WELCOME
to the
Small Business Reserve (SBR)
Liaison Training
9:00 am – 12:00 pm
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
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
October 13, 2021
1. Welcome  
2. SBR Program Overview  
3. Review of SBR EO 01.01.2021.01 Implementation and Guidelines  
4. SBR Program Certification  
5. SBR Liaison Officer: Responsibilities as Described in Statute  
6. The SBR Reporting Toolkit  
7. Compliance Considerations  
8. Reporting Best Practices  
9. VSBE Updates  
10. Announcements/Important Upcoming Dates  
11. Survey Reminder
WELCOME
Jimmy Rhee - Special Secretary
Pamela Gregory – Chief of Staff
Alison Tavik – Director of Communications & Outreach
Eduardo Hayden – Small Business Outreach Manager
Chantal Kai-Lewis – Director of Policy & Legislative Affairs
Lisa Mitchell Sennaar – SBR Compliance Manager
Tanita Johnson – SBR Compliance Manager
Nichelle Johnson – MBE Compliance Manager
Gerald Stinnett – MBE Compliance Manager – VLT Operations

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
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.
SBR Program Annual Reports

https://gomdsmallbiz.maryland.gov/Pages/reports.aspx
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 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.
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 a SBR
  • SBR Liaison mandatory member of the PRG
SBR Program and Executive Order 01.01.2021.01

- To facilitate this new expanded PRG evaluation process, DGS & GOBA created several key documents, which are available on the OSP website:
  
  https://procurement.maryland.gov/procurement-review-group-prg/

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

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

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.
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.

<table>
<thead>
<tr>
<th>Reporting Agency</th>
<th>SBR Liaison Name/Contact Info</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging</td>
<td>Valerie Tisdale&lt;br&gt;<a href="mailto:valerieb.tisdale@maryland.gov">valerieb.tisdale@maryland.gov</a>&lt;br&gt;410-767-2157</td>
<td>301 W. Preston Street, Suite #1007&lt;br&gt;Baltimore, MD 21201</td>
</tr>
<tr>
<td>Agriculture</td>
<td>Lynn McNally&lt;br&gt;<a href="mailto:lynn.mcnally@maryland.gov">lynn.mcnally@maryland.gov</a>&lt;br&gt;410-841-5902</td>
<td>50 Harry S. Truman Parkway&lt;br&gt;Annapolis, MD 21401</td>
</tr>
<tr>
<td>Archives</td>
<td>Nassir Rezvan&lt;br&gt;<a href="mailto:nassir.rezvan@maryland.gov">nassir.rezvan@maryland.gov</a>&lt;br&gt;410-260-6481</td>
<td>350 Rowe Blvd.&lt;br&gt;Annapolis, MD 21401</td>
</tr>
<tr>
<td>Assessments &amp; Taxation</td>
<td>Tara L. Gray&lt;br&gt;<a href="mailto:tara.gray@maryland.gov">tara.gray@maryland.gov</a>&lt;br&gt;410-767-1194</td>
<td>300 West Preston St., Room 605&lt;br&gt;Baltimore, MD 21201</td>
</tr>
<tr>
<td>Attorney General's Office</td>
<td>Patrick Tormey&lt;br&gt;<a href="mailto:petormey@oag.state.md.us">petormey@oag.state.md.us</a></td>
<td>200 St. Paul Place&lt;br&gt;Baltimore, MD 21202</td>
</tr>
<tr>
<td>Baltimore City Community College</td>
<td>Carelethia Braxton&lt;br&gt;<a href="mailto:CBBraxton@bccc.edu">CBBraxton@bccc.edu</a></td>
<td>2901 Liberty Heights Avenue&lt;br&gt;Baltimore, MD 21215</td>
</tr>
</tbody>
</table>

https://gomdsmallbiz.maryland.gov/Pages/SBR-Liaison-Directory.aspx
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 the liaisons position, they may or may not be involved in other contract and monitoring tasks.
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
What’s in the SBR Program Reporting Toolkit?

Valuable information, instructions and templates to assist state agencies/departments with the management and compliance of the SBR Program
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

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

• Review the latest FY Reporting Manual to refresh your memory and make note of any changes before completing your reports
• 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 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
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 First Quarter Report is due on October 30th.

SBR Reporting Toolkit

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

For Internal Training Purposes Only
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)
If you have any SBR Program questions, please contact me:

Lisa Mitchell Sennaar

lisa.sennaar@maryland.gov

410-697-9613
Veteran-Owned Small Business Enterprise (VSBE) Program

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

• Specific agencies spend at least 1% of the total dollar value of their procurement contracts either directly (prime contractors) or indirectly (subcontractors) with certified VSBE firms.
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

[Link to Vendor Registration Site: 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.
Veteran Verification

goMDsmallbiz.maryland.gov

Obtain veteran verification from one of two sources:

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

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. MDVA2021-099).

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.
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/](https://procurement.maryland.gov/) website.

2) Click on tab “For Vendors & Businesses.”
3) Select the “Quick Reference Guides (QRGs)” link.

ALL BUSINESSES contracting with the State of Maryland MUST REGISTER with the State Department of Assessments and Taxation (SDAT). Click here for helpful resources for new and existing businesses, including a "Checklist for New Businesses" and "Questions and Answers for Non-Maryland (Foreign) Businesses".

eMMA Support Resources

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

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

If you have any suggestions for or comments about this website, please contact Jamie Tomaszewski at Jamie.tomaszewski@maryland.gov or 410-260-7386.
4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE 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

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.
Welcome to eMaryland Marketplace Advantage (eMMA)

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

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

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

Additional information can be found in the Frequently Asked Questions and Quick Reference Guides. Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Lost your password?

New Vendor? Register Now

Public Solicitations

Public Contracts

Vendor Search

Governor’s Office of Small, Minority & Women Business Affairs
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.

• You are unable to download a spreadsheet of vendors when conducting this search. However, you can "cut and paste" the information in an Excel Spreadsheet.
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.
Verification of Certified VSBE Vendors

To determine the VSBE certification status, click into the “Credentials” section of the vendor’s account. If the “Certifications” 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.
Upon verifying that the VSBE Application information is listed correctly within the “Credentials” 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:

- You may find multiple VSBE Applications listed in the “Certifications” 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.
Governor’s Office of Small, Minority & Women Business Affairs

Verification of Certified VSBE Vendors

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.
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.
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

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 “Credentials” 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 Tanita Johnson.
# Internal Vendor Search - Excel Spreadsheet

![Excel Spreadsheet Screenshot](image)

**Vendor List**

<table>
<thead>
<tr>
<th>Code</th>
<th>Company Name</th>
<th>Legal Name</th>
<th>Parent Company</th>
<th>Email</th>
<th>Telephone</th>
<th>Status</th>
<th>SBR Certification #</th>
<th>SBR Validity</th>
<th>VSBE Certification #</th>
<th>VSBE Validity</th>
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<tbody>
<tr>
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<td>KLICHOC LLC</td>
<td>KLICHOC LLC</td>
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<td><a href="mailto:services@KLICHOC.com">services@KLICHOC.com</a></td>
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<td>3014677827</td>
<td>Registered</td>
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<td>3/14/2022</td>
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<td>3/22/2022</td>
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<td>SUP020511</td>
<td>3D Doors</td>
<td>Mae-Lewis Construction</td>
<td></td>
<td><a href="mailto:cawils12@gmail.com">cawils12@gmail.com</a></td>
<td>3016439841</td>
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<td><a href="mailto:info@acpackandship.com">info@acpackandship.com</a></td>
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**Download Table in Excel Format**

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Governor’s Office of Small, Minority & Women Business Affairs
# Internal Vendor Search - Excel Spreadsheet

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Any Questions?

VSBE Reporting
Nichelle Johnson
nichelle.johnson1@maryland.gov

VSBE Certification
Tanita Johnson
tanita.johnson1@maryland.gov
Upcoming Events

- **October 21st**  Senior Procurement Advisory Group (SPAG) Contact the Department of General Services Office of State Procurement (OSP) to get added to the list

- **October 28th**  MBE Liaison Training

- **December 9th**  Quarterly Compliance Call
THANK YOU

Please complete our survey using the link below.
We need your feedback!

https://www.surveymonkey.com/r/DMWTRZ5

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