Welcome!

Topic: Subcontracting in Maryland’s Minority Business Enterprise (MBE) Program

August 25, 2022
Subcontracting in the Minority Business Enterprise (MBE) Program

Presented by

Nichelle Johnson, MBE Compliance Manager
Maryland is Open for Business

The Hogan Administration continues to remain focused on growing the private sector, creating new jobs, and improving the statewide economy.

- Maryland prides itself on being an innovative state with boundless opportunities and resources for prospective business owners.
- Maryland’s economy is the 9th least hit by the pandemic (Source: WalletHub)
Governor’s Office of Small, Minority & Women Business Affairs

• Advise the governor on issues impacting the small business community, including those businesses owned by minorities, women, and veterans

• Provide direct oversight of three state procurement programs across 70 participating agencies, including implementation, compliance, and establishing best practices

• Conduct statewide outreach and training programs to help small, minority, women, and veteran businesses compete with confidence

• Maintain a robust website that provides 24/7 access to small business resources
  https://gomdsmallbiz.maryland.gov/Pages/default.aspx
Our Staff

Jimmy Rhee - Special Secretary
Pamela Gregory – Chief of Staff
Alison Tavik – Director of Communications & Outreach
Eduardo Hayden – Small Business Outreach Manager
Lisa Mitchell Sennaar – SBR Compliance Manager
Tanita Johnson – SBR Compliance Manager
Nichelle Johnson – MBE Compliance Manager
Karen Reyes – MBE Compliance Manager
Gerald Stinnett – MBE Compliance Manager – VLT Operations
Danielle N. Davis – VSBE Compliance Manager
The MBE Program was created to ensure that socially- and economically-disadvantaged small business owners are included in the State’s procurement and contracting opportunities.

In 1978, Maryland's General Assembly (https://mgaleg.maryland.gov/mgawwebsite/) enacted legislation creating the Minority Business Enterprise (MBE) Program.

40+ Years Old

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

➢ Maryland’s MBE Program, is well-recognized as a national model for minority inclusion in State procurement and contracting
The MBE Program is governed by:

➢ State Finance & Procurement (SFP) Articles §§14-301—14-308

➢ The Code of Maryland Regulations (COMAR) 21.11.03
MBE Program Legislation & Regulations

STATE FINANCE AND PROCUREMENT (SFP)
Articles §§14-301—14-308

- § 14-301. Definitions
- § 14-301.1. Legislative findings
- § 14-302. Procurement from minority businesses
- § 14-303. Regulations by Board
- § 14-304. Powers of certification agency
- § 14-305. Annual reports; information
- § 14-307. Duty of Legislative Policy Committee
- § 14-308. Prohibited acts; penalties
MBE Program Legislation & Regulations

COMAR 21.11.03
Minority Business Enterprise Policies
• 01 General — Purpose
• 02 Scope
• 03 Definitions
• 04 Procurement Agency Responsibility
• 05 MBE Liaison Officer
• 06 Central Directory
• 07 Race Neutral Measures
• 08 MBE Notification
• 09 Procurement Solicitations

• 10 Contract Award
• 11 Waiver
• 12 Amendment of MBE Participation Schedule
• 13 Compliance
• 15 Certification — General
• 16 Minority Business Enterprise Advisory Committee
• 17 Reporting

Governor's Office of Small, Minority & Women Business Affairs
MBEs and VSBEs can also perform as Prime Contractors

Maryland’s Socioeconomic Procurement Programs

**Minority Business Enterprise (MBE) Program**
- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Annual review

**Small Business Reserve (SBR) Program**
- Prime contracting program
- 15% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)
- Annual renewal

**Veteran-Owned Small Business Enterprise (VSBE) Program**
- Subcontracting program
- 1% aspirational goal
- Race and gender specific
- Annual renewal
- 3-Step certification process includes verification of veteran status
- Annual renewal

Governor's Office of Small, Minority & Women Business Affairs
Subcontractor vs Prime Contractor?

• Maryland awards procurement contracts
  ✔ Directly to prime contractors

• This means that the States only legal contractual relationship is with the prime contractor and NOT the subcontractor
Subcontractor vs Prime Contractor?

• The Subcontractor only has a legal relationship with the prime contractor, not the state

• Payment to the subcontractor will come from the prime contractor, not the state
Subcontract

A Subcontract is a contract or agreement to perform work or provide material for a specific contract, initiated between a prime contractor and a subcontractor.

- Prime contractors may choose several subcontractors to work on a single contract
- Each subcontractor should have their own agreement with the prime contractor
MBE Certification Process

• The Office of Minority Business Enterprise (OMBE), part of the Department of Transportation, is the agency designated to certify, recertify, and decertify MBEs

• Certification procedures, including procedures for recertification and decertification, are defined in State regulations
MBE Certification Process

- Small, minority- and women-owned firms will need to meet key eligibility standards, specifically:
  - Minority status
  - Ownership
  - Control
  - Size and,
  - Personal net worth of the minority owner(s) of for-profit entities

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

• Contractors can learn more about certification on MDOT’s website: https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91

• Applicants can attend MDOT’s Application Assistance Workshop for additional support: https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=94
Important Notice to Out-of-State Firms

• Firms headquartered outside of Maryland must be certified by a governmental agency in your home state before applying for certification in Maryland.

• Out-of-State firms may also need to meet other requirements in order to do business in Maryland, such as being registered and in good standing with the Maryland Department of Assessments and Taxation.
The Department of Transportation publishes and maintains an electronic Central Directory of Certified MBEs available to the general public through the internet. [MDOT Directory](https://marylandmdbe.mdbecert.com/?TN=marylandmdbe)

Contact MDOT, Office of Minority Business Enterprise, for more information, if needed. [Contact MDOT OMBE](https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=97)
A Great Reason to Subcontract in the MBE Program

In FY2021 Maryland Awarded $1.1 Billion in contracts to Certified MBE firms
Benefits of MBE Certification

✓ Only MBE-certified firms can fulfill the MBE participation goals / subgoals established on State-funded contracts

✓ MBE-certified firms, like any other firm, can also perform as a prime contractor
  ✓ MBE Firms performing as a prime contractor can self-perform up to 50% of any MBE goal and 100% of only 1 subgoal

Subgoal Example: a construction contract has a 30% MBE goal, with subgoals of 8% African American and 11% Women; the remaining 11% could be fulfilled with any of the subgroups
Important to Remember...

Your firm must be fully MBE certified and not in “pending” status in order to fulfill the MBE goal or subgoal on a contract.

If a prime contractor approaches your firm to fulfill an MBE goal or subgoal, you can only fulfill the subgoals in the racial or ethnic groups for which you are certified by MDOT.
Recent Update:

- There is an upcoming change in regulations (COMAR 21.11.03.12-1) which deals with Counting Minority Business Enterprise Participation.

- This will allow the work of a certified woman-owned MBE, who is also a member of an ethnic group, to possibly be counted under both classifications on a contract.
MBE Subcontractor Rights & Responsibilities

1. **Speak Up Early**
   - Protect your company’s interest
     - Ask questions if you do not understand any of the requirements for the scope of work you agree to
     - Make sure you understand when and how your company will be utilized
     - If your company is not used in the manner or within the timeframe that you expected, begin to inquire with the prime contractor right away
MBE Subcontractor Rights & Responsibilities

2. Get It in Writing

• If your firm is participating as an MBE subcontractor, you will be expected to sign an MBE Subcontractor Participation Certification.

• MBE Forms issued by the State are submitted by prime contractors with the bid and after notification of intent to award, but do not govern the relationship between the prime and MBE subcontractors.

• MBE subcontractors should craft an independent contracting agreement with the prime that:
  ✓ Covers specific details about delivery of the service or product
  ✓ Details the payment schedules
  ✓ Details how to proceed after a default, delay, etc.
• MBE Participation Forms required during bidding process
  ✓ D-1A – MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule
  ✓ D-3A – Certified MBE Subcontractor Participation Certification
  ✓ D-3B – MBE Prime Contractor Participation Certification
MBE Forms

- MBE reports (Attachment D) required monthly from Primes/Subcontractors after contract inception
  - D-4A - Prime Contractor Paid/Unpaid Invoice Report
  - D-4B - MBE Prime Contractor Report
  - D-5 - MBE Subcontractor Paid/Unpaid Invoice Report
MBE Forms

Waiver Documentation

• If you are approached by a prime contractor to perform on a contract but are unable to, you may be asked to complete waiver documentation:
  • D-1B – Exhibit A: MBE Subcontractor Unavailability Certificate

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**MBE Subcontractor Unavailability Certificate**

1. It is hereby certified that the firm of __________________________
   located at __________________________
   (Name of Minority firm) (Number) (Street)
   (City) (State) (Zip)

was offered an opportunity to bid on Solicitation No. __________________________

in __________________________ County by __________________________
   (Name of Prime Contractor’s Firm)

********************************************************************************

2. __________________________ (Minority Firm), is either unavailable for the work/service or unable to prepare a Proposal for this project for the following reason(s):

   __________________________

   __________________________

   __________________________

   __________________________

********************************************************************************

(Signature of Minority Firm’s MBE Representative) (Title) (Date)
3. **Removal of an MBE Subcontractor**

An MBE subcontractor that has been officially named (via the MBE Forms) on a state-funded contract, cannot arbitrarily be removed

- The prime contractor must demonstrate “good cause.”

- **Good cause, as defined in COMAR 21.11.03.12 D, is:**
  1. A documented history of non-performance/underperformance, OR
  2. The MBE subcontractor has elected to be removed
MBE Subcontractor Rights & Responsibilities

4. **Learn How the Process Works**
   - Learn which agencies purchase what you sell and on what schedule
   - Learn which prime contractors may utilize subcontractors that offer your services or products
   - Share your capabilities statement
   - Know what opportunities are coming down the pipeline
Capabilities Statement

- Share your capabilities Statement often
  - 1 page, no more
  - This is your business’s first impression
  - Shows your company’s core competencies
  - Highlight past performance

Governor’s Office of Small, Minority & Women Business Affairs
5. **Know When to be Patient vs When to Escalate Issues**

- Know who agency MBE liaisons are
  - Designated staff person at every agency
  - The liaisons' primary role is to assist MBE subcontractors and monitor their participation on contracts with MBE goals
  - Reach out when you experience issues with prompt payment or your scheduled utilization on a contract
  - A link to the MBE liaison listing is on the home page of our website:
    
    https://gomdsmallbiz.maryland.gov/Pages/default.aspx
Procurement Categories
Category I & II

Small Procurement – Category I
($1 to $5,000 range)
Oral, written, or published solicitations used to obtain quotes
Awarded solely at the discretion and authority of an authorized purchaser
Purchasers directly solicit quotes from certified small & minority businesses

Small Procurement – Category II
($5,001 to $15,000 range)
Oral, written, or published solicitations used to obtain quotes from at least 2 vendors
Awarded solely at the discretion and authority of an authorized purchaser
Purchasers directly solicit quotes from certified small & minority businesses

Governor's Office of Small, Minority & Women Business Affairs
<table>
<thead>
<tr>
<th>Procurement Categories</th>
<th>Category III &amp; Formal Procurements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Procurement – Category III</strong></td>
<td>($15,001 to $50,000 range)</td>
</tr>
<tr>
<td>Written solicitations required</td>
<td></td>
</tr>
<tr>
<td>Solicitation must be published on eMMA</td>
<td></td>
</tr>
<tr>
<td>Must obtain quotes from at least 2 vendors</td>
<td></td>
</tr>
<tr>
<td><strong>Awarded to the lowest/best responsive &amp; responsible bidder/offeror</strong></td>
<td></td>
</tr>
</tbody>
</table>
Identifying Opportunities

- Procurement Forecast
- eMaryland Marketplace Advantage (eMMA)
- Resource Page of the Governor’s Office of Small, Minority & Women Business Affairs Website
What’s Coming Down the Pipeline? 
Mining Subcontracting Opportunities

Procurement Forecast

• Reports Agencies projected purchases of $100,000 and above for the upcoming fiscal year.
  ✓ Many agencies list projected purchases of $15,000 to $99,000 as well
• Agency procurement contact information is included for each projected purchase so that vendors can connect to the buyer directly for details and updates.
• Vendors can download search results to obtain the contact information of the buyer as well as the name of the incumbent

Governor's Office of Small, Minority & Women Business Affairs
https://gomdsmallbiz.maryland.gov/Pages/default.aspx

Procurement Forecast Portal

Welcome to Maryland’s Procurement Forecast Portal for Fiscal Year 2023.

This database is populated with projected purchases of $100,000 and above for the current fiscal 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.
<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Incumbent Name</th>
<th>Description</th>
<th>Estimated Total Contract Award (no options)</th>
<th>PO Name</th>
<th>PO Phone</th>
<th>PO Email</th>
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<tr>
<td>Police</td>
<td>McHenry Bolet</td>
<td>Art Instruction</td>
<td>$100,000 to $500,000</td>
<td>Rene Alonso</td>
<td>410-379-9410</td>
<td><a href="mailto:rene.alonso@maryland.gov">rene.alonso@maryland.gov</a></td>
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<tr>
<td>Juvenile Services</td>
<td></td>
<td></td>
<td></td>
<td>Julia Bouie</td>
<td>410-230-3124</td>
<td><a href="mailto:julia.bouie1@maryland.gov">mailto:julia.bouie1@maryland.gov</a></td>
</tr>
<tr>
<td>Transportation - State Highway</td>
<td>KCI TECHNOLOGIES, INC.</td>
<td>SUPPLEMENTAL ENGINEERING SUPPORT SERVICES</td>
<td>$1,000,001 to $5,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environment</td>
<td></td>
<td>Aerial Photography/Helicopter service</td>
<td>$15,000 to $99,000</td>
<td>Carri Younker</td>
<td>240-420-2134</td>
<td><a href="mailto:carri.younker@maryland.gov">carri.younker@maryland.gov</a></td>
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<tr>
<td>Human Services</td>
<td></td>
<td>Upgrade &amp; Install Audio Visual Equipment in conference rooms</td>
<td>$15,000 to $99,000</td>
<td>Tonia Wells</td>
<td>410-767-4720</td>
<td><a href="mailto:Tonia.Wells@maryland.gov">Tonia.Wells@maryland.gov</a></td>
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<td>Environmental Services</td>
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<td>Universal Security</td>
<td>$100,000 to $500,000</td>
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<td></td>
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<tr>
<td>Environmental Services</td>
<td></td>
<td>Swallow Falls State Park- Upgrade of Potable Water Distribution System</td>
<td>$500,001 to $1,000,000</td>
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<tr>
<td>Public Safety and Correctional Services</td>
<td></td>
<td>REPLACE ROOF AT ED 1</td>
<td>$500,001 to $1,000,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Veteran's Affairs</td>
<td></td>
<td>CEMETERY WALL STABILIZATION &amp; FENCE RECONDITIONING</td>
<td>$15,000 to $99,000</td>
<td></td>
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<tr>
<td>Deaf, School for the Deaf</td>
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<td>TRANSFORMER</td>
<td>$15,000 to $99,000</td>
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<tr>
<td>Military</td>
<td></td>
<td>REPAIR &amp; OVERLAY ROADS &amp; PARKING LOTS</td>
<td>$15,000 to $99,000</td>
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<tr>
<td>General Services</td>
<td></td>
<td>REPLACE FIRE ALARM SYSTEM</td>
<td>$15,000 to $99,000</td>
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<tr>
<td>General Services</td>
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<td>REPLACE CURRENT CAMERAS &amp; DVR, UPGRADE TO DIGITAL</td>
<td>$15,000 to $99,000</td>
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<tr>
<td>Human Services</td>
<td></td>
<td>REPLACE OLD TILE &amp; REFURBISH SHOWER 2ND N STAFF</td>
<td>$15,000 to $99,000</td>
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<tr>
<td>Human Services</td>
<td>Way Station</td>
<td>Provision of Interagency Family Preservation Services</td>
<td>$1,000,001 to $5,000,000</td>
<td>Barbara Tolley</td>
<td>301-600-4541</td>
<td><a href="mailto:Barbara.Tolley@maryland.gov">Barbara.Tolley@maryland.gov</a></td>
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<tr>
<td>Transportation - Motor Vehicle</td>
<td>Carder's Lawn &amp; Landscaping, Inc.</td>
<td>Landscaping Services at the Cumberland Branch Office</td>
<td>$15,000 to $99,000</td>
<td>Kelli Gower</td>
<td>410-768-7396</td>
<td><a href="mailto:kpower@mdot.maryland.gov">kpower@mdot.maryland.gov</a></td>
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<tr>
<td>Frostburg State University</td>
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<td>PE Building Entrance Repairs and building envelope repairs</td>
<td>$100,000 to $500,000</td>
<td>Robert Boyce</td>
<td>301-687-4125</td>
<td><a href="mailto:robert.boyce@frostburg.edu">robert.boyce@frostburg.edu</a></td>
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<td>Frostburg State University</td>
<td></td>
<td>Hitchins Air Handler Controls</td>
<td>$15,000 to $99,000</td>
<td>Robert Boyce</td>
<td>301-687-4125</td>
<td><a href="mailto:robert.boyce@frostburg.edu">robert.boyce@frostburg.edu</a></td>
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<tr>
<td>Health</td>
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<td>REPLACE STAIRWAY &amp; EXIT DOORS</td>
<td>$15,000 to $99,000</td>
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<td>Labor</td>
<td></td>
<td>Janitorial Service</td>
<td>$15,000 to $99,000</td>
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Governor's Office of Small, Minority & Women Business Affairs
eMaryland Marketplace Advantage (eMMA)

Maryland conducts most of its procurements through eMMA, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors are able to:

• Receive notice of bid opportunities
• Search for contracting opportunities
• Submit bids electronically
• Obtain bid results online
eMMA Registration

- Free to register as a vendor

- eMMA is the online platform for the Small Business & Veteran-Owned Small Business Enterprise self-certification

- eMMA can be used to find prime contractors on prior contracts and view current solicitations

- The link to eMMA is located at https://procurement.maryland.gov/
The Office of State Procurement (OSP) was established on October 1, 2019 and is the primary procurement unit for all delegated procurements from the Board of Works except for transportation and transportation-related procurements and otherwise exempt procurements. On October 1, 2020, OSP celebrated its first year anniversary and as the final action required under HR1021, Chapter...
Welcome to eMaryland Marketplace Advantage (eMMA)

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

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBIE) 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.
<table>
<thead>
<tr>
<th>ID</th>
<th>Title</th>
<th>Status</th>
<th>Due / Close Date UTC+0</th>
<th>Publish Date UTC+0</th>
<th>Main Category</th>
<th>Solicitation Type</th>
<th>Issuing Agency</th>
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<tr>
<td>BPM0030869</td>
<td>Springfield Hospital Center Landscaping Maintenance Services</td>
<td>Open</td>
<td>8/16/2022 2:00:00 PM</td>
<td>8/16/2022 1:16:08 PM</td>
<td>Landscaping services</td>
<td>Request for Quote</td>
<td>09001 - GENERAL ADMINISTRATION - SPRINGFIELD HOSPITAL CENTER</td>
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<tr>
<td>BPM031175</td>
<td>DGS Annapolis Landscape Maintenance 2022</td>
<td>Open</td>
<td>8/19/2022 3:59:00 AM</td>
<td>8/15/2022 2:38:45 PM</td>
<td>Landscaping services</td>
<td>IFB: Invitation for Bid</td>
<td>DGS - FOM - Annapolis Public Buildings and Grounds I</td>
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<td>BPM031145</td>
<td>Baltimore Street Access_City Project 12-16-14</td>
<td>Open</td>
<td>8/10/2022 4:57:07 PM</td>
<td>8/10/2022 8:57:07 PM</td>
<td>Infrastructure building and surfacing and paving services</td>
<td>Public Notice</td>
<td>City of Cumberland</td>
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<td>BPM031090</td>
<td>Landscaping Services for Waldorf MVA</td>
<td>Open</td>
<td>9/1/2022 6:00:00 PM</td>
<td>8/9/2022 4:05:13 PM</td>
<td>Landscaping services</td>
<td>IFB: Invitation for Bid</td>
<td>Motor Vehicle Administration</td>
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<td>BPM031047</td>
<td>DGS OUT MVA Landscaping for Eastern MVA Branch</td>
<td>Open</td>
<td>8/10/2022 6:00:00 PM</td>
<td>8/10/2022 6:00:00 PM</td>
<td>Landscaping services</td>
<td>IFB: Invitation for Bid</td>
<td>Motor Vehicle Administration</td>
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<tr>
<td>BPM031139</td>
<td>RFP CB-20-02 Design, Installation &amp; Maint. Solar Photovoltaic System at DPW Townhouse Garage Roof</td>
<td>Open</td>
<td>1/13/2020 6:00:00 PM</td>
<td>12/5/2019 4:00:00 AM</td>
<td>Specialized trade construction and maintenance services</td>
<td>RFP: Double Envelope Proposal</td>
<td>City of College Park</td>
</tr>
</tbody>
</table>

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

**Title**
Landscaping Services for Waldorf MVA

**Solicitation Type**
IFB: Invitation for Bid

**Main Category**
Landscaping services

**Issuing Agency**
Motor Vehicle Administration

**Procurement Officer / Buyer**
Susan BLOCKINGER

**Email**
sblockinger@mdot.state.md.us

**Pre-Bid Conference Date (EST)**
Aug 17 2022 10:00AM

**SBR Designation and MBE and/or VSBE goals would be here**

**Pre-Bid Conference Details**
Pre Bid Conference at 11 Industrial Park Drive, Waldorf, Maryland 20602
<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Att.</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-WAL-23009-M MDOT MVA WALDORF BRANCH</td>
<td>Attachments &amp; Appendixes (Approved)</td>
<td>Attachment B. Bid Form.xlsx, General_Conditions_For_Maintenance_Contracts (1).pdf</td>
</tr>
</tbody>
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Governor's Office of Small, Minority & Women Business Affairs
SPECIAL NOTICE

• In January 2021, the Governor announced the mandatory designation of solicitations between $50,000 and $500,000 as Small Business Reserve (SBR) Designated contracts. **This is now in statute**

• In order to maximize your opportunities as a state contractor, we are advising all eligible firms to complete the small business certification in eMMA for inclusion in the SBR Program
  ✓ Certification can be obtained quickly, possibly same day
  ✓ You will be able to bid as a prime contractor on SBR designated procurements
Small Business Certification

- Only a vendor that is a certified small business can be awarded a Small Business Reserve (SBR) Designated Contract
- Businesses do not have to be certified small businesses when they bid on a contract but must be certified before award
- Eligibility Standards are located on our website: https://gomdsmallbiz.maryland.gov/Pages/sbr-Program.aspx
Small Business Certification

**SBR & VSBE Vendors**

If you are experiencing problems with certification or recertification in eMMA, call us for assistance at 410-697-9600.

For questions about your eMMA profile, contact the eMMA Help Desk at:

eMMA.helpdesk@maryland.gov

For Small Business Reserve (SBR) questions, contact the SBR helpdesk at:

410-697-9600

Lisa Mitchell Sennaar
lisa.sennaar@maryland.gov

Tanita Johnson
tanita.johnson1@maryland.gov

Governor's Office of Small, Minority & Women Business Affairs
What’s Coming Down the Pipeline?
Mining Subcontracting Opportunities

Our Website – Resources Page

• Identify other possible procurement pipelines using our resource page:

https://gomdsmallbiz.maryland.gov/Pages/Business-Resources.aspx

Governor's Office of Small, Minority & Women Business Affairs
What’s Coming Down the Pipeline?
Mining Subcontracting Opportunities

Learn more about navigating Pipelines:
https://gomdsmallbiz.maryland.gov/Pages/default.aspx
Subcontractor Best Practices

- Once you identify agencies that purchase what you sell, you will want to:
  - Maintain relationships with prime contractors
  - Stay in contact with MBE liaisons
  - Regularly visit agency specific websites, if solicitations are usually listed there

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

- Always attend Pre-bid Conferences
  - Procurement Staff can answer questions about solicitations with MBE goals
  - Procurement staff or liaisons review required MBE forms to be filled out/signed by both prime contractors and MBE subcontractors
  - You will be able to meet procurement staff and prime contractors
Subcontractor Best Practices

• Attend outreach events sponsored by the agencies that purchase what you sell

• Do not hesitate to reach out to the MBE liaison if you have questions or issues during the bidding process
For issues involving fraud within the MBE Program, please contact:

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

**410-697-9611**

The **MBE Fraud Hotline** exists for the purpose of reporting potential violations against a certified MBE. A call to the hotline will trigger an investigation. The more details you provide, the better chance we have of determining whether fraud has been committed. Callers may remain anonymous.
Business Best Practices

• Preparation for State Procurement

✓ Make sure you are in good standing/active with the Maryland Department of Assessments and Taxation (DAT or SDAT)
  • Check your status on the DAT website using the Business Entity Search link: [https://egov.maryland.gov/BusinessExpress/EntitySearch](https://egov.maryland.gov/BusinessExpress/EntitySearch) OR by logging into your Maryland Business Express Account: [https://egov.maryland.gov/BusinessExpress/](https://egov.maryland.gov/BusinessExpress/)

✓ Make sure your business financial data & tax filings are in order and up to date

✓ Regularly check your information in business directories
Visit the Governor’s Office of Small, Minority & Women Business Affairs Website
https://gomdsmallbiz.maryland.gov/Pages/default.aspx

✓ Register for Technical Trainings
✓ Browse and register for events both in and outside of state agencies
✓ Connect to other Maryland resources

✓ Review the Procurement Forecast
✓ Look at the MBE Liaison listing
✓ Find Contact information for our staff
Training

- Attend technical training offerings by the Governor’s Office of Small, Minority & Women Business Affairs

2022 Technical Training Classroom Webinars

Join us each month for free webinars curated to help small, minority, women, and veteran business owners improve core competencies and gain an insightful understanding of the State's procurement processes. All sessions are free and require advance registration.

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

Stay informed about events sponsored by our office and events happening all over the state.

Add yourself to our mailing list to receive communications from our office, such as the Small Business Bulletin and our yearly Expanding Opportunities Magazine.

STAY CONNECTED

Sign up to receive news and notifications affecting the small business community.

*Email Address

Submit

Governor's Office of Small, Minority & Women Business Affairs
For Questions about this presentation, you may contact me directly:

Nichelle Johnson
410-697-9605
nichelle.johnson1@maryland.gov
Upcoming Webinars and Workshops

Technical Training Classroom Webinars

Tuesday, September 27, 2022
10:00 am
Strategies For Business Networking

Thursday, September 29, 2022
10:00 am
State Procurement 101

Registration opens approximately 3 weeks in advance.
Upcoming Webinars and Outreach Workshops

Ready, Set, GROW! Procurement Connections Workshops (In-Person)
Wednesday, September 21, 2022 @ 10 a.m. @ Horseshoe Baltimore Casino

Veteran-Owned Small Business Appreciation Day (In-Person)
Wednesday, November 9, 2022 @ 11 a.m. @ Live! Casino & Hotel

Registration opens approximately 3 weeks in advance.
Building A Pipeline of Opportunities

www.goMDsmallbiz.maryland.gov

Mining Public Data Techniques
Videos & Slide Decks

eMaryland Marketplace Advantage (eMMA)

Procurement Forecast

Board of Public Works
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