



# CERTIFICATION WORKSHOP SERIES





Thank You!



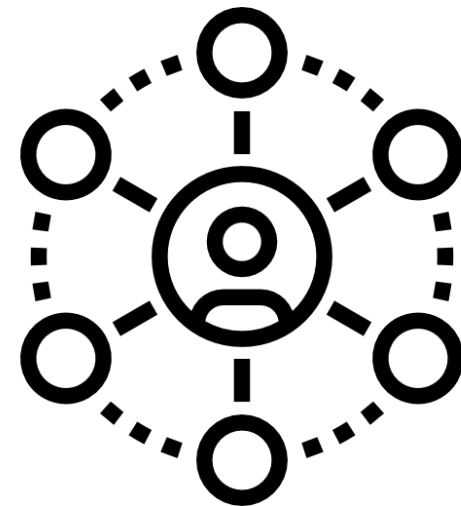
Office of  
**Procurement**  
MONTGOMERY COUNTY, MD



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



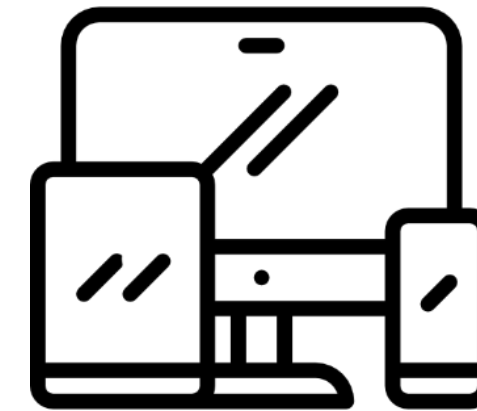
Implement  
Maryland's 3  
socioeconomic  
procurement  
programs across  
70+ purchasing  
units



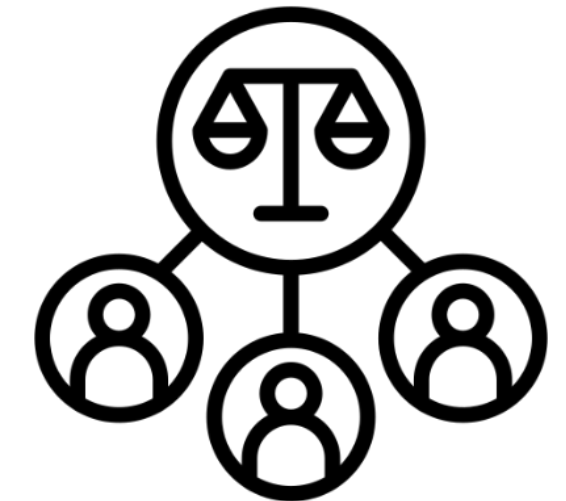
Connect small,  
minority, women,  
& veteran business  
owners to  
opportunities  
in the state  
contracting arena



Host free small  
business training  
webinars and  
business  
development  
events



Curate online  
resources at  
the federal,  
state, and  
local levels



Home of the  
newly-formed  
MBE  
Ombudsman  
Unit

[goMDsmallbiz.maryland.gov](http://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.***

# Maryland's Socioeconomic Procurement Programs



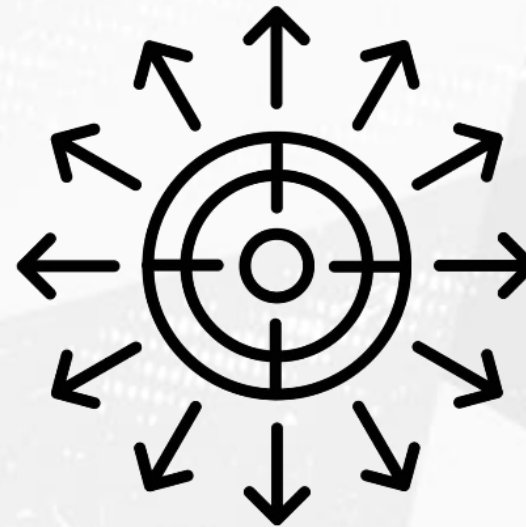
- 9,000+ certified MBE firms
  - \$2.2 Billion in awards in FY24
  - \$1.6 Billion made in payments
  - 1,724 Firms to Receive payment as an MBE in FY24
- 950+ certified VSBE firms
  - \$124 Million in Awards in FY24
  - 727 Prime contracts made to VSBE's contracts in FY24
  - 104 VSBE firms received payments in FY24
- 5,300+ certified SBR firms
  - \$483 Million in payments
  - Over 2,000 Firms received payment as an SBR in FY24
  - 29% increase in Certified Small Business database



# 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



Ensures MBE Program implementation and compliance during contract performance to effect better outcomes

Minority Business Enterprise

(MBE) Program





# MBE OMBE

The MBE Certification is currently held under the Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise. Vendors can complete other federal/state certifications also under this office which includes DBE, SBE, and Airport Concessions. <https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>



MBE Home

Directory of Certified Firms

How to Use Directory of  
Certified Firms

Certifications & Forms

Certification Management

Expansion of Services

Small Business Reserve  
(SBR) Certification

Certification Application

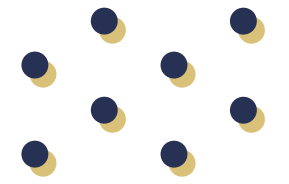
## Small, Minority & Disadvantaged Business



Maryland's Official Certification Agency



# MBE Certification Process



## Steps to Certification

1. Application – Applicant submits a complete application and supporting documentation to Office of Minority Business Enterprise (OMBE) . All applications can be submitted online.  
Please Note: The Federal DBE/ACDBE program requirements are separate from Maryland's MBE Program. Applicants are not required to seek both DBE/ACDBE and MBE certifications.
2. Investigation – An investigator reviews documentation submitted by applicant, conducts an on-site/job-site visit and prepares an investigative report.
3. Evaluation – The application and supporting documentation is evaluated to determine whether the firm meets the DBE/ACDBE/SBE program requirements. The Certification Review Committee evaluates whether the applicant firm meets Federal Certification program requirements.
4. Determination – A written determination is issued from OMBE.  
[DBE\\_ACDBE\\_SBE\\_Certification Overview.pdf \(maryland.gov\)](#)
5. **All Maryland firms or Out of State firms applying for MBE certification must be registered and in Good Standing with the Maryland Department of Assessment and Taxation (SDAT).** Use the following link to check a firms **Good Standing** status or register a business [Register Your Business Online](#), or contact SDAT at 888-246-5941.





# Small Business Reserve (SBR)

## Certified Small Business Program





# SBR Certification Process



The SBR program is a free, same day certification for prime contractors who meet the eligibility standards based on industry, number of employees and gross sales standards.

## Small Business Reserve (SBR) Program

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### Maryland's Prime Contracting Program for Certified Small Businesses

- Same day certification
- Access to over \$500 million in state-funded contracts
- Over 20% of all open solicitations are designated to Certified Small Businesses





# SBR Eligibility Standards



**Certified Small Businesses must meet the following eligibility standards:**

For the purposes of a Small Business Reserve Procurement, a small business is a for-profit business, other than a broker, that meets the following criteria:

- A. It is independently owned and operated;
- B. It is not a subsidiary of another business;
- C. It is not dominant in its field of operation; and
- D. Either:

**Industry: Must not exceed employees and gross sales below for the most recent 3 years**

- Wholesale- did not employ more than 50 persons and operations did not exceed an average of \$4,000,000
- Retail- did not employ more than 25 persons and operations did not exceed an average of \$3,000,000
- Manufacturing- did not employ more than 100 persons and operations did not exceed an average of \$2,000,000
- Service- did not employ more than 100 persons and operations did not exceed an average of \$10,000,000
- Construction- did not employ more than 50 persons and operations did not exceed an average of \$7,000,000
- Architectural and engineering- services of the business did not employ more than 100 persons and operations did not exceed an average of \$4,500,000



# Veteran-Owned Small Enterprise (VSBE) Program



# VSBE Certification Process



The VSBE is both a prime and subcontracting certification program for veteran-owned small businesses that meet the following eligibility standards:

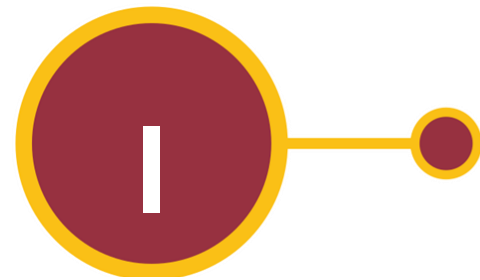
1. Be a small business as defined by the [United States Small Business Administration in 13 C.F.R. 121.201](#) and any subsequent revision of that regulation
2. Be at least 51% owned and controlled by one or more individuals who are veterans
3. Must be **for-profit** business

A veteran for this State program is defined as an individual who is verified as having served on active duty in the armed forces of the United States, other than for training, and was discharged or released under conditions other than dishonorable.





# 3- Step VSBE Certification



Complete Vendor  
Registration



Veteran Verification



VSBE Application



# NEW EXECUTIVE ORDER

**Executive Order 01.01.2024.38**

**Delivering a More Efficient, Equitable, and Competitive Procurement System for Maryland**

**Effective immediately, all Procurement Officers are hereby directed to:**

- a. Designate a procurement as SBR if market research indicates that two or more certified small businesses under the SBR program can perform the work or provide the desired goods or services;
- b. Proactively work with prime contractors to achieve or exceed contractual MBE and VSBE subcontracting goals in instances where the procurement officer is acting as the Contract Manager by performing annual reviews to identify compliance with those established contractual MBE and VSBE participation goals and if necessary, require corrective action plans from the prime contractors;



# Business 101- Maryland Business Express



**PLAN**  
your business

*Turn your great idea into a great business*



**START**  
your business

*Register, file and launch your business*



**MANAGE**  
your business

*Run your business and prepare for success*



**GROW**  
your business

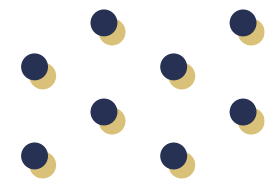
*Find new funding, locations & customers*



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



# Maryland Department of Assessment & Taxation (SDAT)



Business Name:

Search by: ☒ Business Name

☐ Department ID



[Back](#)

Fees

Processing Times

Business Resources

Demo

All Maryland domestic and foreign business entities registered in Maryland must maintain their "good standing" status with the [State Department of Assessments and Taxation](https://egov.maryland.gov/BusinessExpress/EntitySearch/Search).

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



# Business 101- NAICS CODES & UNSPSC CODES

<https://www.census.gov/naics/>

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

United States<sup>®</sup>  
**Census**  
Bureau

## North American Industry Classification System

Main History Development Partners Federal Register Notices FAQs Reference Files ▾ NAPCS

### NAICS Search

Enter keyword or 2-6 digit code

2022 NAICS Search Go

Enter keyword or 2-6 digit code

2017 NAICS Search Go

Enter keyword or 2-6 digit code

2012 NAICS Search Go

### Introduction to NAICS

The North American Industry Classification System (NAICS) is the standard classifying business establishments for the purpose of collecting, analyzing U.S. business economy.

NAICS was developed under the auspices of the Office of Management and the [Standard Industrial Classification \(SIC\) system](#). It was developed jointly [Committee \(ECPC\)](#), [Statistics Canada](#), and Mexico's [Instituto Nacional de Estadística y Geografía](#) to provide a level of comparability in business statistics among the North American countries.

This official U.S. Government Web site provides the latest information on products and services, various NAICS reference files and tools. Additional information on the background and history of NAICS is available in the [History](#) section of this Web site.

United Nations<sup>®</sup>  
**Standard  
Products and Services  
Code**

# WELCOME

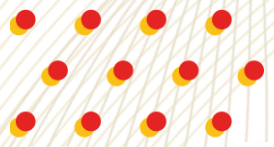
United Nations Standard Products and Services Code<sup>®</sup> (UNSPSC<sup>®</sup>)

The **United Nations Standard Products and Services Code<sup>®</sup> (UNSPSC<sup>®</sup>)**, owned by the United Nations Development Programme (UNDP), is an open, multi-sector standard for efficient, accurate classification of products and services.

The UNSPSC offers a single global classification system that can be used for:

- Company-wide visibility of spend analysis
- Cost-effective procurement optimization
- Full exploitation of electronic commerce capabilities





# 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](mailto:eMMA.helpdesk@maryland.gov).

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

## LOGIN

Login\*

 Email / Username

Login must have a value

Password\*

 .....

Login

State SSO Login (login.md.gov)

MDoT SSO Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search



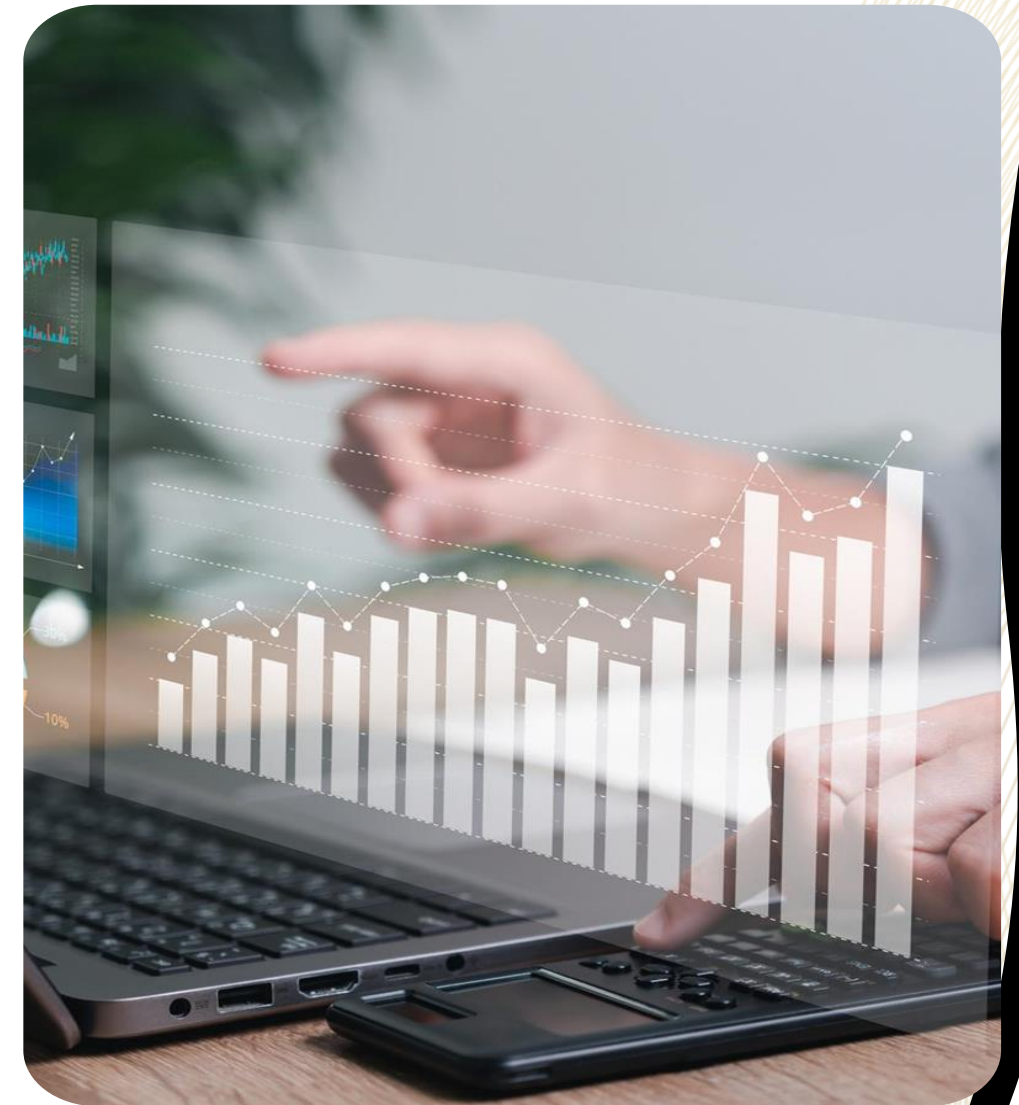
# eMMA Registration TIPS

**Password-** Must be 12 characters including an upper case, a lower case, a number and a symbol.

**EIN Tax ID Number-** You must have this 9-digit number to register your business as a vendor.

**Commodity Codes- UNSCPS Codes-** each business must place at least one of these codes under your account. It is best to write that down to manually input that number.

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





Office of  
**Procurement**  
MONTGOMERY COUNTY, MD

# Procurement Roadmap to FY25



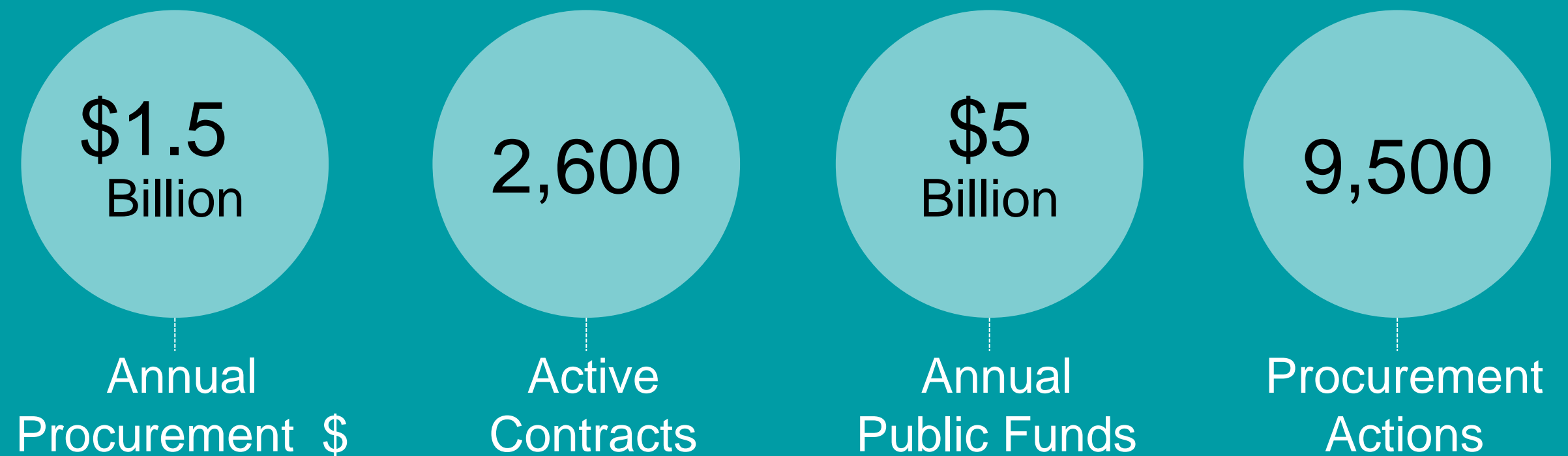
## Core Values

- Efficiency
- Collaboration
- Empathy
- Transparency

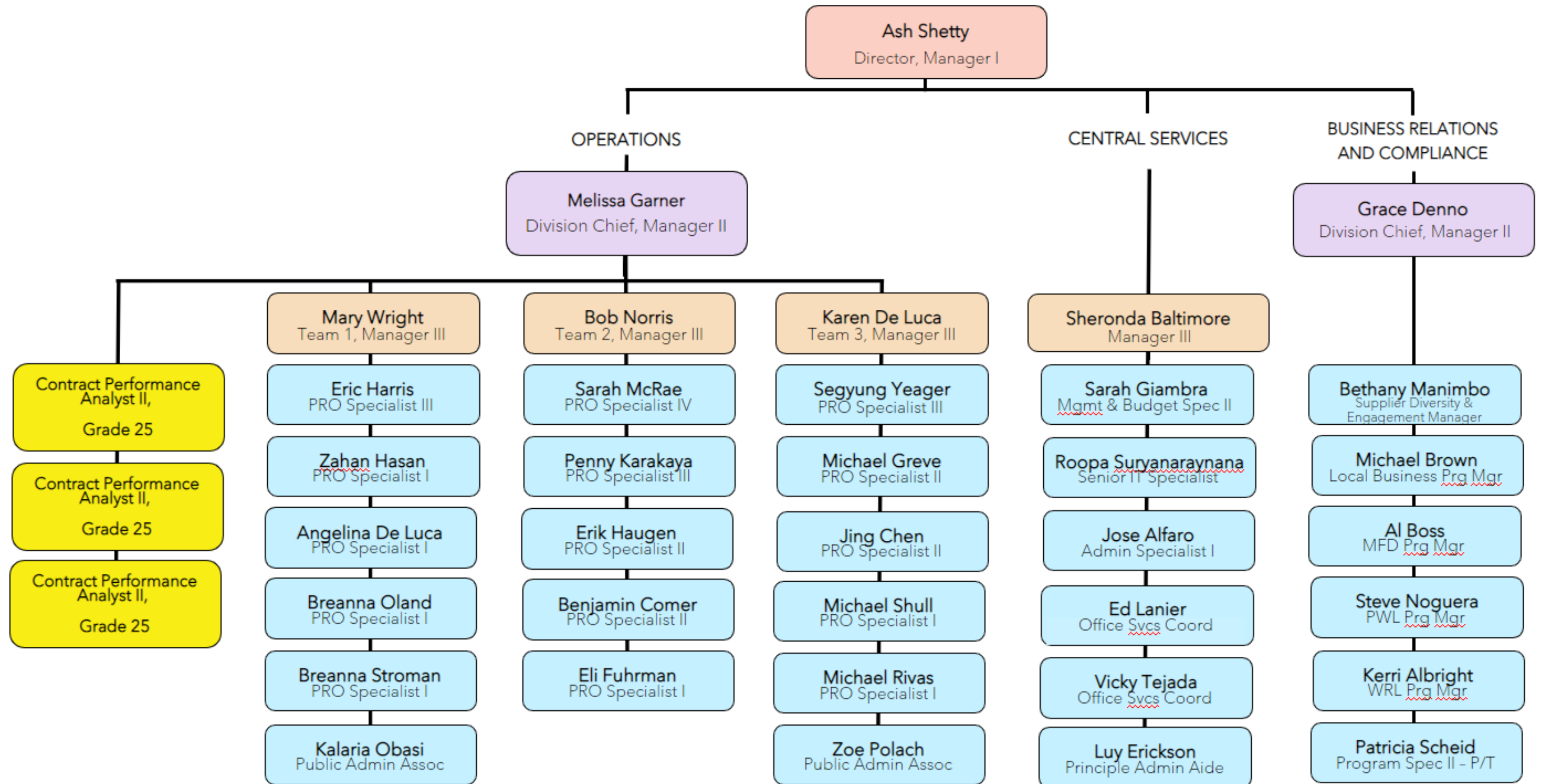
## Our Mission

The Office of Procurement obtains goods, services and construction for the County Government using a wide variety of purchasing methods and procedures. The Office of Procurement strives to maximize value and competition for Montgomery County residents, while maintaining integrity, transparency and legal requirements. The procurement process includes checks and balances and is comprised of multiple participants.

[www.montgomerycountymd.gov/procurement](http://www.montgomerycountymd.gov/procurement)



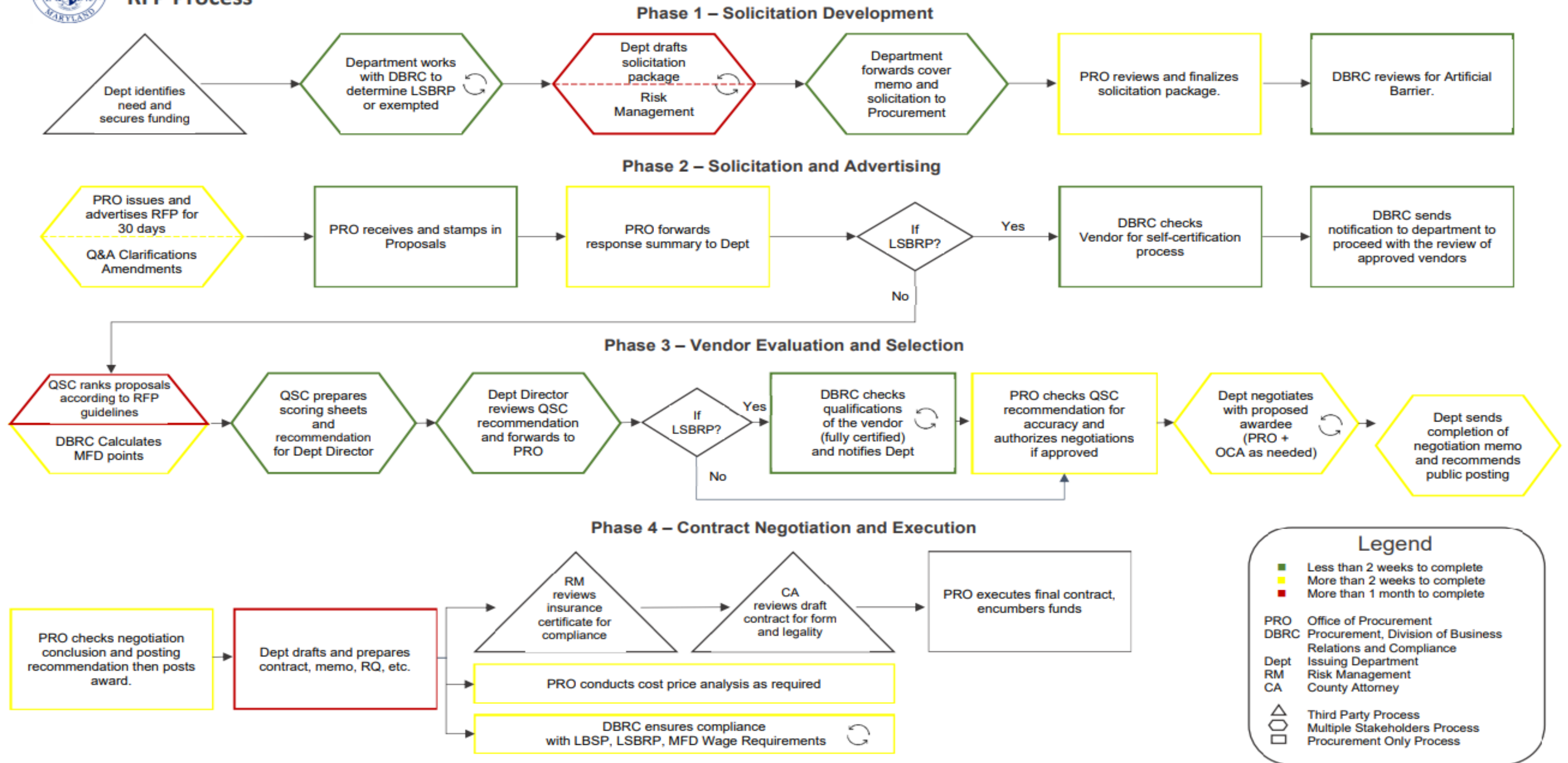
# Procurement Organization Changes







# Office of Procurement RFP Process



# Formal and Informal Solicitations

- **Formal Solicitations (>\$100K)**
  - Invitation for Bid (IFB)
  - Request for Proposal (RFP)
  - Request for Express of Interest (REOI)
- **Informal Solicitations (< \$100K, > \$10K )**
  - All reserved under the LSBRP
  - >\$50K all subject to MFD requirements
  - >\$50K services contracts subject to Wage requirements
- **Direct Purchase (< \$10K)**  
(departments buy directly)
- **Open Solicitations**  
(fixed pricing, “open until filled”)

## Purchasing Categories

- Goods
- Services
- Construction
- Other

**BEST VALUE**  
VS  
**LOW PRICE**



# Contract Compliance Programs

- Local Small Business Reserve Program (LSBRP)
- Local Business Preference Program (LBPP)
- Local Business Subcontracting Program (LBSP)
- Minority Female Disabled persons Program (MFD)
- Wage Requirements (Living Wage) Law (WRL)
- Prevailing Wage Law (PWL)



# Minority, Female, Disabled Persons Owned Business (MFD) Program

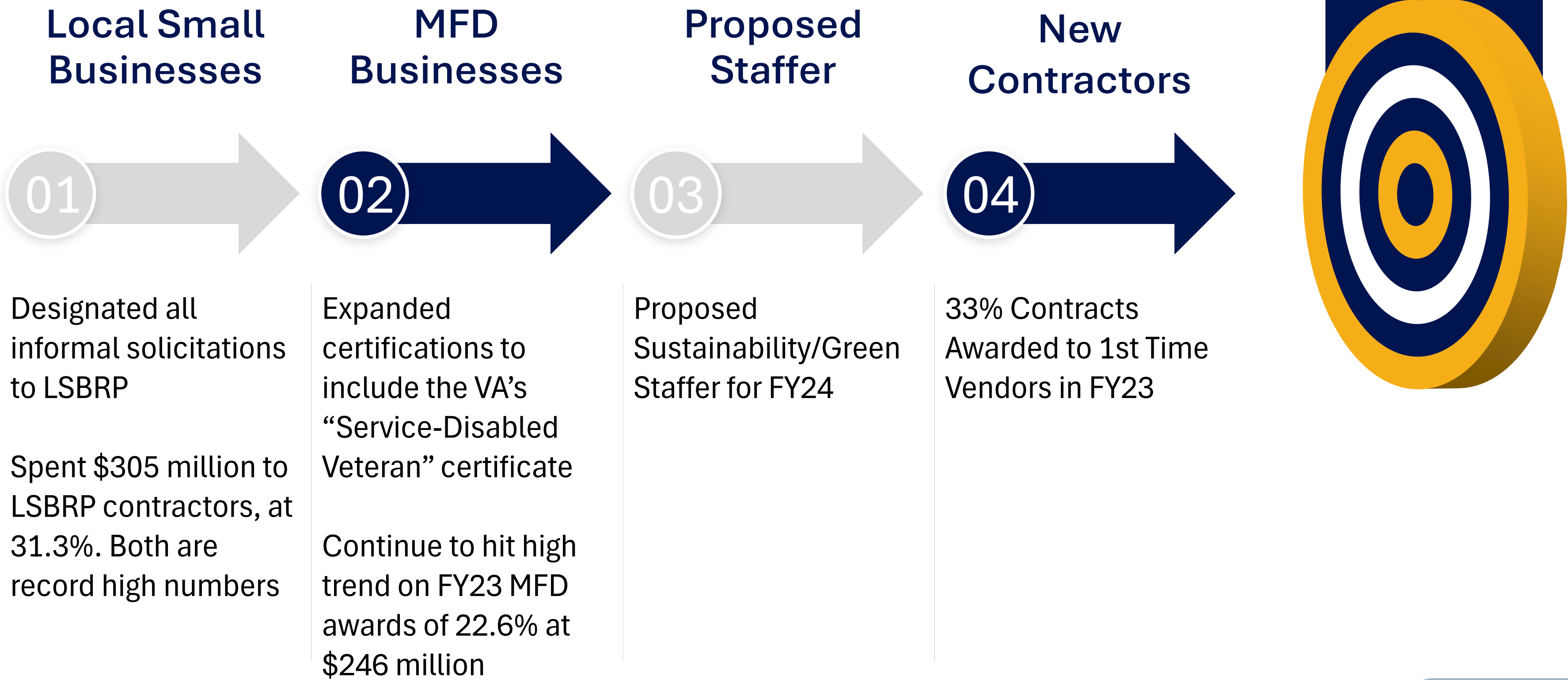
## MFD Subcontracting Goals

	CY2025	CY2024
Construction	16%	<b>16%</b>
Professional Services	19%	<b>19%</b>
Non-Professional Services	23%	<b>23%</b>
Goods	8%	<b>8%</b>

## 4-year spending history

Fiscal Year	Total \$Subject to MFD	Total \$ Encumbered to MFD	% of Total \$ Encumbered to MFD
FY 24	\$1,055,664,323	\$248,126,541	23.51%
FY 23	\$1,090,391,062	\$246,374,095	22.60%
FY 22	\$816,175,595	\$212,449,525	26.03%
FY 21	\$746,510,083	\$200,457,253	26.86%

# Headlines





# Local Small Business Reserve Program

Sets a 25% goal for County's spending with Montgomery County based local small businesses (LSB).

In \$ Values	FY21	FY22	FY23	FY24
Total Encumbrance to LSBRP	\$129,860,381 27.2%	\$141,569,096 26.2%	\$305,080,539* 31.3%	\$130,595,485 32.2%

\*The outlier in FY23 (\$305m vs \$120-140m) were made by large DPOs, some of them are \$10-25 million each.

We usually don't have this many large DPOs in one year. Many of them are grant reimbursements and agreements with Public Entities, most likely due to COVID after mass.

## LSBRP Annual Report

<https://montgomerycountymd.gov/PRO/report/index.html>

# Wage Programs

## Wage Requirement Law (WRL)

- \$16.00/hour for FY23.
- \$17.05/hour for FY24.
- \$17.60/hour for FY25.

**Applies to all services contracts**

## Prevailing Wage Law (PWL)

- The prevailing wage rate: (MD state)  
<https://dllr.state.md.us/PrevWage/PWRequestRates.aspx>
- Liquidated Damages:  
(will be deducted from the Retainage)
  - \$10 per person per day for late submission of payroll
  - \$20 per person per day for misclassification

**Applies to all construction and maintenance contracts**



# Outreach

- Monthly Open House (Online since May 2020)
- Minority Business Meet and Greet Event in April 2024
- Procurement Fair: November 2023, September 2024

**Montgomery County Office of Procurement**  
2h · 🌐

The @MoCoProcure Online Open House is Wed. Oct. 19 from 10-11am! Learn how to respond to solicitations on BidNet at this virtual event. <https://bit.ly/3L9TDXd>




**Office of Procurement**  
MONTGOMERY COUNTY, MD

**ONLINE OPEN HOUSE**  
NOW HOSTED ON ZOOM

3RD WEDNESDAY OF EACH MONTH  
10:00AM - 11:00AM




October 8, 2021



**Office of Procurement**  
MONTGOMERY COUNTY, MD

Business Opportunities Newsletter

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**Active LSBRP Solicitations**

**Senior Citizens Fire Safety Education, Outreach Services and Assessment and Correction of Potential Fire Hazards**  
RFP # 1131263

**Time and Material Repair Services For Warehouse & Other Equipment**  
Informal1132386

**Sound Level Meter Supply Repair and Calibration Services**  
Informal1135202

**Parade Floats**  
Informal1136369

Visit our website for the most updated due dates.  
Information is subject to change. The website has the most updated information.

Montgomery County certified local businesses may receive price preference or points.  
Click here for more details on LBPP.

[See Full List of Solicitations](#)


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**Upcoming Events**

**Online Open House**  
October 20, 2021, 10:00am - 11:00am

Microsoft Teams meeting  
Join on your computer or mobile app  
Click here to join the meeting

Or call in (audio only)  
+1 443 692 5768 725608050#





# Website Demo

[www.montgomerycountymd.gov/pro](http://www.montgomerycountymd.gov/pro)

- Solicitation Tracker
- Kanban board
- PROjection

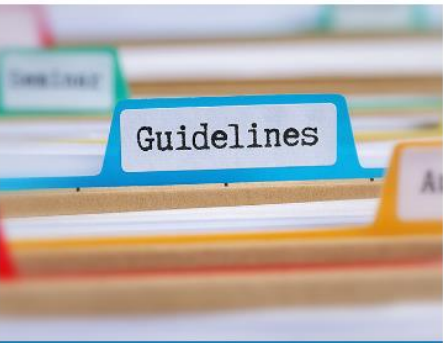
## Vendor Resources

The resources page allows vendors 24x7 access to information that will help you navigate and participate in the Procurement process.



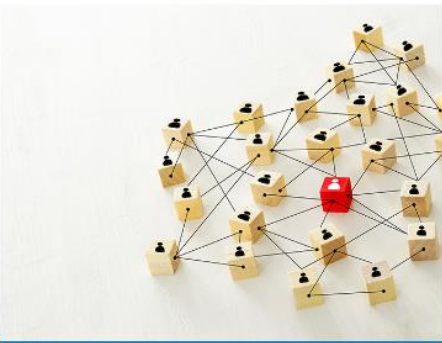
### New Vendor

- Introduce your Business to the County through the Vendor Innovation Portal
- Register your business with the County
- Get Certified as a Minority, Female or Disabled-Owned (MFD) Business
- Get Certified as a Local Small Business
- Get Certified as a Local Business
- Socio-Economic Programs Comparison



### General Guidelines

- **COVID-19 Vaccine Requirements for Contractors with On-Site Personnel**
- Procurement Terminology
- Pocket Guide (How to Do Business)
- Current Solicitation Opportunities
- **View PROjections - A new solicitation forecasting feature!**
- Solicitation Process Maps
  - IFB Workflow
  - RFP Workflow
- Procurement Laws & Regulations
- Debriefing (Proposal Feedback)
- Frequently Asked Questions



### Other Resources

- Procurement Outreach Events
- Procurement How-To Videos
- Start a new business (Small Business Navigator)
- Montgomery County Economic Development Corp.
- Small Business Assistance (Score)
- Maryland Women's Business Center
- Subscribe to Procurement's weekly newsletter

[Home](#) [About Us](#) [Solicitations & Contracts](#) [Local | MFD | Wage](#) [Vendor Resources](#) [Reports](#) [Contact Us](#)

### Solicitation Tracker Results

Please note that the tracker only displays information for [Formal Solicitations](#).

#### Montgomery County, MD Solicitation Tracker

✓ Completed

Step 1 - Data Solicitation Issued

Completed 07/09/19

A link to download coming soon!

Step 2 - Data Solicitation Responses Due

Completed 08/08/19

[View Bidtab](#)

Step 3 - Proposed Awardee Posted

Completed 08/21/19

A link to display awardee(s) coming soon!

Step 4 - Contract Execution

Completed 09/27/19

A link to display contractor(s) coming soon!

IFB #1100566

Title: Food and Grocery Services

Issuing Dept: Department of Transportation

Technical Contact

Melissa Garner

[Email Options](#)

Procurement Specialist

Sarah McRae

[sarah.mcrae@montgomerycountymd.gov](mailto:sarah.mcrae@montgomerycountymd.gov)

✓ On Time

✗ Delayed

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### "Want to Know? Ask a PRO!"

Find answers to common Procurement questions in these videos. View the latest Procurement videos here. For all videos, please subscribe and visit [Procurement's YouTube Channel](#).

Virtual Open House (9/15/2021)

Virtual Open House (7/21/2021)

Prevailing Wage Online Workshop (4/15/2021)

Learn about the Local Small Business Reserve Program!

Learn about the Minority, Female, Disabled-Owned Program!

Procurement Website

IFB Process Map

RFP Process Map



# Increased Efficiencies

## External Customers

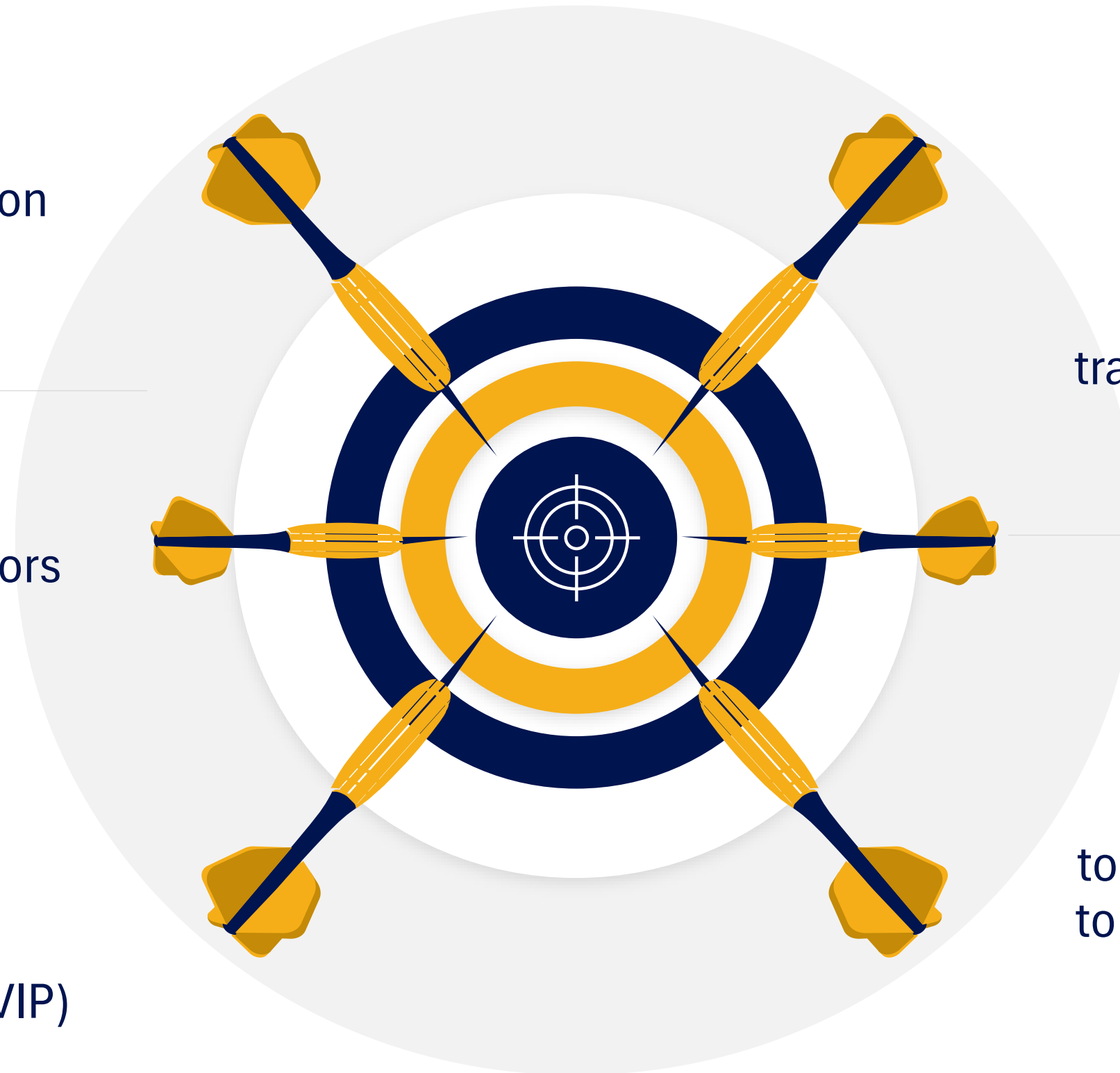
### Solicitation Forecasting PROJections

Provide information to vendors on upcoming contracting opportunities

### Re-Designed Website and Resource Tools

Updated website to assist vendors through the public purchasing process:

- eProcurement
- Vendor Resources Tab
- Solicitation Tracker
- How-To Videos
- Vendor Innovation Portal (VIP)
- View Scope button



## Internal Customers

### PRO Huddles

Monthly meetings with Contract Administrators to improve communication and training for Contract Administrators

### Contract Monitoring Tools

Implementation of new communication tools and contract monitoring tools to assist Contract Administrators in managing contracts

# Staff Engagement



## Innovation Accelerators

Ash Shetty  
Bethany Manimbo  
Sheronda Baltimore  
Melissa Garner  
Mary Wright  
Edward Lanier  
Grace Denno  
Jose Alfaro  
Michael Shull



## Other County Associations

Local & Regional Government Alliance on Race & Equity	Ash Shetty
Women in Government	Sheronda Baltimore Karen DeLuca
QLF Planning Committee	Melissa Garner Sheronda Baltimore
Racial Equity/MCG Delivers	Bethany Manimbo
Wellness Champion/Employee Giving Campaign	Karen DeLuca



# National Recognition

- National Association of Counties Award (NACo)
  - Emergency Procurement Management System
  - Visualizing the Solicitation Process with Kanban Boards
  - DPO Violation E-Notification and Response System
  - Construction Manager at Risk Project Delivery System
  - Solicitation Tracker – Transparency in Public Procurement
- National Procurement Institute  
Achievement of Excellence in Procurement Award

# Procurement Organization & Contract Administrators





# IT Systems

- E-Bidding System
- Contract Management System
- Contract Compliance System (MFD, LSBRP Monitoring)
- Wage Compliance Monitoring System
- REOI In Process > RFP



The background features abstract, flowing lines in black, red, and yellow, reminiscent of the German flag, set against a white background. These lines curve around the central text. In the top right and bottom left corners, there are clusters of small red and yellow dots, also reflecting the German flag's colors.

THANK  
YOU