

April 11, 2012

FILED

APR 16 2012

PUBLIC SERVICE COMM  
OF MARYLAND

**Mr. Obi Linton**  
**Executive Secretary - Maryland Public Service Commission**  
**William Donald Schaefer Tower**  
**6 St. Paul Street, 16<sup>th</sup> Floor**  
**Baltimore, MD 21202**

**Dear Mr. Linton:**

Please find enclosed the required Public Service Commission MOU – PC-16 "*Supplier Diversity Annual Report of Socially Disadvantaged Groups*" for First Transit, BWI Airport. As required under the MOU, this report is hereby submitted to the Commission within 45 days of the end of our fiscal year 2012, which closed on March 31, 2012. An electronic copy has also been transmitted to you via email.

Should you have any questions, please contact my office at (410) 684-3346.

Sincerely,



**David A. Halperin**  
*General Manager*

Enclosure (1)

Cc: Mr. Terry Romaine  
Maryland Public Service Commission  
6 St. Paul Street, 16<sup>th</sup> Floor  
Baltimore, MD 21202

**FIRST TRANSIT, INC.**

Public Service Commission of Maryland  
 Supplier Diversity Annual Report of  
 Socially Disadvantaged Groups  
 (MOU Sec. 6.2.2)



ATTACHMENT A-1		UTILITY NAME: First Transit BWI Airport		FOR THE REPORTING YEAR: FY 2012 (April 1, 2011 - March 31, 2012)			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
LINE #	DESCRIPTION	DIRECT (\$)	SUB CONTRACT (\$)	DIVERSE SUPPLIER PROCUREMENT (\$)	PERCENTAGE (%) OF DIVERSE SUPPLIER PROCUREMENT	TOTAL UTILITY PROCUREMENT (\$)	PERCENTAGE (%) OF DIVERSE SUPPLIER (\$ TO TOTAL UTILITY PROCUREMENT
				COLS. (C) + (D)	\$/ TOTAL COL. (E)		
<b>MINORITY BUSINESS ENTERPRISE</b>							
1	AFRICAN-AMERICAN *	\$0	\$36,366	\$36,366	0.82%		0.25%
2	AMERICAN INDIAN/NATIVE AMERICAN	\$0	\$0	\$0	0.00%		0.00%
3	ASIAN	\$0	\$4,196,307	\$4,196,307	95.19%		28.79%
4	HISPANIC	\$0	\$175,775	\$175,775	3.99%		1.21%
5	TOTAL MINORITY BUSINESS ENTERPRISE	\$0	\$4,408,448	\$4,408,448	100.00%		30.25%
6							
7							
8	<b>WOMEN BUSINESS ENTERPRISE</b>	\$0	\$0	\$0	0.00%		0.00%
9	<i>Note: African American MBE is also a WBE, above</i>						
10	SERVICE DISABLED VETERAN BE	\$0	\$0	\$0	0.00%		0.00%
11							
12	<b>NOT FOR PROFIT WORKSHOPS</b>	\$0	\$0	\$0	0.00%		0.00%
13							
14	<b>GRAND TOTAL</b>	\$0	\$4,408,448	\$4,408,448	100.00%	\$14,575,088	30.25%

Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.

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ATTACHMENT A-2		UTILITY NAME:	First Transit BWI Airport		FOR THE REPORTING YEAR:		FY 2012 (April 1, 2011 - March 31, 2012)			
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
LINE #	NAICS #	PRODUCT/SERVICE DESCRIPTIONS BY NAICS CODE 1, 2	MINORITY BUSINESS ENTERPRISE	WOMEN BUSINESS ENTERPRISE	SERVICE DISABLED VETERAN BUSINESS ENTERPRISE	NOT FOR PROFIT WORKSHOPS	TOTAL DIVERSE SUPPLIER (\$) BY NAICS CODE	PERCENTAGE (%) TO TOTAL DIVERSE SUPPLIER (\$) BY NAICS	TOTAL UTILITY PROCUREMENT	PERCENTAGE OF DIVERSE SUPPLIER (\$) TO TOTAL UTILITY PROCUREMENT
<i>Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.</i>										
1	236	Construction of Buildings Heavy and Civil Engineering Construction	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
2	237	Construction	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
3	238	Specialty Trade Contractors	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
4	441	Motor Vehicle and Parts Dealers	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
5	444	Building Material and Garden Equipment and Supplies Dealers	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
6	532	Rental and Leasing Services	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
7	541	Professional, Scientific, and Technical Services	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
8	561	Administrative and Support Services	\$0	\$36,366	\$0	\$0	\$36,366	0.8249%	\$0	0.25%
9	562	Waste Management and Remediation Services	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
10	485	Other (Transportation & cleaning support services)	\$4,372,082	\$0	\$0	\$0	\$4,372,082	99.1751%	\$0	30.00%
11		Totals	\$4,372,082	\$36,366	\$0	\$0	\$4,408,448	100.00%	\$14,575,088	30.25%
12										
13										
14		Footnotes:								
15	1	NAICS Codes listed are subject to change								
16										
17	2	To the extent that disclosure of the contract amount dollars applies to only one vendor, the Utility may confidentially report data for columns (D) through (K).								

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**ATTACHMENT A-3**

UTILITY NAME:  
 FOR THE REPORTING YEAR:

First Transit BWI Airport  
 FY 2012 (April 1, 2011 - March 31, 2012)

Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.

LINE #	DESCRIPTION	CURRENT YEAR RESULTS (%)	CURRENT YEAR GOALS (%)
1	MINORITY BUSINESS ENTERPRISE (includes all)	30.25%	28.00%
2	WOMEN OWNED BUSINESS ENTERPRISE	0.00%	0.00%
3	WOMEN OWNED BUSINESS ENTERPRISE	0.00%	0.00%
4	SERVICE DISABLED VETERAN BUSINESS ENTERPRISE	0.00%	0.00%
5	SERVICE DISABLED VETERAN BUSINESS ENTERPRISE	0.00%	0.00%
6	SERVICE DISABLED VETERAN BUSINESS ENTERPRISE	0.00%	0.00%
7	NOT FOR PROFIT WORKSHOPS	0.00%	0.00%
8	NOT FOR PROFIT WORKSHOPS	0.00%	0.00%
9	<b>TOTAL</b>	<b>30.25%</b>	<b>28.00%</b>

First Transit's contract goal is 28% annually, fixed under State contract. Our contract goal exceeds PSC MOU aspirational goal of 25% by 3%, with actual results 5.25% above the PSC goal.

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**ATTACHMENT B**

UTILITY NAME:  
 FOR THE REPORTING YEAR:

First Transit BWI Airport  
 FY 2012 (April 1, 2011 - March 31, 2012)



(A) (B) (C) (D) (E) (F)  
 Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.

LINE #	EXPENSE CATEGORY	EXPENSE AMOUNT (\$)	PERCENTAGE TO TOTAL PROGRAM EXPENSES	TOTAL UTILITY SPEND ON GENERAL AND ADMINISTRATIVE EXPENSES	PERCENTAGE (\$) OF PROGRAM EXPENSES TO TOTAL UTILITY G&A EXPENSES	
			Col. (C) \$ / Total Col. (C)		Col. (C) \$ / Total Col. (E)	
1	Employee Salary Expenses	\$6,698,626	47.80%		47.80%	Salaries and wages
2	Other Employee Expenses	\$0	0.00%		0.00%	
3	Program Expenses	\$4,036,400	28.80%		28.80%	Operational expenses
4	Reporting Expenses	\$0	0.00%		0.00%	
5	Training	\$143,019	1.02%		1.02%	Training and recruitment
6	Consultants	\$36,360	0.26%		0.26%	Customer service reports
7	Other Program Expenses (List)	\$0	0.00%		0.00%	
8	Insurance	\$401,953	2.87%		2.87%	BIPD
9	Depreciation	\$243,024	1.73%		1.73%	Depreciation & Amortization
10	Vehicle Maintenance, Inventory	\$1,978,056	14.12%		14.12%	Maintenance expenses
11	Gen. Administrative/Other	\$475,959	3.40%		3.40%	Gen and admin expenses
12		\$0	0.00%		0.00%	
13		\$0	0.00%		0.00%	
14		\$0	0.00%		0.00%	
15	<b>TOTAL EXPENSES</b>	<b>* \$14,013,397</b>	<b>100.00%</b>	<b>\$14,013,397</b>	<b>100.00%</b>	

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ATTACHMENT C		UTILITY NAME:		First Transit BWI Airport					
FOR THE REPORTING YEAR:		FY 2012 (April 1, 2011 - March 31, 2012)							
(A)	(B)	(C)	(D)	(E)	(F)				
LINE #	NAME OF COMPANY	FILING DATE OF COMPLAINT	NATURE OF COMPLAINT	RESOLVED YES OR NO	IF NO, PLEASE PROVIDE CURRENT STATUS				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

No complaints related to currently contracted minority firms.

*Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.*

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ATTACHMENT D 1		UTILITY NAME:	First Transit BWI Airport		
FOR THE REPORTING YEAR:		FY 2012 (April 1, 2011 - March 31, 2012)			
(A)	(B)	(C)	(D)	(E)	
LINE #	VENDOR NAME	AMOUNT (\$)	NAICS CODE	SELF-CERTIFIED: YES (Y) or NO (N)	Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.
1	Capital Executive Transportation, Inc.	\$4,196,307	485	Assume Y	
2	Simon and Simon Research Services, Inc.	\$36,366	541	Assume Y	
3	Salazar Cleaning Services, Inc.	\$175,775	561	Assume Y	
4		\$0			
5		\$0			
6		\$0			
7		\$0			
8		\$0			
9		\$0			
10		\$0			
11		\$0			
12		\$0			
13		\$0			
14		\$0			
15		\$0			
16		\$0			
17		\$0			
18		\$0			
19		\$0			
20		\$0			
21		\$0			
22		\$0			
23		\$0			
24		\$0			
25		\$0			
26	Total	\$4,408,448			
27					
28	Footnotes:				
29	1	To the extent that disclosure of the contract amount dollars applies to only one vendor, the Utility may confidentially report data for columns (B) through (E).			
30					









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ATTACHMENT F UTILITY NAME: **First Transit BWI Airport**  
 INTERIM REPORTING FOR THE PERIOD ENDED: **FY 2012 (April 1, 2011 - March 31, 2012)**



Report due 45 days after end of fiscal year. First Transit uses United Kingdom fiscal years which end each March 31.

LINE #	DESCRIPTION	DIRECT (\$)	SUB CONTRACT (\$)	DIVERSE SUPPLIER PROCUREMENT (\$)	PERCENTAGE (%) OF DIVERSE SUPPLIER PROCUREMENT	TOTAL UTILITY PROCUREMENT (\$)	PERCENTAGE (%) OF DIVERSE SUPPLIER SPEND TO TOTAL UTILITY PROCUREMENT
1	MINORITY BUSINESS ENTERPRISE	\$0	\$4,372,082	\$4,372,082	99.18%		Col. (E) Line Item / Col. (G) Total 30.00%
2	WOMEN BUSINESS ENTERPRISE	\$0	\$36,366	\$36,366	0.82%		0.25%
3	SERVICE DISABLED VETERAN BE	\$0	\$0	\$0	0.00%		0.00%
4	NOT FOR PROFIT WORKSHOPS	\$0	\$0	\$0	0.00%		0.00%
5	TOTALS	\$0	\$4,408,448	\$4,408,448	100.00%	\$14,575,088	30.25%