

# Small Business Reserve (SBR) Program Liaison Training

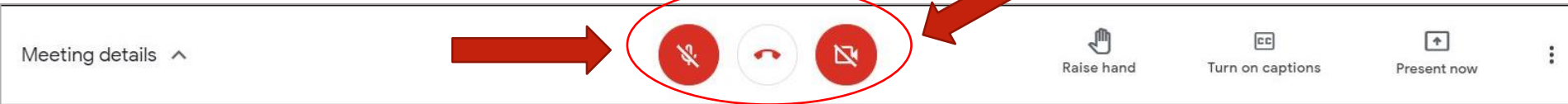
Presented by  
Lisa Mitchell Sennaar  
SBR, Compliance Manager  
[lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)



February 16, 2021, 9 am – 12 pm

# Logistics

Hover your mouse over  
the bottom of your screen

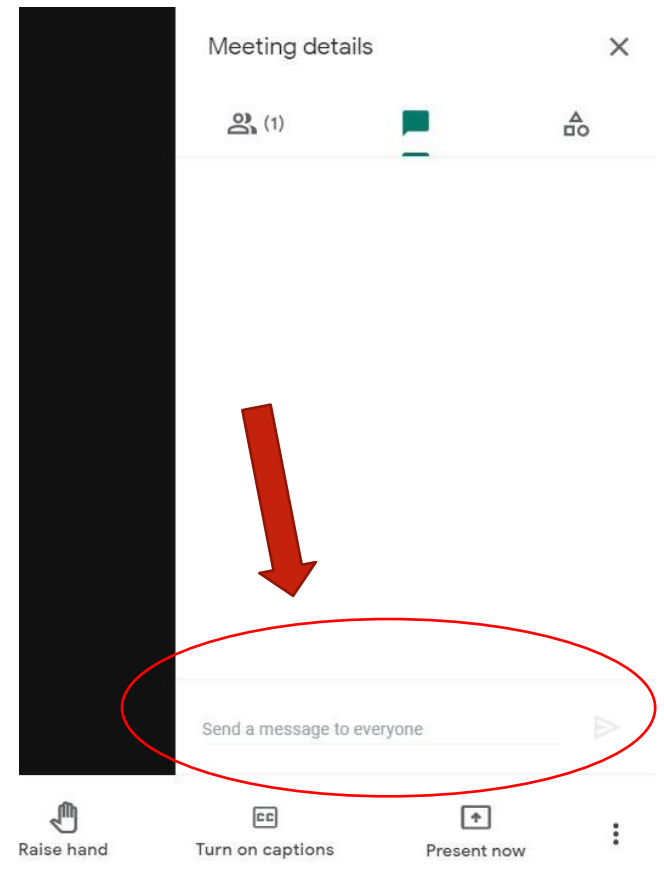


For Internal Training Purposes Only

# Logistics

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

# AGENDA

1. Welcome
2. GOSBA Staff and Presenter Introduction
3. SBR Program Overview
4. The PRG and the new SBR Executive Order
5. Searching for Small Businesses
6. SBR Liaison Officer
7. In the SBR Toolkit:
  - Quarterly and Annual Reporting Template and Instructions
  - Procurement Forecast Template and Instructions
  - Strategic Business Plan Template and Instructions
  - Procurement Compliance Bulletins and Compliance Library
8. VSBE Update and Reporting
9. Announcements/Survey Reminder

# WELCOME

Meet the Staff of the  
Governor's Office of  
Small, Minority & Women  
Business Affairs (GOSBA)

[Contact Us](#)

For Internal Training Purposes Only

# SBR Program

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

# SBR Program

## §14-502

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

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

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

# The Procurement Review Group

*...and the new SBR Executive Order*

February 16, 2021

Presented by Jamie Tomaszewski & Chantal Kai-Lewis



# The PRG

The Procurement Review Group (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 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.

## Executive Order 01.01.2021.01

### *Increasing Small Business Participation in State Procurement*

- 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.***

# Then vs. Now

## ▶ 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

# Guidance Available

- ▶ 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](#)

# Reminder

Agencies must obtain GOSBA's approval of MBE and/or Disadvantaged Business Enterprise (DBE) goals prior to issuing the solicitation for **all statewide master contracts and procurements expected to exceed \$25 million (including sole source contracts)**.

To ensure that procurements will continue to be issued expeditiously, agencies must submit proposed goals to GOSBA for review at least five (5) business days prior to the anticipated solicitation date.

GOSBA shall have the right to postpone or pull back the procurement if the 5-day requirement is not met. GOSBA will complete its review within 72 business hours of receiving the proposed goal.



# To Contact Us

Office of State procurement (OSP) Website

**Jamie Tomaszewski**

[jamie.tomaszewski@maryland.gov](mailto:jamie.tomaszewski@maryland.gov)

Governor's Office of Small, Minority & Women Business  
Affairs (GOSBA) Website

**Chantal Kai-Lewis**

[chantal.kai-lewis@maryland.gov](mailto:chantal.kai-lewis@maryland.gov)

**Lisa Mitchell Sennaar**

[lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)

# Designating a procurement for the SBR Program

Prior to designating a procurement for the SBR Program, the agency must conduct thorough market research (using multiple sources\* in addition to eMMA) to assure sufficient small businesses are available

# Conduct Thorough Market Research

- Utilize Google to see what small businesses in the market area provide the goods or services the agency is seeking
- If the vendor is not registered in eMMA, reach out to them and let them know about the opportunities available to them. Include the below information:

Maryland is Open for Business! Maryland's new eProcurement platform "eMMA" is live! [eMMA](#)

# Conduct Thorough Market Research

Utilize other databases and resources to consider to find small businesses

# Other Databases and Resources to Consider to Find Small Businesses

- i. the State of Maryland [Minority Business Enterprise Program Directory](#)
  
- ii. Veteran-Owned Small Business Enterprises list in eMaryland Marketplace Advantage (eMMA) [16 - eMMA QRG - Public Search for Vendors](#)

# Other Databases and Resources to Consider to Find Small Businesses

iii. SBA Dynamic Small Business Search portal

[https://web.sba.gov/pronet/search/dsp\\_dsbs.cfm](https://web.sba.gov/pronet/search/dsp_dsbs.cfm)

iv. Public Spend Forum/GovShop

<https://www.publicspendforum.net/>

v. The Vets First Verification Program directory

<https://www.va.gov/osdbu/verification/>

# SBR Helpdesk

For questions or concerns about a vendor's certification or to refer a vendors for assistance with certification in the Small Business Reserve Program

Contact: 410-607-9600 and ask for the SBR Helpdesk

Or you may email

Lisa Mitchell Sennaar - [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)

or Tanita Johnson - [tanita.johnson1@maryland.gov](mailto:tanita.johnson1@maryland.gov)

# 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
- Assisting in the resolution of small business reserve contracting issues



- HOME
- MBE PROGRAM
- SBR PROGRAM
- VSBE PROGRAM
- RESOURCES
- PROCUREMENT FORECAST

### Quick Links

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## SBR Liaison Directory

For information regarding the Small Business Reserve (SBR) Program's [certification](#) or [annual re-certification process](#), please email [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov) or call 410-697-9600.

Reporting Agency	SBR Liaison Name/Contact Info	Address
Aging	Jamal Gathumbi <a href="mailto:jamal.gathumbi@maryland.gov">jamal.gathumbi@maryland.gov</a> 410-767-1079	301 W. Preston Street, 10th Floor Baltimore, MD 21201
Agriculture	Lynn McNally <a href="mailto:lynn.mcnally@maryland.gov">lynn.mcnally@maryland.gov</a> 410-841-5902	50 Harry S. Truman Parkway Annapolis, MD 21401
Archives	Nassir Rezvan <a href="mailto:nassir.rezvan@maryland.gov">nassir.rezvan@maryland.gov</a> 410-260-6481	350 Rowe Blvd. Annapolis, MD 21401
Assessments & Taxation	Tara L. Gray <a href="mailto:tara.gray@maryland.gov">tara.gray@maryland.gov</a> 410-767-1194	300 West Preston St., Room 605 Baltimore, MD 21201
Attorney General's Office	Jane Stratton <a href="mailto:jstratton@oag.state.md.us">jstratton@oag.state.md.us</a> 410-576-7938	200 St. Paul Place Baltimore, MD 21202

## [SBR Liaison Directory](#)

# SBR Liaison Officer Responsibilities

[COMAR 21.11.01.06](#)

- Submitting required small business reserve program reports or information

# SBR Program Reporting Toolkit

Maryland.gov State Directory State Agencies Online Services Translate

Maryland GOVERNOR'S OFFICE OF Small, Minority & Women Business Affairs

Enter search term

COVID-15 HEALTH RESOURCES  
Learn more from MD Department of Health

HOME MBE PROGRAM SBR PROGRAM VSBE PROGRAM RESOURCES PROCUREMENT FORECAST

GOVERNOR'S COORDINATING OFFICES HOME

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SBR PROGRAM REPORTING TOOLKIT

MBE PROGRAM REPORTING TOOLKIT

VSBE PROGRAM REPORTING TOOLKIT

Maryland COVID-19 Business Resources Webpage

Alert!

- Business Relief Wizard
- COVID-19 Information & Resources for Businesses
- Maryland Unites! A-to-Z Resources on COVID-19

TOP PICKS

- Procurement Portal
- eMaryland Marketplace Advantage (eMMA)
- Maryland Business Express
- SBR Liaisons
- MBE Liaisons
- MBE Rights & Responsibilities

Ready, Set, GROW!

Technical TRAINING Classroom

EVENTS

# In the SBR Toolkit

The SBR toolkit contains valuable information to assist State agencies/departments with the management and compliance of the SBR Program

[Quarterly and Annual Reporting Template and Instructions](#)

# SBR Quarterly Reporting

SBR Quarterly Reporting instructions and template –

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

**NOTE:** During this period, signatures will not be required on Quarterly Reporting

[SBR Reporting Toolkit](#)

# 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](#)

# 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

[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>



## Links

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## Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2021.

This database is populated with projected purchases of \$100,000 and above for the current year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

<input type="text" value="Search - Description"/>	<input type="button" value="Search"/>
<input type="button" value="All items checked"/>	
<input type="button" value="Search by Procurement Categories"/>	<input type="button" value="Search by Region"/>
<input type="button" value="Search by Contract Value"/>	<input type="button" value="Q3 (Jan.-March 2021)"/>

<b>Agency Name:</b> Environmental Services
<b>Procurement Category:</b> Supplies and Equipment
<b>Procurement Method:</b> Intergovernmental Cooperative Purchasing Agreement
<b>Description:</b> 3/4 ton 4X4 crew cab Pickup
<b>Location/Delivery:</b> CENTRAL MARYLAND
<b>Estimated Advertisement Date:</b> Q3 (Jan.-March 2021)
<b>Estimated Total Contract Award (no options):</b> \$15,000 to \$99,000
<b>Term of Contract:</b>
<b>Agency Name:</b> Environmental Services
<b>Procurement Category:</b> Supplies and Equipment
<b>Procurement Method:</b> Intergovernmental Cooperative Purchasing Agreement
<b>Description:</b> J D 844K Front End Loader
<b>Location/Delivery:</b> CENTRAL MARYLAND
<b>Estimated Advertisement Date:</b> Q3 (Jan.-March 2021)
<b>Estimated Total Contract Award (no options):</b> \$100,000 to \$500,000
<b>Term of Contract:</b>
<b>Agency Name:</b> Environmental Services
<b>Procurement Category:</b> Supplies and Equipment
<b>Procurement Method:</b> Intergovernmental Cooperative Purchasing Agreement

# The SBR Strategic Plan

The focus and objective of the SBR Program is to have units provide the largest number of SBR prime contracting opportunities

# The SBR Strategic Plan

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

[SBR Reporting Toolkit](#)

# The SBR Reporting Toolkit

“Using eMMA to Search for and Verify Certification Status for SBRs and VSBEs”

[SBR Reporting Toolkit](#)

# GOSBA MAILBOXES For SBR Submissions

[sbrwaiver.gosba@maryland.gov](mailto:sbrwaiver.gosba@maryland.gov)

**Submit all SBR waivers covered under SBR Executive Order  
01.01.2021.01**

[sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov)

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

[compliance.gosba@maryland.gov](mailto:compliance.gosba@maryland.gov)

**Submit all other required Reports here (Procurement Forecasts and  
SBR Strategic Plans**







**VSBE**  
**(Veteran-Owned Small Business Enterprise)**  
**Updates and Reporting**

Presented By

Tanita Johnson, SBR Compliance Manager

Nichelle Johnson, MBE Compliance Manager



## **VSBE Program Update**

The 2020 Maryland General Assembly convened a Veteran-Owned Small Business Enterprise (VSBE) Work Group to look at the existing program and make recommendations for improvements. A report, prepared by the Department of General Services, has been submitted to the governor and legislators.



## **VSBE Program Update**

While there are no details to share at this time, we don't want you to be caught off-guard. It is our expectation that proposed policy changes will have the intention of aligning the VSBE Program to policies currently governing the MBE Program.

We will share information as it becomes available, so stay tuned.



## **VSBE PROGRAM (Veteran-Owned Small Business Enterprise)**

- Provides contracting opportunities on state-funded procurements for qualified 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 Small Business Enterprise)

### VSBE Businesses must:

- 1) Meet size standards adopted 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

### Certification within VSBE requires a vendor to:


- 1) Register within eMaryland Marketplace Advantage (eMMA)
- 2) Obtain Veteran Verification (Maryland Department of Veterans Affairs OR U.S. Department of Veterans Affairs/Vetbiz)
- 3) Submit the eMMA VSBE Application

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

# VSBE- Vendor Registration

## 1) Vendor must register within eMaryland Marketplace Advantage (eMMA)

Welcome to eMaryland Marketplace Advantage (eMMA)



**emma**<sup>SM</sup>  
eMaryland Marketplace Advantage

**COVID-19 Notice to Suppliers**  
Maryland encourages our suppliers to review the Invitation For Bids, having Solicitation Number BPM019867, seeking personal protection equipment and supplies. [Click here](#) to link to the State's IFB for PPE.

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!

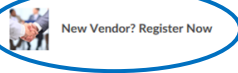
Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at [eMMA.helpdesk@maryland.gov](mailto:eMMA.helpdesk@maryland.gov).


LOGIN


Login\*


Password\*

[Lost your password?](#)

 New Vendor? Register Now

 Public Solicitations

 Public Contracts

 Vendor Search

# VSBE- Veteran Verification

2) Vendor must obtain Veteran Verification from the Maryland Department of Veterans Affairs OR U.S. Department of Veterans Affairs/Vetbiz.

Information can be found on [gomdsmallbiz.maryland.gov](http://gomdsmallbiz.maryland.gov).

Maryland.gov Phone Directory State Agencies Online Services Translate

GOVERNOR'S OFFICE OF  
**Small, Minority & Women Business Affairs**

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**Veteran-Owned Small Business Enterprise (VSBE) Program (Vetbiz Info)**

*Overview*  
Maryland's VSBE Program provides contracting opportunities on state-funded procurements for qualified veteran-owned small businesses. Designated agencies and departments are directed to spend at least 1% of the total dollar value of their procurement contracts either directly (prime contractors) or indirectly (subcontractors) with certified VSBE firms. Only the work of a certified VSBE firm can be counted toward meeting an established VSBE contract goal.

**QUICK LINKS**


- Maryland Department of Veterans Affairs
- **Veteran Verification Form**
- VetBiz
- eMaryland Marketplace Advantage
- FY2018 Report on VSBE Participation

**(MDVA Form)**

# VSBE- Veteran Verification

## MDVA Verification of Veteran Status Form

Vendor forwards this form to the MDVA to obtain Veteran verification.



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: \_\_\_\_\_

**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: \_\_\_\_\_

*Name of business entity seeking certification in Maryland’s VSBE Program:* \_\_\_\_\_

<b>Acceptable Documentation</b>	Proof of veteran status requires a <b>COPY</b> of one of the following: DD214, DD215, Discharge Papers, or a copy of the United States Department of Veterans Affairs Rating Decision. <i>Send a copy only. Do not send original.</i>
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*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 \_\_\_\_\_ Date \_\_\_\_\_  
Benefits & Services Director/Designee

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

07/2019

If the vendor is verified as a Veteran, they will receive an MDVA# (i.e. MDVA2020-000), which will be used as the “VSBE Certification #” within their eMMA account.



# VSBE- Veteran Verification

## Vetbiz Information

If the vendor decides to obtain Veteran Verification from the U.S. Department of Veterans Affairs/Vetbiz, they can visit this website for information- <https://www.va.gov/osdbu/verification/>.

The screenshot shows the VA website's navigation and content for the Vets First Verification Program. At the top, the VA logo and "U.S. Department of Veterans Affairs" are visible, along with search and contact options. The main navigation includes "VA Benefits and Health Care", "About VA", and "Find a VA Location". A dropdown menu for "I AM A..." is open, listing categories like "For Veterans", "For Family Members & Spouses", "For Employees", "For Business", "Forms & Publications", "Jobs", "Volunteer or Donate", and "Public & Intergovernmental Affairs". The main content area features the "Office of Small & Disadvantaged Business Utilization" header and a large banner for the "VETS FIRST VERIFICATION PROGRAM". The banner text states: "The Vets First Verification Program affords verified firms owned and controlled by Veterans and Service-disabled Veterans the opportunity to compete for VA set asides." Below the banner, there are three columns: "OVERVIEW" with a circular logo and text explaining the program's purpose; "RESOURCES" with links to "OSDBU Home", "Login to Vendor Information Pages (VIP)", "Access List of Veteran-Owned Businesses", "Media Library", "Frequently Asked Questions (FAQs)", and "Verification Assistance"; and a "Veterans Crisis Line" and "eBenefits" sidebar with a "Register Now" button.

# VSBE- Veteran Verification

## Vetbiz Information

If the vendor already has a Vetbiz account that is current/valid, in which their DUNS# is found on <https://vip.vetbiz.va.gov/business-home/>, this DUNS# can be used for the Veteran verification (and listed within their eMMA account as the “VSBE Certification #”).

The screenshot shows a search interface titled "FIND VETERAN OWNED BUSINESSES". At the top, there is a link: "Click here for Advanced Search". The form is organized into several sections:

- Business Name:** A text input field.
- DBA (Doing Business As):** A text input field.
- DUNS Number:** A text input field.
- Search by VOSB or SDVOSB?:** A dropdown menu currently set to "All".
- Keywords (Separated by Spaces):** A text input field.
- NAICS:** A text input field.
- State/Territory:** A list of states and territories with navigation arrows. The list includes: Alabama, Alaska, Alberta, All, American Samoa, Arizona, Arkansas, British Columbia, and California. Navigation buttons include a double right arrow, a single right arrow, a single left arrow, and a double left arrow.

At the bottom left of the form is a black button with the text "SEARCH".

## VSBE- eMMA VSBE Application

3) Vendor must submit the eMMA VSBE Application.

**VSBE Enrollment**

Is at least 51% of this business owned and controlled by one or more veteran(s) or disabled veteran(s)? \*

Yes  ▼

Does your company meet the size standards adopted by the United States Small Business Administration? \*

Yes  ▼

VSBE Cert # Type \* VSBE Cert Number \*

VetBiz #  ▼ 056851633

Agree to VSBE Program Terms? \*

Yes  ▼

\*\*Once the vendor has completed these 3 steps, the information will be reviewed to determine their VSBE Program certification status.



## **VSBE- Vendor Search For Procurement Officers/Buyers**

You can follow these steps to find VSBE Certified Vendors:

- 1) Visit the <https://procurement.maryland.gov/> website.
- 2) Click on the “eMMA Quick Reference Guides (QRGs)” link.
- 3) Select the Buyer QRG- “Public Vendor Search for Buyers” for a guide to locate VSBE vendors.

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

The screenshot displays the homepage of the eMaryland Marketplace Advantage website. At the top, there is a navigation bar with links for 'Maryland.gov', 'Phone Directory', 'State Agencies', 'Online Services', and a 'Translate' button. Below this is a search bar and a navigation menu with categories: 'OFFICE OF STATE PROCUREMENT', 'TRAINING', 'OSP-BPW SUBMISSIONS', 'BUSINESS COMMUNITY', and 'PROCUREMENT STAFF'. A 'Quick Links' sidebar on the left lists various services such as Home, Login and Register for eMMA, State of Maryland Procurement Mission, Small Business Reserve Program, and more. The main content area features a section titled 'Maryland Department of Health – Coronavirus Disease 2019 (COVID-19) Information'. This section contains a message from the Chief Procurement Officer Robert Gleason regarding COVID-19 operations, a contact list for specific units, and information about teleworking for procurement officers and vendors. A prominent red link at the bottom of this section reads 'New! Click Here for the eMMA Overview Video!'.

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

## 2) Click on the “eMMA Quick Reference Guides (QRGs)” link.

procurement.maryland.gov

- How to Submit Requisitions to OSP
- DGS OSP Agency Delegation
- DGS OSP & BPW Approval Authority Chart
- Solicitation Attachments & Appendices
- Maryland Procurement Manual
- PLAN TO IMPLEMENT THE REORGANIZATION OF STATE PROCUREMENT (HB1021, \*\*CHAPTER 590, LAWS OF 2017\*\*) OCTOBER 1, 2018
- eMMA Advantage approved by the BPW!
- Procurement Reform FAQ

For more information about eMaryland Marketplace Advantage (eMMA), review the [Frequently Asked Questions](#). (Refer to the website frequently for updated versions.)

— To register or login to eMaryland Marketplace Advantage (eMMA), use the links to the left.

**eMMA USER ASSISTANCE**

[eMMA Quick Reference Guides \(QRGs\)](#) (Refer to the website frequently for updated versions.)

**UPDATE YOUR eMMA VENDOR PROFILE**

All vendors in eMMA are required to identify their product and service offerings. This is important as it impacts the types of solicitation notices you receive from the system. If you have not already done so, please make the time to update your vendor profile. Instructions with screen shots are provided in the QRG below.

[eMMA – Managing Vendor Profile](#)

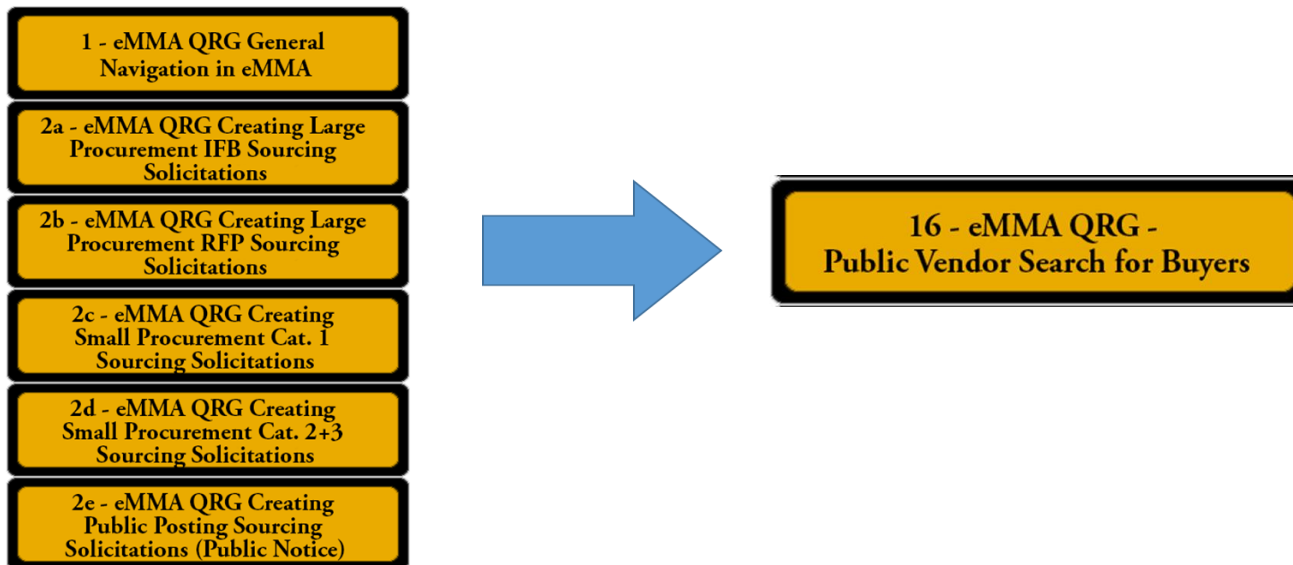
**SMALL BUSINESS RESERVE CERTIFICATION**

To participate in the state’s small business programs, your company must first register in the Small Business Reserve (SBR). To determine if your company qualifies, review the [SBR Qualification Criteria](#).

To register, complete the SBR self-certification process in eMaryland Marketplace Advantage (eMMA). If your company is not yet registered in eMMA, you can complete the SBR self-certification during your initial registration. Follow the instructions to [Register Your Business in eMaryland Marketplace Advantage](#). If your company is already registered in eMMA and you wish to review the status of your SBR certification or complete the SBR self-certification follow the instructions for [SBR Certification Registration and Renewal](#) through the QRG.

### 3) Select the Buyer QRG- “Public Vendor Search for Buyers”.

#### Buyer QRGs



## 16 - eMMA QRG - Public Vendor Search for Buyers

The screenshot shows a web browser window displaying the eMMA Public Vendor Search for Buyers Quick Reference Guide. The page is titled "Public Vendor Search eMMA Quick Reference Guide" and includes an "OVERVIEW" section and a "PROCESS - NAVIGATING PUBLIC VENDOR SEARCH" section. The process section lists two steps: 1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.) 2. Click Vendor Search on the right side of the screen. Below the text is a screenshot of the eMMA portal's login page. The login page features a "LOGIN" section with a "Email / Username" field, a "Password" field, and a "Login" button. There are also links for "New Vendor? Register Now", "Public Solicitations", "Public Contracts", and "Vendor Search". The "Vendor Search" link is highlighted with a red box.

16 - eMMA QRG - Public Vendor Search for Buyers 1 / 3

### Public Vendor Search eMMA Quick Reference Guide

#### OVERVIEW

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.

#### PROCESS - NAVIGATING PUBLIC VENDOR SEARCH

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 Minority-owned Small Business Enterprise (MSBE) 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).

#### LOGIN

Email / Username  
Password  
Login

Lost your password?

New Vendor? Register Now

Public Solicitations

Public Contracts

Vendor Search



## **VSBE- External Vendor Search**


Please note the following when conducting an eMMA External Vendor Search:

-Be certain to review the information thoroughly (i.e. check that both the “VSBE Certification #” AND valid “Expiration Date” are listed, as these will be the certified VSBE vendors).

-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.

# VSBE- External Vendor Search

Welcome to eMaryland Marketplace Advantage (eMMA)



**emma**<sup>SM</sup>  
eMaryland Marketplace *Advantage*

**COVID-19 Notice to Suppliers**  
Maryland encourages our suppliers to review the Invitation For Bids, having Solicitation Number BPM019867, seeking personal protection equipment and supplies. Click [here](#) to link to the State's IFB for PPE.

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).

LOGIN


Login \*

Password \*


[Lost your password?](#)




New Vendor? Register Now



Public Solicitations



Public Contracts






Vendor Search

Visit the eMMA website (<https://emma.maryland.gov/>) to perform an External VSBE Vendor Search.

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

# VSBE- External Vendor Search

New Vendor? Register Now   Vendor Search   Public Solicitations   Public Contracts

  Accessibility 

Vendor Search

Vendor Name  Commodities  Areas Served

Country  State

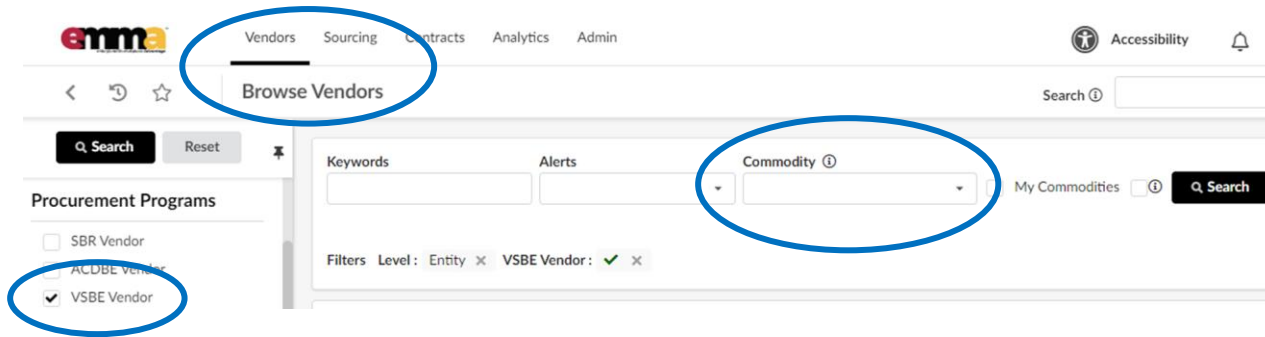
VSBE Vendor    SBR Vendor

Filters Country: UNITED STATES x VSBE Vendor:  x

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Company Phone #	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date
SUP015333	1969	ft washington	MD	20744	Anthony Nelson	2026585455	<input type="checkbox"/>			<input checked="" type="checkbox"/>	056851633	2/28/2021
SUP005990	2-CM Technologies, LLC	Annapolis	MD	21403	Cortez Duncan Jr.		<input type="checkbox"/>			<input checked="" type="checkbox"/>	079152345	2/28/2021
SUP020511	3D Doors	CLINTON	MD	20735	Calvin Wilson		<input checked="" type="checkbox"/>	SB20-005994	1/6/2021	<input checked="" type="checkbox"/>	MDVA2019-112	1/7/2021
SUP021762	5366 LOGISTICS CORP	Richmond	IL	60071	Daniel Bitton		<input type="checkbox"/>			<input checked="" type="checkbox"/>	080469134	2/17/2021
SUP016276	9INELINE Technology	Abingdon	MD	21009	Thomas Hernandez	<a href="tel:443-429-0120">443-429-0120</a>	<input checked="" type="checkbox"/>	SB19-003594	8/6/2020	<input checked="" type="checkbox"/>	MDVA2019-038	8/7/2020

You will find the “VSBE Certification #” and “Expiration Date” listed for the VSBE certified vendors.

# VSBE- Internal Vendor Search



VSBE vendors can also be found by conducting an Internal Vendor Search in eMMA.

# VSBE- Internal Vendor Search

Supplier Overview  
Company Information  
Contacts  
**Credentials**  
Qualifications  
Activity  
Workflow

Save & Close Save Start On-Boarding Create RFI

Add legal documents

0 Result(s)

Certifications

Add certifications

Attach	Type	Status	Approved	Effective Date	Expiration Date	Valid	
			VSBE Application	✓	2/28/2020	2/28/2021	●

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 and a valid ‘Expiration Date’ (i.e. date has not exceeded/certification not expired), the vendor is certified within the VSBE Program.

# VSBE- Internal Vendor Search

emma.maryland.gov/page.aspx/en/sup/supplier\_manage/24243

Vendors Sourcing Contracts Analytics Admin

Vendor: SUP024243 - Barnes-Magee Consulting, LLC (Registered)

Supplier Overview

Company Information

788124902

Save & Close Save Start On-Boarding Create RFI

Alerts / Messages

- No vendor contact with "Primary Contact" role
- No vendor contact with the role "Admin"

Procurement Programs

State Programs

Existing SBR Vendor?	Apply for the SBR Program?	SBR Certification #	SBR Effective Date	SBR Expiration Date	SBR Application Status
No	Yes	SB20-008072	4/25/2020	4/25/2021	Approved

Existing VSBE Vendor?	VSBE Certification #	VSBE Application Status	VSBE Vendor
Yes	000000000	Approval in progress	<input checked="" type="checkbox"/>

Existing MBE Vendor

Existing MBE Vendor?	MBE Certification #	MBE Vendor
No		<input type="checkbox"/>

Federal Programs

Existing DBE Vendor?

Contact

Add a Message...

“VSBE Application Status” lists vendor as Approval in progress, not Approved, which is necessary for certification. Also, an invalid “VSBE Certification #” listed.

# VSBE- Internal Vendor Search

Vendor: SUP015366 - Dirt Plus, Inc. (Registered)

Save & Close Save Start On-Boarding Create RFI

Supplier Overview

**Company Information**

Contacts

Credentials

Qualifications

Activity

Workflow

Procurement Programs

State Programs

Existing SBR Vendor?	SBR Certification #	SBR Effective Date	SBR Expiration Date	SBR Application Status
Yes	SB19-005335	11/19/2019	11/18/2020	Approved

Existing VSBE Vendor?

VSBE Certification #	VSBE Application Status
837993922	Approved

Existing MBE Vendor

MBE Certification #

MBE Vendor

Federal Programs

Existing DBE Vendor?

No

Existing SBE Vendor?

No

SBE Vendor

Alerts / Messages

No vendor contact with the role 'Admin'

Contact

Contact

Add a Message...

Add a Message...

Note that the “Company Info” section of the eMMA account may list "Approved" in the “VSBE Application Status” field. However, the VSBE application may have expired. Check the “Credentials” section for verification purposes.

## VSBE- Internal Vendor Search

Please note the following when conducting an eMMA Internal Vendor Search:

- Be certain to review the information thoroughly (i.e. check for the 'Approved' Status AND valid "Expiration Date" within the "Credentials" section).
- 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, Governor's Office of Small, Minority & Women Business Affairs 410-697-9600, to speak with Tanita Johnson.



# VSBE- Internal Vendor Search (Excel Spreadsheet)

The screenshot displays the 'Browse Vendors' interface. On the left, there are filter options for Level, Status, Type, Responsible, and Procurement Programs. The 'VSBE Vendor' checkbox is checked and circled in blue. The main area shows a table of vendors with columns for Code, Company Name, Legal Name, Parent Company, Status, Credential Status, Credentials Valid, SBR Certification #, and VSBE Certification #. A 'Download table "" in Excel format' button is circled in blue. The bottom right corner shows a 'Grid page size' dropdown set to 15, also circled in blue.

Code	Company Name	Legal Name	Parent Company	Status	Credential Status	Credentials Valid	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	✓	✓		
SUP016276	9INELINE Technology	9INELINE Technology LLC		Registered	✗	✗		
SUP009144	A&T Construction & Consulting, LLC	A&T Construction & Consulting, LLC		Registered	✓	✓		
SUP009030	Abatement, Inc.	SanDow Construction, Inc.		Registered	✓	✓		
SUP027772	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		Registered	✓	✓		
SUP016112	ABIS Solutions	ABIS Solutions, LLC		Registered	✓	✓		
SUP004311	Abrado Analytics, LLC	Abrado Analytics, LLC		Registered	✓	✓		
SUP020216	Absolute Security Group, Inc.	Absolute Security Group, Inc.		Registered	✓	✓		
SUP011074	Absolute Staffing & Consulting Solutions, LLC	Absolute Staffing & Consulting Solutions, LLC		Registered	✓	✓		
SUP012494	Acacia Translations, LLC	Acacia Translations, LLC		Registered	✗	✗		
SUP023506	ACE Consulting Company, LLC	ACE Consulting Company, LLC		Registered	✓	✓		

# VSBE- Internal Vendor Search (Excel Spreadsheet)

Code	Company Name	Legal Name	Parent Company	Status	SBR Certification #	VSBE Certification #
SUP01533	1969	ITZ Our Tum LLC		Registered		056851633
SUP00559	2-CM Technologies, LLC	2-CM Technologies, LLC		Registered		079152345
SUP02051	3D Doors	Mae-Lewis Construction		Registered	SB20-005994	MDVA2019-112
SUP02613	4th Revolution Technologies	4th Revolution technologies, L.L.C.		Registered		MDVA2020-117
SUP02176	5366 LOGISTICS CORP	5366 LOGISTICS CORP		Registered		080469134
SUP01627	9INELINE Technology	9INELINE Technology LLC		Registered		MDVA2019-038
SUP00914	A&T Construction & Consulting LLC	A&T Construction & Consulting LLC		Registered	SB12-34498	079284348
SUP00903	Abatement, Inc.	SanDow Construction, Inc.		Registered	SB20-008620	969387203
SUP02777	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		Registered	SB20-010837	MDVA2020-147
SUP01611	ABIS Solutions	ABIS Solutions, LLC		Registered	SB20-007464	MDVA2019-070
SUP00431	Abrado Analytics, LLC	Abrado Analytics, LLC		Registered		MDVA2019-050
SUP02021	Absolute Security Group, Inc.	Absolute Security Group, Inc.		Registered	SB20-005995	011120065
SUP01107	Absolute Staffing & Consulting Solutions, LLC	Absolute Staffing & Consulting Solutions, LLC		Registered	SB12-36916	804190119
SUP01249	Acacia Translations, LLC	Acacia Translations, LLC		Registered	SB12-37260	116789216
SUP02350	ACE Consulting Company, LLC	ACE Consulting Company, LLC		Registered		MDVA2020-084

# VSBE Reporting Toolkit

Maryland Small, Minority & Women Business Affairs

Enter search term

COVID-19 HEALTH RESOURCES  
Learn more from MD Department of Health

HOME MBE PROGRAM SBR PROGRAM VSBE PROGRAM RESOURCES PROCUREMENT FORECAST

GOVERNOR'S COORDINATING OFFICES HOME

**Quick Links**

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- > Reports
- > Contact Us

SBR PROGRAM REPORTING TOOLKIT

MBE PROGRAM REPORTING TOOLKIT

**VSBE PROGRAM REPORTING TOOLKIT**

**MASKS ON, MARYLAND**

Effective July 31 at 5 p.m., Maryland's current masking order will be expanded to the following circumstances:

- 1 In the public spaces of all businesses.**  
Examples include retail stores, pharmacies, banks, and shared areas in offices.
- 2 In outdoor public areas when it is not possible to maintain physical distancing.**  
Examples include busy farmers markets or marinas.

We can all do our part to slow the spread of COVID-19.

Alert!

- COVID-19 Information & Resources for Businesses
- Maryland Unites! A-to-Z Resources on COVID-19

**TOP PICKS**

- Procurement Portal
- eMaryland Marketplace Advantage (eMMA)
- Maryland Business Express
- SBR Liaisons
- MBE Liaisons

# VSBE Reporting Toolkit

Maryland Small, Minority & Women Business Affairs

HOME MBE PROGRAM SBR PROGRAM VSBE PROGRAM RESOURCES PROCUREMENT FORECAST

### Quick Links

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- FAQs
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- Outreach
- News
- Reports
- Contact Us

### Procurement Compliance Bulletins

- 08/07/2020
- 07.13.2020
- 05.29.2020

### Liaison Training

## VSBE Reporting Toolkit

*This toolkit contains valuable information to assist State agencies/departments with the management and compliance of the Veteran-Owned Small Business Enterprise (VSBE) Program.*

### FY2020 VSBE Annual Report

The VSBE Annual Report must be completed and submitted on or before October 1, 2020. The Annual Report covers the period July 1, 2019 - June 30, 2020.

Submit the latest VSBE Utilization Data Template by the due date. This report is mandatory and must be submitted to:  
[vsbereports.gosba@maryland.gov](mailto:vsbereports.gosba@maryland.gov)

### VSBE Report Instructions and Template:

- VSBE FY20 Reporting Manual
- VSBE Annual Report Template

### Resource Links

- eMaryland Marketplace Advantage
- FY2018 Report on VSBE Participation

SBR PROGRAM REPORTING TOOLKIT

MBE PROGRAM REPORTING TOOLKIT

VSBE PROGRAM REPORTING TOOLKIT

## VSBE Information

**DID YOU KNOW?**

- VSBE Utilization Reports are due on 10/1 annually
- Regulations: COMAR 21.11.13.04 D
  - “D. Procurement agencies shall use the forms and affidavits developed by the Governor's Office of Small, Minority, and Women Business Affairs for reporting procedures required by this title.”
- VSBE Schedule E: Utilization Affidavit and Participation Schedule, are online:  
<https://procurement.maryland.gov/rfp/> and should be completed similarly to MBE forms (COMAR 21.11.13.06)
- Bidders can request a VSBE waiver, if needed.

# VSBE Reporting

VSBE Program utilization data is being collected by the Governor's Office of Small, Minority & Women Business Affairs for publication to the Governor, the Legislative 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							
<b>Total</b>		\$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

## VSBE Utilization Report

- The Annual Report Template can be downloaded from the **New** VSBE Reporting Toolkit: <https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx>
- We also have a VSBE reporting manual available in the Toolkit
- GOSBA suggests the MBE Liaison report for the VSBE Program
- As we build out the VSBE Program, more information will be added to the Toolkit for your reference.

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

## 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 total award should be listed; do not report the VSBE Subcontractor awards and payments on these contracts.

# Any Questions?

VSBE Reporting- Nichelle Johnson  
[Nichelle.johnson1@maryland.gov](mailto:Nichelle.johnson1@maryland.gov)

VSBE Certification- Tanita Johnson  
[Tanita.johnson1@maryland.gov](mailto:Tanita.johnson1@maryland.gov)



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



# Upcoming

GOSBA Bi-Monthly Compliance Call – March 11, 2021

You may register in the [SBR Toolkit](#)



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

Lisa Mitchell Sennaar

[lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov)

410-508-8089

# THANK YOU

**Please remember to complete the survey for today's training that is contained in the chat box and in the google meet invite.**

**<https://www.surveymonkey.com/r/RMF832J>**

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