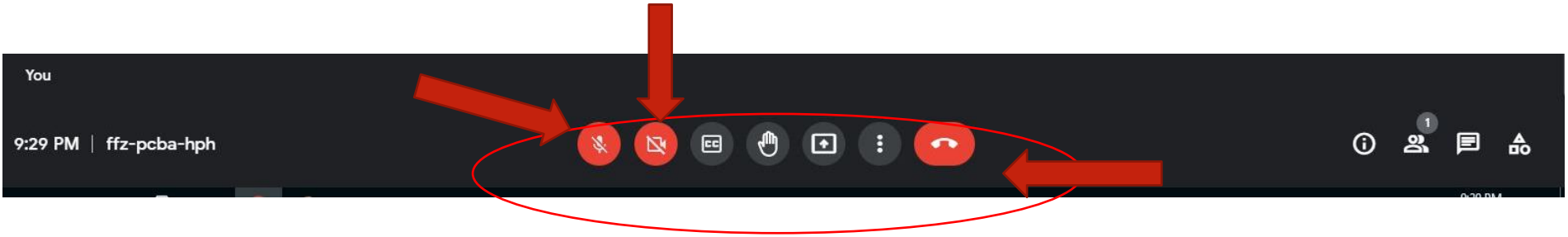
WELCOME

to the
Small Business Reserve (SBR)
Liaison Training
9:00 am – 12:00 pm

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

Logistics and Housekeeping

Please MUTE your microphone and TURN OFF video camera during the webinar!! Confirm you are MUTED, and the camera is TURNED OFF by hovering your mouse at the bottom of your screen in Google Meet to see the icons - RED means you are MUTED, and your camera is off. (The circle with the phone icon is the "hang up" button; if you click that one, you'll have to log back in!)



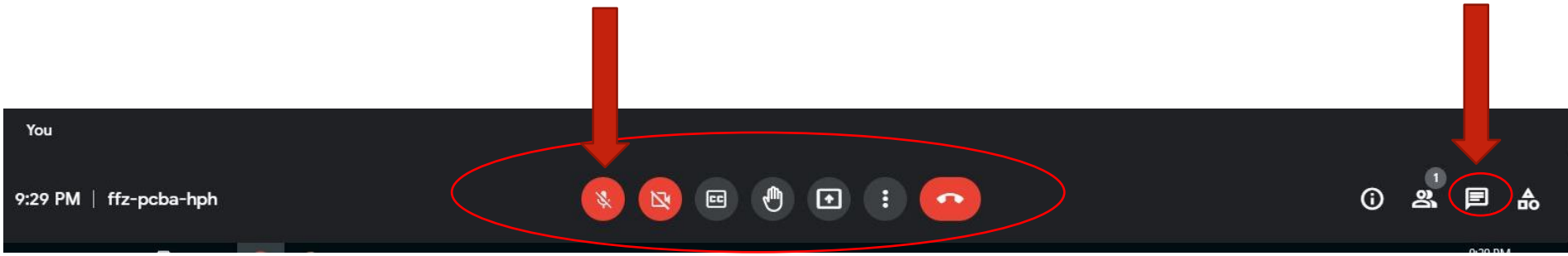
Please refrain from pressing any of the options on this bar in error such as record, captions or Present Now as this will disturb the webinar.

During breaktime, please do not hang-up, this would cause a disruption when we resume.

Logistics and Housekeeping

Please use the CHAT bar to ask questions or make comments during the training

If you need to speak, unmute your microphone and introduce yourself by name and agency prior to speaking



Logistics

If you are joining us by phone:

You must press ***6** to mute and unmute your phone

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Small Business Reserve (SBR) Program Liaison Training

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

Lisa Mitchell Sennaar, SBR Program Compliance Manager

February 24, 2022

For Internal Training Purposes Only

AGENDA

1. Welcome – Staff Introductions
2. SBR Program Overview
3. SBR Program Certification
4. SBR Liaison Officer: Responsibilities as Described in Statute
5. The Procurement Review Group (PRG) Process
   a) PROCUREMENT REVIEW GROUP: Guidance and Worksheets
   b) BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines
6. Compliance Considerations
7. Reporting Best Practices – Annual and Quarterly Reporting, Procurement Forecast & Strategic Plans
8. The SBR Reporting Toolkit
9. VSBE Updates – Danielle Davis
10. Announcements/Important Upcoming Dates
11. Survey Reminder

WELCOME

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Jimmy Rhee - Special Secretary

Pamela Gregory – Chief of Staff

Alison Tavik – Director of Communications & Outreach

Chantal Kai-Lewis – Director of Policy & Legislative Affairs

Eduardo Hayden – Small Business Outreach Manager

Lisa Mitchell Sennaar – SBR Compliance Manager

Tanita Johnson – SBR Compliance Manager

Nichelle Johnson – MBE Compliance Manager

Karen Reyes – MBE Compliance Manager

Gerald Stinnett – MBE Compliance Manager – VLT Operations

Danielle N. Davis - VSBE Compliance Manager

Contact Us
https://gomdsmallbiz.maryland.gov/Pages/Contact-Us.aspx

SBR Program Overview

COMAR 21.11.01.06

- Created in 2004
- Provides small businesses with the opportunity to participate as prime contractors on state contracts

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SBR Program Overview

COMAR 21.11.01.06

The SBR Program directs participating agencies/departments to the extent practicable to spend at least 15% of its fiscal year procurement expenditures with certified small businesses

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SBR Program Overview

COMAR 21.11.01.06

Only those payments resulting from a procurement designated as a small business reserve procurement may be applied towards the procurement unit's overall small business reserve 15 % mandated payment achievement

SBR Program Overview

Once a solicitation has been designated as “SBR,”
an award can only be made to a small business certified in the SBR Program.

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SBR Program Eligibility Standards

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

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SBR Program Certification

Certification is an online process through the vendor registration process on the state's eProcurement platform eMaryland Marketplace Advantage (eMMA)

https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage

SBR Liaison Officer

COMAR 21.11.01.06

The head of each procurement unit shall designate an employee to be the SBR liaison officer in the administration of that unit's small business reserve program

The SBR liaison officer shall be a high-level employee reporting directly to the agency head or head of the procurement unit

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SBR Liaison Officer Responsibilities

COMAR 21.11.01.06

- Coordinating the procurement unit's outreach efforts to the small business community
- Reviewing the unit's contracting procedures to ensure compliance with small business reserve requirements
- The Liaison should be a part of the Procurement Review Group (PRG)

SBR Liaison Officer Responsibilities

COMAR 21.11.01.06

- Submitting required small business reserve program reports or information
- Assisting in the resolution of small business reserve contracting issues

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	Valarie Tisdale valarieb.tisdale@maryland.gov 410-767-2157	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 410-576-6442	200 St. Paul Place Baltimore, MD 21202
Baltimore City Community College	Corelethia Braxton CBraxton@bccc.edu 410-462-7474	2901 Liberty Heights Avenue Baltimore, MD 21215
Board of Elections	Whitney LeRoux whitney.leroux@maryland.gov 410-269-2863	151 West St., Suite 200 Annapolis, MD 21401
Board of Public Works	Gabriel Gnall gabriel.gnall@maryland.gov 410-260-7335	80 Calvert St., Room 117 Annapolis, MD 21401

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

The Procurement Review Group (PRG) Process

The PRG shall review proposed procurement solicitations, proposals to exercise options or otherwise modify the contract, and proposals to award sole-source contracts when the resulting contract is:

(1) Eligible for designation to the Small Business Reserve (SBR) Program when the total value is expected to exceed $50,000, and

(2) For evaluation of Minority Business Enterprise (MBE) and Veteran-Owned Small Business Enterprise (VSBE) participation goals when the total value is expected to exceed $100,000.

The Procurement Review Group (PRG) Process

The PRG shall determine the appropriate socioeconomic utilization methods to encourage maximum small and/or minority and/or veteran-owned business participation in each proposed contract; and shall make recommendations to the agency head and the solicitation's procurement officer concerning specific designations and/or participation goals

SBR Program and Executive Order 01.01.2021.01

- Issued January 6, 2021; implementation became effective February 1, 2021

- Engages the State contracting marketplace to support small businesses during this critical economic recovery period from the COVID-19 pandemic.

- ***Enhances the Small Business Reserve (SBR) Program by designating all procurements between $50,000 and $500,000 to the SBR Program, unless the procurement meets defined exemptions.***

SBR Program and Executive Order 01.01.2021.01

- **Existing Law**
  - Pursuant to SFP § 14-301.1(9), race-neutral measures shall be employed to the maximum extent practicable to drive inclusion prior to the employment of race-conscious measures
- **Executive Order Changes**
  - Automatic designation category between $50,000-$500,000
  - Previously, there was no formal approval process through GOSBA regarding a unit's determination on whether or not to designate a procurement as an SBR
  - SBR Liaison mandatory member of the PRG

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SBR Program and Executive Order 01.01.2021.01

- To facilitate this new expanded PRG evaluation process, DGS OSP & GOSBA created several key documents, which are available on the OSP website:

https://procurement.maryland.gov/procurement-review-group-prg/

SBR Program and Executive Order 01.01.2021.01

- The documents include:
  - **SBR Executive Order FAQs**
  - **BEST PRACTICES: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines**
  - **PROCUREMENT REVIEW GROUP**: Guidance and Worksheets

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SHORT BREAK

Please stay tuned, we will return shortly from our break.
Get in a quick stretch, get some coffee or cola, or rest your eyes.
Please Do Not hang up. If you hang up, we will have to readmit you. Just keep your microphone muted

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SBR Compliance Considerations

- Basic Contract Compliance tasks should include review and tracking of the following items :
- Pre-Contract tasks (Reviewing Agency Contracting Procedures)
  - Participation in Procurement Review Group
  - Participate in Pre-bid Conferences
  - Bid paperwork review
- Post Contract Tasks
  - Ensure compliance with small business reserve requirements- ensuring vendors remain certified in the SBR Program during the contract
  - Participate in discussions on contract performance issues Depending upon the liaisons position, they may or may not be involved in other contract and monitoring tasks.

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Reporting Best Practices

- Annual and Quarterly Reports need to be submitted in Excel Why?
    - Measures our success
    - Allows us to see trends (positive or negative)
- Timely data submissions. Why?
    - Allows Governor's Office of Small, Minority & Women Business Affairs time to review data for errors
    - Allows timely publication of the legislatively mandated annual report

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SBR Annual Reporting

The Annual Report is due within 90 days after the end of each fiscal year, in a format determined by the Governor's Office of Small, Minority & Women Business Affairs

Signatures are required on the Annual Report

SBR Reporting Toolkit

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Reporting Best Practices

- Prepare your report as soon as possible in case some corrections are required
- Use only the latest templates posted in the SBR Toolkit for your reports: Provided backup data with your report submissions
  https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx
- Contact Lisa Mitchell Sennaar with questions about the SBR Reports

SBR Quarterly Reporting

The Quarterly Report is due no later than 30 days following the quarter being reported and should contain data from the start of the fiscal year.

SBR FY 2022 2nd Quarter Report
was **due on January 30th**

Signatures are not required on the Quarterly Report

SBR Reporting Toolkit

https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx

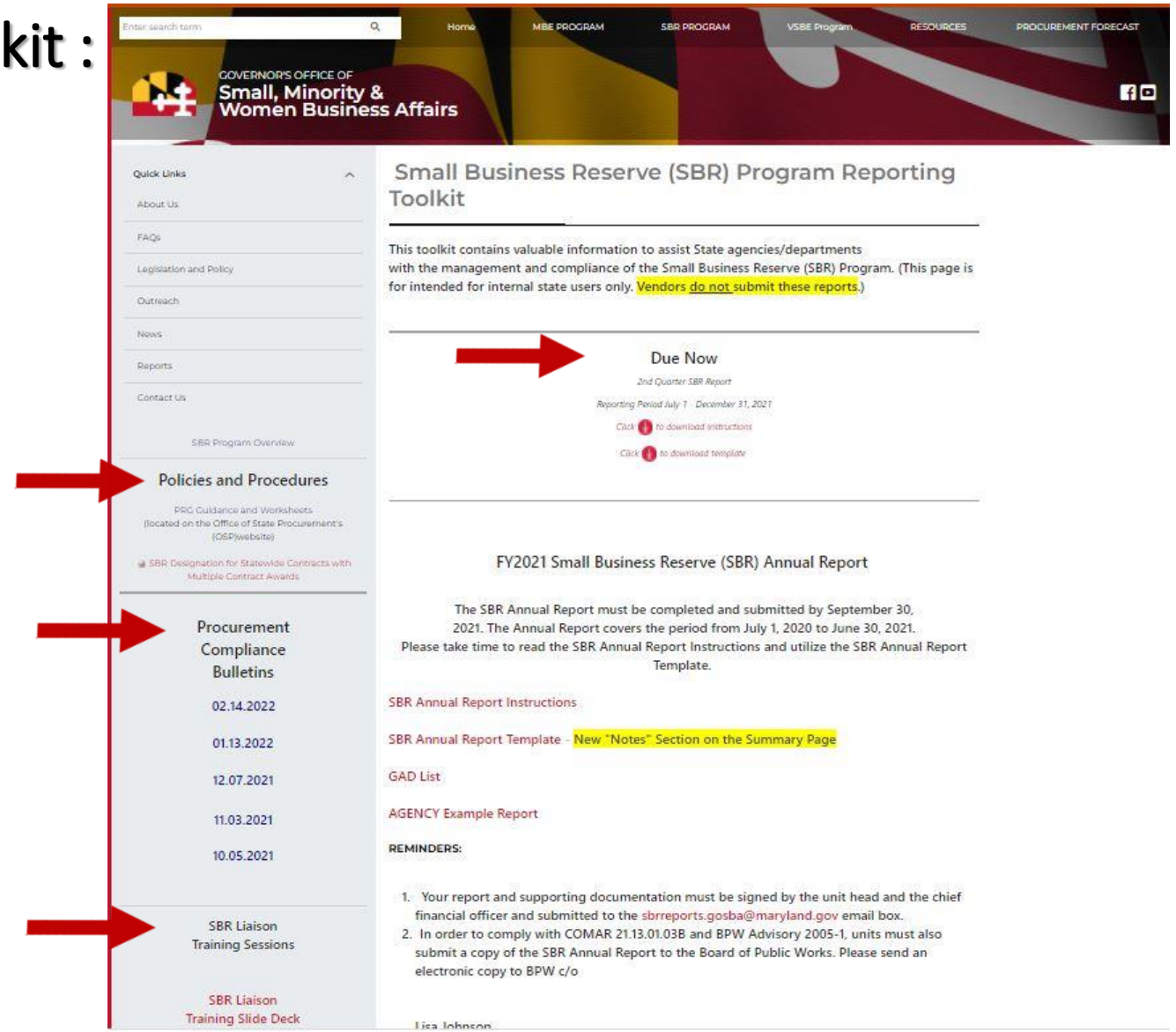
Utilize our website and especially the SBR Toolkit

https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx

In the SBR Toolkit :

1. Resources

2. Bulletins

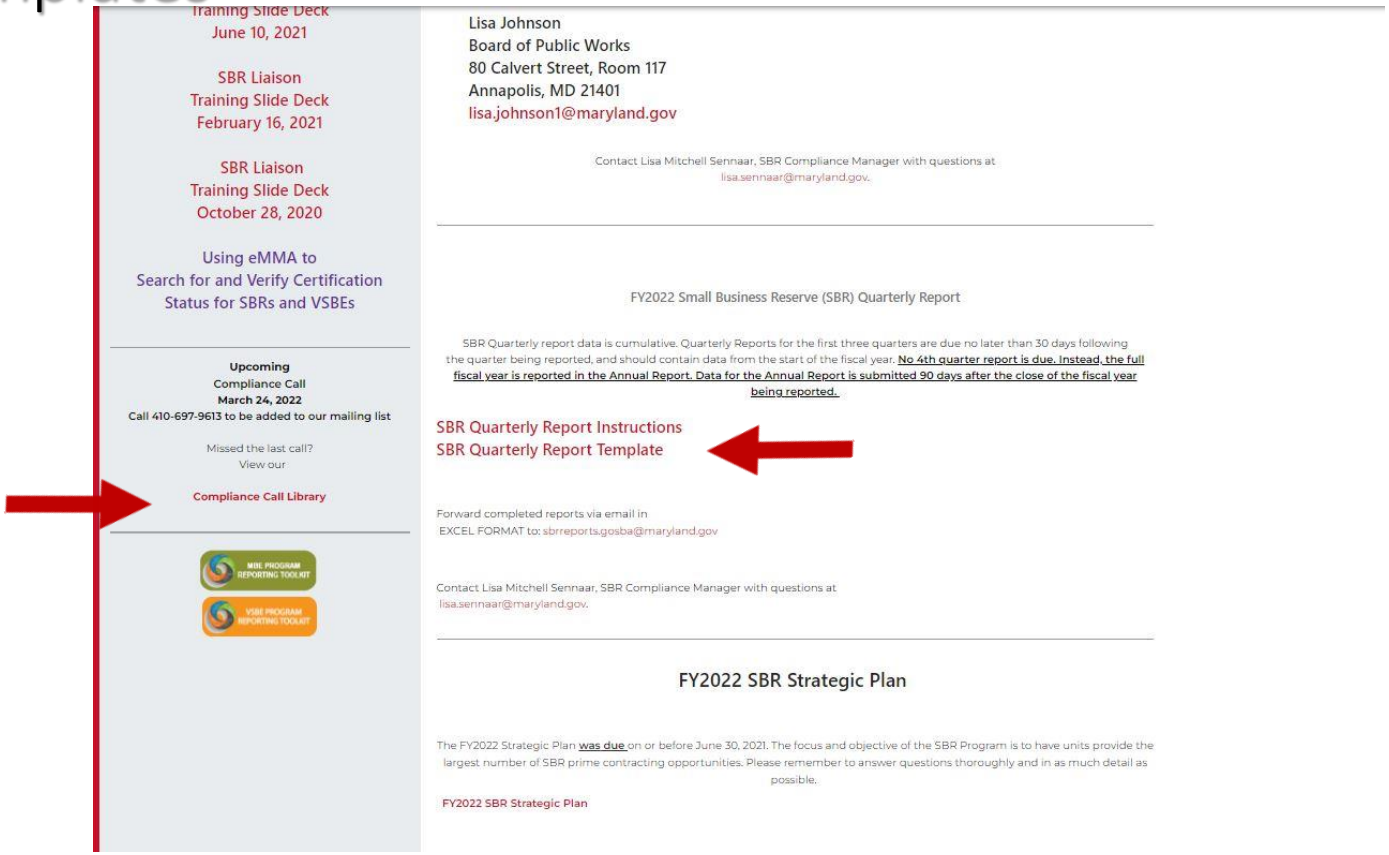


https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-SBR.aspx

In the SBR Toolkit :

3. Compliance Library

4. Report Instructions and Templates



Procurement Forecast

Each procurement unit shall, based upon the approved budget and other applicable factors, annually prepare a fiscal year procurement expenditure forecast within 60 days after enactment of the annual budget bill by the General Assembly

SBR Reporting Toolkit

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Procurement Forecast

This data, which includes all projected purchases of $100,000 and above for the fiscal year, connects with the Hogan Administration's theme that “Maryland is Open for Business." Keep in mind the forecast is provided to the public and serves as an important tool for the small, minority, women, and veteran business community

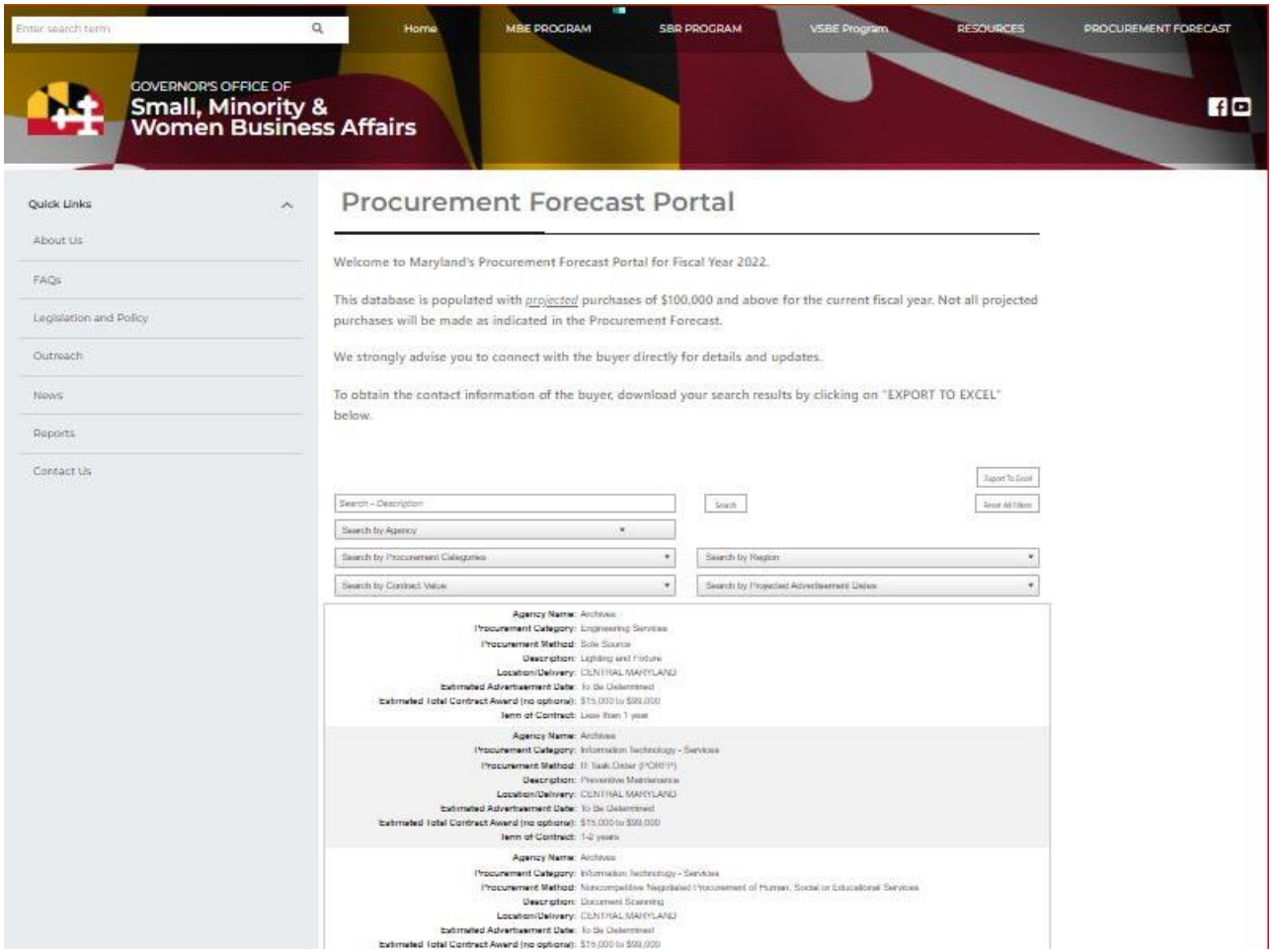
SBR Reporting Toolkit

Procurement Forecast

An agency only needs to turn in one Procurement Forecast that includes all projected purchases inclusive of SBR Designated procurements, and contracts that may contain MBE and VSBE goals

SBR Reporting Toolkit

Procurement Forecast Portal



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

The SBR Strategic Plan

The focus and objective of the SBR Program is to have units work toward designating the maximum number of SBR “Only” prime contracting opportunities

The SBR Strategic Plan

The SBR Strategic Plan helps to map out how your agency will get to at least 15% of its eligible spend designated as SBR “Only”

The SBR Strategic Plan is due on or before June 30, each year.

SBR Reporting Toolkit

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GOSBA MAILBOXES For SBR Submissions

sbrwaiver.gosba@maryland.gov

Submit all SBR exemptions and waivers covered under SBR Executive Order 01.01.2021.01

sbrreports.gosba@maryland.gov

Submit all SBR Program reports here (SBR Quarterly and Annual Reports)

compliance.gosba@maryland.gov

Submit all other required Reports here (Procurement Forecasts, SBR and Strategic Plans, Bi-Monthly Compliance Call questions)

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

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

If you have any SBR
Program questions, please contact me:

Lisa Mitchell Sennaar

lisa.sennaar@maryland.gov

410-697-9613

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Danielle N. Davis

Veteran-owned Small Business Enterprise (VSBE) Program
Compliance Manager

Veteran-Owned Small Business Enterprise (VSBE) Program

- Provides contracting opportunities on state-funded procurements for certified veteran-owned small businesses.

- Only the work of a certified VSBE firm, performing either directly (prime contractors) or indirectly (subcontractors), can be counted toward the achievement of an established contract goal.

VSBE Program

Veteran-owned businesses must 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

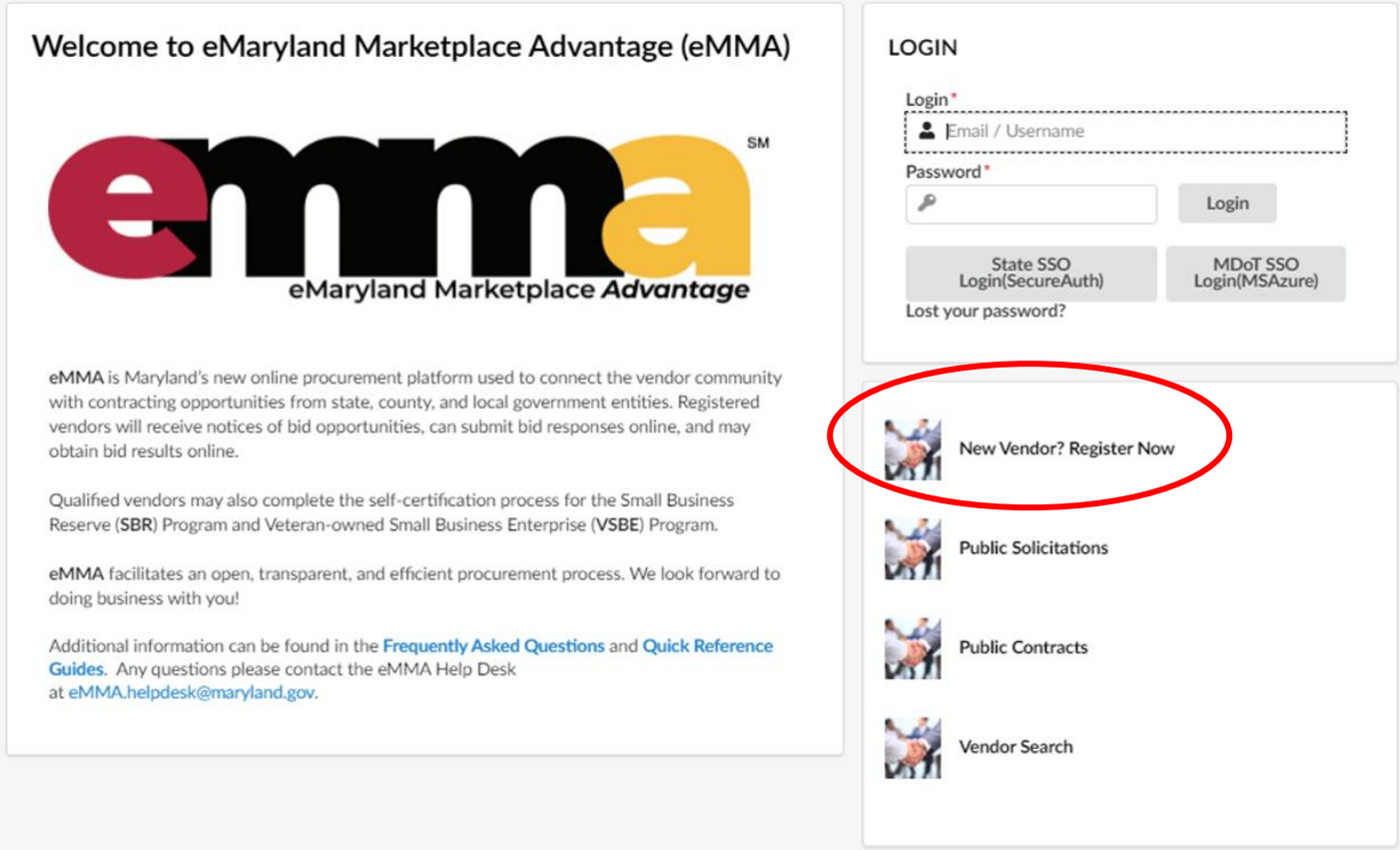
The VSBE certification process entails:

1. Vendor registration in eMaryland Marketplace Advantage (eMMA)
2. Veteran verification from one of the following:
   - Maryland Department of Veterans Affairs
   - Federal Vets First Verification Program
3. VSBE Program application submitted and approved in eMMA

Vendor Registration

Step #1

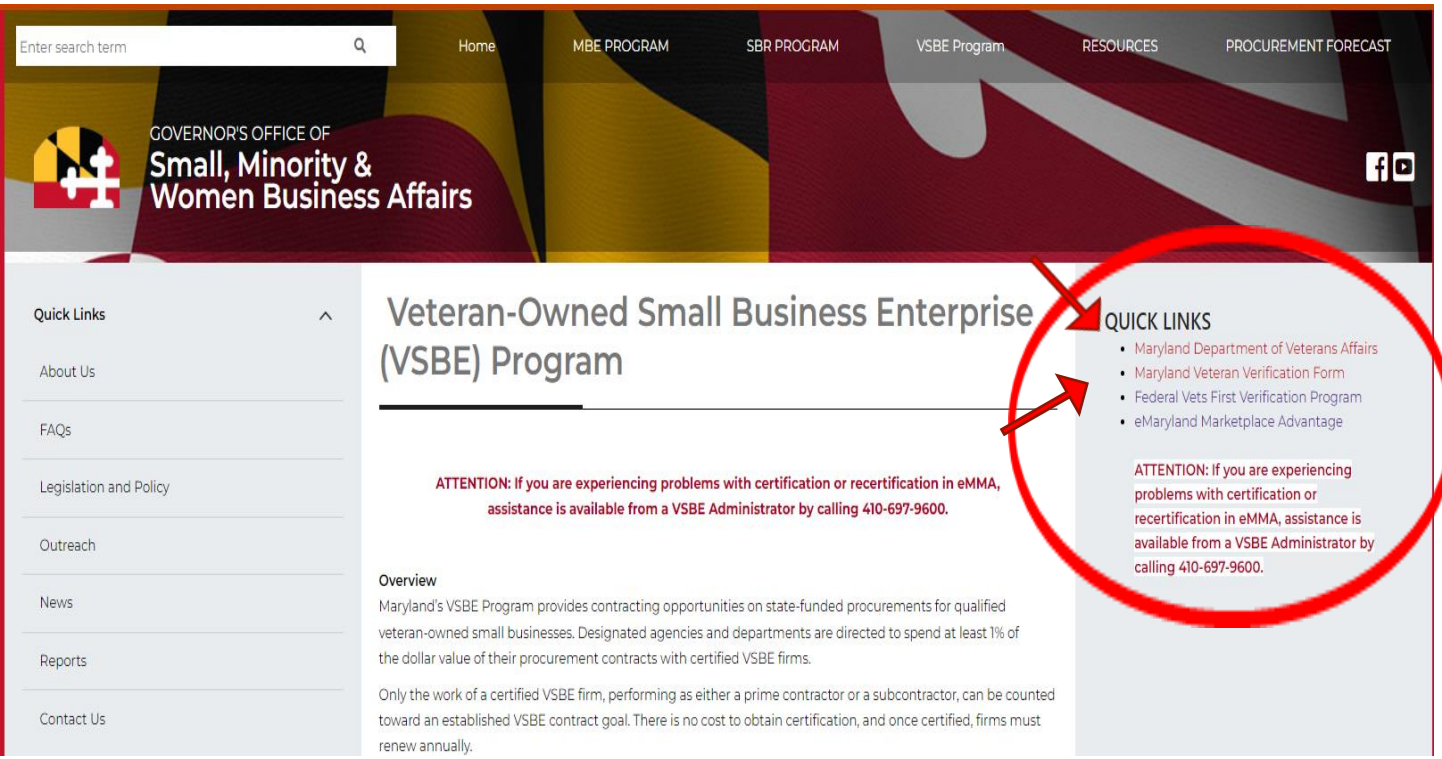
emma.maryland.gov



Veteran Verification

Step #2

https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx

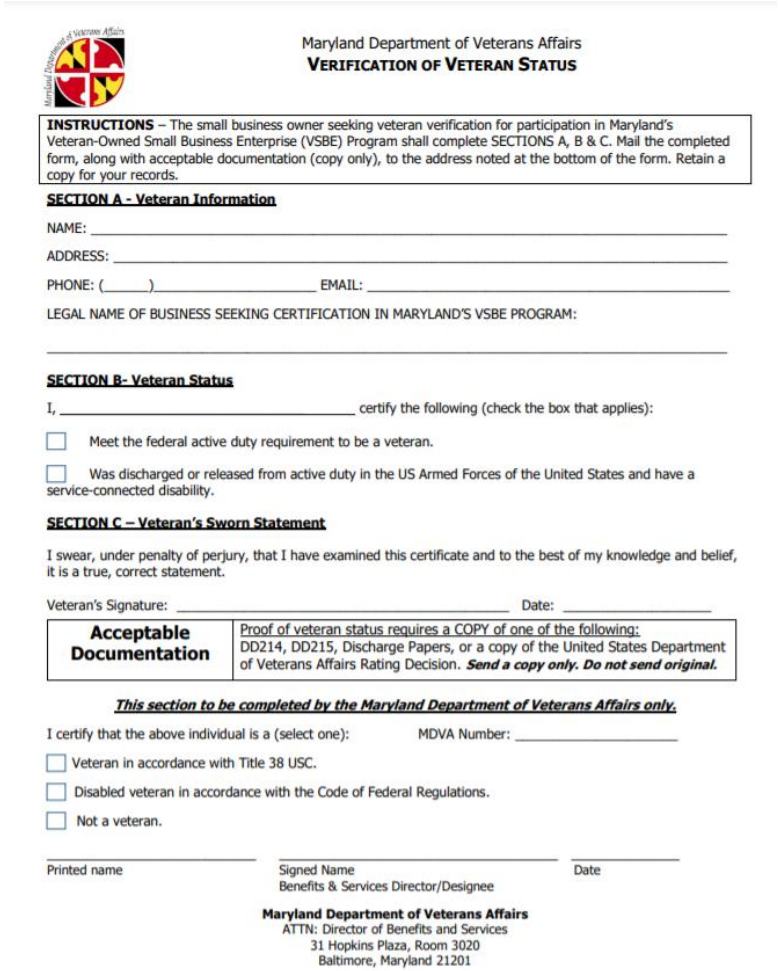


Obtain veteran verification from one of two sources:

- Maryland Department of Veterans Affairs, *or*
- Federal Vets First Verification Program (Vetbiz)

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

Maryland Veteran Verification Process



Maryland Department of Veterans Affairs
VERIFICATION OF VETERAN STATUS

INSTRUCTIONS – The small business owner seeking veteran verification for participation in Maryland's Veteran-Owned Small Business Enterprise (VSBE) Program shall complete SECTIONS A, B & C. Mail the completed form, along with acceptable documentation (copy only), to the address noted at the bottom of the form. Retain a copy for your records.

SECTION A - Veteran Information

NAME: _____

ADDRESS: _____

PHONE: (_____)_____ EMAIL: _____

LEGAL NAME OF BUSINESS SEEKING CERTIFICATION IN MARYLAND'S VSBE PROGRAM:

_____

SECTION B- Veteran Status

I, _____ certify the following (check the box that applies):

☐ Meet the federal active duty requirement to be a veteran.

☐ Was discharged or released from active duty in the US Armed Forces of the United States and have a service-connected disability.

SECTION C – Veteran's Sworn Statement

I swear, under penalty of perjury, that I have examined this certificate and to the best of my knowledge and belief, it is a true, correct statement.

Veteran's Signature: _____ Date: _____

Acceptable Documentation	Proof of veteran status requires a COPY of one of the following: DD214, DD215, Discharge Papers, or a copy of the United States Department of Veterans Affairs Rating Decision. ***Send a copy only. Do not send original.***

This section to be completed by the Maryland Department of Veterans Affairs only.

I certify that the above individual is a (select one): MDVA Number: _____

☐ Veteran in accordance with Title 38 USC.

☐ Disabled veteran in accordance with the Code of Federal Regulations.

☐ Not a veteran.

Printed name | Signed Name, Benefits & Services Director/Designee | Date

Maryland Department of Veterans Affairs
ATTN: Director of Benefits and Services
31 Hopkins Plaza, Room 3020
Baltimore, Maryland 21201

Vendors seeking verification through the Maryland Department of Veterans Affairs (MDVA), download this form, fill it in, and mail it with the acceptable documentation.

Upon review, eligible firms are assigned a number by MDVA (i.e. MDVA2022-001).

This number becomes the VSBE Certification # in the vendor's profile.

Federal Veteran Verification Process

Vendors seeking verification through the federal Vets First Verification Program would visit the website and complete the verification process.

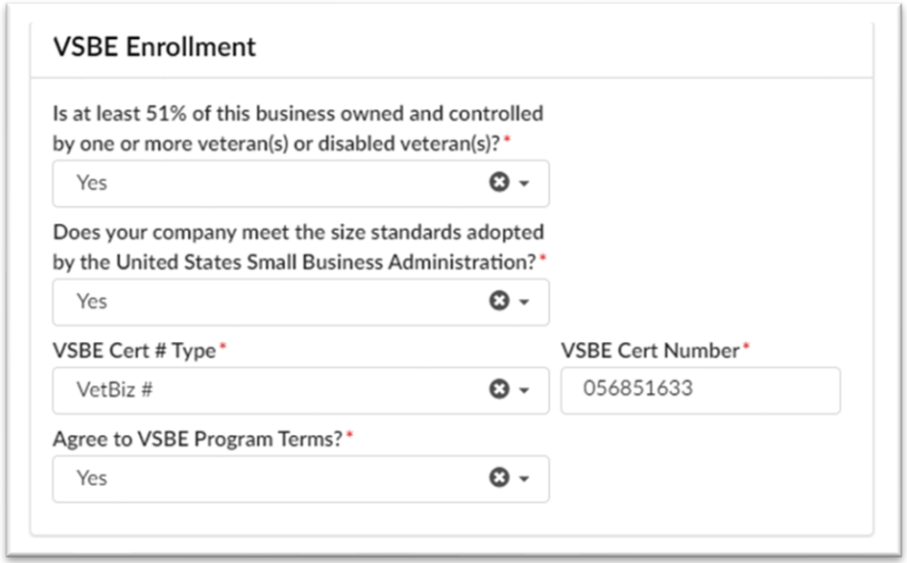
Upon verification, firms are listed in the national VetBiz directory using the company's DUNS number.

This becomes the VSBE Certification # in the vendor's profile.

VSBE Application

Step #3

Vendor must submit the VSBE Application in eMMA.



Once the vendor has completed these 3 steps, the information will be reviewed by the VSBE Program Compliance Manager.

Only vendors with an “Approved” VSBE Vendor Status and an active expiration date approved are certified.

VSBE Vendor Search
For Procurement Officers/Buyers

Use the Vendor Search option in eMMA to identify potential VSBE vendors. This method will yield both certified and non-certified VSBE vendors.

1) Visit the https://procurement.maryland.gov/ website.

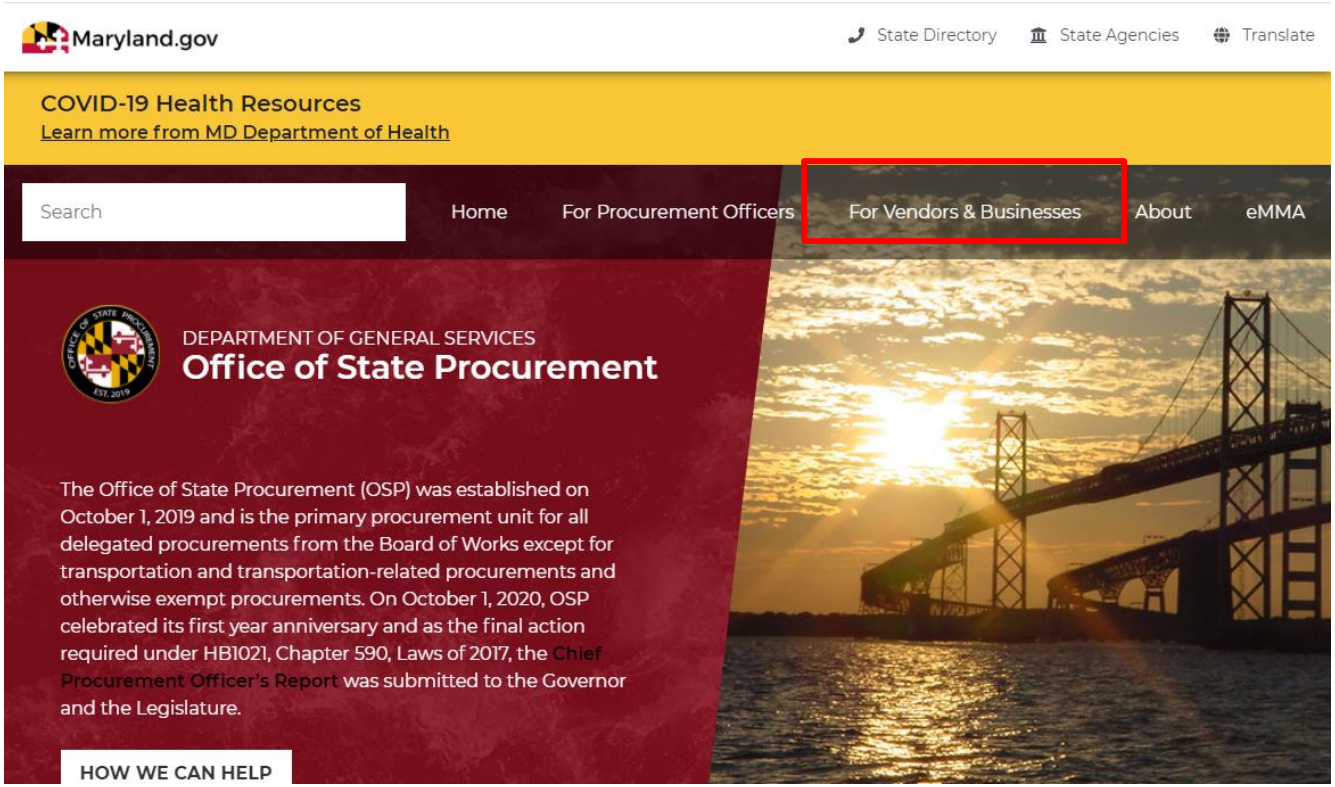
2) Click on tab “For Vendors & Businesses”.

3) Select the “Quick Reference Guides (QRGs)” link.

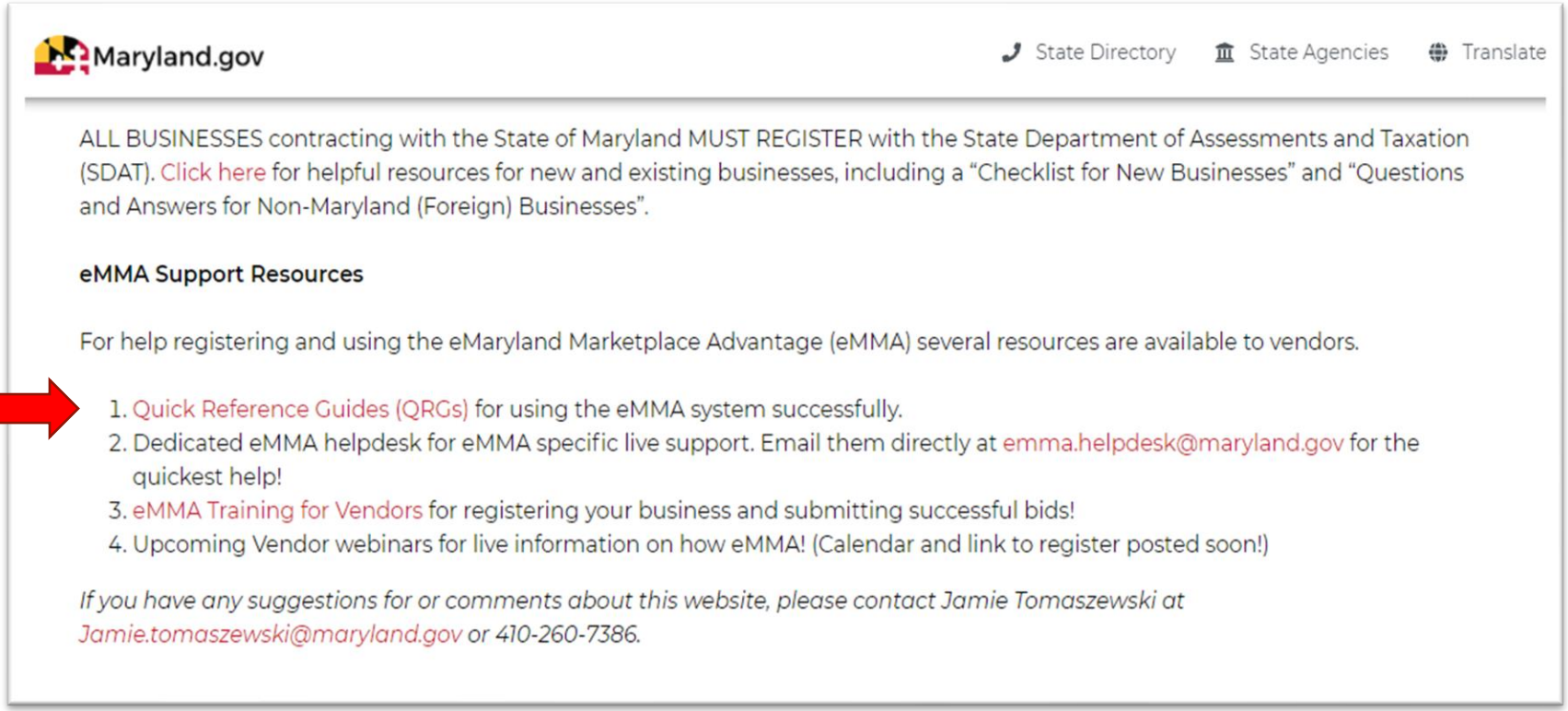
4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.

1) Visit the https://procurement.maryland.gov/ website.

2) Click on tab “For Vendors & Businesses.”

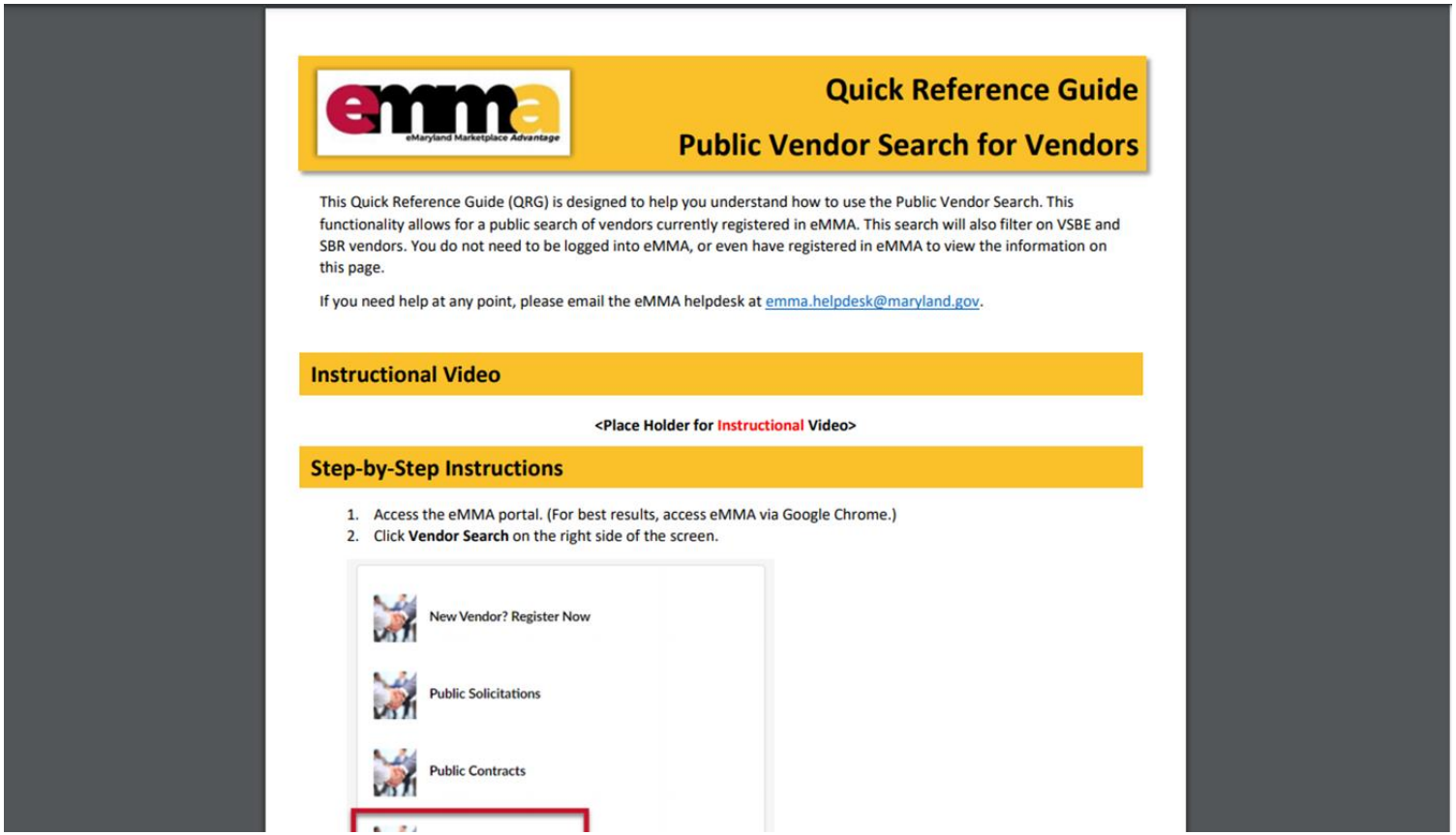


3) Select the “Quick Reference Guides (QRGs)” link.



4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.

17 - eMMA QRG
Public Search for Vendors



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

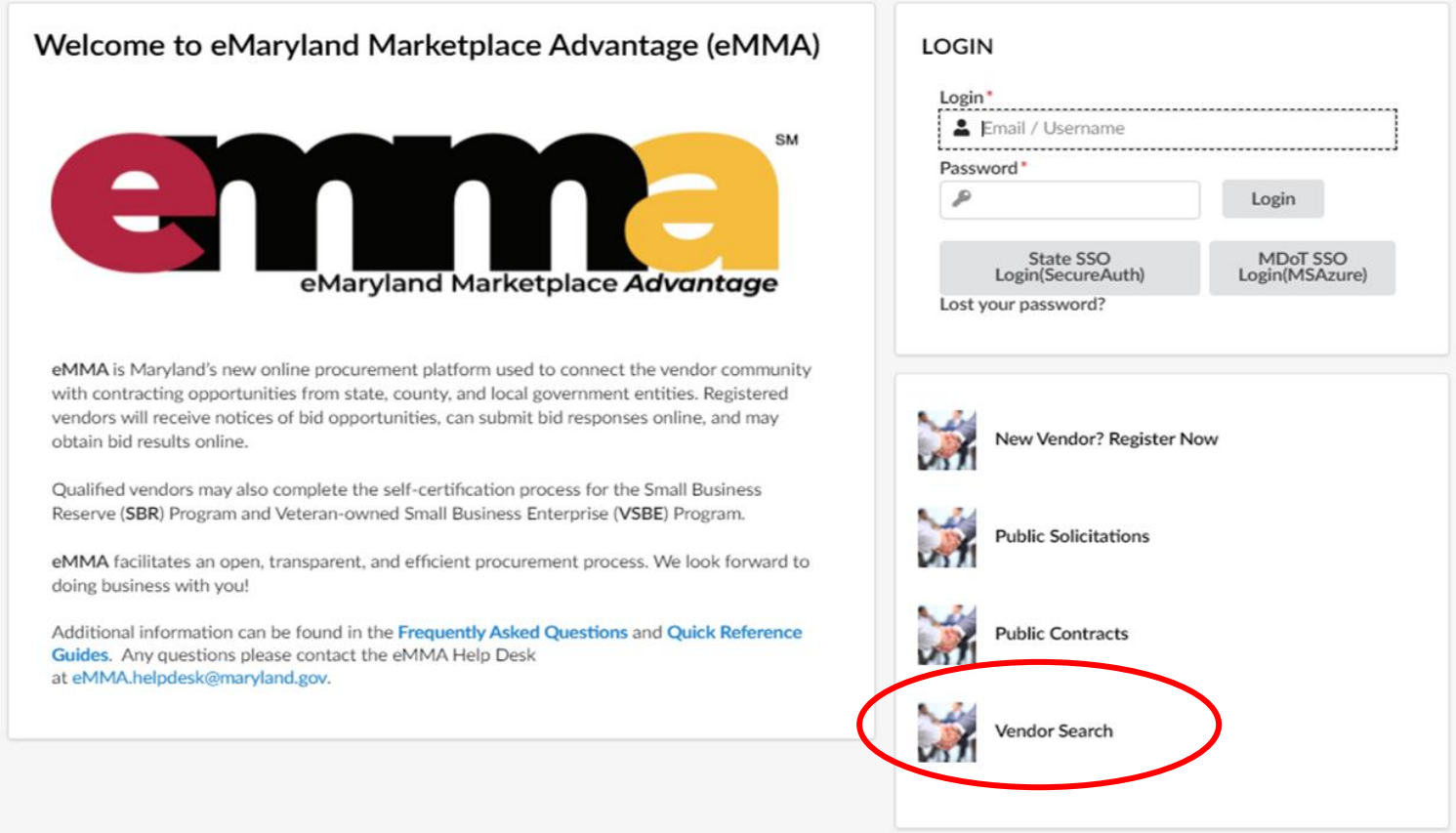
<Place Holder for Instructional Video>

Step-by-Step Instructions

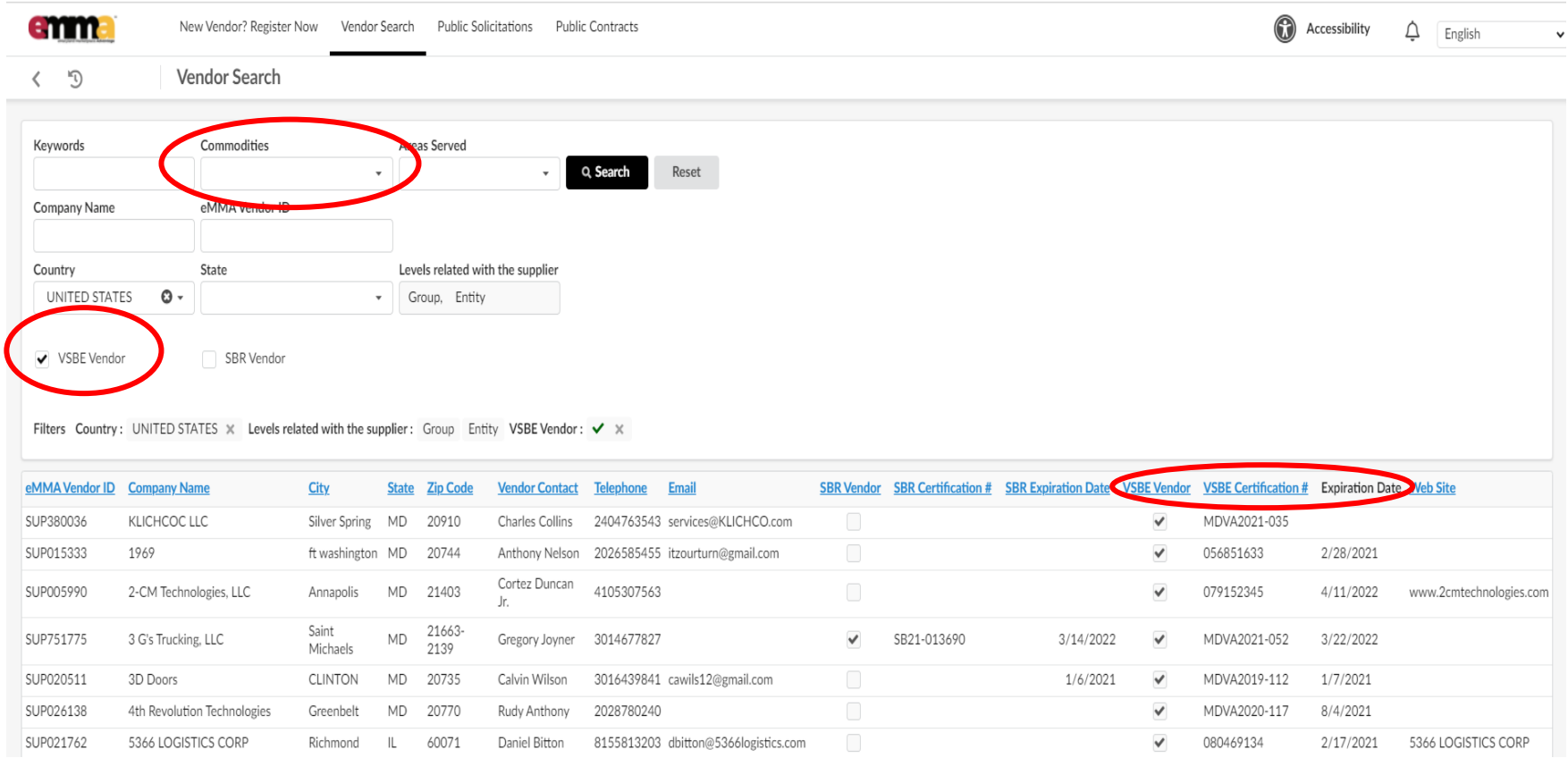
1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.)
2. Click **Vendor Search** on the right side of the screen.

VSBE Vendor Search

emma.maryland.gov



VSBE Vendor Search



eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Telephone	Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date	Web Site
SUP380036	KLICHCOC LLC	Silver Spring	MD	20910	Charles Collins	2404763543	services@KLICHCO.com	☐			☑	MDVA2021-035		
SUP015333	1969	ft washington	MD	20744	Anthony Nelson	2026585455	itzourturn@gmail.com	☐			☑	056851633	2/28/2021	
SUP005990	2-CM Technologies, LLC	Annapolis	MD	21403	Cortez Duncan Jr.	4105307563		☐			☑	079152345	4/11/2022	www.2cmtechnologies.com
SUP751775	3 G's Trucking, LLC	Saint Michaels	MD	21663-2139	Gregory Joyner	3014677827		☑	SB21-013690	3/14/2022	☑	MDVA2021-052	3/22/2022	
SUP020511	3D Doors	CLINTON	MD	20735	Calvin Wilson	3016439841	cawils12@gmail.com	☐		1/6/2021	☑	MDVA2019-112	1/7/2021	
SUP026138	4th Revolution Technologies	Greenbelt	MD	20770	Rudy Anthony	2028780240		☐			☑	MDVA2020-117	8/4/2021	
SUP021762	5366 LOGISTICS CORP	Richmond	IL	60071	Daniel Bitton	8155813203	dbitton@5366logistics.com	☐			☑	080469134	2/17/2021	5366 LOGISTICS CORP

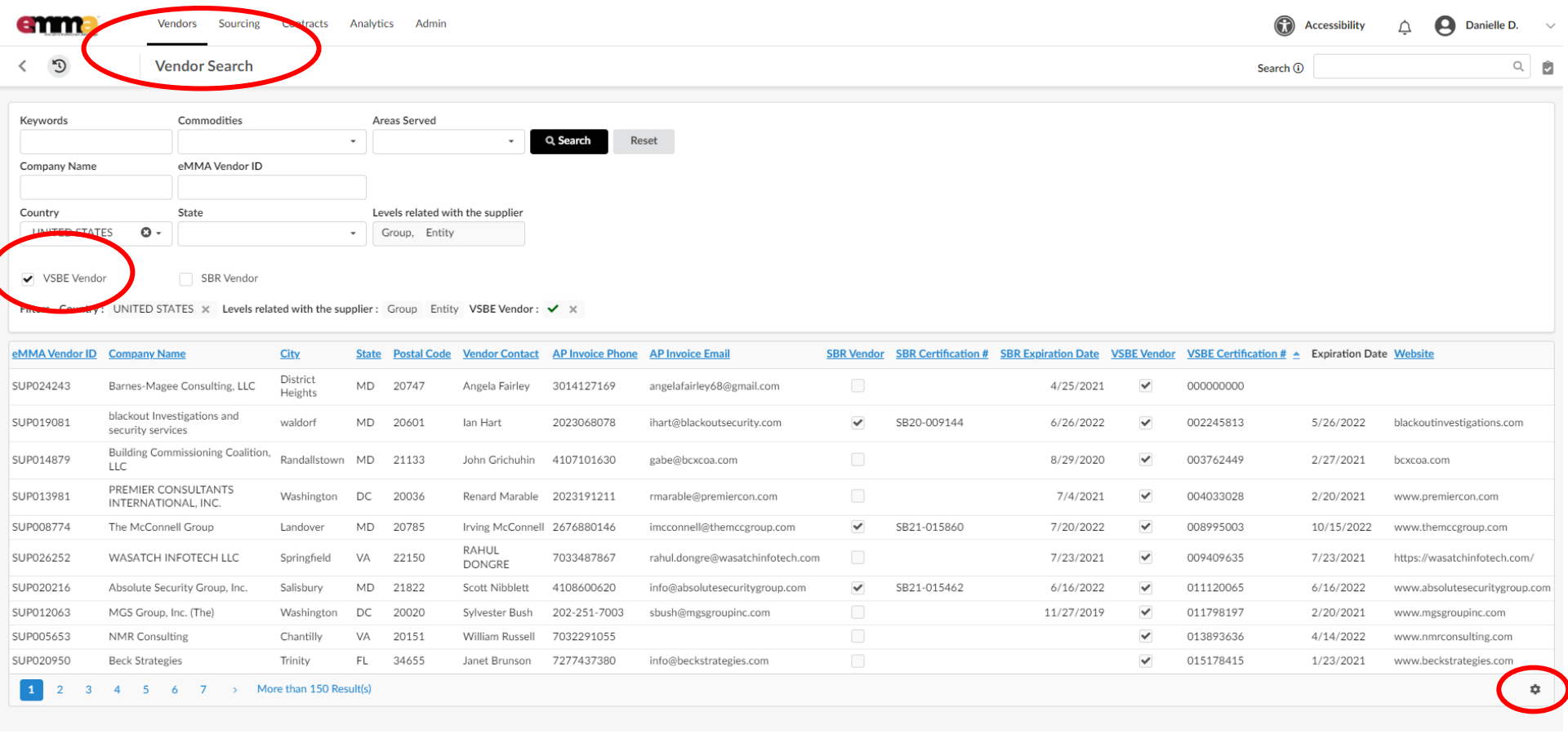
Remember, this is a public search tool to help identify potential VSBE vendors. The search will yield both certified and non-certified vendors.

VSBE Vendor Search

Please note the following when conducting an eMMA Vendor Search:

- It can be used to seek potential VSBE vendors for solicitations.
- This public search function should not be used to verify the VSBE certification status of a vendor when preparing to make an award.
- UPDATE!! You are now able to download an Excel spreadsheet of public vendors when conducting this search.

VSBE Vendor Search Download

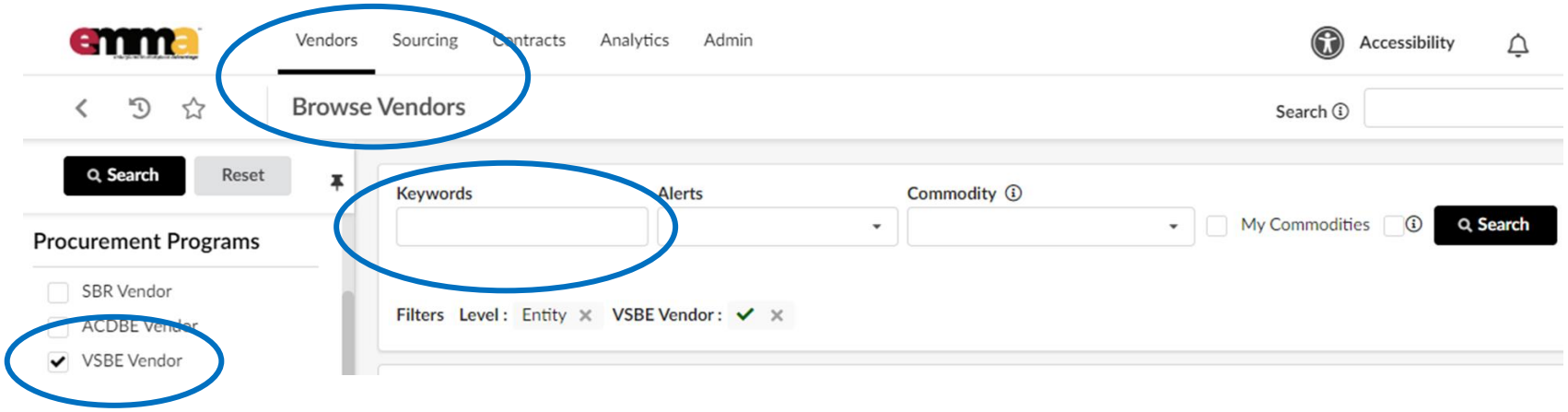


eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	AP Invoice Phone	AP Invoice Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date	Website
SUP024243	Barnes-Magee Consulting, LLC	District Heights	MD	20747	Angela Fairley	3014127169	angelafairley68@gmail.com	☐		4/25/2021	☑	000000000		
SUP019081	blackout Investigations and security services	waldorf	MD	20601	Ian Hart	2023068078	ihart@blackoutsecurity.com	☑	SB20-009144	6/26/2022	☑	002245813	5/26/2022	blackoutinvestigations.com
SUP014879	Building Commissioning Coalition, LLC	Randallstown	MD	21133	John Grichuhin	4107101630	gabe@bcxcoa.com	☐		8/29/2020	☑	003762449	2/27/2021	bcxcoa.com
SUP013981	PREMIER CONSULTANTS INTERNATIONAL, INC.	Washington	DC	20036	Renard Marable	2023191211	rmarable@premiercon.com	☐		7/4/2021	☑	004033028	2/20/2021	www.premiercon.com
SUP008774	The McConnell Group	Landover	MD	20785	Irving McConnell	2676880146	imcconnell@themccgroup.com	☑	SB21-015860	7/20/2022	☑	008995003	10/15/2022	www.themccgroup.com
SUP026252	WASATCH INFOTECH LLC	Springfield	VA	22150	RAHUL DONGRE	7033487867	rahul.dongre@wasatchinfotech.com	☐		7/23/2021	☑	009409635	7/23/2021	https://wasatchinfotech.com/
SUP020216	Absolute Security Group, Inc.	Salisbury	MD	21822	Scott Nibblett	4108600620	info@absolutesecuritygroup.com	☑	SB21-015462	6/16/2022	☑	011120065	6/16/2022	www.absolutesecuritygroup.com
SUP012063	MGS Group, Inc. (The)	Washington	DC	20020	Sylvester Bush	202-251-7003	sbush@mgsgroupinc.com	☐		11/27/2019	☑	011798197	2/20/2021	www.mgsgroupinc.com
SUP005653	NMR Consulting	Chantilly	VA	20151	William Russell	7032291055		☐			☑	013893636	4/14/2022	www.nmrconsulting.com
SUP020950	Beck Strategies	Trinity	FL	34655	Janet Brunson	7277437380	info@beckstrategies.com	☐			☑	015178415	1/23/2021	www.beckstrategies.com

1 2 3 4 5 6 7 › More than 150 Result(s)

Select “wheel” icon at bottom of page, to yield Excel spreadsheet results

Verification of Certified VSBE Vendors

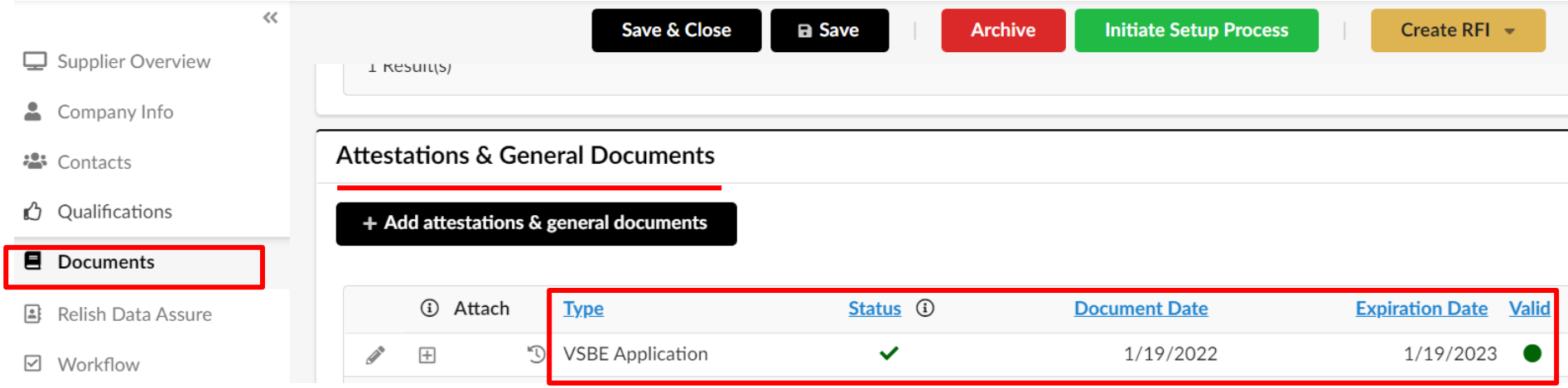


eMMA should be used to verify the certification status of VSBE vendors prior to award of solicitations, as the vendor account has the most accurate information.

Sign into eMMA to perform this verification.

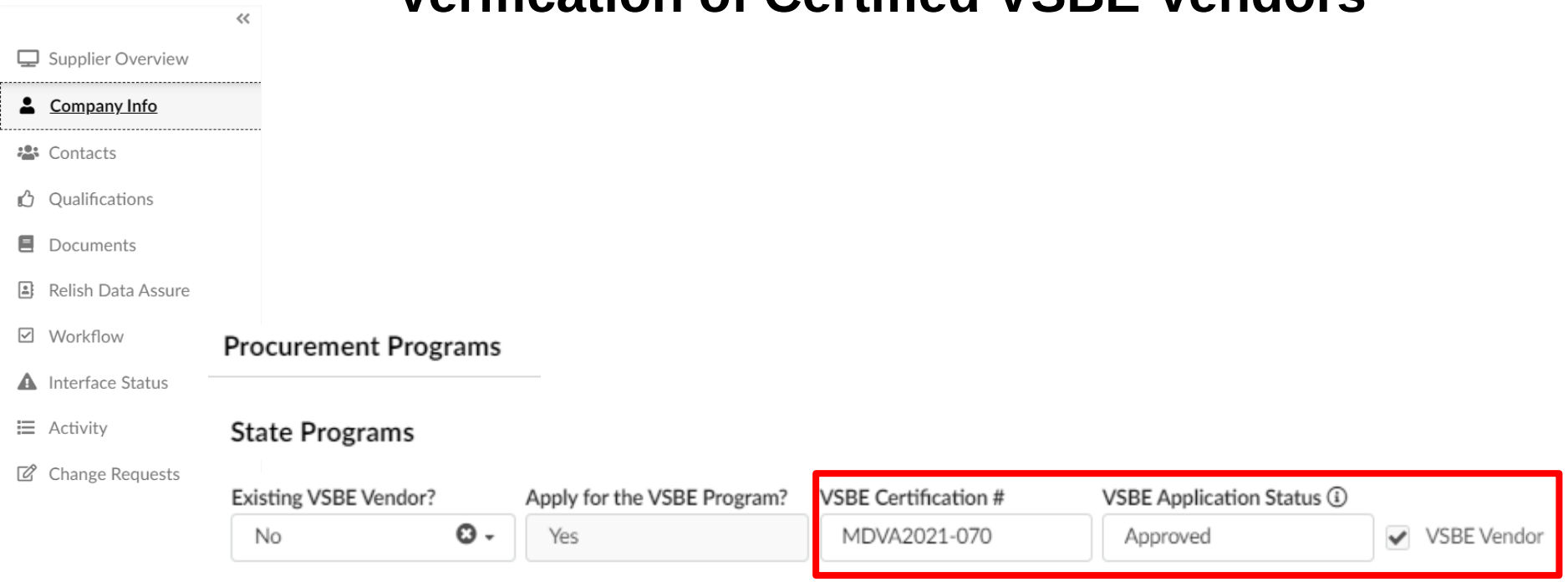
<u>Please do not use Vetbiz</u>.

Verification of Certified VSBE Vendors



To determine the VSBE certification status, click into the “Documents” section of the vendor’s account. If the “Documents” section has a VSBE Application with an approved “Status,” a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed, the vendor is certified within the VSBE Program.

Verification of Certified VSBE Vendors



Upon verifying that the VSBE Application information is listed correctly within the “Documents” section, you can locate the “VSBE Certification #” and approval status in the “Company Information” section.

Verification of Certified VSBE Vendors

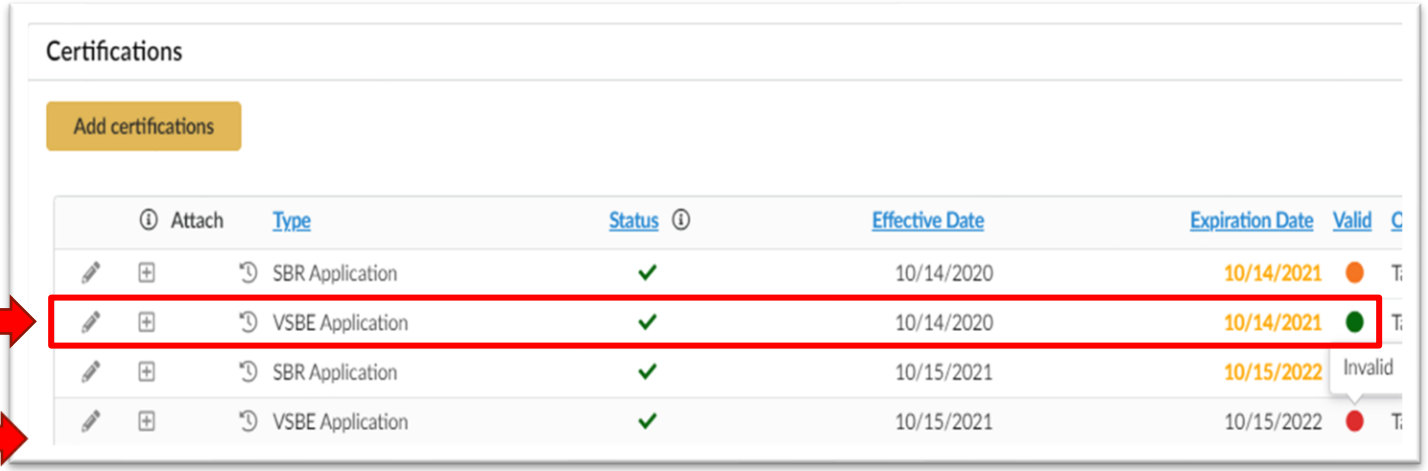
Please note the following when you are attempting to verify the certification status of a VSBE vendor in eMMA:

- You may find multiple VSBE Applications listed in the “Documents” section.
- Be certain to carefully review the information to make certain that the vendor meets the requirements (i.e. VSBE Application has an approved “Status”, a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed).
- If you are unable to determine the VSBE certification status, please contact our office for assistance.

Verification of Certified VSBE Vendors

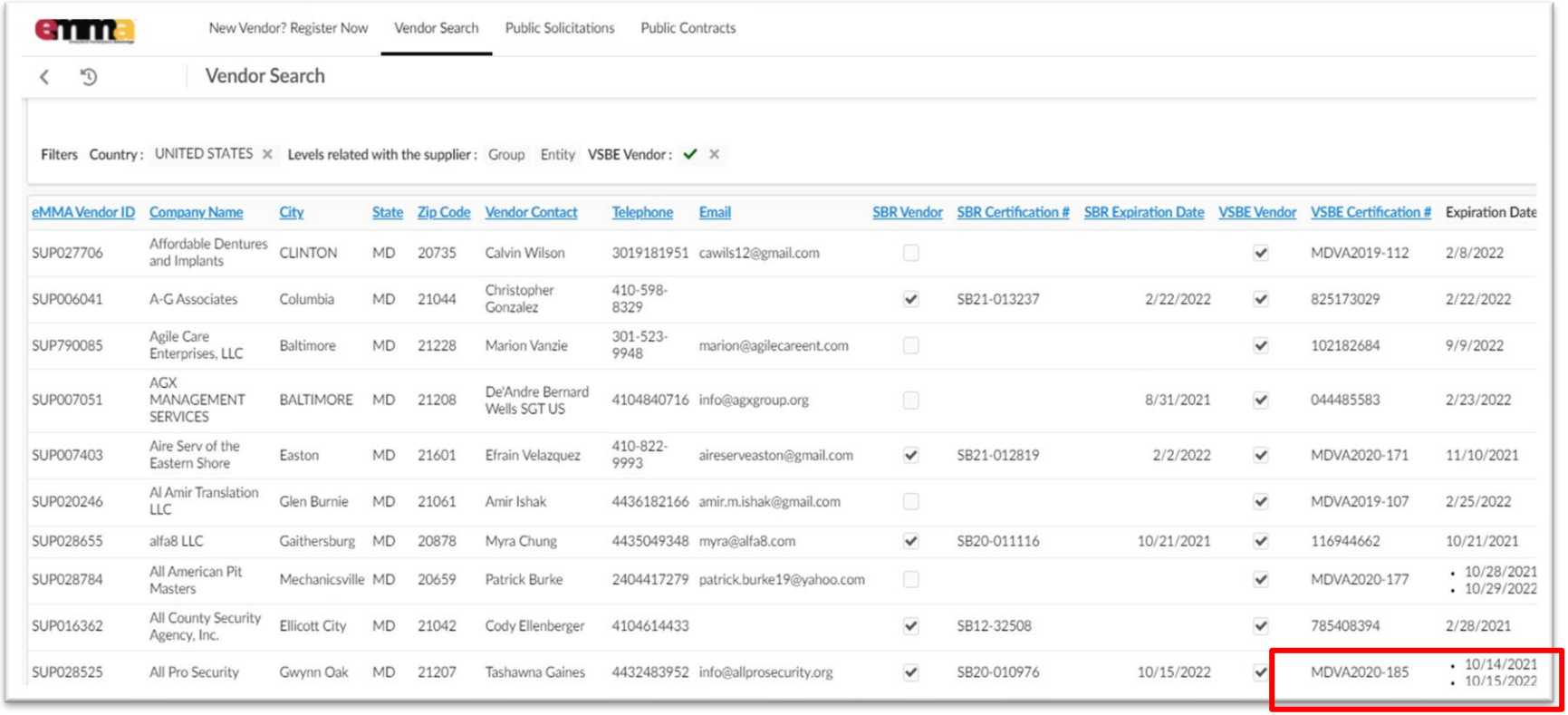
Current Certification

Renewal Application



In this example, a current VSBE Application is valid and a renewal application has been approved.
The renewal application (red dot shown) will not become effective until the current certification expires.

Verification of Certified VSBE Vendors



New Vendor? Register Now | Vendor Search | Public Solicitations | Public Contracts

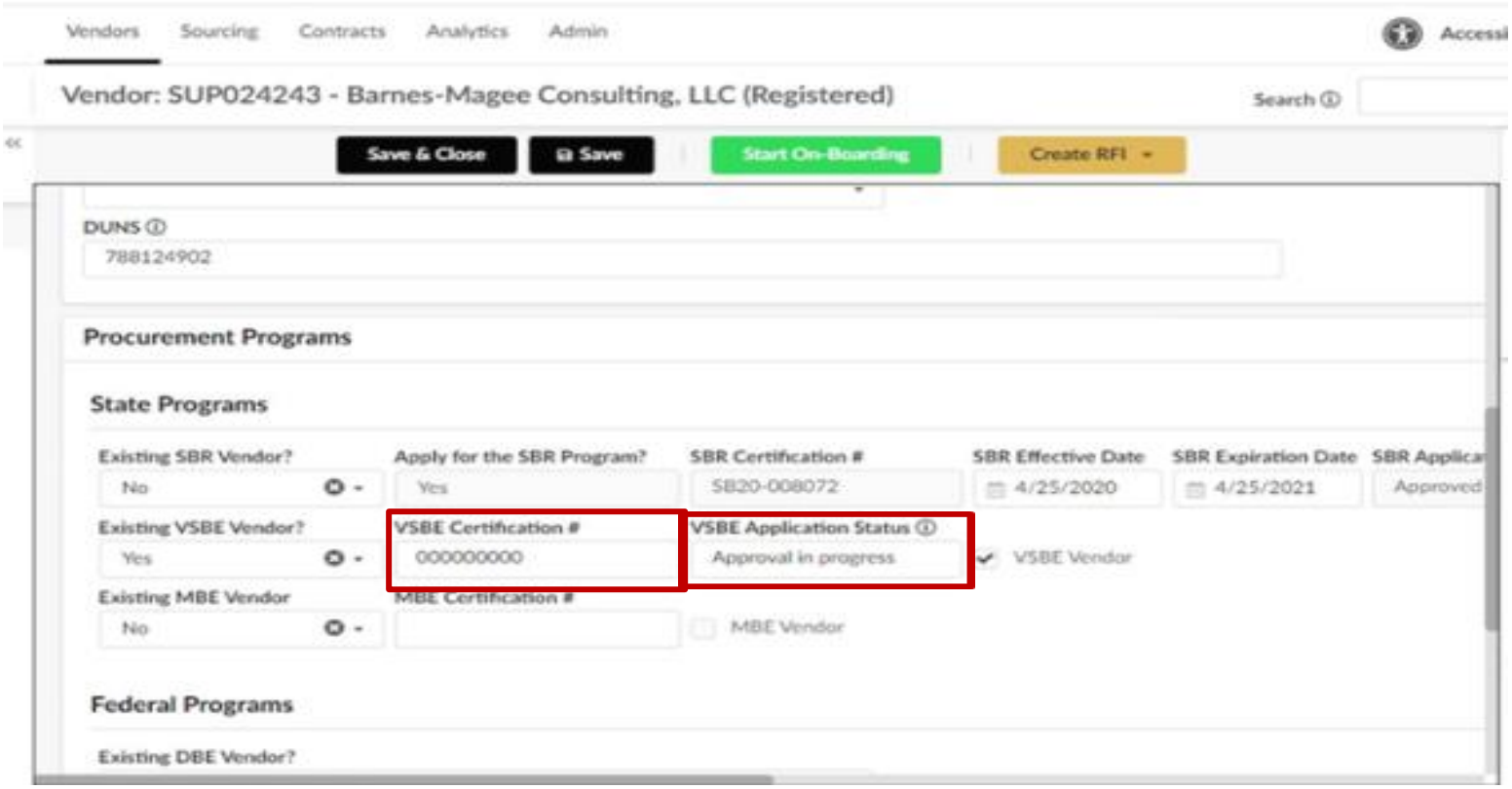
Vendor Search

Filters Country: UNITED STATES × Levels related with the supplier: Group Entity VSBE Vendor: ✓ ×

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Telephone	Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date
SUP027706	Affordable Dentures and Implants	CLINTON	MD	20735	Calvin Wilson	3019181951	cawils12@gmail.com	☐			☑	MDVA2019-112	2/8/2022
SUP006041	A-G Associates	Columbia	MD	21044	Christopher Gonzalez	410-598-8329		☑	SB21-013237	2/22/2022	☑	825173029	2/22/2022
SUP790085	Agile Care Enterprises, LLC	Baltimore	MD	21228	Marion Vanzie	301-523-9948	marion@agilecareent.com	☐			☑	102182684	9/9/2022
SUP007051	AGX MANAGEMENT SERVICES	BALTIMORE	MD	21208	De'Andre Bernard Wells SGT US	4104840716	info@agxgroup.org	☐		8/31/2021	☑	044485583	2/23/2022
SUP007403	Aire Serv of the Eastern Shore	Easton	MD	21601	Efrain Velazquez	410-822-9993	aireserveaston@gmail.com	☑	SB21-012819	2/2/2022	☑	MDVA2020-171	11/10/2021
SUP020246	Al Amir Translation LLC	Glen Burnie	MD	21061	Amir Ishak	4436182166	amir.m.ishak@gmail.com	☐			☑	MDVA2019-107	2/25/2022
SUP028655	alfa8 LLC	Gaithersburg	MD	20878	Myra Chung	4435049348	myra@alfa8.com	☑	SB20-011116	10/21/2021	☑	116944662	10/21/2021
SUP028784	All American Pit Masters	Mechanicsville	MD	20659	Patrick Burke	2404417279	patrick.burke19@yahoo.com	☐			☑	MDVA2020-177	• 10/28/2021 • 10/29/2022
SUP016362	All County Security Agency, Inc.	Ellicott City	MD	21042	Cody Ellenberger	4104614433		☑	SB12-32508		☑	785408394	2/28/2021
SUP028525	All Pro Security	Gwynn Oak	MD	21207	Tashawna Gaines	4432483952	info@allprosecurity.org	☑	SB20-010976	10/15/2022	☑	MDVA2020-185	• 10/14/2021 • 10/15/2022

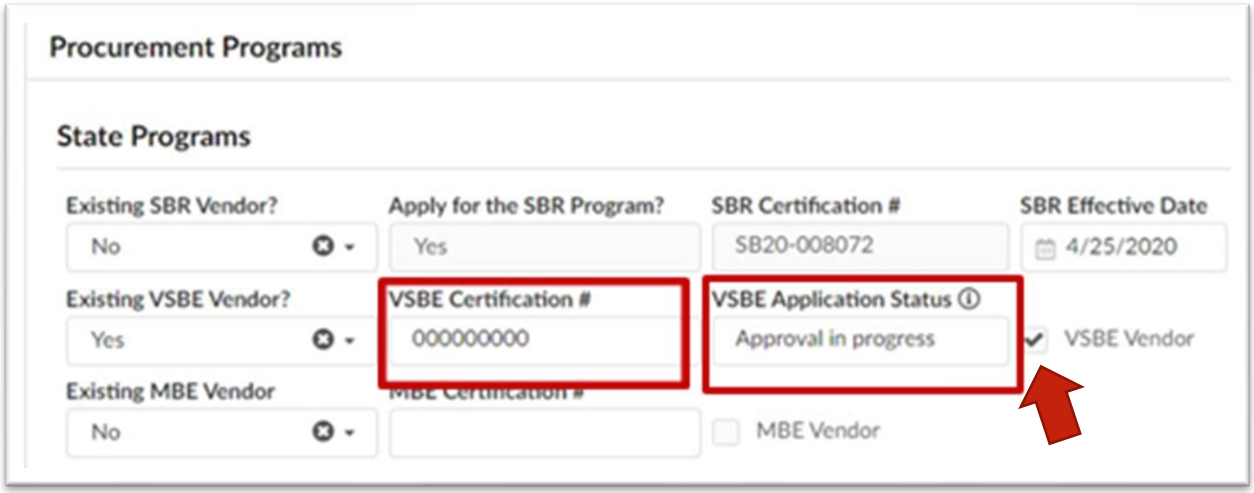
As per the prior example, when the current VSBE certification and approved renewal applications are listed within the vendor's eMMA account, two expiration dates (one for each application) will be provided on the public/external "Vendor Search."

Verification of Certified VSBE Vendors



In this example, the “VSBE Application Status” states *Approval in progress* and “VSBE Certification #” is not valid. This vendor is not certified.

Verification of Certified VSBE Vendors

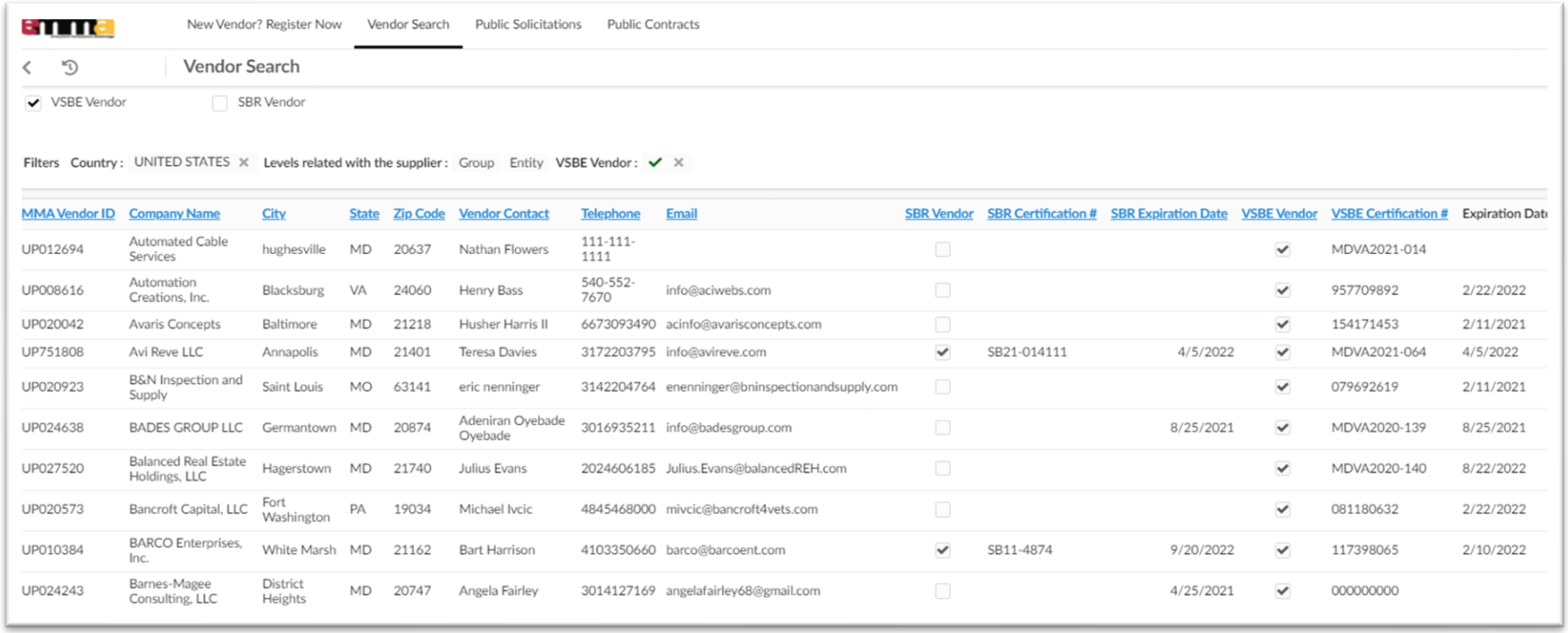


As mentioned on the prior slide, this vendor is not certified. However, note that the "VSBE Vendor" box is checked.

This automatically happens when any "VSBE Certification #" is entered/saved in the system, regardless of VSBE certification status.

This is a flaw in the system that we are working to correct.

Verification of Certified VSBE Vendors



New Vendor? Register Now | Vendor Search | Public Solicitations | Public Contracts

Vendor Search

VSBE Vendor ☐ SBR Vendor

Filters Country: UNITED STATES × Levels related with the supplier: Group Entity VSBE Vendor: ✓ ×

MMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Telephone	Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Dat
UP012694	Automated Cable Services	hughesville	MD	20637	Nathan Flowers	111-111-1111		☐			☑	MDVA2021-014	
UP008616	Automation Creations, Inc.	Blacksburg	VA	24060	Henry Bass	540-552-7670	info@aciwebs.com	☐			☑	957709892	2/22/2022
UP020042	Avaris Concepts	Baltimore	MD	21218	Husher Harris II	6673093490	acinfo@avarisconcepts.com	☐			☑	154171453	2/11/2021
UP751808	Avi Reve LLC	Annapolis	MD	21401	Teresa Davies	3172203795	info@avireve.com	☑	SB21-014111	4/5/2022	☑	MDVA2021-064	4/5/2022
UP020923	B&N Inspection and Supply	Saint Louis	MO	63141	eric nenninger	3142204764	enenninger@bninspectionandsupply.com	☐			☑	079692619	2/11/2021
UP024638	BADES GROUP LLC	Germantown	MD	20874	Adeniran Oyebade Oyebade	3016935211	info@badesgroup.com	☐		8/25/2021	☑	MDVA2020-139	8/25/2021
UP027520	Balanced Real Estate Holdings, LLC	Hagerstown	MD	21740	Julius Evans	2024606185	Julius.Evans@balancedREH.com	☐			☑	MDVA2020-140	8/22/2022
UP020573	Bancroft Capital, LLC	Fort Washington	PA	19034	Michael Ivcic	4845468000	mivcic@bancroft4vets.com	☐			☑	081180632	2/22/2022
UP010384	BARCO Enterprises, Inc.	White Marsh	MD	21162	Bart Harrison	4103350660	barco@barcoent.com	☑	SB11-4874	9/20/2022	☑	117398065	2/10/2022
UP024243	Barnes-Magee Consulting, LLC	District Heights	MD	20747	Angela Fairley	3014127169	angelafairley68@gmail.com	☐		4/25/2021	☑	000000000	

This results in the non-certified (and certified) vendors being listed on the public/external “Vendor Search” results.

Verification of Certified VSBE Vendors

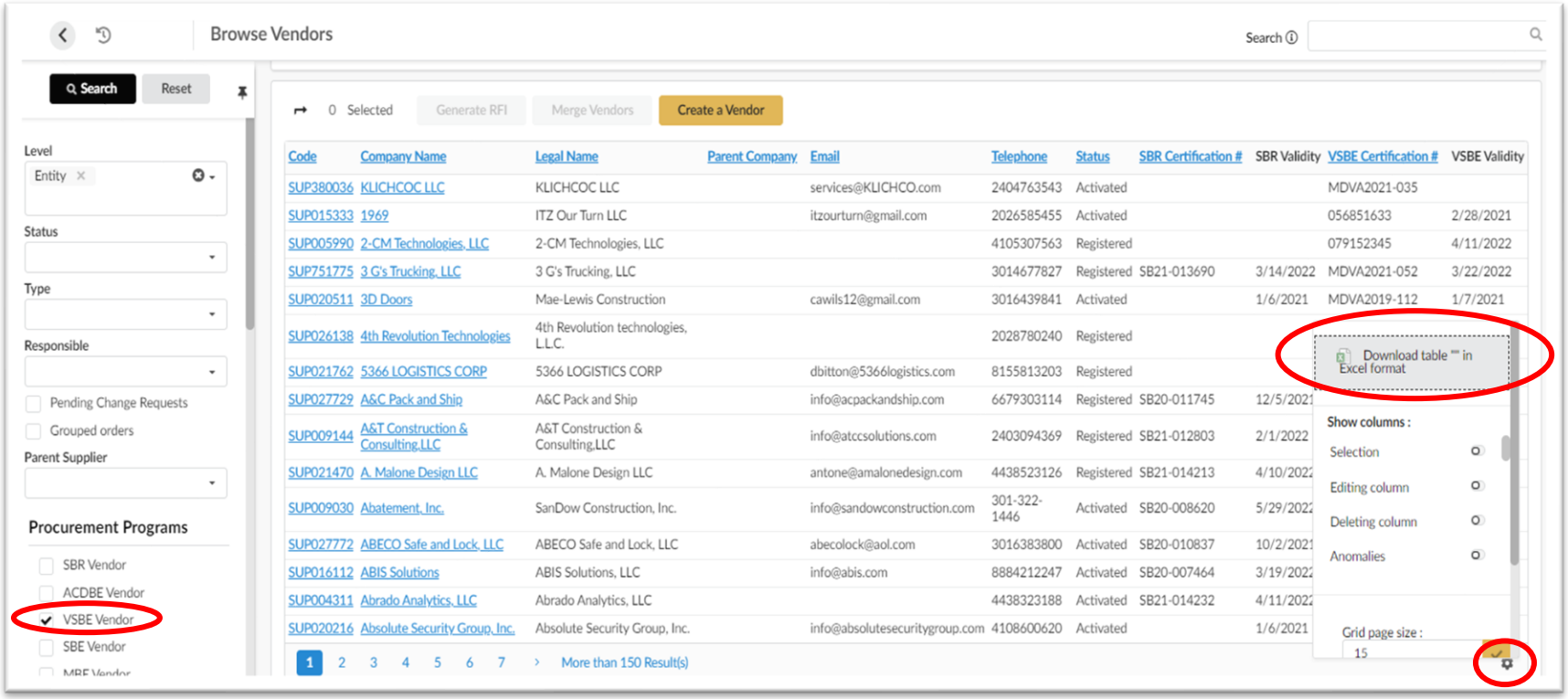
Please note the following when conducting an eMMA Vendor Search after logging into eMMA:

- Be certain to review the information thoroughly (i.e. check that the “Documents” section has a VSBE Application with an approved “Status”, valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed).

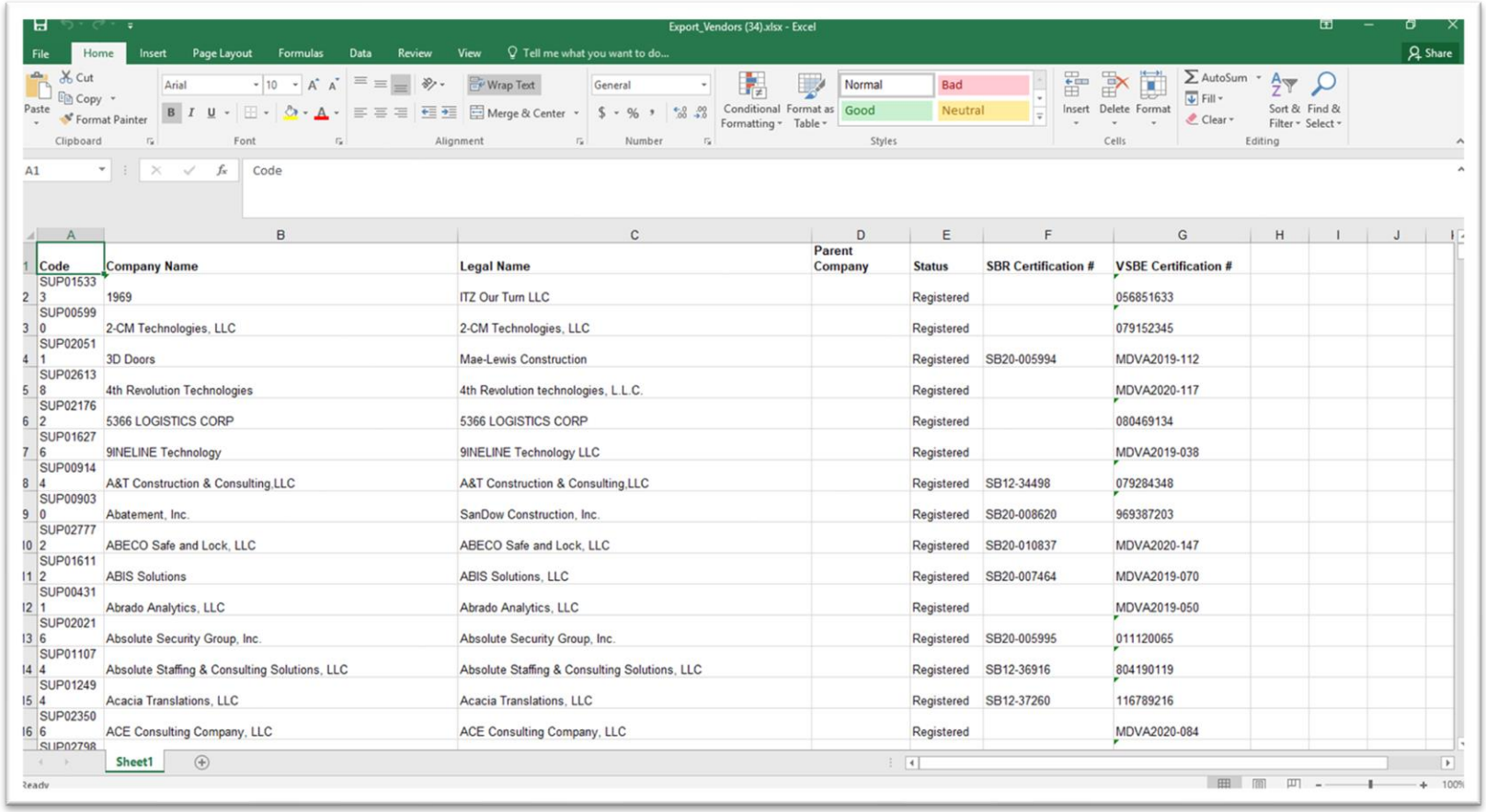
- You are able to download an excel spreadsheet for these vendors. However, you will need to check the vendor accounts to verify their VSBE certification.

- We are continuing to enhance the VSBE Vendor Database, if you have any questions, please contact our office, 410-697-9600, to speak with Danielle Davis.

Internal Vendor Search- Excel Spreadsheet



Internal Vendor Search- Excel Spreadsheet



Export_Vendors (34).xlsx - Excel

Code	Company Name	Legal Name	Parent Company	Status	SBR Certification #	VSBE Certification #
SUP015333	1969	ITZ Our Turn LLC		Registered		056851633
SUP005990	2-CM Technologies, LLC	2-CM Technologies, LLC		Registered		079152345
SUP020511	3D Doors	Mae-Lewis Construction		Registered	SB20-005994	MDVA2019-112
SUP026138	4th Revolution Technologies	4th Revolution technologies, L.L.C.		Registered		MDVA2020-117
SUP021762	5366 LOGISTICS CORP	5366 LOGISTICS CORP		Registered		080469134
SUP016276	9INELINE Technology	9INELINE Technology LLC		Registered		MDVA2019-038
SUP009144	A&T Construction & Consulting,LLC	A&T Construction & Consulting,LLC		Registered	SB12-34498	079284348
SUP009030	Abatement, Inc.	SanDow Construction, Inc.		Registered	SB20-008620	969387203
SUP027772	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		Registered	SB20-010837	MDVA2020-147
SUP016112	ABIS Solutions	ABIS Solutions, LLC		Registered	SB20-007464	MDVA2019-070
SUP004311	Abrado Analytics, LLC	Abrado Analytics, LLC		Registered		MDVA2019-050
SUP020216	Absolute Security Group, Inc.	Absolute Security Group, Inc.		Registered	SB20-005995	011120065
SUP011074	Absolute Staffing & Consulting Solutions, LLC	Absolute Staffing & Consulting Solutions, LLC		Registered	SB12-36916	804190119
SUP012494	Acacia Translations, LLC	Acacia Translations, LLC		Registered	SB12-37260	116789216
SUP023506	ACE Consulting Company, LLC	ACE Consulting Company, LLC		Registered		MDVA2020-084

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

VSBE Program Compliance

- Per COMAR 21.11.14.04 (C2) If a solicitation contains an MBE goal and a VSBE goal, participation by a subcontractor dually-certified as an MBE and a VSBE may be counted toward meeting both the MBE and VSBE contract goals to the extent its participation meets the cumulative MBE and VSBE contract goals, or portions thereof that it is committed to perform. (3) Participation by a dually-certified subcontractor may be counted toward the agency's overall MBE and VSBE goals.

- VSBE Schedule E: Utilization Affidavit and Participation Schedule, are online: https://procurement.maryland.gov/rfp/ and should be completed per COMAR 21.11.14.05(C) and amended in accordance with COMAR 21.11.14.08.

- Bidders can request VSBE waiver, if needed, per COMAR 21.11.14.07

For Internal Training Purposes Only

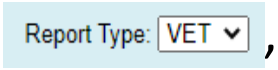
VSBE Reporting Information

- As of October 2018, Oversight of the VSBE Program transferred to the Governor's Office of Small, Minority & Women Business Affairs, including Reporting as outlined in COMAR 21.11.14.04D

- VSBE Reports are due on 10/1 annually per COMAR 21.13.01.15A

For Internal Training Purposes Only

VSBE Reporting

- Use data from the 700 series reports from ANSWERS or internal databases to capture VSBE payments and awards (will have to change the Report type to VET in answers 

, where appropriate.
- At this time credit card payments cannot be tracked in ANSWERS, therefore, agencies will have to track these payments manually.
- Total All Procurements column on the Annual Report Template should be identical to the Total All Procurements total for MBE Reporting.
- As with MBE reporting, if a contract has a VSBE Prime and Sub, do not double count. The Prime Contractor and Subcontractor *awards* should be listed separately.

For Internal Training Purposes Only

VSBE Reporting

VSBE Utilization Report

VSBE Program utilization data is being collected by the Governor's Office of Small, Minority & Women Business Affairs for publication to the Governor, the Letislative Policy Committee, and the public.

Veteran-Owned Small Business Enterprise (VSBE) Annual Report

Fiscal Year 2020

Beginning in Fiscal Year 2019, the work of firms verified by the Center For Veterans Enterprise of the United States Department of Veterans Affairs or the Maryland Department of Veterans Affairs may be counted toward a defined VSBE contract goal (see COMAR 21.11.13).

INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template.

Agency Reporting:

Individual Completing Report:

Awards to VSBEs

	Total # All Procurement Contracts Awarded	Total $ All Procurement Contracts Awarded	Total # Contracts Awarded to VSBEs as Prime Contractors	Total $ Contracts Awarded to VSBEs as Prime Contractors	Total # VSBE Subcontracts Awarded	Total $ VSBE Subcontracts Awarded	*Percentage of VSBE Participation*
Procurement Contracts							
Corporate Credit Card							
Direct Voucher							
Total		$0		$0		$0	

Payments to VSBEs

Total $ Payments to All Prime Contractors	Total $ Payments to VSBEs as Prime and Subcontractors	VSBE Payments as % of All Payments

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

VSBE Program Updates:

- Effective February 2022:
  - New legislation requires our office to establish an Advisory Committee on VSBEs.
  - 1% goal repealed and our office is required to adopt regulations establishing a goal. The 1% goal continues for now.

- Who Should Report VSBE Data
  - Currently, there is no official designation of an VSBE Liaison **yet**. Our office has strongly suggested that VSBE reports be prepared and submitted via the MBE Liaison. This is because both programs are attainment goal programs and require the reporting of an agency's total procurement awards (contract / DV / CC). The SBR program uses a different measure of reporting (payments).

For Internal Training Purposes Only

Any Questions?

VSBE Certification
Danielle Davis
Danielle.davis2@maryland.gov

VSBE Reporting
Nichelle Johnson
nichelle.johnson1@maryland.gov

Upcoming Events

Quarterly Compliance Call (10 am - 12 noon)
March 24, 2022
May 12, 2022

SBR Liaison Training (Virtual) (9 am - 12 noon)
June 9, 2022

MBE Liaison Training (Virtual) - (9 am - 12 noon)
June 23, 2022

For Internal Training Purposes Only

THANK YOU

Please complete our Customer Service Survey using the link below.

We need your feedback!

https://www.surveymonkey.com/r/68KL58W

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