

# WELCOME!

Today's Topic:

## Maryland's MBE Rights & Responsibilities

**June 17, 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](https://gomdsmallbiz.maryland.gov)



**Maryland**

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



**TRACIE BOLDEN**

MBE OMBUDSMAN  
COMPLIANCE MANAGER



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# Maryland MBE Prime Contractor and Subcontractor Rights and Responsibilities

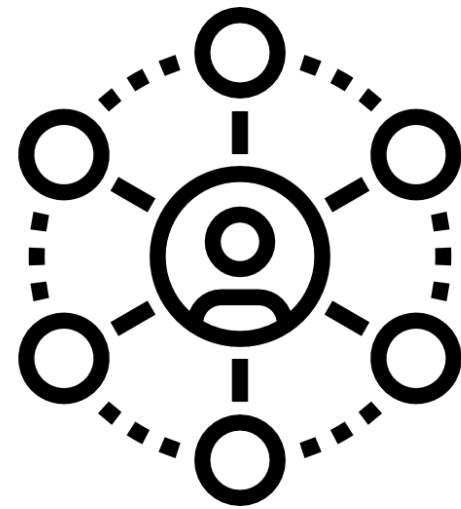
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BUSINESS AFFAIRS



June 17, 2025



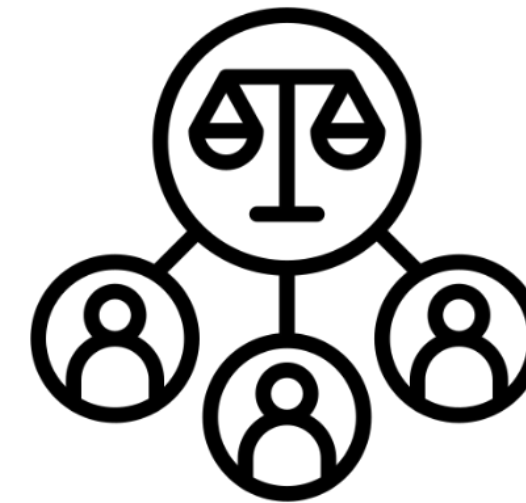
Implement Maryland's 3 socioeconomic procurement programs across 70+ agencies and departments



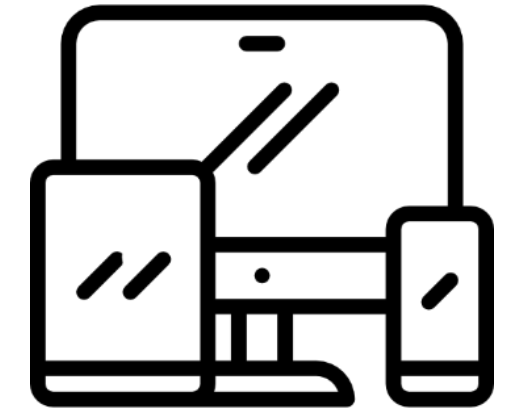
Connect small, minority, women, & veteran business owners to opportunities in the state contracting arena



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



Work with MBEs to address issues that may arise during contract performance through the MBE Ombudsman unit



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

[goMDsmallbiz.maryland.gov](https://goMDsmallbiz.maryland.gov)



# Socioeconomic Program Overview

## Small Business Reserve (SBR) Program

- Prime contracting program
- 20% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)

## Minority Business Enterprise (MBE) Program

- Subcontracting program; may also perform as prime
- 29% aspirational goal
- Race and gender specific
- Application-based certification process through **MDOT**
- Annual review\* (3 years as of September 1, 2025)

## Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program; may also perform as a prime
- 3% aspirational goal
- 3-Step certification process includes **verification** of veteran status

All Programs are mutually exclusive.

# Celebrating Minority Inclusion in Maryland



## NEW Program Seals

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





# EXCITING CHANGES AHEAD

- Executive Order 01.01.2024.38 “Delivering a More Efficient, Equitable, and Competitive Procurement System for Maryland”
  - Extended certifications to 3 years
  - Established the governor’s socioeconomic procurement subcabinet
  - Increases accountability measures for Prime contractors who persistently fail to achieve contract goals
- HB 500 - Procurement Reform Act of 2025
  - Increases threshold for contracts reserved for small businesses
  - Streamlines processes to require faster payments to vendors
  - Increases transparency and accountability in state procurement
- HB1253 - Department of Social and Economic Mobility
  - Governor’s Office of Small, Minority, and Women Business Affairs (GOSBA)
  - The Office of Minority Business Enterprises (OMBE)
  - The Office of Social Equity (OSE)







# MBE Prime Contractor RIGHTS

You have rights too!

# **MBE prime contractors have the same rights as all other prime contractors.**



- ✓ **Are entitled to receive fair and equal treatment during the procurement process**





State of Maryland  
Procurement Manual

# Procurement Process

**5. Review / Evaluation  
Process (Section 6)**  
Opening the vendor  
responses to solicitations.

**1. Need Identification (Section 2)**  
Focuses on the various types of goods and  
services that are procured by the state.

**2. Pre-Solicitation (Section 3)**  
Planning stages prior to preparing a  
procurement solicitation.

**4. Solicitation (Section 5)**  
Provides the steps for public  
advertisement  
and other notices of solicitation.

**3. Solicitation Preparation  
(Section 4)**  
Includes procedures for  
drafting solution.

**6. Award Process (Section 7)**  
Includes the steps for approving  
contract awards.

**7. Contract  
Administration Process  
(Section 8)**  
Focuses on post-contract  
award activities.



# MBE prime contractors have the same rights as all other prime contractors.

- ✓ May request and receive information to help develop competitive bid or proposal through a Public Information Act (PIA) request
- ✓ PIA Site:  
<https://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>



# **MBE prime contractors have the same rights as all other prime contractors.**



- ✓ **You may submit written questions to and receive a written response from State agency**
- ✓ **May ask State agency how MBE goals were set**
- ✓ **Minimum qualifications**

# MBE Prime Contractors **RIGHTS** (cont.)

- ✓ **During contract term:**
  - ✓ **May ask to add MBEs, but not at the expense of originally-named MBEs**
    - ✓ **MBE Utilization and Fair Solicitation Affidavit & Participation Schedule**
  - ✓ **May ask to remove MBEs, but must demonstrate good cause**
  - ✓ **Any additions, removals or other changes to original MBE participation commitments must be approved in writing by the State agency**



# **MBE PRIME CONTRACTORS**

- ✓ **MBE prime contractor may self-perform up to 50% of the overall MBE contract goal and up to 100% of any one MBE contract subgoal, provided that the certified MBE prime contractor is properly identified on the MBE participation schedule (D-1A) and the firm is NAICS code-certified to do the work**
  - ✓ **Intended to help MBEs grow their capabilities and build capacity**

# *Overall MBE Goal vs. Subgoals*

✓ **Subgoals are the means by which we further diversify the firms that our Prime Contractors use to fulfill the Stated MBE Goal on a procurement.**

In 2011, the State became concerned that Prime Contractors would continue to use the same firms (or even worse, the most overrepresented firms in each industry category to fulfill the MBE requirements on a contract).



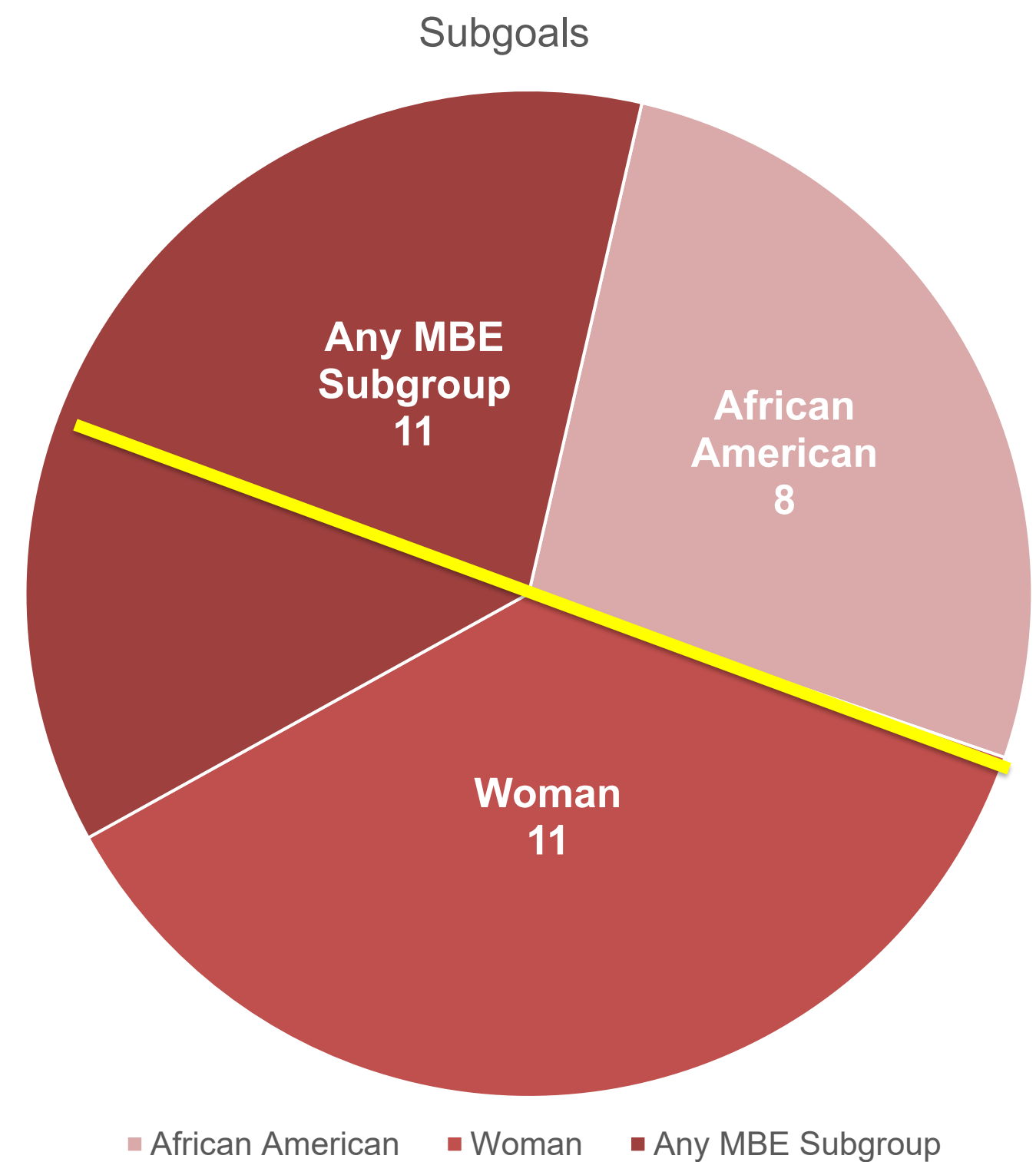
# Overall MBE Goal vs. Subgoals

**TABLE 2 – RECOMMENDED SUBGOALS**

Combined Industry Category (Check appropriate column per Step 5.)			Cons	AE-CRS	Main	IT	Serv	CSE
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. # of Firms	10. ≥ 3 Y/N	Subgroups						
		African American	8%	7%	9%	10%	—	6%
		Hispanic American	—	—	3%	—	2%	2%
		Asian American	—	—	2%	—	3%	—
		Women	11%	10%	—	10%	10%	8%
<b>Subgoal Total</b>			19%	17%	14%	20%	15%	16%
<b>*Subgoal Total Plus 2% Margin</b>			21%	19%	16%	22%	17%	18%

*\*The Subgoal Total Plus 2% Margin is the sum of the Recommended Subgoals plus 2%.*

# Subgoals in Practice



**Calverton ES/MS  
Construction - 30 %  
Overall MBE Goal & Subgoals**

**African-American Woman-  
Owned Prime Contractor**



# Counting of MBE Participation

- Firms who are certified as both a woman-owned firm and a member of a subgroup (Asian American, African American, etc. can count under both classifications.
- This allows the work of a certified woman-owned MBE, who is also a member of an ethnic group, to possibly be counted for more than one subgoal on a contract.



SECTION B: For all Contractors (including MBE Primes and MBE Primes in a Joint Venture)

<div>MBE Firm Name: _____</div> <div>MBE Certification Number: _____</div> <div>(If dually certified, check only one box.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification</div> <div>NAICS code: _____</div>	<div>Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</div> <div><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%) <input type="checkbox"/> Manufacturer (count 100%) <input type="checkbox"/> Broker (count reasonable fee/commission only) <input type="checkbox"/> Furnish and Install and other Services (count 100%)</div> <div>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work that the MBE firm named to the left will be performing to calculate the amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</div> <div>A. Percentage of total contract amount where the MBE firm is being used for manufacturer, furnish and install, and/or services (excluding products/services from suppliers, wholesalers, regular dealers and brokers) ____%</div> <div>B. Percentage of total contract amount for items of work where the MBE firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule)). Total percentage of Supplies/Products ____% X 60% = ____%</div> <div>C. Percentage amount of fee where the MBE firm is being used as broker (count reasonable fee/commission only) ____ %</div> <div>Description of the work to be performed: _____ _____</div>
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Area on Section A where MBE Prime can report Self Performance

SECTION A: For MBE Prime Contractors ONLY (including MBE Primes in a Joint Venture)

<div>MBE Prime Firm Name: _____</div> <div>MBE Certification Number: _____</div> <div>(If dually certified, check only one box.) <input type="checkbox"/> African American-Owned <input type="checkbox"/> Hispanic American- Owned <input type="checkbox"/> Asian American-Owned <input type="checkbox"/> Women-Owned <input type="checkbox"/> Other MBE Classification</div> <div>NAICS code: _____</div>	<div>Percentage of total Contract Value to be performed with own forces and counted towards the MBE overall participation goal (up to 50% of the overall goal): ____% Please refer to Item #8 in Part 1- Instructions of this document for new MBE participation guidelines regarding materials and supplies.</div> <div>Percentage of total Contract Value to be performed with own forces and counted towards the subgoal, if any, for my MBE classification (up to 100% of not more than one subgoal): ____%</div> <div><input type="checkbox"/> Supplier, wholesaler and/or regular dealer (count 60%) <input type="checkbox"/> Manufacturer (count 100%) <input type="checkbox"/> Broker (count reasonable fee/commission only) <input type="checkbox"/> Furnish and Install and other Services (count 100%)</div>
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# MBE FORMS

The MBE Participation Schedule is where Prime contractors will report all the MBE firms, they will utilize to fulfill the MBE goal on a particular solicitation in Part 3 – Section B of the D-1A.

If a firm is an MBE Prime contractor AND is self performing a portion of the MBE goal and subgoal (if applicable), the firm would also fill out the D-1A section A.

You would report items like percentage and description of work, work type



# 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-3B

### MBE PRIME PROJECT PARTICIPATION CERTIFICATION

Please complete and submit this form to attest to each specific item of work that your MBE firm has listed on the MBE Participation Schedule (Attachment D-1A) for purposes of meeting the MBE participation goals. This form must be submitted within 10 Business Days of notification of apparent award. If the Offeror fails to return this affidavit within the required time, the Procurement Officer may determine that Proposal is not susceptible of being selected for Contract award.

Provided that \_\_\_\_\_ (Prime Contractor's Name) with Certification Number \_\_\_\_\_ is awarded the State contract in conjunction with Solicitation No. \_\_\_\_\_, such MBE Prime Contractor intends to perform with its own forces at least \$ \_\_\_\_\_ which equals to \_\_\_\_% of the Total Contract Amount for performing the following goods and services for the Contract:

NAICS CODE	WORK ITEM, SPECIFICATION NUMBER, LINE ITEMS OR WORK CATEGORIES (IF APPLICABLE) For Construction Projects, General Conditions must be listed separately	DESCRIPTION OF SPECIFIC PRODUCTS AND/OR SERVICES	VALUE OF THE WORK

#### MBE Prime Contractor

Company: \_\_\_\_\_

Company Name (please print or type)

FEIN: \_\_\_\_\_

Federal Identification Number

Company Address: \_\_\_\_\_

\_\_\_\_\_



# MBE Prime Contractor

You have rights too!

# RESPONSIBILITIES

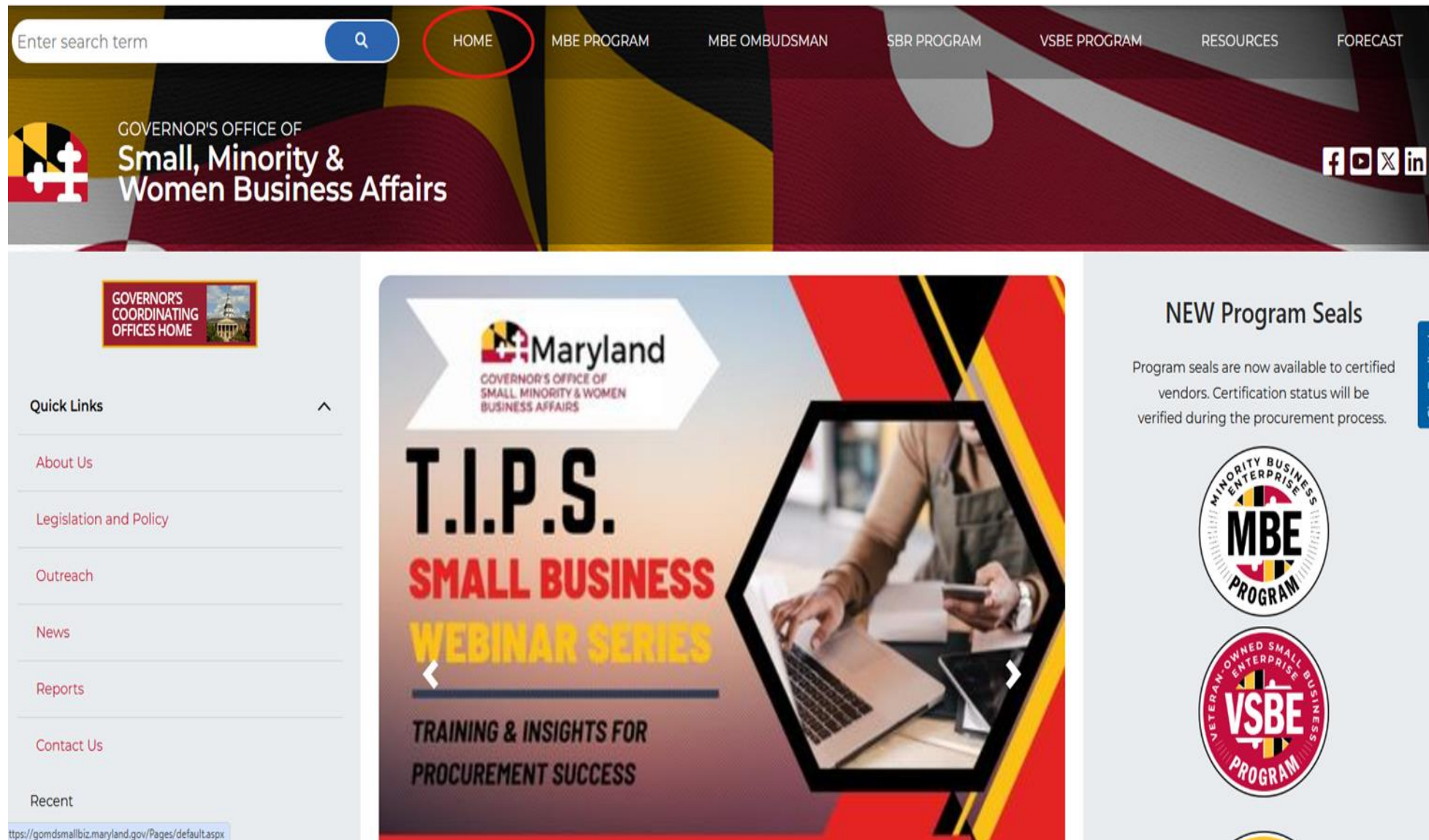


# MBE Prime Contractor RESPONSIBILITIES

✓ Learn enough about the procurement process to compete effectively:

- ❑ How does the process work?
- ❑ Who are the decision makers?
- ❑ What are they buying and when are they buying it?
- ❑ Who is your competition?
- ❑ What other information do you need to compete effectively?

# gomdsmallbiz.maryland.gov



## TOP WEBSITE PICKS

- State of Maryland Disparity Study
- Expanding Opportunities Magazine
- eMaryland Marketplace Advantage (eMMA)
- Maryland Financial Incentives for Businesses
- Maryland Business Express
- Maryland Entrepreneur Hub
- SBR Liaisons
- MBE Liaisons
- VSBE Liaisons
- MBE Rights & Responsibilities
- FY2021 Customer Service Annual Report

## MINING PUBLIC DATA

eMaryland Marketplace Advantage (eMMA)

- Video
- Slide Deck

Procurement Forecast

- Video
- Slide Deck

Board of Public Works

- Video
- Slide Deck


Communicating with Confidence

- Video
- Slide Deck

- Access to Buyer Networking Events
- Training Classes
- Statewide Events








New Vendor? Register NowVendor SearchPublic SolicitationsPublic Contracts

<↺

Login

Welcome to eMaryland Marketplace Advantage (eMMA)



SM

eMaryland Marketplace Advantage

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


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

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


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

LOGIN

Login\*


 Email / Username


Password\*




State SSO Login(SecureAuth)

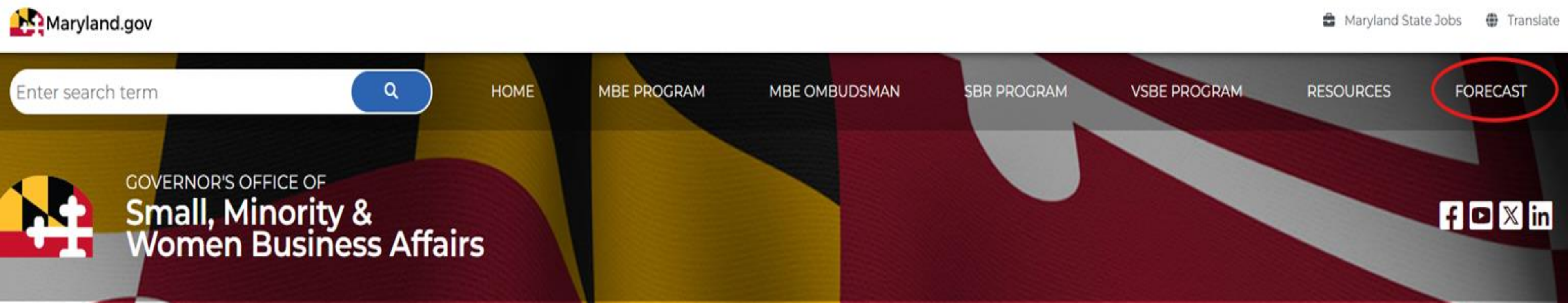
Lost your password?

New Vendor? Register Now

Public Solicitations

Public Contracts

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#### Quick Links



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Procurement Forecast - VIDEO

## 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.

Search - Description

Search

Export to Excel

Reset All Filters

Search by Agency



Search by Procurement Categories



Search by Region



Search by Contract Value



Search by Projected Advertisement Dates





A	B	C	F	I	J	K	L	M
		Current MBE/DBE Participation		Estimated Total Contract Award (no options)				
Agency Name	Incumbent Name	Goal	Description		Term of Contra	PO Name	PO Phone	PO Email
Housing and Community Development	Dovenmuehle Mortgage, Inc.	15.00%	Single Family Bond Funded Mortgage Subservicing	\$5,000,001 to \$10,000,000	5 years or more	Paul Dickman	301-429-7566	paul.dickman@maryland.gov
Transportation - Office of the Secretary	Knott Technology, Inc.	0.00%	Gigamon Wan Software Maintenance FY 18-19	\$15,000 to \$99,000	1-2 years	Joe Palechek	410-865-1137	jpalechek@mdot.maryland.gov
Police	LB&B	30.00%	Crime Lab Building Maintenance	\$1,000,001 to \$5,000,000	5 years or more	DGS	DGS	DGS
Transportation - Port Administration	Marine Technologies, Inc.	0.00%	Seafender Removal	\$15,000 to \$99,000	3-4 years	Olu Fawehinmi	410-385-4568	ofawehinmi@marylandports.com
Stadium Authority	Malstrom Electric, Inc.	12.00%	On-Call General Electrical Services	\$500,001 to \$1,000,000	2-3 years	John Samoryk	410-223-4147	jsamoryk@mdstad.com
Comptroller	NEC Corporation of America	25.00%	PBX III	\$500,001 to \$1,000,000	5 years or more	Mike Balderson	410-260-6330	mbalderson@comp.state.md.us
University of Maryland, Baltimore		0.00%	Microscopes	\$10,000,001 to \$20,000,000	5 years or more	Kristal Burgess	410-706-0772	mailto:kburgess@umaryland.edu
Coppin State University			Resident Hall Bathroom Renovations	\$1,000,001 to \$5,000,000	Less than 1 year	Thomas Dawson	410-951-3792	thdawson@coppin.edu
Housing and Community Development	Dovenmuehle Mortgage, Inc.	15.00%	Single Family Bond Funded Mortgage Subservicing	\$5,000,001 to \$10,000,000	5 years or more	Paul Dickman	301-429-7566	paul.dickman@maryland.gov

## ***Board of Public Works***



- ✓ **Governor, Comptroller and Treasurer**
- ✓ **Only board of its kind in the nation**
- ✓ **Meets bi-weekly on Wednesdays; meetings are live-streamed**
- ✓ **Agenda available on [bpw.maryland.gov](http://bpw.maryland.gov)**

# BPW Agenda - Identify Competition or Partners

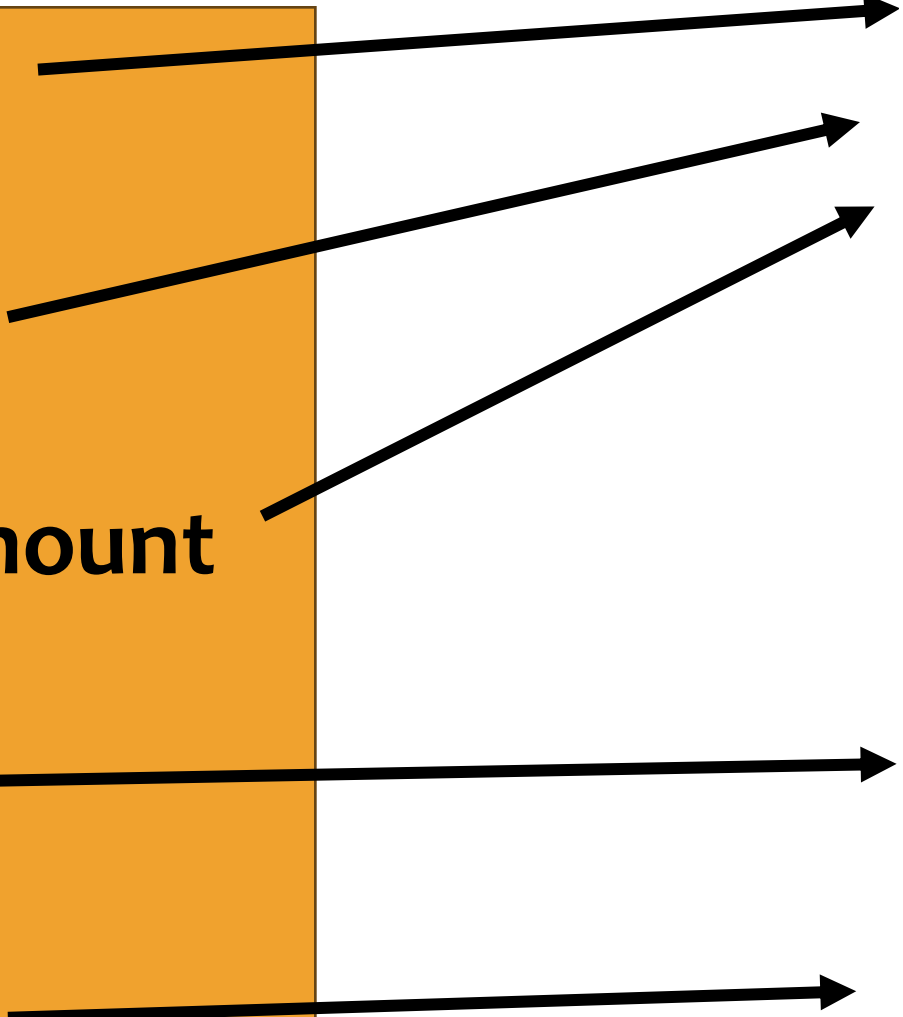
Prime Awardee

Contract Term

Winning Bid Amount

Goal Data

Incumbent Info



1-C. MARYLAND AVIATION ADMINISTRATION  
*Construction Contract*

**Contract ID:** Residential Sound Insulation Program Phase 2 at Baltimore/Washington International Thurgood Marshall (BWI Thurgood Marshall) Airport; *MAA-CO-24-016*  
EPICS No.: MAACO24016

**Contract Description:** Provide sound insulation treatments for up to 203 multi-family residential dwelling units, in five buildings, in Glen Burnie, MD.

**Award:** S&L Specialty Contracting, Inc., Syracuse, NY

**Contract Term:** 400 calendar days from Notice to Proceed

**Amount:** \$5,457,000.00

**Procurement Method:** Competitive Sealed Bidding (Multi-Step)

**Bids:**

<i>Bidders</i>	<i>Amounts</i>
S&L Specialty Contracting, Inc. Syracuse, NY	\$5,457,000.00
Nichols Contracting, Inc. Columbia, MD	\$5,532,000.00

**Living Wage Eligible:** Yes

**DBE/VSBE Participation:** 28.22% / 0%

**Performance Security:** 100% Payment and Performance Bonds

**Hiring Agreement Eligible:** Yes

**Incumbent:** None

**Requesting Agency Remarks:** The solicitation was advertised on March 8, 2024, via eMaryland Marketplace Advantage notifying 33 potential contractors, the Maryland Aviation Administration (MAA)’s website, and by way of direct solicitation to four prospective bidders. Three bids were received on May 28, 2024. MAA requested that the bid pricing be held to allow for BPW presentation and approval. The apparent low bidder did not agree to the extension therefore MAA rejected the bid and moved to the next apparent low bidder.



## ***MBE Prime Contractor***

# **RESPONSIBILITIES** (continued)

- **Make sure MBE commitments are clearly, completely and accurately stated on the MBE forms**
- **Use named MBE subcontractors as promised**
  - **NOTE: As of May 13, 2013, all contracts with MBE subcontracting requirements include an MBE liquidated damages clause.**
- **Comply with monthly MBE reporting requirements and ensure that MBE subcontractors do so as well**
- **Meet all deliverables on time**
- **Keep good records to document project progress and MBE subcontracting performance**

# ***MBE Prime Contractor***

## **RESPONSIBILITIES** (continued)

- **You will be required to submit MBE subcontract agreements to the procurement officer as per 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; and
  - (c) The amount and type of bonds required of MBE subcontractors, if any.





# ***MBE*** ***Subcontractor*** **RIGHTS**

Protect your interest!



# ***MBE Subcontractor RIGHTS***

- **The prime contractor must:**
  - ✓ **Provide MBE subcontractors with enough time (10 days before the bid/proposal is due) and information to submit a qualified, competitive quote**
  - ✓ **Provide MBE subcontractors with no less than the same information and amount of time to respond as any other potential subcontractor**
  - ✓ **Obtain the MBEs authorization to list the MBE subcontractor on a bid or proposal**
  - ✓ **Notify the MBE subcontractor before execution of the contract on which the firm has been listed as an MBE subcontractor**

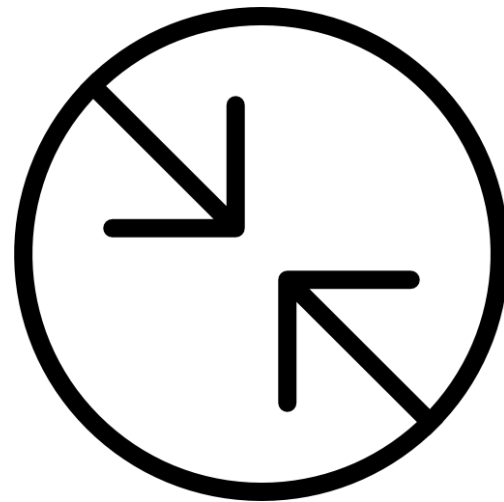
# ***MBE Subcontractor*** **RIGHTS**

- **MBE subcontractors are entitled to:**
  - Receive prompt payment from the prime contractor for undisputed work completed successfully
  - Be treated fairly and without fear of harassment or intimidation
  - Contact the contract owner directly when appropriate (project manager, procurement officer, MBE Liaison)

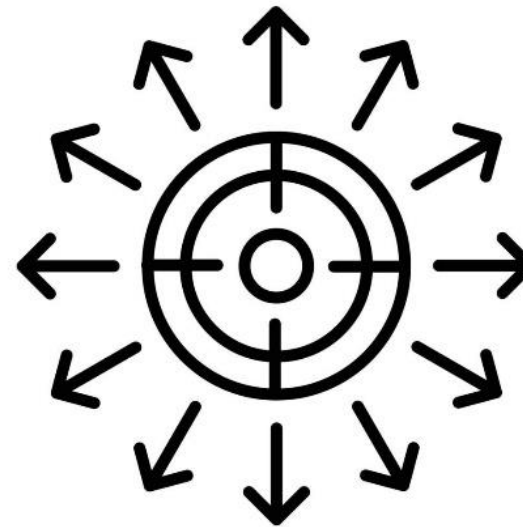
Maryland has a statute in place to protect MBEs against fraud. Notify the State if you have first-hand knowledge of fraudulent MBE-related activity.

Fraud Hotline: 410-697-9611.

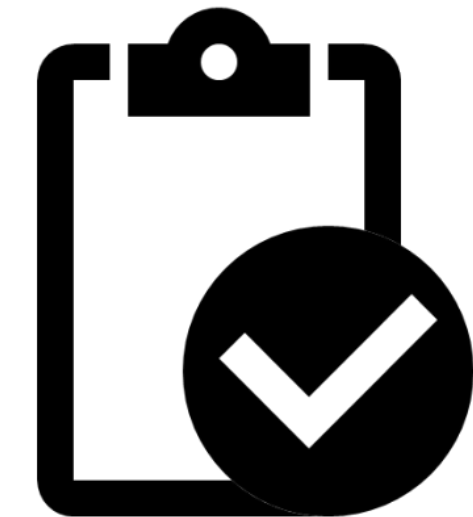
# MBE Ombudsman Unit



Serves as an internal resource across the 70+ agencies and departments engaged in the MBE Program



Serves as an external resource to certified MBEs, prime contractors, legislators, and stakeholder organizations



Enforces compliance during contract performance to maximize implementation of the MBE Program





# ***MBE Subcontractor*** **RESPONSIBILITIES**

Do Your Part!



# MBE Subcontractor RESPONSIBILITIES

- Carefully review all forms and agreements before signing
  - ✓ Understand what prime and State are expecting
  - ✓ Keep copies of all documents
  - ✓ Never sign a blank form presented by a prime contractor; all documents should be filled in before you sign
  - ✓ Keep good records/documentation

**D-3A**  
**CERTIFIED MBE SUBCONTRACTOR PARTICIPATION CERTIFICATION**

**INSTRUCTIONS:**

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

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

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

**SECTION A**

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

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

# ***MBE Subcontractor*** **RESPONSIBILITIES**

- Deliver the goods and/or services as promised
- Get advance written confirmation of requests for additional work
- Make sure that you get confirmation from the state in writing that change order work has been approved before you do any additional work outside of the original scope of your contract.



# MBE Subcontractor RESPONSIBILITIES

**D-5**  
**Minority Business Enterprise Participation**  
**MBE Subcontractor Paid/Unpaid Invoice Report**

Report #:	Contract #:
Reporting Period (Month/Year):	Contracting Unit:
Report is due by the 10th of the month following the month the services were performed.	MBE Subcontract Amt:
	Project Begin Date:
	Project End Date:
	Services Provided:

MBE Subcontractor Name:					
MDOT Certification #:					
Contact Person:					
Address:					
City:		State:		ZIP:	
Phone:		FAX:		E-mail:	
Subcontractor Services Provided:					
List all payments received from Prime Contractor during reporting period indicated above.			List dates and amounts of any unpaid invoices over 30 days old.		
	Invoice Amount	Date		Invoice Amount	Date
1.			1.		
2.			2.		
3.			3.		
4.			4.		
Total Dollars Paid: \$			Total Dollars Unpaid: \$		
Prime Contractor:			Contract Person:		

Return one copy of this form to the following addresses (electronic copy with signature and date is preferred):

Contract Monitor Name

Contracting Unit

- Complete and submit monthly MBE payment forms (**MBE Subcontractor Paid/Unpaid Invoice Report**) and other required State submissions on time

# *MBE Subcontractor* RESPONSIBILITIES



MDOT's Office of Minority Business Enterprise (OMBE) is the State's official certification agency.

- ▶ Renew MBE certification annually\*
- ▶ Notify OMBE of any changes in your business status
- ▶ Request additional NAICS codes when you add additional products or services
- ▶ Review your listing in the online MBE directory to ensure accuracy

# *MBE Subcontractor* **RESPONSIBILITIES**

## *Something went wrong! What now?*

- Document the problem **in writing** with as much detail as possible
- Promptly notify all parties who are in a position to take action on your behalf, including the State agency's MBE Liaison. Be reasonably patient, but escalate if necessary
- Other resources:
  - [GOSBA – Ombudsman Unit](#)
  - Commission on Civil Rights
  - MDOT Certification Unit
  - Fraud Hotline
  - [OLA Fraud Hotline](#)
  - Bonding Company
  - Court System
  - False Claims Act



# Resources

MDOT's Office of Minority Business Enterprise (410-865-1269)

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>

(MBE | DBE | SBE | ACDBE)

Certification/certification renewal

NAICS code expansion of services

MDOT Online Directory Listing

# Resources

## **Code of Maryland Regulations (COMAR)**

<https://dsd.maryland.gov/Pages/COMARHome.aspx>

MBE Program: Search 21.11.03

SBR Program: Search 21.11.01.06

VSBE Program: Search 21.11.14


## **Governor's Office of Small, Minority & Women Business Affairs (410-697-9600)**

[www.gomdsmbiz.maryland.gov](http://www.gomdsmbiz.maryland.gov)

MBE Liaisons listing

Annual Report data for the MBE, VSBE & SBR Programs

Legislation and Policy

A faded background image showing three people in a professional setting. A woman with curly hair is in the center, looking down at a document. To her left, another woman is partially visible, also looking at the document. To her right, a man with a beard is smiling and looking towards the center. They are all seated around a table with papers, a smartphone, and a glass of water.

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

**Tracie Bolden**

**410-697-9726**

**[tracie.bolden@maryland.gov](mailto:tracie.bolden@maryland.gov)**

**Thank You**





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## Program Seals:

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# Mining Public Data Techniques



## Videos & Slide Decks

# eMaryland Marketplace Advantage (eMMA)

## Procurement Forecast

## Board of Public Works

## Communicating with Confidence



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# 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>



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## Upcoming

**Wednesday**  
**June 18, 2025**

8:30 a.m.  
[Maryland](#)  
[Defense Forum](#)

**Tuesday**  
**June 24 , 2025**

10:00 a.m.  
T.I.P.S. Small Business  
Webinar Series:  
[Strategies for Digital](#)  
[Marketing](#)

**Tuesday**  
**June 24, 2025**

1:00 pm  
Doing Business with the State  
Series by Maryland Black  
Chamber of Commerce:  
[Doing Business as a Veteran-](#)  
[Owned Small Business](#)  
[Enterprise \(VSBE\) in Maryland](#)

**Wednesday**  
**June 25, 2025**

10:00 a.m. – 11:30 am  
[Doing Business with the State](#)  
[of Maryland](#)  
in collaboration with  
Montgomery County Chamber  
of Commerce



# 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/>

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# Resources

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

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

**Maryland's Office of Minority Business Enterprise (OMBE)**

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?Pagelid=90>

**Maryland Department of Commerce  
Maryland Financial Incentives for Business**

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

**Maryland Entrepreneur HUB**

<https://marylandentrepreneurhub.com/>

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[goMDsmallbiz.maryland.gov](https://gomdsmallbiz.maryland.gov)

## Follow Us!

Governor's Office of  
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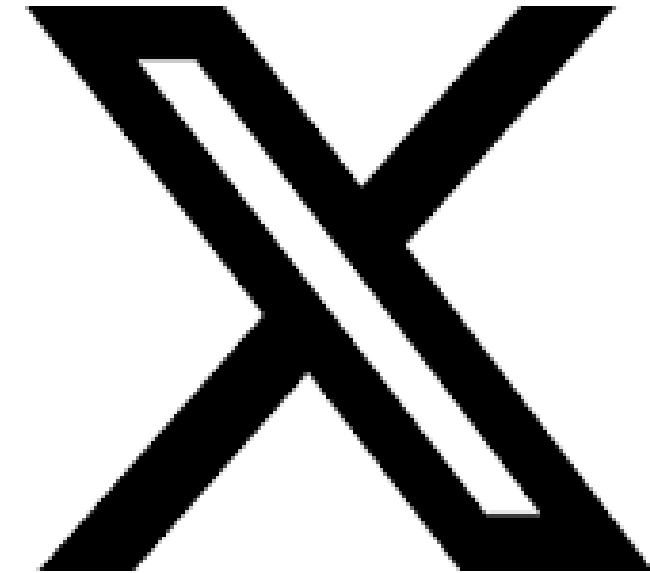
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**Thank You!**