Re-Certification for the Veteran-Owned Small Business Enterprise (VSBE) Program

The VSBE Re-certification process requires that the company meet certain eligibility standards:

A. Must be at least 51% owned and controlled by one or more individuals who are veterans.
B. Must meet size standards set by the U.S. Small Business Administration. Refer to https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx for more information.

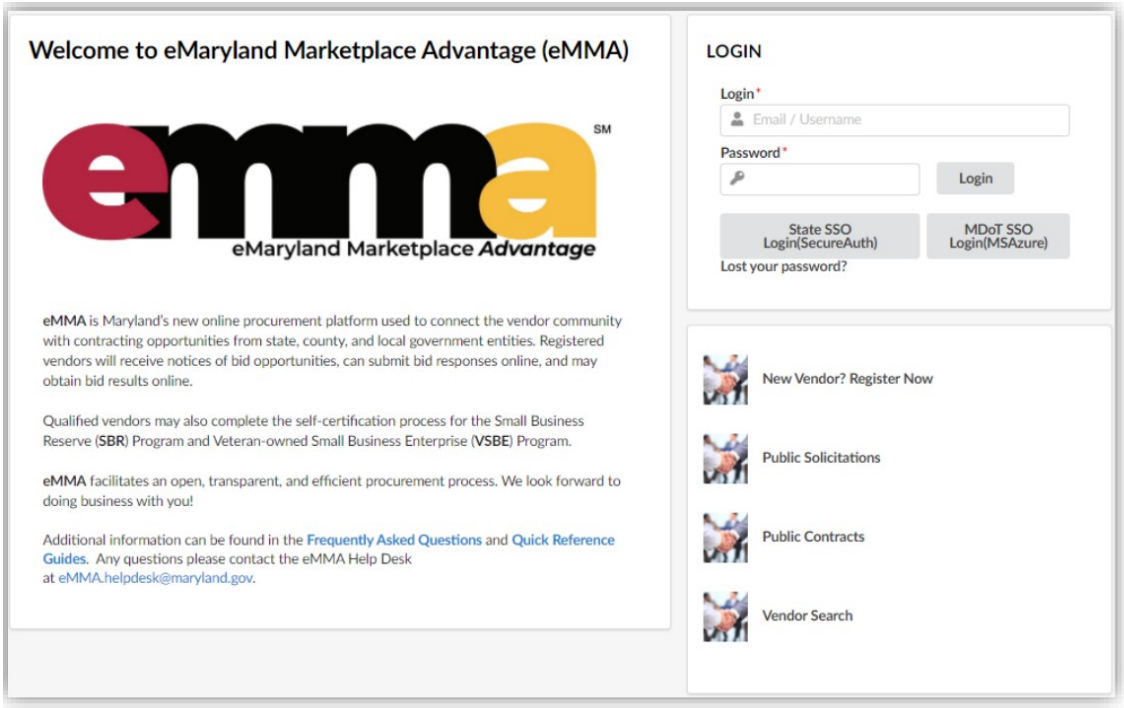
In addition, vendors must:

A. Be registered in Maryland's online vendor portal, eMaryland Marketplace Advantage (eMMA).
B. Submit the VSBE Program renewal application in eMMA.
C. Provide information pertaining to their verification of veteran status by the Maryland Department of Veterans Affairs (MDVA) **OR** the federal Vets First Verification Program (VetBiz).

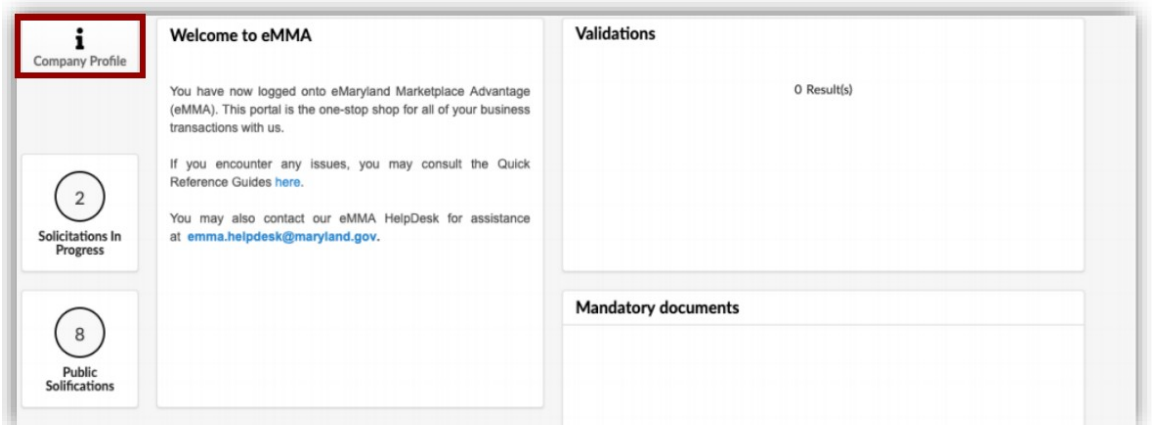
Renewing the eMMA VSBE application

To access the VSBE Program renewal application in eMMA, follow these steps:

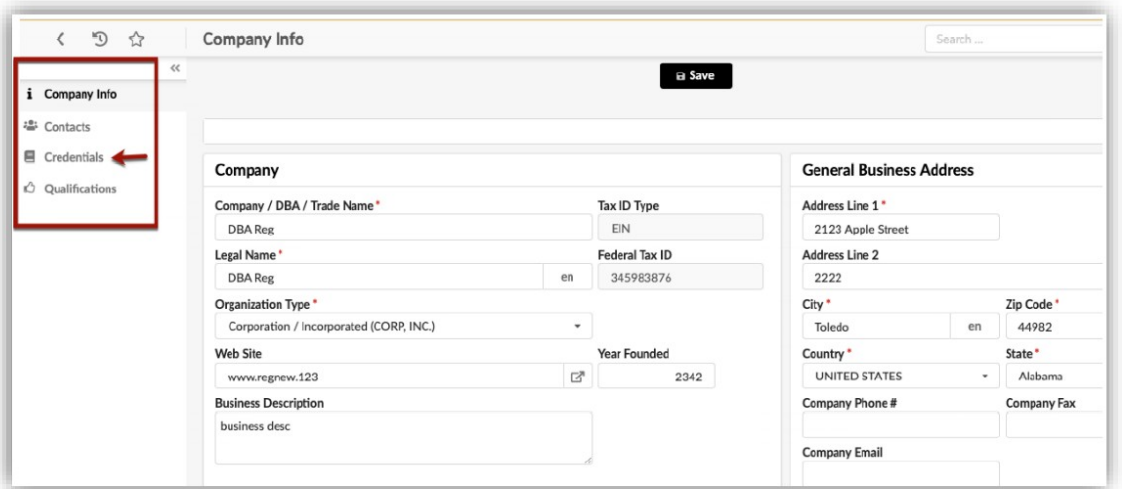
1. Log into your eMMA account (https://emma.maryland.gov/).



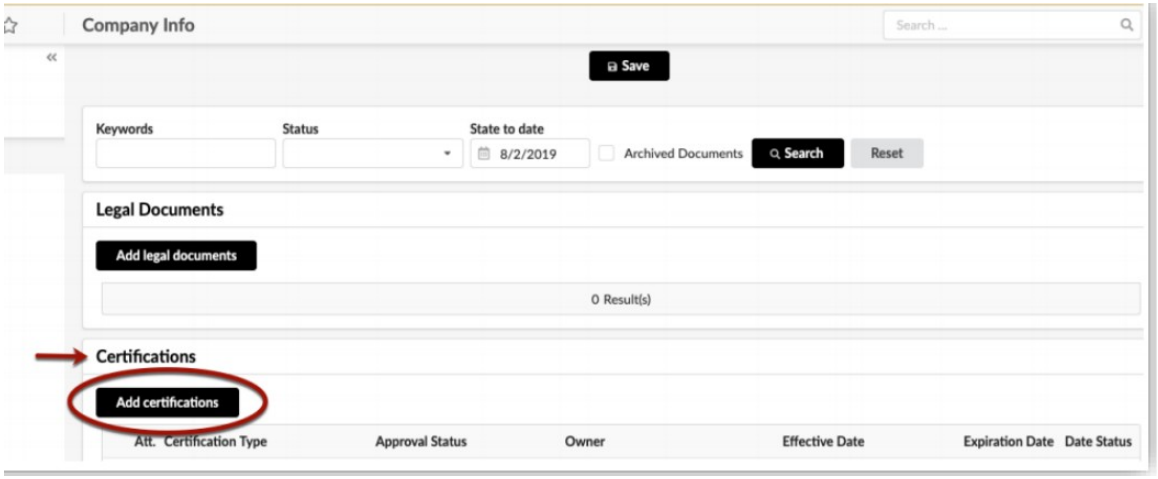
2. Select "Company Profile".



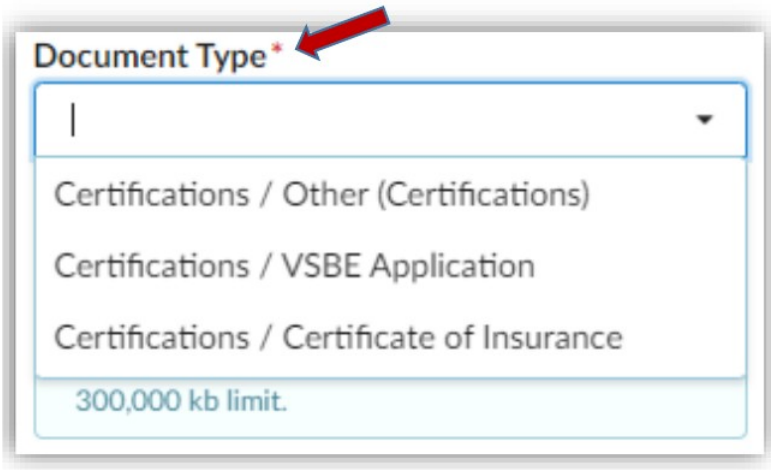
3. Click on the "Credentials" tab, which is located on the left side of the screen.



4. Navigate to the Certifications section and click on the "Add certifications" box.



5. In the "Type" field, select the drop down icon to choose "Certifications/VSBE Application".

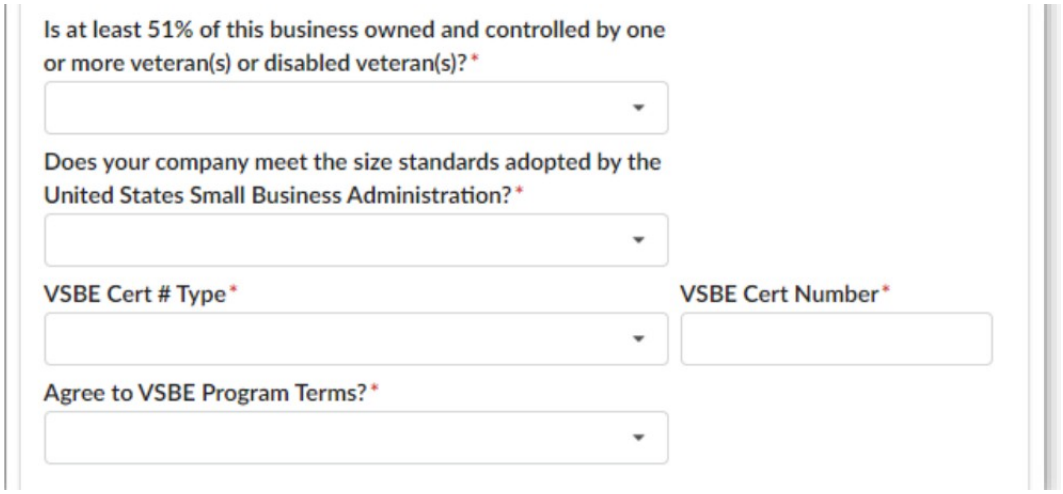


6. Complete the application.

    A. Answer the two (2) eligibility questions.
    B. Verify your veteran status.
        - If you were previously certified using a veteran verification number from the Maryland Department of Veteran Affairs (MDVA), select "Veteran Verification #" as the "VSBE Cert # Type" and enter your veteran verification number in the "VSBE Cert Number" section. Your current MDVA # can be found in the "Company Info" section. It is a combination of letters, numbers, and symbols (i.e. MDVA2020-000).
        - If you were previously certified using a veteran verification number from the federal Vets First Verification (VetBiz) program, select "VetBiz #" as the "VSBE Cert # Type" and enter your 9-digit DUNS number in the "VSBE Cert Number" section.

- If your federal veteran verification has expired, you must renew, or seek veteran verification from MDVA, to remain in the VSBE Program. Visit the following website for details: https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx.

C. Agree to the VSBE Program terms.



7. "Save" and "Submit" the application.

VSBE certification is granted to eligible firms who complete the application and provide veteran verification. eMMA will send an email to the primary contact on the account once VSBE certification has been issued.

VSBE certification status is identified in eMMA. To see your status or search for other VSBE firms, visit the eMMA website (https://emma.maryland.gov/) and select the “Vendor Search” option. To perform your search, enter the name of your company or select the “VSBE Vendor” box.

If you have questions or need further assistance, contact the Governor’s Office of Small, Minority & Women Business Affairs at 410-697-9600.

Document information

Governor’s Office of Small, Minority & Women Business Affairs – V.09.07.2021