

WELCOME!

Today's Topic:

Anatomy of a Bid for Prime & Subcontractors

November 18, 2025

T.I.P.S.

SMALL BUSINESS

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**What is New?
& WHO is your
HOST?**

What is New?

- As of October 1, 2025 a new Department was launched!



Mission

To advance social and economic mobility for all Marylanders by removing barriers, investing in inclusive opportunities, and aligning state resources to support historically underserved communities and businesses.

Vision

A Maryland where every resident—regardless of race, geography, or background—can access the tools, networks, and systems needed to thrive and contribute to a more equitable and prosperous state.

Maryland Department of Social and Economic Mobility

**Building Opportunity and Mobility
for all Marylanders**

<https://economicmobility.maryland.gov>

Program and Resources

The Department of Social and Economic Mobility integrates three existing offices:

Who is your HOST?

Office of Minority Business Enterprises

Search Certified Businesses

MBE Events Calendar

Get your MBE / DBE/ ACDBE Certifications

<https://www.mdot.maryland.gov/tso>

Office of Small, Minority & Women Business Affairs

Minority Business Enterprise (MBE) Program

Small Business Reserve (SBR) Program

Veteran-Owned Small Business Enterprise (VSBE) Program

MBE Ombudsman Unit

Procurement Forecasts

<https://gomdsmallbiz.maryland.gov>

Office of Social Equity

Programs and Resources

Events

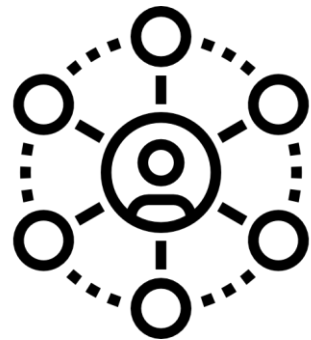
Press Releases

<https://ose.maryland.gov>

- Office of Small, Minority & Women Business Affairs will continue to serve our small, minority, women & veteran-owned business community.



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



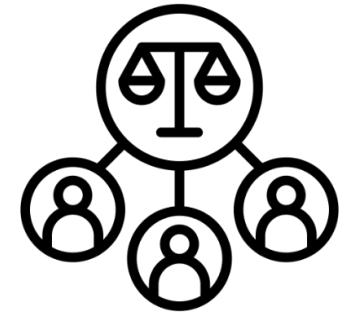
Connect small, minority, women, & veteran business owners to opportunities in the state contracting arena



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

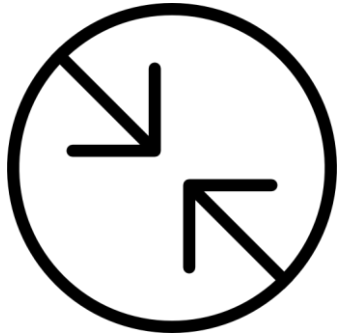


Curate online resources at the federal, state, and local levels for small business growth and development

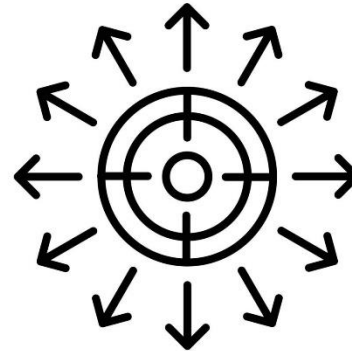


Work with MBEs to address issues that may arise during contract performance through the **MBE Ombudsman Unit**

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

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.

Maryland's Socioeconomic Procurement Programs



- 10,000+ certified MBE firms
- \$2.2 Billion in awards in FY24
- \$1.6 Billion made in payments
- 1,724 Firms to Receive payment as an MBE in FY24



- 950+ certified VSBE firms
- \$124 Million in Awards in FY24
- 727 Prime contracts made to VSBE's contracts in FY24
- 104 VSBE firms received payments in FY24



- 5,500+ certified small businesses (CSBs)
- \$483 Million in payments
- Over 2,000 Firms received payment as an SBR in FY24
- 29% increase in Certified Small Business database

Certification Overview



- 51% ownership
- Control
- Size of business
- Personal Net Worth
- UCA – 1 application for state MBE + MDOT Fed DBE/ACDBE/SBE
- 8 months – 1 year



- 51% ownership must be a Veteran(s)
- 3-step certification
 - a) eMMA Registration
 - b) Veteran Verification (State or Federal)
 - c) Application
- 1-2 days



- For-Profit business
- Not a broker
- Not a subsidiary
- Not “dominant” in your industry nationally (too big)
- Meet “either” employee or fiscal thresholds
- 20 minutes

GUEST INSTRUCTORS



JEFF DAVIS
DIRECTOR
OF PROCUREMENT



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<https://mdta.maryland.gov/>

goMDsmallbiz.maryland.gov



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**DoSEM
&
The Maryland Transportation Authority**

Anatomy of a Bid

11.18.2025

Introductions



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**Jeff Davis – Director of Procurement – Maryland
Transportation Authority**



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The Maryland Transportation Authority



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About the MDTA:

The Maryland Transportation Authority is a mode under the Maryland Department of Transportation.

Its mission is to deliver safe, sustainable, intelligent, exceptional, and inclusive transportation solutions in order to connect our customers to life's opportunities.

The MDTA is responsible for the four bridges, two tunnels and eight toll facilities throughout Maryland.



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Board of Public Works



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The Board of Public Works

Consists of three members: Governor Wes Moore, Comptroller Brooke E. Lierman, and State Treasurer Dereck Davis.

The Board of Public Works, among other duties:

- Approves most of the state's contracts exceeding \$200,000;
- Approves the expenditure of funds for capital improvements except for State roads, bridges, and highways which is under the purview of MDOT; and
- Controls procurement policy, adopts procurement regulations.



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Anatomy of a Bid



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1. Agenda

1. **What is a Solicitation – RFP vs. IFB (this presentation is for bids) and what is your role as a vendor?**
2. **Parts of a Solicitation**
(www.procurement.maryland.gov)
3. **How to propose to a bid as a Prime Contractor**
4. **How to become a subcontractor to a Prime**
5. **Attachments and what to submit as a Prime & Sub**
6. **MBE/VSBE/SBR Attachments**
7. **Q&A**



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What is a solicitation – RFP vs IFB

RFPs have two parts – evaluation & financial.

The State has a problem and is looking for a solution. IFB is financially driven only. The State knows exactly what it wants and wants the lowest price to achieve it.

All Solicitations (with minor exceptions/differences within MDOT & USM) have all the contents of the next slides:

1. **Key Information Sheet**
2. **Table of Contents**
 - a. **Minimum Qualifications**
 - b. **Contractor Requirements (Scope of Work)**
 - c. **Contractor Requirements (General)**
 - d. **Procurement Instructions**
 - e. **Bid Format**
 - f. **Bid Evaluation and Award**
 - g. **Attachments and Appendices**



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IFB –Table of Contents Minimum Qualifications

Follow instructions!

First part will state what is required to be further considered.

The Bidder shall have five (5) consecutive years of experience providing plumbing services which includes new installation, Preventative Maintenance, and plumbing repair services. Experience of individual personnel in the Company or business shall not count towards meeting the required five (5) years of experience for the Contractor as a Company or business. As proof of meeting this requirement, the Bidder shall provide three (3) references from the past five (5) years who are able to attest to the Bidder's experience in providing plumbing services. The references shall be provided on the Vendor Questionnaire and Reference Form identified in Section 1.1.4 below. Also, the Bidder is to provide with its Bid one (1) copy of their Master Plumbing License and State of Maryland Contractors License.

Second part tells you how to submit qualifications.

1.1.4 The Bidder shall submit with its Bid, its qualifications and references on Attachment Q – Vendor Questionnaire and Reference Form. If Attachment Q is not submitted with the Bid, the MDTA may reject the Bid as non-responsive.



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IFB Table of Contents

Specific Contractor Requirements

1. Background & Purpose

2. Requirements – Scope of Work

This section is what you, as a contractor if awarded the contract, must complete/deliver. The State tells you exactly what they need.

Examples:

- a. how many computers/laptops, brand, capabilities, and when they're needed
- b. How many surveys, what questions to ask in survey, results of survey and when needed
- c. courier services – pick up from this location, deliver to this location, on these days, at these times.



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Table of Contents – Contractor Requirements – General

1. Initiation (start up) and End of Contract Transition.
2. Invoicing – submit a proper invoice that contains: contract ID number (purchase order number), contractor FEIN/address, date, work performed, etc.
3. Liquidated Damages – especially if there is a MBE/VSBE goal – dollar amount assessed on contractor if sub not paid/reports not submitted on time.
4. Insurance Requirements – what you have now vs. what is to be submitted upon award.
5. Problem Escalation Procedures – this let's the state personnel know who to call first and then how to escalate.
6. MBE/VSBE Reporting
7. Additional clauses/requirements.



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Table of Contents – Procurement Instructions – How to Submit a Bid

- 1. Pre-Bid Conference – where & when**
- 2. eMMA –register NOW –update contact information.
Choose your diversity category (MBE/VSBE/SBR)**
- 3. Award Basis**
- 4. Tie Bids**
- 5. Revisions to IFB**
- 6. Protest period**



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Table of Contents – Procurement Instr. How to Submit a Bid Cont'd

- 1. Bidder Responsibilities**
- 2. Acceptance of Terms & Conditions**
- 3. Verification of Registration & Tax Payment**
- 4. Prompt Payment Policy for Primes paying Subs**
- 5. Electronic Procurements Authorized**
- 6. Conflict of Interest**
- 7. Non-Disclosure**
- 8. SBR Procurement Requirements, if any**
- 9. Bonds – Performance or Payment and available assistance**



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Table of Contents – Bid Format What to Submit

- 1. One Part Submission.**
- 2. Bid Price Form – Do Not Alter.**
- 3. Required Bid Submissions including Attachments.**
- 4. If there is an MBE goal, Prime must submit contract between itself and any subcontractor.**
- 5. Delivery of Bids – Time/Date/Place/Format.**



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Table of Contents – Bid Evaluation & Award

1. **Bid Evaluation Criteria**
 - a. Responsible & Responsive (did you submit everything and do you have the quality, capability, & integrity to complete the required work).
 - b. Meets Minimum Qualifications.
2. **Reciprocal Preference** (based on commodity & state i.e. coal in Virginia).
3. **Award Determination** – Bid equals lowest price if all above is met, RFP a Technical evaluation is completed that may include cure letters and oral presentations, before Financials are opened (one subjective – one objective).



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Table of Contents – Attachments/Appendices

1. **Pre-Bid Conference Form**
2. **Bid Instructions & Form**
3. **Affidavits (Bid/Proposal Affidavit & Contract Affidavit)**
4. **MBE/VSBE Forms**
5. **CONTRACT – review all terms & conditions**
6. **Hiring Agreement**

Pre-Bid Conference Form

Plumbing Services: On-call and Preventative Maintenance
Solicitation #: MT-00211428

IFB Document

Attachment A. Pre-Bid Conference Response Form

Solicitation Number MT-00211428

Plumbing Services: On-call and Preventative Maintenance

A Pre-Bid conference will be held on March 24,2025, beginning at **1:00 pm**, at 2310 Broening Highway, Baltimore, Maryland 21224, and **virtually simultaneously**. Please return this form by March 23,2025, advising whether or not your firm plans to attend. The completed form should be returned via e-mail to the Procurement Officer at the contact information below:

Sheryl Robinson
Maryland Transportation Authority
2310 Broening Highway, 1st Floor
Baltimore md,21213
E-mail: Srobinson@mdta.state.md.us, with a copy to mdtaprocurement@mdta.state.md.us

Please indicate:

_____ Yes, the following representatives will attend in-person:

1. _____
2. _____
(Note: In-person seating will be limited to two (2) representatives. See Section 4.1.7)

_____ Yes, the following representatives will attend **virtually, via Teams**:

1. _____

E-Mail Address: _____

Bid Instructions & Forms

5 Bid Format

5.1 One Part Submission

Each Bidder shall submit its Bid with all Required Bid Submissions (see IFB Section 5.4) in a single sealed package.

5.2 Labeling

Each Bidder is required to label the sealed Bid with the IFB title and number, name and address of the Bidder, and closing date and time for receipt of the Bids.

5.3 Bid Price Form

The Bid shall contain all price information in the format specified on the Bid Form. The Bidder shall complete the Bid Form only as provided in the Bid Pricing Instructions and the Bid Form. Do not amend, alter, or leave blank any items on the Bid Form or include additional clarifying or contingent language on or attached to the Bid Form. Failure to adhere to any of these instructions may result in the Bid being determined to be non-responsive and rejected by the Unclaimed Property Unit, Comptroller of Maryland.

5.4 Required Bid Submission

A Bidder shall include the following with its Bid:

- 5.4.1 **Bidder Information Sheet** (see Appendix 2)
- 5.4.2 **Acknowledgement** of all addenda to this IFB.
- 5.4.3 **Minimum Qualifications Documentation.** The Bidder shall submit any Minimum Qualifications documentation that may be required, as set forth in IFB Section 1. If references are required in IFB Section 1, those references shall be submitted in this section and shall contain the information described in both Section 1.
- 5.4.4 **Completed Required Attachments.** Submit three (3) copies of each with original signatures:
 - 1) Completed Bid Form (**Attachment B**).
 - 2) Completed Bid Affidavit (**Attachment C**).
 - 3) Completed Maryland Living Wage Requirements Affidavit of Agreement (**Attachment F**).
- 5.4.5 **Additional Document *If Required.** Submit three (3) copies of each with original signatures, if required. *See appropriate IFB section to determine whether the document is required for this procurement.

Bid Form

B-2 Bid Worksheet Form
Solicitation No. MT-00211428
PLUMBING SERVICES: ON-CALL AND PREVENTATIVE MAINTENANCE

The Bid Worksheet Form shall contain all price information in the format specified on these pages. Complete the Bid Worksheet Form only as provided in the Bid Worksheet Instructions. Do not amend, alter or leave blank any items on the Bid Worksheet Form. If option years are included, Bidders must submit pricing for each option year. Failure to adhere to any of these instructions may result in the Bid being deemed non-responsive and rejected. All costs include, but are NOT limited to: all wages/salaries, taxes, materials, equipment, tools, administrative fees, overhead, profit, delivery, travel time, costs, fuel, transportation cost, reporting, recordkeeping, delivery, storage, burden, insurance, proposal preparation and all similar incidental costs, and any and all costs associated with performing the services under this contract. Bids must be typed or written legibly in ink; signed in ink; all erasures or alterations shall be initialed by the signer in ink and must be submitted in an envelope which clearly indicates that it contains a bid as per COMAR 21.05.02.03B.

Region 1 – Northern Facilities														
Bid Line Item #	Description of Bid Item	Unit of Measure	Quantity	Year 1		Year 2		Year 3		Year 4 (Renewal Year #1)		Year 5 (Renewal Year #2)		Total Cost for Five (5) Years
				Unit Cost	Total Cost for Year 1	Unit Cost	Total Cost for Year 2	Unit Cost	Total Cost for Year 3	Unit Cost	Total Cost for Year 4	Unit Cost	Total Cost for Year 5	
001	Master Plumber Regular Hours	HOUR	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
002	Master Plumber Overtime/Emergency Hours	HOUR	20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
003	Journeyman Plumber Regular Hours	HOUR	200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Journeyman Plumber Overtime/Emergency Hours	HOUR	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
005	Laborer/Apprentice Regular Hours	HOUR	200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
006	Laborer/Apprentice Overtime/Emergency Hours	HOUR	40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
007	Backflow Preventer Test	EACH	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
008	Allowance for Materials, Parts, Subcontractors & Rentals	EACH	1	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 400,000.00
TOTALS:					\$ 100,000.00		\$ 100,000.00		\$ 100,000.00		\$ 50,000.00		\$ 50,000.00	\$ 400,000.00

Please Note: The sum of the total five (5) year cost (Base Years 1-3 and Renewal Option Years 4-5) for Items 001-008, as shown on the Bid Worksheet, will be the figure used to determine the Bid amount. The Service and Labor rates quoted on Bid Items 001-008 shall include all direct and indirect costs and profit to the Contractor and shall remain firm for the five (5) year duration. The annual projected amounts shown in Bid Items 001-008 are estimated and will be used for evaluation purposes only. They are not guaranteed amounts, and actual usage may be more or less.

BASE TERM AMOUNT (Years 1-3)	\$300,000.00
RENEWAL OPTION AMOUNT (Years 4-5)	\$100,000.00
TOTAL COST (Years 1-5)	\$400,000.00

The undersigned hereby declares to have carefully examined the Invitation for Bids (IFB) for Contract # MT-00211428, and agrees to furnish all services necessary for the performance of the above referenced contract in accordance with the IFB and other contract documents referenced in the IFB.

Bid Submitted By:									
Printed Name:				Printed Title:					
*** Authorized Signature:						Date:			
Name of Company:									
Address of Company:				E-Mail Address:					
Telephone No.:				FEIN/SS No.:					
e-Maryland Marketplace No.:									

Affidavits/Contract

Unclaimed Properties Audit Services
Solicitation #: E00B5600003

IFB Document

Attachment H. Conflict of Interest Affidavit and Disclosure

See link at <https://procurement.maryland.gov/wp-content/uploads/sites/12/2018/05/AttachmentH-Conflict-of-InterestAffidavit.pdf>.

Unclaimed Properties Audit Services
Solicitation #: E00B5600003

IFB Document

Attachment G. Federal Funds Attachments

This solicitation does not include a Federal Funds Attachment.

Contract

Plumbing Services: On-call and Preventative Maintenance for
MDTA's Southern Region Facilities
Solicitation #: MT-00211372

IFB Document

Attachment M. Contract

Maryland Transportation Authority (MDTA)
"Plumbing Services: On-call and Preventative Maintenance"
Contract No. MT-00211372

THIS CONTRACT (the "Contract") is made on _____ by and between _____ (the "Contractor") [and Parental Guarantor, if applicable] and the STATE OF MARYLAND, acting through the MARYLAND Transportation Authority ("MDTA" or the "State").

In consideration of the promises and the covenants herein contained, the adequacy and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

1. Definitions

In this Contract, the following words have the meanings indicated:

- 1.1 "Bid" means the Contractor's Bid dated _____ (Bid date).
- 1.2 "COMAR" means Code of Maryland Regulations.
- 1.3 "Contractor" means the entity first named above whose principal business address is (Contractor's primary address) and whose principal office in Maryland is (Contractor's local address), whose Federal Employer Identification Number or Social Security Number is (Contractor's FEIN), and whose eMaryland Marketplace Advantage vendor ID number is (eMMA Number).
- 1.4 "IFB" means the Invitation for Bids for Plumbing Services: On-call and Preventative Maintenance, Solicitation #MT-00211372, and any amendments, addenda, and attachments thereto issued in writing by the State.
- 1.5 Minority Business Enterprise (MBE) – Any legal entity certified as defined at COMAR 21.01.02.01B (54) which is certified by the Maryland Department of Transportation under COMAR 21.11.03.
- 1.6 "State" means the State of Maryland.
- 1.7 "Veteran-owned Small Business Enterprise" (VSBE) means A business that is verified by the Center for Verification and Evaluation (CVE) of the United States Department of Veterans Affairs as a veteran-owned small business. See Code of Maryland Regulations (COMAR) 21.11.13.
- 1.8 Capitalized terms not defined herein shall be ascribed the meaning given to them in the IFB.

2. Scope of Contract

- 2.1 The Contractor shall perform in accordance with this Contract and Exhibits A-D, which are listed below and incorporated herein by reference. If there is any conflict between this Contract and the Exhibits, the terms of the Contract shall control. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision:

MBE/VSBE Attachments

MBE: [Attachment D](#)

Attachment D. Minority Business Enterprise (MBE) Forms

D-1A MBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT & MBE PARTICIPATION SCHEDULE

PART 1 - INSTRUCTIONS

PLEASE READ BEFORE COMPLETING THIS DOCUMENT

This form includes Instructions and the MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule which must be submitted with the bid/proposal. If the bidder/offeree fails to accurately complete and submit this Affidavit and Schedule with the bid or proposal, the Procurement Officer shall deem the bid non-responsive or shall determine that the proposal is not reasonably susceptible of being selected for award unless the inaccuracy is determined to be the result of a minor irregularity that is waived or cured in accordance with COMAR 21.06.02.04.

VSBE: [Attachment E](#)

Attachment E. Veteran-Owned Small Business Enterprise (VSBE) Forms

E-1 VSBE UTILIZATION AFFIDAVIT AND PRIME/SUBCONTRACTOR PARTICIPATION SCHEDULE

(Submit with Bid/Proposal)

This document **MUST BE** included with the Bid/Proposal. If the Bidder/Offeror fails to complete and submit this form with the Bid/Proposal, the procurement officer may determine that the Bid/Proposal is not responsive/not reasonably susceptible of being selected for award.

In conjunction with the Bid/Proposal submitted in response to Solicitation No. _____, I affirm the following:

1. VSBE Participation (PLEASE CHECK ONLY ONE)

- ☐ I acknowledge and intend to meet IN FULL the overall verified VSBE participation goal of ____%. Therefore, I will not be seeking a waiver.

OR

- ☐ After making good faith outreach efforts prior to making this submission, I conclude that I am unable to achieve the VSBE participation goal. I hereby request a waiver, in whole or in part, of the overall goal. Within 10 Business Days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with COMAR 21.11.14.09. If this request is for a partial waiver, I acknowledge that I must complete Attachment E-1A (VSBE Subcontractor Participation Schedule) and Attachment E-1B (Signature Page) for the portion of the VSBE goal that I intend to meet. I acknowledge that by checking this box and requesting a full waiver of the stated goal, I must complete Attachment E-1B (Signature Page) in order to be considered for award.

www.procurement.maryland.gov/rfp/



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MBE Participation Schedule

PART 3 - MBE PARTICIPATION SCHEDULE

SET FORTH BELOW ARE THE (I) CERTIFIED MBEs I INTEND TO USE, (II) THE PERCENTAGE OF THE TOTAL CONTRACT VALUE ALLOCATED TO EACH MBE FOR THIS PROJECT AND, (III) THE ITEMS OF WORK EACH MBE WILL PROVIDE UNDER THE CONTRACT. I HAVE CONFIRMED WITH THE MDOT DATABASE THAT THE MBE FIRMS IDENTIFIED BELOW (INCLUDING ANY SELF-PERFORMING MBE PRIME FIRMS) ARE PERFORMING WORK ACTIVITIES FOR WHICH THEY ARE MDOT-CERTIFIED.

Prime Contractor	Project Description	Project/Contract Number

LIST INFORMATION FOR EACH CERTIFIED MBE FIRM YOU AGREE TO USE TO ACHIEVE THE MBE PARTICIPATION GOAL AND SUBGOALS, IF ANY. MBE PRIMES: PLEASE COMPLETE BOTH SECTIONS A AND B BELOW.

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

<p>MBE Prime Firm Name: _____</p> <p>MBE Certification Number: _____</p> <p>(If dually certified, check only one box.)</p> <p><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</p> <p>NAICS code: _____</p>	<p>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.</p> <p>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): _____%</p> <p><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%)</p> <p>Complete the applicable prompt (select only one) from prompts A-C below that applies to the type of work your firm is self-performing to calculate amount to be counted towards achieving the MBE Participation Goal and Subgoal, if any.</p> <p>A. Percentage amount of subcontract where the MBE Prime firm is being used for manufacturer, furnish and install, and/or services (excluding products / services from suppliers, wholesalers, regular dealers and brokers) ____%</p> <p>B. Percentage amount for items of work where the MBE Prime firm is being used as supplier, wholesaler, and/or regular dealer (60% Rule). Total percentage of Supplies/Products ____% x 60% = ____%</p> <p>C. Percentage amount of fee where the MBE Prime firm is being used as broker (count reasonable fee/commission only) ____%</p> <p>Description of the work to be performed with MBE prime's own forces: _____ _____</p>
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What to Expect as a Subcontractor

SUBCONTRACTORS ONLY – NO PRIMES ALLOWED

FIRST STEP:

1. Register on eMMA
 - a. Commodity Codes
 - i. Your
 - ii. The Primes
 - b. Certifications – watch your expirations
 - i. Small Business
 - ii. Veteran Small Business
 - iii. MBE/DBE
2. If not a registered MBE/DBE
 - a. MDOT Office of Minority Business Enterprise



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SUBCONTRACTORS ONLY – NO PRIMES ALLOWED

NEXT AND ALL FUTURE STEPS:

1. Marketing
 - a. Certifications and placement of eMMA and MDOT MBE Database is not a guarantee of work
 - b. Get your name out
 - i. Outreaches (whose and how many?)
 - ii. Pre-bid/Pre-proposal conferences (whose and how many?)
 - iii. Cold Calling (maybe?)
 - iv. Be creative
 - c. Who is your customer?
 - i. State Government
 - ii. The Procurement Officer
 - iii. The Prime
 - iv. Taxpayers



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SUBCONTRACTORS ONLY – NO PRIMES ALLOWED

NEXT AND ALL FUTURE STEPS:

2. Getting the Work
 - a. Pre-bid/Pre-Proposal Conferences
 - b. Unique Selling Proposition
 - i. MBE is a start
 - ii. MBE is not enough
 1. How will you make the primes life easier?
 2. How will you impact the Contract.
 - iii. Professional certifications
 - c. Documentation
 - i. Accuracy (Bid Pricing & MBD/DBE Forms)
 - ii. Self-Preservation (Subcontractor Agreements)
 - iii. Truth will out (true for Primes and Subs)



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SUBCONTRACTORS ONLY – NO PRIMES ALLOWED

NEXT AND ALL FUTURE STEPS:

2. Getting the Work (continued)

d. Questions about a Contract

- i. Not sure if qualified or can bid? Most agencies do not prequalify vendors or subcontractors, but some Primes may.
- ii. Want to know which Primes are bidding?
 1. Contact the Procurement Officer
 2. Attend any Pre-Bid or Site Visit (even bid openings)
 3. Call Around
- iii. Specs confusing or wrong? Contact the Prime or Procurement Officer
- iv. Want to know if your Prime won the contract?
 1. Attend the bid opening
 2. Contact the Procurement Officer
 3. Call Around



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Thank you!
Questions?

Jeff Davis
Director of Procurement
jdavis8@mdta.state.md.us

Special Survey!

Question #1:

Do you feel that starting the Bonding Requirement on construction contracts at \$400,000 instead of \$100,000 will make it easier for you to compete for such contracts?

Question #2:

What challenges have you faced as a vendor attempting to secure a performance bond for construction contracts?

www.gomdsmallbiz.maryland.gov

Let us know what you think!

SURVEY



Scan the QR Code
to take the Survey!



RESOURCES



Mining Public Data Techniques

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

[Procurement Forecast](#)

[Board of Public Works](#)

[Communicating with
Confidence](#)

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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

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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Thank You!