

T.I.P.S.

SMALL BUSINESS WEBINAR SERIES

TRAINING & INSIGHTS FOR
PROCUREMENT SUCCESS



2 WEBINARS MONTHLY



9AM-12PM



CLASSES LED BY SUBJECT MATTER
EXPERTS



Welcome!

Today's Topic:

Subcontracting in Maryland's Minority Business Enterprise (MBE) Program

TO REGISTER VISIT:
GOMDSMALLBIZ.MARYLAND.GOV

 **Maryland**

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

Tuesday, March 26, 2024



Subcontracting in the Minority Business Enterprise (MBE) Program

Presented by

Karen Reyes, MBE Compliance Manager

Welcome!

Please Note:

- The slide deck will be available on our website after today's training.

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

- Advise the governor on issues impacting the small business community, including those businesses owned by minorities, women, and veterans
- 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

Y. Maria Martinez – *Special Secretary*

Pamela Gregory – *Chief of Staff*

Alison Tavik – *Director of Communications & Outreach*

Davon K. Gardner – *Director of Policy & Legislative Affairs*

Eduardo Hayden – *Small Business Outreach Manager*

Lisa Mitchell Sennaar – *SBR Compliance Manager*

Tanita Johnson – *SBR Compliance Manager*

Nichelle Johnson – *MBE Ombudsman*

Karen Reyes – *MBE Compliance Manager*

Gerald Stinnett – *MBE Compliance Manager – VLT Operations*

Danielle N. Davis – *VSBE Compliance Manager*



In 1978,
Maryland's General Assembly
(<https://mgaleg.maryland.gov/mgawebsite/>) enacted
legislation creating the
Minority Business Enterprise
(MBE) Program
45 Years Old

The MBE Program was
created to ensure that
socially- and economically-
disadvantaged small business
owners are included in the
State's procurement and
contracting opportunities

Origin of Maryland's MBE Program



The MBE Program

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

Appointment of the MBE Ombudsman

Established through legislation and outlined in State and Government Articles §9–303.3, the [MBE Ombudsman](#) unit officially started during the Moore-Miller administration, in January 2024.

The Ombudsman will:

- ✓ Develop policies and guidance to assist agencies in implementing the MBE Program
- ✓ Conduct trainings for state agency personnel on enforcement of the requirements of current MBE laws and regulations.
- ✓ Work with prime contractors, MBEs, and state agencies to resolve issues that arise during contract performance
- ✓ Conduct training for prime contractors as well as MBEs performing in the prime and/or subcontracting role
- ✓ Oversee data collection of documented nonperformance by prime contractors
- ✓ Additionally, it was the desire of Governor Moore that the Ombudsman provide extra support to assist small and minority business owners in navigating state procurement



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 Legislation & Regulations

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 Legislation & 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
- 09 Procurement Solicitations
- 10 Contract Award
- 11 Waiver
- 12 Amendment of MBE Participation Schedule
- 13 Compliance
- 15 Certification — General
- 16 Minority Business Enterprise Advisory Committee
- 17 Reporting

Maryland's Socioeconomic Procurement Programs

Minority Business Enterprise (MBE) Program

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

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 certification process includes verification of veteran status
- Annual renewal

MBEs and VSBEs can also perform as Prime Contractors

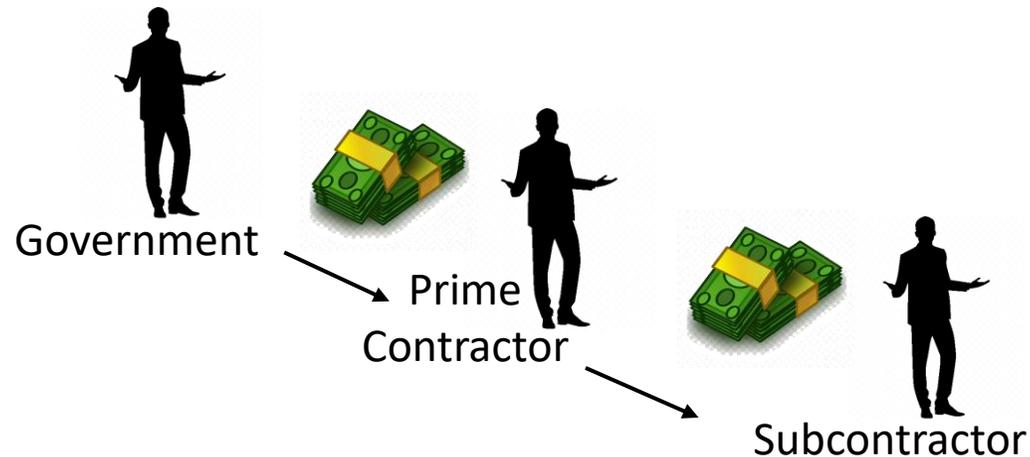
Subcontractor vs Prime Contractor?

- Maryland awards procurement contracts
 - ✓ Directly to prime contractors
- This means that the States only legal contractual relationship is with the prime contractor and NOT the subcontractor



Subcontractor vs Prime Contractor?

- The Subcontractor only has a legal relationship with the prime contractor, not the state
- Payment to the subcontractor will come from the prime contractor, not the state





MBE Certification Process

- The Office of Minority Business Enterprise (OMBE), part of the Department of Transportation, is the agency designated to certify, recertify, and decertify MBEs
- Certification procedures, including procedures for recertification and decertification, are defined in State regulations

COMAR 21.11.03.15

MBE Certification Process

- Small, minority- and women-owned firms will need to meet key eligibility standards, specifically:
 - ✓ Minority status
 - ✓ Ownership
 - ✓ Control
 - ✓ Size and,
 - ✓ Personal net worth of the minority owner(s) of for-profit entities

MBE Certification Process

- Contractors can learn more about certification on MDOT's website: <https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91>
- Applicants can attend MDOT'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

- Firms headquartered outside of Maryland must be certified by a governmental agency in your home state before applying for certification in Maryland.
- Out-of-State firms may also need to meet other requirements in order to do business in Maryland, such as being registered and in good standing with the [Maryland Department of Assessments and Taxation](#).

MBE Certification Process

- The Department of Transportation publishes and maintains an electronic Central Directory of Certified MBEs available to the general public through the internet. [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**



**In FY2022
Maryland Awarded
\$1.6 Billion in
contracts to
Certified MBE firms**

Benefits of MBE Certification

- ✓ Only MBE-certified firms can fulfill the MBE participation goals / subgoals established on State-funded contracts
- ✓ 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 only 1 subgoal

Subgoal Example: a construction contract has a 30% MBE goal, with subgoals of 8% African American and 11% Women; the remaining 11% could be fulfilled with any of the subgroups

Important to Remember...

Your firm must be fully MBE certified and not in “pending” status in order to fulfill the MBE goal or subgoal on a contract.

If a prime contractor approaches your firm to fulfill an MBE goal or subgoal, you can only fulfill the subgoals in the racial or ethnic groups for which you are certified by MDOT.

Please Note:

- **COMAR 21.11.03.12-1** which deals with Counting Minority Business Enterprise Participation
 - This allows the work of a certified woman-owned MBE, who is also a member of an ethnic group, to possibly be counted under both classifications on a contract.

MBE Subcontractor Rights & Responsibilities

1. **Speak Up Early**

- Protect your company's interest
 - ✓ Ask questions if you do not understand any of the requirements for the scope of work you agree to
 - ✓ Make sure you understand when and how your company will be utilized
 - ✓ If your company is not used in the manner or within the timeframe that you expected, begin to inquire with the prime contractor right away

MBE Subcontractor Rights & Responsibilities

2. **Get It in Writing**

- If your firm is participating as an MBE subcontractor, you will be expected to sign an MBE Subcontractor Participation Certification
- MBE Forms issued by the State are submitted by prime contractors with the bid and after notification of intent to award, BUT do not govern the relationship between the prime and MBE subcontractors
- MBE subcontractors should craft an independent contracting agreement with the prime

Subcontractor Agreement

Subcontractor Agreements are now a requirement within
COMAR 21.11.03.10:

(2) An MBE subcontractor project participation statement shall be furnished, signed by the bidder or offeror and each MBE listed in the MBE participation schedule, which includes:

(a) A **statement of intent** to enter into a subcontract agreement between the apparent successful bidder or offeror and each proposed MBE subcontractor at the time the State contract is awarded to the apparent successful bidder or offeror;

(b) A **copy of each subcontract agreement** between the apparent successful bidder or offeror and each proposed MBE subcontractor, that the apparent successful bidder or offeror and each proposed MBE subcontractor intend to enter into contingent upon the State's contract award to the apparent successful bidder or offeror, containing all necessary terms, including pricing, required for the MBE to perform its proposed work and for the apparent successful bidder or offeror to pay the MBE for its work during the contract term;

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:

1. Subcontractor agreements include critical project details like what work will be completed, a milestone schedule for when each part of the work will be done, and payment information.
2. With a sound subcontractor agreement, a company and subcontractors can legally protect themselves if obligations are not met from either party.
3. If a company doesn't have a legally binding contract for workers they hire, then they can be liable for the subcontractor's work, like property damage or missed deadlines.
4. It's good practice to always have a contract drafted up as it will save you money and time if a problem were to ever arise or there was a breach of contract.

Subcontractor Agreement

Parts of a Subcontractor Agreement

Subcontractor agreements can take many forms and should be customized for each individual contract and business. Agreements may be initiated by the Prime Contractor or the Subcontractor. If all terms are included and agreed upon, that is fine. Both parties should keep a copy of this agreement. Some items included could be:

Scope of Work	Duration of Work	Payment and Billing	Non-Disclosure
Non-Compete Clause (With a defined duration)	Insurance	Prohibition of Assignment <i>or</i> Specifics of Sub-Tier Subcontractors	Termination or Modification
Promises and Warranties	Arbitration	Indemnity	Entirety of Agreement

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:

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:

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:

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		

MBE Forms



Waiver 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)

MBE Subcontractor Rights & Responsibilities

3. 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:
 1. A documented history of non-performance/underperformance, OR
 2. The MBE subcontractor has elected to be removed

MBE Subcontractor Rights & Responsibilities

4. Learn How the Process Works

- Learn 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
- Know what opportunities are coming down the pipeline



Capabilities Statement

- Share your capabilities Statement often
 - ✓ 1 page, no more
 - ✓ This is your business's first impression
 - ✓ Shows your company's core competencies
 - ✓ Highlight past performance

WIDESCOPE
CONSULTING AND CONTRACTING SERVICES

Widescope Consulting and Contracting Services LLC.
Email: info@widescopeccs.com
Phone: (404) 545-7908
www.widescopeccs.com

FLORIDA:
14466 Kandi Ct. Largo Fl. 33774

PENNSYLVANIA:
2339 Pineview Dr. Malvern Pa. 19355

CAPABILITIES STATEMENT

ABOUT WIDESCOPE

Widescope Consulting Contracting and Services delivers information technology and staff augmentation services to the federal government, state and local municipalities. We bring to bare fast, reliable, immediately productive, and experienced resources from multiple disciplines to reduce risk and ensure customer satisfaction. Utilizing customer focused demand management processes, we continuously prepare and develop talent tailored towards your specific needs.

We constantly strive to be a company that delivers an outstanding work product without requiring a lot of maintenance from our government clients. Our ultimate goal is to surpass your expectations and make your job easier, not more difficult.

CORE COMPETENCIES

Widescope Consulting Contracting and Services helps customers meet their technology objectives by providing technical resources to meet their short and long term IT requirements related to the following:

- Staff Augmentation
- Project Management
- Program Management
- Software Development
- Executive Administration

PAST PERFORMANCE

- Submarine Fiber Optics Mapping & Cabling
- Cyber Security & Visitor Management Solutions
- Facility Management & Security Modernization
- Dynamic Dashboards for Data Mining & Analytics
- Software & Website Development/Maintenance
- IT, Communications, & Internet Connectivity
- Advanced Training & Curriculum Development
- Modern Video Conferencing (VTC) Installations

FEATURED CLIENTS

- Space and Naval Warfare Systems Command (SPAWAR)
- US Defense Information Systems Agency (DISA)
- The Christian Methodist Episcopal Church
- Naval Computer and Telecommunication Station (NCTS)

CODES & CERTIFICATIONS

- Service Disabled Veteran Owned Small Business
- Center for Verification Evaluation (CVE) Certified
- Minority Owned Small Business
- 8(a) Business Development Program
- DOT certified DBE
- CAGE Code – 743B9
- We Accept Credit & Purchase Cards

NAICS CODES: 541330, 541512, 541611, 541612
541614, 561320, 541519, 611430

DUNS NUMBER: 079310444 CAGE CODE: 743B9

MBE Subcontractor Rights & Responsibilities

5. Know When to be Patient vs When to Escalate Issues

- Know who agency MBE liaisons are
 - ✓ Designated staff person at every agency
 - ✓ The liaisons' primary role is to assist MBE subcontractors and monitor their participation on contracts with MBE goals
 - ✓ Reach out when you experience issues with prompt payment or your scheduled utilization on a contract
 - ✓ A link to the MBE liaison listing is on the home page of our website:

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

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

Identifying Opportunities

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



What's Coming Down the Pipeline? Mining Subcontracting Opportunities

Procurement Forecast

- Reports Agencies projected purchases of \$100,000 and above for the upcoming fiscal year.
 - ✓ Many agencies list projected purchases of \$15,000 to \$99,000 as well
- Agency procurement contact information is included for each projected purchase so that vendors can connect to the buyer directly for details and updates.
- Vendors can download search results to obtain the contact information of the buyer as well as the name of the incumbent

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



Quick Links ^

- About Us
- FAQs
- Legislation and Policy
- Outreach
- News
- Reports
- Contact Us

Mining Public Data

[Procurement Forecast Video](#)

[Procurement Forecast Slide Deck](#)

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.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

▼

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▼

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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 conducts most of its procurements through eMMA, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors are able to:

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

eMMA Registration



- Free to register as a vendor
- eMMA is the online platform for the Small Business & Veteran-Owned Small Business Enterprise self-certification
- eMMA can be used to find prime contractors on prior contracts and view current solicitations
- The link to eMMA is located at <https://procurement.maryland.gov/>

 COVID-19 Health Resources
[Learn more from MD Department of Health](#)

Home

For Procurement Officers

For Vendors & Businesses

About

eMMA



DEPARTMENT OF GENERAL SERVICES
Office of State Procurement

The Office of State Procurement (OSP) was established on October 1, 2019 and is the primary procurement unit for all delegated procurements from the Board of Works except for transportation and transportation-related procurements and otherwise exempt procurements. On October 1, 2020, OSP celebrated its first year anniversary and as the final action required under HB1021 Chapter





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: Landscaping

Keywords
Landscaping

Category

Status
Open

Q Search Reset

> Advanced Search

Filters Status: Open x Keywords: Landscaping x

Click the Title for more info

ID	Title	Status	Due / Close Date UTC+0	Publish Date UTC+0	Main Category	Solicitation Type	Issuing Agency
BPM030869	Springfield Hospital Center Landscaping Maintenance Services	Open	8/18/2022 2:00:00 PM	8/16/2022 1:16:08 PM	Landscaping services	Request for Quote	09001-GENERAL ADMINISTRATION - SPRINGFIELD HOSPITAL CENTER
BPM031175	DGS Annapolis Landscape Maintenance 2022	Open	8/19/2022 3:55:00 AM	8/15/2022 2:38:45 PM	Landscaping services	IFB: Invitation for Bid	DGS - FOM - Annapolis Public Buildings and Grounds I
BPM031145	Baltimore Street Access, City Project 12-16-M	Open	9/21/2022 4:00:00 AM	8/10/2022 8:57:07 PM	Infrastructure building and surfacing and paving services	Public Notice	City of Cumberland
BPM031090	Landscaping Services for Waldorf MVA	Open	9/1/2022 6:00:00 PM	8/9/2022 4:05:13 PM	Landscaping services	IFB: Invitation for Bid	Motor Vehicle Administration
BPM031047	MDOT MVA Landscaping for Easton MVA Branch	Open	8/26/2022 5:00:00 PM	8/8/2022 7:55:44 PM	Landscaping services	IFB: Invitation for Bid	Motor vehicle Administration
BPM017277	RFP CP-20-02 Design, Installation & Maint.-Solar Photovoltaic System at DPW Landscaping Garage Roof	Open	1/13/2020 6:00:00 PM	12/5/2019 4:00:00 AM	Specialized trade construction and maintenance services	RFP: Double Envelope Proposal	City of College Park

12 Result(s) Result(s)



Public Solicitations

Title	ID	Alternate ID	Lot #	Round #	Status
Landscaping Services for Waldorf MVA	BPM031090	V-WAL-23009-M	1	2	Open

Solicitation Type
IFB: Invitation for Bid

Main Category
Landscaping services

Issuing Agency
Motor Vehicle Administration

Procurement Officer / Buyer **Email**
Susan BLOCKINGER sblockinger@mdot.state.md.us

Solicitation Summary
Landscaping Services

Additional Instructions
Site Visit Mandatory

Pre-Bid Conference Date (EST)
Aug 17 2022 10:00AM

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

Pre-Bid Conference Details

Pre Bid Conference at
11 Industrial Park Drive
Waldorf, Maryland 20602

Small Business Reserve Designation
Yes

Procurement Program Participation Goals

Public Solicitations

Solicitation Links

Attachments

Click to open and review

Title	Type	Att.
V-WAL-23009-M MDOT MVA WALDORF BRANCH	Attachments & Appendixes (Approved)	 Attachment B. Bid Form.xlsx  General_Conditions_For_Maintenance_Contracts (1).pdf  MDOT-MVA-Environmental-Handbook-for-Contractors.pdf
V-WAL23009-M MDOT MVA Waldorf Branch	Specification Document (Approved)	 1. V-WAL-23009-M Waldorf Landscaping IFB.pdf
2 Result(s) Result(s)		



Maximizing Opportunities

- Solicitations between \$50,000 and \$500,000 as Small Business Reserve (SBR) Designated contracts.
- In order to maximize your opportunities as a state contractor, we are advising all eligible firms to complete the small business certification in eMMA for inclusion in the SBR Program
 - ✓ Certification can be obtained quickly, possibly same day
 - ✓ You will be able to bid as a prime contractor on SBR designated procurements

Small Business Certification

- Only a vendor that is a certified small business can be awarded a Small Business Reserve (SBR) Designated Contract
- Businesses do not have to be certified small businesses when they bid on a contract but must be certified before award
- Eligibility Standards are located on our website: <https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>



Small Business Certification

SBR & VSBE Vendors

If you are experiencing problems with certification or recertification in eMMA, call us for assistance at 410-697-9600.

For questions about your eMMA profile, contact the eMMA Help Desk at:

eMMA.helpdesk@maryland.gov

For Small Business Reserve (SBR) questions, contact the SBR helpdesk at:
410-697-9600

Lisa Mitchell Sennaar

lisa.sennaar@maryland.gov

Tanita Johnson

tanita.johnson1@maryland.gov

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>

The screenshot shows the website for the Governor's Office of Small, Minority & Women Business Affairs. The navigation menu at the top includes Home, MBE PROGRAM, SBR PROGRAM, VSBE Program, and RESOURCES (circled in red). The main content area is titled "Business Resources" and features a section for the "Small Biz Bulletin" dated February 2022. Below this, there is a paragraph about resources for small businesses and a list of links to explore. The "Pipeline" link is circled in red.

What's Coming Down the Pipeline?

Mining Subcontracting Opportunities

Learn more about navigating Pipelines:

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

PUBLIC DATA MINING STRATEGIES

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

Subcontractor Best Practices

- Once you identify agencies that purchase what you sell, you will want to:
 - ✓ Maintain relationships with prime contractors
 - ✓ Stay in contact with MBE liaisons
 - ✓ Regularly visit agency specific websites, if solicitations are usually listed there

Subcontractor Best Practices

- Always attend Pre-bid Conferences
 - ✓ Procurement Staff can answer questions about solicitations with MBE goals
 - ✓ Procurement staff or liaisons review required MBE forms to be filled out/signed by both prime contractors and MBE subcontractors
 - ✓ You will be able to meet procurement staff and prime contractors

Subcontractor Best Practices

- Attend outreach events sponsored by the agencies that purchase what you sell
- Do not hesitate to reach out to the MBE liaison if you have questions or issues during the bidding process





—
For issues involving fraud within the MBE Program,
please contact:

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

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.

Business Best Practices

- Preparation for State Procurement
 - ✓ Make sure you are in good standing/active with the Maryland Department of Assessments and Taxation (DAT or SDAT)
 - Check your status on the DAT website 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

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

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

- ✓ 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

Stay Connected



Stay informed about events sponsored by our office and events happening all over the state

STAY CONNECTED

Sign up to receive news and notifications affecting the small business community.

*Email Address

Submit

Add yourself to our mailing list to receive communications from our office, such as the Small Business Bulletin and our yearly Expanding Opportunities Magazine



For Questions about this presentation,
you may contact me directly:

Karen Reyes

410-697-9608

karen.reyes@maryland.gov

State of Maryland

DISPARITY
STUDY

stateofmddisparitystudy.com

Program Seals:

Please visit our
website to download

goMDsmallbiz.maryland.gov



Mining Public Data Techniques



goMDsmallbiz.maryland.gov

Videos & Slide Decks

[eMaryland Marketplace Advantage \(eMMA\)](#)

[Procurement Forecast](#)

[Board of Public Works](#)

[Communicating with Confidence](#)

T.I.P.S.

SMALL BUSINESS WEBINAR SERIES

TRAINING & INSIGHTS FOR
PROCUREMENT SUCCESS



2 WEBINARS MONTHLY



9AM-12PM



CLASSES LED BY SUBJECT MATTER
EXPERTS



Keep Learning

- 2 free webinars every month
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- Register in advance to receive the participation link
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- Access video recordings of all classes on our YouTube playlist

TO REGISTER VISIT:
GOMDSMALLBIZ.MARYLAND.GOV

 **Maryland**

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

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T.I.P.S. Webinar Series Playlist

- 

1 **Leveraging Your Certifications - December 14, 2023**
StateMaryland • 40 views • 1 month ago
1:52:26
- 

2 **Writing A Business Plan to Access Capital - December 12, 2023**
StateMaryland • 15 views • 1 month ago
2:04:48
- 

3 **VSBE Subcontracting Protocols - November 16, 2023**
StateMaryland • 9 views • 1 month ago
1:50:42
- 

4 **Strategic Planning for Business - November 14, 2023**
StateMaryland • 6 views • 1 month ago
1:43:00

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

Upcoming Webinars & Workshops



goMDsmallbiz.maryland.gov

Friday
April 5, 2024

10 a.m.

Small Biz Resource Connections:
Small Business Resources

Tuesday
April 23, 2024

10 a.m.

The 7 Cs of Good
Proposal Writing

Thursday
April 25, 2024

9:30 a.m. – 1:00 pm

Maryland's MBE
Rights & Responsibilities

Partners

Maryland APEX Accelerators
(formerly 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?PagelD=90>

Maryland Department of Commerce
Maryland Financial Incentives for Business

<https://commerce.knack.com/maryland-funding-incentives>

Maryland Entrepreneur HUB

<https://marylandentrepreneurhub.com/>

Follow Us!

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



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[@GOSBA Maryland](#)



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<https://gomdsmallbiz.maryland.gov>

Thank You!