

Re-Certification for the Veteran-Owned Small Business Enterprise (VSBE) Program

The VSBE Re-certification process requires that the company meet certain eligibility standards:

- A) Must be at least 51% owned and controlled by one or more individuals who are veterans.
- B) Must meet size standards set by the U.S. Small Business Administration. Refer to <https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx> for more information.

In addition, vendors must:

- A) Be registered in Maryland's online vendor portal, eMaryland Marketplace Advantage (eMMA).
- B) Submit the VSBE Program renewal application in eMMA.
- C) Provide information pertaining to their verification of veteran status by the Maryland Department of Veterans Affairs (MDVA) **OR** the federal Vets First Verification Program (VetBiz).

Renewing the eMMA VSBE application

To access the VSBE Program renewal application in eMMA, follow these steps:

- 1) Log into your eMMA account (<https://emma.maryland.gov/>).

Welcome to eMaryland Marketplace Advantage (eMMA)

emmaSM
eMaryland Marketplace Advantage

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*
Email / Username

Password*
Login

State SSO Login(SecureAuth) MDoT SSO Login(MSAzure)

Lost your password?

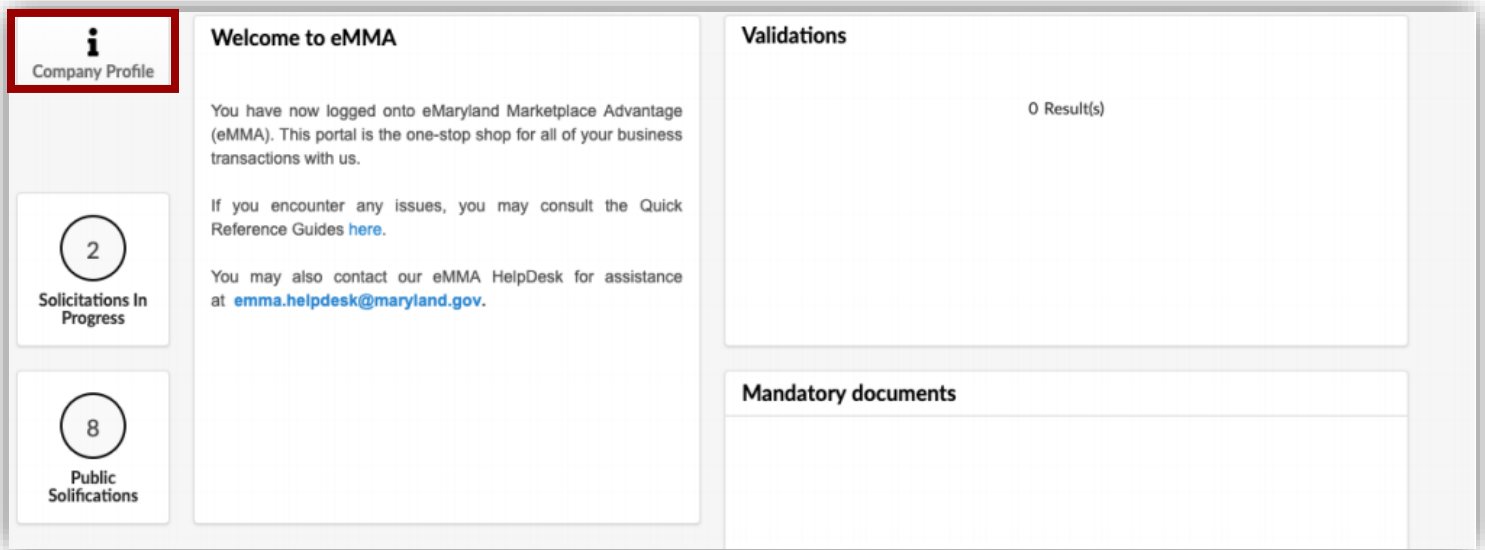
New Vendor? Register Now

Public Solicitations

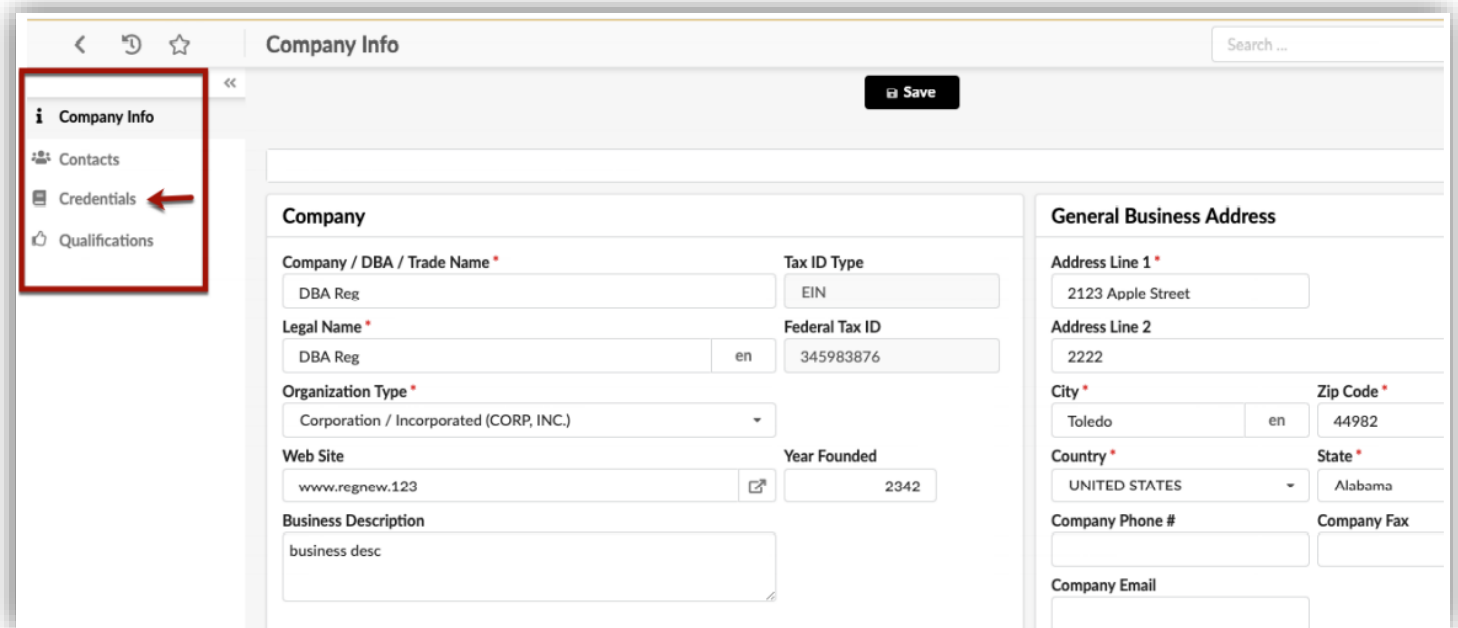
Public Contracts

Vendor Search

2) Select "Company Profile".



3) Click on the "Credentials" tab, which is located on the left side of the screen.



4) Navigate to the Certifications section and click on the "Add certifications" box.

The screenshot shows a web application interface for 'Company Info'. On the left is a navigation menu with 'Company Info', 'Contacts', 'Credentials', and 'Qualifications'. The main content area has a 'Save' button at the top right. Below it are search filters for 'Keywords', 'Status', and 'State to date' (set to 8/2/2019), along with an 'Archived Documents' checkbox and 'Search' and 'Reset' buttons. The 'Legal Documents' section has an 'Add legal documents' button and shows '0 Result(s)'. The 'Certifications' section has an 'Add certifications' button, which is circled in red with an arrow pointing to it from the left. Below this is a table header with columns: 'Att. Certification Type', 'Approval Status', 'Owner', 'Effective Date', 'Expiration Date', and 'Date Status'.

5) In the "Type" field, select the drop down icon to choose "Certifications/VSBE Application".

This is a close-up of a 'Document Type' dropdown menu. A red arrow points to the dropdown icon in the top right corner of the input field. The menu is open, showing three options: 'Certifications / Other (Certifications)', 'Certifications / VSBE Application', and 'Certifications / Certificate of Insurance'. At the bottom of the menu, there is a note: '300,000 kb limit.'.

6) Complete the application.

A) Answer the two (2) eligibility questions.

B) Verify your veteran status.

- If you were previously certified using a veteran verification number from the Maryland Department of Veteran Affairs (MDVA), select "Veteran Verification #" as the "VSBE Cert # Type" and enter your veteran verification number in the "VSBE Cert Number" section. Your current MDVA # can be found in the "Company Info" section. It is a combination of letters, numbers, and symbols (i.e. MDVA2020-000).
- If you were previously certified using a veteran verification number from the federal Vets First Verification (VetBiz) program, select "VetBiz #" as the "VSBE Cert # Type" and enter your 9-digit DUNS number in the "VSBE Cert Number" section.
- If your federal veteran verification has expired, you must renew, or seek veteran verification from MDVA, to remain in the VSBE Program. Visit the following website for details: <https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>.

C) Agree to the VSBE Program terms.

The screenshot shows a section of the VSBE application form with the following fields:

- Is at least 51% of this business owned and controlled by one or more veteran(s) or disabled veteran(s)? *** (Dropdown menu)
- Does your company meet the size standards adopted by the United States Small Business Administration? *** (Dropdown menu)
- VSBE Cert # Type *** (Dropdown menu)
- VSBE Cert Number *** (Text input field)
- Agree to VSBE Program Terms? *** (Dropdown menu)

7) "Save" and "Submit" the application.

VSBE certification is granted to eligible firms who complete the application and provide veteran verification. eMMA will send an email to the primary contact on the account once VSBE certification has been issued.

VSBE certification status is identified in eMMA. To see your status or search for other VSBE firms, visit the eMMA website (<https://emma.maryland.gov/>) and select the “Vendor Search” option. To perform your search, enter the name of your company or select the “VSBE Vendor” box.

If you have questions or need further assistance, contact the Governor’s Office of Small, Minority & Women Business Affairs at 410-697-9600.