

# Small Business Reserve (SBR) Program Liaison Training



**Presented by**  
**Governor's Office of**  
**Small, Minority & Women Business Affairs (GOSBA)**

October 28, 2020, 9 am – 12 pm

For Internal Training Purposes Only

# Virtual SBR Liaison Training Logistics

For those of you who joined by computer:

A **red microphone** means you are muted. A red camera means you are not visible to everyone. You do not need to be visible unless you are presenting.

Please do not hang up if you must step away, because we will have to readmit you to the meeting.



# Virtual SBR Liaison Training Logistics

Please ensure that you are on “mute” unless you are a presenter and introduced to speak

Unmute yourself, if you need to speak and introduce yourself by name and agency prior to speaking

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

Liaison Training ^



 Turn on captions

 Present now



# Virtual SBR Liaison Training Logistics

For those who have joined by phone:

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

# AGENDA

1. Welcome and GOSBA Staff Introduction
2. Small Business Reserve (SBR) Program Overview
3. The Procurement Review Group (PRG) Process – Chantal Kai- Lewis
4. SBR Liaison Officer Responsibilities – Lisa Mitchell Sennaar
5. The SBR Reporting Toolkit – Lisa Mitchell Sennaar
  1. Quarterly/Annual Reporting Requirements and Instructions -
  2. Procurement Forecast Template and Instructions
  3. Strategic Business Plan Template and Instructions
  4. “Using eMMA to Search for and Verify Certification Status for SBRs and VSBEs”
  5. Procurement Compliance Bulletins and Compliance Library
6. VSBE Update and Reporting- Tanita Johnson & Nichelle Johnson
7. Announcements/Survey Reminder



Today's deck will be available in the SBR toolkit in about a week.

# GOSBA Staff

**Jimmy Rhee**, Special Secretary

**Pam Gregory**, Chief of Staff

**Alison Tavik**, Director of Communications & Outreach

**Chantal Kai-Lewis**, Legal & Policy Advisor

**Lisa Mitchell Sennaar**, SBR Compliance Manager

**Tanita Johnson**, SBR Compliance Manager

**Nichelle Johnson**, MBE Compliance Manager

**Eduardo Hayden**, Outreach Manager

**Gerald Stinnett**, MBE Compliance Manager VLT Operations

# Small Business Reserve (SBR) Program Overview

In 2004, the state created the Small Business Reserve (SBR) Program, providing small businesses with the opportunity to participate as prime contractors on state contracts by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies.



# SBR Program Overview

## Code of Maryland Regulations (COMAR) 21.11.01.06

B. Scope. To the extent practicable, each procurement unit shall structure its procurement procedures to achieve the result that a minimum of 15 percent of the unit's total dollar value of procurements for goods, supplies, services, maintenance, construction, construction-related services, architectural services, and engineering services are expended directly with certified small businesses at the prime contract level.

# SBR Program Overview

Code of Maryland Regulations (COMAR) 21.11.01.06

## D. Expenditures.

(b) **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.

Note: SBR Designated payments were 3.4 percent in FY2019, up from 2.4 percent in FY2018

# The Procurement Review Group (PRG) Process

## **BPW Advisory 2005-1**

## **Small Business Reserve Program**

**Procurement Review Groups.** Procurement units should expand the responsibilities of their MBE procurement review groups (see BPW Advisory 2001-2) to include a concurrent review of procurement solicitations for potential designation as small business reserve procurements.

# The Procurement Review Group & SBR Liaisons



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

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# Procurement Review Group

Process for reviewing any:

- (a) Contract solicitations;
- (b) proposed sole-source contracts; and
- (c) proposed contract renewal options

Any contract expected to exceed \$200,000 in value must go through the PRG Process

Group makes recommendations to the agency head and procurement officer concerning specific contract goals and/or procurement methods.

***TIPS: Don't automatically exempt emergency procurements from SBR designation. MBE Goals may apply.***

# Subcontracting to Non-SBR Firms

- Currently working on policy guidance that would **explicitly bar** SBR certified firms from subcontracting out contract performance to non-SBR firms
- Pass-thru relationship against the spirit of the program

# Before Goalsetting

## **DO Consider Race Neutral Options (COMAR 21.11.03.07)**

Race neutral methods are those that assist businesses without **consideration** of social, economic, race or gender

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### **Small Business Reserve**

#### **Small Business Preference**

**Divide larger procurements into several smaller procurements where feasible**

**Directly notifying qualified small businesses including MBES**

**Relaxed bonding requirements**

**Simplifying bidding requirements to the extent permitted by law**

#### **Pre-Solicitation Conferences**

*Clarify complex solicitations*

*Connect subs and primes*

# PRG Scenario #1

SBR Dredging Company was a subcontractor to a large firm on a \$5m dredging and tugboat project in 2019 and handled \$500 thousand worth of dredging work.

New dredging work arises in 2020 that is estimated at \$1.0m, PRG is reviewing the scope and determines it is a good opportunity to designate this as an SBR, because they believe that there are enough small firms to bid on this work.

What is the best practice to put forth the solicitation?

- to open market with no MBE goal
- to open market with 3% VSBE goal
- as SBR designation as SBR designation and accept winning bid with SBR naming a large subcontractor to perform 70% of the work
- to open market with an MBE goal
- as SBR designation with an MBE goal
- As SBR designation



# PRG Scenario #1

SBR Dredging Company was a subcontractor to a large firm on a \$2.0m dredging and tugboat project in 2019 and handled \$500 thousand worth of dredging work.

New dredging work arises in 2020 that is estimated at \$1.0m, PRG is reviewing the scope and determines it is a good opportunity to designate this as an SBR, because they believe that there are enough small firms to bid on this work.

What is the best practice to put forth the solicitation:

- to open market with no MBE goal
- to open market with 3% VSBE goal
- as SBR designation as SBR designation and accept winning bid with SBR naming a large subcontractor to perform 70% of the work
- to open market with an MBE goal
- as SBR designation with an MBE goal
- As SBR designation**

## PRG Scenario #2

Maryland Port Administration has the need for Printing, Plotting and Scanning Services for Engineering Related Documents Estimated cost is \$20,000.

What is the best practice to put forth the solicitation?

- to open market with no MBE goal
- to open market with VSBE goal
- as SBR designated
- to open market with an 20% MBE goal
- as SBR designation with an MBE goal

## PRG Scenario #2

Agency has the need for Printing, Plotting and Scanning Services for Engineering Related Documents Estimated cost is \$20,000.

What is the best practice to put forth the solicitation?

- to open market with no MBE goal
- to open market with VSBE goal
- as SBR designated
- to open market with an 20% MBE goal
- as SBR designation with an MBE goal

QUESTIONS?

**Chantal Kai-Lewis**  
[chantal.kai-lewis@maryland.gov](mailto:chantal.kai-lewis@maryland.gov)

# The SBR Liaison Officer

Code of Maryland Regulations (COMAR) 21.11.01.06

I. SBR Liaison Officer. 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 cont'd

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

# The SBR Liaison Officer's Responsibilities

The SBR liaison officer shall be responsible for:

- 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,
- and submitting required small business reserve program reports or information.

# The SBR Liaison Directory

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

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# The SBR Reporting Toolkit

The SBR toolkit contains valuable information to assist State agencies/departments with the management and compliance of the Small Business Reserve (SBR) Program.

# The SBR Reporting Toolkit

- SBR Annual Reporting instructions and template – was due on September 30, 2020
- SBR Quarterly Reporting instructions and template – is due no later than 30 days following the quarter being reported and should contain data from the start of the fiscal year.

[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. Please give the proper attention to this mandatory report by following the instructions and being thorough with your responses.

# Procurement Forecast

# The SBR Reporting Toolkit

FY2021 Procurement Forecast –instructions and template  
was due on or before June 30, 2020.

[SBR Reporting Toolkit](#)

Agency only need 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

# The FY2021 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 Reporting Toolkit

The FY2021 Strategic Plan instructions and template was due on or before June 30, 2020.

[SBR Reporting Toolkit](#)

# The SBR Reporting Toolkit

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

[SBR Reporting Toolkit](#)



# The SBR Reporting Toolkit

## [SBR Reporting Toolkit](#)



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

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

Presented By

Tanita Johnson, SBR Compliance Manager

Nichelle Johnson, MBE Compliance Manager

# **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)**

- 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

# 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\*

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 [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 gomdsmbiz.maryland.gov.


The screenshot shows the website for the Governor's Office of Small, Minority & Women Business Affairs. The main navigation bar includes links for HOME, MBE PROGRAM, SBR PROGRAM, VSBE PROGRAM, RESOURCES, and PROCUREMENT FORECAST. The VSBE PROGRAM section is highlighted, featuring a heading "Veteran-Owned Small Business Enterprise (VSBE) Program" and a sub-heading "(Vetbiz Info)". Below this is an "Overview" section describing the program's purpose. To the right, a "QUICK LINKS" section lists several items, including "Veteran Verification Form", which is highlighted with a red arrow pointing to it. A red arrow also points from the "(MDVA Form)" label to the "Veteran Verification Form" link. The website header includes a search bar and social media icons for Facebook and YouTube.



# 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 COPY 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, contact, and sign-in 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, Vendor Information Pages (VIP), List of Veteran-Owned Businesses, Media Library, FAQs, and Verification Assistance; and a sidebar with "Veterans Crisis Line" (1-800-273-8255) and "eBenefits" (www.ebenefits.va.gov).

# 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 right, 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: Alabama, Alaska, Alberta, All, American Samoa, Arizona, Arkansas, British Columbia, California. To the right of this list are four navigation buttons: 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" in white.

# 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.

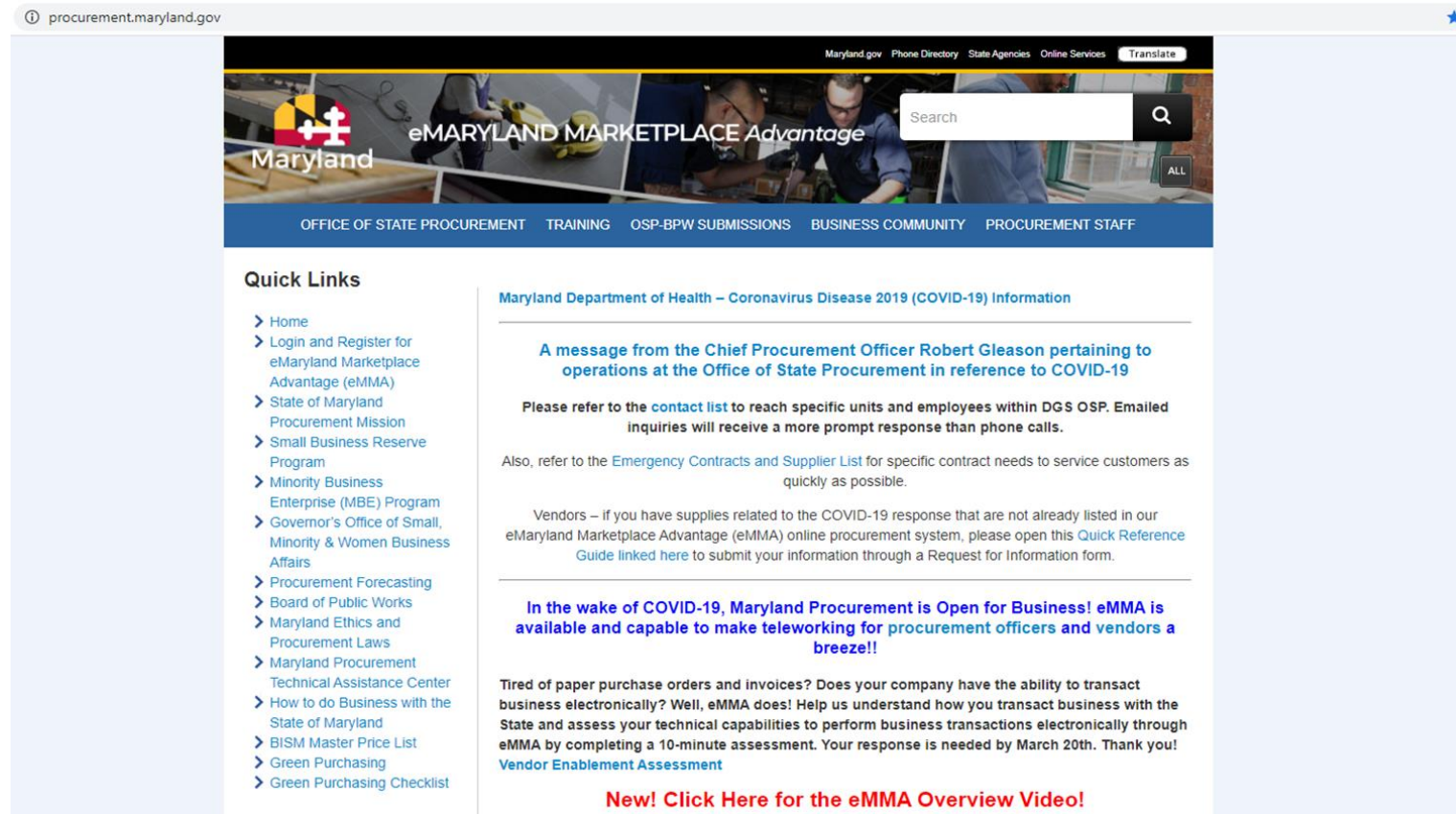
# **VSBE- Vendor Search For Procurement Officers/Buyers**

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. The header features the Maryland state logo and the text 'eMARYLAND MARKETPLACE Advantage'. A search bar is located on the right side of the header. Below the header is a navigation menu with the following items: OFFICE OF STATE PROCUREMENT, TRAINING, OSP-BPW SUBMISSIONS, BUSINESS COMMUNITY, and PROCUREMENT STAFF. On the left side, there is a 'Quick Links' sidebar with a list of links, including Home, Login and Register for eMaryland Marketplace Advantage (eMMA), State of Maryland Procurement Mission, Small Business Reserve Program, Minority Business Enterprise (MBE) Program, Governor's Office of Small, Minority & Women Business Affairs, Procurement Forecasting, Board of Public Works, Maryland Ethics and Procurement Laws, Maryland Procurement Technical Assistance Center, How to do Business with the State of Maryland, BISM Master Price List, Green Purchasing, and Green Purchasing Checklist. The main content area on the right contains a section titled 'Maryland Department of Health – Coronavirus Disease 2019 (COVID-19) Information'. This section includes a message from the Chief Procurement Officer Robert Gleason regarding COVID-19 operations, a reference to a contact list for DGS OSP, and information about the Emergency Contracts and Supplier List. It also mentions that vendors with supplies related to the COVID-19 response should open a Quick Reference Guide to submit information through a Request for Information form. A bolded statement reads: 'In the wake of COVID-19, Maryland Procurement is Open for Business! eMMA is available and capable to make teleworking for procurement officers and vendors a breeze!!'. At the bottom of this section, there is a link to a 'Vendor Enablement Assessment' and a red text prompt: 'New! Click Here for the eMMA Overview Video!'.

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

The screenshot shows the website [procurement.maryland.gov](http://procurement.maryland.gov). On the left sidebar, there are several navigation buttons: "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", and "Procurement Reform FAQ".

The main content area on the right contains the following text:

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**

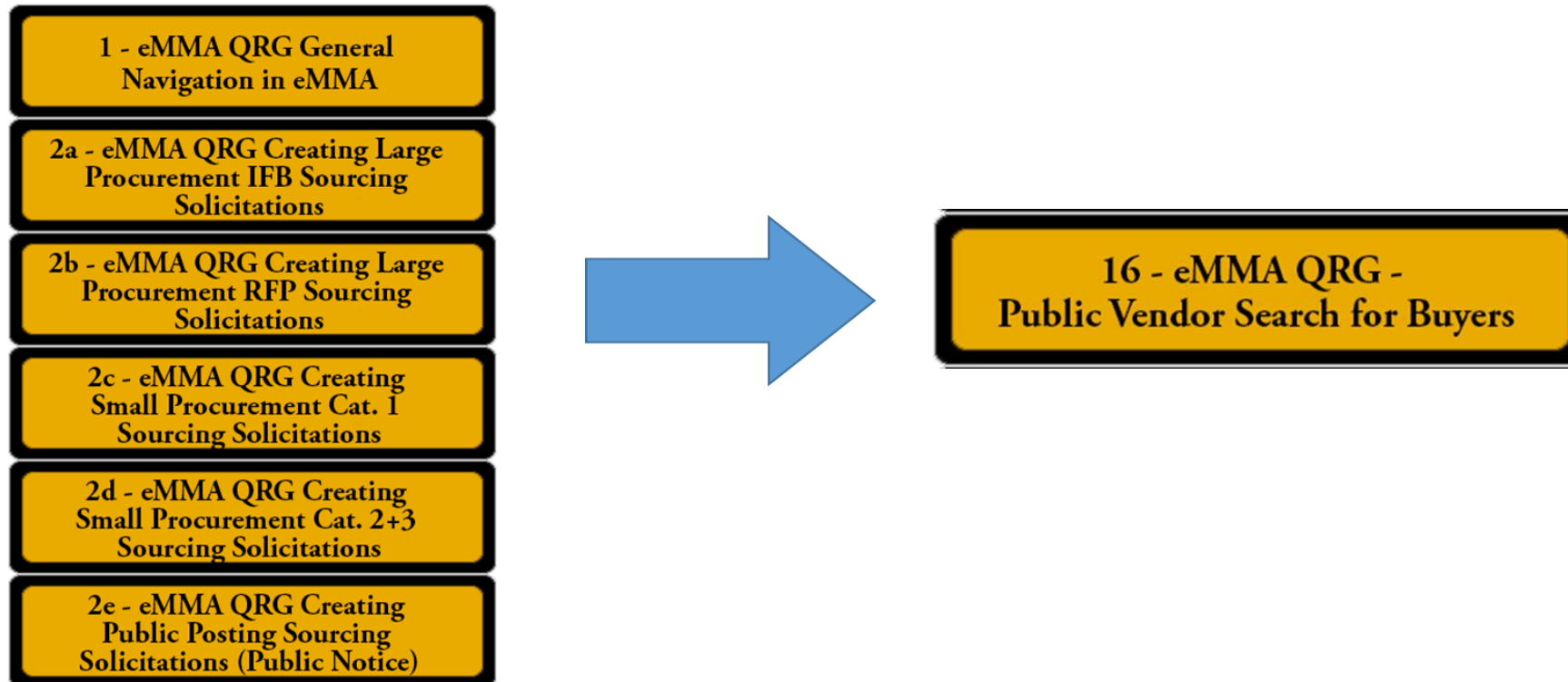
To participate in the state’s small business programs, your company must first register in the Small Business Reserve (SBR). To determine if your company qualifies, review the [SBR Qualification Criteria](#).

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.

A blue arrow points to the link "eMMA Quick Reference Guides (QRGs)".

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

#### Buyer QRGs






# 16 - eMMA QRG - Public Vendor Search for Buyers

← → ↻ 🔒 procurement.maryland.gov/wp-content/uploads/sites/12/2019/12/16-eMMA-QRG-Public-Vendor-Search-for-Buyers.pdf ☆

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)



eMaryland Marketplace Advantage

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 [ehma.helpdesk@maryland.gov](mailto:ehma.helpdesk@maryland.gov).

#### 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.

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### 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.

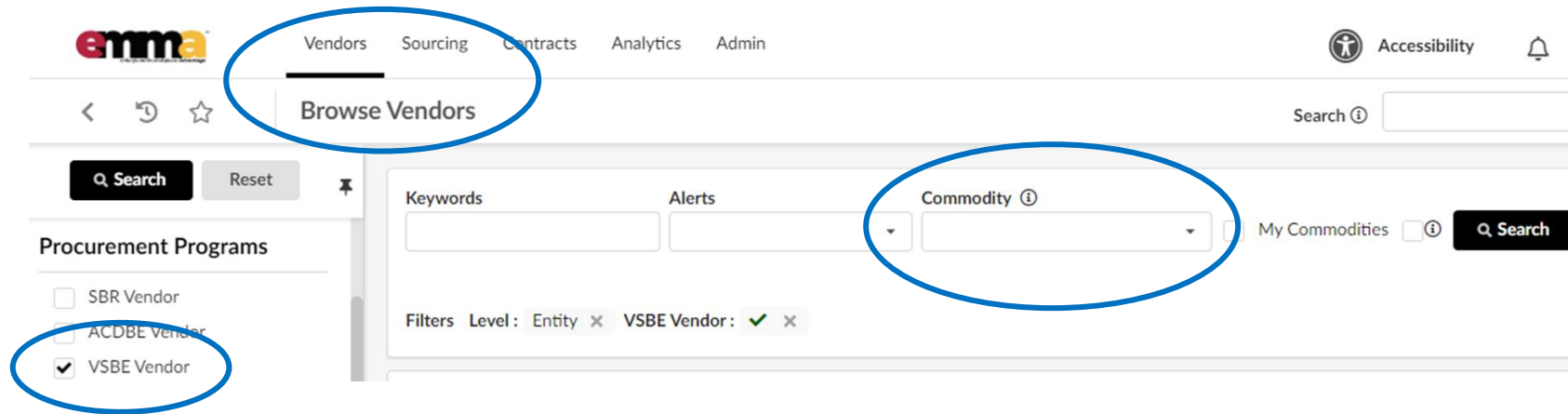
# VSBE- External Vendor Search

The screenshot shows the eMMA Vendor Search interface. The search filters are set to 'VSBE Vendor' and 'Country: UNITED STATES'. The search results table shows five vendors, with the first two rows circled in blue to highlight the 'VSBE Certification #' and 'Expiration Date' columns.

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

The screenshot shows a vendor account interface with a sidebar on the left containing navigation options: Supplier Overview, Company Information, Contacts, **Credentials** (highlighted with a red box), Qualifications, Activity, and Workflow. The main content area has a top bar with buttons: Save & Close, Save, Start On-Boarding, and Create RFI. Below this is an 'Add legal documents' button and a search result area showing '0 Result(s)'. The 'Certifications' section has an 'Add certifications' button and a table with the following data:

Attach	Type	Status	Approved	Effective Date	Expiration Date	Valid
	VSBE Application		Approved	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

The screenshot displays the eMMA system interface for a vendor profile. The vendor is identified as SUP024243 - Barnes-Magee Consulting, LLC (Registered). The 'Company Information' tab is active, showing a company ID of 788124902. The 'Procurement Programs' section includes 'State Programs' with a table of vendor status:

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			
Yes	000000000	Approval in progress	VSBE Vendor		
Existing MBE Vendor?	MBE Certification #				MBE Vendor
No					<input type="checkbox"/>

The 'VSBE Application Status' is 'Approval in progress', which is not 'Approved'. The 'VSBE Certification #' is '000000000', which is invalid. The 'Alerts / Messages' section on the right contains two error messages:

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

“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)

Supplier Overview

**Company Information**

Contacts

Credentials

Qualifications

Activity

Workflow

Save & Close Save Start On-Boarding Create RFI

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
Yes	837993922	Approved

VSBE Vendor

Existing MBE Vendor: No

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, 410-697-9600, to speak with Tanita Johnson.

# VSBE- Internal Vendor Search (Excel Spreadsheet)

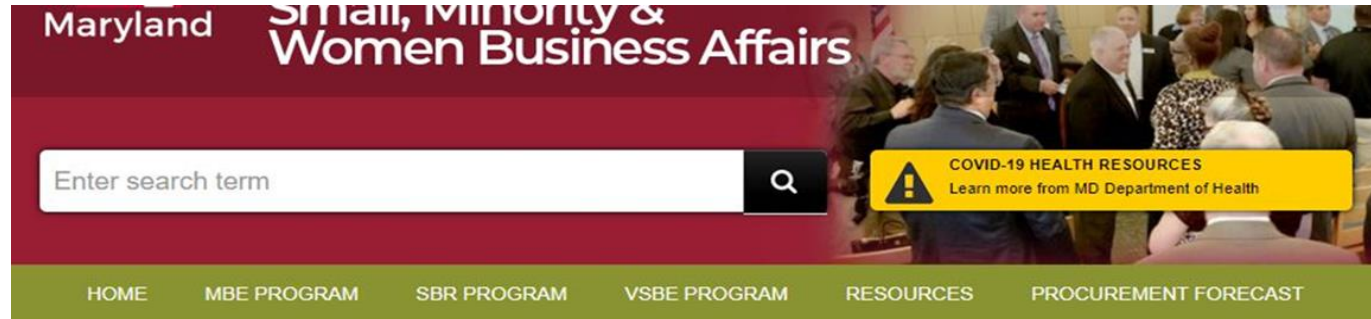
The screenshot displays the 'Browse Vendors' interface. On the left, there are filters for 'Level' (Entity), 'Status', 'Type', 'Responsible', 'Parent Supplier', and 'Procurement Programs'. The 'VSBE Vendor' checkbox is checked. The main area shows a table of vendors with columns for Code, Company Name, Legal Name, Parent Company, Status, Credential Status, Credential Valid, SBR Certification #, and VSBE Certification #. A 'Download table "" in Excel format' button is highlighted with a blue circle. Another blue circle highlights a gear icon in the bottom right corner of the table area.

Code	Company Name	Legal Name	Parent Company	Status	Credential Status	Credential 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 3	1969	ITZ Our Turn LLC		Registered		056851633
SUP00599 0	2-CM Technologies, LLC	2-CM Technologies, LLC		Registered		079152345
SUP02051 1	3D Doors	Mae-Lewis Construction		Registered	SB20-005994	MDVA2019-112
SUP02613 8	4th Revolution Technologies	4th Revolution technologies, L.L.C.		Registered		MDVA2020-117
SUP02176 2	5366 LOGISTICS CORP	5366 LOGISTICS CORP		Registered		080469134
SUP01627 6	9INELINE Technology	9INELINE Technology LLC		Registered		MDVA2019-038
SUP00914 4	A&T Construction & Consulting,LLC	A&T Construction & Consulting,LLC		Registered	SB12-34498	079284348
SUP00903 0	Abatement, Inc.	SanDow Construction, Inc.		Registered	SB20-008620	969387203
SUP02777 2	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		Registered	SB20-010837	MDVA2020-147
SUP01611 2	ABIS Solutions	ABIS Solutions, LLC		Registered	SB20-007464	MDVA2019-070
SUP00431 1	Abrado Analytics, LLC	Abrado Analytics, LLC		Registered		MDVA2019-050
SUP02021 6	Absolute Security Group, Inc.	Absolute Security Group, Inc.		Registered	SB20-005995	011120065
SUP01107 4	Absolute Staffing & Consulting Solutions, LLC	Absolute Staffing & Consulting Solutions, LLC		Registered	SB12-36916	804190119
SUP01249 4	Acacia Translations, LLC	Acacia Translations, LLC		Registered	SB12-37260	116789216
SUP02350 6	ACE Consulting Company, LLC	ACE Consulting Company, LLC		Registered		MDVA2020-084
SUP0279R						

# VSBE Reporting Toolkit



## Quick Links

- > About Us
- > FAQs
- > Legislation and Policy
- > Outreach
- > News
- > Reports
- > Contact Us



**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

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### 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

### SBR PROGRAM REPORTING TOOLKIT

### MBE PROGRAM REPORTING TOOLKIT

### VSBE PROGRAM REPORTING TOOLKIT

### Resource Links

- eMaryland Marketplace Advantage
- FY2018 Report on VSBE Participation

# 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.

# 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)



# Upcoming

Bi-Monthly Compliance Call – 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

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

For Internal Training Purposes Only

# 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.**