

WELCOME!

Today's Topic:

Prime Contracting in Maryland's Small Business Reserve (SBR) Program

February 11, 2025

T.I.P.S. SMALL BUSINESS WEBINAR SERIES

TRAINING & INSIGHTS FOR
PROCUREMENT SUCCESS



2 WEBINARS MONTHLY

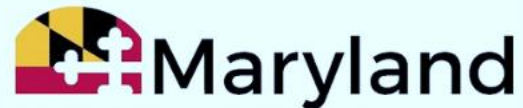


9AM-12PM



CLASSES LED BY SUBJECT MATTER
EXPERTS

TO REGISTER VISIT:
GOMDSMALLBIZ.MARYLAND.GOV



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





Wes Moore
Governor



Aruna Miller
Lt. Governor



Y. Maria Martinez
Special Secretary

GUEST INSTRUCTOR



**LISA MITCHELL
SENNAAR**

SBR COMPLIANCE MANAGER



Maryland

GOVERNOR'S OFFICE
OF SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS

goMDsmallbiz.maryland.gov



GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
BUSINESS AFFAIRS



Implements Maryland's 3 socioeconomic procurement programs across 70+ agencies and departments



Connects small, minority, women, & veteran business owners to opportunities in the state contracting arena



Conducts free small business webinars, hosts stakeholder engagement events, and participates in outreach programs statewide



Partners with MBEs to resolve issues that arise during contract performance through the MBE Ombudsman unit



Curates online resources at the federal, state, and local levels for small business growth and development

<https://goMDsmallbiz.maryland.gov>

Maryland's Socioeconomic Procurement Programs



- Prime & subcontracting opportunities
- 70+ participating state agencies & departments
- Race & gender specific
- Application-based certification process with MDOT's Office of Minority Business Enterprise



- Prime & subcontracting opportunities
- 50+ participating state agencies & departments
- Veteran specific
- Online certification process in eMaryland Marketplace Advantage



- Prime contracting opportunities
- 60+ participating state agencies & departments
- Race and gender neutral
- Online certification process in eMaryland Marketplace Advantage

No cost to obtain or maintain certification. Annual renewal requirements apply.

Payments

Fiscal Year 2024

MBE Program

- \$1.6 billion



VSBE Program

- \$23 million



SBR Program

- \$483 million



Program Seals

MBE Program



VSBE Program



SBR Program



www.goMDsmallbiz.maryland.gov

Small Business Reserve (SBR) Program

- Overview of the SBR Program
- Eligibility standards
- Online self-certification process
- Pipeline for identifying SBR opportunities



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

SBR Program- Value Proposition

- It is a FREE online self-certification through the state's eMaryland Marketplace Advantage (eMMA) portal!
- 20% of the state solicitations advertised on eMMA are SBR designated
- You compete against other small businesses (as opposed to larger companies)!
- If you are awarded an SBR designated contract, you would be the **PRIME CONTRACTOR!**
- Close to \$500 million in state-funded contracts paid to certified small businesses
- Availability of SBR Liaisons!

**Maryland's
Small Business Reserve
(SBR) Program**

SBR Program Background

In 2004, the state created the **Small Business Reserve (SBR) Program**, providing Certified Small Businesses with the opportunity to participate as prime contractors on state contracts by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies.

SBR Program Rules

Almost 70 participating agencies/departments are directed to designate at least 15% of its fiscal year procurement expenditures with Certified Small Businesses.

SBR Program Rules

Once a solicitation has been designated as “**SBR only**,” an award can only be made to a Certified Small Business.



Eligible procurements between
\$50,000-\$500,000
shall be designated to **SBR Program** (with certain exceptions)

SBR Program

SBR Program Eligibility Standards

<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>

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

Eligibility Standards

For-profit businesses, other than a broker, (exceptions are real-estate and insurance)

- independently owned and operated
- not a subsidiary of another business
- not dominant in its field of operation at the national level

Certified Small Business Industry Thresholds

Industry	Number of Employees in the 3 Most Recent Years	or Average Gross Sales over the 3 Most Recent Years
Wholesale	50	\$4 million
Retail	25	\$3 million
Manufacturing Operations	100	\$2 million
Service Operations	100	\$10 million
Construction Operations	50	\$7 million
Architectural and Engineering	100	\$4.5 million



SBR Program Disclaimer

<https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx>

All vendors receiving payments from the State must be in **good standing/active** with the Maryland Department of Assessments and Taxation.

Business Entity Search

<https://egov.maryland.gov/BusinessExpress/EntitySearch>



All vendors receiving payments
from the State must be
registered in eMMA.



eMaryland Marketplace Advantage

- Online vendor platform
- Free to register
- Connects vendors to contracting opportunities from the State,
- County & local governments publish notices
- Registered vendors receive notices of opportunities
- Submit responses
- Obtain results (\$50,000+)
- All state-funded purchases greater than \$15,000 must be published on eMMA

<https://emma.maryland.gov>

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 at eMMA.helpdesk@maryland.gov.

For additional training and resources, please go to the Maryland Procurement Academy homepage at [State of Maryland eMMA Training](#)

QUICK REFERENCE GUIDES (QRGS)

eMMA Vendor Registration

[Solution home](#) / [eMMA Vendor Guides & Training](#) / [Vendor Instruction](#)

Start Your Vendor Registration, Part I (Vendor)



Modified on: Fri, 18 Aug, 2023 at 3:14 PM

Overview

To bid on solicitations in eMMA, you need a registered vendor profile in eMMA. If you don't have one, this Quick Reference Guide (QRG) shows you how to **register** as a vendor in eMaryland Marketplace Advantage (eMMA).

Once complete, eMMA checks to make sure no existing Vendor registrations match your profile in the system. You will receive an email from eMMA allowing you to log in and complete the registration process.

NOTE: eMMA permits or rejects Vendor Registration depending on the Vendor Tax ID status. Once you've submitted your Vendor profile, a green checkmark displays on the webpage to indicate that you've successfully registered your Vendor profile in eMMA.



We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from eMMA.helpdesk@maryland.gov with next steps.

[Go back to login page](#)


[Quick Reference Guide](#)


eMMA Vendor Registration

Step-by-Step Instruction

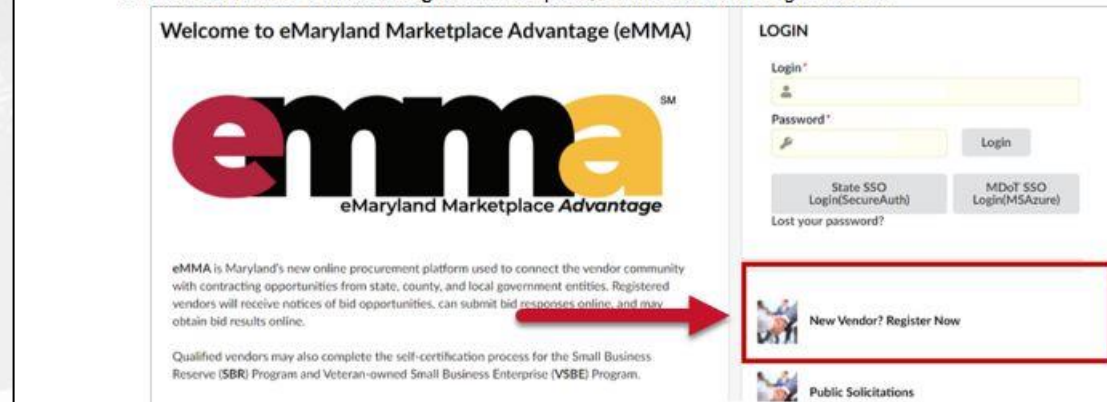
Vendor Registration

NOTE: This QRG uses diagrams with specific callouts to show required and optional fields in forms. A yellow

callout with a red border  indicates a required field, while yellow callouts with a black border indicate optional fields. Letters within the callouts respond to the explanations below the diagram. A red asterisk * indicates a required field.

The following symbol  may display beside the title of some of the form fields. Hover your cursor over the symbol to see a text popup with more information about the field.

1. Access eMMA at emma.maryland.gov.
2. Click on the **New Vendor? Register Now** option, located under the login window.



The screenshot shows the eMMA login page. On the left, the eMMA logo is displayed with the text "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." Below this, it mentions the SBR and VSBE programs. On the right, the "LOGIN" section contains fields for "Login*" and "Password*", a "Login" button, and options for "State SSO Login(SecureAuth)" and "MDoT SSO Login(MSAzure)". A "Lost your password?" link is also present. A red box highlights the "New Vendor? Register Now" link, with a red arrow pointing to it from the text below the logo. A yellow callout with a red border labeled "a." points to the "Login*" field, and a yellow callout with a black border labeled "b." points to the "Password*" field.

<https://emma.maryland.gov>

Please take your time and fill this out completely.

1. Access eMMA at emma.maryland.gov.
2. Click on the **New Vendor? Register Now** option, located under the login window.

Welcome to eMaryland Marketplace Advantage (eMMA)

emma
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.

LOGIN

Login*

Password*

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

Lost your password?

New Vendor? Register Now

Public Solicitations

3. Complete the form fields in the **Company Information** section. Required fields are marked with a red asterisk (*).

Company Information

a Legal Name*

b Tax ID Type*

c Company Name (DBA) ⓘ*

DBA or Trade Name

d Tax ID ⓘ*

e Do You Have a DUNS Number?*

Yes

No

I don't know

f DUNS ⓘ

g Ownership Type ⓘ*

See Tooltip for Definitions

h Website

i Business Description

eMMA Vendor Registration

4. Complete the following fields in the **Main Address** section. Required fields are marked with an asterisk (*).

The screenshot shows a web form with two main sections: "Main Address" and "Corporate Contact Information".

Main Address Section:

- Address***: A text input field with a red callout box labeled 'a' pointing to it.
- Address Line 2 ⓘ**: A text input field with a red callout box labeled 'b' pointing to it.
- Address Line 3**: A text input field with a red callout box labeled 'c' pointing to it.
- City***: A text input field with a red callout box labeled 'd' pointing to it.
- State/Territory/Province***: A dropdown menu with a red callout box labeled 'e' pointing to it.
- Postal Code***: A text input field with a red callout box labeled 'f' pointing to it.
- Country***: A dropdown menu with "UNITED STATES" selected and a red callout box labeled 'g' pointing to it.

Corporate Contact Information ⓘ Section:

- Corporate Email**: A text input field with "General Company Email" below it and a red callout box labeled 'h' pointing to it.
- Corporate Phone ⓘ***: A text input field with "General Company Phone" below it and a red callout box labeled 'i' pointing to it.
- Corporate Fax ⓘ**: A text input field with "General Company Fax" below it and a red callout box labeled 'j' pointing to it.

- a. **Address***: Enter the physical address of your organization.
- b. **Address Line 2**: Use this line to enter additional address information such as office or suite number.
- c. **Address Line 3**: Use this line to enter mailing instructions (i.e. ATTN, C/O)
- d. **City***: Enter the city where your business is located.
- e. **State/Territory/Province***: Enter the state where your company is located.
- f. **Postal Code***: Enter the zip code where your company is located.
- g. **Country***: This field automatically populates with United States. Please be sure to change this if your business is in a country other than the United States.
- h. **Corporate Email**: Enter a general email address for your company. Email addresses for individuals within your company can be entered in the Contact Information section and when entering additional users on the business profile.
- i. **Corporate Phone***: Enter a main telephone number for your company.
- j. **Corporate Fax**: If your company has one, enter the fax number.

5. Complete the fields in the **State Programs** section under **Procurement Programs**. Required fields are marked with a red asterisk (*). Use the dropdown menu to indicate if you would like to apply to any of the following programs:

eMMA Vendor Registration

5. Complete the fields in the **State Programs** section under **Procurement Programs**. Required fields are marked with a red asterisk (*). Use the dropdown menu to indicate if you would like to apply to any of the following programs:

NOTE: Documentation supporting the SBR or VSBE process is collected from registered Vendors already enrolled in the eMMA program. Once you complete your registration and apply, appropriate credentials will be collected.

Procurement Programs

State Programs

For information regarding the programs listed below, click here.

Is your company currently enrolled in any of the following programs?

Small Business Reserve (SBR)
No

Would you like to apply to the SBR Program? *

Veteran-Owned Small Business Enterprise (VSBE)
No

Would you like to apply to the VSBE Program? *

If you are an existing MBE vendor, your profile will be updated with your current MBE information upon your registration. If you wish to apply for the MBE program, click here and apply.

a. **Small Business Reserve (SBR) ***: Would you like to apply for the SBR program?

NOTE: To participate in the SBR program, Vendors must complete the State of Maryland certification process via eMMA.

i. Click the field and choose the **Yes** or **No** option from the dropdown menu:

Procurement Programs

State Programs

For information regarding the programs listed below, click here.

Is your company currently enrolled in any of the following programs?

Small Business Reserve (SBR)
No

Would you like to apply to the SBR Program? *

Yes
No

Veteran-Owned Small Business Enterprise (VSBE)
No

If you are an existing MBE vendor, your profile will be updated with your current MBE information upon your registration. If you wish to apply for the MBE program, click here and apply.

1. Select **Yes** from the dropdown list to apply for your SBR certification. This adds an SBR application to complete in the **Documents** tab of your profile to complete the self-certification process, once you've created your Vendor profile in eMMA.
2. Select **No** if you do not want to obtain your Small Business Reserve (SBR) certification at this time. You will still have the option to complete the certification process later.

eMMA Vendor Registration

6. The Minority Business Enterprise (MBE) application process is held outside of eMMA. If you would like to apply for a MBE certificate and do not already have one, click the link provided on the webpage. Otherwise, skip to Step 7.

NOTE: If you already have an MBE certificate, your information will auto-populate on the **Diversity & Programs** tab on your Company Information, once registration is complete.

Procurement Programs

State Programs

[For information regarding the programs listed below, click here.](#)

Is your company currently enrolled in any of the following programs?

Small Business Reserve (SBR)	Would you like to apply to the SBR Program? ⓘ *
<input type="text" value="No"/>	<input type="text" value="Yes"/> ⓘ
Veteran-Owned Small Business Enterprise (VSBE)	Would you like to apply to the VSBE Program? ⓘ *
<input type="text" value="No"/>	<input type="text" value="Yes"/> ⓘ

If you are an existing MBE vendor, your profile will be updated with your current MBE information after your registration. If you wish to apply for the MBE program, [click here and apply.](#)

Vendor Declarations

eMMA Vendor Registration

7. Complete the fields in the Contact Information section. Required fields are marked with a red asterisk (*).

NOTE: eMMA automatically assigns this contact the Vendor Admin role. The Vendor Admin role lets that user make changes to the Vendor Profile in eMMA. They will be the primary contact for this profile and will receive any email notifications sent out through eMMA. You can change the Vendor Admin after successfully registering and logging in. Add contacts and change which user is the Vendor Admin role. There can only be one Vendor Admin.

Contact Information

First Name* Last Name*

Position*

Email* Confirm Email*

Your Corporate Email Address

Password ⓘ* Confirm Password*

- a. **First Name***: Enter your first name.
- b. **Last Name***: Enter your last name.
- c. **Position***: Enter your current job position.
- d. **Email***: Enter your email address. This will be your user ID for eMMA.
- e. **Confirm Email***: Re-enter your email address.
- f. **Password***: Enter a login password for your profile. Passwords must include the following:
 - At least one uppercase character,
 - At least one lowercase character,
 - At least one numeric character,
 - At least one special character, and
 - At least twelve characters.

Hover over the i in a circle icon ⓘ beside the password field to review the password format.

- g. **Confirm Password***: Re-enter the password you created. Be sure to retain this password for your records.

eMMA Vendor Registration

Use the **Product & Service Offerings** drop-down list to select United Nations Product & Service Codes (UNSPSC). Your company will receive email notifications for any contracting opportunity that matches the UNSPS codes selected. To learn more about UNSPSC visit <https://www.ungm.org/public/unspsc>

- a. To begin searching for UNSPS codes, click on the Product & Services Categories field. This will expand the drop-down list of codes.



The screenshot shows a form with two main sections. The top section is titled 'Product & Service Offerings'. Below this title is a dropdown menu labeled 'Product & Service Categories ⓘ*'. A yellow arrow with the letter 'a.' points to this dropdown menu. The dropdown menu is currently closed, showing a small downward-pointing arrow on the right side.

<https://www.ungm.org/public/unspsc>

eMMA Vendor Registration

Click on the See All option at the bottom of the screen. This will open the Commodity Selector box.

Product & Service Categories ⓘ*

- 10000000 - Live Plant and Animal Material and Accessories and Supplies
- 10100000 - Live animals
- 10101500 - Livestock
- 10101501 - Cats
- 10101502 - Dogs
- 10101506 - Horses
- 10101507 - Sheep
- 10101508 - Goats
- 10101509 - Asses
- 10101511 - Swine

b. See All

The categories you select display in the Product & ServiceCategories field.

Vendor Declarations

Products & Services Offered

Product & Service Categories ⓘ*

22101531 - Snow blowers × 22101538 - Snow plow × ⓘ*

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

eMMA Vendor Registration

12. Select the areas your company serves using the dropdown menu in the **Areas Servicing** section.

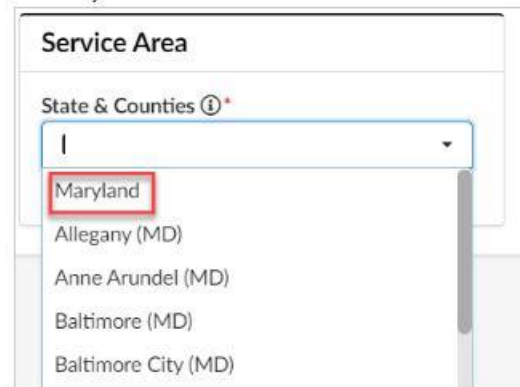
NOTE: Selecting the areas you serve **does not** impact which solicitations you receive notifications for.

- a. Click on the **State & Counties** field to expand the dropdown menu and select each area that applies to your business.



The screenshot shows a form titled "Vendor Declarations". Below the title is a section labeled "Service Area". Inside this section is a dropdown menu labeled "State & Counties ⓘ*". The dropdown menu is currently closed, and the text "State & Counties ⓘ*" is visible in the input field. A red rectangular box highlights the dropdown menu area.

- b. (Optional) If your company serves all of Maryland, you may select **Maryland** instead of each area individually.



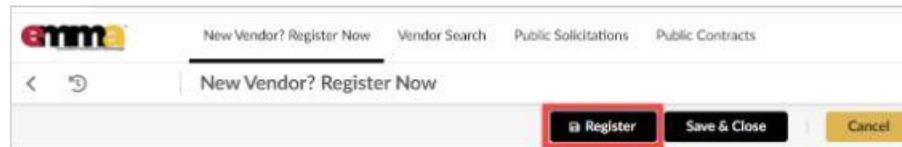
The screenshot shows the "Service Area" section of the form. The "State & Counties ⓘ*" dropdown menu is expanded, showing a list of options. The first option, "Maryland", is highlighted with a red rectangular box. Below it are the following options: "Allegheny (MD)", "Anne Arundel (MD)", "Baltimore (MD)", and "Baltimore City (MD)".

NOTE: Each area you click displays in the **State & Counties** field.

eMMA Vendor Registration

13. Click the **Register** button at the top of the page when you are ready to submit.

NOTE: You must complete all the required sections of the form before you can complete registration.



The screenshot shows the eMMA website interface. At the top left is the eMMA logo. To its right are navigation links: "New Vendor? Register Now", "Vendor Search", "Public Solicitations", and "Public Contracts". Below these is a breadcrumb trail: "< Home > New Vendor? Register Now". At the bottom right of the page are three buttons: "Register" (highlighted with a red box), "Save & Close", and "Cancel".

You have completed your Vendor Registration and can now log into your Vendor profile in eMMA.

NOTE: If Vendor Registration is not successful, then you will be notified of that via email.



We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from eMMA.helpdesk@maryland.gov with next steps.

[Go back to login page](#)

eMMA Vendor Registration



We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from emma@maryland.gov with next steps.

[↩ Go back to login page](#)



RESOURCES

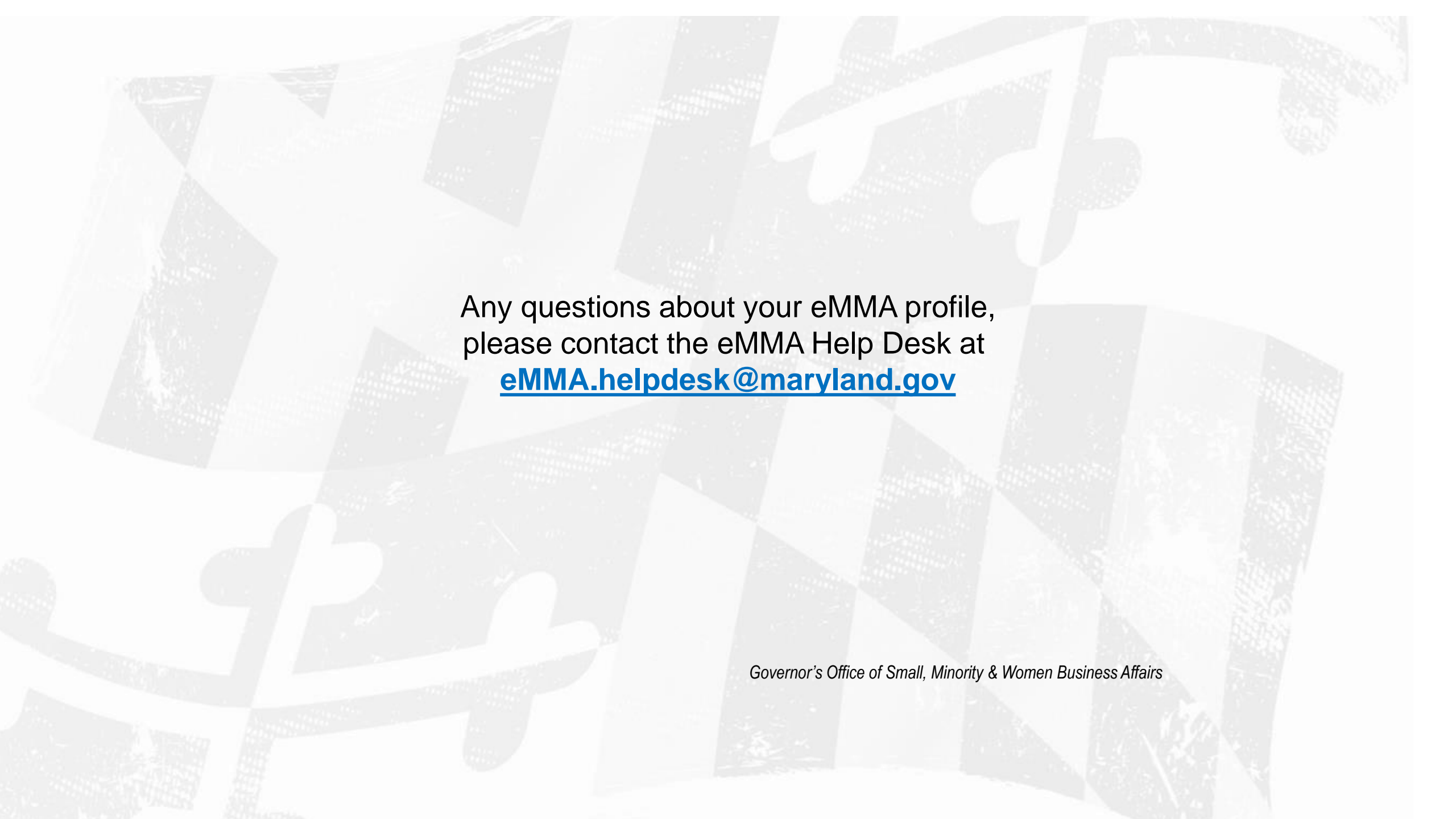
eMMA Support Resources

For help registering and using the eMaryland Marketplace Advantage (eMMA) several resources are available to vendors.

1. **Quick Reference Guides (QRGs)** for using the eMMA system successfully.
2. Dedicated eMMA helpdesk for eMMA specific live support. Email them directly at emma.helpdesk@maryland.gov for the quickest help!
3. **eMMA Training for Vendors** for registering your business and submitting successful bids!
4. Upcoming Vendor webinars for live information on how eMMA! (Calendar and link to register posted soon!)

See **How to Do Business with the State of Maryland** for Information on how to Respond to a Solicitation and other Resources!

<https://procurement.maryland.gov/business-community/>



Any questions about your eMMA profile,
please contact the eMMA Help Desk at
eMMA.helpdesk@maryland.gov

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

eMMA Vendor Guides & Training

The screenshot displays the eMMA website interface. At the top, there is a dark red header with the eMMA logo, the text "Maryland DGS - Office of State Procurement (OSP)", and "Welcome" on the right. Below the header is a dark grey navigation bar with links for "Home", "Solutions", and "Forums". A yellow banner below the navigation bar contains the text "How can we help you today?" and a search input field with the placeholder "Enter your search term here...". Below the search field are two buttons: "+ New Support Ticket" and "Check Ticket Status".

The main content area is divided into two columns. The left column is titled "Knowledge base" and contains three sections:

- eMMA Frequently Asked Questions (FAQs)**
 - eMMA Vendor FAQs (1)**
 - VENDOR FAQs
 - eMMA Buyer FAQs (2)**
 - BUYER FAQs
 - eMMA 2.0 Release FAQs
- eMMA Vendor Guides & Training**
 - Vendor Instruction (16)**
 - Start Your Vendor Registration, Part I (Ve...
 - How to Log In to eMMA - (Vendors)
 - Invite Users, Add Contacts and Roles (Ve...
 - Adding Product and Service Categories (...)
 - Browse and Add Solicitations (Vendor)
 - [See all 16 articles](#)
 - Vendor Admin Instruction (2)**
 - Complete Your Vendor Onboarding (Vend...
 - Change Your Vendor Profile Data (Vendo...
 - Downstream QRGs for Eligible Vendors (7)**
 - Acknowledging Purchase Orders in eMM...
 - Navigating to Purchase Orders (Vendors)
 - Submitting Advanced Shipping Notices A...
 - Submitting an Invoice Against a Purchas...
 - Submitting a Credit Memo (Vendor)
 - [See all 7 articles](#)
 - Vendor Guides (2)**
 - Vendor Guide - Vendor Admin
 - User Guide - Vendor

The right column is titled "Community forums" and contains the following sections:

- MD DGS Office of State Procurement Forums**
 - eMMA Announcements & Updates (4)**
 - eMMA System Will Be Down 5PM Easter...
Posted by Sini Jacob -DGS-, a year ago
[Last Reply](#) by Sini Jacob -DGS- a year ago
 - eMMA Maintenance Period Has Ended
Posted by Sini Jacob -DGS-, 2 years ago
[Last Reply](#) by Sini Jacob -DGS- 2 years ago
 - eMMA System Will Be Down 5PM Easter...
Posted by Sini Jacob -DGS-, 2 years ago
[Last Reply](#) by Sini Jacob -DGS- 2 years ago
 - [See all 4 topics](#)
 - Feature Requests (0)**
 - Training Requests (0)**



SBR Certification and Recertification (Vendors)

Vendor Instruction

This folder holds QRGs and Training that Vendors may find useful when using eMMA.

SBR Certification and Recertification (Vendors)

Overview This Quick Reference Guide (QRG) shows you how to apply for the Small Business Reserve (SBR) Certification and recertify in eMMA, once you're regi...

Thu, 29 Dec, 2022 at 5:01 PM

VSBE Certification/Recertification (Vendor)

Overview This Quick Reference Guide (QRG) shows you how to apply for the Veteran-Owned Small Business Enterprise (VSBE) Certification and recertify in eMMA...

Fri, 30 Dec, 2022 at 9:25 AM

Public Vendor Search (Vendors)

Article in Attachment...

Thu, 24 Mar, 2022 at 12:27 PM

Vendor Glossary and Language Crosswalk

Overview This glossary is for Vendors using eMMA and provides definitions or descriptions for various words, language, and abbreviations found throughout t...

Fri, 23 Jun, 2023 at 3:40 PM

Vendor Bid Holder List (Vendor)

Article in Attachment...

Thu, 24 Mar, 2022 at 12:28 PM

Vendor Bid Tabulation (Vendor)

Article in Attachment...

Thu, 24 Mar, 2022 at 12:28 PM

SBR Certification and Recertification (Vendors)

SBR Certification and Recertification (Vendors)



Modified on: Thu, 29 Dec, 2022 at 5:01 PM

Overview

This Quick Reference Guide (QRG) shows you how to apply for the Small Business Reserve (SBR) Certification and recertify in eMMA, once you're registered.

NOTE: For best results, access eMMA using the Google Chrome browser.

If you need help with eMMA at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

For additional assistance with the certification or recertification process, call the Governor's Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.

Step-by-Step Instructions

SBR Certification

1. Navigate to eMMA at <https://emma.maryland.gov> and log in with your credentials.

Welcome to eMaryland Marketplace Advantage (eMMA)

emma
eMaryland Marketplace Advantage

eMMA is Maryland's new online procurement platform used to connect the vendor community with contract opportunities from state, county, and local government entities. [Read more](#)

LOGIN

Login*

Email / Username

Password*

Login

State SSO Login (SecureAuth)

MDOT SSO Login (Secure)

Lost your password?

2. Click **General Info** tab at the top of the webpage and click on the **Company Profile** option from the drop-down menu.

emma General Info. Sourcing Co

<

Company Profile

Information Requests

Announcements

3. Scroll down to the **State Programs** section, under **Is your company currently enrolled in SBR Program?**

Save Answer Questionnaire Create a Change

Company Info

- Contacts
- Documents
- Qualifications
- Address & Payment Info
- Change Requests

Procurement Programs

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

SBR Certification Recertification

ALERT

Your company's SBR application for certification should only be submitted when:

- 1) You are new to the program (Certification)
- 2) You are within 30 days of the anniversary date of your expiration (Renewal) or
- 3) Your certification expired (Recertification)

Any additional applications will not be processed.

SBR Certification

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

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 at eMMA.helpdesk@maryland.gov.

LOGIN

Login *

Password *

Login

State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



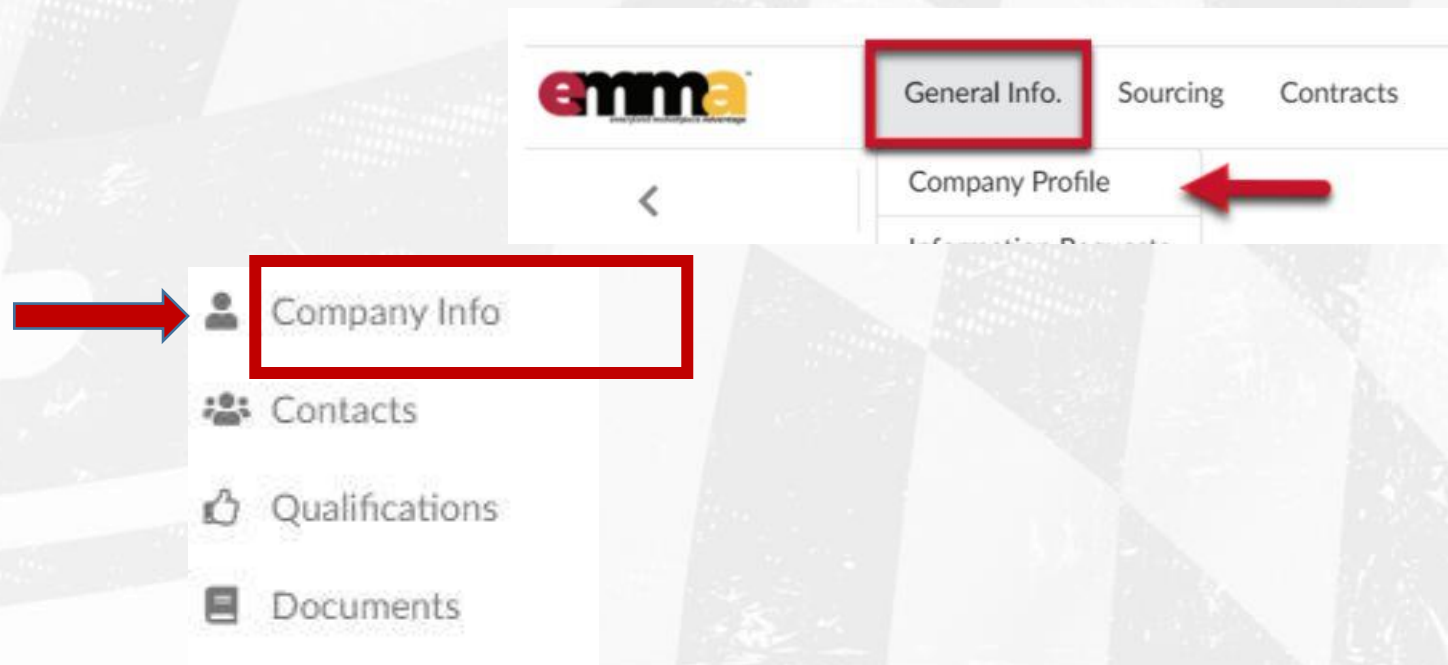
[Public Contracts](#)



[Vendor Search](#)

SBR Certification

Select the "General Information" tab and select "Company Profile", which will direct you to the "Company Info" section.



SBR Certification

“Under the Company Info” section, to the left of the screen, select the "Documents" tab.

 Company Info

 Contacts

 Qualifications

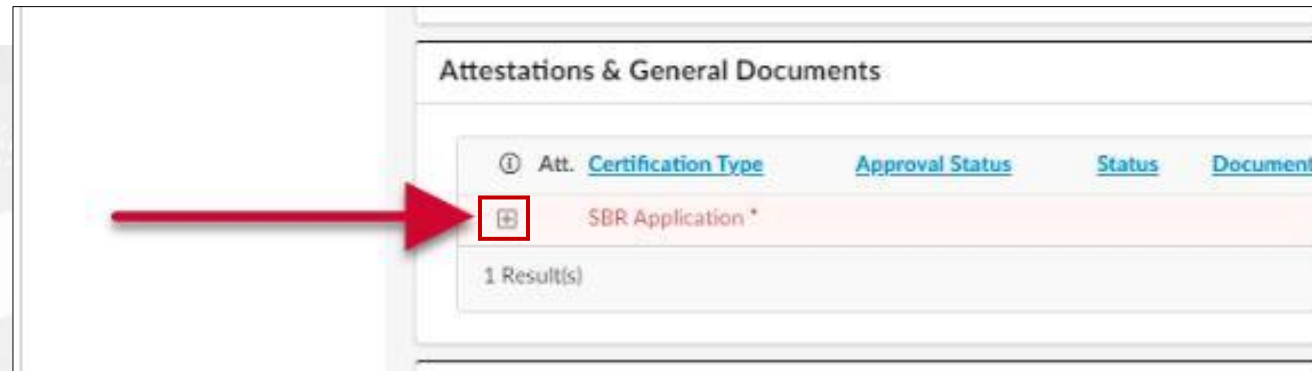
 Documents



SBR Certification

Within the "Documents" section, under "Attestations & General Documents," click on the '+' icon to the left of 'SBR Application'.

ONLY proceed with this step the first time you are applying for SBR.



SBR Certification

8. Click the blue link **SBR Disclaimer** at the top of the window. A new browser tab opens with both the SBR Eligibility Standards and Disclaimer.

emmm General Info Sourcing Contracts

Company Info Search

Edit document : Attestations & General Documents

Save Archive

Document

Document Details

Small Business Reserve (SBR) Program Application ⓘ

SBR Eligibility Standards SBR Disclaimer

I have read and agree to the Small Business Reserve Program disclaimer. *

NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.

Organization Type ⓘ *

9. Read this document and click the checkbox in eMMA that reads **I have read and agree to the Small Business Reserve Program disclaimer.**

Edit document : Attestations & General Documents

Save Archive

Document

Document Details

Small Business Reserve (SBR) Program Application ⓘ

SBR Eligibility Standards SBR Disclaimer

I have read and agree to the Small Business Reserve Program disclaimer. *

NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.

Organization Type ⓘ *

SBR Certification

10. Complete all required fields marked with a red asterisk (*).

NOTE: Hover your cursor over the tooltips for additional information regarding the field.

Edit document : Attestations & General Documents

Document Save Archive

I have read and agree to the Small Business Reserve Program disclaimer. *

NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.

a Organization Type ⓘ*

b Is this business independently owned and operated? ⓘ*

c Is this business a subsidiary of another business? ⓘ*

d Is this a not-for-profit/nonprofit business? ⓘ*

e Are you a Broker? ⓘ*

f Is this business dominant in its field of operation at the national level? ⓘ*

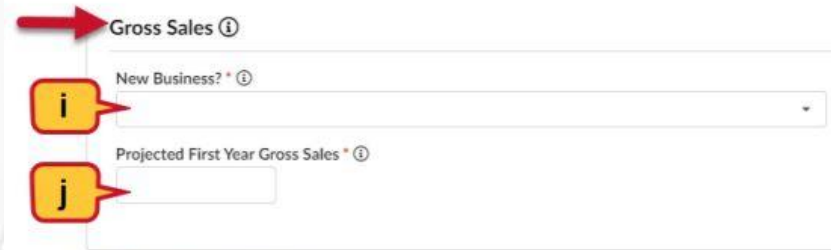
g Total number of employees on the payroll? ⓘ*

a. **Organization Type***: Click this field to open a drop-down menu and select the type of organization for your company.

TOOL TIP: Select the organization type that best fits your business. If you have questions about this requirement, call the Governor's Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.

SBR Certification

Scroll down to the **Gross Sales** section.



Gross Sales ⓘ

New Business? * ⓘ

Projected First Year Gross Sales * ⓘ

Figure 9: Gross Sales section.

a. **New Business? ***: Select if your Business is new by selecting **Yes** or **No**.

NOTE: If you select **No** you will be required to fill out your Tax Year and Gross Sales Year Information. As shown below.

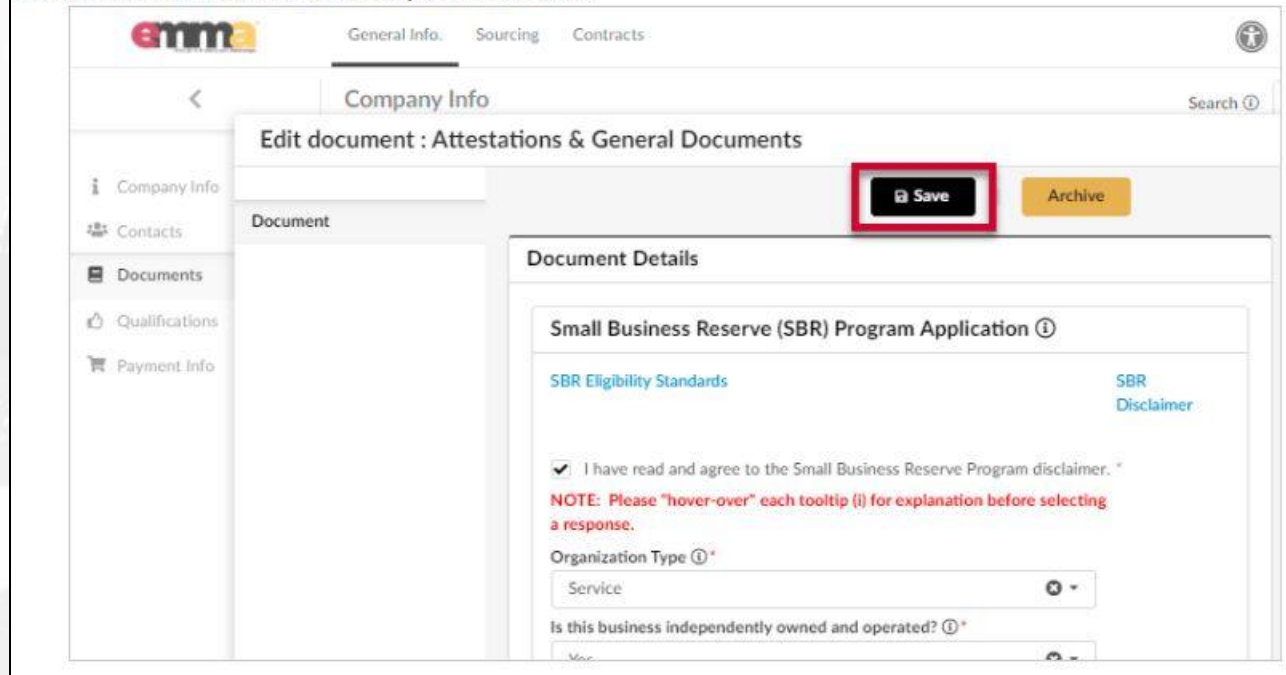
New Business? * ⓘ

No ←

Tax Year 1 * e.g. 2018	Gross Sales Year 1 *	<input type="checkbox"/> Year 2 Not Applicable
Tax Year 2 * e.g. 2017	Gross Sales Year 2 *	
Tax Year 3 * e.g. 2016	Gross Sales Year 3 *	
		<input type="checkbox"/> Year 3 Not Applicable

SBR Certification

12. Click the **Save** button at the top of the window.



The screenshot displays the 'emma' system interface for editing a document. The top navigation bar includes 'General Info.', 'Sourcing', and 'Contracts'. The main header shows 'Company Info' and a search icon. The document title is 'Edit document : Attestations & General Documents'. A sidebar on the left lists 'Company Info', 'Contacts', 'Documents', 'Qualifications', and 'Payment Info'. The main content area is titled 'Document Details' and contains the 'Small Business Reserve (SBR) Program Application' form. The 'Save' button is highlighted with a red border. The form includes a checked checkbox for agreement to the disclaimer, a note about tooltips, and a dropdown menu for 'Organization Type' set to 'Service'.

emma General Info. Sourcing Contracts

Company Info Search

Edit document : Attestations & General Documents

Save Archive

Document

Document Details

Small Business Reserve (SBR) Program Application ⓘ

[SBR Eligibility Standards](#) [SBR Disclaimer](#)

I have read and agree to the Small Business Reserve Program disclaimer. *

NOTE: Please "hover-over" each tooltip (i) for explanation before selecting a response.

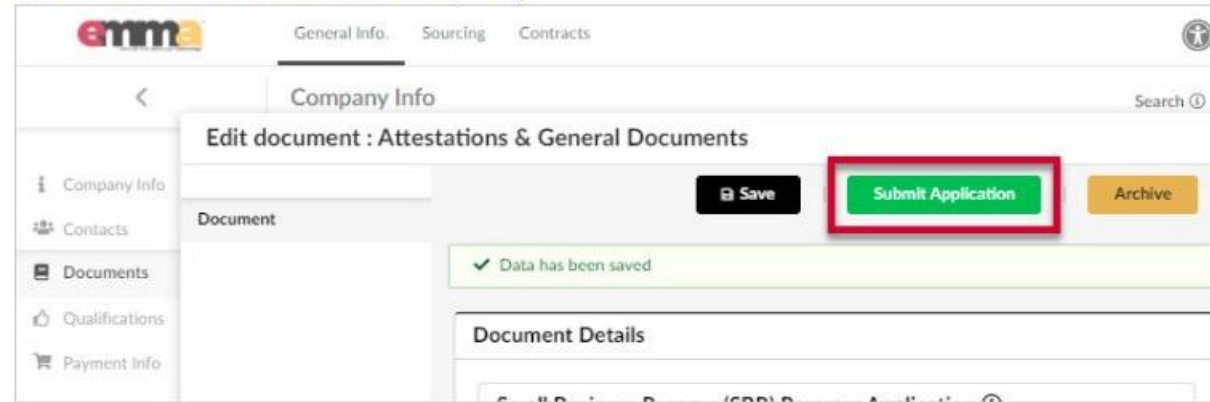
Organization Type ⓘ *

Service

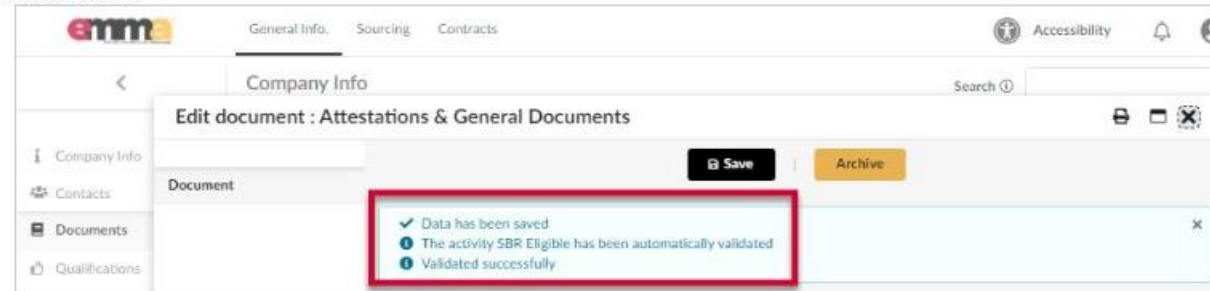
Is this business independently owned and operated? ⓘ *

SBR Certification

13. Click the **Submit Application** button at the top of the window. A prompt displays asking you to confirm submission. Click the **OK** button in the prompt.



A notification banner displays below the Submit Application button to indicate a successful or unsuccessful submission.



NOTE: After submitting the application, close out of the form to find your program status listed within your eMMA account. If you meet the eligibility standards, your vendor profile update will include your SBR number and establish a one-year Expiration Date. You will find this information within the **Documents** tab (which is located on the left-hand side-panel and will immediately display upon closing the completed application form). Scroll down to the **Attestations & General Documents** section to see your approved Status and Expiration Date.

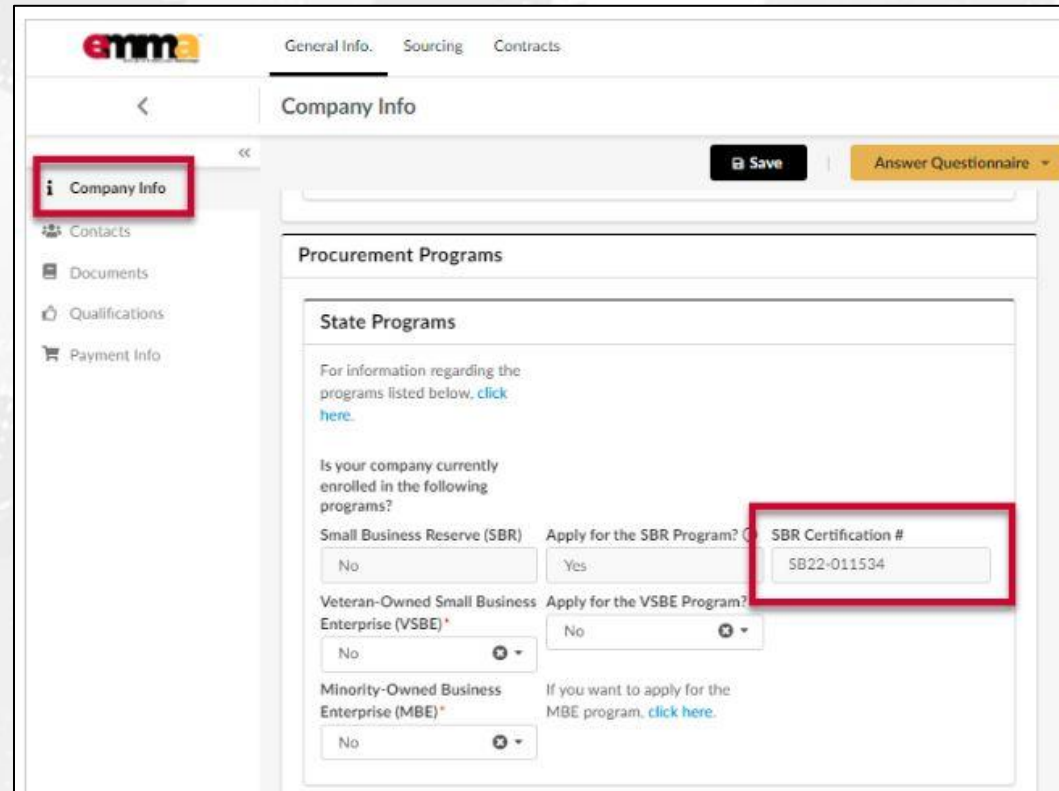
SBR Certification

Attestations & General Documents

Att.	Certification Type	Approval Status	Status	Document Name	Document Date	Expiration Date	Date Status
 	SBR Application	Approved	✓		6/17/2021	6/17/2022	

1 Result(s) 

SBR Certification



The screenshot shows the eMM2 web application interface for SBR Certification. The top navigation bar includes the eMM2 logo and tabs for General Info, Sourcing, and Contracts. The main header is 'Company Info' with a back arrow and a 'Save' button. A left sidebar contains navigation links: Company Info (highlighted with a red box), Contacts, Documents, Qualifications, and Payment Info. The main content area is titled 'Procurement Programs' and contains a section for 'State Programs'. Below this, there is a question: 'Is your company currently enrolled in the following programs?'. The first row is for 'Small Business Reserve (SBR)'. It has a 'No' button, an 'Apply for the SBR Program?' dropdown set to 'Yes', and an 'SBR Certification #' field containing 'SB22-011534' (highlighted with a red box). The second row is for 'Veteran-Owned Small Business Enterprise (VSBE)*' with a 'No' button and an 'Apply for the VSBE Program?' dropdown set to 'No'. The third row is for 'Minority-Owned Business Enterprise (MBE)*' with a 'No' button and a link to 'click here'.

NOTE: Failure to recertify by your expiration date will automatically result in removal from the SBR Program. However, if your certification expires, you can submit a new application. If you are found eligible for the program, a new SBR Certification number will be issued.

SBR Certification

If you are found non-compliant and you feel you made a mistake, you may contact us at the Governor's Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.

SBR Recertification

SBR Recertification

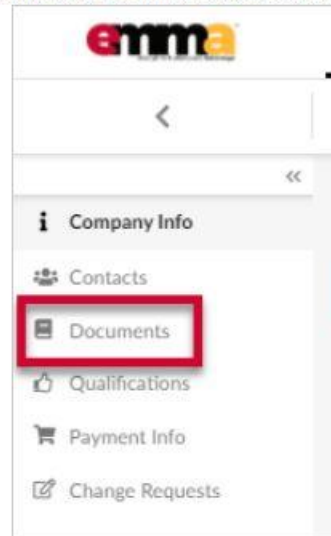
NOTE: A notice will display on your **Company Info** page in eMMA when your SBR certification is 30 days from expiration. The 30-day SBR Application Expiring Notification goes to any vendor user that has the Vendor Admin profile. You must renew within this 30-day window or else your certification will expire. If you submit a renewal application prior this 30-day window, it will not be processed.

Prerequisites

If you are a newly formed business, and have not submitted your tax return, you will need to have a **gross sales estimate** for your business.

If you are an established business, you will need your most recent years tax filing (up to three years) to enter gross sales in this form.

1. Click the **Documents** tab on the left-hand side-panel.







SBR Recertification

2. Scroll down to the **Attestations & General Documents** section and click Add (plus sign) icon to the far left of the SBR Application. A pop-up window displays with form fields (the application).

NOTE: Do NOT click the pencil icon. Only the plus sign icon will create a new form for your renewal.

3 Result(s)

Attestations & General Documents					
Att.	Certification Type	Approval Status	Status	Document Name	Document E
 	SBR Application	Approved	✓		12/14/
  Invoice.docx	Invoice	Approved	✓		8/12/


2 Result(s)

Bank Documents

3. Complete all required fields marked with an asterisk. (*)

Edit document : Certifications

Document



Small Business Reserve (SBR) Program Application ⓘ

[SBR Eligibility Standards](#) [SBR Disclaimer](#)

I have read and agree to the Small Business Reserve program disclaimer. *

Organization Type * ⓘ

Is your business independently owned and operated. * ⓘ

Is this business a subsidiary of another business? * ⓘ

Is this a not-for-profit/nonprofit business? * ⓘ

Are you a Broker? * ⓘ

SBR Recertification

4. Scroll down to the Gross Sales section and click the **New Business?** field to open the drop-down menu and select the **Yes** or **No** option. A red asterisk (*) indicates a required field.

Gross Sales ⓘ

New Business? ⓘ *

Document Type: SRR Application Status: Draft

- a. If you select the **Yes** option, the **Projected First Year Gross Sales** field displays. Enter your projected first year gross sales in this field.
- b. If you select the **No** option, new required fields display. You are required to fill out your Tax Year and Gross Sales Year Information based on your previous three years of tax returns. Enter information in the appropriate fields for the last three Tax Years 1-3 and the gross sales for those years. If you don't have that information because you weren't in business, then select the not applicable checkboxes to the right of the year.

New Business? * ⓘ

No ←

Tax Year 1 *	Gross Sales Year 1 *
e.g. 2018	
Tax Year 2 *	Gross Sales Year 2 *
e.g. 2017	
Tax Year 3 *	Gross Sales Year 3 *
e.g. 2016	

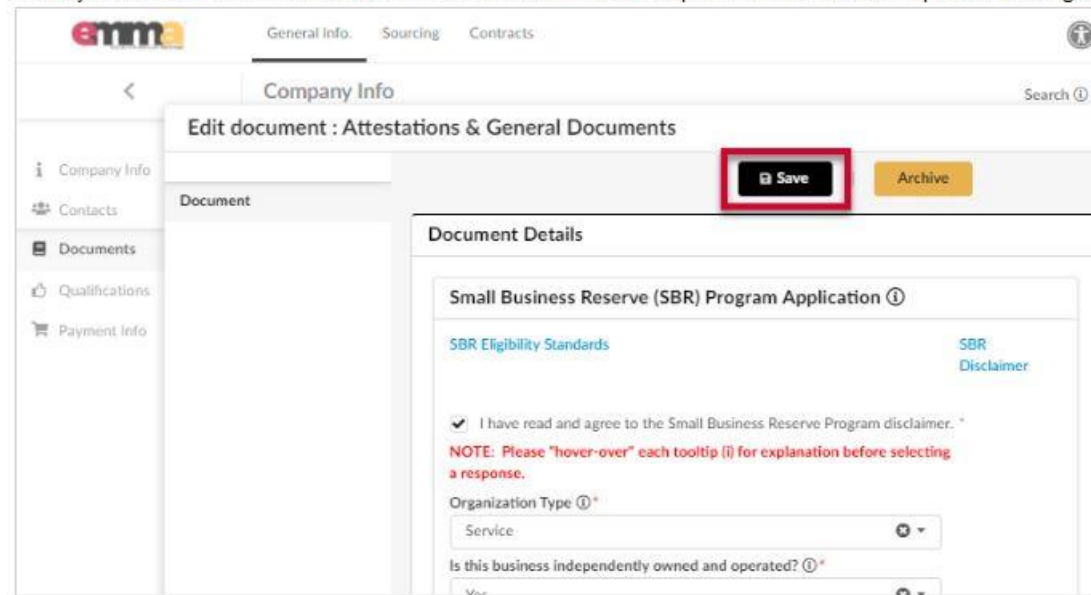
Year 2 Not Applicable

Year 3 Not Applicable

SBR Recertification

5. Click the **Save** button at the top of the window.

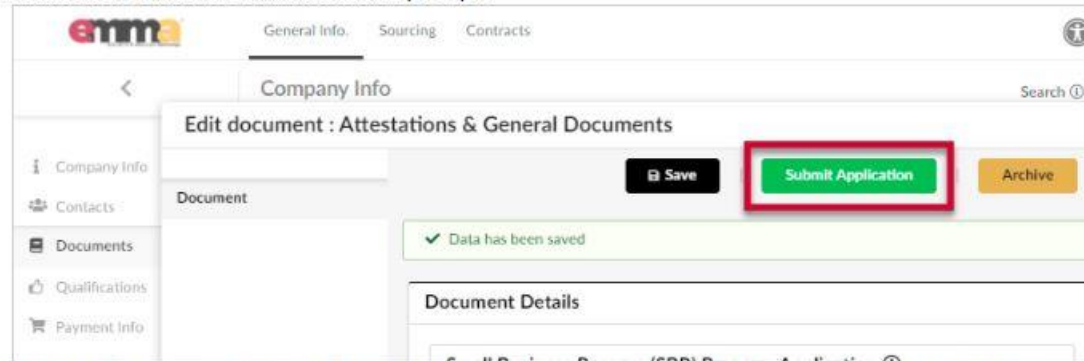
NOTE: If you have questions **before you submit** your application, call the Governor's Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.



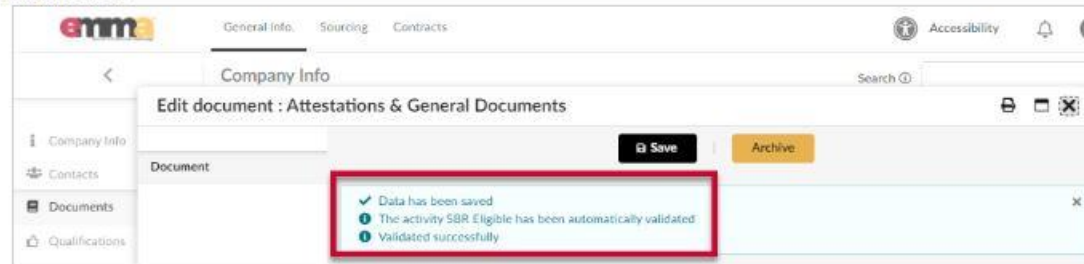
The screenshot displays the 'Edit document : Attestations & General Documents' interface. The 'Save' button is highlighted with a red box. The form includes a sidebar with navigation options: Company Info, Contacts, Documents, Qualifications, and Payment Info. The main content area shows the 'Document Details' for the 'Small Business Reserve (SBR) Program Application'. It includes links for 'SBR Eligibility Standards' and 'SBR Disclaimer', a checked checkbox for 'I have read and agree to the Small Business Reserve Program disclaimer.', a red note about hovering over tooltips, and a dropdown menu for 'Organization Type' currently set to 'Service'. Below this, there is a question 'Is this business independently owned and operated?' with a 'Yes' option visible.

SBR Recertification

6. Click the **Submit Application** button at the top of the window. A prompt displays asking you to confirm submission. Click the **OK** button in the prompt.



A notification banner displays below the Submit Application button to indicate a successful or unsuccessful submission.



SBR Recertification

NOTE: eMMA will automatically set a new **Expiration Date**. The **Date Status** will show as a red dot in the **Documents** section of your vendor profile until validated, at which point it becomes green. Your SBR number will remain the same. In the image below the first line represents the current SBR certification (close to expiration). The second line represents the renewed application. Notice that it is Approved but the Date Status has the red dot which will remain until the application is validated.

Attestations & General Documents							
Att.	Certification Type	Approval Status	Approved	Document Name	Document Date	Expiration Date	Date Status
	SBR Application	Approved	✓		3/30/2021	3/30/2022	●
	SBR Application	Approved	✓		3/31/2022	3/31/2023	●
2 Result(s) Result(s)							

NOTE: Failure to recertify by your expiration date will automatically result in removal from the SBR Program.

For additional assistance with the recertification process, call the Governor's Office of Small, Minority & Women Business Affairs at 410-697-9600 and ask to speak with an SBR Compliance Manager.

Vendor Search & Verifying Certification in eMMA

Public Vendor Search



PRO TIP: You can also find your SBR information in a public **Vendor Search** on the eMMA login page.

The screenshot shows the eMMA login page. At the top, the navigation bar includes the eMMA logo, a 'New Vendor? Register Now' link, a 'Vendor Search' link (highlighted with a red box), 'Public Solicitations', and 'Public Contracts'. An 'Accessibility' icon is also present. Below the navigation bar is a 'Login' button. A note states: 'Fields marked by an asterisk * are mandatory'. The main content area is divided into two columns. The left column features the eMMA logo and a welcome message: 'Welcome to eMaryland Marketplace Advantage (eMMA)'. Below the logo, there is a paragraph describing eMMA as Maryland's new online procurement platform, followed by information about the SBR and VSBE programs, and a note about the platform's transparency. The right column is titled 'LOGIN' and contains a 'Login*' section with input fields for 'Email / Username' and 'Password*', a 'Login' button, and two buttons for 'State SSO Login(SecureAuth)' and 'MDot SSO Login(MSAzure)'. Below the login section is a 'Lost your password?' link. At the bottom right, there is a vertical menu with four items: 'New Vendor? Register Now', 'Public Solicitations', 'Public Contracts', and 'Vendor Search' (highlighted with a red box).

Public Vendor Search



Quick Reference Guide Public Vendor Search for Vendors

This Quick Reference Guide (QRG) is designed to help you understand how to use the Public Vendor Search. This functionality allows for a public search of vendors currently registered in eMMA. This search will also filter on VSBE and SBR vendors. You do not need to be logged into eMMA, or even have registered in eMMA to view the information on this page.

If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Instructional Video

<https://youtu.be/1eUPFS58nyY>

Step-by-Step Instructions

1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.)
2. Click **Vendor Search** on the right side of the screen.

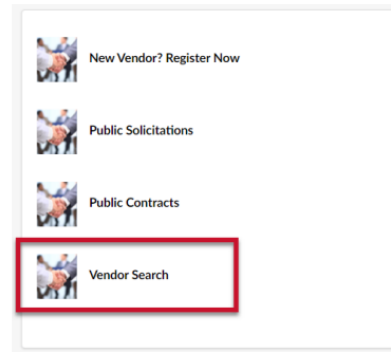
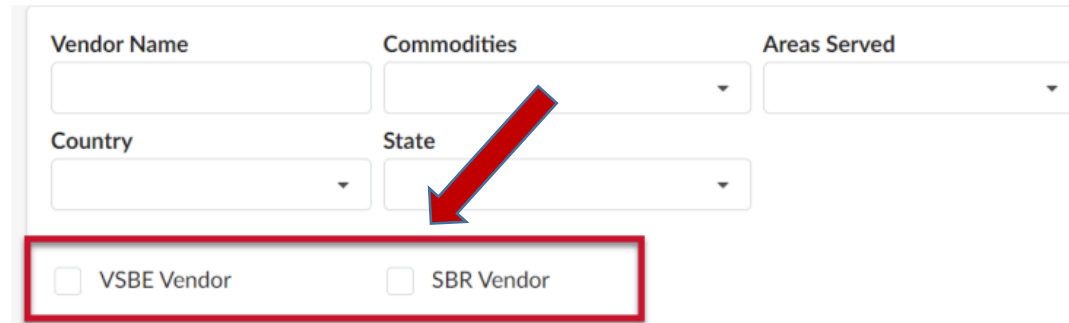


Figure 1: Vendor Search Button on eMMA.

Public Vendor Search

3. You can search **Veteran-owned Small Business Enterprise (VSBE)** and **Small Business Reserve (SBR)** vendors specifically by checking the appropriate boxes.

Vendor Name	Commodities	Areas Served
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	State	
<input type="text"/>	<input type="text"/>	
<input type="checkbox"/> VSBE Vendor	<input type="checkbox"/> SBR Vendor	



Public Vendor Search

Fill out the search fields to filter on vendors based on your needs. You can filter your searches by selecting **Vendor Name, Commodities, Areas Served, Country, and State.**

The screenshot shows a search form with the following fields and callouts:

- Vendor Name:** A text input field with callout **a**.
- Commodities:** A dropdown menu with callout **b**.
- Areas Served:** A dropdown menu with callout **c**.
- Country:** A dropdown menu with callout **d**.
- State:** A dropdown menu with callout **e**.
- VSBE Vendor:** A checkbox with callout **g**.
- SBR Vendor:** A checkbox with callout **f**.

At the bottom right of the form are two buttons: a black "Search" button with a magnifying glass icon and a grey "Reset" button.

Figure 4: Search fields and filters.

- a. **Vendor Name:** Type in the name of the
- b. **Commodities:** Choose the commodity that you are looking for.
- c. **Areas Served:** Select the areas you are looking for.
- d. **Country:** Select the country.
NOTE: You can only choose 1 country.
- e. **State:** Select the state that you are interested in.
- f. **VSBE Vendor:** Check this box if you are searching for a **Veteran-owned Small Business Enterprise.**
- g. **SBR Vendor:** Check this box if you are searching for **Small Business Reserve Vendors.**

Public Vendor Search

Browser address bar: https://emma.maryland.gov/page.aspx/en/sup/supplier_public_browse

Navigation: [New Vendor? Register Now](#) | [Vendor Search](#) | [Public Solicitations](#) | [Public Contracts](#)

Vendor Search

Keywords: Commodities: Diversity: Areas Served:

Company Name: eMMA Vendor ID: NAICS Code:

Country: State: Vendor Email: Levels related with the supplier: Corporate Phone Number:

> [Federal Programs](#)

> [State Programs](#)

Filters: Country: UNITED STATES x Company Name: DATA DOC, MD x Levels related with the supplier: Group Entity

eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	VSBE Expiration Date	Vendor Email	Corporate Phone Number	Website	MBE Certification #
SUP963741	DATA DOC, MD L.L.C.	Silver Spring	MD	20904	Cherisse Robles	<input checked="" type="checkbox"/>	SB22-022222	5/15/2024	<input type="checkbox"/>			crobles@datadocmd.com	301-980-1648	https://www.datadocmd.com	13-426

1 Result(s)

Verifying SBR Certification

The screenshot displays the 'Company Info' page in the eMM2 system. The page is titled 'Company Info' and includes a navigation menu on the left with options: 'Company Info', 'Contacts', 'Documents', 'Qualifications', and 'Payment Info'. The 'Company Info' option is highlighted with a red box. The main content area is titled 'Procurement Programs' and contains a section for 'State Programs'. This section includes a link for more information and a question: 'Is your company currently enrolled in the following programs?'. Below this question are three rows of options: 'Small Business Reserve (SBR)', 'Veteran-Owned Small Business Enterprise (VSBE)*', and 'Minority-Owned Business Enterprise (MBE)*'. Each row has a 'No' button and an 'Apply for the [Program]?' button. The 'Apply for the SBR Program?' button is selected, and a text input field next to it contains the SBR Certification # 'SB22-011534', which is also highlighted with a red box. At the top right of the page, there are 'Save' and 'Answer Questionnaire' buttons.

enmm2 General Info. Sourcing Contracts

< Company Info

Save Answer Questionnaire

Company Info

Contacts

Documents

Qualifications

Payment Info

Procurement Programs

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) Apply for the SBR Program? SBR Certification #
No Yes SB22-011534

Veteran-Owned Small Business Enterprise (VSBE)* Apply for the VSBE Program?
No No

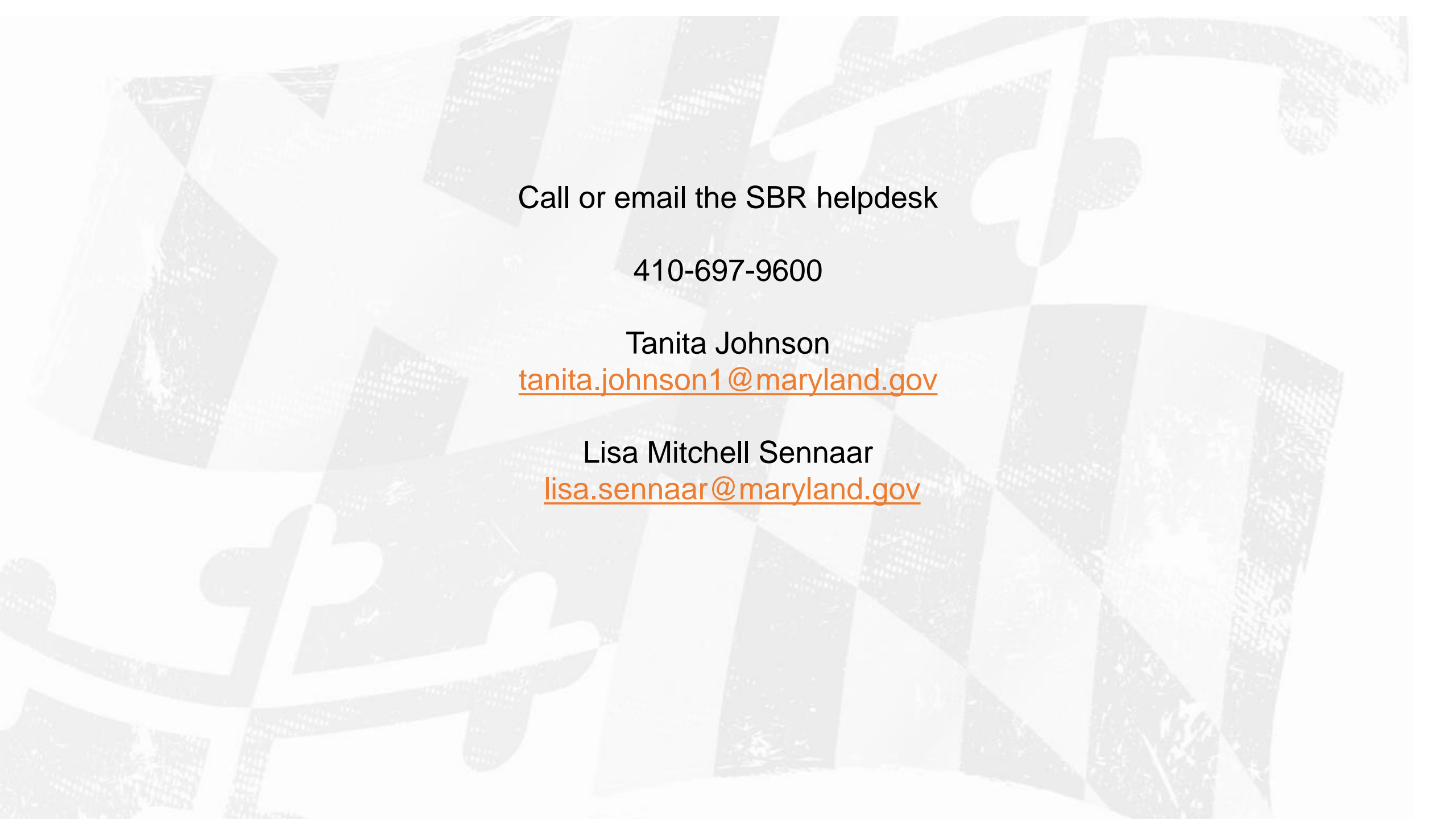
Minority-Owned Business Enterprise (MBE)* If you want to apply for the MBE program, [click here](#).
No

Verifying SBR Certification

Attestations & General Documents

Att.	Certification Type	Approval Status	Status	Document Name	Document Date	Expiration Date	Date Status
 	SBR Application	Approved	✓		8/16/2024	8/16/2025	

1 Result(s) 



Call or email the SBR helpdesk

410-697-9600

Tanita Johnson

tanita.johnson1@maryland.gov

Lisa Mitchell Sennaar

lisa.sennaar@maryland.gov

Identifying Bid opportunities Through the State Contracting Pipeline

State Contracting Pipeline



**eMaryland Marketplace Advantage
(eMMA)**



Procurement Forecast



Board of Public Works

State Contracting Pipeline

Mining Public Data Techniques

eMaryland Marketplace Advantage (eMMA)

Watch the Video

View Slide Deck Presentation

Procurement Forecast

Watch the Video

View Slide Deck Presentation

Board of Public Works

Watch the Video

View Slide Deck Presentation

<https://gomdsmallbiz.maryland.gov/Pages/Ready-Set-GROW.aspx>

Procurement Categories

Small
Procurement
- *Category I*

Small
Procurement
- *Category II*

Small
Procurement
- *Category III*

Formal
Procurement

Procurement Categories

Small Procurement – *Category III:*

- \$15,001 - \$100,000
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

Formal Procurement:

- \$100,001+
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

eMMA

Identifying SBR Bid opportunities

You should be receiving bid notifications to the email address that was named as the **Primary Contact** for the commodity codes that you selected in your registration. Some of these solicitations should be SBR Designated Only.

eMMA

Identifying SBR Bid opportunities

Navigate to the eMMA login page [eMMA login page](#) select on the right side below the login and New Vendor links.

You can use the eMMA QRG:
[3 eMMA QGR – Viewing Open Solicitations](#) to guide you.

eMMA

Viewing Public Solicitations

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 at eMMA.helpdesk@maryland.gov.

LOGIN

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)

eMMA

Viewing Public Solicitations

Keywords Category Status

Advanced Search

Type Authority SBR Designation SBE Goal

Award Status Agency MBE Goal MBE Sub-Goal

Sub Agency VSBE Goal DBE Goal

Site

Filters Status: Open ✕

ID	Title	Status	Due / Close Date	Main Category	Solicitation Type	Issuing Agency	Bid Holders List	eMM ID
BPM017419	Carsin's Run Stream Mitigation	Open	2/19/2020	Heavy construction services	Public Notice	<ul style="list-style-type: none">Maryland Transportation Authority		
BPM017959	Stream and Wetland Restoration Maintenance Services at BWI Marshall Airport	Open	3/19/2020	Environmental protection	Public Notice	<ul style="list-style-type: none">Maryland Aviation Administration		
BPM016538	Substance Abuse Treatment Services	Open	2/5/2020	Health programs	RFP: Double Envelope Proposal	<ul style="list-style-type: none">Department of Public Safety and Correctional Services		

eMMA

Viewing Public Solicitations

New Vendor? Register Now Vendor Search Public Solicitations Public Contracts

MMD 23-026 Replacement of Awning Metal Roofs at Building E4225 Edgewood Installa... Return

Solicitation Info

Pricing (Ext)

Overview

To respond to this solicitation click "Add to My Solicitation" and either login or register.

[Add to My Solicitations](#)

Title	ID	Lot #	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
MMD 23-026 Replacement of Awning Metal Roofs at Building E4225 Edgewood Installation	BPM036005	1	1	Open	Mar 15 2023 2:00PM	Mar 15 2023 2:00PM

Issuing Agency
Military Department

Procurement Officer / Buyer
Elise KOCH

Email
elise.koch1@maryland.gov

Solicitation Summary
The Maryland Military Department (MMD or Department) is soliciting bids to procure the following:
contractor to perform the replacement of deteriorating corrugated metal roof panels and refinishing of associated components of two (2) awnings at the front entrances of the dining facility, Building E4225, at Edgewood Installation.

Small Business Reserve Designation

Procurement Program Participation Goals

Solicitation Links

Attachments

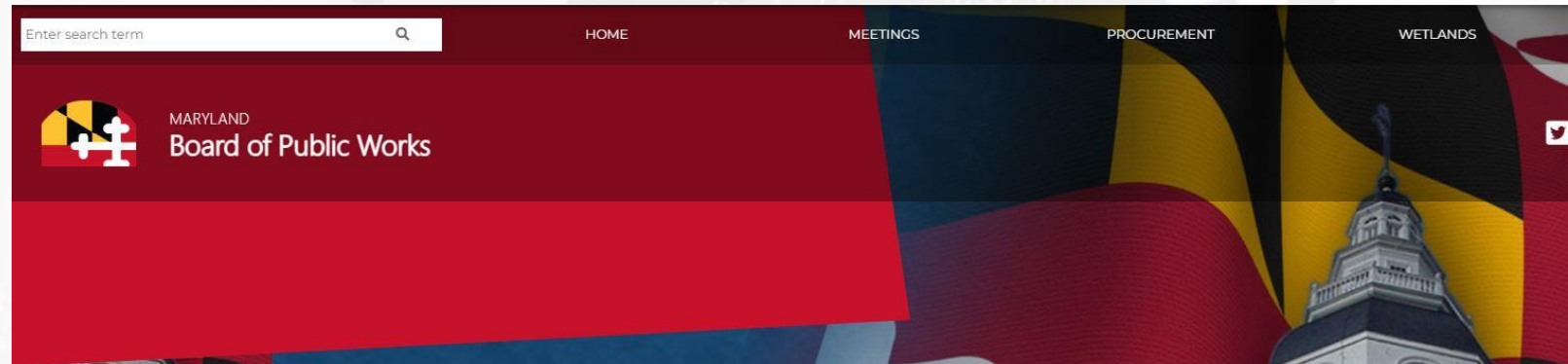
Title	Type	Att.	Last Modified on UTC-5	Creation Date UTC-5	Validity End Date
MMD 23-026 Replacement of Awning Metal Roofs at Edgewood Installation: Specification Document (Approved)		MMD 23-026 Replacement of Awning Metal Roofs at Edgewood Installation Solicitation final 02.22.2023.pdf	2/22/2023 4:21:26 PM	2/22/2023 4:21:23 PM	

1 Result(s)

https://emma.maryland.gov/page.aspx/en/rfp/request_browse_public

Board of Public Works

www.bpw.maryland.gov



BPW Meetings

- Meeting Information
- BPW Meeting Documents
- Live Meeting Broadcast
- Meeting Calendar

Publications

- All Publications
- Reports Due to BPW
- Advisories
- Debarments
- Pending Regulations
- PAAR

About BPW

- Staff
- Organizational Chart
- Directions and Parking
- About BPW

Spotlight

- 2023 BPW Meeting Schedule
- FY 2023 State Tax Rate
- Maryland Department of Health - Coronavirus Disease 2019 (COVID-19) Information
- FY 2022 Procurement Advisor's Report
- eMaryland Marketplace Advantage (eMMA) Registration Now Open!
- NASPO State Preference Repository

Meeting LiveStream



Board of Public Works

www.bpw.maryland.gov

(1) Select from the meeting dates provided

(2) Select “Agenda”

PAGE TWO

BOARD OF PUBLIC WORKS
TABLE OF CONTENTS
MARCH 1, 2023

Item		Section page no.	Overall page no.
MARYLAND DEPARTMENT OF TRANSPORTATION			
1-2	Maryland Aviation Administration (MAA)	MDOT1	43
3-4	Maryland Transit Administration (MTA)	MDOT5	47
5	Motor Vehicle Administration (MVA)	MDOT9	51
6-13	State Highway Administration (SHA)	MDOT11	53
14	The Secretary's Office (TSO)	MDOT24	66
DEPARTMENT OF GENERAL SERVICES/ OFFICE OF STATE PROCUREMENT			
1-21	Capital Grants and Loans	OSP1	68
22	Construction	OSP23	90
23-26	Services	OSP25	92
27-30	Information Technology	OSP33	100
31	Maintenance	OSP56	123
32-34	Real Property	OSP58	125
35	Landlord Lease	OSP64	131

Board of Public Works



DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
March 1, 2023



OSP 35

Contact: Victoria Bell 410-767-0121
victoria.bell@maryland.gov

28-IT. INFORMATION TECHNOLOGY
State Department of Education, Division of Rehabilitation Services

Contract ID: Two-Way Interface Messaging Communication System; DORS FY22-0012
ADPICS No.: R00B3600083

Contract Description: State-of-the art commercially available, fully customizable, application to automate collecting required, relevant and accurate Workforce Innovation and Opportunity Act (WIOA) data.

Award: The Career Index; Liberty Lake, WA (SBE)

Contract Term: 04/01/2023 - 03/31/2028 (w/two 1-year renewal options)

Amount: \$1,399,774.84 (Base Contract, 5 years)
\$ 280,074.96 (Renewal Option # 1, 1-year)
~~\$ 280,074.96~~ (Renewal Option #2, 2-year)
\$1,959,924.76 Total

Procurement Method: Competitive Sealed Proposals (SBR - Designated)

Proposals:

<i>Offerors</i>	<i>Technical Rankings</i>	<i>Financial Offers (Rankings)</i>	<i>Overall Rankings</i>
The Career Index; Liberty Lake, WA	1	\$1,959,924.76 (2)	1
AlxTel, Inc.; Silver Spring, MD	2	\$1,472,565.00 (1)	2

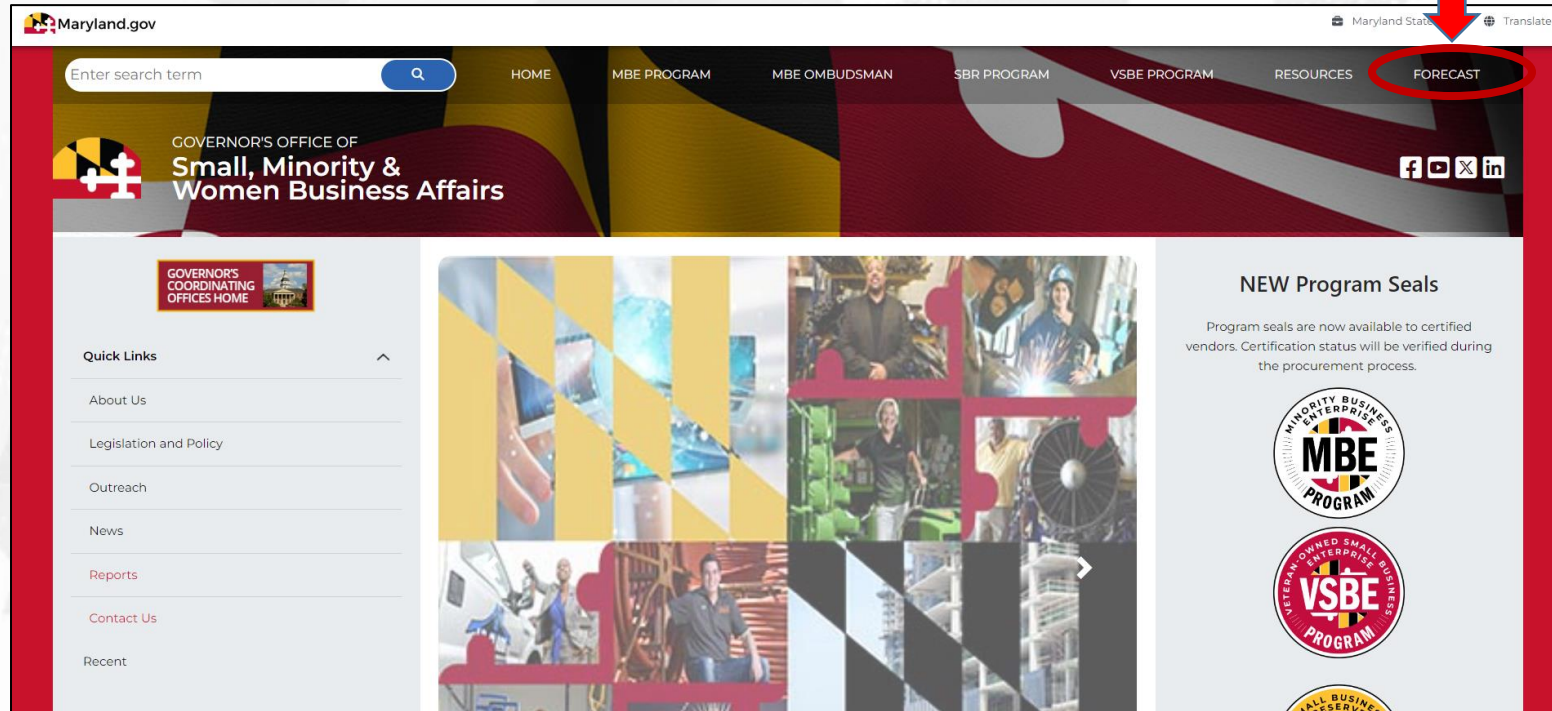
*Technical rankings weighed more than financial rankings.

MBE/SBE Participation: 0% / 0%

Performance Security: No

Procurement Forecast

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



Maryland.gov

Enter search term

HOME MBE PROGRAM MBE OMBUDSMAN SBR PROGRAM VSBE PROGRAM RESOURCES **FORECAST**

GOVERNOR'S OFFICE OF
Small, Minority & Women Business Affairs

GOVERNOR'S COORDINATING OFFICES HOME

Quick Links

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

NEW Program Seals

Program seals are now available to certified vendors. Certification status will be verified during the procurement process.

MINORITY BUSINESS ENTERPRISE PROGRAM (MBE)

VETERAN-OWNED SMALL BUSINESS ENTERPRISE PROGRAM (VSBE)

SMALL BUSINESS RESERVE PROGRAM

Quick Links ^

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

Recent

Public Data Mining Strategies

- Procurement Forecast - VIDEO
- Procurement Forecast - SLIDE DECK
- Communicating with Confidence - VIDEO
- Communicating with Confidence - SLIDE DECK

Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal.

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.

<p>Agency Name: Information Technology Procurement Category: Information Technology - Services Procurement Method: To Be Determined Description: GIS SOFTWARE AS A SERVICE MASTER CONTRACT Location/Delivery: STATEWIDE Estimated Advertisement Date: To Be Determined Estimated Total Contract Award (no options): \$10,000,001 to \$20,000,000 Term of Contract: To be Determined</p>
<p>Agency Name: Information Technology Procurement Category: Information Technology - Services Procurement Method: To Be Determined Description: GIS SOFTWARE MASTER CONTRACT Location/Delivery: STATEWIDE Estimated Advertisement Date: To Be Determined Estimated Total Contract Award (no options): \$10,000,001 to \$20,000,000 Term of Contract: To be Determined</p>
<p>Agency Name: Information Technology Procurement Category: Information Technology - Services</p>

Procurement Forecast

Example #1 Search

Export To Excel

Reset All Filters

Search - Description Search

Housing and Community Development ▼

Search by Procurement Categories ▼ Search by Region ▼

Search by Contract Value ▼ Search by Projected Advertisement Dates ▼

Agency Name: Housing and Community Development
Procurement Category: Services
Procurement Method: Master Contract
(Secondary Competition)
Description: Armed Security Guard Services
Location/Delivery: CENTRAL MARYLAND
Estimated Advertisement Date: Q3 (Jan.-March 2025)
Estimated Total Contract Award (no options): \$15,000 to \$99,000
Term of Contract: 1-2 years

Agency Name: Housing and Community Development
Procurement Category: Services
Procurement Method: Competitive Sealed Proposal
Description: Media Buying Services
Location/Delivery: CENTRAL MARYLAND
Estimated Advertisement Date: Q2 (Oct.-Dec. 2024)
Estimated Total Contract Award (no options): \$100,000 to \$500,000
Term of Contract: 1-2 years

Agency Name: Housing and Community Development
Procurement Category: Services
Procurement Method: Competitive Sealed Proposal
Description: Digital Marketing Services
Location/Delivery: CENTRAL MARYLAND
Estimated Advertisement Date: Q2 (Oct.-Dec. 2024)
Estimated Total Contract Award (no options): \$100,000 to \$500,000

Procurement Forecast

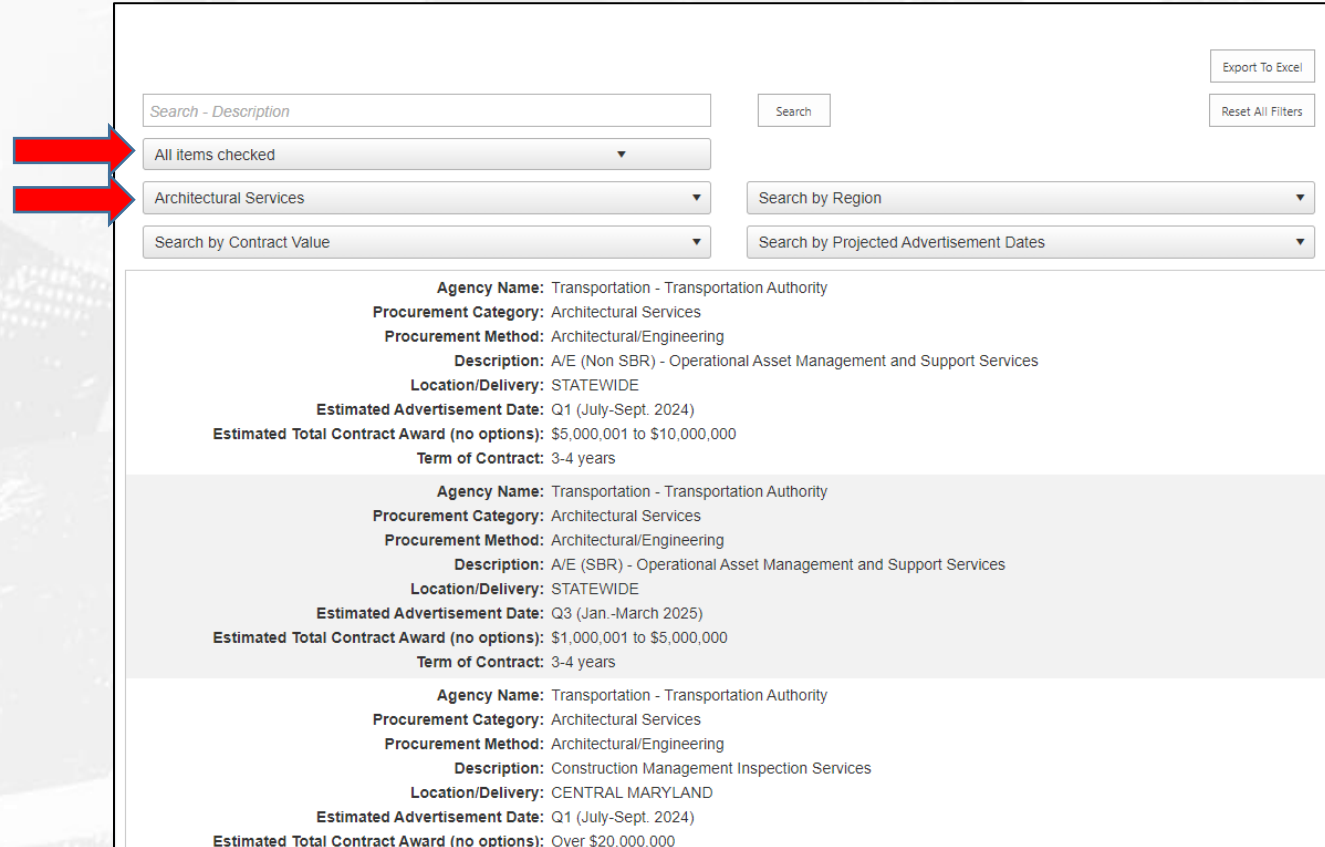
Example #1 Results

Partial View

Incumbent Name	Current MBE/DBE Particip	Procurement Meth	Description	Estimated Advertis	Estimated Total Contract Award	PO Name	PO Phone	PO Email
ENERGY EARTH LLC	SBR	Competitive Sealed P	Energy Kit Supplier	Q3 (Jan.-March 2025)	\$1,000,001 to \$5,000,000	Joy Niles	301-429-7585	joy.niles@maryland.g
TOTAL HOME PERFORMAN	MBE - 20% VSBE - 2%	Competitive Sealed P	Crises HVAC Contractors	Q2 (Oct.-Dec. 2024)	Over \$20,000,000	Joy Niles	301-429-7585	joy.niles@maryland.g
CMD INVESTMENT GROUP	No SBR, MBE and/or VSBE	IT Task Order (Other)	Empower Call Center services	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Joy Niles	301-429-7585	joy.niles@maryland.g
CR DYNAMICS & ASSOCIAT	No SBR, MBE and/or VSBE	IT Task Order (Other)	NBW Business Loans & SSBCI Call Center	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Joy Niles	301-429-7585	joy.niles@maryland.g
SHI INTERNATIONAL COR	No SBR, MBE and/or VSBE	Sole Source	TIBCO WebFocus	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
SHI INTERNATIONAL COR	No SBR, MBE and/or VSBE	Sole Source	Microsoft EA & Azure	Q1 (July-Sept. 2024)	\$500,001 to \$1,000,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
CARAHSOFT TECHNOLOG	No SBR, MBE and/or VSBE	Sole Source	DocuSign	Q1 (July-Sept. 2024)	\$15,000 to \$99,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
GARTNER INC	No SBR, MBE and/or VSBE	Sole Source	IT Consulting	Q1 (July-Sept. 2024)	\$15,000 to \$99,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
VERIZON MARYLAND	No SBR, MBE and/or VSBE	IT Task Order (Other)	Phone Service	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
VERIZON WIRELESS	No SBR, MBE and/or VSBE	IT Task Order (Other)	Wireless Service	Q1 (July-Sept. 2024)	\$1,000,001 to \$5,000,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
AT&T MOBILITY	No SBR, MBE and/or VSBE	IT Task Order (Other)	Wireless Service	Q1 (July-Sept. 2024)	\$15,000 to \$99,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
EMPHASYS SOFTWARE	No SBR, MBE and/or VSBE	Sole Source	Software Maintenance & Enhancement	Q1 (July-Sept. 2024)	\$1,000,001 to \$5,000,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
ELOAN CLOSERS, LLC	No SBR, MBE and/or VSBE	Competitive Sealed Bi	Notary services	Q1 (July-Sept. 2024)	\$15,000 to \$99,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
CAINE MITTER & ASSOCI	MBE - 10% VSBE - 0%	Competitive Sealed P	Financial Advisory Services	Q1 (July-Sept. 2024)	\$1,000,001 to \$5,000,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
SIMPLIFILE, LC	N/A	Sole Source	Loan Title Services	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Earl O'Neal	301-429-7960	earl.oneal@maryland.
N/A	N/A	Competitive Sealed Bi	Administrative Staffing Services	To Be Determined	\$100,000 to \$500,000	Perry Moon	301-429-7951	perry.moon@marylan
N/A	N/A	Competitive Sealed P	BCA Audit Services	To Be Determined	\$15,000 to \$99,000	Perry Moon	301-429-7951	perry.moon@marylan
N/A	N/A	Sole Source	Webfocus Subscription	Q1 (July-Sept. 2024)	\$15,000 to \$99,000	Perry Moon	301-429-7951	perry.moon@marylan

Procurement Forecast

Example #2 Search



Export To Excel

Reset All Filters

Search - Description

Search

All Items checked

Architectural Services

Search by Contract Value

Search by Region

Search by Projected Advertisement Dates

Agency Name: Transportation - Transportation Authority
Procurement Category: Architectural Services
Procurement Method: Architectural/Engineering
Description: A/E (Non SBR) - Operational Asset Management and Support Services
Location/Delivery: STATEWIDE
Estimated Advertisement Date: Q1 (July-Sept. 2024)
Estimated Total Contract Award (no options): \$5,000,001 to \$10,000,000
Term of Contract: 3-4 years

Agency Name: Transportation - Transportation Authority
Procurement Category: Architectural Services
Procurement Method: Architectural/Engineering
Description: A/E (SBR) - Operational Asset Management and Support Services
Location/Delivery: STATEWIDE
Estimated Advertisement Date: Q3 (Jan.-March 2025)
Estimated Total Contract Award (no options): \$1,000,001 to \$5,000,000
Term of Contract: 3-4 years

Agency Name: Transportation - Transportation Authority
Procurement Category: Architectural Services
Procurement Method: Architectural/Engineering
Description: Construction Management Inspection Services
Location/Delivery: CENTRAL MARYLAND
Estimated Advertisement Date: Q1 (July-Sept. 2024)
Estimated Total Contract Award (no options): Over \$20,000,000

Procurement Forecast

Example #2 Results Partial View

Agency Name	Contract Number	Incumbent Name	Current	Description	Estimated Advertise	Estimated Total Contract Award	PO Name	PO Phone	PO Email
Transportation - Transportation Authority				A/E (Non SBR) - Operation	Q1 (July-Sept. 2024)	\$5,000,001 to \$10,000,000	Abby Alam	410-537-7525	aalam2@mdta.state.md.us
Transportation - Transportation Authority				A/E (SBR) - Operation	Q3 (Jan.-March 2025)	\$1,000,001 to \$5,000,000	Abby Alam	410-537-7525	aalam2@mdta.state.md.us
Transportation - Transportation Authority				Construction Management	Q1 (July-Sept. 2024)	Over \$20,000,000	Abby Alam	410-537-7811	aalam2@mdta.state.md.us
Transportation - Aviation	MAA-AE-18-002	Jacobs Engineering Group	19.00%	Program Management	To Be Determined	\$10,000,001 to \$20,000,000	Gayle Mealy	410-859-7331	gmealy2@bwairport.com
Transportation - Aviation	MAA-AE-18-004	Jones Payne Group, Inc.	25.00%	Comprehensive Professional Services	Q1 (July-Sept. 2024)	\$5,000,001 to \$10,000,000	Gayle Mealy	410-859-7331	gmealy2@bwairport.com
Transportation - Aviation	MAA-AE-18-012	Airport Design Consultants, Inc.	19.50%	Program Management	To Be Determined	\$10,000,001 to \$20,000,000	Gayle Mealy	410-859-7331	gmealy2@bwairport.com
Education	R00B1600004	DANIELS VENDING LLC	15.00%	VENDING SERVICES	To Be Determined	To Be Determined	Adrain Pulliam-Smith	410-767-0117	adrain.pulliam-smith@maryland.gov
Education	R00B4600017	ALENT TECHNOLOGIES LLC	0.00%	CATS PLUS	To Be Determined	To Be Determined	Kenya DeCosta	410-767-2072	kenyatta.decosta@maryland.gov
Stadium Authority			No	Baltimore Polytechnic Institute	Q2 (Oct.-Dec. 2024)	\$1,000,001 to \$5,000,000	Yamillette Waite	443-602-0681	ywaite@mdstad.com
Stadium Authority			No	St. Mary's County "For the People"	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Yamillette Waite	443-602-0681	ywaite@mdstad.com
Stadium Authority			No	Ocean City Sports Center	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Yamillette Waite	443-602-0681	ywaite@mdstad.com
Stadium Authority			No	Charles County Health Department	Q1 (July-Sept. 2024)	\$100,000 to \$500,000	Yamillette Waite	443-602-0681	ywaite@mdstad.com

State Contracting Pipeline



SBR Liaison Directory



Agency Websites

SBR Liaisons

Each of the participating agency staffs an SBR Liaison whose role includes ensuring SBR participation is being maximized at the onset of the procurement process and acting as an advocate for SBR vendors actively working on contracts within that agency.

gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx

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

SBR Liaisons

The screenshot shows the Maryland.gov website with the following elements:

- Navigation:** A top navigation bar with links for HOME, MBE PROGRAM, MBE OMBUDSMAN, **SBR PROGRAM** (circled in red), VSBE PROGRAM, RESOURCES, and FORECAST.
- Header:** The Governor's Office of Small, Minority & Women Business Affairs logo and name are displayed on the left. Social media icons for Facebook, YouTube, and LinkedIn are on the right.
- Quick Links:** A sidebar menu on the left includes links for About Us, Legislation and Policy, Outreach, News, Reports, and Contact Us.
- Main Content:**
 - Section Header:** "Small Business Reserve (SBR) Program"
 - Text:** "Maryland's Prime Contracting Program for Certified Small Businesses"
 - List-Group:**
 - Same day certification
 - Access to \$599 million in state-funded contracts
 - Over 20% of all open solicitations are designated to certified SBR vendors
 - Text:** "Check out all the details and JOIN TODAY!"
 - Section Header:** "SBR Program Overview"
 - Text:** "In 2004, the state of Maryland created the Small Business Reserve (SBR) Program, providing small businesses with the opportunity to participate as prime contractors by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established, companies."
- Program Links:** A sidebar on the right lists several links, with "SBR Liaisons" circled in red. Other links include eMaryland Marketplace Advantage (eMMA), SBR Certification and Recertification (Vendors), eMaryland Marketplace Advantage (eMMA) Quick Reference Guides (QRGS), Statutes & Regulations, Md. Code Ann., State Fin. & Proc. Art. 614-501, and Code of Maryland Regulations 21.11.01.06.
- Image:** A circular logo for the Small Business Reserve (SBR) is located in the bottom left corner of the main content area.

gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx

Enter search term

HOME

MBE PROGRAM

MBE OMBUDSMAN

SBR PROGRAM

VSBE PROGRAM

RESOURCES

FORECAST



GOVERNOR'S OFFICE OF
**Small, Minority &
Women Business Affairs**



Quick Links

About Us

Legislation and Policy

Outreach

News

Reports

Contact Us

Recent

SBR Liaison Directory

For information regarding the Small Business Reserve (SBR) Program's certification please email lisa.sennaar@maryland.gov or call 410-697-9600.

Reporting Agency	SBR Liaison Name/Contact Info	Address
Aging	Aaron Peterson aaron.peterson@maryland.gov (410) 767-1110	301 W. Preston Street, Suite #1007 Baltimore, MD 21201
Agriculture	Lynn McNally lynn.mcnally@maryland.gov 410-841-5902	50 Harry S. Truman Parkway Annapolis, MD 21401
Archives	Teresa Fawley teresa.fawley@maryland.gov 410-260-6405	350 Rowe Blvd. Annapolis, MD 21401
Assessments & Taxation	Tara L. Gray tara.gray@maryland.gov 410-767-1194	300 West Preston St., Room 605 Baltimore, MD 21201
Attorney General's Office	Janice Clark jclark@oag.state.md.us 410-576-7033	200 St. Paul Place Baltimore, MD 21202
Baltimore City Community College	Anna Lansaw ALansaw@bcccc.edu 410-209-2378	2901 Liberty Heights Avenue Baltimore, MD 21215

How can we help you?



Ask Agent Mary



Maryland State Agency Directory


Agencies	Administrative Office of the Courts
County and Municipalities	Allegany County
Elected Officials	Anne Arundel County
Employee Phone Directory	Bainbridge Development Corporation
Federal Government	Baltimore City
Government Contacts	Baltimore City Community College
	Baltimore County
	Base Realignment & Closure Subcabinet
	BayStat
	Board of Public Works



https://www.maryland.gov/pages/agency_directory.aspx?view=Agencies

Department of General Services

Enter search term

HOME PROCUREMENT BUSINESS OPPORTUNITIES REAL ESTATE ENERGY FUEL MANAGEMENT

 MARYLAND
Department of General Services

General Info

- About DGS
- Meet the Secretary
- Executive Staff
- Employee of the Month
- Caught DGS
- Annual Reports
- Employment
- Capital Grants

Business Opportunities

Small businesses are the foundation of a strong, healthy and vibrant economy. The Office of Business Programs (OBP) helps small, minority, woman and veteran-owned businesses grow by providing companies with access to procurement opportunities with DGS.

- Small Business Programs
- Minority Business Enterprise
- Veteran-Owned Small Business Programs
- Business Assistance & Access To Opportunities**

It is the mission of the Office of Business Programs to ensure businesses have access to the information they need to effectively compete on state contracts.

["Doing Business with DGS" Training Program](#)

Receive information on how to compete effectively on contracts and how to leverage your certifications to participate in contracting opportunities.

[Business Opportunities Information Sessions](#)

Receive information on upcoming contracting opportunities related to specific projects and services DGS will be procuring.

Small Business Resources

- Maryland Department of Commerce
- Governor's Office of Small, Minority, and Women Business Affairs (GOSBA)
- Small Business Development Center (SBDC)
- Procurement Technical Assistance Program (PTAP)
- Service Corps of Retired Executives (SCORE)
- Small Business Administration (SBA)
- Office of Minority Business Enterprise (MDOT)
- Office of Small & Disadvantaged Business Utilization
- Veteran's Business Services
- Maryland Women's Business Center

Procurement Resources

- Procurement Website
- Information for Vendors and Businesses

Procurement Categories

Small Procurement – Category I:

- \$5,000 or less
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small, minority and veteran-owned businesses
- Award is based on the procurement officer's judgement

Small Procurement – Category II

- \$5,001 - \$15,000
- Can use oral, written, or published solicitation to obtain at least two quotes
- Encouraged to solicit quotes from small, minority and veteran-owned businesses
- Award shall be made to the most favorable or evaluated bid price

Wrapping Up

- The SBR program provides a unique space for small businesses to compete against each other for prime contracts, instead of larger companies and is governed by Maryland statutes and regulations
- Certified Small Businesses were paid close \$500 Million last year
- Self- certification through eMMA is very simple
- The more registered Certified Small Businesses there are, the more robust Designated SBR opportunities Procurement Officers can create
- Eligible procurements between \$50,000 and \$500,000 are to be designated as SBR (with certain exceptions)
- **Category I & II Small Procurements are the hidden potential opportunities**



Call or email the SBR helpdesk

410-697-9600

Lisa Mitchell Sennaar

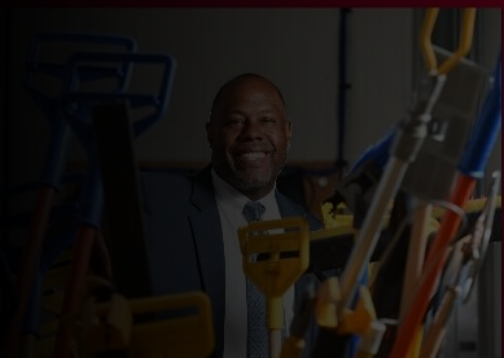
lisa.sennaar@maryland.gov

Tanita Johnson

tanita.johnson1@maryland.gov



RESOURCES



A group of four diverse business women are shown in a professional setting. They are gathered around a table, looking at a laptop screen. One woman is pointing at the screen while the others look on with interest. They are all dressed in business attire.

Do you run a business in Maryland?

We need your help!

Please take the
Maryland Disparity Study Vendor Survey
StateofMDDisparityStudy.com

We need your help!

stateofmddisparitystudy.com

Take the survey!

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



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EXPERTS



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TO REGISTER VISIT:
GOMDSMALLBIZ.MARYLAND.GOV


 **Maryland**


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


goMDsmallbiz.maryland.gov


T.I.P.S. Webinar Series Playlist

- 

1 **Doing Business with the State of Maryland - July 25, 2024**
StateMaryland • 2 views • 1 day ago
2:03:45
- 

2 **Crafting A Compelling Capability Statement - July 23, 2024**
StateMaryland • No views • 1 day ago
2:04:30
- 

3 **Anatomy of a Bid - June 27, 2024**
StateMaryland • No views • 1 day ago
1:48:57
- 

4 **Strategies for Digital Marketing - June 25, 2024**
StateMaryland • No views • 1 day ago
1:38:22
- 

5 **Maryland's Veteran-Owned Small Business Enterprise (VSBE) Program**
StateMaryland • 76 views • 2 months ago
2:00:24

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

Upcoming



goMDsmallbiz.maryland.gov

Wednesday February 12 , 2025

12:00 p.m.

[A.I. in Marketing – Part 2](#)
[Integrating A.I. Tools Into Your](#)
[Business & Marketing Process](#)

Thursday February 13 , 2025

6:30 p.m.

[Seminario de Finanzas para](#)
[Pequeñas Empresas: Parte 1](#)
[Conceptos Básicos de Finanzas](#)
[Empresariales](#)

Tuesday February 25 , 2025

10:00 a.m.

[T.I.P.S. Small Business Webinar Series:](#)
[Small Business Finance Basics](#)



Maryland Commission on Civil Rights



About Us

We are the state agency responsible for enforcing Maryland's Anti-Discrimination Laws. MCCR investigates complaints of discrimination in employment, housing, public accommodations, health services, leasing of commercial property, and the State's commercial non-discrimination.

Our Mission

Our mission is to ensure opportunity for all through the enforcement of Maryland's laws against discrimination in employment, housing, public accommodations, state contracts, health services, and commercial leasing; to provide educational outreach services related to provisions of this law; and to promote and improve civil rights in Maryland.

Contact Us

6 Saint Paul Street, Suite 900
Baltimore, MD 21202-1631
410.767.8600



mCCR.maryland.gov



@MDCIVILRIGHTS

Training Topics

Employment Discrimination Prevention
Housing Discrimination Prevention
Sexual Harassment
Conflict Resolution
Sexual Orientation, Gender Identity & Expression
Dimensions of Diversity
And More!

Areas of Coverage

- ✓ Employment
- ✓ Housing
- ✓ Health Services
- ✓ Public Accommodations
- ✓ Commercial Leasing
- ✓ Commercial Non-Discrimination

Maryland Commission on Civil Rights

The Maryland Commission on Civil Rights provides services, information, and training support to agencies and individuals in Maryland. MCCR seeks to provide current and accurate information on issues affecting equal access and opportunity under **Title 20 of the State Government Article** and **Title 19 of the Finance & Procurement Article**, Annotated Code of Maryland, in housing, employment, public accommodations and state contracts. Through our Community Outreach & Education program, we offer workshops and seminars to agencies, businesses, and organizations throughout the State. To see the latest upcoming events, [click here](https://www.mCCR.Maryland.gov).

www.mCCR.Maryland.gov

Respecting Differences, Embracing Equality, Empowering Change

Partners

Maryland APEX Accelerators
(formerly PTAC)

<https://www.marylandapex.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/>

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Governor's Office of
Small, Minority & Women
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Thank You!