

**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 9, 2013**

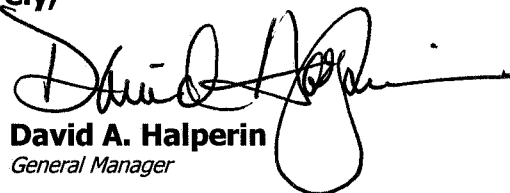
**Mr. David Collins**  
**Executive Secretary - Maryland Public Service Commission**  
**William Donald Schaefer Tower**  
**6 St. Paul Street, 16<sup>th</sup> Floor**  
**Baltimore, MD 21202**

**Dear Mr. Romaine:**

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 2013, which closed on March 31, 2013. 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. Obi Linton  
Maryland Public Service Commission  
6 St. Paul Street, 16<sup>th</sup> Floor  
Baltimore, MD 21202

**FILED**  
APR 25 2013  
PUBLIC SERVICE COMM  
OF MARYLAND

**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: <b>First Transit BWI Airport</b>				<b>First Transit</b>	
FOR THE REPORTING YEAR: <b>FY 2013 (April 2012 - March 2013)</b>							
(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)		Col. (E) / Col. G
<b>MINORITY BUSINESS ENTERPRISE</b>							
1	AFRICAN-AMERICAN	\$0	\$36,354	\$36,354	0.81%		0.24%
2	AMERICAN INDIAN/NATIVE AMERICAN	\$0	\$0	\$0	0.00%		0.00%
3	ASIAN	\$0	\$4,291,050	\$4,291,050	95.47%		27.90%
4	HISPANIC	\$0	\$167,041	\$167,041	3.72%		1.09%
5	TOTAL MINORITY BUSINESS ENTERPRISE	\$0	\$4,494,445	\$4,494,445	100.00%		29.23%
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	<b>SERVICE DISABLED VETERAN BE</b>	\$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	\$4,494,445	\$4,494,445	100.00%	\$15,377,586	29.23%

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

**FIRST TRANSIT, INC.**

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

ATTACHMENT A-2		UTILITY NAME: First Transit BWI Airport		FY 2013 (April 2012 - March 2013)		First Transit				
FOR THE REPORTING YEAR:		RESULTS BY PRODUCT		Report due 45 days after end of fiscal year. First Transit fiscal years end each March 31.						
(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
			\$	\$	\$	\$	COLS. (D), (E), (F), and (G)	%	\$	COL. (I) \$ / TOTAL COL. (J) %
1	236	Construction of Buildings	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
2	237	Heavy and Civil Engineering	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
3	238	Construction	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
4	441	Specialty Trade Contractors	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
		Motor Vehicle and Parts Dealers	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
		Building Material and Garden	\$0	\$0	\$0	\$0	\$0	0.0000%	\$0	0.00%
5	444	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	\$36,354	\$0	\$0	\$36,354	0.8089%	\$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)	\$4,458,091	\$0	\$0	\$0	\$4,458,091	99.1911%	\$0	30.59%
11										
12		Totals	\$4,458,091	\$36,354	\$0	\$0	\$4,494,445	100.00%	\$14,575,088	29.23%
13										
14		Footnotes:								
15	1	NAICS Codes listed are subject to change								
16	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).								



**FIRST TRANSIT, INC.**

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

ATTACHMENT B		UTILITY NAME:	First Transit BWI Airport	First Transit	
FOR THE REPORTING YEAR:		FY 2013 (April 2012 - March 2013)			
(A)	(B)	(C)	(D)	(E)	(F)
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	\$6,942,088	48.59%		48.59%
2	Other Employee Expenses	\$21,252	0.15%		0.15%
3	Program Expenses	\$4,267,131	29.87%		29.87%
4	Reporting Expenses	\$0	0.00%		0.00%
5	Training	\$159,743	1.12%		1.12%
6	Consultants	\$24,000	0.17%		0.17%
7	Other Program Expenses (List)	\$0	0.00%		0.00%
8	Insurance	\$337,934	2.37%		2.37%
9	Depreciation	\$195,228	1.37%		1.37%
10	Vehicle Maintenance, Inventory	\$2,011,095	14.08%		14.08%
11	Gen. Administrative/Other	\$329,240	2.30%		2.30%
12		\$0	0.00%		0.00%
13		\$0	0.00%		0.00%
14		\$0	0.00%		0.00%
15	TOTAL EXPENSES	\$14,287,711	100.00%	\$14,287,711	100.00%



**FIRST TRANSIT, INC.**

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

ATTACHMENT D <sup>1</sup>		UTILITY NAME: <b>First Transit BWI Airport</b>		First Transit	
FOR THE REPORTING YEAR:		FY 2013 (April 2012 - March 2013)		Transit	
(A)	(B)	(C)	(D)	(E)	
LINE #	VENDOR NAME	AMOUNT (\$)	NAICS CODE	SELF-CERTIFIED: YES (Y) or NO (N)	
1	Capital Executive Transportation, Inc.	\$4,291,050	485	Assume Y	
2	Simon and Simon Research Services, Inc.	\$36,354	541	Assume Y	
3	Salazar Cleaning Services, Inc.	\$167,041	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		\$0			
27	Total	\$4,494,445			
28	Footnotes:				
29	1				
30	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).				









Public Service Commission of Maryland  
 Supplier Diversity Annual Report of  
 Interim Report  
 (MOU Sec. 6.5)

ATTACHMENT F		UTILITY NAME: First Transit BWI Airport		First Transit			
INTERIM REPORTING FOR THE PERIOD ENDED:		FY 2013 (April 2012 - March 2013)		Transit			
		Report due 45 days after end of fiscal year. First Transit fiscal years end each March 31.					
(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 SPEND TO TOTAL UTILITY PROCUREMENT
				Cols. (C) + (D)	\$ / Total Col. (E)		Col. (E) Line Item / Col. (G) Total
1	MINORITY BUSINESS ENTERPRISE	\$0	\$4,458,091	\$4,458,091	99.19%		28.99%
2							
3	WOMEN BUSINESS ENTERPRISE	\$0	\$36,354	\$36,354	0.81%		0.24%
4							
5	SERVICE DISABLED VETERAN BE	\$0	\$0	\$0	0.00%		0.00%
6							
7	NOT FOR PROFIT WORKSHOPS	\$0	\$0	\$0	0.00%		0.00%
8							
9	TOTALS	\$0	\$4,494,445	\$4,494,445	100.00%	\$15,377,586	29.23%