Veteran-Owned Small Business Enterprise (VSBE) Program Liaison Training

JULY 14, 2022
Logistics and Housekeeping

Please MUTE your microphone and TURN OFF video camera during the webinar!

Confirm you are MUTED, and the camera is TURNED OFF by hovering your mouse at the bottom of your screen in Google Meet to see the icons - RED means you are MUTED, and your camera is off. (The circle with the phone icon is the "hang up" button; if you click that one, you'll have to log back in!).

Please refrain from pressing any of the options on this bar in error such as record, captions or Present Now as this will disturb the webinar.

During breaktime, please do not hang-up, this would cause a disruption when we resume.
Logistics and Housekeeping

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

If you need to speak, unmute your microphone and introduce yourself by name and agency prior to speaking.

If you are joining us by phone:

You must press *6 to mute and unmute your phone.
Welcome to the Veteran-Owned Small Business Enterprise (VSBE) Program Liaison Training

Governor’s Office Of Small, Minority & Women Business Affairs
Agenda

1. Welcome
2. Greetings by Chief of Staff, Pam Gregory
3. Introduction of our Team
4. Program Overview/VSBE Timeline
5. Legislative Update from Session 2022
6. Program Overview-State Finance & Procurement Articles
7. Program Overview- COMAR 21.11.14
8. Difference Between MBE/SBR/VSBE
9. VSBE Liaison Duties
10. Advocacy/Outreach
11. eMMA 3- Step Certification Process
12. eMMA VSBE Vendor Database/Contract Goals
13. Procurement Review Group - Goal Setting
14. Forms/Waiver
15. Reporting
Greetings By Our Chief Of Staff Pam Gregory
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

Contact Us
https://gomdsallbiz.maryland.gov/Pages/Contact-Us.aspx
VSBE PROGRAM OVERVIEW

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

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

• Only the work of a certified VSBE firm, performing either directly (prime contractors) or indirectly (subcontractors), can be counted toward the achievement of an established contract goal

• As of July 1, 2022, there are over 500 active and certified VSBE vendors in the eMMA database and growing daily
VSBE Program Timeline

• **2010** - VSBE Program enacted by General Assembly

• **2018** - VSBE Program moved under Governor’s Office of Small, Minority & Women Business Affairs

• **2020** - VSBE Workgroup was formed and issued a report to the Governor and legislature

• **2021** - First VSBE Compliance Manager hired

• **2022, Spring** – Regulation updates aligning VSBE Program to MBE/SBR Programs

• **2022** - Increased VSBE Outreach and collaboration with veteran organizations

• **2022, April** - First meeting of the VSBE Advisory Committee

• **2022, June** - VSBE Program enhancement efforts in eMMA
Legislative Update

1. VSBE Liaisons to be named from each participating agency
2. For-Profit businesses only
3. Clarification of definition of veteran
4. Updating reporting - which will affect goal setting, training, and future changes VSBE Program
5. Updating Waiver process
6. Updating VSBE Forms
VSBE Program Statutes

STATE FINANCE AND PROCUREMENT ARTICLES § 14-601—14-608

VSBE Participation

• § 14-601. Definitions
• § 14-602. Procurement procedures
• § 14-603. Awarding of contract
• § 14-604. Regulations, procedures and report
  • § 14-604.1. Advisory Committee
• § 14-605. Prohibited acts and Penalties
• § 14-606. Penalties Amendment
VSBE Program Regulations

COMAR 21.11.14 UPDATED

VSBE Policies

• 01 General — Purpose
• 02 Definitions
• 03 Scope
• 04 Procurement Agency Responsibility
• 05 VSBE Liaison
• 06 Reporting
• 07 Procurement Solicitations
• 08 Contract Award
• 09 Waiver
• 10 Amendment of VSBE Participation Schedule
• 11 Compliance
• 12 Verification
## Difference Between the MBE/SBR/VSBE

<table>
<thead>
<tr>
<th>MBE</th>
<th></th>
<th>SBR</th>
<th></th>
<th>VSBE</th>
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<tbody>
<tr>
<td>➢ Application process</td>
<td>➢ Self-certification process</td>
<td>➢ Directory held in eMMA- Must be certified at time of award (payments to firms that fail to recertify will not be counted toward SBR achievement)</td>
<td>➢ Self-certification process with veteran verification requirement</td>
<td>➢ Directory held in eMMA - must be certified when named on a bid/offer</td>
<td>➢ Annually recertification process with eMMA</td>
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<tr>
<td>➢ Directory held with MDOT- must be MBE certified when named on a bid/offer</td>
<td>➢ Directory held in eMMA</td>
<td>➢ Annually recertification process with eMMA</td>
<td>➢ Annually recertification process with eMMA</td>
<td>➢ Reports submitted to GOSBA quarterly and annually (payments and awards)</td>
<td>➢ Reports submitted to GOSBA annually (payments and awards)</td>
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<tr>
<td>➢ Annually recertification process with MDOT</td>
<td>➢ Annual recertification process with eMMA</td>
<td>➢ Reports submitted to GOSBA quarterly and annually (payments)</td>
<td>➢ Reports submitted to GOSBA annually (payments and awards)</td>
<td>➢ Annual Report due September 30th each year</td>
<td>➢ Annual Report due October 1st each year</td>
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<tr>
<td>➢ Reports submitted to GOSBA quarterly and annually (payments and awards)</td>
<td>➢ Annual Report due September 30th each year</td>
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<tr>
<td>➢ Annual Report due September 30th each year</td>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>
VSBE LIAISONS

We need YOU!
The head of each procurement agency shall designate an employee to be a VSBE liaison officer in the administration of that agency’s VSBE Program. The VSBE liaison officer shall be a high-level employee reporting directly to a Secretary, Deputy Secretary, or head of a procurement agency.

The VSBE liaison officer is responsible for coordinating agency outreach efforts to the veteran business community, reviewing agency contracting procedures to ensure compliance with this chapter, assisting in the resolution of contracting issues, and for submitting required VSBE Program reports or information.
21.11.14.03. Scope

C. Procurement agencies shall use the Directory as the primary resource to identify potential vendors when considering the application of a VSBE participation goal. Procurement agencies may also utilize VetBiz and any other veteran resource or database to assist in identifying potential veteran vendors.

50% of eMMA directory is MDVA/VetBiz
Advocacy and Outreach

- Issues that arise with solicitations containing VSBE goals, particularly during the bidding and award process, should immediately be documented and discussed with the VSBE Liaison

- Include your legal counsel

- Contract Compliance should be reviewed by the contract monitor or other assigned staff using the VSBE reports (Attachment E) regularly received from Primes/Subcontractors
  - E-4 – VSBE Prime Contractor Paid/Unpaid Invoice Report
  - E-5 - VSBE Subcontractor Paid/Unpaid Invoice Report

- Agency contract compliance reports should be regularly generated by liaisons, contract monitors, or other assigned staff
Advocacy and Outreach

Business Events

Stay connected to the many opportunities for training, networking, and business development that are taking place across Maryland and on virtual platforms. Here is a highlight of some of the events coming up this month.

07/05/2022 - How to Write a Business Plan
07/07/2022 - Cost Proposal Development
07/08/2022 - Building Your Bond Capacity
07/12/2022 - Video Marketing Strategies that Generate Engagement & Leads
07/13/2022 - Tips for GSA Schedule and Compliance
07/18/2022 - Think Your Way to Business Success
07/20/2022 - Developing a Compelling Capability Statement
07/28/2022 - Building Bridges to Global Markets
07/26/2022 - Understanding Financial Statements
08/02/2022 - Maryland Department of Transportation MBE/DBE Application Assistance Workshop
08/06/2022 - Southern Maryland Minority Business Expo

Check out the full listing of small business events online at goMDsmallbiz.maryland.gov.
Advocacy and Outreach

• If you have ideas, let’s brainstorm together!

• Utilize the National Military Holiday Calendar

• Team up with other agencies

• VSBE event announcement coming soon for November!
VSBE CERTIFICATIONS AND EMMA
VSBE Certification

Veteran-owned small businesses must meet the following eligibility standards:

1. Be a small business as defined by the United States Small Business Administration in 13 C.F.R. 121.201 and any subsequent revision of that regulation
2. Be at least 51% owned and controlled by one or more individuals who are veterans
3. Must be for-profit business

The VSBE certification process entails:

1. Vendor registration in eMaryland Marketplace Advantage (eMMA)
2. Veteran verification from one of the following:
   • Maryland Department of Veterans Affairs
   • Federal Vets First Verification (CVE) Program
3. VSBE Program Application submitted and approved in eMMA

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

emma.maryland.gov

Welcome to eMaryland Marketplace Advantage (eMMA)

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

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

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

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

https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx

Obtain veteran verification from one of two sources:

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

Vendors seeking verification through the Maryland Department of Veterans Affairs (MDVA), download this form, fill it in, save the form and **UPLOAD DIRECTLY TO eMMA** with the acceptable veteran documentation.

Upon review by the MDVA, firms that meet the application criteria are verified and assigned an MDVA number (i.e. MDVA2022-001).
Federal Veteran Verification Process

Vendors seeking federal verification through Vets First CVE Verification Program, can visit the website and complete the verification process. Upon verification, firms are listed in the national VetBiz directory.

Upon review by GOSBA, firms that meet the application criteria are verified using the company’s SAM’s UEI number in eMMA.
VSBE Application

Vendor must submit the VSBE Application in eMMA.

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

Is it a for-profit business? *

Yes

Veteran Verification Type ①*

Existing Veteran Verification (Renewal)

First Time MD Veteran Verification

Federal Veteran Verification

Existing Veteran Verification (Renewal)

Once the vendor has completed their eMMA profile and obtained veteran verification, they are then ready to complete the VSBE Application in eMMA.

Only vendors with an “Approved” VSBE Vendor Status, an active VB # and an active expiration date approved are certified.

(VBXX- XXXXXX)
## VSBE Vendor Approval-Valid

### Procurement Programs

**State Programs**

<table>
<thead>
<tr>
<th>Existing SBR Vendor?</th>
<th>Apply for the SBR Program?</th>
<th>SBR Certification #</th>
<th>SBR Effective Date</th>
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<tr>
<td>No</td>
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<td>SB22-022632</td>
<td>6/7/2022</td>
<td>6/7/2023</td>
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</table>

- **SBR Application Status**: Approved
- **Veteran Verification**: MDVA2022-089

**Apply for the VSBE Program?**

- **Yes**

<table>
<thead>
<tr>
<th>Existing VSBE Vendor?</th>
<th>VSBE Effective Date</th>
<th>VSBE Certification #</th>
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<td>No</td>
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</table>

- **VSBE Application Status**: Approved
- **Veteran Verification**: MDVA2022-089

### Attestations & General Documents

**+ Add attestations & general documents**

<table>
<thead>
<tr>
<th>Attach</th>
<th>Type</th>
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<tr>
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<td><img src="#" alt="Veteran Verification Form Eagle Sword LLC.pdf" /></td>
<td>VSBE Application</td>
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<td>6/9/2022</td>
<td>6/9/2023</td>
<td>✔️</td>
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</tbody>
</table>
VSBE Vendor Certification Equation

Veteran Verification + VSBE Application = VSBE Certification
Verification of Certified VSBE Vendors

Please note the following when you are attempting to verify the certification status of a VSBE vendor in eMMA:

• You may find multiple VSBE Applications listed in the “Documents” section

• Be certain to carefully review the information to make certain that the vendor meets the requirements (i.e. VSBE Application has an approved “Status”, a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed)

• If you are unable to determine the VSBE certification status, please contact Danielle Davis for assistance
Verification of Certified VSBE Vendors

To determine the VSBE certification status, click into the “Documents” section of the vendor’s account. Under “Attestations & General Documents” section, there will be a VSBE Application with an approved “Status,” a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed, the vendor is certified within the VSBE Program.

The only time there should be 2 VSBE applications is during the annual recertification process.
In this example, the “VSBE Application Status” states Approval in progress and “VSBE Certification #” is blank. This vendor is not certified.
VSBE Vendor No Longer Active

Existing VSBE Vendor?  Yes

VSBE Certification #

VSBE Application Status ① Expired

Veteran Verification #

VSBE Certification # ① 7/6/2022

Governor’s Office of Small, Minority & Women Business Affairs
Use the Vendor Search option in eMMA to identify potential VSBE vendors. This method will yield both certified and non-certified VSBE vendors.

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

2) Click on tab “For Vendors & Businesses”.

3) Select the “Quick Reference Guides (QRGs)” link.

4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.
1) Visit the [https://procurement.maryland.gov/](https://procurement.maryland.gov/) website.

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

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

eMMA Support Resources

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

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

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

This Quick Reference Guide (QRG) is designed to help you understand how to use the Public Vendor Search. This functionality allows for a public search of vendors currently registered in eMMA. This search will also filter on VSBE and SBR vendors. You do not need to be logged into eMMA, or even have registered in eMMA to view the information on this page.

If you need help at any point, please email the eMMA helpdesk at emma.helpdesk@maryland.gov.

Instructional Video

Step-by-Step Instructions

1. Access the eMMA portal. (For best results, access eMMA via Google Chrome.)
2. Click Vendor Search on the right side of the screen.

New Vendor? Register Now
Public Solicitations
Public Contracts
Overview

This Quick Reference Guide (QRG) shows you how to apply for the Veteran-Owned Small Business Enterprise (VSBE) Certification and recertify in eMMA, once you’re registered.

IMPORTANT!! Complete your annual recertification process, click this link to skip directly to that section: VSBE Recertification. Otherwise follow the first process below.

NOTE: For best results, access eMMA using the Google Chrome browser.

If you need help with eMMA at any point, please email the eMMA Help Desk at emma.helpdesk@maryland.gov.

For additional assistance with the certification or recertification process, contact Danielle Davis at danielle.davis2@maryland.gov or (443) 346-0717.

Prerequisites

In addition to this online application process, participation in Maryland’s VSBE Program requires:

- The VSBE Veteran Verification Form to be completed along with acceptable veteran supporting documentation saved to your computer, for review by the Maryland Department of Veterans Affairs, or
- The Federal Vets First Center for Verification and Evaluation (CVE) certification through the U.S. Department of Veterans Affairs.

If you meet the other eligibility standards for this procurement program, you will remain in pending status until your vendor profile is updated with a Veteran Verification or Federal Vets First CVE number.

Find instructions for completing the Veteran verification process on the Governor’s Office of Small, Minority, and Women’s Business Affairs website, at https://gmdsmallbiz.maryland.gov/Pages/default.aspx.

PRO TIP: You can find your VSBE information in a public Vendor Search on the eMMA login page, once approved.
VSBE eMMA Vendor Searches

Please note the following when conducting an eMMA Vendor Search:

• Used to seek potential VSBE vendors for solicitations

• This public search function should not be used to verify the VSBE certification status of a vendor when preparing to make an award

• UPDATE!! You are now able to download an Excel spreadsheet of public vendors (both internal and external) when conducting this search
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.

VSBE External Vendor Search
emma.maryland.gov
VSBE External Vendor Search

Remember, this is a public search tool to help identify potential VSBE vendors. The search will yield ONLY certified vendors.
Select “wheel” icon at bottom of page, to yield Excel spreadsheet results
VSBE Internal Vendor Search- Excel Spreadsheet
## Internal Vendor Search - Excel Spreadsheet

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<th>Company Name</th>
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### VSBE Individual Vendor Search

#### Vendor Search Form

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<th>Description</th>
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<td>Areas Served</td>
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<td>Company Name</td>
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<tr>
<td>Country</td>
<td>United States</td>
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<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Levels related with the supplier</td>
<td>Group, Entity</td>
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<tr>
<td>VSBE Vendor</td>
<td>X</td>
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<tr>
<td>SBR Vendor</td>
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#### Vendor Search Results

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<th>Postal Code</th>
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<td>7/6/2022</td>
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BREAK TIME

Please stay tuned, we will return shortly from our break. Get in a quick stretch, get some refreshments, or rest your eyes.

Governor's Office of Small, Minority & Women Business Affairs
PRG’S & GOAL SETTING
Process for reviewing any:
  • (a) Contract solicitations;
  • (b) proposed sole-source contracts; and
  • (c) proposed contract renewal options

All contracts ranging from $50,000 to $500k automatic SBR Program Designation.

Contracts expected to exceed $100,000 in value evaluate for MBE and VBSE participation.

There should be at least one or more standing procurement review group(s).
PRG Participants

The group shall be comprised of:

- **Agency’s chief procurement official** or senior-level procurement official designated to act in his/her place
- **VSBE Liaison Officer** or senior level alternate

*Do rely on agency legal counsel to provide support and advice as necessary.*
PRG Recommendations

• Each PRG makes recommendations on specific procurement methods to maximize inclusion for all 3 socioeconomic programs

• Summarize rationale in detail

• VSBE Program statewide goal is minimum 1%

• Individual contract goals must be considered on a contract-by-contract basis; maybe placed on individual task orders

• Don’t automatically exempt emergency procurements from VSBE goal consideration

• SBR Procurement can include a VSBE goal
The statewide VSBE Program goal is no longer set in statute.

GOSBA is now responsible establishing the statewide goal.

Today it remains at 1%.

A VSBE Advisory Committee is now in place to review and advance the program.
How Vendors View Open Solicitations with VSBE Goals

eMMA - Public Solicitations - Advanced Search - Check VSBE Goal - Search

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

Title
Early Childhood Data System Modernization on Salesforce

Solicitation Type
RFP: Double Envelope Proposal

Main Category
Data services

Issuing Agency
Maryland State Department of Education

Procurement Officer / Buyer
Frank CONAWAY III

Solicitation Summary
Procurement Program Participation Goals

VSBE Participation (%) 4.0
MBE Participation (%) 16.0

Title
SBR Comprehensive Preliminary Engineering and Plan

Solicitation Type
RFP: Double Envelope Proposal

Main Category
Professional engineering services

Issuing Agency
Maryland Transportation Authority

Procurement Officer / Buyer
Caprice GRIFFIN

Solicitation Summary
Small Business Reserve Designation
Yes
Procurement Program Participation Goals

VSBE Participation (%) 1.0
MBE Participation (%) 15.0

Title
Satisfaction Survey RFP (SSI) OCMP-23-19469

Solicitation Type
RFP: Double Envelope Proposal

Main Category
Management and Business Professionals and Administrative Services

Issuing Agency
Department of Health & Mental Hygiene

Procurement Officer / Buyer
Calvin JOHNSON

Solicitation Summary
1. The Maryland Department of Health (the Departm successful Contractor will design, implement, adm Providers (PCPs).

Pre-Bid Conference Date (EST)
Jun 30 2022 9:00AM

Procurement Program Participation Goals

VSBE Participation (%) 1.0
MBE Participation (%) 16.0
FORMS & WAIVER

YOU NEED THESE!
VSBE Forms

Solicitation Attachments and Appendices

- Attachment C – Bid Proposal Affidavit
- Attachment D – Minority Business Enterprise (MBE) Forms
- Attachment E – Veteran-Owned Small Business Enterprise (VSBE)
- Attachment F – Living Wage Affidavit
- Attachment G – Federal Funds Attachment
- Attachment H – Conflict of Interest Affidavit
- Attachment I – Non-Disclosure Agreement (Contractor)
- Attachment J – HIPAA Business Associate Agreement
- Attachment K – Mercury Affidavit
- Attachment L – Performance of Services Disclosure
- Attachment N – Contract Affidavit
- Attachment O – DHS Hiring Agreement
- Appendix 2 – Bidder/Offeror Information Sheet
- Appendix 3 – Non Disclosure Agreement
- Appendix x – Labor Categories
- Appendix xx – Labor Resume Form
- Appendix y – Bid Proposal Bond
- Appendix yy – Payment Bond
- Appendix z – Performance Bond

https://procurement.maryland.gov/rfp/
VSBE Forms

E- 1A - VSBE Utilizations Affidavit and Prime/Subcontractor Participation Schedule
E-1B - VSBE Waiver Guidance
E-1C - VSBE Subcontractor Unavailability Certificate
E-1D - VSBE Good Faith Efforts Documentation to Support Waiver Request
   Part 1- Identified Items of Work Offeror Made Available
   Part 2- Identified VSBE Firms and Record of Solicitation
   Part 3- Additional Information Regarding Rejected VSBE Quotes
E-2 - VSBE Outreach Efforts Compliance Statement
E-3 – VSBE Subcontractor Participation Statement
E-4 – VSBE Prime Contractor Paid/Unpaid Invoice Report
E-5 – VSBE Subcontractor Paid/Unpaid Invoice Report

Governor’s Office of Small, Minority & Women Business Affairs
A. If, for any reason, the apparent successful bidder or offeror is unable to achieve the VSBE goal, the bidder or offeror may request, in writing, a waiver to include the following:

(1) A detailed statement of the efforts made to select portions of the work proposed to be performed by VSBEs;

(2) A detailed statement of the efforts made to contact and negotiate with VSBEs, including:
   • (a) The names, addresses, dates, and telephone numbers of the VSBEs; and
   • (b) A description of the information provided to VSBEs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed;

(3) As to each VSBE that placed a subcontract quotation or offer that the apparent successful bidder or offeror considers to be unacceptable, a detailed statement of the reasons for this conclusion; and

(4) A list of VSBEs found to be unavailable, which shall be accompanied by a VSBE unavailability verification form signed by the VSBE, or a statement from the apparent successful bidder or offeror that the VSBE refused to give the written verification.
B. A waiver of a VSBE contract goal may be granted only upon a reasonable demonstration by the bidder or offeror that VSBE subcontract participation was unable to be obtained, or was unable to be obtained at a reasonable price, and if the agency head or designee determines that the public interest is served by a waiver. In making a determination under this section, the agency head or designee may consider engineering estimates, catalogue prices, general market availability, and availability of VSBEs in the area in which the work is to be performed, other bids or offers and subcontract bids or offers substantiating significant variances between VSBE and non-VSBE cost of participation, and their impact on the overall cost of the contract to the State and any other relevant factor.

C. An agency head may waive the provisions of Regulations .07 and .08 of this chapter for a sole source, expedited, or emergency procurement in which the public interest cannot reasonably accommodate use of those procedures.

D. When a waiver is granted, except waivers under §C of this regulation, one copy of the waiver determination and the reasons for the determination shall be kept by the VSBE liaison officer with another copy forwarded to the Governor's Office of Small, Minority & Women Business Affairs.
VSBE Waivers

• Per COMAR 21.11.14.04 (C2) If a solicitation contains an MBE goal and a VSBE goal, participation by a subcontractor dually-certified as an MBE and a VSBE may be counted toward meeting both the MBE and VSBE contract goals to the extent its participation meets the cumulative MBE and VSBE contract goals, or portions thereof that it is committed to perform. (3) Participation by a dually-certified subcontractor may be counted toward the agency’s overall MBE and VSBE goals.

• VSBE Schedule E: Utilization Affidavit and Participation Schedule, are online: https://procurement.maryland.gov/rfp/
VSBE Waiver Guidance and Good Faith Efforts

• Waiver Guidance - lays out main criteria used to determine good faith efforts
  • Considers quality, quantity and intensity of bidder’s efforts
  • Does not cover all factors state may consider
  • Guidance covered on form E1B of VSBE Documents

• Good Faith Effort Documentation - must be submitted within 10 working days of request
  • Agency’s VSBE liaison officer and legal counsel should be consulted on minor irregularity determinations and waiver issues prior to seeking GOSBA’s weigh in.
VSBE REPORTING

Nichelle Johnson
MBE Compliance Manager
A. Each procurement agency shall make a report annually within 90 days following the close of the fiscal year to the Governor’s Office of Small, Minority & Women Business Affairs that includes:

(1) The total number, value, and procurement category of its procurements from State-certified VSBEs as prime contractors, and separately as subcontractors;

(2) The number of waivers granted pursuant to Regulation .09 of this chapter (beginning in FY23); and

(3) An evaluation by the procurement agency of the success of its VSBE Program, which shall include a brief description of the procurement agency’s outreach efforts to VSBE prime and VSBE subcontractors.
VSBE Reporting

21.11.14.06 Reporting Cont.

B. Each procurement agency shall furnish any other information or periodic reports requested by the Governor’s Office of Small, Minority & Women Business Affairs in connection with VSBE procurement, or any other matters related to the administration, effectiveness, or continuation of the Veteran-Owned Small Business Enterprise Program.

C. The Governor’s Office of Small, Minority & Women Business Affairs shall prepare an annual report summarizing VSBE participation throughout the State, for publication on its website as well as submission by the end of each calendar year to the Board of Public Works, to the Legislative Policy Committee of the Maryland General Assembly, and to each procurement agency.
VSBE Reporting

Before you get started:

➢ All agencies are required to submit their individual VSBE Reports to GOSBA on or before the close of business on October 1 of each year (COMAR 21.13.01.15)

➢ GOSBA will submit a compiled VSBE Annual Report for publication to the Governor and the Legislative Policy Committee. If your agency does not comply, it is reported as “non-responsive”.

➢ The latest VSBE Report Template will be available from GOSBA beginning July 1st. Only the latest template should be used to submit the VSBE Annual Report. This ensures that any changes are captured. All items are located on our website under the VSBE Toolkit. https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx

➢ The VSBE template should be submitted in Excel Format with no alterations to the form. Questions concerning the template should be submitted to danielle.davis2@maryland.gov.

➢ All reports and supporting backup data should be emailed to vsbereports.gosba@maryland.gov.

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

Step 1 - Use the Annual Utilization Form only. Found in the VSBE Reporting toolkit with the VSBE Manual.

Step 2 - 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.

Step 3 - At this time credit card payments cannot be tracked in ANSWERS, therefore, agencies will have to track these payments manually.
VSBE Reporting

Step 4- Total All Procurements column on the Annual Report Template should be identical to the Total All Procurements total for MBE Reporting.

Step 5- As with MBE reporting, if a contract has a VSBE Prime and Sub, do not double count. The Prime Contractor and Subcontractor awards should be listed separately.
VSBE Reporting - Annual Report

Beginning in Fiscal Year 2019, the work of improving 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 CCMA 211.141).

**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 2022**

#### 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 Subcontractors** | **Total # Contracts Awarded to VSBEs as Subcontractors** | **Percentage of VSBE Participation** |
| **Procurement Contracts** | | | | | |
| **Corporate Credit Card** | | | | | |
| **Direct Voucher** | | | | | |
| **Total** | | | | | |

**Payments to VSBEs**

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<tbody>
<tr>
<td><strong>Total $ Payments to All Prime Contractors (Total of All Payments)</strong></td>
<td><strong>Total $ Payments to VSBEs as Prime Contractors</strong></td>
<td><strong>VSBE Payments as % of All Payments</strong></td>
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To avoid double counting, the payments awarded to VSBE prime contractors are added to the total, but the total prime contract award, award amount, and payments above do not report the VSBE subcontractor awards and payments on these contracts.

**Notes:**
VSBE Reporting - Annual Report

ANSWERS News and Updates
6/28/2022

NOTICE: ANSWERS Data is refreshed-loaded each weekend from ADPICS.

6/17/2022

We have introduced a new feature to let you know when the data for each report was last generated. As well as a text blurb below the Run Report button, here is a list:

Weekly - Prior Saturday:
- PCH155
- PCH462
- PCH055/067
- PCH068
- PCH056-70
- PCH717-722
- PAAR
- PCH1210
- PCH172-213

Daily - Close of Prior Business Day:
- DAFR5000
- DBRT100
- DBRT300
- DB2vprnPrintHist
- DB2AppBudget
- DB2G290
- DB2vns
- DB2R9960
- DB2SpecFund
- FSPD162R (235)
- FSPRT10
- FSPINOSR

Real Time:
- A35092
- BPO Detail
- DB2vnhDisplay
- DB2vNameSearch
- DB2MOOTViewPrintHist
- DB2R99320
- DB2R9060
- DB2R9070

https://net.md.gov/apps/answers/
VSBE Reporting - Annual Report
### Awards to VSBEs

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<thead>
<tr>
<th>Procurement Contracts Awarded</th>
<th>Total $ All Procurement Contracts Awarded</th>
<th>Total # Contracts Awarded to VSBEs as Prime Contractors</th>
<th>Total $ Contracts Awarded to VSBEs as Prime Contractors</th>
<th>Total # VSBE Subcontracts Awarded</th>
<th>Total $ VSBE Subcontracts Awarded</th>
<th>Percentage of VSBE Participation</th>
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<tbody>
<tr>
<td>Procurement Contracts 709 &amp; 710 Rots</td>
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<td>720 Rpt</td>
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<td>Corporate Credit Card Internal Report</td>
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<td>Direct Voucher 717 Rpt</td>
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<tr>
<td>Total</td>
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Should match MBE Rpt total agency awards

### Payments to VSBEs

<table>
<thead>
<tr>
<th>Total $ Payments to All Prime Contractors (Total of ALL Payments)</th>
<th>Total $ Payments to VSBEs as Prime and Subcontractors</th>
<th>VSBE Payments as % of All Payments</th>
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<tbody>
<tr>
<td>718,717, Credit Card Report (Internal) Subcontractors only (719 Rpt)</td>
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VSBE Program FY 2021 KUDOS!!

Great Job!

- ARCHIVES
- FOOD CENTER AUTHORITY
- GENERAL SERVICES
- MILITARY DEPARTMENT
- MOTOR VEHICLE ADMINISTRATION
- PORT ADMINISTRATION
- STATE RETIREMENT AGENCY
- TRANSPORTATION AUTHORITY
- WORKER’S COMPENSATION COMMISSION
Any Questions?

VSBE Certification
Danielle Davis
Danielle.davis2@maryland.gov