



Prime Contracting in the Small Business Reserve (SBR) Program

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Small Business Reserve Compliance Manager*

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Maryland is OPEN for Business

The Hogan Administration is focused on growing the private sector, creating new jobs, and improving the statewide economy



- **1st in the nation for minority and women business ownership** (*Paychex*)
- **2nd in the nation in emerging technologies and innovation** (*Center for Digital Government*)
- **3rd in the nation for entrepreneurial growth** (*Kauffman Foundation*)



- **Connect small businesses to greater economic opportunities**
- **Oversight, monitoring, and compliance of three state procurement programs across 70 state agencies/departments**
- **Conduct statewide outreach and training programs**
- **Host online resources for small business growth and development**

State Procurement Programs

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

Minority Business Enterprise (MBE) Program

- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Annual renewal

Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% aspirational goal
- 3-Step certification process includes **verification** of veteran status
- Annual renewal

MBEs and VSBEs are encouraged to perform as a prime contractor.



Maryland's SBR Program

Are you ready to become a Prime Contractor
doing business with Maryland state
agencies/departments are your customers?



Maryland's SBR Program

- Statutes and regulations
- Online certification process through eMMA
- Pipeline for identifying opportunities

Maryland's SBR Program

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

Maryland's SBR Program

Code of Maryland Regulations (COMAR) 21.11.01.06

Directs

- Almost 70 participating agencies/departments
- 15 % Designated SBR procurements

Maryland's SBR Program

Once a solicitation has been designated as “SBR,” an award can only be made to a certified SBR vendor. Certification is an online process through the vendor registration process on the state's eProcurement platform - eMaryland Marketplace Advantage (eMMA). Vendors **attest to meeting the eligibility standards** and must re-certify annually. There is no cost to participate in the SBR Program.

Maryland's SBR Program

State Finance and Procurement Section 14-501 defines eligibility for the SBR Program

This is a race- and gender-neutral program. Minority status is not a criteria for participation in the SBR Program.

Maryland's SBR Program

SBR Program Eligibility Standards

For-profit businesses, other than a broker,

- The business is independently owned and operated.
- The business is not a subsidiary of another business.
- The business is not dominant in its field of operation at the national level.

SBR Program Eligibility Standards

SBR Industry Thresholds

Industry	Number of Employees	Gross Sales/Receipts (Average of most 3 Recent Fiscal Years)
Wholesale	50	\$4 million
Retail	25	\$3 million
Manufacturing Operations	100	\$2 million
Service Operations	100	\$10 million
Construction Operations	50	\$7 million
Architectural and Engineering	100	\$4.5 million

Maryland's SBR Program

SBR Liaisons

Each participating agency staffs an SBR Liaison whose role includes ensuring SBR participation is being maximized at the onset of the procurement process and acting as an advocate for SBR vendors actively working on contracts within that agency.

SBR Program Disclaimer

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract designated to the SBR Program may be subject to the following:

1. A determination by a Procurement Officer that a bidder is not responsible;



SBR Program Disclaimer

2. A determination that a contract entered into is void or voidable under §11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland;

3. Suspension and debarment under Title 16 of the State Finance and Procurement Article;



SBR Program Disclaimer

4. Criminal prosecution for procurement fraud (§205.1 of the State Finance and Procurement Article), perjury, or other crimes; and
5. Other actions permitted by law.

SBR Program Disclaimer

The following documentation may need to be submitted and audited prior to an award being issued:

1. Three (3) years of federal tax returns (Form 1120 or Schedule C)
2. Articles of Incorporation, Organization or Amendments;



SBR Program Disclaimer

3. Certified Payroll Roster; or Payroll list

4. Unemployment Insurance Quarterly Contributions Reports
(2 years).



Failure to Meet Minimum Qualifications

Any Bidder or potential bidder failing to meet the minimum qualifications of a “small business” will be ineligible to participate in a procurement designated for the Small Business Reserve (SBR) Program.



Failure to Meet Minimum Qualifications

Any person or company bidding on a Small Business Reserve procurement and not being certified as in the SBR program will have its bid rejected on the ground that the bidder is not responsible.

SBR Payments



SBR Payments

\$410 M

FY2018




SBR Payments

\$477 M

FY2019



POLL # 1



All vendors receiving payments
from the State must be in
good standing with the
Maryland Department of
Assessments and Taxation.

Business Entity Search

SBR, MBE, or VSBE certification is NOT a requirement
for doing business with the State of Maryland.



All vendors receiving payments
from the State must be
registered in eMMA.

eProcurement Platform



eMaryland Marketplace Advantage

- New platform launched in July of 2019
- Free to register as a vendor
- Automatically generates notices that are delivered via email based on the (commodities/product & services) identified in the vendor profile
- Will become a full “procure-to-pay” system



**eMMA is the
online
certification
platform for
the
SBR and
VSBE
programs.**

SBR Certification

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

Quick Links

- › 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
- › Green Purchasing Checklist

Maryland Department of Health – Coronavirus Disease 2019 (COVID-19) Information

A message from the Chief Procurement Officer Robert Gleason pertaining to operations at the Office of State Procurement in reference to COVID-19

Please refer to the [contact list](#) to reach specific units and employees within DGS OSP. Emailed inquiries will receive a more prompt response than phone calls.

Also, refer to the [Emergency Contracts and Supplier List](#) for specific contract needs to service customers as quickly as possible.

Vendors – if you have supplies related to the COVID-19 response that are not already listed in our eMaryland Marketplace Advantage (eMMA) online procurement system, please open this [Quick Reference Guide linked here](#) to submit your information through a Request for Information form.

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!!

Tired of paper purchase orders and invoices? Does your company have the ability to transact business electronically? Well, eMMA does! Help us understand how you transact business with the State and assess your technical capabilities to perform business transactions electronically through eMMA by completing a 10-minute assessment. Your response is needed by March 20th. Thank you!

[Vendor Enablement Assessment](#)

New! Click Here for the eMMA Overview Video!

Welcome to Maryland Procurement!

Quick Links

- › [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](#)
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- › [How to do Business with the State of Maryland](#)
- › [BISM Master Price List](#)
- › [Green Purchasing](#)
- › [Green Purchasing Checklist](#)

Questions or comments about this website? Contact

Vendor Training and Support

The State of Maryland is dedicated to facilitating an open and transparent procurement process that encourages businesses of all sizes to pursue contracting opportunities. To ensure all businesses have the opportunity to participate in the contracting process, the Office of State Procurement has developed training and support resources for organizations who wish to become vendors or who are current vendors in Maryland.



A variety of online resources are available to help vendors effectively use Maryland's online procurement tool, eMaryland Marketplace Advantage (eMMA) to identify and pursue contracting opportunities. Below are eMMA Training resources and eMMA Video Help Desk resources created by the plus links to other vendor resources.

eMMA Training Videos

Online eMMA Training for Vendors provides vendors with quick, online instructional programs and print versions which guide vendors from initial registration through submitting electronic bids in eMMA:

[Registration](#)

- [Printable version](#)

[Submitting Electronic Bids](#)

- [Printable version](#)

Information Needed

- 1** **Company Tax ID.** Every vendor must have a Tax Identification Number (TIN) in order to do business with the state. This may be either an Employer Identification Number (EIN) or a Social Security Number (SSN) depending on your business type. This number is required to register your company.
- 2** **Primary Contact.** The Primary Contact is the single contact for receiving solicitations from eMMA. Solicitations are only sent to the email address listed for the primary contact.
- 3** **UNSPSC Commodity Codes.** eMMA now uses UNSPSC for identifying the commodities (services, goods, etc.) that you can provide. You must select all codes for your organization to receive solicitations. (Until eMMA knows what you do, the system can not send you a solicitation to consider.)



→ Use this website, <https://www.unspsc.org/search-code> to type in your service or goods to identify your codes.

OR

→ Use <https://www.ungm.org/Public/UNSPSC> to search categories and sub categories of related codes

eMMA Vendor Registration

To identify your UNSPSC codes, you can visit this website: <https://www.unspsc.org/search-code>.

(UNITED NATIONS STANDARD PRODUCTS AND SERVICES CODE®)



HOME FAQs **SEARCH-CODE** MEMBERSHIP LIBRARY CODESET-DOWNLOADS INITIATIVES EDUCATION

Version 22.0601

Search Code	<input type="text"/>
Search Title	<input type="text"/>
<input type="button" value="Search"/>	

eMMA Vendor Registration



[HOME](#) [FAQS](#) [SEARCH-CODE](#) [MEMBERSHIP](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#)

Version 22.0601

Search Code

Search Title

Janitorial

Code	Title
47121501	Cleaning or janitorial cart
47121502	Cleaning or janitorial cart accessories
76110000	Cleaning and janitorial services
47130000	Cleaning and janitorial supplies
47120000	Janitorial equipment
47121500	Cleaning and janitorial carts and accessories

eMMA Vendor Registration



[HOME](#) [FAQS](#) [SEARCH-CODE](#) [MEMBERSHIP](#) [LIBRARY](#) [CODESET-DOWNLOADS](#) [INITIATIVES](#) [EDUCATION](#)

Version 22.0601

Search Code

Search Title

Search

Construction

Code	Title
22100000	Heavy construction machinery and equipment
72150000	Specialized trade construction and maintenance services
72120000	Nonresidential building construction services
30190000	Construction and maintenance support equipment
72110000	Residential building construction services
72140000	Heavy construction services
71120000	Well drilling and construction services
72154600	Animal habitat and enclosure construction and maintenance services
72141000	Highway and road construction services
72141200	Marine construction services
72141400	Detention facility construction and repair services
72151400	Wall covering construction services
30121700	Road and railroad construction materials
22101900	Building construction machinery and accessories


eMMA Vendor Registration

72151000	Boiler and furnace construction and maintenance services
72151100	Plumbing construction services
72151200	Heating and cooling and air conditioning HVAC construction and maintenance services
71101600	Mine drilling blasting and construction services
71161400	Well construction management services
72141600	Mass transit system construction services
72141700	Construction machinery and equipment rental or leasing services
30000000	Structures and Building and Construction and Manufacturing Components and Supplies
72000000	Building and Facility Construction and Maintenance Services
22000000	Building and Construction Machinery and Accessories
41105905	Library construction kits
71101604	Slope shaft construction service
71101607	Underground roofing construction service
71101608	Bunker construction service
71101609	Underground ventilation construction service
71161413	Well fabrication or construction services
72141601	Light rail construction service
72141603	Railroad and railway roadbed construction service
72141604	Subway construction service
72141701	Construction machinery rental or leasing service
72141702	Construction equipment rental or leasing service

eMMA Vendor Registration

To search categories and sub categories of related codes, you can go to the following website:

<https://www.ungm.org/Public/UNSPSC>.

**UNITED NATIONS**
GLOBAL MARKETPLACE

English ▾

Help


Log in

Register

UNSPSC

[Home](#)
[About UNGM](#)
[Registration process](#)
[Code of conduct](#)
[Terms & Conditions](#)
[Tender notices](#)
[Contract awards](#)
[Tender Alert Service](#)
[Knowledge centre](#)
[UN Procurement Statistics](#)
[UNSPSC](#)
[Help Centre](#)

Export to Excel

 Product coding is used to classify goods and services. UN Procurement Officers select one or more UNSPSC code to indicate the product or service their agency needs to procure or search for potential suppliers registered and accepted by one or more UN agency from the UNGM database. It is, therefore, vitally important that you select the most accurate UNSPSC codes to describe your goods/services.

Search:

[A - Raw Materials, Chemicals, Paper, Fuel](#) >
[B - Industrial Equipment & Tools](#) >
[C - Components & Supplies](#) >
[D - Construction, Transportation & Facility Equipment & Supplies](#) >
[E - Medical, Laboratory & Test Equipment & Supplies & Pharmaceuticals](#) >
[F - Food, Cleaning & Service Industry Equipment & Supplies](#) >
[G - Business, Communication & Technology Equipment & Supplies](#) >
[H - Defense, Security & Safety Equipment & Supplies](#) >
[I - Personal, Domestic & Consumer Equipment & Supplies](#) >
[J - Services](#) >

eMMA Vendor Registration

1


Open the eMMA website: eMaryland Marketplace Advantage at <https://emma.maryland.gov>

2

Click “New Vendor? Register now” on right side.

(* No vendors from the previous system were transferred to eMMA, so all vendors are new.)

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 eMMA.helpdesk@maryland.gov.


LOGIN


Login

[Lost your password?](#)

 [New Vendor? Register Now](#)

 [Public Solicitations](#)

 [Public Contracts](#)

 [Vendor Search](#)

Security Control

KPBB

Retype Character

Fill out all required fields in these sections marked with (*)

Company Information

Legal Name*

en

Tax ID Type ⓘ*

EIN

SSN

FOREIGN

Doing Business As / Trade Name

DBA or Trade Name

Federal Tax ID ⓘ*

Tax Country*

UNITED STATES

Company Website

Year Established

Business Description

Procurement Programs

State Programs

For information regarding the programs listed below, [click here](#)

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) *

Veteran-Owned Small Business Enterprise (VSBE) *

Minority Business Enterprise (MBE) *

eMMA Vendor Registration

State Programs

For information regarding the programs listed below, [click here](#)

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR) *

No

Would you like to apply to the SBR Pro

Yes

Veteran-Owned Small Business Enterprise (VSBE) *

No

Would you like to apply to the VSBE P

Yes

Minority Business Enterprise (MBE) *

No

If you want to apply for MBE program,

eMMA Vendor Registration

Federal Programs

For information regarding certification for the programs listed below, [click here](#).

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE) *

Small Business Enterprise (SBE) *

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) *

eMMA Vendor Registration

Federal Programs

For information regarding certification for the programs listed below, [click here](#).

Is your company enrolled in the following programs?

Disadvantaged Business Enterprise (DBE)*

DBE Certification #

Yes



Small Business Enterprise (SBE)*

No



Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)* ACDBE Certification #

Yes



eMMA Vendor Registration

eMMA Vendor Registration

Contact information

First Name *

Last Name *

Job Title *

 en

Email *

Confirm Email *

Password *

Confirm Password *

- must contain at least 1 UPPERCASE character(s)
- must contain at least 1 LOWERCASE character(s)
- must contain at least 1 NUMERIC character(s)
- must contain at least 1 SPECIAL character(s) (e.g. ! # \$ %)
- must contain at least 12 characters
- must be different from previous passwords

eMMA Vendor Registration

Commodities

Selecting Commodities

Select your Product and Service Offerings by scrolling through the UNSPSC code list in the drop down box. You should have identified some of them when you searched the UNSPSC lists before you started.

1

Select each code by clicking on the **code** in the scroll box. Each one selected by clicking on it is added to the list.

2

You do not need to stop selecting codes after each one you click. You can continue to scroll and click to add to your list.

3

Additional product and service offering codes can be added at any time.

4

If you accidentally select a wrong code, click the “x” after it's name to delete.

5

Selecting as many codes as apply will result in more bid opportunities.

eMMA Vendor Registration

Product & Service Offerings

Product & Service Categories * ⓘ

- 46161501 - AIRPORT SIGNALING SYSTEMS ×
- 46161500 - Traffic control ×
- 46161500 - Traffic control
- 46160000 - Public safety and control
- 46161504 - Traffic signals**
- 46161505 - Parking meters
- 46161506 - Snow or ice melter
- 46161508 - Traffic cones or delineators
- 46161511 - Traffic beacon
- 46161518 - Traffic control channelizer drum
- 46161530 - Parking barrier gate
- 46161531 - Traffic safety mirror

Click on the code as you scroll to add it to your list.

eMMA Vendor Registration

Product & Service Offerings

Product & Service Categories ⓘ*

480000000 - Service Industry Machinery... ✕ ▼

500000000

500000000 - Food Beverage and Tobacco Products

[See All](#)

eMMA Vendor Registration

Service Areas

Adding Service Areas

Select the areas in Maryland where you are willing to provide your goods or services.

1

Select each area by clicking on the **name**.

2

You can add as many areas as you wish.

3

You can add or delete areas at any time.

eMMA Vendor Registration

Areas Servicing

State & Counties * ⓘ

|

Maryland

Allegany (MD)

Anne Arundel (MD)

Baltimore (MD)

Baltimore City (MD)

Submit Initial Registration

Submit Information

To complete your registration, your organization's record needs to be created in eMMA first. Once that is done, you can continue with the required information to complete the full registration.

1

Click the "**Register**" button. Your initial registration information has been submitted to create your account.

2

You will receive confirmation email to the address that you provided that your vendor account has been created. **Check your spam or junk mail if you do not receive the confirmation email in your inbox within a few minutes.*

3

Click "**Go back to login page**" to complete your registration.

(eMMA) Vendor Registration

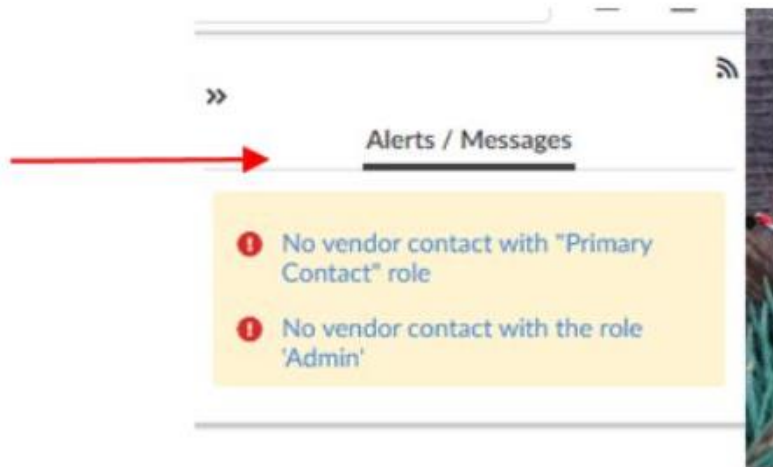


We thank you for your visit.

Your registration submission for eMaryland Marketplace Advantage (eMMA) has been received. You will receive an email from emma@maryland.gov with next steps.

→ Go back to login page

eMMA Vendor Registration



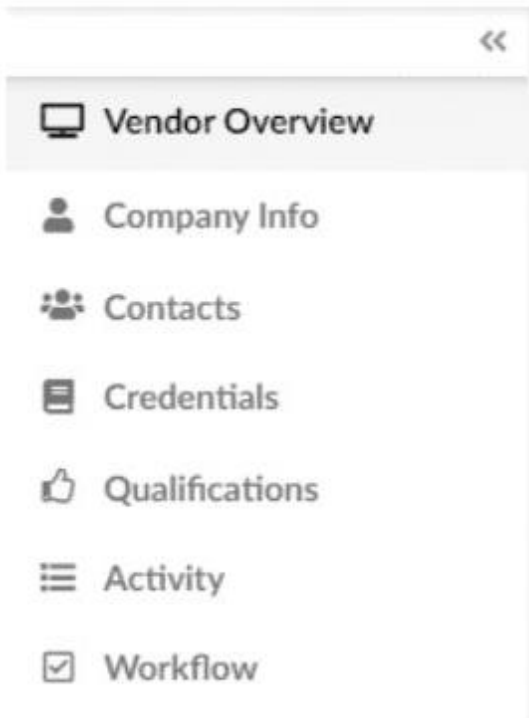
Screen shot of alerts located on the right side of an eMMA screen with a red arrow to indicate the alert.

When you login after registering, you should see two alert messages about Primary and Admin contacts located on the right side of the screen.

** Alert messages in the eMMA system let you know that there is missing information or other items that you need to address. You may see alerts over time as you work in eMMA. Please click on them to address the alert to keep eMMA working the best for your organization.*

Click on the top alert message to add a **"Primary Contact"** role.

eMMA Vendor Registration



Or, another way to add contacts (as well as add and edit other information in the eMMA system) is to use the menu on the left side of the screen.

Use the "Contacts" icon to add contacts to your registration.


**If the menu is icons only, click the >> to expand the menu on the left side and show the titles of the icons as well. You can click << to collapse the menu to icons only at any time.*



eMMA Vendor Registration

Primary and Admin Contacts

Each vendor must have a Primary Contact and should have an Admin contact as well. You have as many other contacts as you wish who can work in the eMMA system for your organization.



Any questions after today about your
eMMA profile,
please contact the eMMA Help Desk
at

eMMA.helpdesk@maryland.gov

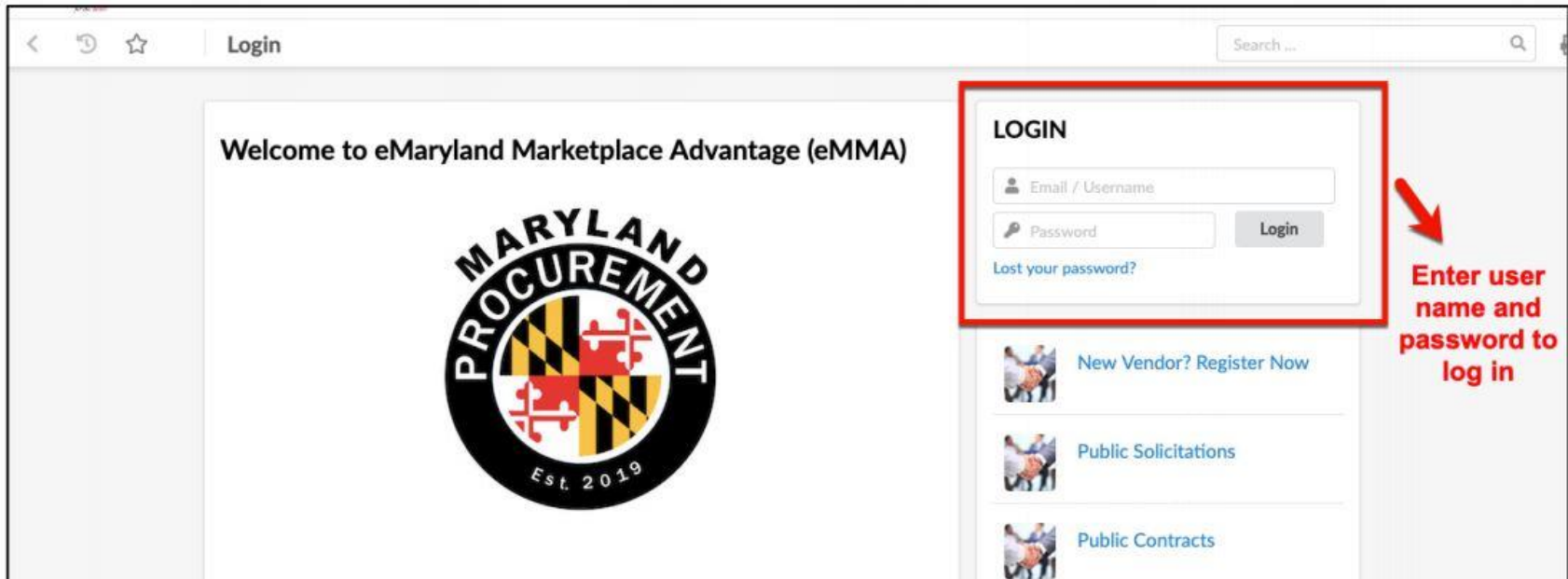


Questions?

eMMA SBR Registration/Renewal

Logging in – eMMA Homepage

Log in using the email and password populated from the Registration page.



Welcome to eMaryland Marketplace Advantage (eMMA)

MARYLAND PROCUREMENT
Est. 2019

LOGIN

Email / Username

Password

Login

[Lost your password?](#)

[New Vendor? Register Now](#)

[Public Solicitations](#)

[Public Contracts](#)

Enter user name and password to log in

eMMA SBR Registration/Renewal

1. Click “General Info” at the top of the screen.
2. Click on “Company Profile” from the drop-down.

The screenshot displays the eMMA SBR Registration/Renewal interface. At the top left, the logo for "CHANGING Maryland for the Better" is visible. To its right, a navigation bar contains the following items: "General Info.", "Sourcing", and "Contracts". A red box highlights the "General Info." dropdown menu, which is open, showing the following options: "General Info.", "Company Profile", and "Information Requests". Red arrows point from the "General Info." text in the navigation bar to the dropdown menu, and from the "Company Profile" option in the dropdown menu to the "Company Profile" button in the left sidebar. The left sidebar also contains a "Company Profile" button, a "2 Solicitations In Progress" button, and an "8 Public Solifications" button. The main content area features a "Welcome to eMMA" section with the following text: "You have now logged onto eMaryland Marketplace Advantage (eMMA). This portal is the one-stop shop for all of your business transactions with us." Below this, it states: "If you encounter any issues, you may consult the Quick Reference Guides [here](#)." A red arrow points from the "here" link to the "Company Profile" button in the left sidebar. To the right of the welcome message is a "Validations" section showing "0 Result(s)". At the bottom right, there is a "Mandatory documents" section.

Vendor QRGs

Vendor Quick Reference Guides (QRGs)

1 - eMMA QRG Registering
as a Vendor

2 - eMMA QRG Managing
Vendor Profile

3 - eMMA QRG Viewing
Open Solicitations

4 - eMMA QRG Responding to
Solicitations (IFB)

5 - eMMA QRG Responding to
Solicitations (RFP)

6 - eMMA QRG Viewing
Awarded Contracts

7 - eMMA SBR Certification
Registration and Renewal

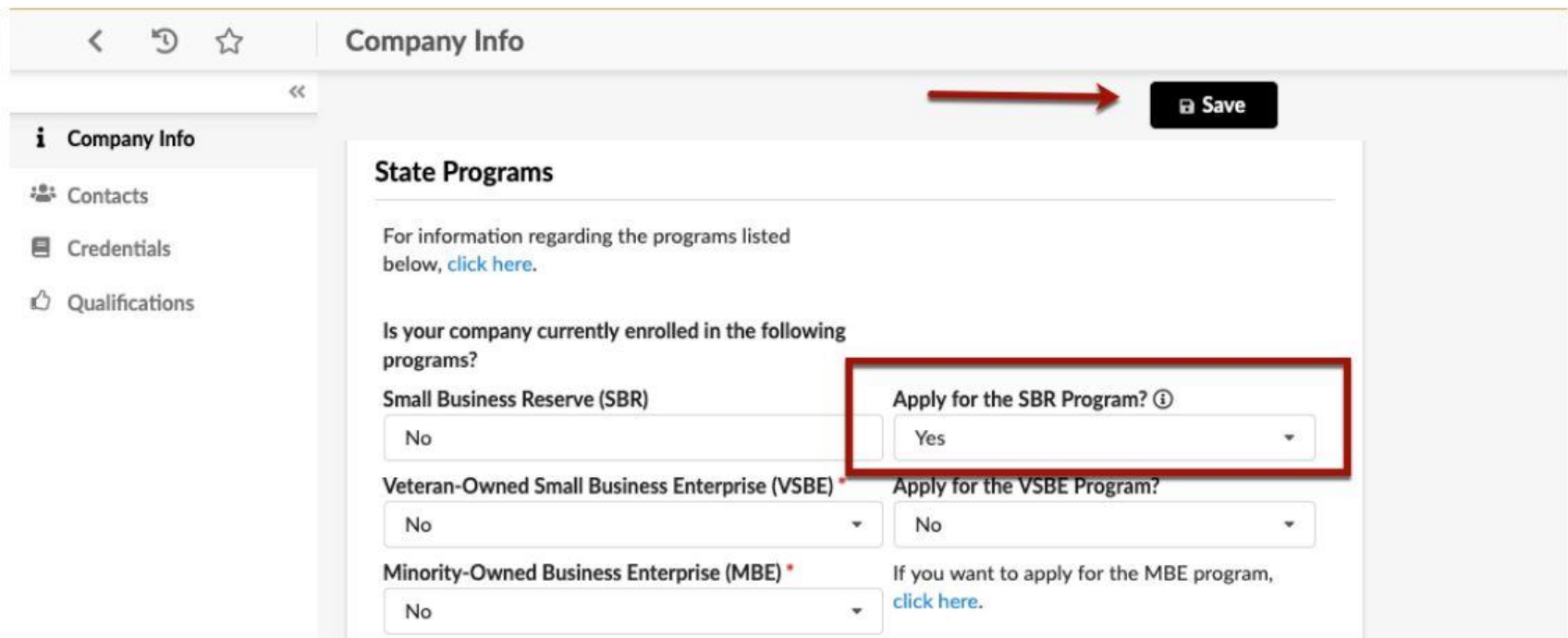
9 - eMMA QRG -
Public Vendor Search for Vendors

10 - eMMA QRG -
Vendor Bid Holder List

11 - eMMA QRG -
Vendor Bid Tabulation

eMMA SBR Registration/Renewal

3. Under “Apply for the SBR Program?” click Yes.
4. Click Save



< ↺ ☆ Company Info

Company Info

Contacts

Credentials

Qualifications

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR)

No

Apply for the SBR Program? ⓘ

Yes

Veteran-Owned Small Business Enterprise (VSBE) *

No

Apply for the VSBE Program?

No

Minority-Owned Business Enterprise (MBE) *

No

If you want to apply for the MBE program, [click here](#).

Save

eMMA SBR Registration/Renewal

5. Navigate to the “Credentials” tab on the left side of the screen.

The screenshot displays the eMMA SBR Registration/Renewal interface. At the top, there is a navigation bar with the logo "CHANGING Maryland for the Better" and tabs for "General Info.", "Sourcing", and "Contracts". Below this is a sidebar with a list of tabs: "Company Info", "Contacts", "Credentials", and "Qualifications". The "Credentials" tab is highlighted with a red box and a red arrow. The main content area is titled "Company Info" and contains a "Save" button. The form is divided into two main sections: "Company" and "General Business Address".

Company Section:

- Company / DBA / Trade Name ***: DBA Reg
- Tax ID Type**: EIN
- Legal Name ***: DBA Reg
- Federal Tax ID**: 345983876
- Organization Type ***: Corporation / Incorporated (CORP, INC.)
- Web Site**: www.regnew.123
- Year Founded**: 2342
- Business Description**: business desc

General Business Address Section:

- Address Line 1 ***: 2123 Apple Street
- Address Line 2**: 2222
- City ***: Toledo
- Zip Code ***: 44982
- Country ***: UNITED STATES
- State ***: Alabama
- Company Phone #**:
- Company Fax**:
- Company Email**:

eMMA SBR Registration/Renewal

6. In the Certifications section, click “Add Certification” to access Credentials/Documents section.

The screenshot displays the eMMA SBR Registration/Renewal interface. At the top, there is a navigation bar with the logo "CHANGING Maryland for the Better" and tabs for "General Info.", "Sourcing", and "Contracts". The "General Info." tab is active. On the right, there is a user profile icon and the name "Miles D.". Below the navigation bar, there is a sidebar with a list of items: "Company Info", "Contacts", "Credentials", and "Qualifications". The "Credentials" item is highlighted. The main content area is titled "Company Info" and contains a "Save" button. Below this, there are sections for "Keywords", "Status", "State to date", and "Archived Documents". The "Legal Documents" section shows "0 Result(s)". At the bottom, there is a section titled "Certifications" with a red arrow pointing to it. Inside this section, the "Add certifications" button is circled in red. Below the "Add certifications" button, there is a table with columns: "Att.", "Certification Type", "Approval Status", "Owner", "Effective Date", "Expiration Date", and "Date Status".

Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
------	--------------------	-----------------	-------	----------------	-----------------	-------------

eMMA SBR Registration/Renewal

7. Under "Type" choose "Certifications/SBR Application."

Edit document : Certifications

Document

Credentials / Documents

Type *

- Certifications / Certificate of Insurance
- Certifications / Other (Certifications)
- Certifications / SBR Application

8/2/2019 8/2/2019 Draft

Document's owner
WALTERS Barbara

Comments

Add a comment here

eMMA SBR Registration/Renewal

8. Complete all required fields marked with an asterisk. (*)
9. Click "Save."

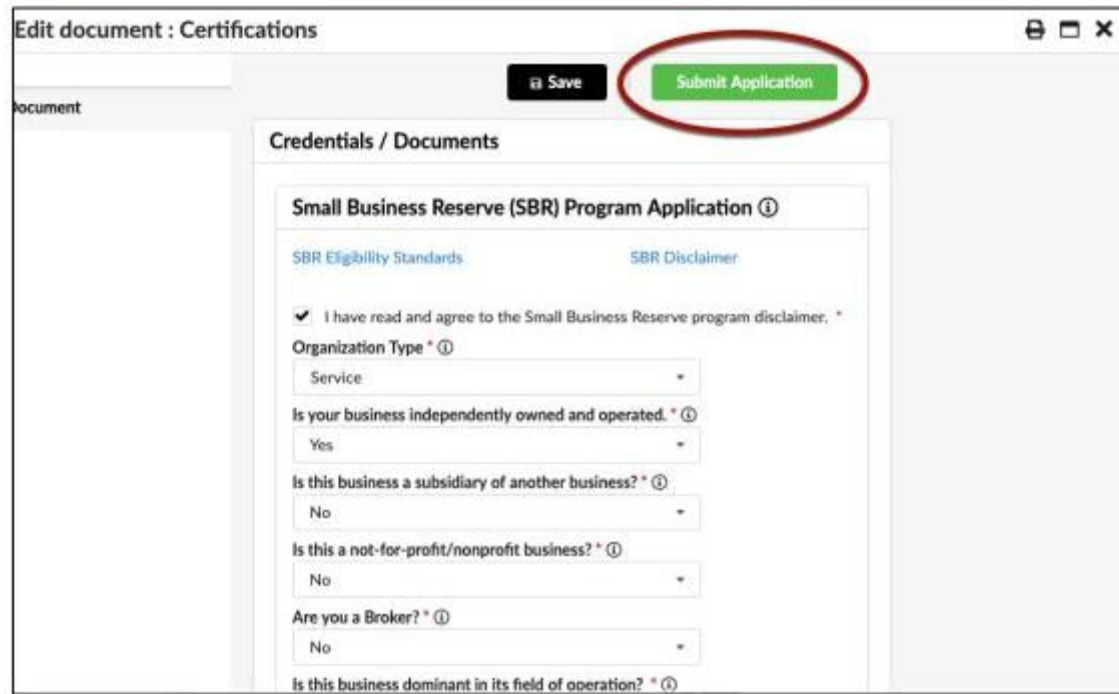
The screenshot shows a web application window titled "Edit document : Certifications". The main content area is titled "Small Business Reserve (SBR) Program Application" with an information icon. Below the title are two links: "SBR Eligibility Standards" and "SBR Disclaimer". A red arrow points from the text "Click to read about SBR and see if you meet the eligibility standards of the program" to the "SBR Eligibility Standards" link. A "Save" button is circled in red at the top right of the form area. The form contains several required fields marked with an asterisk and an information icon:

- ☒ I have read and agree to the Small Business Reserve program disclaimer. *
- Organization Type * ⓘ
Service
- Is your business independently owned and operated. * ⓘ
Yes
- Is this business a subsidiary of another business? * ⓘ
No
- Is this a not-for-profit/nonprofit business? * ⓘ
Yes
- Are you a Broker? * ⓘ
No
- Is this business dominant in its field of operation? * ⓘ
No
- Total number of employees on the payroll? * ⓘ
10

A red arrow points from the text "Hover over the information button for a description" to the information icon (i) next to the "Is your business independently owned and operated?" question.

eMMA SBR Registration/Renewal

10. Click "Submit Application."



The screenshot shows a web application window titled "Edit document : Certifications". At the top right, there are two buttons: "Save" and "Submit Application". The "Submit Application" button is highlighted with a red circle. Below the buttons, the form is titled "Credentials / Documents". Under this, there is a section for "Small Business Reserve (SBR) Program Application". This section includes links for "SBR Eligibility Standards" and "SBR Disclaimer". A checkbox is checked, indicating agreement to the disclaimer. Below this, there are several dropdown menus for "Organization Type", "Is your business independently owned and operated?", "Is this business a subsidiary of another business?", "Is this a not-for-profit/nonprofit business?", "Are you a Broker?", and "Is this business dominant in its field of operation?". The "Organization Type" dropdown is set to "Service". The other dropdowns are set to "Yes", "No", "No", "No", and "No" respectively.

eMMA SBR Registration/Renewal



General Info. Sourcing Contracts



Company Info

Save

Company Info

Contacts

Credentials

Qualifications

Procurement Programs

State Programs

For information regarding the programs listed below, [click here](#).

Is your company currently enrolled in the following programs?

Small Business Reserve (SBR)

No

Apply for the SBR Program? ⓘ

Yes

SBR Certification #

SB19-003351

Veteran-Owned Small Business Enterprise (VSBE)*

No

Apply for the VSBE Program?

No

Minority-Owned Business Enterprise (MBE)*

No

If you want to apply for the MBE program, [click here](#).

eMMA SBR Registration/Renewal



General Info. Sourcing Contracts



Company Info

Save

⚠ Fields marked by an asterisk * are mandatory
📅 Expected date format: M/d/yyyy

Keywords

Status

State to date

1/28/2020

☐ Archived Documents

Search

Reset

Legal Documents

Add legal documents

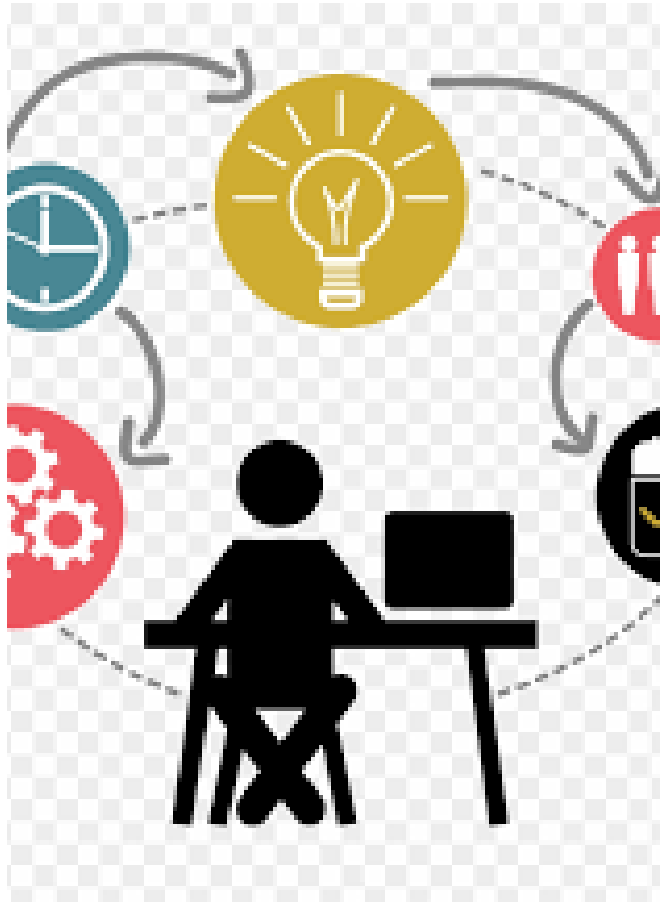
0 Result(s)

Certifications

Add certifications

Att.	Certification Type	Approval Status	Owner	Effective Date	Expiration Date	Date Status
	SBR Application	Approved	Lisa Mitchell Sennaar	7/31/2019	7/29/2020	

1 Result(s) ⚙




POLL # 2

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 Veteran-owned Small Business Enterprise (VSBE) Program.


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


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


LOGIN

[Lost your password?](#)

 [New Vendor? Register Now](#)

 [Public Solicitations](#)

 [Public Contracts](#)

 [Vendor Search](#)

Public Vendor Search



English

Vendor Name: Commodities: Areas Served:

Country: State:

A number of various search fields allow you to filter which vendors, commodities, or areas you are looking for. The Vendor Name search field is an open search for vendor name

☐ VSBE Vendor ☐ SBR Vendor

Click on the appropriate certification to filter on VSBE or SBR vendors

Filters: Country: UNITED STATES Please note - United States is automatically populated. Changing the Country gives you the appropriate options under State

eMMA Vendor ID	Company Name	City	State	Zip Code	Vendor Contact	Company Phone #	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Web Site
SUP003479	1 Prime Source, LLC	Oxon Hill	MD	20745	Alexander MATTHEWS		<input checked="" type="checkbox"/>	SB12-35914	10/16/2019	<input type="checkbox"/>		
SUP003482	2UP Productions	Port Tobacco	MD	20677	Lord Walhour II		<input checked="" type="checkbox"/>	SB12-36890	1/3/2020	<input type="checkbox"/>		www.2uppro.com
SUP000001	3M	Maplewood	AK	55144	Adrian Morlano		<input checked="" type="checkbox"/>	SB19-000174	7/17/2020	<input checked="" type="checkbox"/>	VSBE123	www.3m.com
SUP000122	ABB	Paris		27518	Bob BENNETT		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		www.abb.com
SUP000002	ACER AMERICA CORPORATION	San Jose		95110	Jason Chen		<input checked="" type="checkbox"/>	SB12-12222	7/17/2020	<input type="checkbox"/>		
SUP003361	ACME Supply Company	Highland	UT	84003	Huntley Rodney		<input checked="" type="checkbox"/>	SB12-12002	7/17/2020	<input type="checkbox"/>		www.acmesupply.com
SUP000003	AEG	Los Angeles			Pete Fisher		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		www.aeg.com
SUP003448	AIL	appalachian	MD	23432	Henry Applesseed		<input checked="" type="checkbox"/>	sbr1	7/17/2020	<input type="checkbox"/>	vsbe2	www.ail.com
SUP000005	AMAZON.COM, INC.	Seattle		98109	Marcus Garvey		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		http://www.amazon.com
SUP000006	American Mobile	Chicago		77033	Robert Smith		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		
SUP002489	ANNE FONTAINE FOUNDATION			10012			<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		
SUP000008	Ansell	Irwin	NJ		Bert Foster		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		
SUP000009	Apple	Cupertino	CA	950140	Tim Cook		<input checked="" type="checkbox"/>	SB19-000159	7/17/2020	<input type="checkbox"/>		www.apple.com
SUP000010	ARAI				Kelly Hee		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		http://www.arai.com
SUP000012	ASUS	Mountain View		95110	Rachel Magnus		<input type="checkbox"/>		7/17/2020	<input type="checkbox"/>		

1 2 3 4 5 6 7 >

More than 150 Result(s)

SBR Questions or Concerns

Call or email the SBR helpdesk

410-697-9600

Lisa Mitchell Sennaar

lisa.sennaar@maryland.gov

Tanita Johnson

tanita.johnson1@maryland.gov

M-F from 9 am – 4 pm

State Contracting Pipeline



**eMaryland Marketplace
Advantage (eMMA)**



**Category I, II & III Small
Procurements**



Procurement Forecast

Identifying SBR Bid opportunities

Now that you have completed your organization's registration in eMMA and SBR Certification, you should begin receiving bid notifications to the email address that was named as the **Primary Contact** for the commodity codes that you selected in your registration. Most of these solicitations should be SBR Designated Only.

Identifying SBR Bid opportunities

You can also search for solicitations with or without logging into eMMA.

To search without logging in:

- Navigate to the eMMA login page [eMMA login page](#) and select "[Public Solicitations](#)" on the right side below the login and New Vendor links.

Identifying SBR Bid opportunities

Welcome to eMaryland Marketplace Advantage (eMMA)





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

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

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

LOGIN

 Email / Username	
 Password	<input type="button" value="Login"/>

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)

Viewing Public Solicitations

Keywords

Category

Status

Q Search

Reset

Advanced Search

Type

Authority

Award Status

Agency

Sub Agency

Site

☐ SBR Designation

☐ SBE Goal

☐ MBE Goal


☐ MBE Sub-Goal

☐ VSBE Goal

☐ DBE Goal

Filters

Status: Open

 To respond to this solicitation click "Add to My Solicitation" and either login or register.

Add to My Solicitations

Title	ID	Alternate ID	Lot #	Round #	Status	Due / Close Date
Mold Remediation	BPM017698	SG-552-200-003	1	8	Open	1/29/2020 12:00:00 PM (your local time)

Solicitation Type

IFB: Invitation for Bid

Main Category

Mold abatement service

Issuing Agency

Department of General ...

Procurement Officer / Buyer

Keon POMPEY

Email

Keon.Pompey@marylan...

Solicitation Summary

Mold Remediation in Dix, Mitchell, and Hill Buildings at Spring Grove Hospital Center.

Additional Instructions

All Minority Business Enterprises are encourage to respond to this Solicitation. THIS IS FOR SBR VENDORS ONLY-SMALL BUSINESS RESERVED.

Small Business Reserve Designation

Yes

Procurement Program Participation Goals

Procurement Categories

Small
Procurement
- *Category I*

Small
Procurement
- *Category II*

Small
Procurement
- *Category III*

Formal
Procurement

Identifying Bid opportunities

Small Procurement – *Category III:*

- \$15,001 - \$50,000
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

Formal Procurement:

- \$50,000+
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

Identifying Bid opportunities

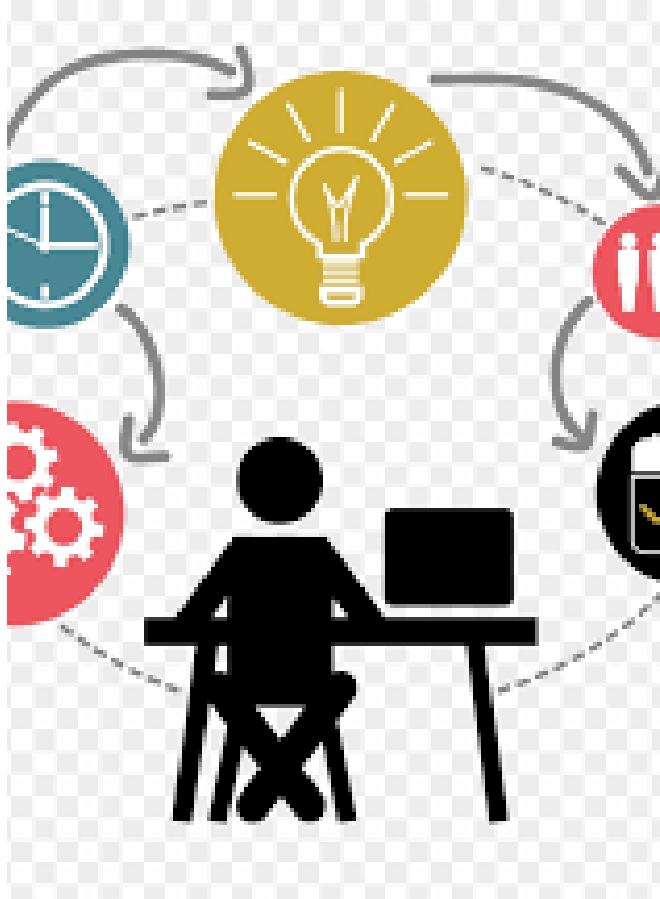
Small Procurement – *Category I:*

- \$5,000 or less
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small & minority businesses
- Award is based on the procurement officer's judgement

Small Procurement – *Category II*

- \$5,001 - \$15,000
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small & minority businesses
- Award is based on the procurement officer's judgement

Direct Solicitation Method



POLL # 3

Quick Links

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

SBR Liaison Directory

For information regarding the Small Business Reserve (SBR) Program's certification please email lisa.sennaar@maryland.gov or call 410-697-9600.

Reporting Agency	SBR Liaison Name/Contact Info	Address
Aging	Marrion Mctavish marrion.mctavish@maryland.gov 410 767-1295	301 W. Preston Street, Suite#10 Baltimore, MD 21201
Agriculture	Lynn McNally lynn.mcnally@maryland.gov 410-841-5902	50 Harry S. Truman Parkway Annapolis, MD 21401
Archives	Nassir Rezvan nassir.rezvan@maryland.gov 410-260-6481	350 Rowe Blvd. Annapolis, MD 21401
Assessments & Taxation	Tara L. Gray tara.gray@maryland.gov 410-767-1194	300 West Preston St., Room 605 Baltimore, MD 21201
Attorney General's Office	Jane Stratton jstratton@oag.state.md.us 410-576-7938	200 St. Paul Place Baltimore, MD 21202
Baltimore City Community College	Corelethia Braxton CBraxton@bccc.edu 410-462-7474	2901 Liberty Heights Avenue Baltimore, MD 21215
Board of Elections	Whitney LeRoux whitney.leroux@maryland.gov	151 West St., Suite 200 Annapolis, MD 21401



GOVERNOR'S OFFICE OF

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

RE:

PROCUREMENT FORECAST

GOVERNOR'S
COORDINATING
OFFICES HOME



Quick Links

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

SBR PROGRAM
REPORTING TOOLKIT

MBE PROGRAM
REPORTING TOOLKIT



Read the latest edition of our Small
Biz Bulletin



Alert!

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

TOP PICKS

- Procurement Portal
- eMaryland Marketplace Advantage (eMMA)



GOVERNOR'S OFFICE OF

Small, Minority & Women Business Affairs

[HOME](#)[MBE PROGRAM](#)[SBR PROGRAM](#)[VSBE PROGRAM](#)[RESOURCES](#)[PROCUREMENT FORECAST](#)

Quick Links



- > [About Us](#)
- > [FAQs](#)
- > [Legislation and Policy](#)
- > [Outreach](#)
- > [News](#)
- > [Reports](#)
- > [Contact Us](#)

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 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.



Search

[Export To Excel](#)[Reset All Filters](#)

Agency Name: Agriculture

Procurement Category: Supplies and Equipment



Example #1 Search

Maryland

Small, Minority & Women Business Affairs

f

YouTube

HOME

MBE PROGRAM

SBR PROGRAM

VSBE PROGRAM

RESOURCES

PROCUREMENT FORECAST

Quick Links

> About Us

> FAQs

> Legislation and Policy

> Outreach

> News

> Reports

> Contact Us

Procurement Forecast Portal

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SBR

Search

Export To Excel

Reset All Filters

All items checked

Search by Procurement Categories

Search by Region

Search by Contract Value

Search by Projected Advertisement Dates

Agency Name: University of Maryland, College Park

Procurement Category: Maintenance

Procurement Method: Competitive Sealed Proposal

Description: Electrical (SBR)

Location/County: SOUTHERN MARYLAND

Estimated Advertisement Date: To Be Determined

Estimated Total Contract Award (no options): \$100,000 to \$500,000

Term of Contract: 5 years or more

Example #1 Results

Partial View

	A	B	C	E	F	G	J	K	L	M	N
1	Agency Name	Contract Number	Incumbent Name	Procurement Categ	Procurement Metho	Description	Estimated Total Co	Term of Contract	PO Name	PO Phone	PO Email
2	University of Maryland	12509	Primary Enterprises	Maintenance	Competitive Sealed Pr	Electrical (SBR)	\$100,000 to \$500,000	5 years or more	Denise Elliott	3014053371	Elliott1@umd.edu
3	University of Maryland	12510	Amber Enterprises	Maintenance	Competitive Sealed Pr	Electrical (SBR)	\$100,000 to \$500,000	5 years or more	Denise Elliott	3014053371	Elliott1@umd.edu
4											
5											
6											
7											
8											

Example #2 Search

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 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.



[Export To Excel](#)
[Reset All Filters](#)

All items checked

Construction

\$15,000 to \$99,000

Search by Region

Search by Projected Advertisement Dates

Agency Name: Environmental Services
Procurement Category: Construction
Procurement Method: Competitive Sealed Bid
Description: Jessup Correctional - Blowdown Piping Trench
Location/Delivery: CENTRAL MARYLAND
Estimated Advertisement Date: Q4 (April-June 2021)
Estimated Total Contract Award (no options): \$15,000 to \$99,000
Term of Contract: Less than 1 year

Agency Name: University of Maryland, College Park
Procurement Category: Construction
Procurement Method: Competitive Sealed Proposal
Description: UMCP Chemistry Bldg (Abatement,Demo,Utilities,F
Location/Delivery: SOUTHERN MARYLAND
Estimated Advertisement Date: Q2 (Oct.-Dec. 2020)
Estimated Total Contract Award (no options): \$15,000 to \$99,000

Example #2 Results

Partial View

Procurement Category	Procurement Method	Description	Location/Delivery of Service	Estimated Advertisement	Estimated Total Cost	PO Name	PO Phone	PO Email
Construction	Competitive Sealed Bid	Jessup Correctional - Bldg	CENTRAL MARYLAND	Q4 (April-June 2021)	\$15,000 to \$99,000	Salem Alsai	410-729-8200	procurement@menv.co
Construction	Competitive Sealed Proposal	UMCP Chemistry Bldg (A)	SOUTHERN MARYLAND	Q2 (Oct.-Dec. 2020)	\$15,000 to \$99,000	Rex Fitch	(303) 405-5818	rmfitch@umd.edu
Construction	Competitive Sealed Bid	MILL AND OVERLAY PAV	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	UPGRADE AC UNIT IN C	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REPLACE GYM FLOOR	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	CLEAN & REPAIR ALL FI	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REPAIR DAMAGED ARE	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	POWER WASH & SEAL	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	FRONT/SIDE ENTRANCE	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REPAIR/REPL PANIC BA	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary
Construction	Competitive Sealed Bid	REMOVE 2 UG TANKS &	CENTRAL MARYLAND	To Be Determined	\$15,000 to \$99,000	Courtney League	410767-5516	courtney.league@mary

OUTREACH AND RESOURCES

Register to receive notices of all upcoming classes and workshops at

goMDsmallbiz.Maryland.gov.

STAY CONNECTED

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

*Email Address

Submit



CHANGING Maryland
for the Better

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

Small Biz Bulletin
October 2, 2020

Message from Special Secretary Rhee

Expanding Opportunities 2020

I am pleased to announce the 2020 edition of the Expanding Opportunities magazine is now available online. Our theme is Year of the Woman. My office has been fortunate to partner with The Daily Record to produce this annual publication. Although we cannot meet at large events right now to give you a copy, I encourage you to visit the link below and read through it online. Governor Hogan discusses leadership during a pandemic in an insightful Q&A session, three successful women share their entrepreneurial journey, and I penned an article on the topic of supplier diversity. Throughout the publication you'll find public and private resources that support small, minority, women, and veteran business owners. I know many of you are facing challenges. As our economy continues to evolve during the pandemic, I encourage you to utilize these valuable resources.

[Expanding Opportunities 2020](#)

Jimmy Rhee
Special Secretary

Wrapping Up

- The SBR program provides a unique space for small businesses to compete against each other for prime contracts, instead of larger companies and is governed by Maryland statutes and regulations
- SBRs vendors were paid \$477 Million dollars last year
- SBR registration through eMMA is very simple
- The more registered SBR vendor's there are, the more robust Designated SBR opportunities Procurement Officers can create
- There is a pipeline for identifying Procurement opportunities for SBRs
- Category I & II Small Procurements are the hidden potential opportunities