

Welcome!

Tuesday,
September
26
2023

www.gomdsmallbiz.maryland.gov

GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS
goMDsmallbiz.maryland.gov



T.I.P.S.

Webinar
Series

**Training & Insights for
Procurement Success**



#goMDsmallbiz



Subcontracting in the Minority Business Enterprise (MBE) Program

Presented by

Karen Reyes, MBE Compliance Manager

Governor's Office of Small, Minority & Women Business Affairs

- Provide direct oversight of three state procurement programs across 70 participating agencies, including implementation, compliance, and establishing best practices
- Conduct statewide outreach and training programs to help small, minority, women, and veteran businesses compete with confidence
- Maintain a robust website that provides 24/7 access to small business resources <https://gomdsmallbiz.maryland.gov/Pages/default.aspx>



Our Staff

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Karen Reyes – *MBE Compliance Manager*

Gerald Stinnett – *MBE Compliance Manager – VLT Operations*

Danielle N. Davis – *VSBE Compliance Manager*

Origin of Maryland's MBE Program

- In 1978, Maryland's General Assembly enacted legislation creating the Minority Business Enterprise (MBE) Program
 - <https://mgaleg.maryland.gov/mgawebseite/>
- Created to ensure that socially- and economically-disadvantaged small business owners are included in the State's procurement and contracting opportunities
- The MBE Program will celebrate its 45th anniversary in 2023





The MBE Program

- Maryland's MBE Program, is well-recognized as a national model for minority inclusion in State procurement and contracting



The MBE Program is governed by:

- State Finance & Procurement (SFP) Articles
§§14-301—14-308
- The Code of Maryland Regulations (COMAR)
21.11.03

MBE Program Statutes

STATE FINANCE AND PROCUREMENT (SFP)

Articles §§14-301—14-308

- § 14-301. Definitions
- § 14-301.1. Legislative findings
- § 14-302. Procurement from minority businesses
- § 14-303. Regulations by Board
- § 14-304. Powers of certification agency
- § 14-305. Annual reports; information
- § 14-307. Duty of Legislative Policy Committee
- § 14-308. Prohibited acts; penalties

MBE Program Regulations

COMAR 21.11.03

Minority Business Enterprise Policies

- 01 General — Purpose
- 02 Scope
- 03 Definitions
- 04 Procurement Agency Responsibility
- 05 MBE Liaison Officer
- 06 Central Directory
- 07 Race Neutral Measures
- 08 MBE Notification
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- 12 Amendment of MBE Participation Schedule
- 13 Compliance
- 15 Certification — General
- 16 Minority Business Enterprise Advisory Committee
- 17 Reporting

Maryland's Socioeconomic Procurement Programs

Small Business Reserve (SBR) Program

- Prime contracting program
- 15% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)
- Annual renewal

Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% aspirational goal
- 3-Step veteran verification/certification process
- Online certification process (eMMA)
- Annual renewal

Minority Business Enterprise (MBE) Program

- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Annual review

MBEs and VSBEs are encouraged to perform as Prime Contractors.

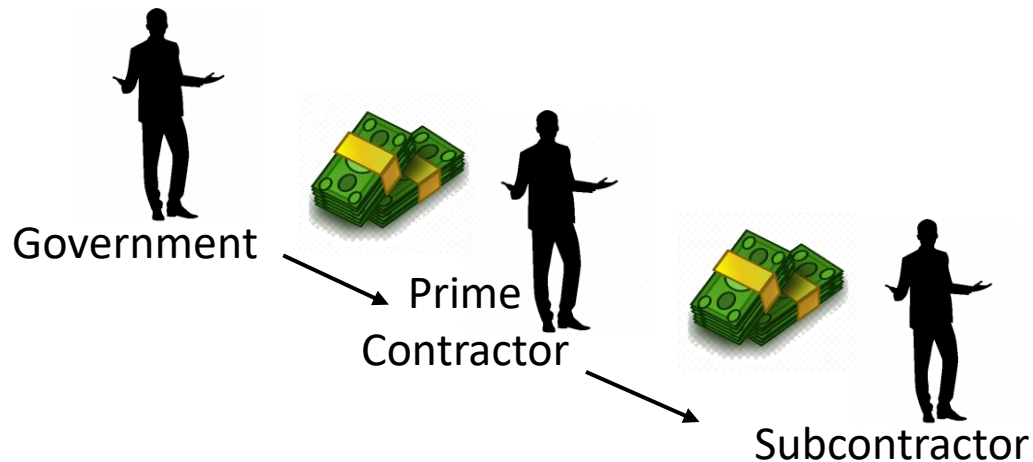
Prime Contractor vs Subcontractor

- Maryland awards state-funded contracts directly to prime contractors
- This means that the State's legal contractual relationship is with the prime contractor directly; NOT the subcontractor



Prime Contractor vs Subcontractor

- The subcontractor has a legal relationship with the prime contractor, not the State
- Payment to the subcontractor comes from the prime contractor, not the State



MBE Certification Process

- The Office of Minority Business Enterprise (OMBE), a unit of the Maryland Department of Transportation (MDOT), is the agency designated to certify, recertify, and decertify MBEs
- All these procedures are defined in State regulations

COMAR 21.11.03.15

MBE Certification Process

- Small, minority- and women-owned firms need to meet key eligibility standards, specifically:
 - Minority status
 - Ownership
 - Control
 - Size
 - Personal Net Worth of the minority owner(s)



MBE Certification Process

- Businesses can learn more about certification on MDOT's website:
<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91>
- Applicants can attend OMBE's Application Assistance Workshop for additional support:
<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=94>

Important Notice to Out-of-State Firms

- Out-of-State firms must also be registered and in good standing with the [Maryland Department of Assessments and Taxation](#)
- Firms headquartered outside of Maryland must be certified by a governmental agency in your home state before applying for certification in Maryland

MBE Directory

- OMBE publishes and maintains an electronic Central Directory of Certified MBEs available to the general public online. [MDOT Directory:
\(https://marylandmdbe.mdbecert.com/?TN=marylandmdbe\)](https://marylandmdbe.mdbecert.com/?TN=marylandmdbe)
- Contact MDOT, Office of Minority Business Enterprise, for more information, if needed. [Contact MDOT OMBE:
\(https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=97\)](https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=97)

COMAR 21.11.03.06

— A Great Reason to Subcontract in the MBE Program



**Maryland Awarded
\$1.1 Billion* to
Certified MBE firms**

*FY2021

Benefits of MBE Certification

- Only MBE-certified firms can fulfill the MBE participation goal on a State-funded contracts
 - Some contracts may also include race and gender specific MBE subgoals
 - Ethnic women who have dual certification may meet more than one MBE subgoal on the same contract
- MBE-certified firms, like any other firm, can also perform as a prime contractor
 - MBE firms performing as a prime contractor can self-perform up to 50% of any MBE goal and 100% of any single subgoal

Contract Scenario:

a construction contract has a 34% MBE goal, with subgoals of 8% African American and 11% Women; the remaining 11% could be fulfilled with any of the subgroups

Established Goals from the PRG, listed in the solicitation:

Overall MBE Participation Goal: 34%

Subgoals: 8% African American
11% Women

Prime:

Certified MBE Firm

African American

Conditions:

Self-performing: 17% (which includes 8% African American Subgoal)

Women: 11%

All Minority Classification: 6%

Total Commitment: 34%

Contract Scenario:
an IT Services
contract has a 25%
MBE goal, with
subgoals of 8%
Hispanic and 10%
Women; the
remaining 7% could
be fulfilled with any
of the subgroups

Established Goals from the PRG, listed in the solicitation:

Overall MBE Participation Goal: 25%

Subgoals: 8% Hispanic

10% Women

Prime:

Non-Minority

Conditions:

Hispanic: 8%

Women: 10%

All Minority Classification: 7%

Total Commitment: 25%

Important to Remember...

Your firm must be fully MBE certified and not in “pending” status in order to perform as an MBE.

The scope of work in which you are performing must align with the NAICS codes assigned at the time you received MBE certification.



MBE Subcontractors

www.gomdsmbiz.maryland.gov

MBE Subcontractor Rights & Responsibilities

Speak Up Early

- Protect your company's interest
- Ask questions if you do not understand any of the requirements for the scope of work
- Clearly define how and when and how your company will be utilized on each contract
- If not used in the manner or within the timeframe expected, inquire with the Prime Contractor right away and notify the MBE Liaison

MBE Subcontractor Rights & Responsibilities

Put it in Writing

- MBE subcontractors confirm their participation by submitting an MBE Subcontractor Participation Certification form to the state agency
- An award cannot be made to the prime contractor until this form is provided

Subcontractor Agreement

A Subcontractor Agreement is a contract or agreement to perform work or provide material for a specific contract, initiated between a prime contractor and a subcontractor.


- Prime contractors may choose several subcontractors to work on a single contract
- Each subcontractor should have their own agreement with the prime contractor



Subcontractor Agreement

Reasons to have a Subcontractor Agreement:

- Subcontractor agreements typically include critical project details, a milestones, payment information and schedules.
- This type of agreement can legally protect both parties.
- A subcontractor agreement can save time and money, if a problem were to arise with the prime contractor.



MBE Unavailability, Participation & Payment Forms

www.gomdsmbiz.maryland.gov

MBE Forms

Unavailability Certificate Documentation

- If you are approached by a prime contractor to perform on a contract but are unable to, you may be asked to complete waiver documentation:
 - D-1B – Exhibit A: MBE Subcontractor Unavailability Certificate

D-1B - Exhibit A MBE Subcontractor Unavailability Certificate		
1. It is hereby certified that the firm of _____ (Name of Minority firm)		
located at _____ (Number) (Street)		
_____ (City) (State) (Zip)		
was offered an opportunity to bid on Solicitation No. _____		
in _____ County by _____ (Name of Prime Contractor's Firm)		

2. _____ (Minority Firm), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):		

_____	_____	_____
(Signature of Minority Firm's MBE Representative)	(Title)	(Date)
_____	_____	_____
(MDOT Certification #)	(Telephone #)	

MBE Forms

- MBE Participation Forms required during bidding process
 - D-1A – MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule
 - D-3A – Certified MBE Subcontractor Participation Certification
 - D-3B – MBE Prime Contractor Participation Certification

D-3A
CERTIFIED MBE SUBCONTRACTOR PARTICIPATION CERTIFICATION

INSTRUCTIONS:

PRIME CONTRACTOR: After completing SECTIONS A, B, and D, provide this form to *each* certified Minority Business Enterprise subcontractor (MBE) listed on the MBE Participation Schedule (Attachment D-1A) allowing sufficient time for the MBE to respond within the required timeframe.

CERTIFIED MBE SUBCONTRACTOR: Complete SECTION C to acknowledge and certify the information in SECTION A. Return the completed form directly to the Procurement Officer identified in SECTION D within 10 days after notice from the Prime Contractor of the State's intent to award the Contract. Provide a copy to the Prime Contractor.

IF THIS FORM IS NOT RETURNED WITHIN THE REQUIRED TIME, THE PROCUREMENT OFFICER MAY DETERMINE THAT THE PRIME CONTRACTOR IS NOT RESPONSIBLE AND THEREFORE NOT ELIGIBLE FOR CONTRACT AWARD.

SECTION A

Provided that (Prime Contractor) _____ is awarded the State contract in conjunction with Solicitation Number _____, (Prime Contractor) _____ intends to enter into a subcontract with (Certified MBE Subcontractor) _____ with MDOT Certification Number _____ committing to participation by (Certified MBE Subcontractor) _____ of at least \$_____ which equals _____% of the Total Contract Value for the following products/services:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE)	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES

MBE Forms

- MBE Participation Forms required during bidding process
 - D-1A – MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule
 - D-3A – Certified MBE Subcontractor Participation Certification
 - D-3B – MBE Prime Contractor Participation Certification

PAGE 2 – CERTIFIED MBE SUBCONTRACTOR PARTICIPATION CERTIFICATION

SECTION B – Prime Contractor

Signature of Representative: _____

Printed Name and Title: _____

Prime Firm's Name: _____

Federal Identification Number: _____

Street Address, City, State, Zip Code: _____

Phone: _____

Date: _____

SECTION C – Certified MBE Subcontractor

Signature of Representative: _____

Printed Name and Title: _____

MBE Firm's Name: _____

Federal Identification Number: _____

Street Address, City, State, Zip Code: _____

Phone: _____

Date: _____

SECTION D

This completed form is due to the Procurement Officer on or before: _____

Solicitation #: _____ Solicitation Title: _____

Agency/Dept.: _____ Procurement Officer: _____

Phone: _____ Email: _____

Street Address, City, State, Zip Code: _____

MBE Forms

- MBE reports (Attachment D) required monthly from Primes/Subcontractors after contract inception
 - D-4A - Prime Contractor Paid/Unpaid Invoice Report
 - D-4B - MBE Prime Contractor Report
 - D-5 - MBE Subcontractor Paid/Unpaid Invoice Report

D-5 Minority Business Enterprise Participation MBE Subcontractor Paid/Unpaid Invoice Report					
Report #:			Contract #:		
Reporting Period (Month/Year):			Contracting Unit:		
Report is due by the 10th of the month following the month the services were performed.			MBE Subcontract Amt:		
			Project Begin Date:		
			Project End Date:		
			Services Provided:		
MBE Subcontractor Name:					
MDOT Certification #:					
Contact Person:					
Address:					
City:		State:		ZIP:	
Phone:		FAX:		E-mail:	
Subcontractor Services Provided:					
List all payments received from Prime Contractor during reporting period indicated above.			List dates and amounts of any unpaid invoices over 30 days old.		
	Invoice Amount	Date		Invoice Amount	Date
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Total Dollars Paid: \$			Total Dollars Unpaid: \$		
Prime Contractor:			Contract Person:		
Return one copy of this form to the following addresses (electronic copy with signature and date is preferred):					
Contract Monitor Name			Contracting Unit		

Removal of an MBE Subcontractor

- An MBE subcontractor that has been officially named (via the MBE Forms) on a state-funded contract, cannot arbitrarily be removed
- The prime contractor must demonstrate “good cause”
 - Good cause, as defined in COMAR 21.11.03.12 D, is:
 - A documented history of non-performance/underperformance,
OR
 - The MBE subcontractor has elected to be removed

Conflict Resolution

- Always attempt to resolve any issues directly with the Prime Contractor
- Every agency staffs an MBE Liaison whose duties include assisting MBE subcontractors if a problem arises
- When working through a conflict with the Prime Contractor, be sure to make the MBE Liaison aware at the onset

A listing of the MBE Liaisons can be found on our website:

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

Capabilities Statement

- Share your capabilities Statement often
 - 1 page
 - This is your business's first impression
 - Shows your company's core competencies
 - Highlight past performance





Procurement Process Overview

www.gomdsmbiz.maryland.gov

Procurement Categories

Category I & II

Small Procurement – Category I

(\$1 to \$5,000 range)

Oral, written, or published solicitations used to obtain quotes

Awarded solely at the discretion and authority of an authorized purchaser

Purchasers directly solicit quotes from certified small & minority businesses

Small Procurement – Category II

(\$5,001 to \$15,000 range)

Oral, written, or published solicitations used to obtain quotes from at least 2 vendors

Awarded solely at the discretion and authority of an authorized purchaser

Purchasers directly solicit quotes from certified small & minority businesses

Procurement Categories

Category III & Formal Procurements

Small Procurement – Category III

(\$15,001 to \$50,000 range)

Written solicitations required

Solicitation must be published on eMMA

Must obtain quotes from at least 2 vendors

Awarded to the lowest/best responsive & responsible bidder/offeror

Formal Procurement

Exceeding \$50,000

Written solicitations required

Solicitation must be published on eMMA

Must obtain quotes from at least 2 vendors

Awarded to the lowest/best responsive & responsible bidder/offeror

Procurement Process

State of Maryland
Procurement Manual



1. Need Identification (Section 2)

Focuses on the various types of goods and services that are procured by the state.



2. Pre-Solicitation (Section 3)

Planning stages prior to preparing a procurement solicitation.



4. Solicitation (Section 5)

Provides the steps for public advertisement and other notices of solicitation.



3. Solicitation Preparation (Section 4)

Includes procedures for drafting solution.



7. Contract Administration Process (Section 8)

Focuses on post-contract award activities.



6. Award Process (Section 7)

Includes the steps for approving contract awards.



5. Review / Evaluation Process (Section 6)

Opening the vendor responses to solicitations.



Procurement Process Overview & Tools

Learn How the Process Works

- Know what opportunities are coming down the pipeline
- Identify which agencies purchase what you sell and on what schedule
- Learn which prime contractors may utilize subcontractors that offer your services or products
 - Share your capabilities statement

Identifying Opportunities

- Procurement Forecast
- eMaryland Marketplace Advantage (eMMA)
- Resource Page of the Governor's Office of Small, Minority & Women Business Affairs Website





Public Mining Data Techniques

www.gomdsmbiz.maryland.gov

What's Coming Down the Pipeline?

Mining Subcontracting Opportunities

Procurement Forecast

- Projected purchases of \$100,000 and above for the upcoming fiscal year
 - Many agencies list projected purchases below this threshold as well
- Agency procurement contact information is included for each projected purchase so that vendors can connect to the buyer directly
- Vendors can download search results

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>



Quick Links



About Us

FAQs

Legislation and Policy

Outreach

Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2023.

This database is populated with projected purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

Agency Name	Incumbent Name	Description	Estimated Total Contract Award (no options)	PO Name	PO Phone	PO Email
Police		McHenry Boiler	\$100,000 to \$500,000	Rene Alonso	410-379-9410	rene.alonso@maryland.gov
Juvenile Services		Art Instruction	\$100,000 to \$500,000	Julia Bouie	410-230-3124	mailto:julia.bouie1@maryland.gov
Transportation - State Highway	KCI TECHNOLOGIES, INC.	SUPPLEMENTAL ENGINEERING SUPPORT SERVICES	\$1,000,001 to \$5,000,000			
Environment		Aerial Photography/Helicopter service	\$15,000 to \$99,000			
Human Services		Upgrade & Install Audio Visual Equipment in conference rooms	\$15,000 to \$99,000	Cari Younker	240-420-2134	carri.younker@maryland.gov
Human Services	Universal Security	Unarmed security guards (2) Full time / 80 hrs per wk.	\$100,000 to \$500,000	Tonia Wells	410-767-4720	Tonia.Wells@maryland.gov
Environmental Services	None	Swallow Falls State Park- Upgrade of Potable Water Distribution System	\$500,001 to \$1,000,000	Salem Alsai	410-729-8200	salsa@menv.com
Public Safety and Correctional Services		REPLACE ROOF AT ED 1	\$500,001 to \$1,000,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
Veteran's Affairs		CEMETERY WALL STABILIZATION & FENCE RECONDITIONING	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
Deaf, School for the		REPLACE 52 YEAR OLD TRANSFORMER.	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
Military		REPAIR & OVERLAY ROADS & PARKING LOTS	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
General Services		REPLACE FIRE ALARM SYSTEM.	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
General Services		REPLACE CURRENT CAMERAS & DVR; UPGRADE TO DIGITAL.	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
Human Services		REPLACE OLD TILE & REFURBISH SHOWERS-2ND N. STAFF	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
Human Services	Way Station	Provision of Interagency Family Preservation Services	\$1,000,001 to \$5,000,000	Barbara Tolley	301-600-4541	Barbara.Tolley@maryland.gov
Transportation - Motor Vehicle	Carder's Lawn & Landscaping, Inc.	Landscaping Services at the Cumberland Branch Office	\$15,000 to \$99,000	Kelli Gower	410-768-7396	kgower@mdot.maryland.gov
Frostburg State University		PE Building Entrance Repairs and building envelope repairs	\$100,000 to \$500,000	Robert Boyce	301-687-4125	rjboyce@frostburg.edu
Frostburg State University		Hitchins Air Handler Controls	\$15,000 to \$99,000	Robert Boyce	301-687-4125	rjboyce@frostburg.edu
Health		REPLACE STAIRWAY & EXIT DOORS.	\$15,000 to \$99,000	Colleen Haynes	410 767-4995	colleen.haynes@maryland.gov
Labor	Sparkle & Clean Janitorial	Janitorial Service	\$15,000 to \$99,000	Sean Watson	410-767-2595	sean.watson@maryland.gov

What's Coming Down the Pipeline?

Mining Subcontracting Opportunities

eMaryland Marketplace Advantage (eMMA)

Maryland's online procurement system for all solicitations above \$15K
Vendors are able to:

- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- Obtain bid results online

eMMA



- Free to register as a vendor
- eMMA is the online platform for SBR & VSBE self-certification
- The link to eMMA is located at emma.maryland.gov

[New Vendor? Register Now](#)[Vendor Search](#)[Public Solicitations](#)[Public Contracts](#)[Login](#)

Welcome to eMaryland Marketplace Advantage (eMMA)



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.

LOGIN

Login *

Password *

State SSO
Login(SecureAuth)

[Lost your password?](#)

[New Vendor? Register Now](#)[Public Solicitations](#)[Public Contracts](#)



Public Solicitations

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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*

Login must have a value

Password*

Login

State SSO Login(SecureAuth) MDOT SSO Login(MSAzure)

[Lost your password?](#)

New Vendor? Register Now

Public Solicitations

Public Contracts

Vendor Search



Public Solicitations

Keyword Search: Maintenance

Click the Title for
more info

Keywords

Maintenance

Category

Status

Open

Search

Reset

> Advanced Search

Filters Status: Open Keywords: Maintenance

ID	Title	Status	Due / Close Date	Publish Date UTC-4	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM032647	Bus Depot Electrification Program: Kirk and Northwest Depots	Open	4/6/2023	3/27/2023 4:33:06 PM	Electric vehicle charging systems	RFP: Double Envelope Proposal	Maryland Transit Administration		
BPM036130	NGO-401-23 CHAIRLIFT, VERTICAL LIFT, PLATFORM LIFT, AND DUMBWAITER, PREVENTATIVE MAINTENANCE, REPAIR, NEW INSTALLATIONS, SUPPLIES, AND SERVICES	Open	4/11/2023	3/27/2023 3:29:59 PM	Aerial lifts	Public Notice	Baltimore County Public Schools		
BPM036724	Springfield Hospital Center Elevator Services 2023-2024	Open	4/5/2023	3/27/2023 3:12:28 PM	Elevator maintenance services	Request for Quote	09001-GENERAL ADMINISTRATION - SPRINGFIELD HOSPITAL CENTER	View	
BPM036719	J01B2600033	Open	4/25/2023	3/27/2023 12:53:20 PM	Computer hardware maintenance and support	RFP: Double Envelope Proposal	The Secretary's Office		
BPM036491	RFP #1151797 - Elevator Maintenance Services	Open	4/20/2023	3/16/2023 10:10:00 AM	Elevators	Public Notice	Montgomery County Government		

53 Result(s)



Public Solicitations

Title	ID	Lot #	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
Springfield Hospital Center Elevator Services 2023-2024	BPM036724	1	1	Open	Apr 5 2023 11:00AM	Apr 5 2023 11:00AM

Solicitation Type
Request for Quote

Main Category
Elevators

Issuing Agency
09001-GENERAL ADMINISTRATION - SPRINGFIELD HOSPITAL ...

Procurement Officer / Buyer **Email**
Sabrina FIELDS sabrina.fields1@maryland.gov

Solicitation Summary

Springfield Hospital Center (SHC) is seeking the services of a vendor to perform repairs, adjustments, preventative maintenance, emergency services, inspection services, and related work for five elevators located at Springfield Hospital Center for the period of one year.

Pre-Bid Conference Date (EST)
Mar 31 2023 11:00AM

Pre-Bid Conference Details

There will be a pre-bid conference and site visit held on March 31, 2023 at 11:00 AM in the Medical Services (M&S) 2nd Floor Conference Room, located at 6655 Sykesville Road, Sykesville, MD 21784. See Campus Map for Medical Services (M&S) Building location.

Small Business Reserve Designation
Yes
Procurement Program Participation Goals

**SBR Designation and MBE
and/or VSBE goals would
be here**












Public Solicitations

Solicitation Links

Attachments

Click to open and review

Title	Type	Att.	Last Modified on UTC-4	Creation Date UTC-4	Validity End Date
Drawings and Attachments Referenced in IFB	Attachments & Appendixes (Approved)	 SHC Elevator Service Small Procurement Contract.pdf			
		 AttachmentH-Conflict-of-InterestAffidavit.pdf			
		 Attachment-N-Affidavit.pdf			
		 Contractor Constructions Guidelines Revised February 14 2023.pdf			
		 AttachmentC-Bid_Proposal-Affidavit.pdf	3/27/2023 3:06:50 PM	3/27/2023 3:06:50 PM	
		 Additional_Terms_and_Conditions.pdf			
Springfield Hospital Center Elevator Service 2023-2024 IFB	Specification Document (Approved)	 Campus_Map.pdf			
		 SHC Elevator Service No Bid Feedback Form Fillable.pdf			
		 Springfield Hospital Center Elevator Service 2023-2024 IFB.pdf	3/27/2023 3:05:54 PM	3/27/2023 3:05:54 PM	

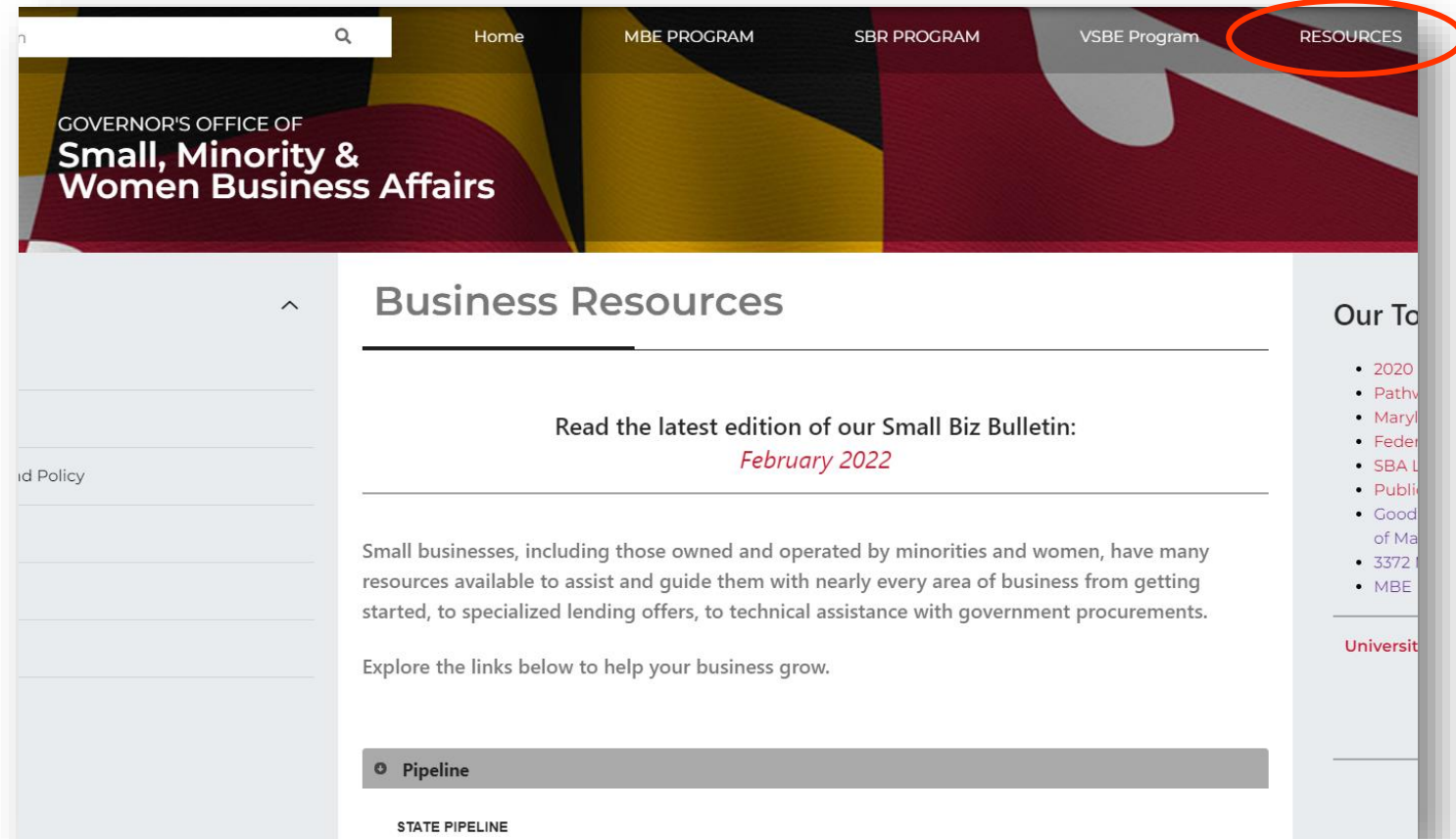
What's Coming Down the Pipeline?

Mining Subcontracting Opportunities

Our Website – Resources Page

- Identify other possible procurement pipelines using our resource page:

<https://gomdsmallbiz.maryland.gov/Pages/Business-Resources.aspx>



What's Coming Down the Pipeline?

Mining Subcontracting Opportunities

Learn more about navigating the pipelines:

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

MINING PUBLIC DATA

eMaryland Marketplace Advantage

(eMMA)

- Video
- Slide Deck

Procurement Forecast

- Video
- Slide Deck

Board of Public Works

- Video
- Slide Deck

Communicating with Confidence

- Video
- Slide Deck



Best Practices

www.gomdsmbiz.maryland.gov

Best Practices

Once you identify agencies that purchase what you sell, you will want to:

- ✓ Stay in contact with MBE liaisons
- ✓ Regularly visit agency specific websites, if solicitations are listed there
- ✓ Look for buyers who make purchases under \$15k

Best Practices

- Always attend Pre-bid Conferences
 - ✓ Meet procurement staff and MBE liaison
 - ✓ Meet interested prime contractors
 - ✓ Meet interested subcontractors
 - ✓ Ask questions

Best Practices

- ✓ Make sure you are in good standing with the Maryland Department of Assessments and Taxation (DAT or SDAT)
 - Check your status using the Business Entity Search link: <https://egov.maryland.gov/BusinessExpress/EntitySearch> *OR* by logging into your Maryland Business Express Account: <https://egov.maryland.gov/BusinessExpress/>
- ✓ Make sure your business financial data & tax filings are in order and up to date
- ✓ Regularly check your information in business directories



If you suspect MBE Fraud, please contact:

Governor's Office of Small, Minority & Women Business Affairs at 410-697-9611

The **MBE Fraud Hotline** exists for the purpose of reporting potential violations against a certified MBE. A call to the hotline will trigger an investigation. The more details you provide, the better chance we have of determining whether fraud has been committed. Callers may remain anonymous.

Visit the Governor's Office of Small, Minority & Women Business Affairs Website

- ✓ Register for T.I.P.S. Webinar Series
 - ✓ Browse and register for events both in and outside of state agencies
 - ✓ Connect to other Maryland resources
- ✓ Review the Procurement Forecast
 - ✓ Look at the MBE Liaison listing
 - ✓ Find Contact information for our staff

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>



For questions about the MBE Program,
you may contact me directly:

Karen Reyes

410-697-9608

karen.reyes@maryland.gov

Keep Learning

- 2 free webinars every month
- No cost to attend
- Register in advance to receive the participation link
- Download the presenter's slide deck
- Access video recordings of all classes on our YouTube playlist

goMDsmallbiz.maryland.gov



The graphic features a black background with yellow and red geometric shapes. A white rounded rectangle in the top left contains the Maryland state flag logo and the text 'Maryland GOVERNOR'S OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS goMDsmallbiz.maryland.gov'. A photo of a person working on a laptop is in the top right. A large yellow speech bubble in the center contains the text 'T.I.P.S. Webinar Series'. Below the speech bubble, the text 'Training & Insights for Procurement Success' is displayed. A heart-shaped logo with the Maryland state flag is in the bottom right, and the hashtag '#goMDsmallbiz' is in the bottom left.

 **Maryland**
GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS
goMDsmallbiz.maryland.gov

T.I.P.S. Webinar Series

**Training & Insights for
Procurement Success**



#goMDsmallbiz

Upcoming T.I.P.S. Webinars

Thursday
September 28, 2023

10 a.m.

[Business Financial Literacy](#)

Webinar

October 6, 2023

10:00 a.m.

[Small Biz Resource](#)
[Connections:](#)

Maryland Health Connection
for Small Business



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Workshop

October 10, 2023

10:00 a.m.

[Maryland Women's Small](#)
[Business Celebration 2023](#)

In Honor of
**National Women's Small
Business Month**

Webinar

October 13, 2023

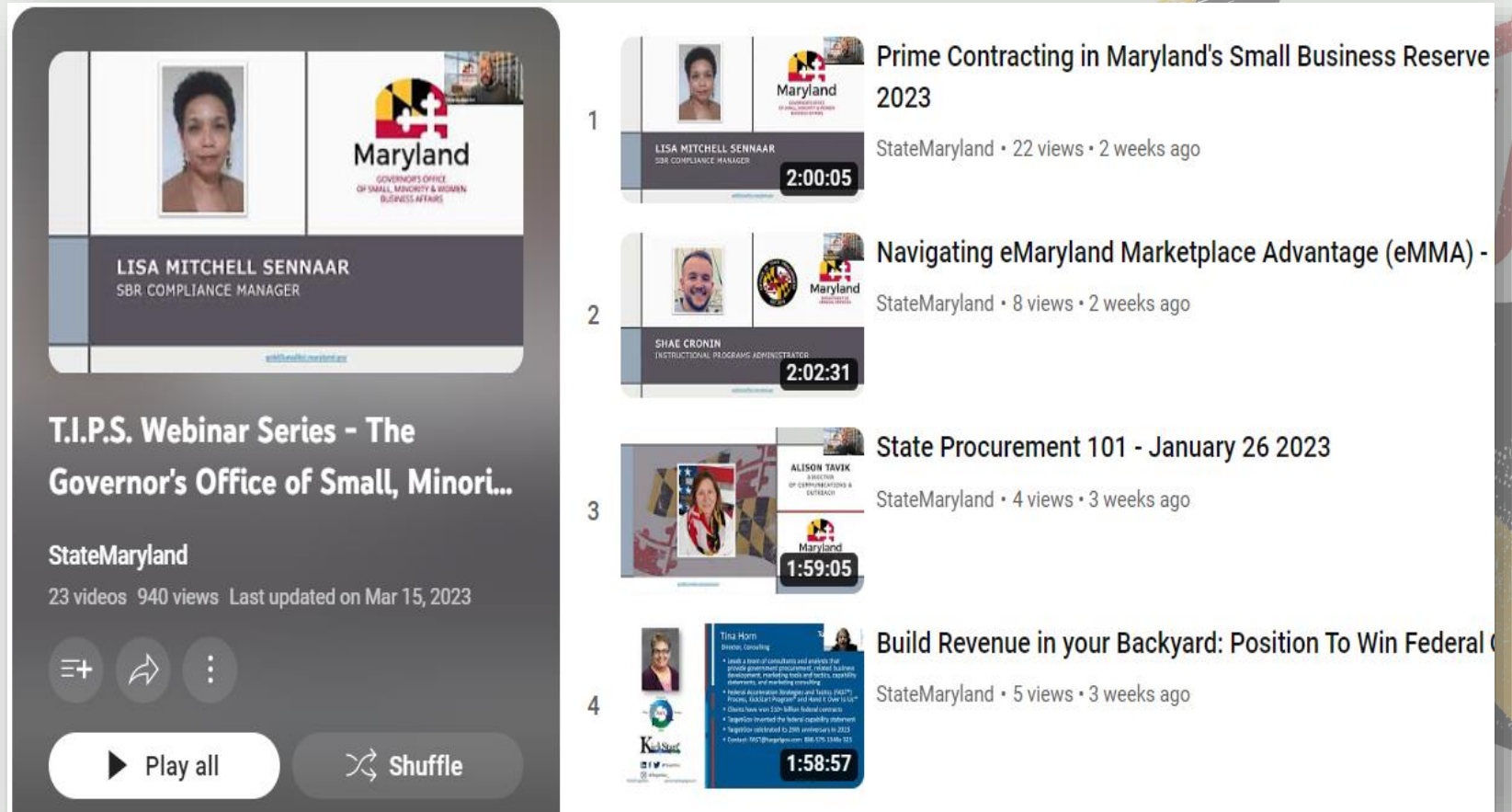
10:00 a.m.

[Latinos In Tech](#)

In Honor of
**National Hispanic Heritage
Month**

VIDEO PLAYLIST

T.I.P.S. Webinar Series Playlist



The image displays a YouTube video player interface for a playlist titled "T.I.P.S. Webinar Series - The Governor's Office of Small, Minority...". The main video player shows a thumbnail for a webinar featuring Lisa Mitchell Sennaar, SBR Compliance Manager, with the Maryland Governor's Office logo. Below the player, the playlist title and channel name "StateMaryland" are visible, along with statistics: 23 videos, 940 views, and a last update on Mar 15, 2023. The playlist list on the right contains four items:

- 1** Prime Contracting in Maryland's Small Business Reserve 2023
StateMaryland • 22 views • 2 weeks ago
Duration: 2:00:05
- 2** Navigating eMaryland Marketplace Advantage (eMMA) -
StateMaryland • 8 views • 2 weeks ago
Duration: 2:02:31
- 3** State Procurement 101 - January 26 2023
StateMaryland • 4 views • 3 weeks ago
Duration: 1:59:05
- 4** Build Revenue in your Backyard: Position To Win Federal C
StateMaryland • 5 views • 3 weeks ago
Duration: 1:58:57

<https://www.youtube.com/playlist?list=PLlgoHh4Po1J0W63akD6aGAU8JmT0qzOrX>

Partners

Maryland Procurement Technical Assistance Center (PTAC)
<https://www.mdptac.org/>

Greater Baltimore SCORE
<https://greaterbaltimore.score.org/>

Maryland Women's Business Center (MWBC)
<https://marylandwbc.org/>

Baltimore-Metro Women's Business Center (Balt-Metro WBC)
<https://www.baltmetrowbc.org/>

Maryland Small Business Development Center (SBDC)
<https://www.marylandsbdc.org/>

Resources

Governor's Office of Small, Minority & Women Business Affairs
<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

Maryland's Office of Minority Business Enterprise (OMBE)
<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PagelId=90>

Maryland Department of Commerce
Maryland Financial Incentives for Business
<https://commerce.knack.com/maryland-funding-incentives>

Maryland Entrepreneur HUB
<https://marylandentrepreneurhub.com/>

Resource Links

- Maryland General Assembly: <https://mgaleg.maryland.gov/mgaweb/site/>
- Maryland Department of Transportation:
<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91>
- OMBE's Application Assistance Workshop:
<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=94>
- MDOT Directory:
<https://marylandmdbe.mdbecert.com/?TN=marylandmdbe>
- Maryland Department of Assessments and Taxation:
<https://dat.maryland.gov/Pages/default.aspx>
- Maryland Business Express: <https://egov.maryland.gov/BusinessExpress/>



Eduardo D. Hayden
Small Business Outreach
Manager
eduardo.hayden@Maryland.gov

Connect with us at,
www.goMDsmallbiz.maryland.gov.

Thank You!