Maryland

OPEN FOR BUSINESS

# Searching Databases for Each Socioeconomic Program

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

# Searching Databases for Each Socioeconomic Program

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

*For Internal Training Purposes Only*

## For the Minority Business Enterprise Program

### MDOT Directory (1 of 4)

- **Mandated in Statute**

*State Finance & Procurement Articles 14-304 (a)*

(1) The certification agency shall develop and maintain a directory of all certified minority business enterprises.

(2) The directory shall be accessible to the public through the Internet.

MDOT Directory: (https://marylandmdbe.mdbecert.com/?TN=marylandmdbe)

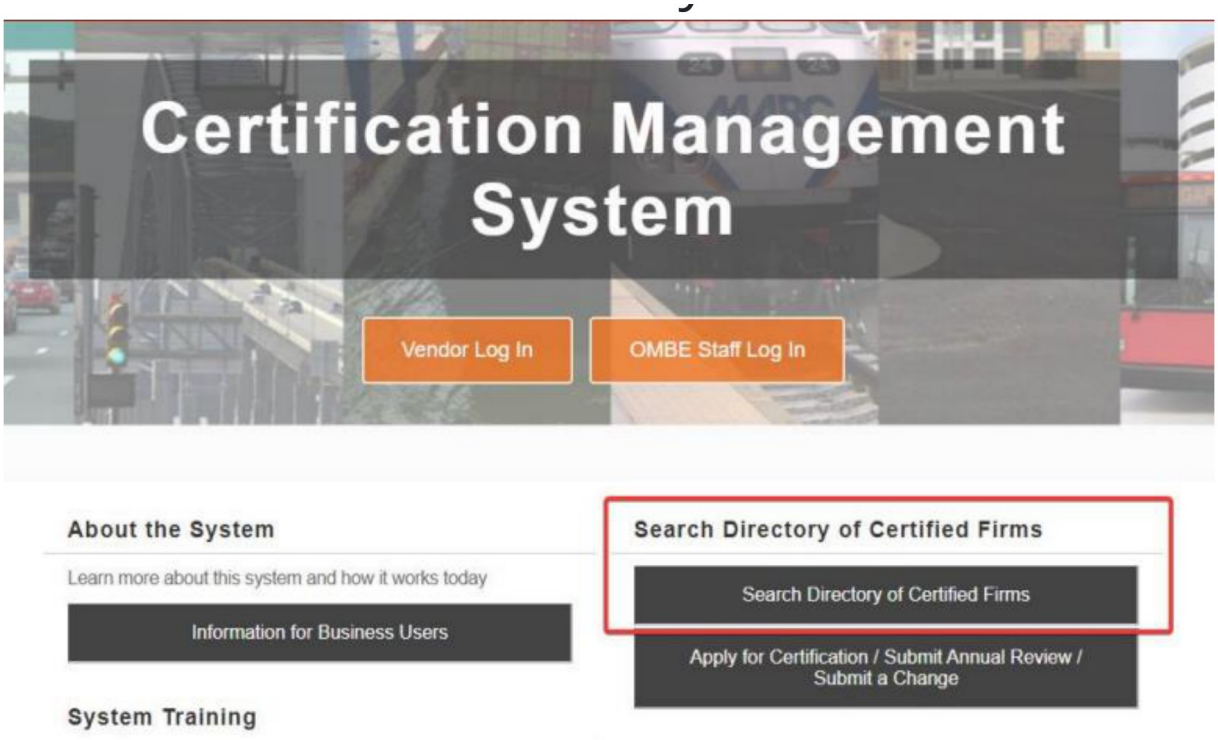
### MDOT Directory (2 of 4)

At www.mdot.maryland.gov – **Select MBE in the Menu Bar**



## MDOT Directory (3 of 4)

Scroll down to search the Directory




## MDOT Directory (4 of 4)

- **Use Is Mandated in Statute**

*State Finance & Procurement Articles 14-302 (a) (1) (iv) (3)*

(ii) [Each unit shall] implement a program that will enable the unit to evaluate each contract to determine the appropriate minority business enterprise participation goals, if any, for the contract based on:

1. the potential subcontract opportunities available in the prime procurement contract;
2. the availability of certified minority business enterprises to respond competitively to the potential subcontract opportunities;

## Searching the MDOT Directory

- **Reasons:**
  - To identify number of certified MBEs per subcontracting opportunity (identified by NAICS code(s)) during the PRG process
  - To verify the MBE status of an MBE firm named on MBE Forms during the bidding process
- Used by Procurement Staff, Liaisons, vendors & others

# Searching for MBE Firms During the PRG Process

## Things to Consider (1 of 3)

- Do enough MBEs exist at the prime contractor level to reasonably assure maximum opportunities for MBEs to compete for and potentially obtain the contract at that level?
- Are MBE subcontracting opportunities feasible?
- Does the base of potentially-available MBEs for the work components of the contract make the MBE subcontract goals attainable?
- MBE base of providers for each work component
- Geographical proximity of MBEs to the work location

***PRG Forms – MBE Participation Worksheet (PART 1B)***

## Things to Consider (2 of 3)

- PRG Paperwork, page 6

MBE Participation Worksheet

| SECTION 4 – POTENTIAL SUBCONTRACT OPPORTUNITIES FOR NEW IFB/RFP | | | | | |
|---|---|---|---|---|---|
| Subcontract Area | No. Certified MBEs in this area | Est. Subcontracting Dollar Amount | Est. Percent | No. Years | Contract Amount |
| *Okay to attach a spreadsheet* | | | | | |
| | | | | | |
| | | | | | |

The items your PRG determines to be possible Subcontract Opportunities will be listed here, along with the number of MBEs for this work area listed in the MDOT Directory.

## Things to Consider (3 of 3)

- PRG Paperwork, page 7

**MBE Research for Project No. _____**

**Results of Search by NAICS Codes**

| NAICS Code | Description | # MBEs in MDOT Directory |
|---|---|---|
| | *Okay to attach a spreadsheet downloaded from MDOT directory* | |
| | | |
| | | |
| | | |
| | | |

**Results of Keyword Search**

| Keyword | # MBEs in MDOT Directory |
|---|---|
| *Okay to attach a spreadsheet downloaded from MDOT directory* | |
| | |
| | |
| | |
| | |

## When Searching During the PRG Process

| Certified Program Types | NAICS (Commodity) Code(s) | Location | Minority Status |
|---|---|---|---|
| Search the Directory for firms certified in just the MBE program or in multiple programs | Search the Directory using NAICS codes *or* product descriptions | Search the Directory by Location (City, County, Zip Code, State) | Search the Directory for firms by their certified Minority Status |
| Ex.: Selecting MBE will return a list of firms that have been certified with at least one NAICS code in the MBE Program | Ex.: If you select 541330 or Engineering, this will return a list of firms that have been certified with at least one NAICS code matching this product or service | Ex.: Selecting Baltimore City under County will return a list of certified firms registered with a Baltimore City Address | Ex.: Selecting African American will return a list of firms that are currently certified with that status |

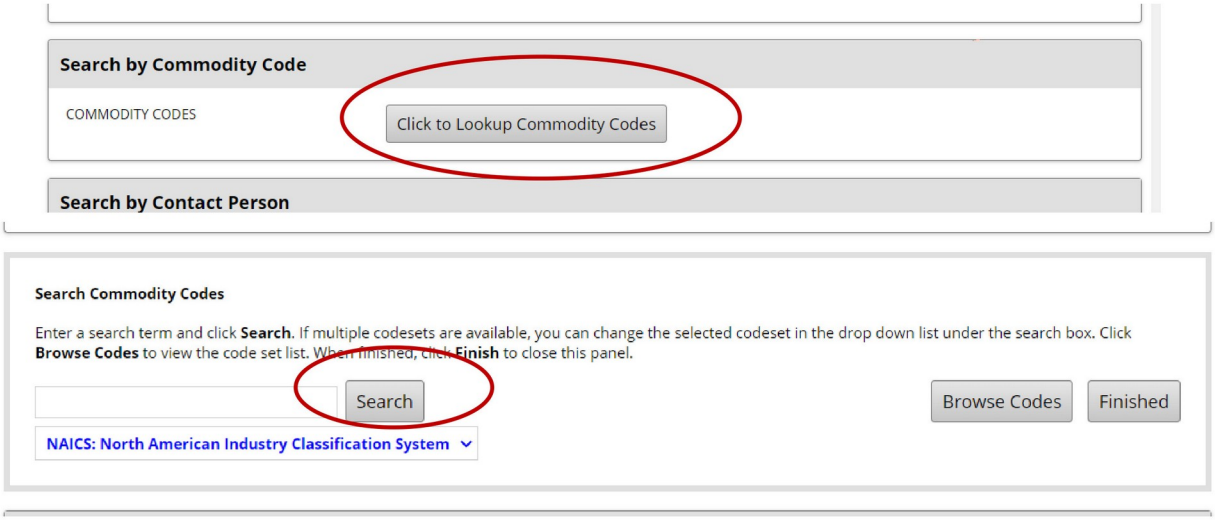
***You will use these search criteria together to narrow down your search results**

## Search by Certification Type

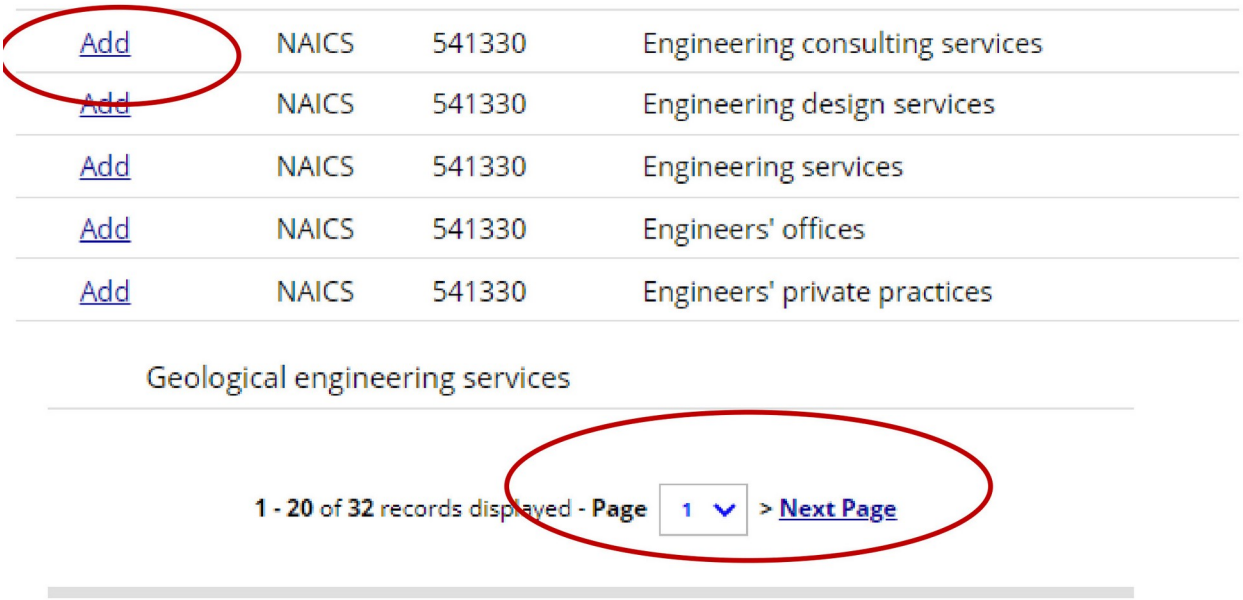
- Click to uncheck every option except MBE
- *Or* if searching for other program participants leave the applicable box checked




## Search by NAICS Code (1 of 4)



## Search by NAICS Code (2 of 4)

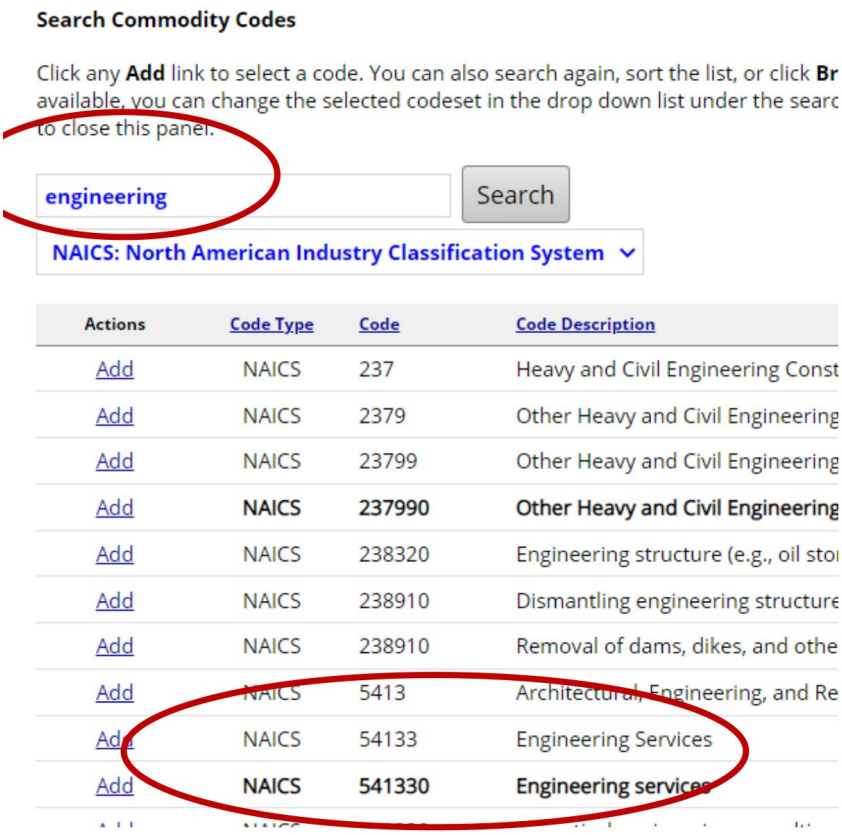


| | | | |
|---|---|---|---|
| Add | NAICS | 541330 | Engineering consulting services |
| Add | NAICS | 541330 | Engineering design services |
| Add | NAICS | 541330 | Engineering services |
| Add | NAICS | 541330 | Engineers' offices |
| Add | NAICS | 541330 | Engineers' private practices |

Geological engineering services

**1 - 20** of **32** records displayed - **Page** 1 > **Next Page**

## Search by NAICS Code (3 of 4)



**Search Commodity Codes**

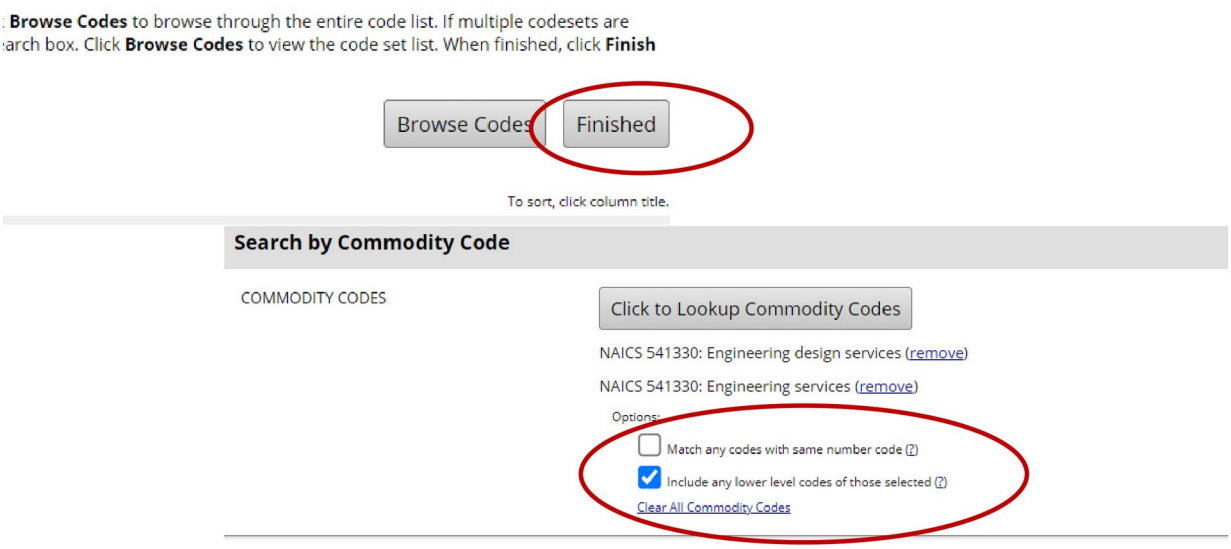
Click any **Add** link to select a code. You can also search again, sort the list, or click **Br**
available, you can change the selected codeset in the drop down list under the searc
to close this panel.

engineering Search

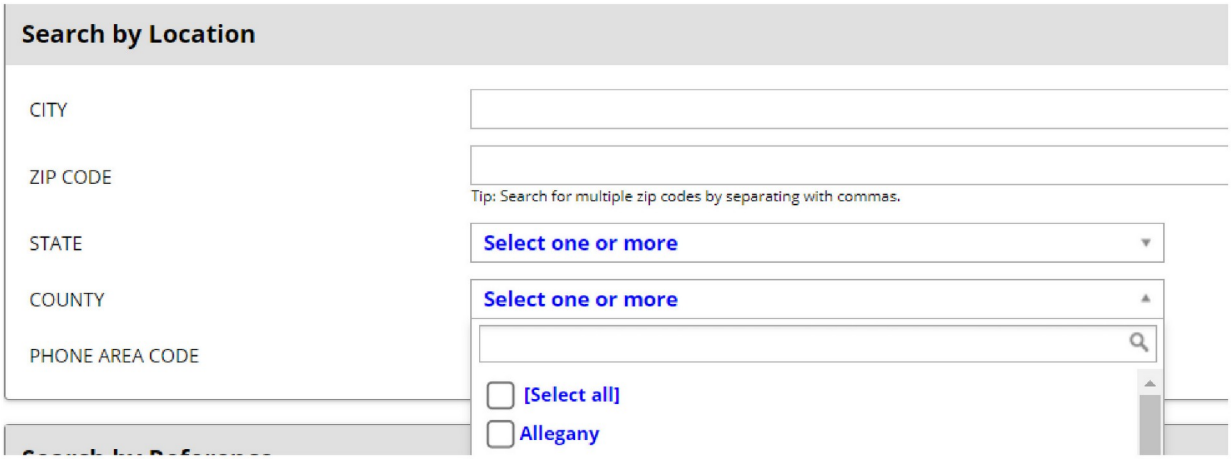
NAICS: North American Industry Classification System

| Actions | Code Type | Code | Code Description |
|---|---|---|---|
| Add | NAICS | 237 | Heavy and Civil Engineering Const |
| Add | NAICS | 2379 | Other Heavy and Civil Engineering |
| Add | NAICS | 23799 | Other Heavy and Civil Engineering |
| Add | **NAICS** | **237990** | **Other Heavy and Civil Engineering** |
| Add | NAICS | 238320 | Engineering structure (e.g., oil sto |
| Add | NAICS | 238910 | Dismantling engineering structure |
| Add | NAICS | 238910 | Removal of dams, dikes, and othe |
| Add | NAICS | 5413 | Architectural, Engineering, and Re |
| Add | NAICS | 54133 | Engineering Services |
| Add | **NAICS** | **541330** | **Engineering services** |

## Search by NAICS Code (4 of 4)

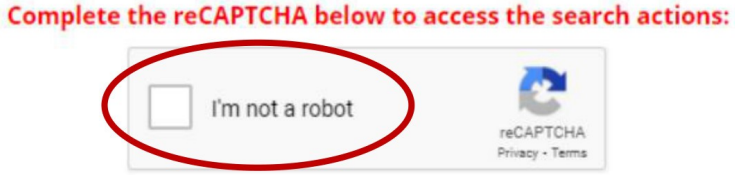



## Search by Location

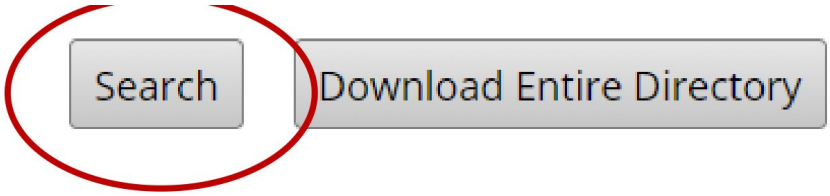



## Complete Your Search

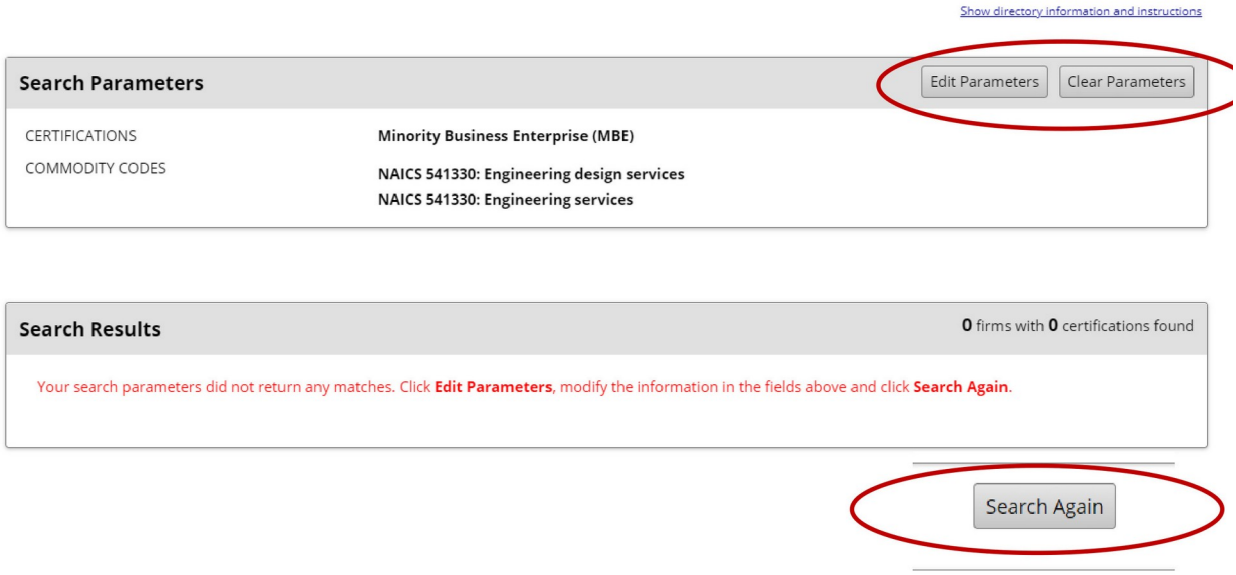
- Once you finish selecting your criteria (or parameters), you can complete your search.
- When executing your first search you will need to complete the reCAPTCHA



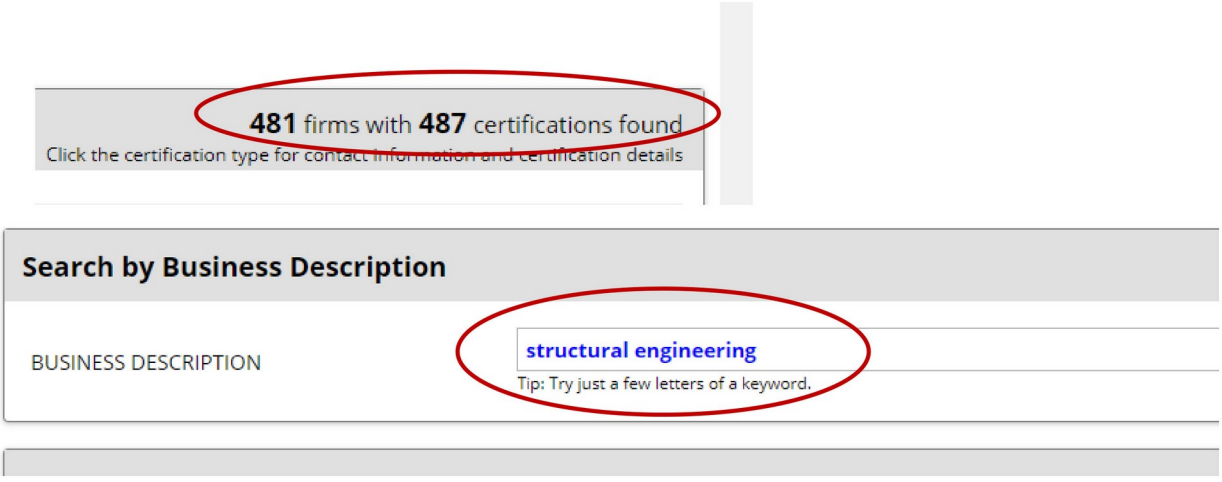
- Then you can click the Search Button to complete your search



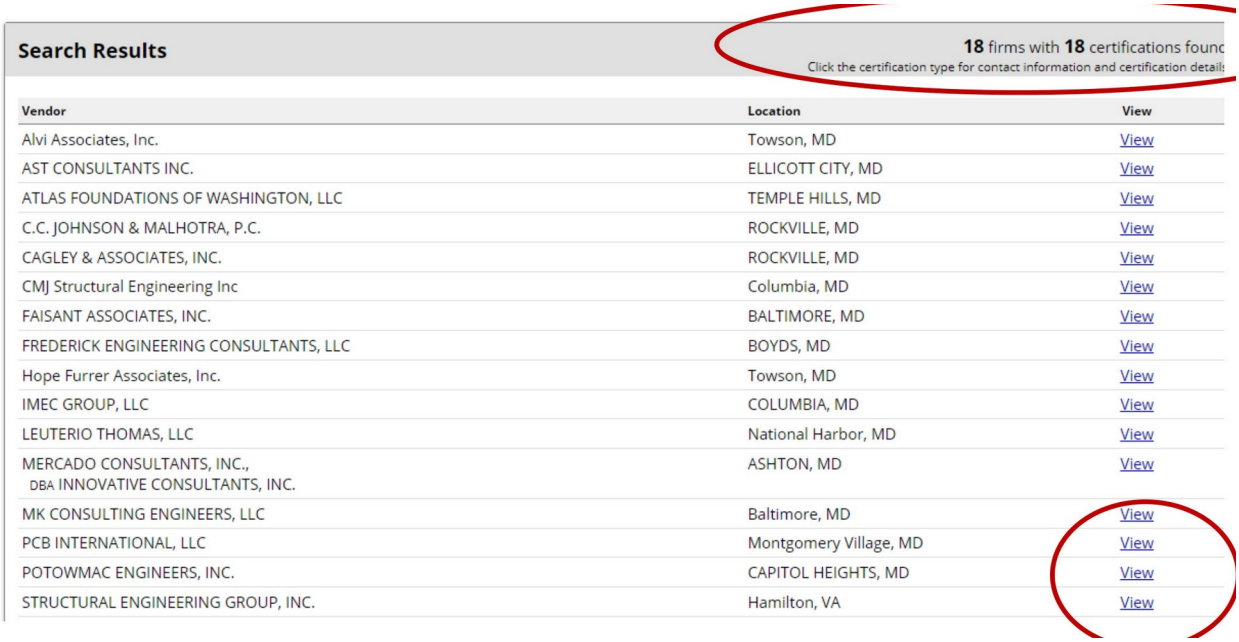

## No Results?




## Search by Business Description



## Reviewing Results (1 of 2)



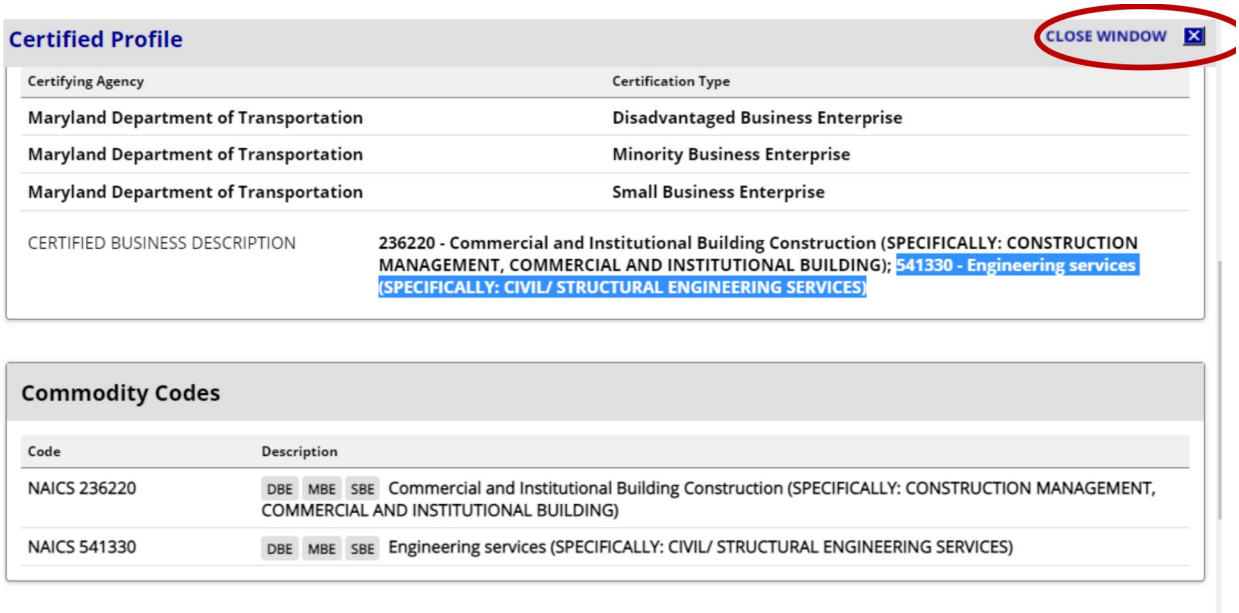
**Search Results**

**18** firms with **18** certifications found
Click the certification type for contact information and certification details

| Vendor | Location | View |
|---|---|---|
| Alvi Associates, Inc. | Towson, MD | View |
| AST CONSULTANTS INC. | ELLICOTT CITY, MD | View |
| ATLAS FOUNDATIONS OF WASHINGTON, LLC | TEMPLE HILLS, MD | View |
| C.C. JOHNSON & MALHOTRA, P.C. | ROCKVILLE, MD | View |
| CAGLEY & ASSOCIATES, INC. | ROCKVILLE, MD | View |
| CMJ Structural Engineering Inc | Columbia, MD | View |
| FAISANT ASSOCIATES, INC. | BALTIMORE, MD | View |
| FREDERICK ENGINEERING CONSULTANTS, LLC | BOYDS, MD | View |
| Hope Furrer Associates, Inc. | Towson, MD | View |
| IMEC GROUP, LLC | COLUMBIA, MD | View |
| LEUTERIO THOMAS, LLC | National Harbor, MD | View |
| MERCADO CONSULTANTS, INC., DBA INNOVATIVE CONSULTANTS, INC. | ASHTON, MD | View |
| MK CONSULTING ENGINEERS, LLC | Baltimore, MD | View |
| PCB INTERNATIONAL, LLC | Montgomery Village, MD | View |
| POTOWMAC ENGINEERS, INC. | CAPITOL HEIGHTS, MD | View |
| STRUCTURAL ENGINEERING GROUP, INC. | Hamilton, VA | View |

## Reviewing Results (2 of 2)

- As you can see, this firm is still listed under the original general NAICS code of 541330 with a specialty in structural engineering



**Certified Profile** CLOSE WINDOW

| Certifying Agency | Certification Type |
|---|---|
| Maryland Department of Transportation | Disadvantaged Business Enterprise |
| Maryland Department of Transportation | Minority Business Enterprise |
| Maryland Department of Transportation | Small Business Enterprise |

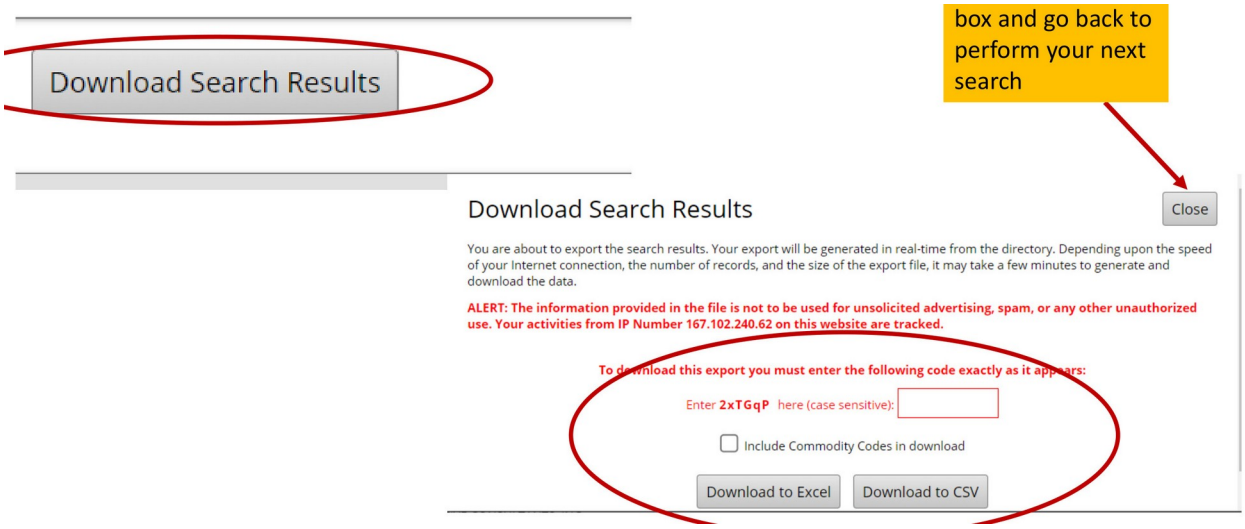
CERTIFIED BUSINESS DESCRIPTION: **236220 - Commercial and Institutional Building Construction (SPECIFICALLY: CONSTRUCTION MANAGEMENT, COMMERCIAL AND INSTITUTIONAL BUILDING); 541330 - Engineering services (SPECIFICALLY: CIVIL/ STRUCTURAL ENGINEERING SERVICES)**

**Commodity Codes**

| Code | Description |
|---|---|
| NAICS 236220 | DBE MBE SBE Commercial and Institutional Building Construction (SPECIFICALLY: CONSTRUCTION MANAGEMENT, COMMERCIAL AND INSTITUTIONAL BUILDING) |
| NAICS 541330 | DBE MBE SBE Engineering services (SPECIFICALLY: CIVIL/ STRUCTURAL ENGINEERING SERVICES) |

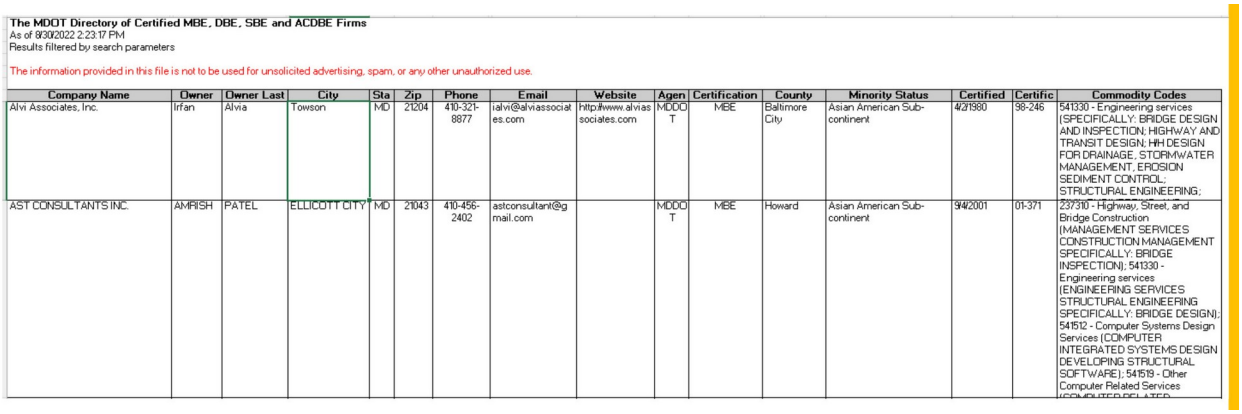
## Downloading Search Results (1 of 3)

- Callout on the screenshot: Click to close this box and go back to perform your next search




## Downloading Search Results (2 of 3)

- Review your excel sheet to confirm your results



The MDOT Directory of Certified MBE, DBE, SBE and ACDBE Firms
As of 8/30/2022 2:23:17 PM
Results filtered by search parameters

The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.

| Company Name | Owner | Owner Last | City | Sta | Zip | Phone | Email | Website | Agen | Certification | County | Minority Status | Certified | Certific | Commodity Codes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Alvi Associates, Inc. | Irfan | Alvia | Towson | MD | 21204 | 410-321-8877 | ialvi@alviassociates.com | http://www.alviassociates.com | MDOT | MBE | Baltimore City | Asian American Sub-continent | 4/2/1980 | 98-246 | 541330 - Engineering services (SPECIFICALLY: BRIDGE DESIGN AND INSPECTION; HIGHWAY AND TRANSIT DESIGN; HH DESIGN FOR DRAINAGE, STORMWATER MANAGEMENT, EROSION SEDIMENT CONTROL; STRUCTURAL ENGINEERING; |
| AST CONSULTANTS INC. | AMRISH | PATEL | ELLICOTT CITY | MD | 21043 | 410-456-2402 | astconsultant@gmail.com | | MDOT | MBE | Howard | Asian American Sub-continent | 9/4/2001 | 01-371 | 237310 - Highway, Street, and Bridge Construction (MANAGEMENT SERVICES CONSTRUCTION MANAGEMENT SPECIFICALLY: BRIDGE INSPECTION); 541330 - Engineering services (ENGINEERING SERVICES STRUCTURAL ENGINEERING SPECIFICALLY: BRIDGE DESIGN); 541512 - Computer Systems Design Services (COMPUTER INTEGRATED SYSTEMS DESIGN DEVELOPING STRUCTURAL SOFTWARE); 541519 - Other Computer Related Services |

# Searching When Evaluating for Subgoal Inclusion During the PRG Process

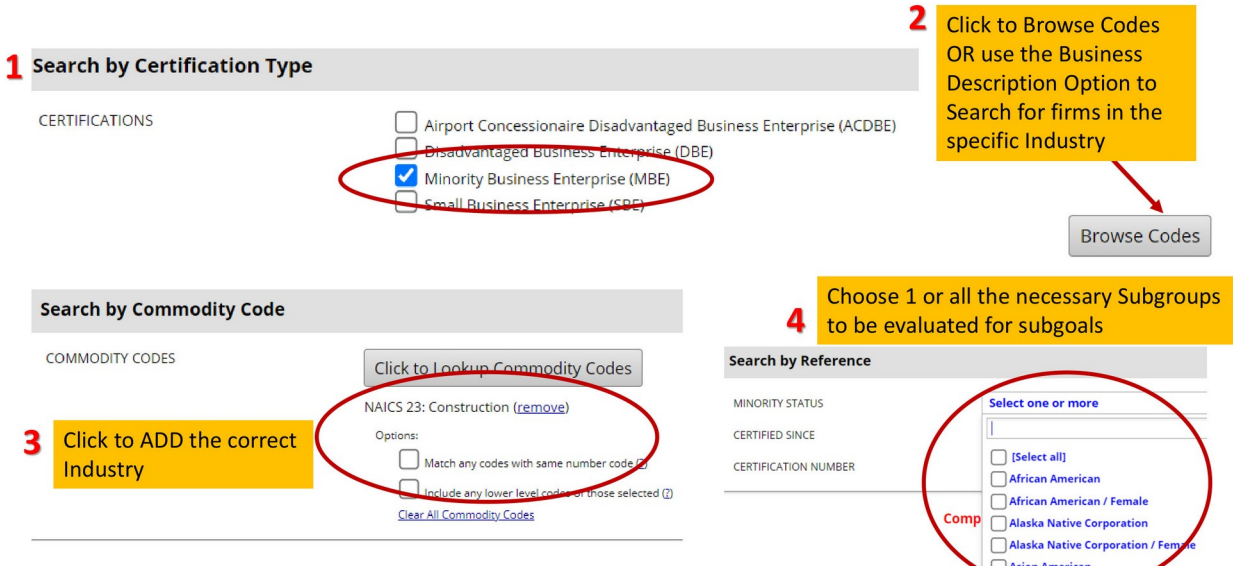
## Searching for the Subgoal Analysis (1 of 4)

- When evaluating your contract for Subgoals, you will use the Subgoal Worksheet
- If you can use the data you have pulled for the overall goal, do so. If not, you will search the MDOT Directory
- Identify the Combined Industry Category
- Determine which Subgroups would be considered under that Industry
- Search the Directory using MBE Certification type only, the Industry Category and the MBE Subgroup

## Searching for the Subgoal Analysis (2 of 4)

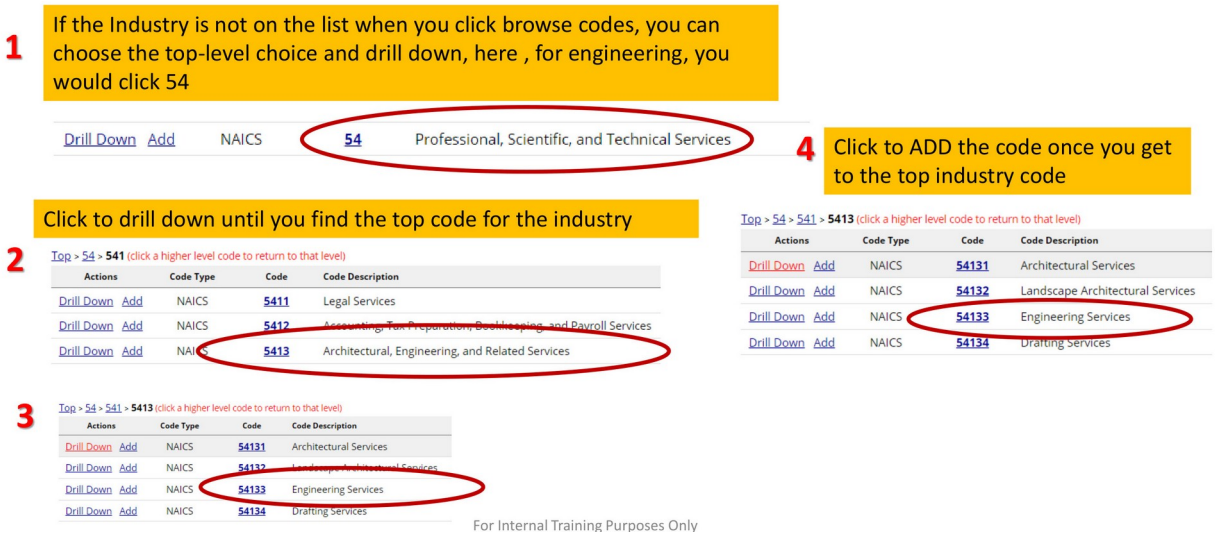
The numbered callouts on the screenshot read as follows (callout 1 marks the Search by Certification Type panel and has no text):

- Callout 2: Click to Browse Codes OR use the Business Description Option to Search for firms in the specific Industry
- Callout 3: Click to ADD the correct Industry
- Callout 4: Choose 1 or all the necessary Subgroups to be evaluated for subgoals




## Searching for the Subgoal Analysis (3 of 4)

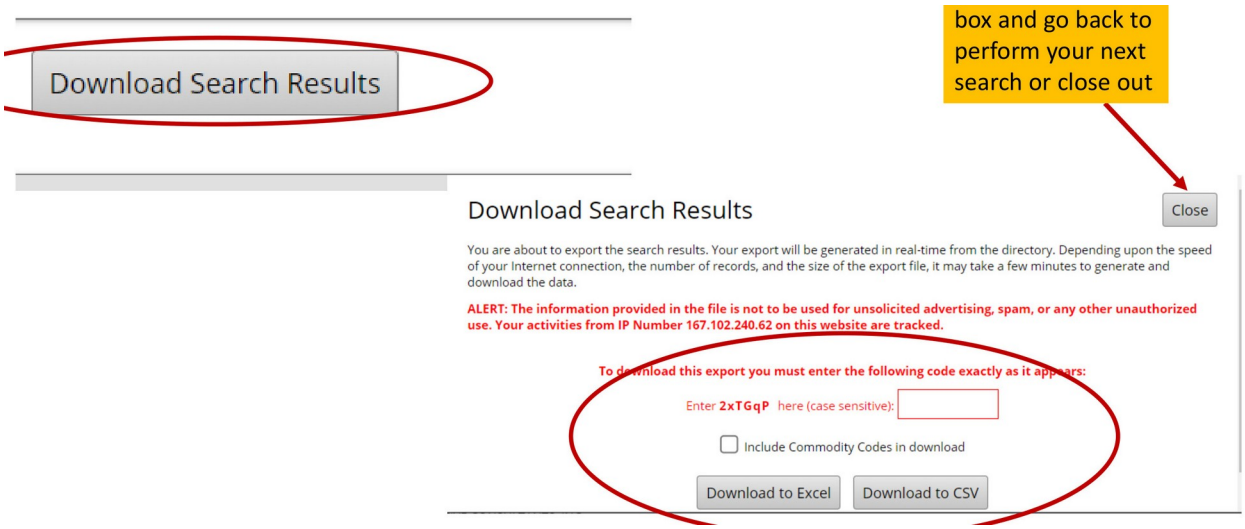
- Callout 1: If the Industry is not on the list when you click browse codes, you can choose the top-level choice and drill down, here, for engineering, you would click 54
- Callout 2: Click to drill down until you find the top code for the industry
- Callout 4: Click to ADD the code once you get to the top industry code




For Internal Training Purposes Only

## Downloading Search Results (3 of 3)

- Callout on the screenshot: Click to close this box and go back to perform your next search or close out




## Searching for the Subgoal Analysis (4 of 4)

- Use your results to fill out the subgoal worksheet and determine if Subgoals will be set.
- Callout on the screenshot: Any relevant Subgroup with less than 3 certified firms available results in no subgoal being set for that subgroup

Ex.: Construction Contract with an overall MBE goal of 25% would be evaluated for Subgoals. If your search reveals that 2 African American MBE firms and 10 Women owned MBE firms were available, this will result in a Women Subgoal of 11%

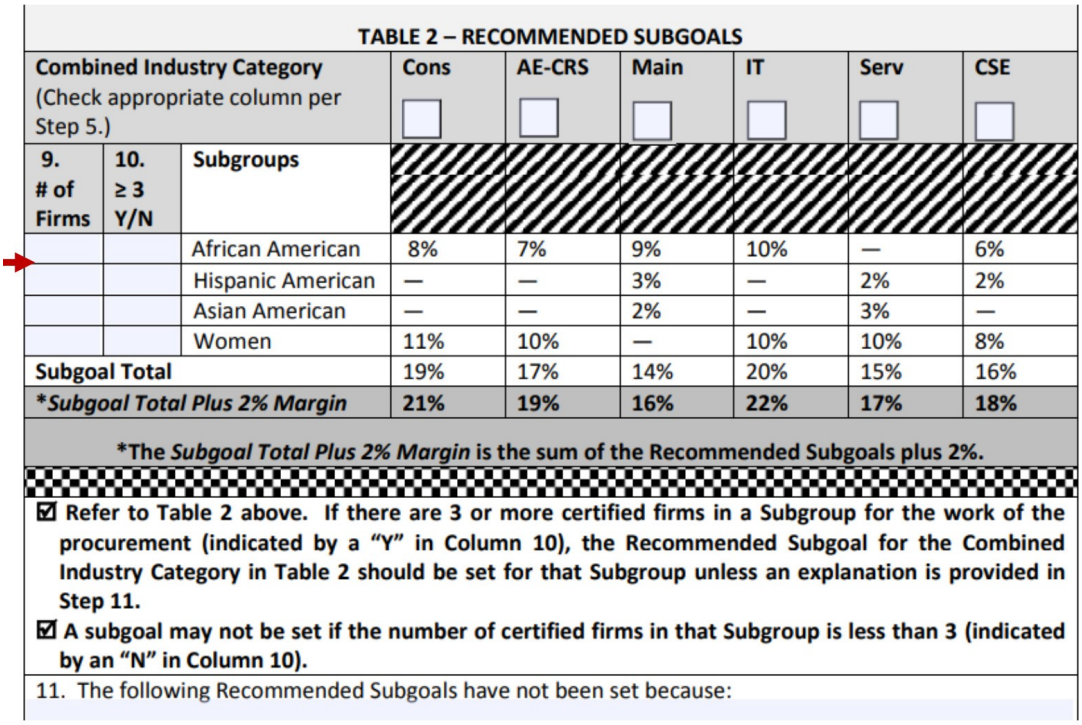


TABLE 2 – RECOMMENDED SUBGOALS

| Combined Industry Category (Check appropriate column per Step 5.) | | | Cons ☐ | AE-CRS ☐ | Main ☐ | IT ☐ | Serv ☐ | CSE ☐ |
|---|---|---|---|---|---|---|---|---|
| 9. # of Firms | 10. ≥ 3 Y/N | Subgroups | | | | | | |
| | | African American | 8% | 7% | 9% | 10% | — | 6% |
| | | Hispanic American | — | — | 3% | — | 2% | 2% |
| | | Asian American | — | — | 2% | — | 3% | — |
| | | Women | 11% | 10% | — | 10% | 10% | 8% |
| **Subgoal Total** | | | 19% | 17% | 14% | 20% | 15% | 16% |
| ***Subgoal Total Plus 2% Margin*** | | | **21%** | **19%** | **16%** | **22%** | **17%** | **18%** |

***The *Subgoal Total Plus 2% Margin* is the sum of the Recommended Subgoals plus 2%.**

☑ **Refer to Table 2 above. If there are 3 or more certified firms in a Subgroup for the work of the procurement (indicated by a "Y" in Column 10), the Recommended Subgoal for the Combined Industry Category in Table 2 should be set for that Subgroup unless an explanation is provided in Step 11.**

☑ **A subgoal may not be set if the number of certified firms in that Subgroup is less than 3 (indicated by an "N" in Column 10).**

11. The following Recommended Subgoals have not been set because:

# Verifying a Firm Named on MBE Forms or with the Intention to Direct Solicit

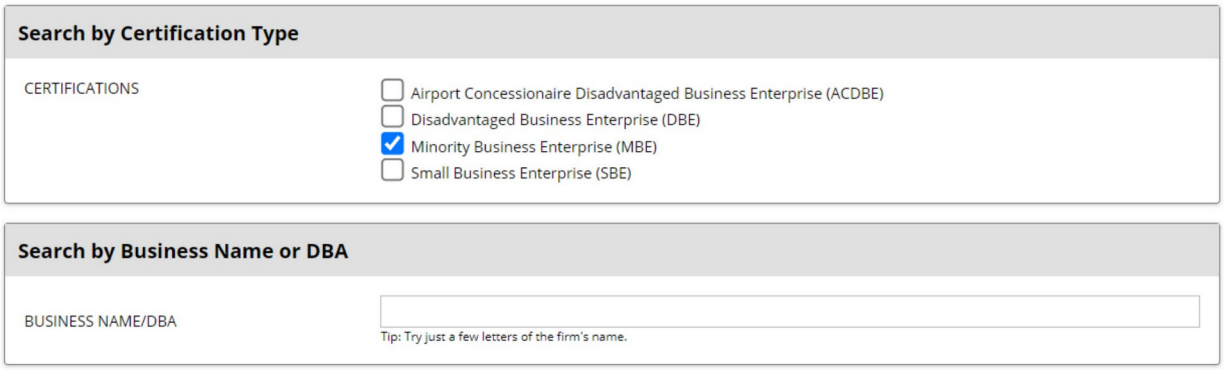
## When Searching to Verify an MBE Firm

- You can search by several criteria, including:
  - Name or dba
  - Certification Number
  - Contact Person/Owner (If you have this information)

## Searching to Verify MBE Firms (1 of 6)

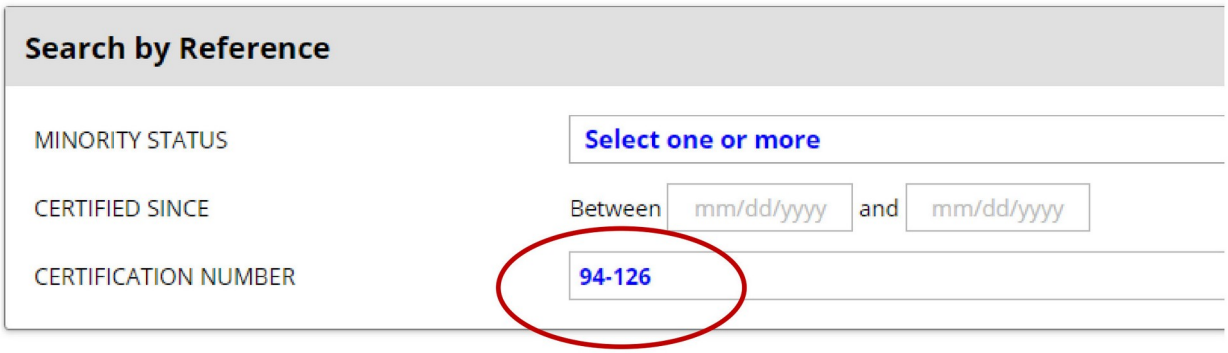
- **To Search by Name or DBA**
  - Click to uncheck all Certification Types except MBE (if applicable)

- Enter the Firms Name or DBA in the search field



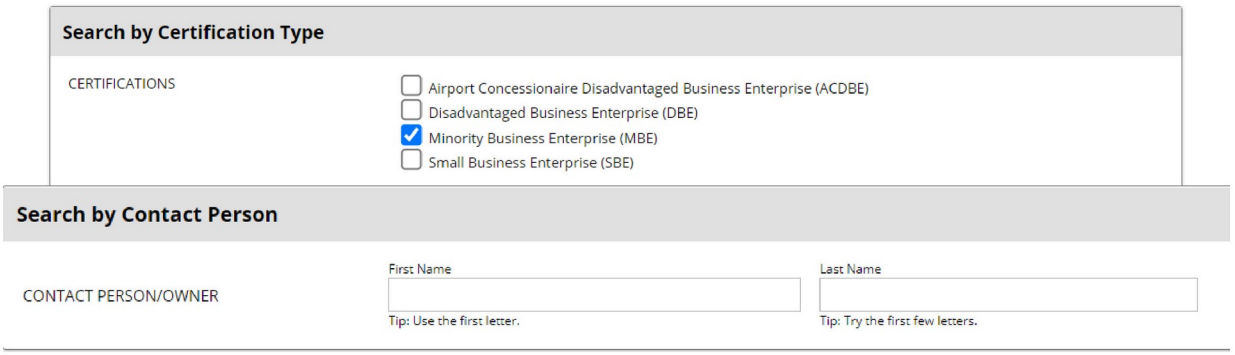

## Searching to Verify MBE Firms (2 of 6)

- **To Search by Certification Number**
  - Click to uncheck all Certification Types except MBE (if applicable)
  - Enter the Certification Number




## Searching to Verify MBE Firms (3 of 6)

- **To Search by Contact Person/Owner (If you have this information)**
  - Make sure MBE only is checked, then enter the persons first and last name



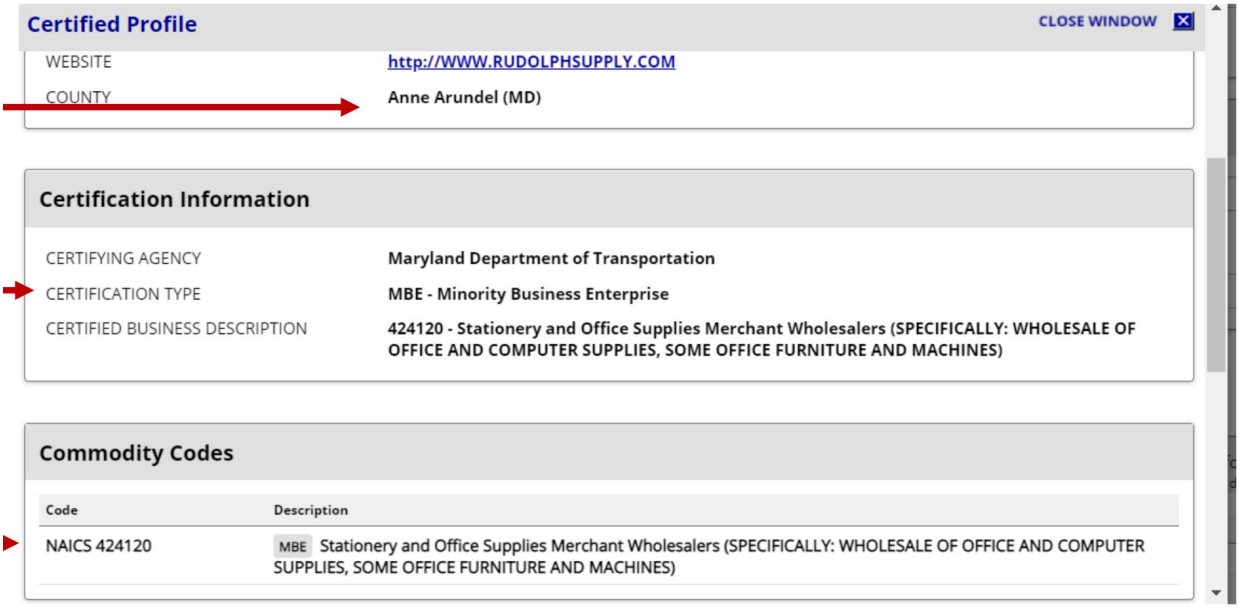
## Searching to Verify MBE Firms (4 of 6)

- If the correct result is returned, click to view




## Searching to Verify MBE Firms (5 of 6)

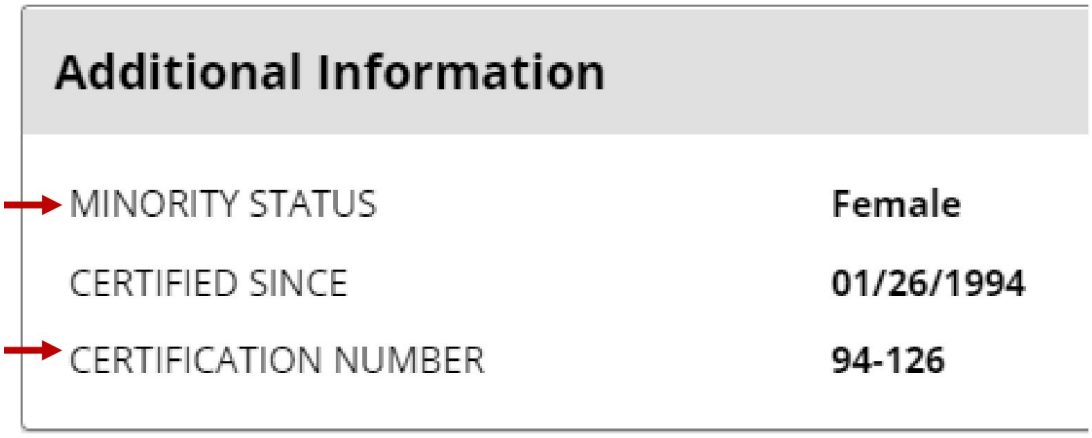
- Scroll through to confirm that the MBEs details
  - Confirm Details such as:
  - LOCATION
  - CERTIFICATION TYPE
  - NAICS Code(s)




## Searching to Verify MBE Firms (6 of 6)

- Other details you can confirm include
  - MINORITY STATUS (MBE Classification / Subgroup)

- CERTIFICATION #




## MDOT Certification Agency Contacts

If you have trouble accessing a firm within the MDOT Directory and wish to inquire with the certification agency, you may contact:

Maryland Department of Transportation

- **Director of Office of Minority Business Enterprise:** Sabrina Bass, 410-865-1240
- **Intake Operations Manager:** Sharonda Baker, 410-865-1072
- **General Office E-Mail:** mbe@mdot.maryland.gov
- **General Office Phone:** Local: 410-865-1269

## MBE Compliance Manager Contacts

If you have any questions, after today's training please contact your designated MBE Compliance Manager.

**MBE Compliance Managers:**

- Nichelle Johnson
  - Nichelle.johnson1@Maryland.gov
  - (410) 697-9605
  - (667) 232-1369
- Karen Reyes
  - Karen.reyes@maryland.gov
  - (410) 697-9608
  - (443) 346-0630

# Searching Databases for the Veteran-Owned Small Business Enterprise (VSBE) Program

## VSBE Statute

State Finance & Procurement Statutes

§14–602

(1) the potential contracting opportunities available in the procurement contract, including both prime contracting and subcontracting opportunities, as determined through analysis of the scope of the work presented in the solicitation documents; and

(2) the availability of veteran–owned small business enterprises to respond competitively to the potential contracting opportunities.

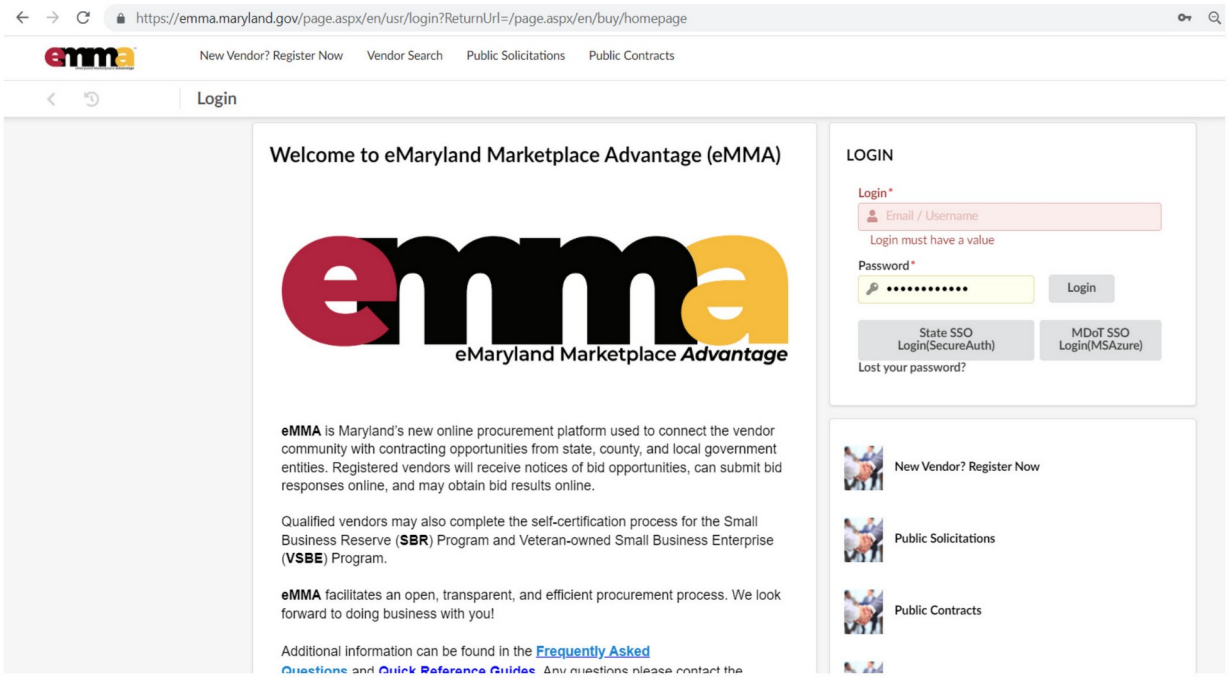
## VSBE Regulation

COMAR 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.

## Main Directory



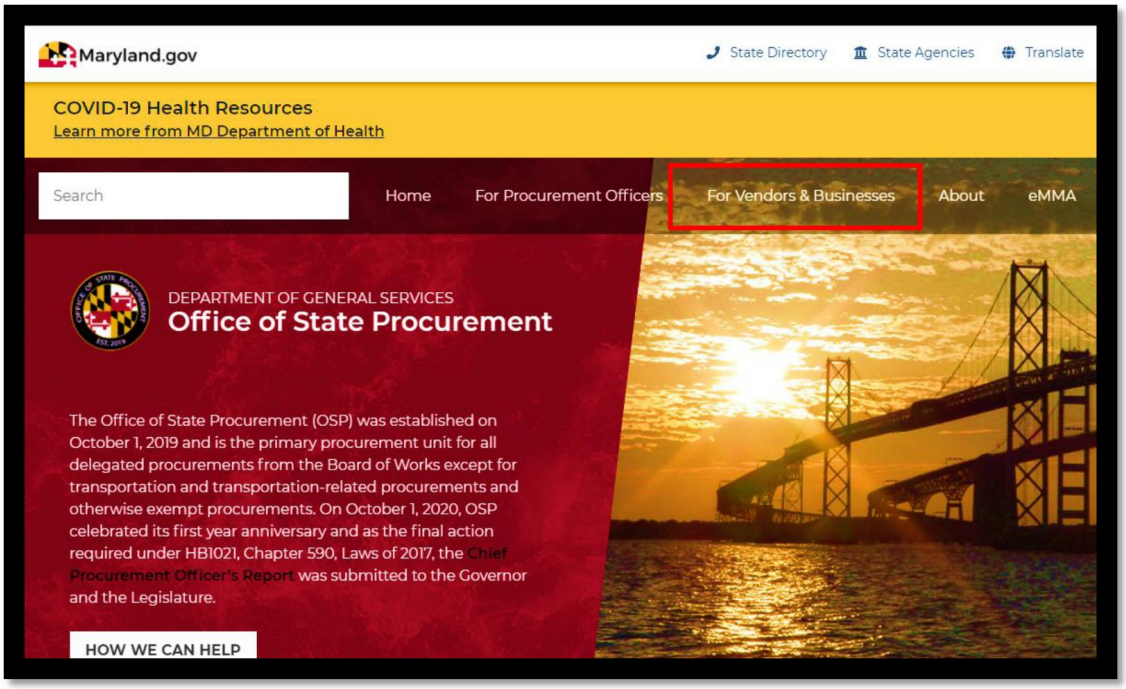
## Benefits of eMMA

- Public Vendor Search
- Internal Vendor Search & Features
- Provides both Certification and expiration information
- Most Up-To-Date, as new vendors are being added daily

## VSBE Vendor Search For Procurement/Buyers (1 of 3)

Use the Vendor Search option in eMMA to identify potential VSBE vendors. This method will yield both certified and non-certified VSBE vendors.

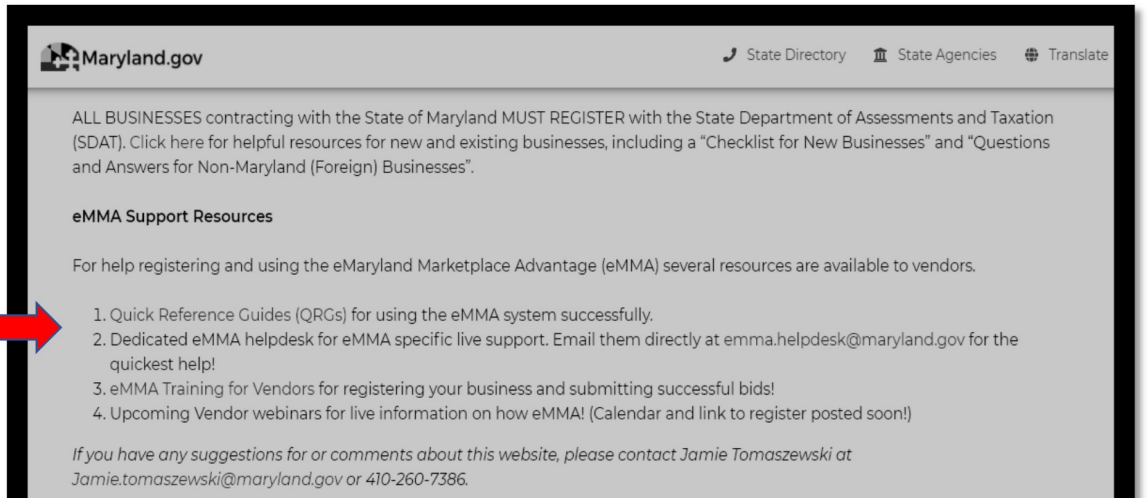
1. Visit the https://procurement.maryland.gov/ website.
2. Click on tab “For Vendors & Businesses”.




## VSBE Vendor Search For Procurement/Buyers (2 of 3)

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

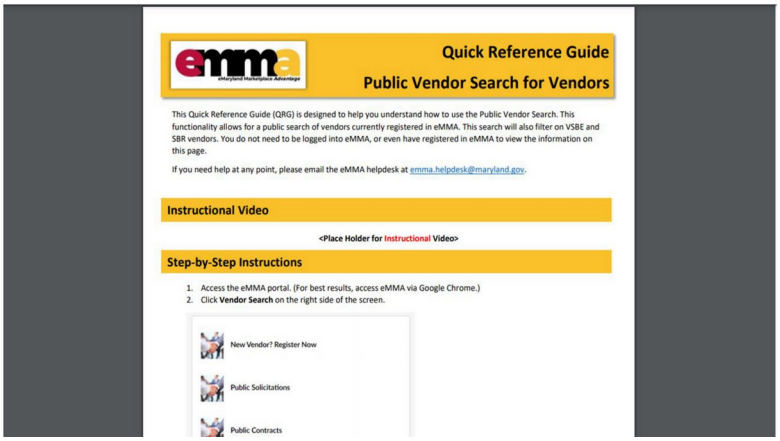
4. Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.



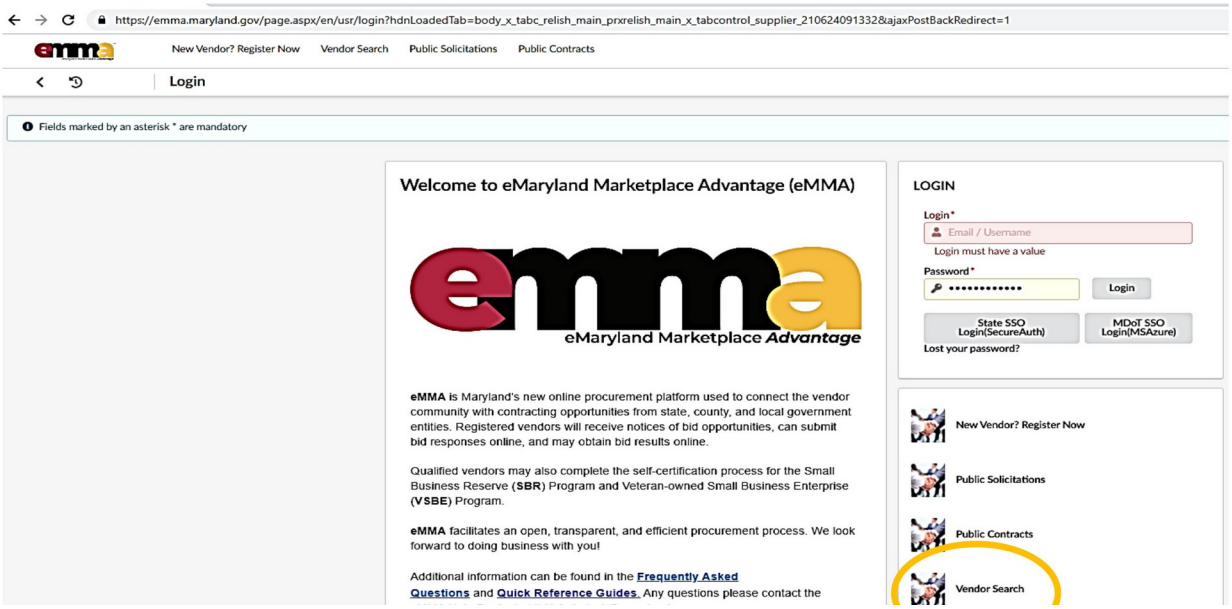

## VSBE Vendor Search For Procurement/Buyers (3 of 3)

**Buyer QRGs**

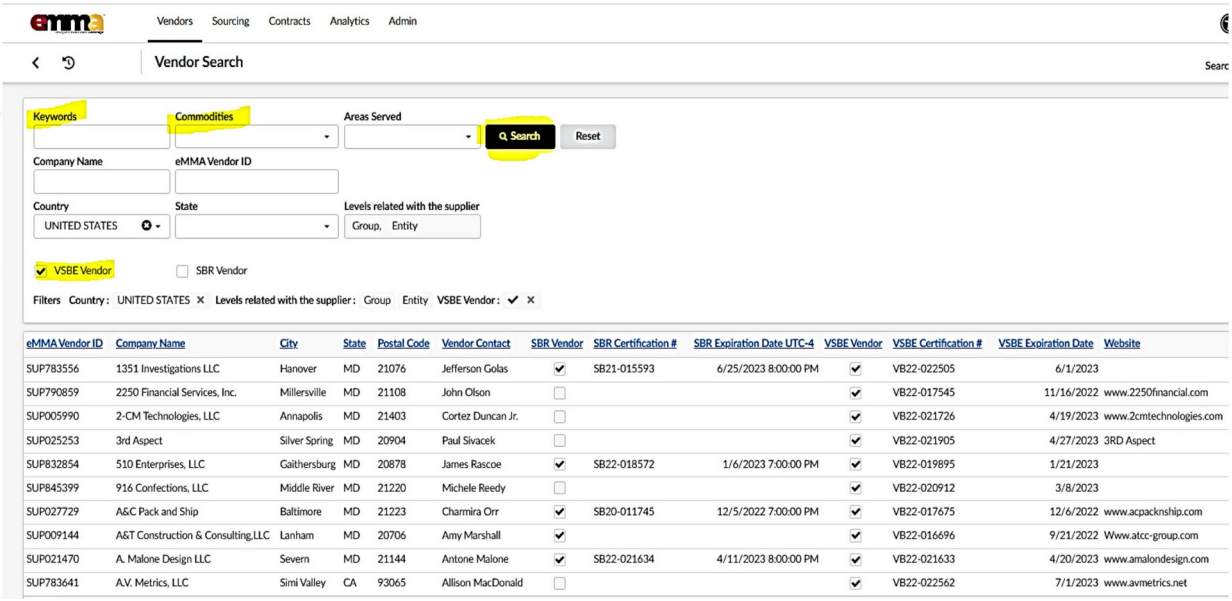
17 - eMMA QRG
Public Search for Vendors



## eMMA- External Public Search (1 of 2)

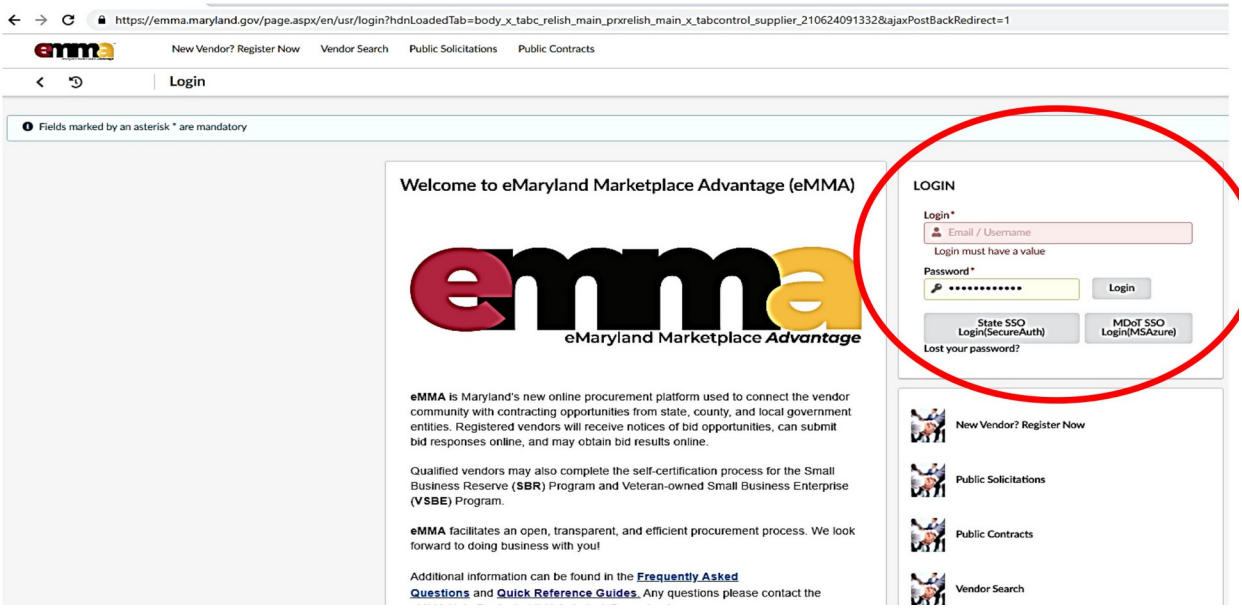



## eMMA- External Public Search (2 of 2)



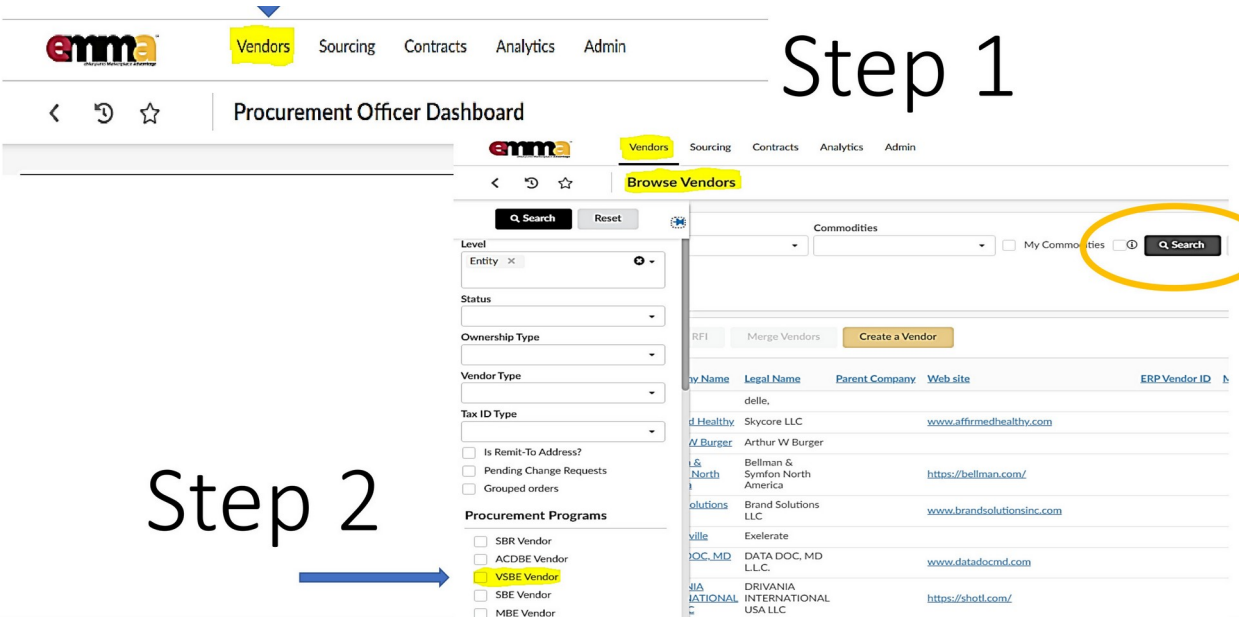

| eMMA Vendor ID | Company Name | City | State | Postal Code | Vendor Contact | SBR Vendor | SBR Certification # | SBR Expiration Date UTC-4 | VSBE Vendor | VSBE Certification # | VSBE Expiration Date | Website |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SUP783556 | 1351 Investigations LLC | Hanover | MD | 21076 | Jefferson Golas | ☑ | SB21-015593 | 6/25/2023 8:00:00 PM | ☑ | VB22-022505 | 6/1/2023 | |
| SUP790859 | 2250 Financial Services, Inc. | Millersville | MD | 21108 | John Olson | ☐ | | | ☑ | VB22-017545 | 11/16/2022 | www.2250financial.com |
| SUP005990 | 2-CM Technologies, LLC | Annapolis | MD | 21403 | Cortez Duncan Jr. | ☐ | | | ☑ | VB22-021726 | 4/19/2023 | www.2cmtechnologies.com |
| SUP025253 | 3rd Aspect | Silver Spring | MD | 20904 | Paul Sivacek | ☐ | | | ☑ | VB22-021905 | 4/27/2023 | 3RD Aspect |
| SUP832854 | 510 Enterprises, LLC | Gaithersburg | MD | 20878 | James Rascoe | ☑ | SB22-018572 | 1/6/2023 7:00:00 PM | ☑ | VB22-019895 | 1/21/2023 | |
| SUP845399 | 916 Confections, LLC | Middle River | MD | 21220 | Michele Reedy | ☐ | | | ☑ | VB22-020912 | 3/8/2023 | |
| SUP027729 | A&C Pack and Ship | Baltimore | MD | 21223 | Charmira Orr | ☑ | SB20-011745 | 12/5/2022 7:00:00 PM | ☑ | VB22-017675 | 12/6/2022 | www.acpacknship.com |
| SUP009144 | A&T Construction & Consulting,LLC | Lanham | MD | 20706 | Amy Marshall | ☑ | | | ☑ | VB22-016696 | 9/21/2022 | Www.atcc-group.com |
| SUP021470 | A. Malone Design LLC | Severn | MD | 21144 | Antone Malone | ☑ | SB22-021634 | 4/11/2023 8:00:00 PM | ☑ | VB22-021633 | 4/20/2023 | www.amalondesign.com |
| SUP783641 | A.V. Metrics, LLC | Simi Valley | CA | 93065 | Allison MacDonald | ☐ | | | ☑ | VB22-022562 | 7/1/2023 | www.avmetrics.net |

## eMMA- Internal Vendor Search (1 of 2)

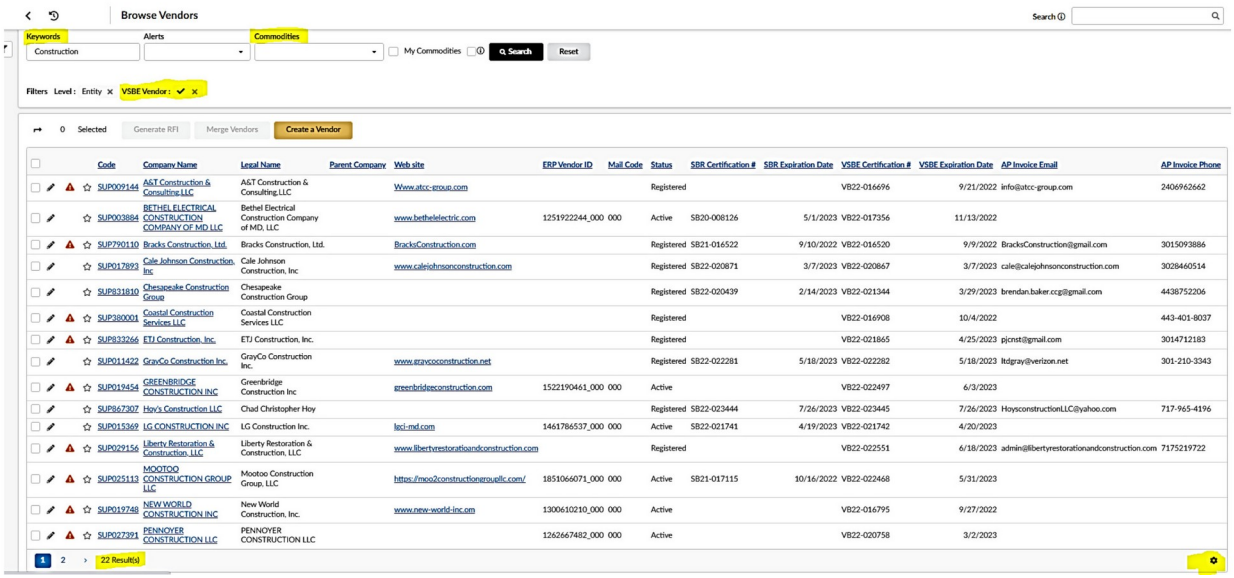



## eMMA

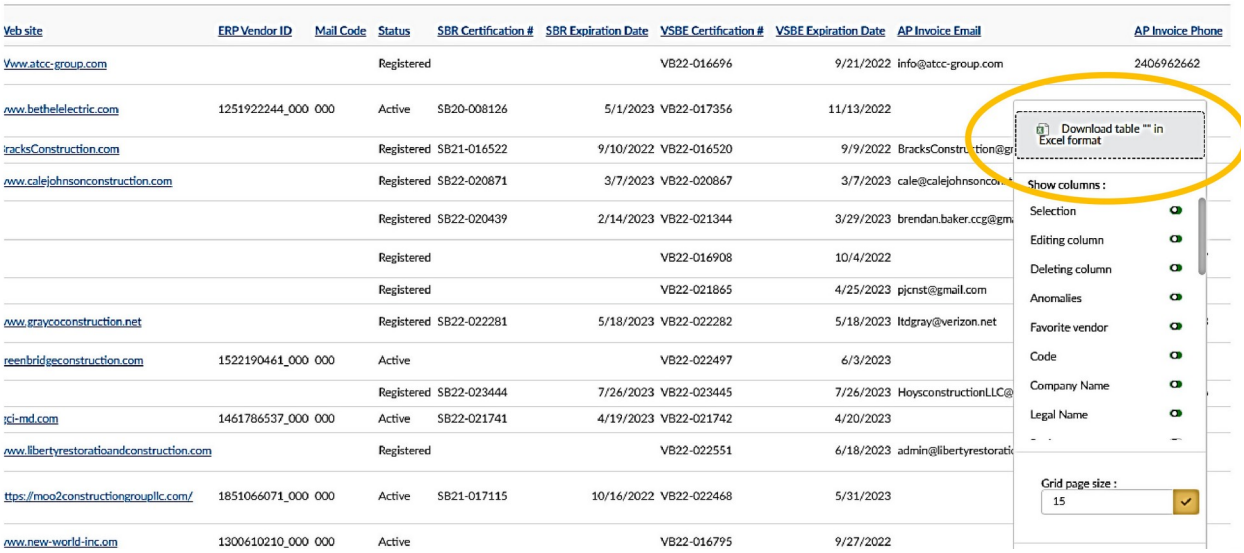
Step 1 and Step 2 are marked on the screenshot.



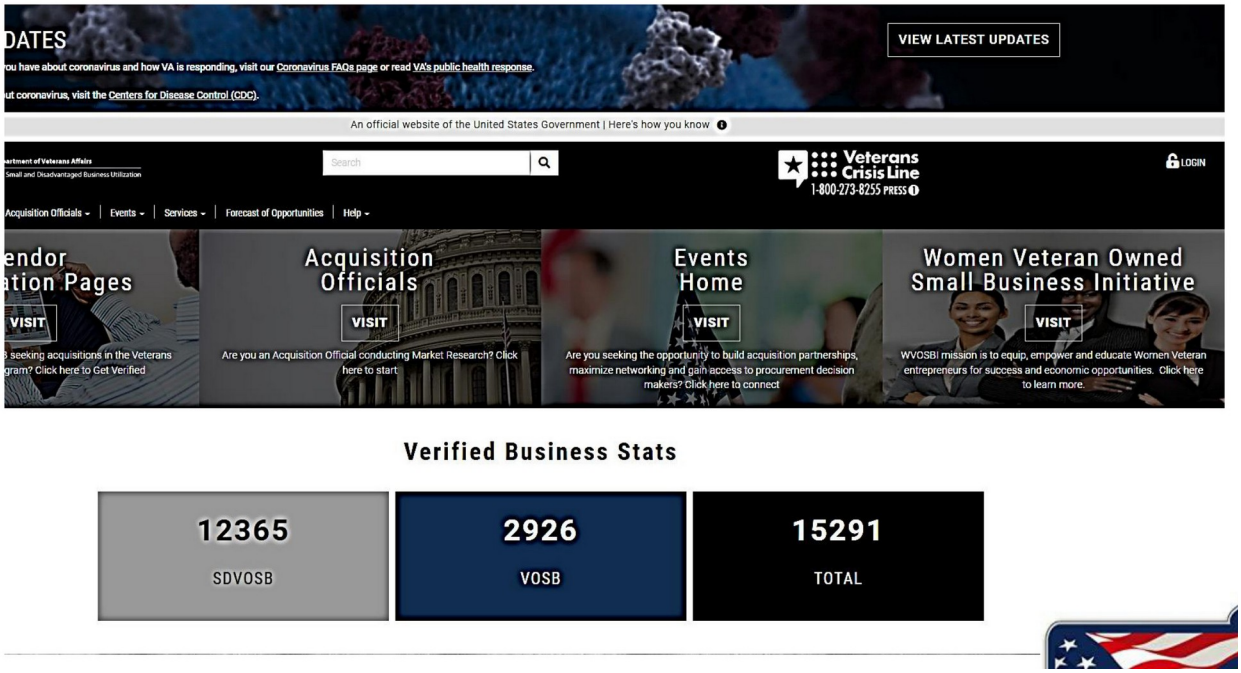
# eMMA- Internal Vendor Search (2 of 2)



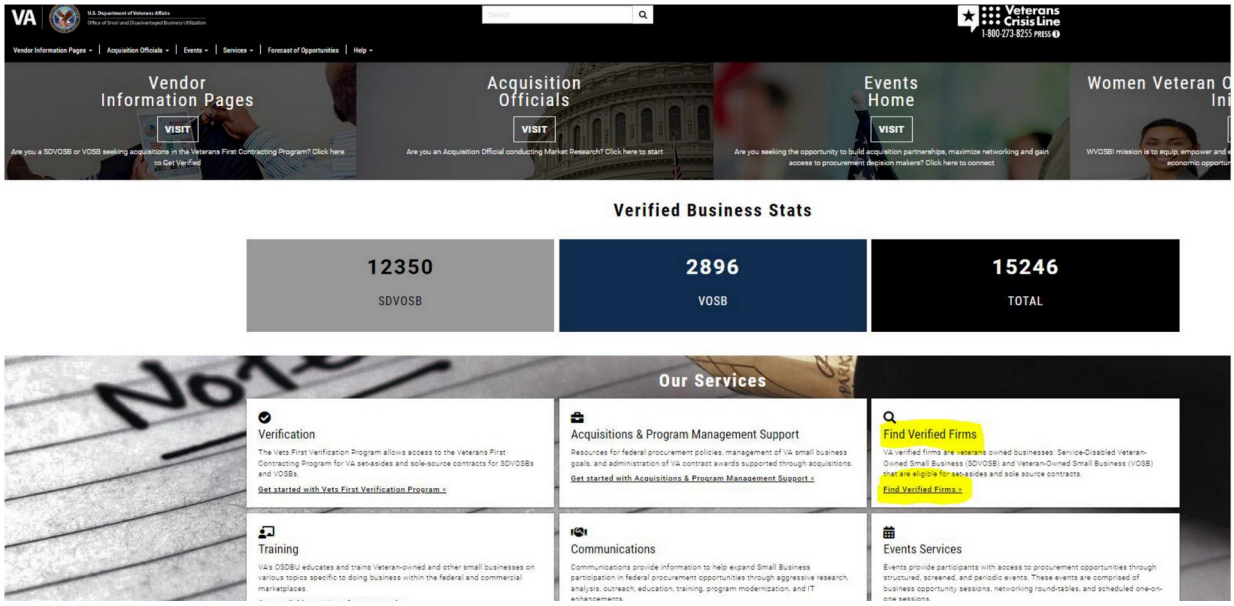

# Internal Vendor Search Feature



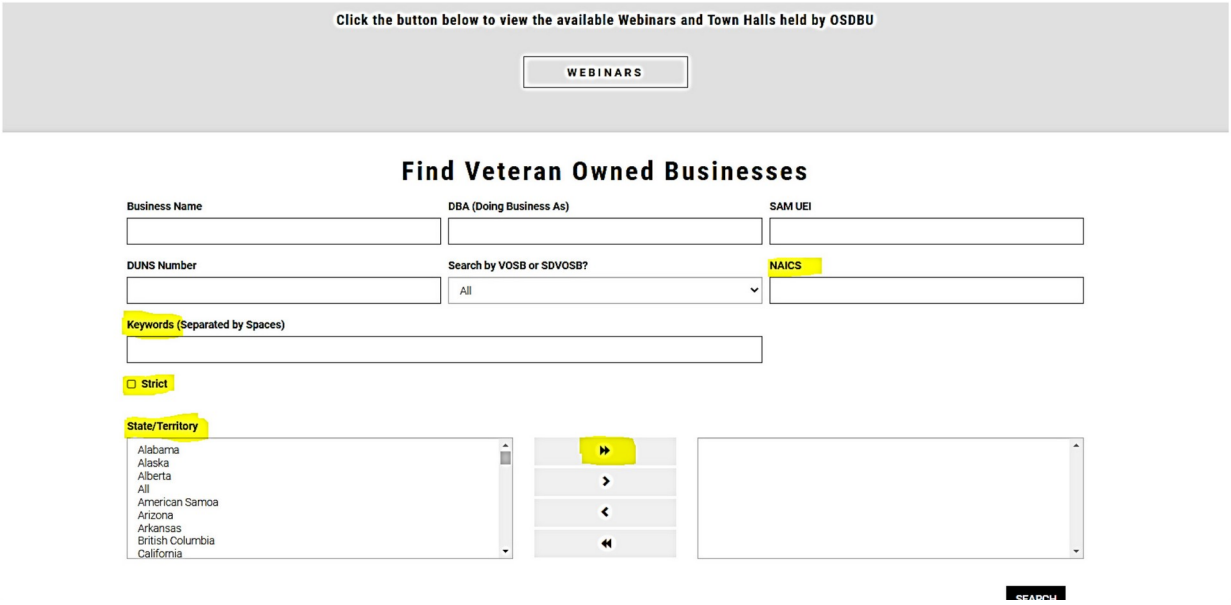
## U.S. Department of Veteran Affairs (VETBIZ)



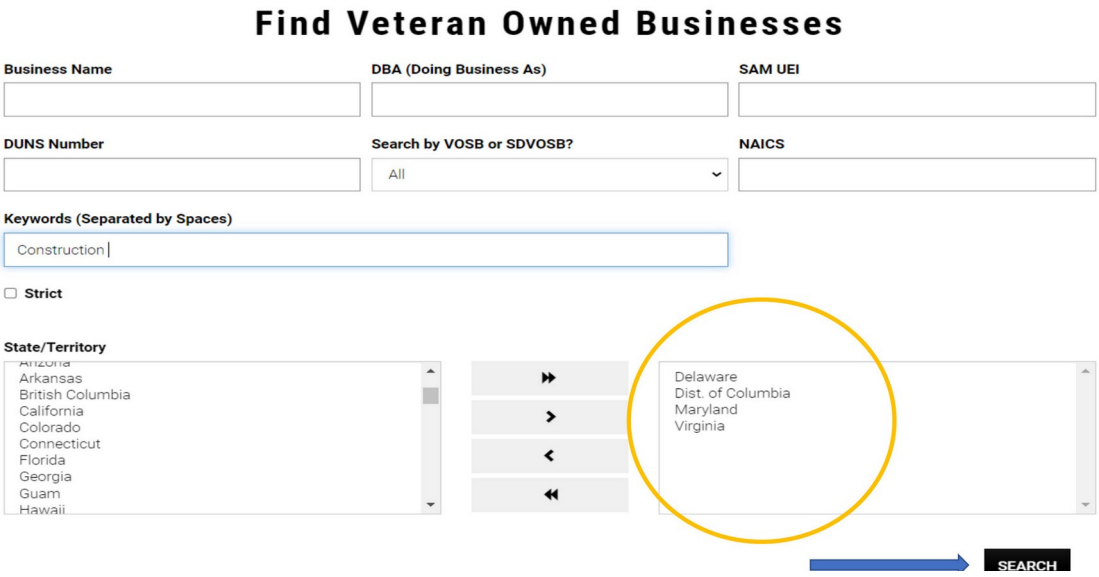

## VETBIZ (1 of 5)



## VETBIZ (2 of 5)

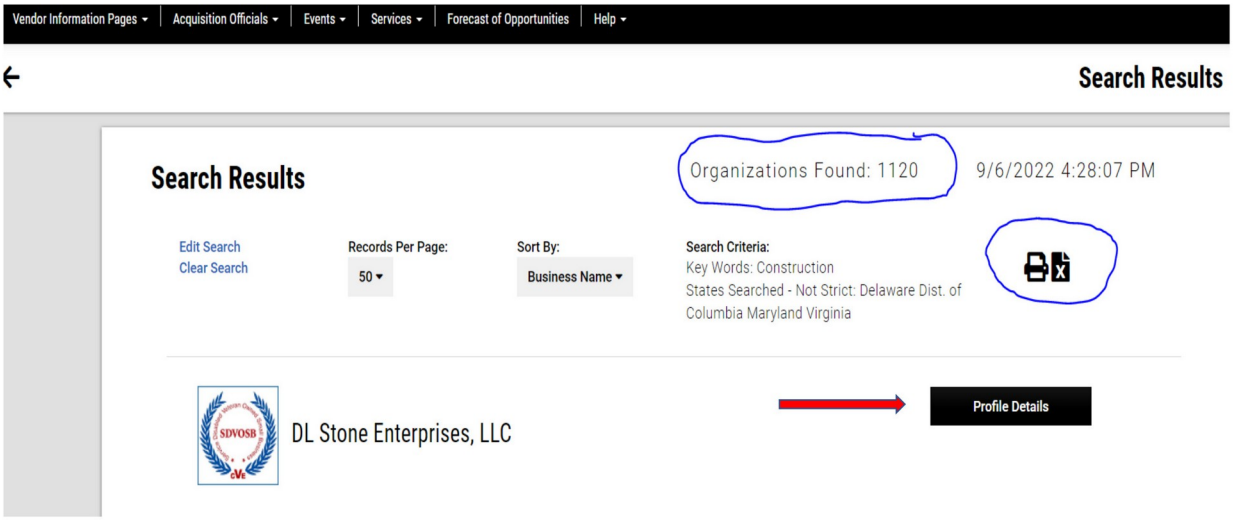



## VETBIZ (3 of 5)

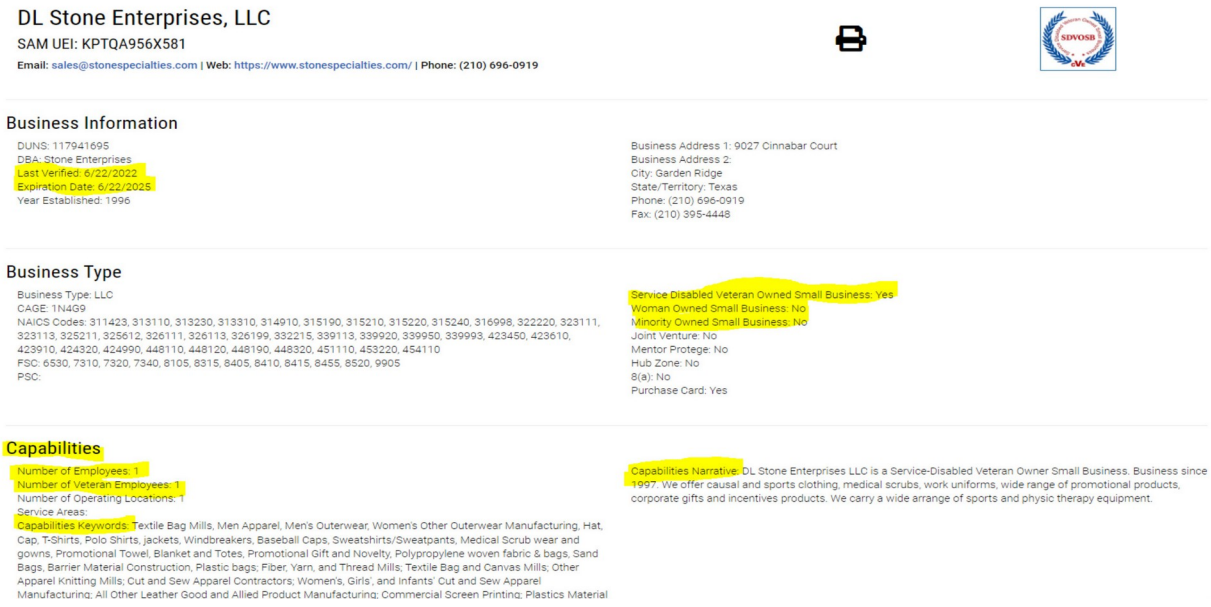


## VETBIZ (4 of 5)

You can click on Profile Details to see more information about the vendor!




## VETBIZ (5 of 5)



DL Stone Enterprises, LLC
SAM UEI: KPTQA956X581
Email: sales@stonespecialties.com | Web: https://www.stonespecialties.com/ | Phone: (210) 696-0919

**Business Information**

DUNS: 117941695
DBA: Stone Enterprises
Last Verified: 6/22/2022
Expiration Date: 6/22/2025
Year Established: 1996

Business Address 1: 9027 Cinnabar Court
Business Address 2:
City: Garden Ridge
State/Territory: Texas
Phone: (210) 696-0919
Fax: (210) 395-4448

**Business Type**

Business Type: LLC
CAGE: 1N4G9
NAICS Codes: 311423, 313110, 313230, 313310, 314910, 315190, 315210, 315220, 315240, 316998, 322220, 323111, 323113, 325211, 325612, 326111, 326113, 326199, 332215, 339113, 339920, 339950, 339993, 423450, 423610, 423910, 424320, 424990, 448110, 448120, 448190, 448320, 451110, 453220, 454110
FSC: 6530, 7310, 7320, 7340, 8105, 8315, 8405, 8410, 8415, 8455, 8520, 9905
PSC:

Service Disabled Veteran Owned Small Business: Yes
Woman Owned Small Business: No
Minority Owned Small Business: No
Joint Venture: No
Mentor Protege: No
Hub Zone: No
8(a): No
Purchase Card: Yes

**Capabilities**

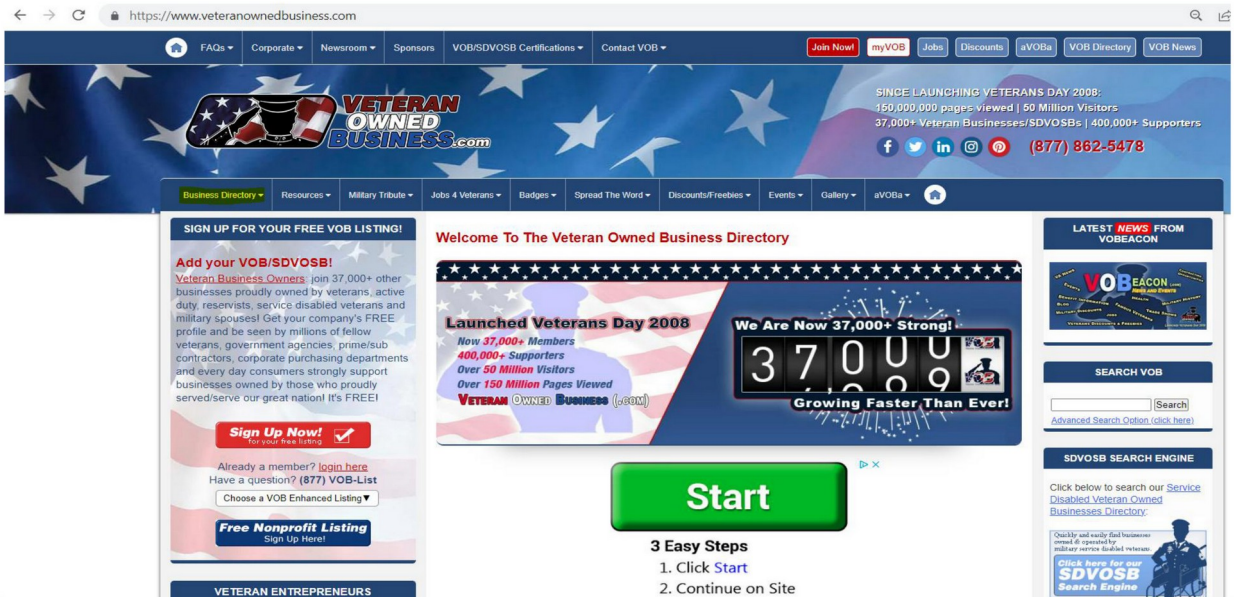
Number of Employees: 1
Number of Veteran Employees: 1
Number of Operating Locations: 1
Service Areas:
Capabilities Keywords: Textile Bag Mills, Men Apparel, Men's Outerwear, Women's Other Outerwear Manufacturing, Hat, Cap, T-Shirts, Polo Shirts, jackets, Windbreakers, Baseball Caps, Sweatshirts/Sweatpants, Medical Scrub wear and gowns, Promotional Towel, Blanket and Totes, Promotional Gift and Novelty, Polypropylene woven fabric & bags, Sand Bags, Barrier Material Construction, Plastic bags; Fiber, Yarn, and Thread Mills; Textile Bag and Canvas Mills; Other Apparel Knitting Mills; Cut and Sew Apparel Contractors; Women's, Girls', and Infants' Cut and Sew Apparel Manufacturing; All Other Leather Good and Allied Product Manufacturing; Commercial Screen Printing; Plastics Material

Capabilities Narrative: DL Stone Enterprises LLC is a Service-Disabled Veteran Owner Small Business. Business since 1997. We offer causal and sports clothing, medical scrubs, work uniforms, wide range of promotional products, corporate gifts and incentives products. We carry a wide arrange of sports and physic therapy equipment.

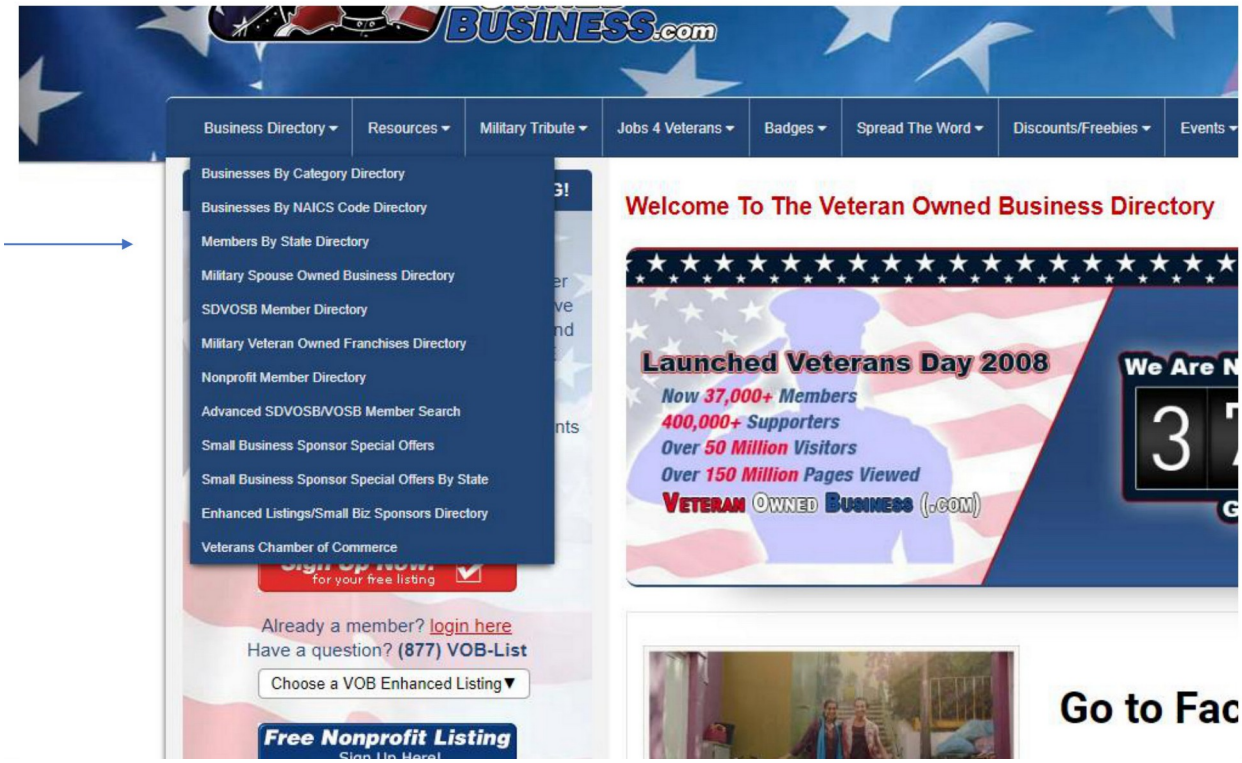
## Veteran Owned Business. Com



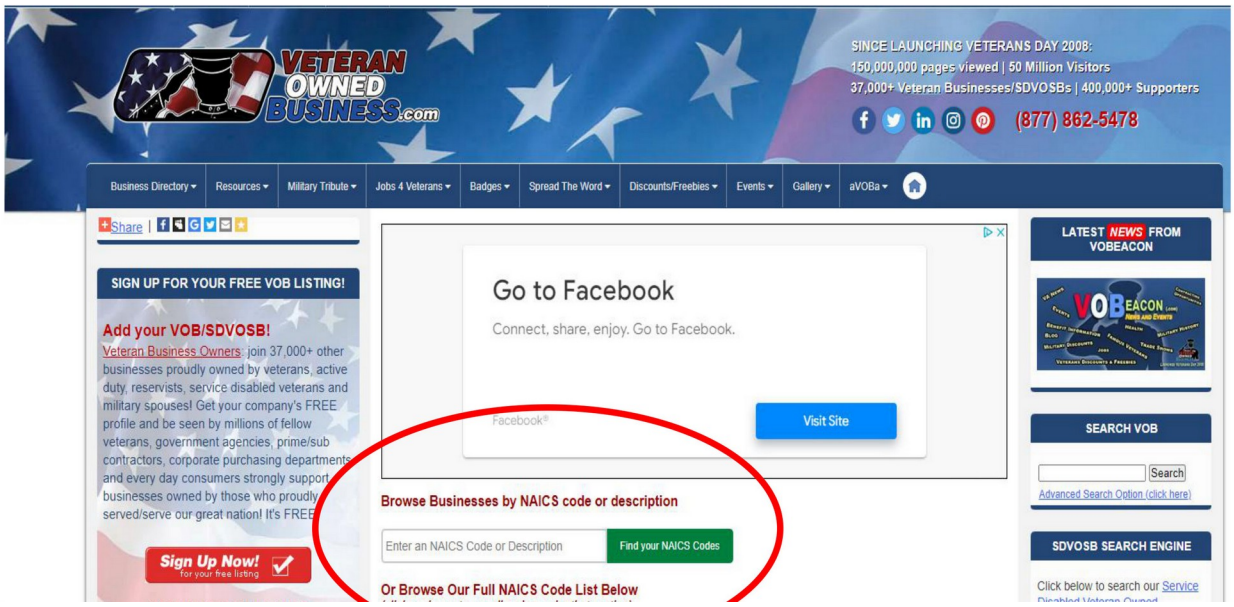

## Veteran Owned Business (1 of 5)



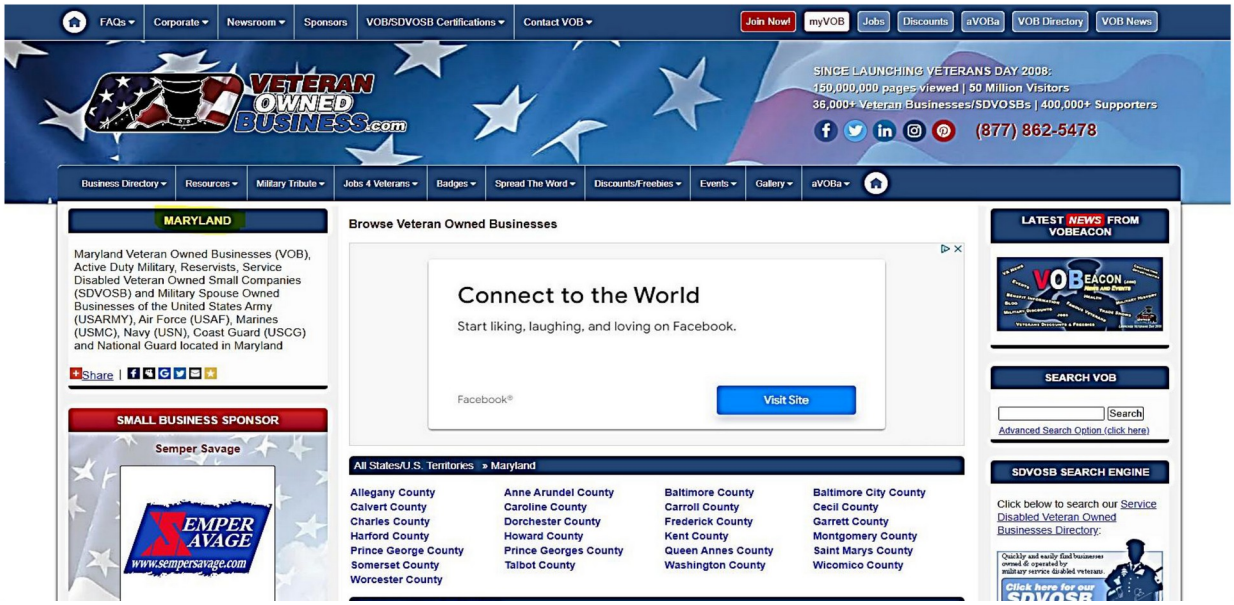
## Veteran Owned Business (2 of 5)



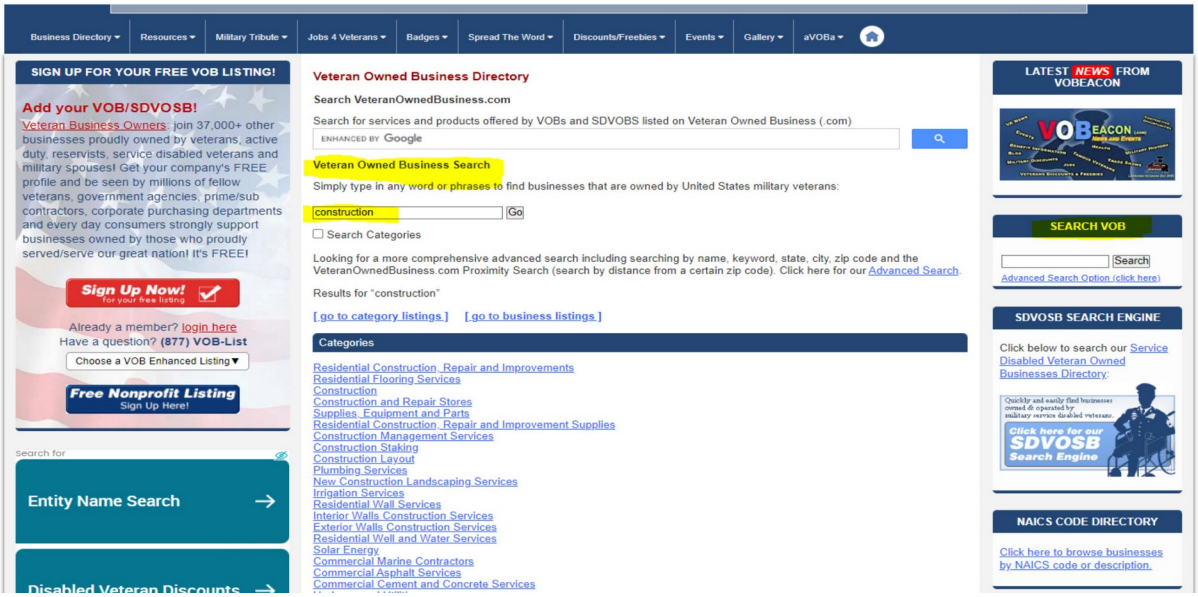

## Veteran Owned Business (3 of 5)



## Veteran Owned Business (4 of 5)




## Veteran Owned Business (5 of 5)




## VSBE Program Certification

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

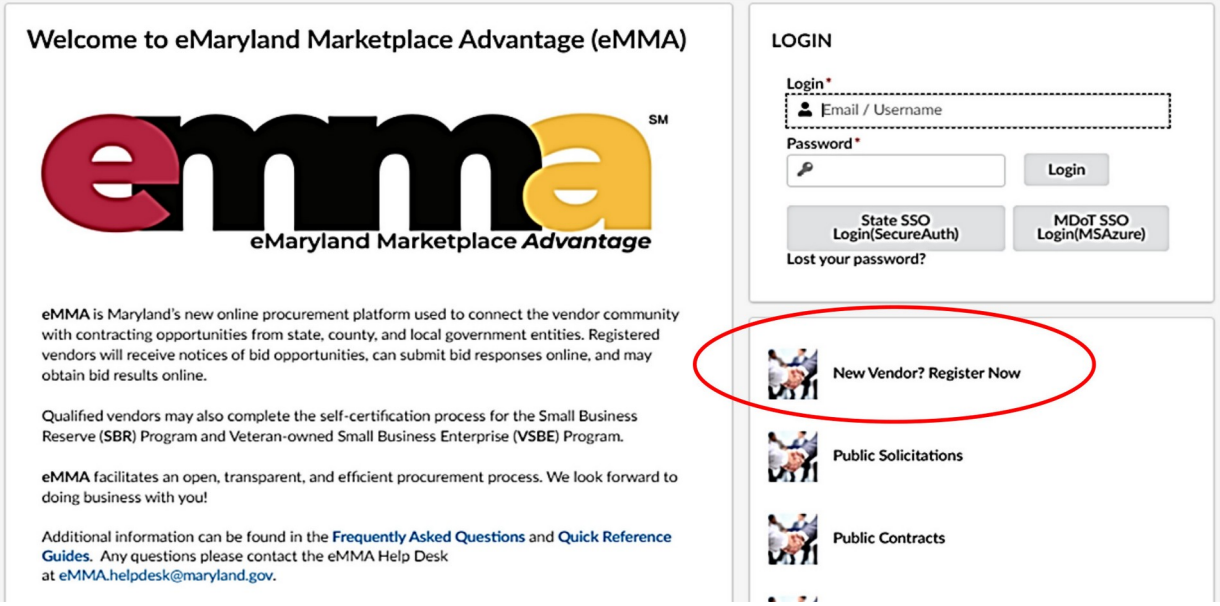
Must be certified when named on a bid/offer

## VSBE Program Invitation

Once you identity potential Veteran-Owned Small Businesses, feel free to invite them to get CERTIFIED with the VSBE Program. If you do not feel comfortable with providing those steps, please refer them to Danielle Davis, and I will reach out.

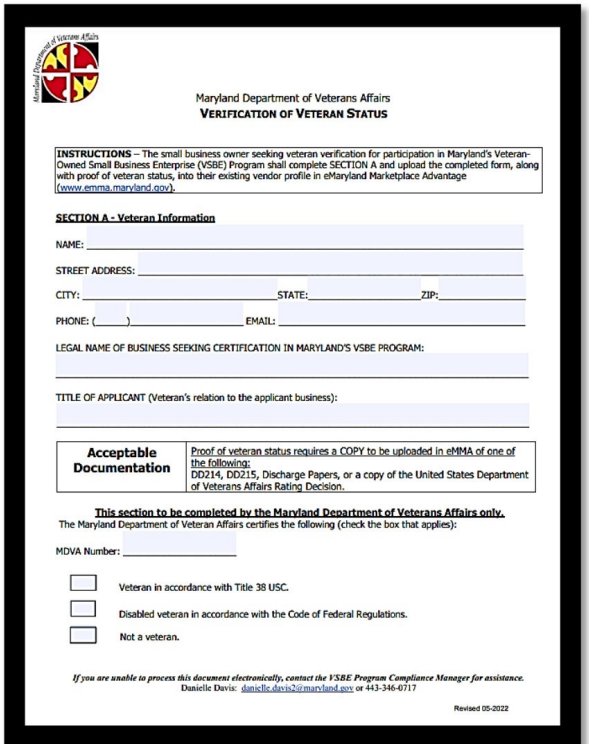
## 3-Step VSBE Program Certification

## Step 1-Registration



## Step 2-Veteran Verification

- Maryland Department of Veteran Affairs (State)



Maryland Department of Veterans Affairs
**VERIFICATION OF VETERAN STATUS**

**INSTRUCTIONS** – The small business owner seeking veteran verification for participation in Maryland's Veteran-Owned Small Business Enterprise (VSBE) Program shall complete SECTION A and upload the completed form, along with proof of veteran status, into their existing vendor profile in eMaryland Marketplace Advantage (www.emma.maryland.gov).

**SECTION A - Veteran Information**

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ EMAIL: _____

LEGAL NAME OF BUSINESS SEEKING CERTIFICATION IN MARYLAND'S VSBE PROGRAM:

_____

TITLE OF APPLICANT (Veteran's relation to the applicant business):

_____

| Acceptable Documentation | Proof of veteran status requires a COPY to be uploaded in eMMA of one of the following: DD214, DD215, Discharge Papers, or a copy of the United States Department of Veterans Affairs Rating Decision. |
|---|---|

**This section to be completed by the Maryland Department of Veterans Affairs only.**
The Maryland Department of Veteran Affairs certifies the following (check the box that applies):

MDVA Number: _____

☐ Veteran in accordance with Title 38 USC.
☐ Disabled veteran in accordance with the Code of Federal Regulations.
☐ Not a veteran.

*If you are unable to process this document electronically, contact the VSBE Program Compliance Manager for assistance.*
Danielle Davis: danielle.davis2@maryland.gov or 443-346-0717

Revised 05-2022

- Vets First CVE Verification Program (Federal)

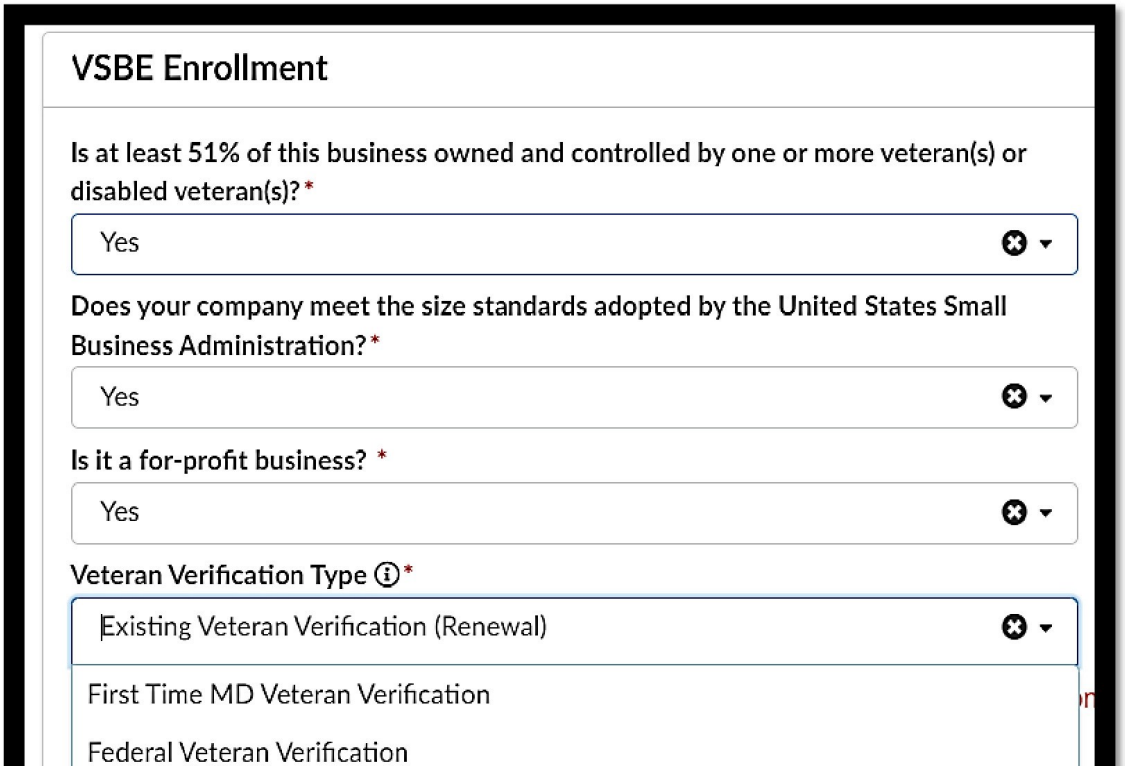


## Step 3-Application

Vendor must submit the VSBE Application in eMMA.

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

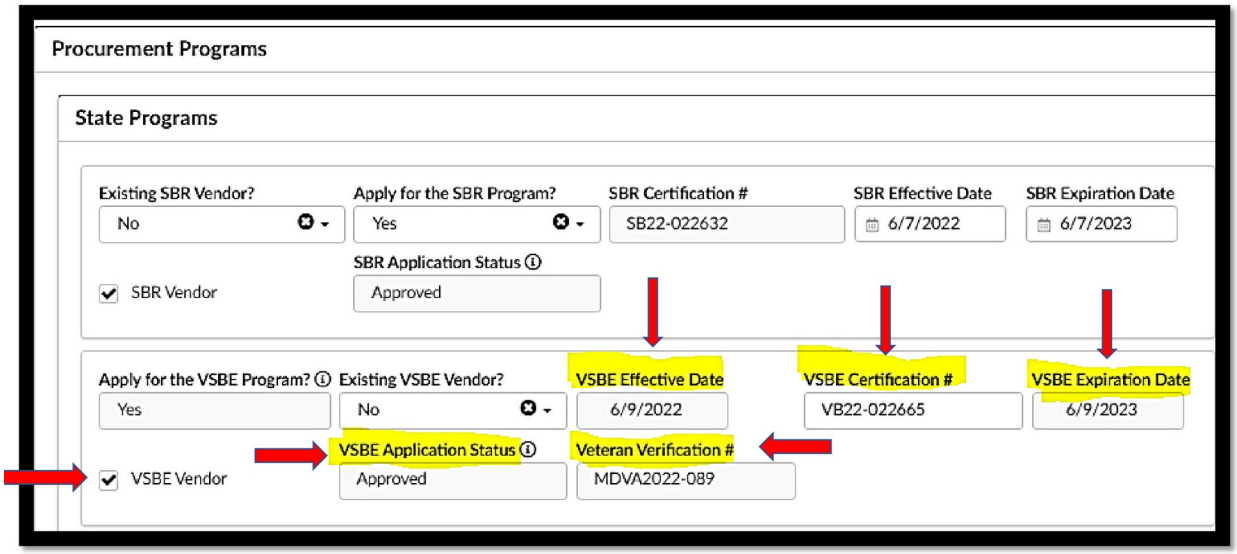
Only vendors with an “Approved” VSBE Vendor Status, an active VB # and an active expiration date approved are certified



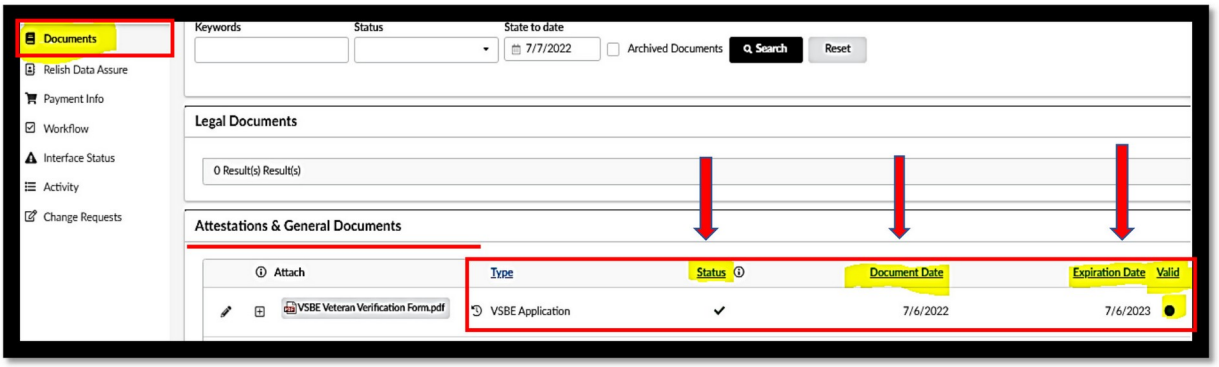

## VSBE Vendor Certification Equation

**Veteran Verification + VSBE Application = VSBE Certification**

## Verification of Certified VSBE Vendors (1 of 2)



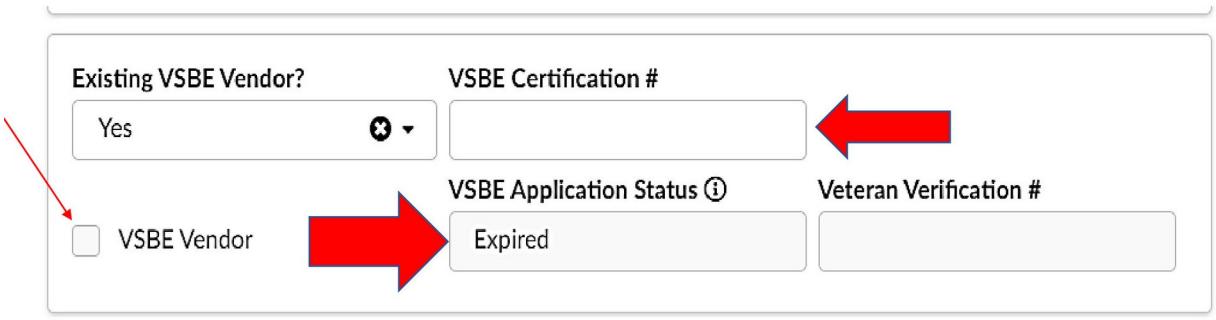

## Verification of Certified VSBE Vendors (2 of 2)




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 recertification process.

## VSBE Vendor No Longer Active



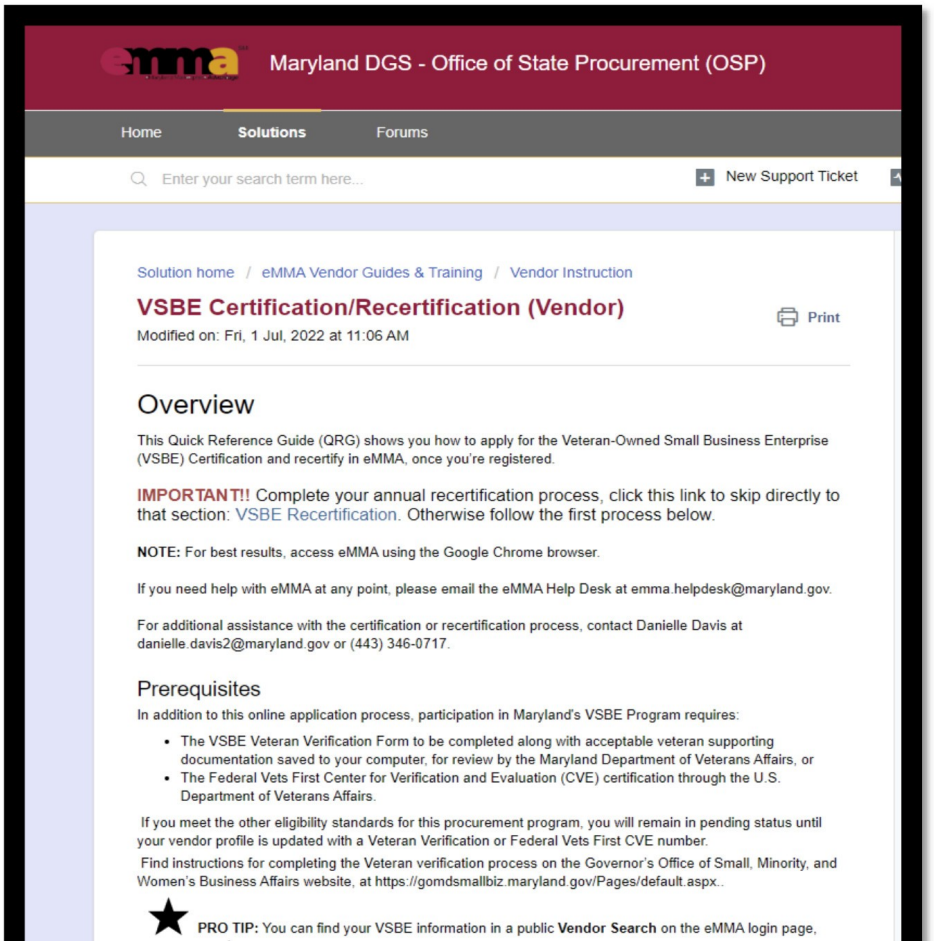




## VSBE Vendor Recertification

- VSBE Certification must be renewed **annually**
- Requires vendor to submit a new VSBE Application in eMMA under “Documents”
- Can only do so within 30 days of current application expiration date

- Vendor gets an email from eMMA alerting them of the renewal time




## VSBE Compliance Manager Contact

If you have any questions, regarding a VSBE's Certification or Verification after today's training please contact the VSBE Compliance Manager.

**VSBE Compliance Manager:**

- Danielle N. Davis
  - Danielle.davis2@Maryland.gov
  - (443) 346-0717

# Searching Databases to Find Small Businesses for Small Business Reserve (SBR) Designated Procurements and Verifying SBR Vendor Certification

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

## COMAR 21.11.01.06

**.06 Small Business Reserve Program.**

F. Ineligible Bids or Proposals. Under a small business reserve procurement, a business that is not a certified small business is ineligible for award of a contract.

G. Before awarding a contract under a procurement designated as a small business reserve procurement, the procurement officer shall verify that the apparent awardee is certified by the Governor's Office of Small, Minority, and Women Business Affairs as a small business. A procurement contract award under a small business reserve procurement may not be made to a business that has not been certified.

## Best Practices: Small Business Reserve (SBR) Executive Order 01.01.2021.01 Implementation Guidelines

Procurement Review Group (PRG) Best Practices



**PROCEDURES FOR SBR DESIGNATION FOR COMPETITIVE PROCUREMENTS & SECONDARY COMPETITION ON STATEWIDE & MASTER CONTRACTS**

For Competitive Procurements or Statewide and Master Contracts with secondary competition, designation to the SBR Program is required, unless a waiver or exemption is determined appropriate. In making this determination, the agency must research and confirm if adequate competition exists. A Procurement Review Group (PRG) evaluation for an SBR Program procurement designation must be conducted using the available "PRG Evaluation - SBR Program Designation Worksheet".

If there are at least three (3) small businesses that ***are capable of performing the services or providing the required products***, the procurement or secondary competition should be designated as an SBR Program procurement. *(These three small businesses may not necessarily be certified in eMMA at the time of solicitation publication.)*

SBR EO Implementation Guide v2 March 15, 2021 Page 2 | 5

https://procurement.maryland.gov/procurement-review-group-prg/

https://procurement.maryland.gov/procurement-review-group-prg/

## Searching Databases for Small Businesses (1 of 4)

**PROCEDURES FOR SBR DESIGNATED SOLICITATIONS**

Prior to designating a procurement for the SBR Program, the agency must conduct thorough market research (using multiple sources* besides eMMA) to assure sufficient small businesses are available.

## Searching Databases for Small Businesses (2 of 4)

- eMaryland Marketplace Advantage (eMMA) search of SBR certified small businesses
- Veteran-Owned Small Business Enterprises (VSBE) list in eMaryland Marketplace Advantage (eMMA)

- Google

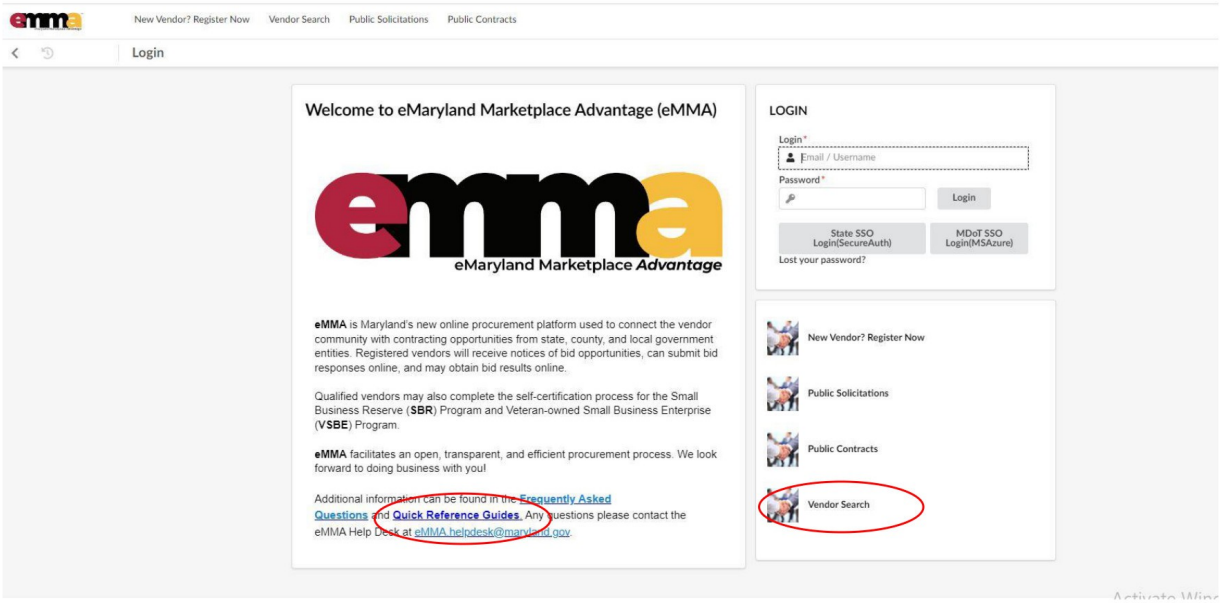
https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/03/BP-SBR-EO-Implementation-Guide-v2.03.15.2021.pdf

## Searching Databases for Small Businesses (3 of 4)

- State of Maryland Minority Business Enterprise (MBE) Program Directory
- SBA Dynamic Small Business Search portal
- Public Spend Forum/GovShop
- The Vets First Verification Program directory

## Searching Databases for Small Businesses (4 of 4)

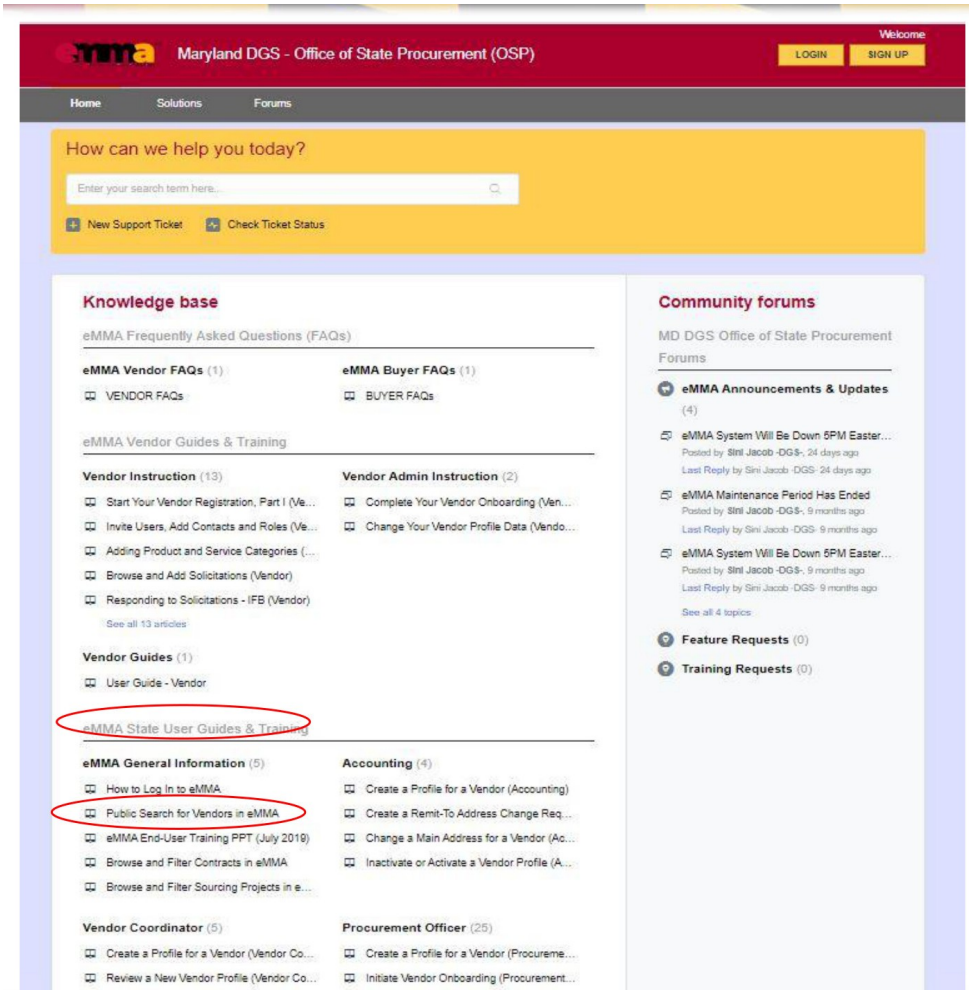
eMMA search for SBR certified small businesses




## eMMA Public Search for SBR certified small businesses (1 of 2)

- eMMA State User Guides

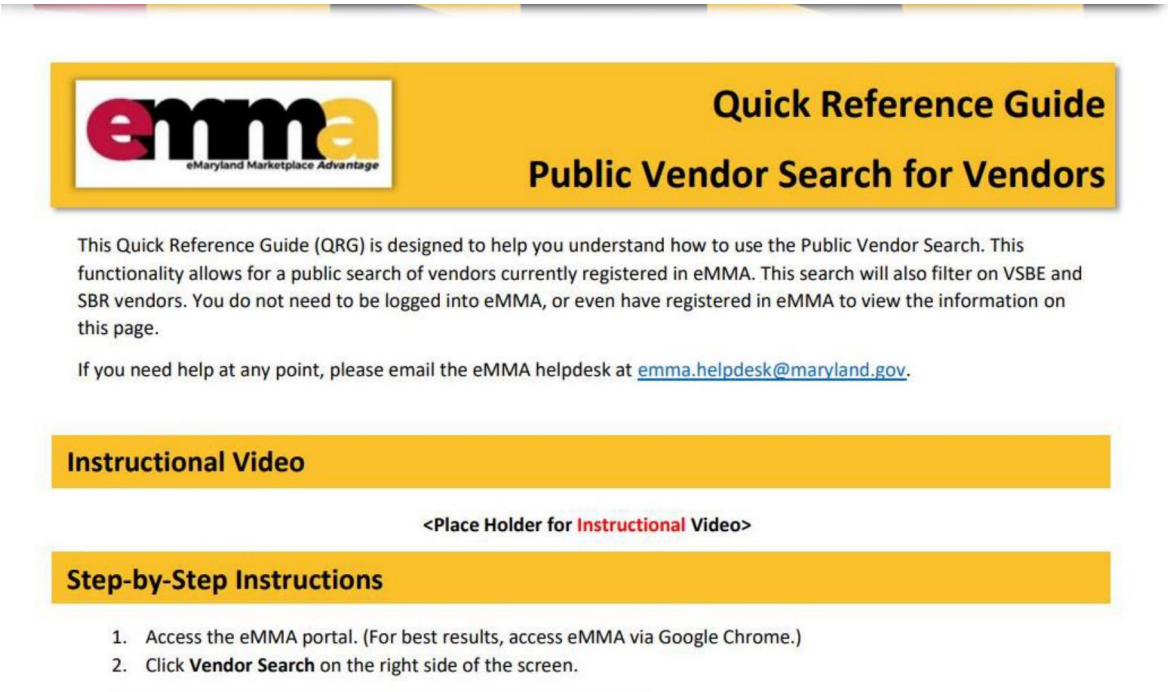
- Public Search for Vendors in eMMA



## eMMA Public Search for SBR certified small businesses (2 of 2)




## 17 - eMMA Buyer QRG – Public Search for Vendors (1 of 4)



eMaryland Marketplace Advantage

**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

<Place Holder for 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.

## 17 - eMMA Buyer QRG – Public Search for Vendors (2 of 4)

### 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.

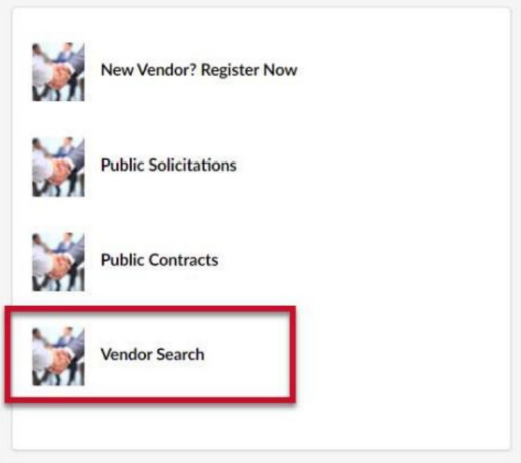
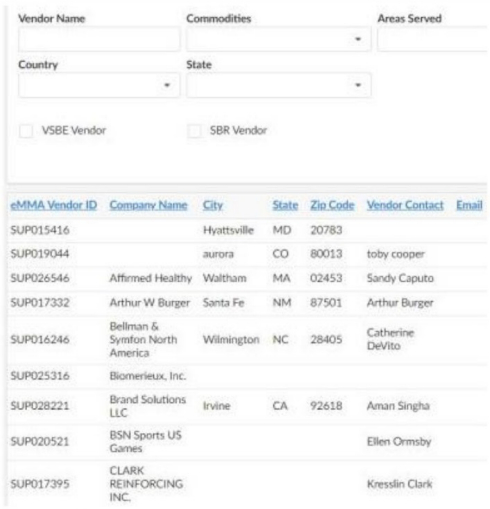



*Figure 1: Vendor Search Button on eMMA.*

The list of Public Vendors will be displayed.

Activat

# 17 - eMMA Buyer QRG – Public Search for Vendors (3 of 4)




| eMMA Vendor ID | Company Name | City | State | Zip Code | Vendor Contact | Email |
|---|---|---|---|---|---|---|
| SUP015416 | | Hyattsville | MD | 20783 | | |
| SUP019044 | | aurora | CO | 80013 | toby cooper | |
| SUP026546 | Affirmed Healthy | Waltham | MA | 02453 | Sandy Caputo | |
| SUP017332 | Arthur W Burger | Santa Fe | NM | 87501 | Arthur Burger | |
| SUP016246 | Bellman & Symfon North America | Wilmington | NC | 28405 | Catherine DeVito | |
| SUP025316 | Biomerieux, Inc. | | | | | |
| SUP028221 | Brand Solutions LLC | Irvine | CA | 92618 | Aman Singha | |
| SUP020521 | BSN Sports US Games | | | | Ellen Ormsby | |
| SUP017395 | CLARK REINFORCING INC. | | | | Kresslin Clark | |

*Figure 2: List of Public Vendors*

3. You can search **Veteran-owned Small Business Enterprise** (VSBE) and **Small Business Reserve** (SBR) vendors specifically by checking the appropriate boxes.




*Figure 3: Check boxes for VSBE and SBR Vendors*

# 17 - eMMA Buyer QRG – Public Search for Vendors (4 of 4)

4. Fill out the search fields to filter on vendors based on your needs. You can filter your searches by selecting **Vendor Name**, **Commodities**, **Areas Served**, **Country**, and **State**.

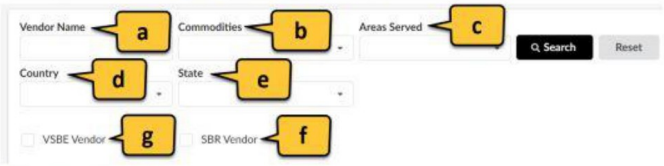
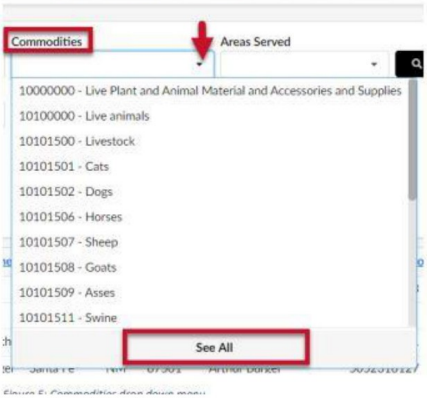


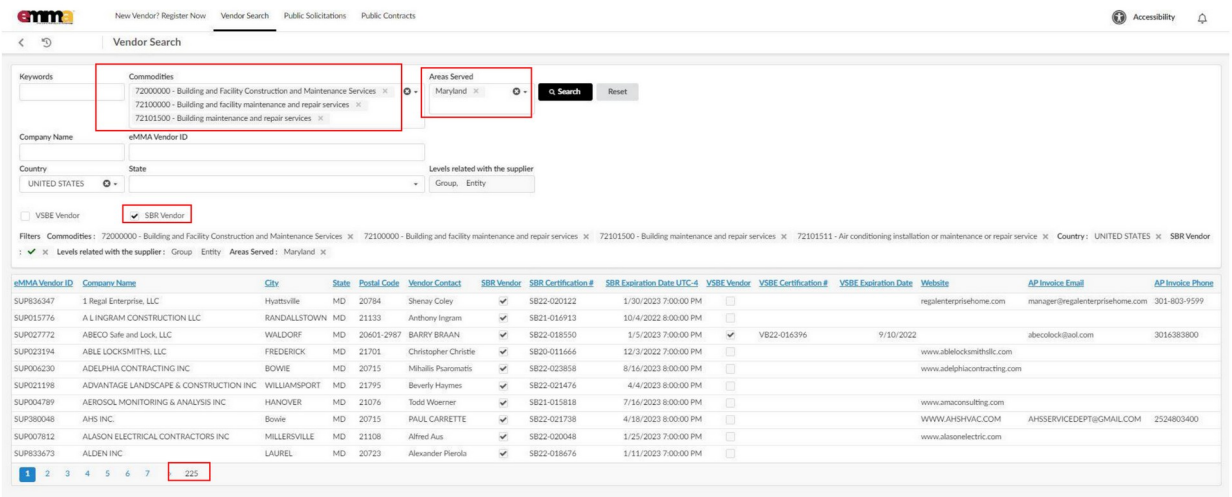

*Figure 4: Search fields and filters.*

a. **Vendor Name:** Type in the name of the
b. **Commodities**: Choose the commodity that you are looking for.
c. **Areas Served:** Select the areas you are looking for.
d. **Country:** Select the country.
   **NOTE:** You can only choose 1 country.
e. **State:** Select the state that you are interested in.
f. **VSBE Vendor:** Check this box if you are searching for a **Veteran-owned Small Business Enterprise**.
g. **SBR Vendor:** Check this box if you are searching for **Small Business Reserve Vendors**.

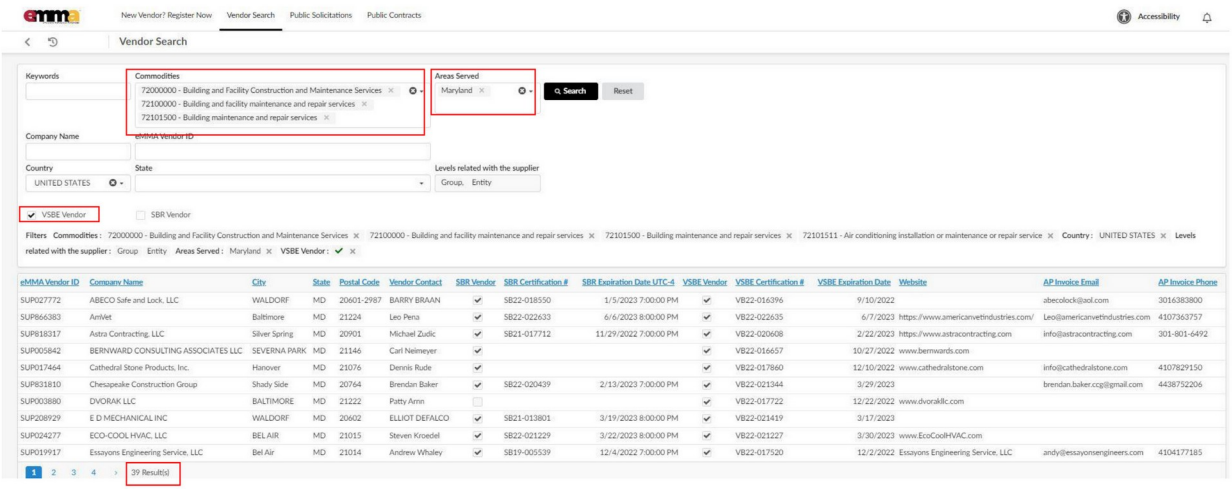
5. Under **Commodities** you can see the list of all commodities with their codes. You can also click **See All** at the bottom of the list to view the entire selection of commodities.



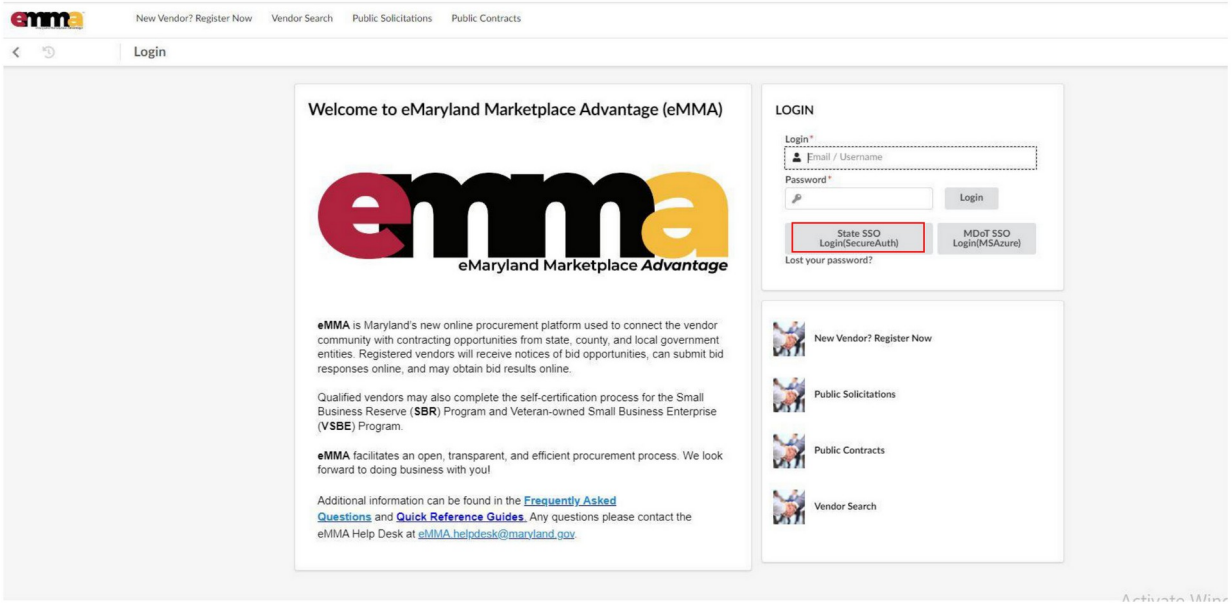

# 17 - eMMA Buyer QRG - Public Search for SBR Vendors



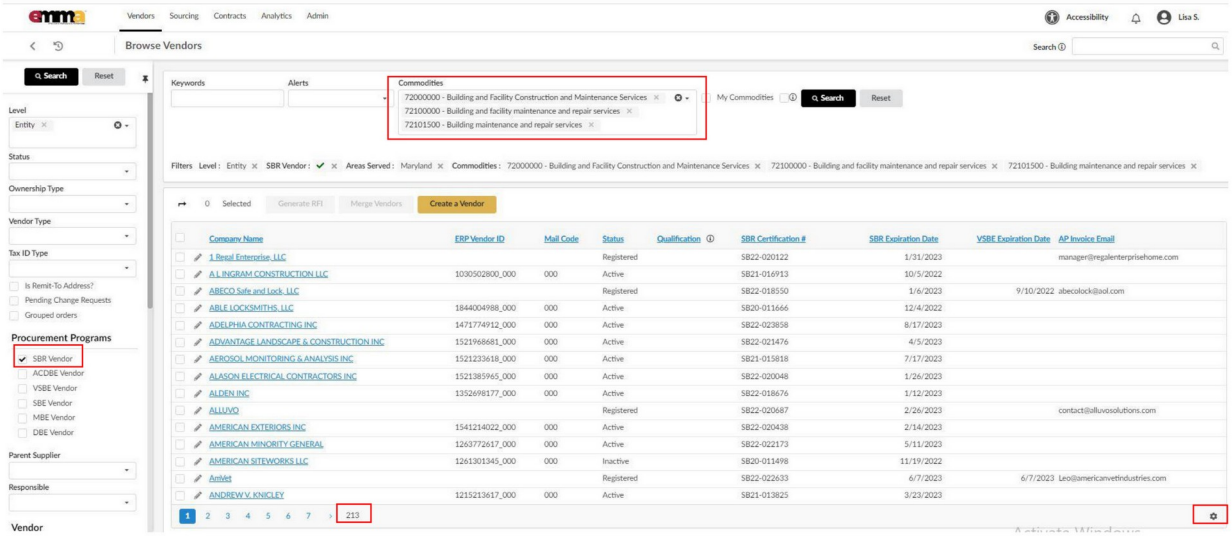
# 17 - eMMA Buyer QRG - Public Search for VSBE Vendors



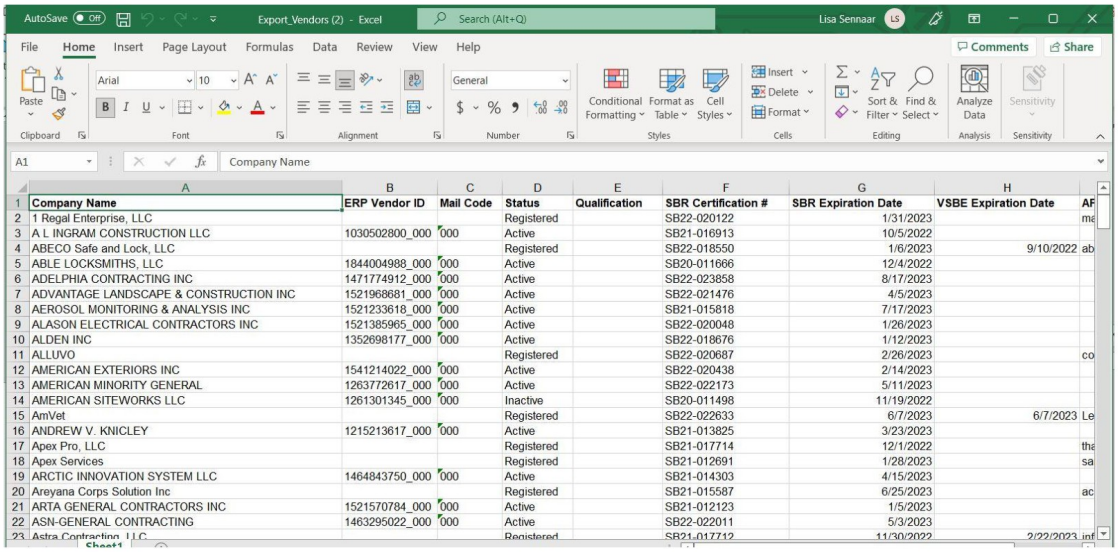

# Internal Search for SBR & VSBE Vendors



## Internal Search for SBR Vendors

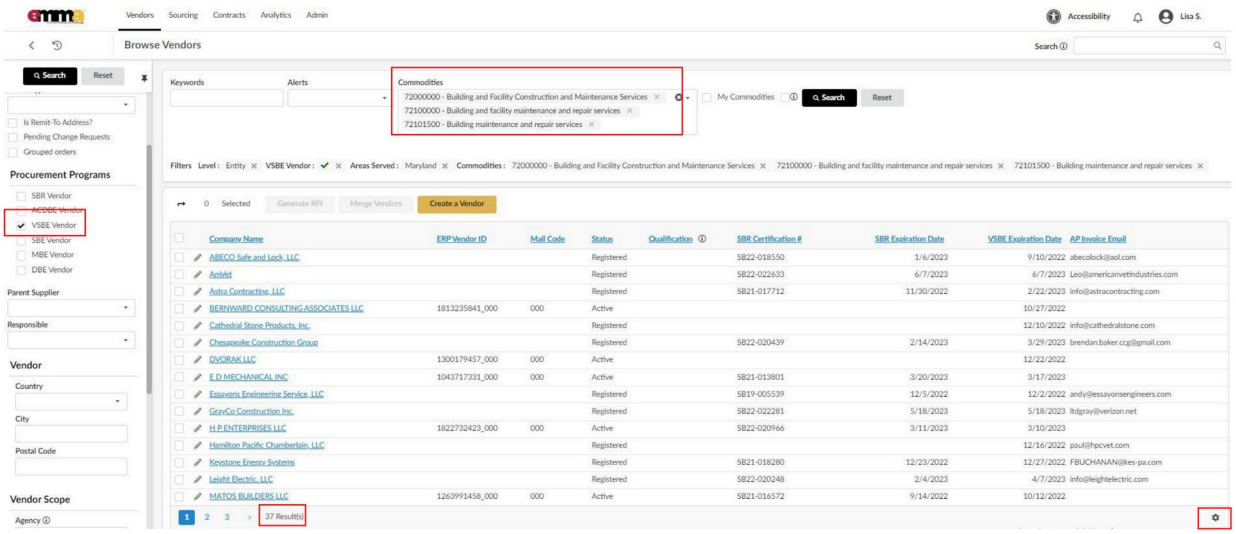



## Exported SBR Search Results

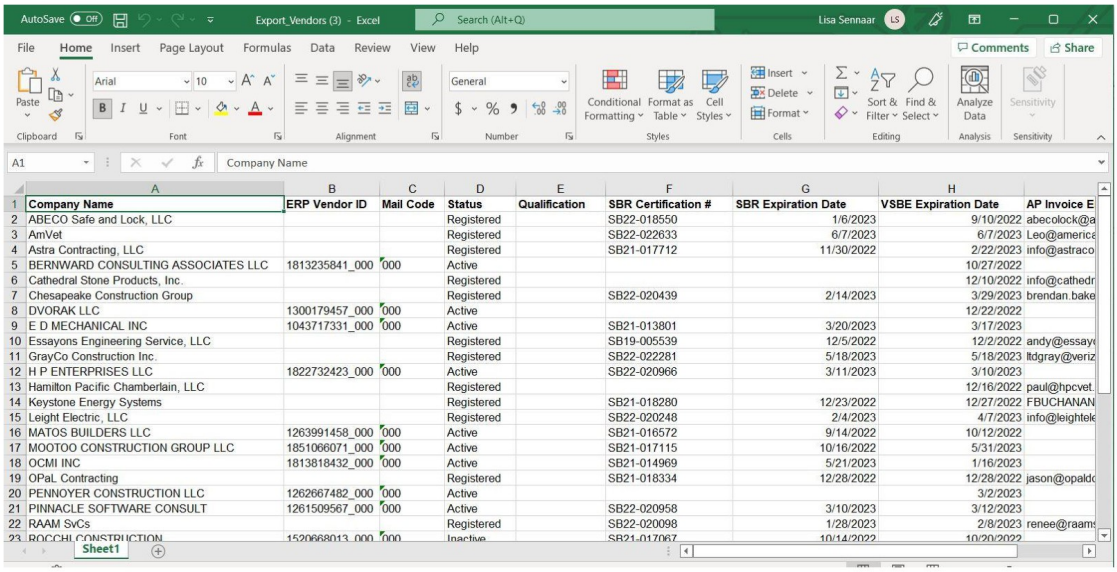



| Company Name | ERP Vendor ID | Mail Code | Status | Qualification | SBR Certification # | SBR Expiration Date | VSBE Expiration Date | AP |
|---|---|---|---|---|---|---|---|---|
| 1 Regal Enterprise, LLC | | | Registered | | SB22-020122 | 1/31/2023 | | ma |
| A L INGRAM CONSTRUCTION LLC | 1030502800_000 | 000 | Active | | SB21-016913 | 10/5/2022 | | |
| ABECO Safe and Lock, LLC | | | Registered | | SB22-018550 | 1/6/2023 | 9/10/2022 | ab |
| ABLE LOCKSMITHS, LLC | 1844004988_000 | 000 | Active | | SB20-011666 | 12/4/2022 | | |
| ADELPHIA CONTRACTING INC | 1471774912_000 | 000 | Active | | SB22-023858 | 8/17/2023 | | |
| ADVANTAGE LANDSCAPE & CONSTRUCTION INC | 1521968681_000 | 000 | Active | | SB22-021476 | 4/5/2023 | | |
| AEROSOL MONITORING & ANALYSIS INC | 1521233618_000 | 000 | Active | | SB21-015818 | 7/17/2023 | | |
| ALASON ELECTRICAL CONTRACTORS INC | 1521385965_000 | 000 | Active | | SB22-020048 | 1/26/2023 | | |
| ALDEN INC | 1352698177_000 | 000 | Active | | SB22-018676 | 1/12/2023 | | |
| ALLUVO | | | Registered | | SB22-020687 | 2/26/2023 | | co |
| AMERICAN EXTERIORS INC | 1541214022_000 | 000 | Active | | SB22-020438 | 2/14/2023 | | |
| AMERICAN MINORITY GENERAL | 1263772617_000 | 000 | Active | | SB22-022173 | 5/11/2023 | | |
| AMERICAN SITEWORKS LLC | 1261301345_000 | 000 | Inactive | | SB20-011498 | 11/19/2022 | | |
| AmVet | | | Registered | | SB22-022633 | 6/7/2023 | 6/7/2023 | Le |
| ANDREW V. KNICLEY | 1215213617_000 | 000 | Active | | SB21-013825 | 3/23/2023 | | |
| Apex Pro, LLC | | | Registered | | SB21-017714 | 12/1/2022 | | tha |
| Apex Services | | | Registered | | SB21-012691 | 1/28/2023 | | sa |
| ARCTIC INNOVATION SYSTEM LLC | 1464843750_000 | 000 | Active | | SB21-014303 | 4/15/2023 | | |
| Areyana Corps Solution Inc | | | Registered | | SB21-015587 | 6/25/2023 | | ac |
| ARTA GENERAL CONTRACTORS INC | 1521570784_000 | 000 | Active | | SB21-012123 | 1/5/2023 | | |
| ASN-GENERAL CONTRACTING | 1463295022_000 | 000 | Active | | SB22-022011 | 5/3/2023 | | |
| Astra Contracting, LLC | | | Registered | | SB21-017712 | 11/30/2022 | 2/22/2023 | inf |

## Internal Search for VSBE Vendors




## Exported VSBE Search Results




## Search Google for Nearby Small Businesses (1 of 2)

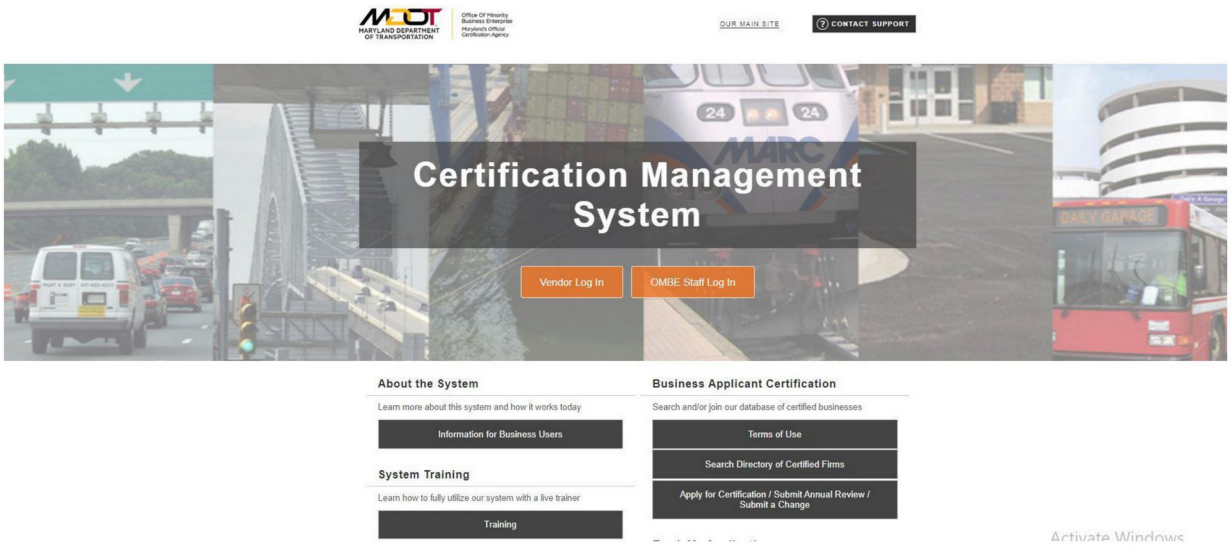
- Upon locating any firms that appear to meet the scope of work, look through their website for examples of their work.
- If the vendor is not registered in eMMA, reach out to them and let them know about the opportunities available to them.

## Search Google for Nearby Small Businesses (2 of 2)

Include the below information:

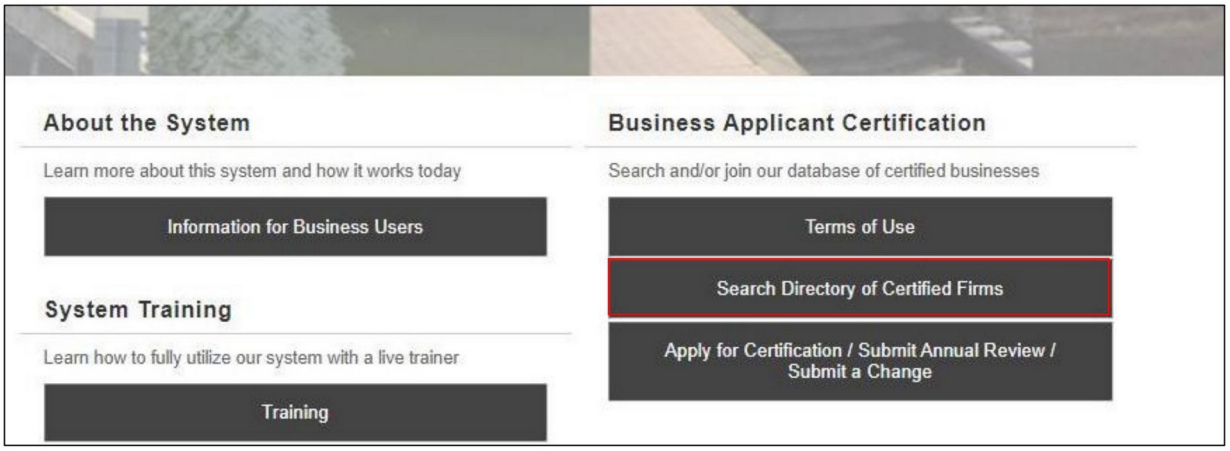
Maryland is Open for Business! Maryland's new eProcurement platform "eMMA" is live! Vendors seeking business with Maryland's public bodies can CLICK HERE to register for access to business opportunities and to access Quick Reference Guides and FAQs or go to https://emma.maryland.gov. For questions contact eMMA.helpdesk@maryland.gov.

## Search the MBE Directory for Small Businesses (1 of 4)



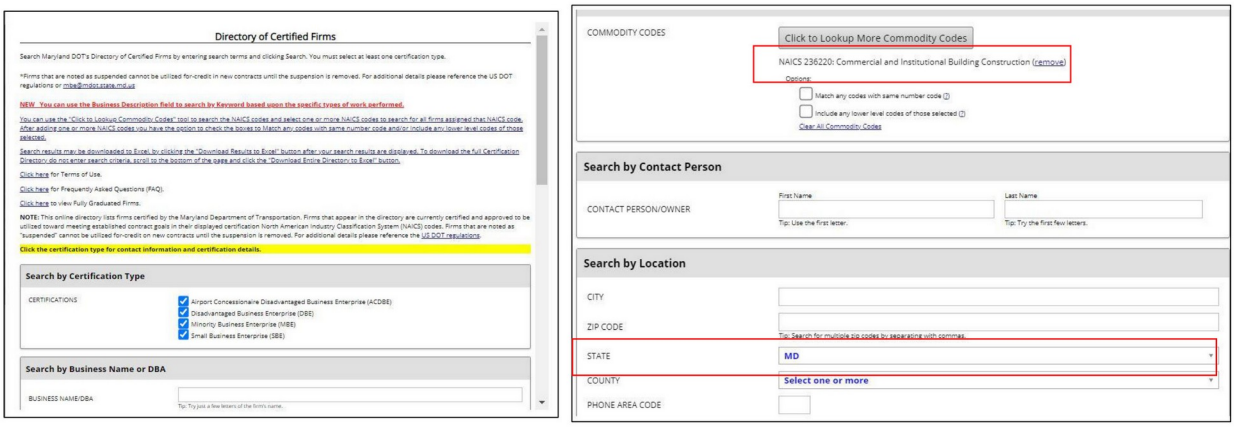

https://marylandmdbe.mdbecert.com/

## Search the MBE Directory for Small Businesses (2 of 4)



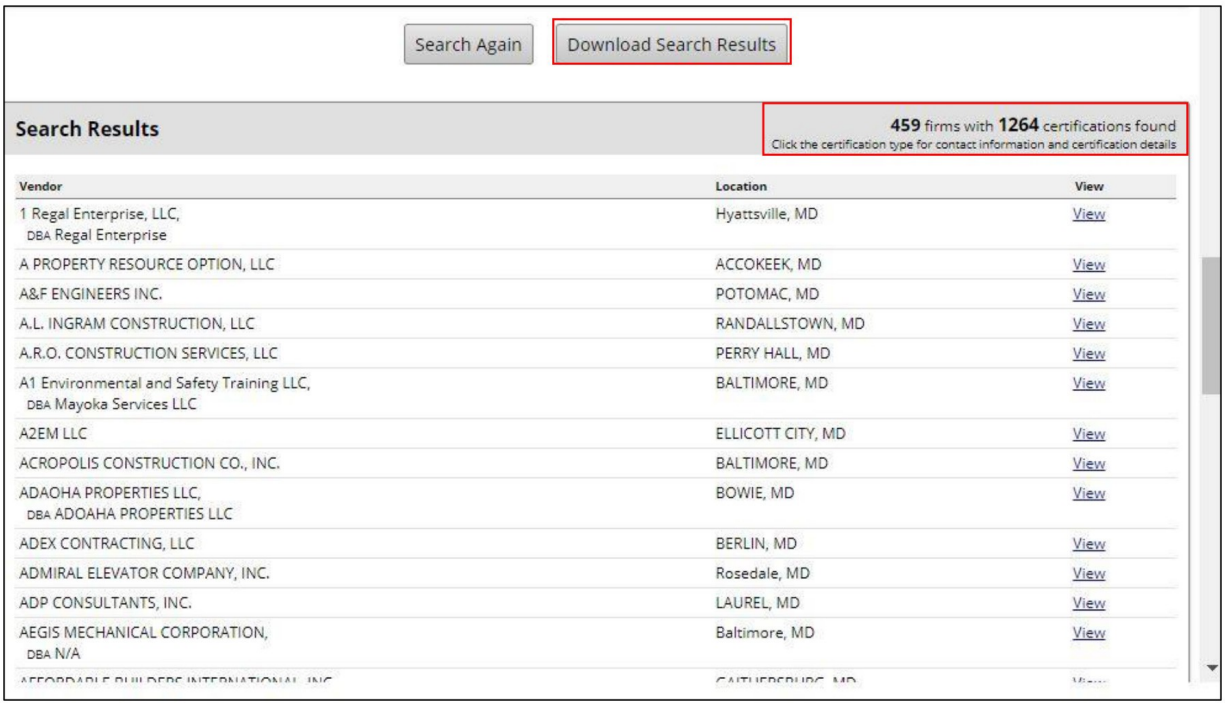

https://marylandmdbe.mdbecert.com/

## Search the MBE Directory for Small Businesses (3 of 4)



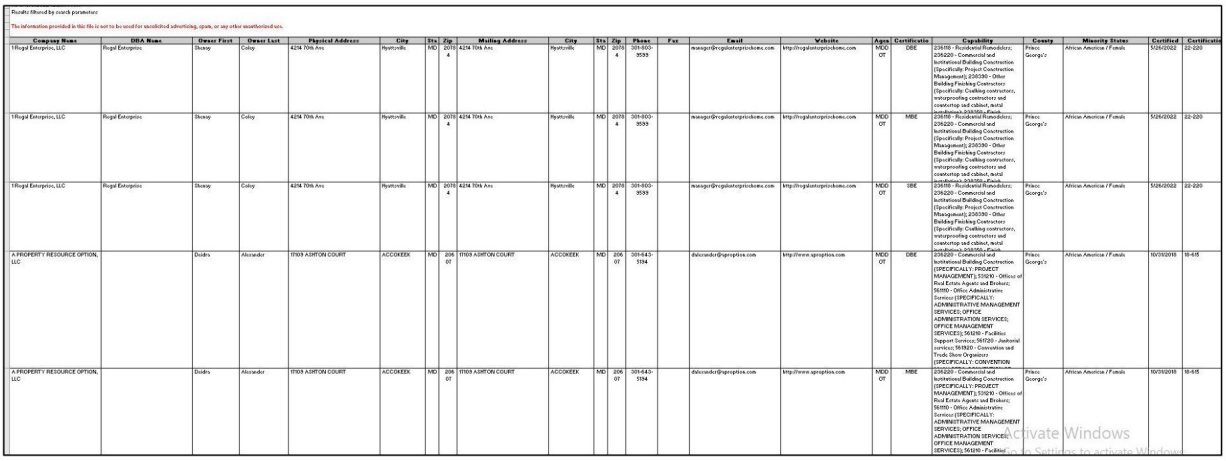

https://marylandmdbe.mdbecert.com/

## Search the MBE Directory for Small Businesses (4 of 4)



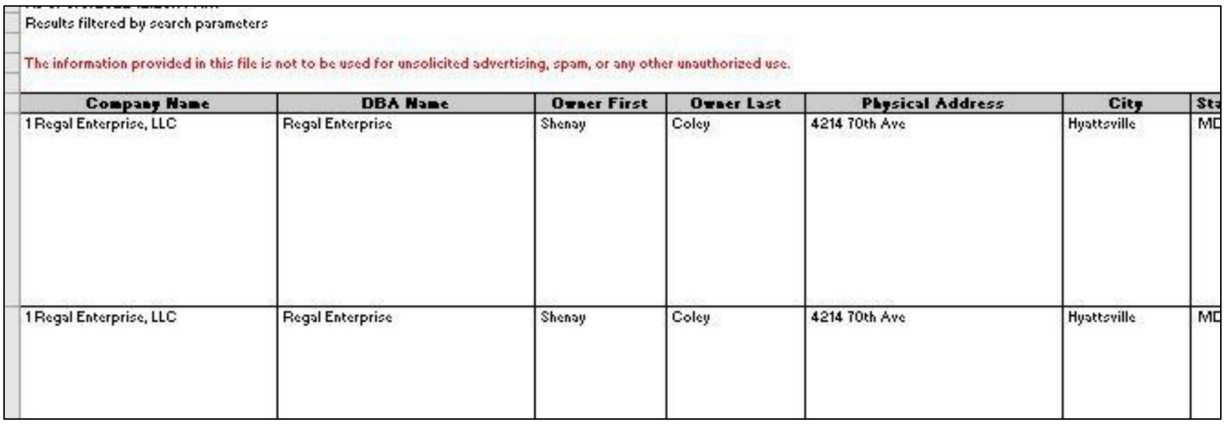

https://marylandmdbe.mdbecert.com/

## Exported MBE Search Results (1 of 2)



https://marylandmdbe.mdbecert.com/

## Exported MBE Search Results (2 of 2)



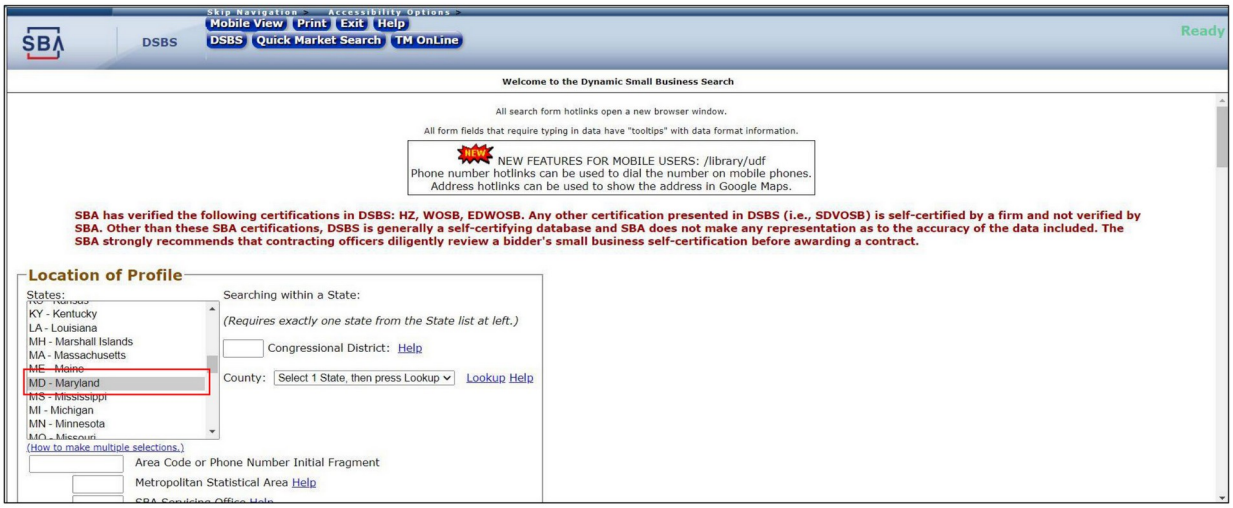
Results filtered by search parameters

The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.

| Company Name | DBA Name | Owner First | Owner Last | Physical Address | City | St |
|---|---|---|---|---|---|---|
| 1 Regal Enterprise, LLC | Regal Enterprise | Shenay | Coley | 4214 70th Ave | Hyattsville | MD |
| 1 Regal Enterprise, LLC | Regal Enterprise | Shenay | Coley | 4214 70th Ave | Hyattsville | MD |

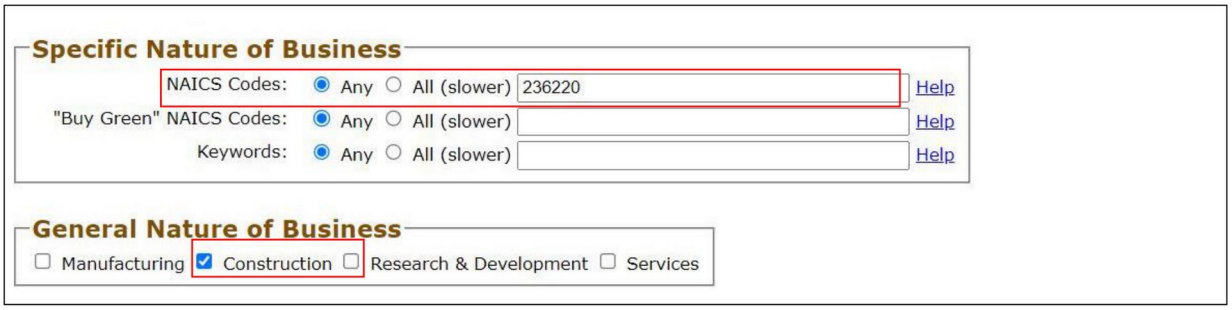
https://marylandmdbe.mdbecert.com/

## Search the SBA Dynamic Small Business Search Portal for Small Businesses (1 of 2)



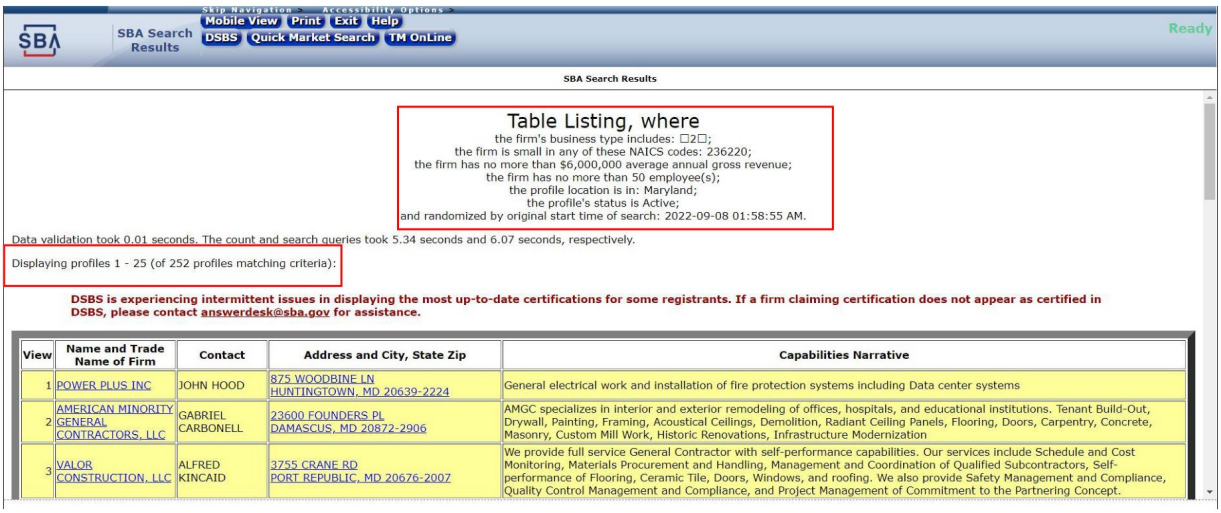

https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

## Search the SBA Dynamic Small Business Search Portal for Small Businesses (2 of 2)



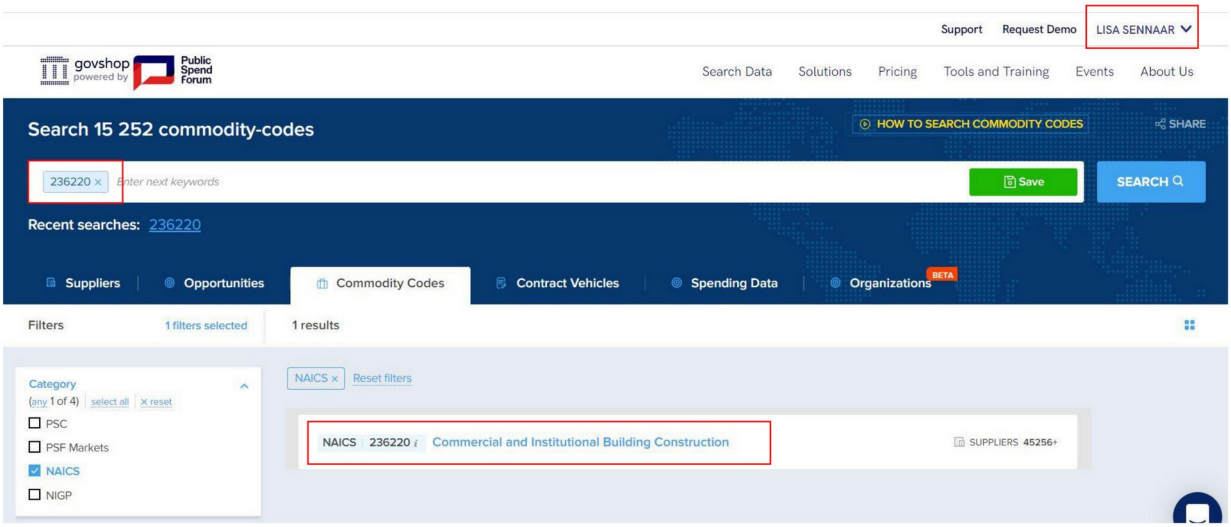

https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

## Exported SBA Small Business Search Results



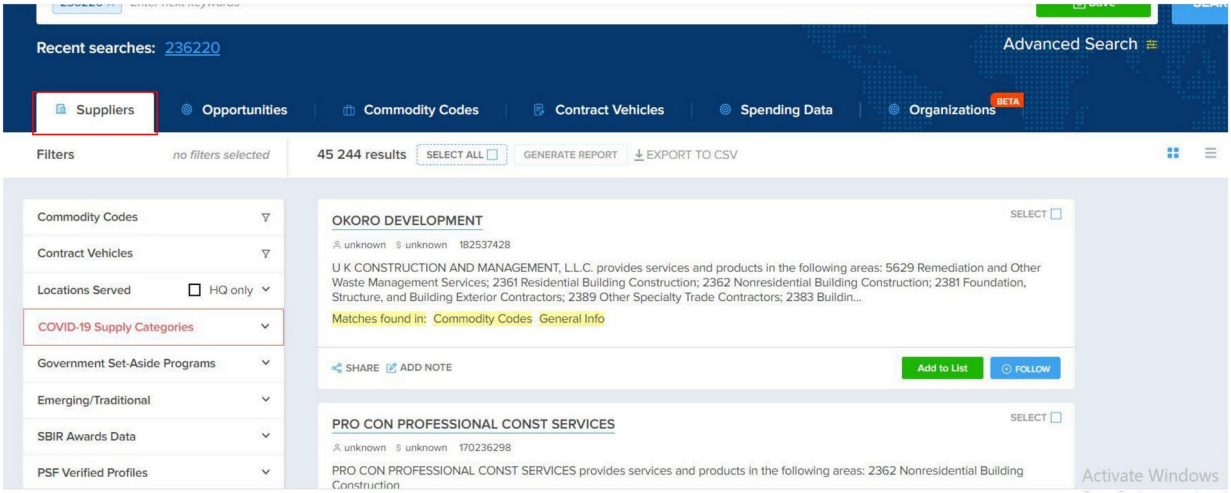

https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

## Search the Public Spend Forum/GovShop (1 of 5)



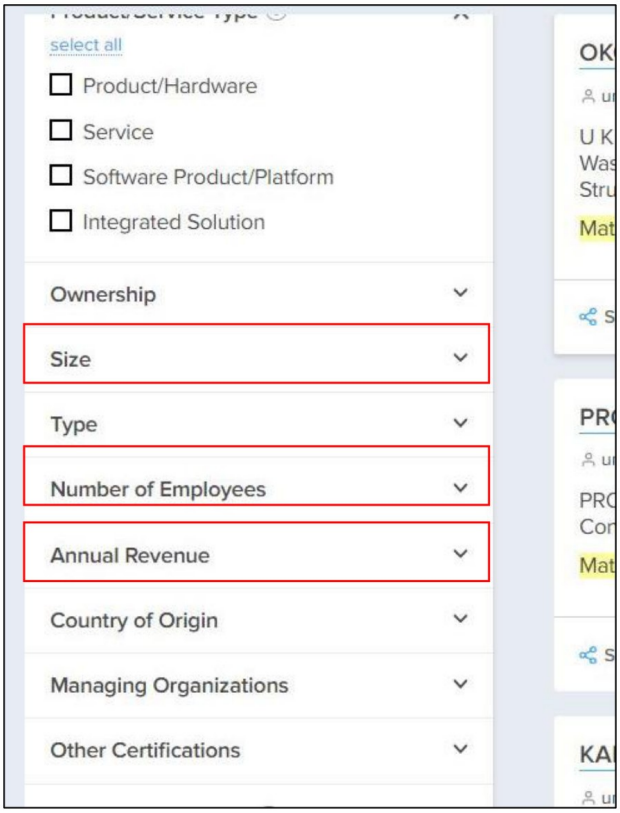

https://www.publicspendforum.net/

## Search the Public Spend Forum/GovShop (2 of 5)

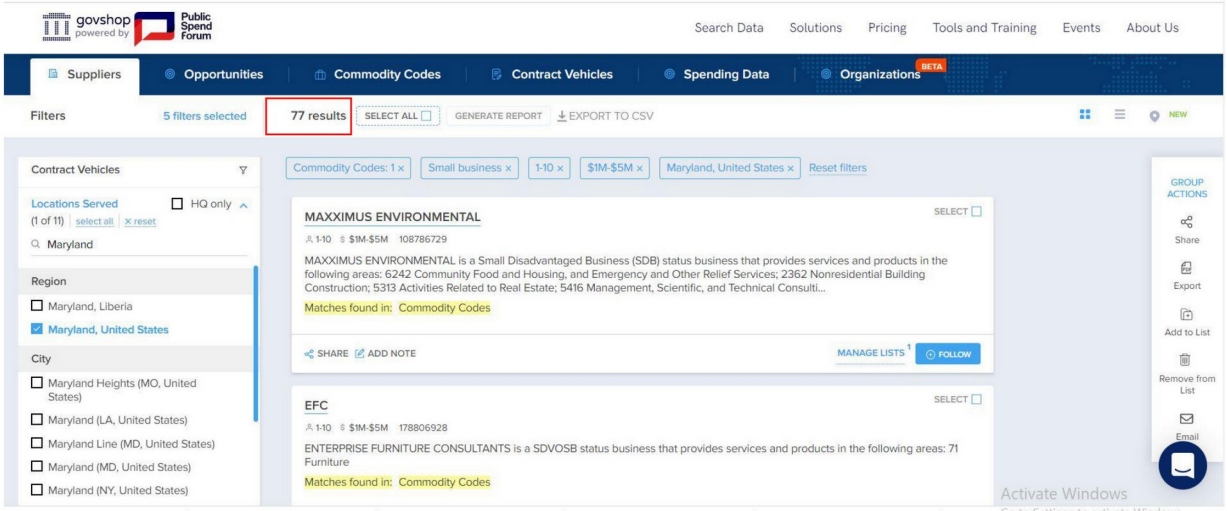



https://www.publicspendforum.net/

## Search the Public Spend Forum/GovShop (3 of 5)

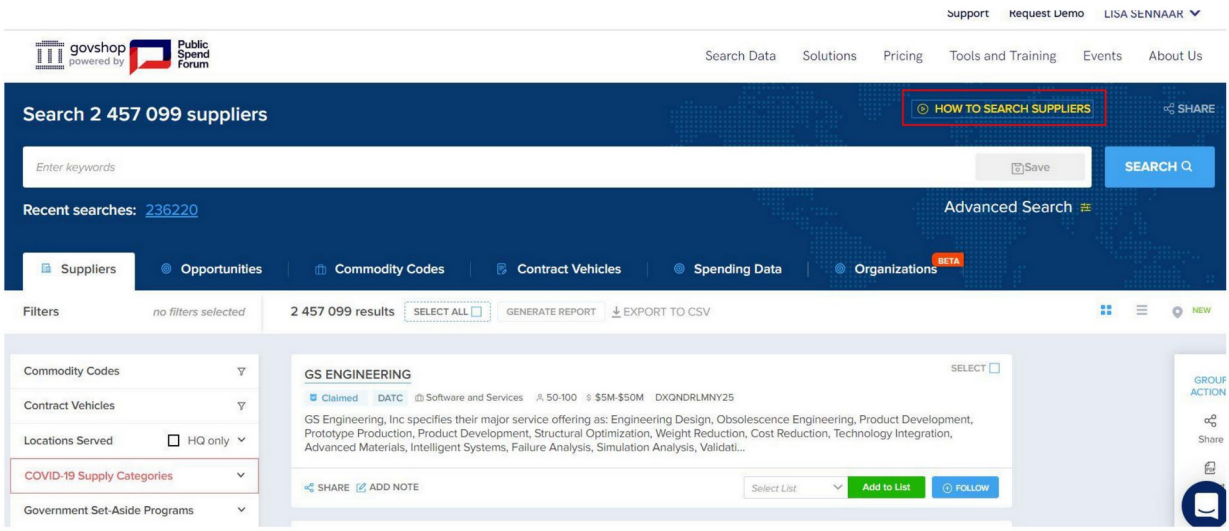


## Search the Public Spend Forum/GovShop (4 of 5)



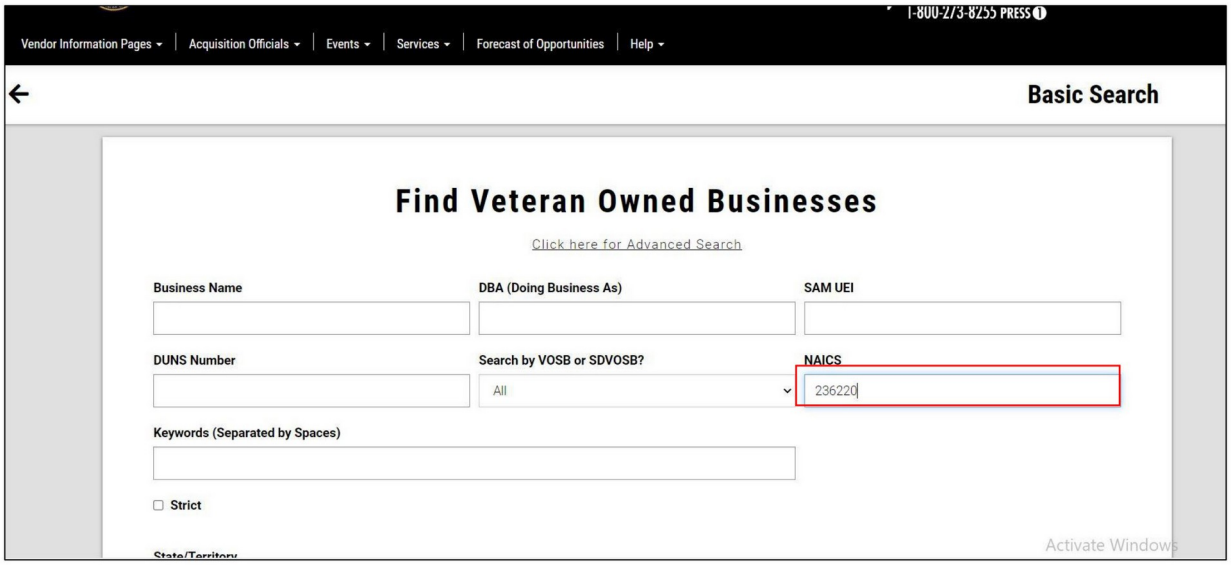

https://www.publicspendforum.net/

## Search the Public Spend Forum/GovShop (5 of 5)



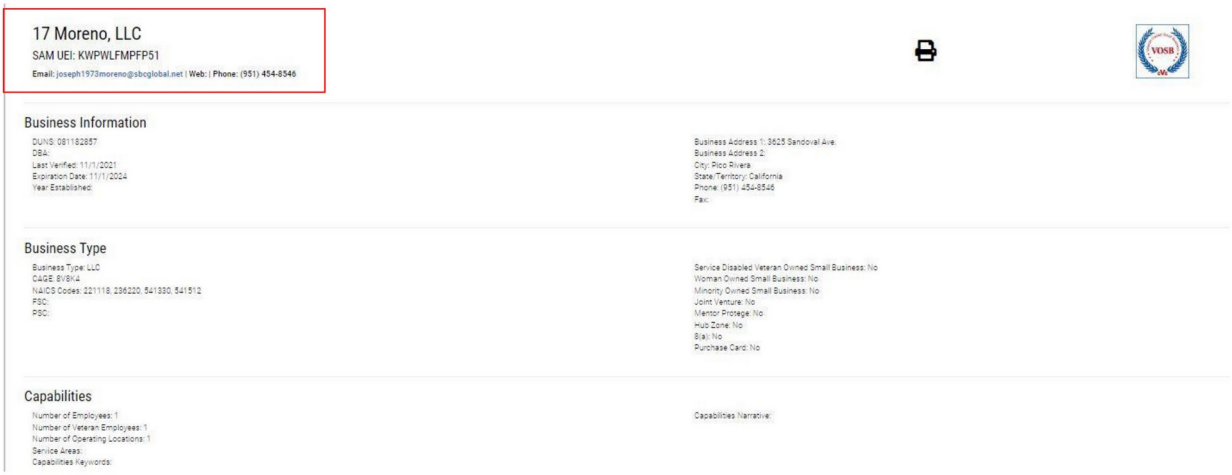

https://www.publicspendforum.net/

## Search the Vets First Verification Program Directory for Small Businesses



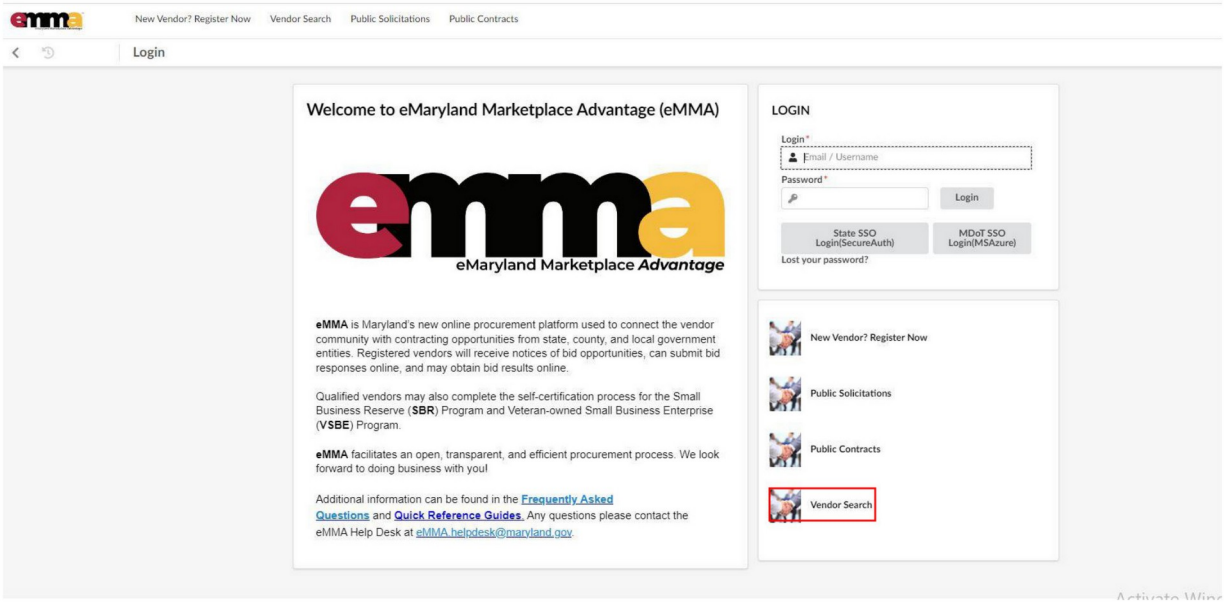

https://www.vetbiz.va.gov/basic-search/

## Vets First Verification Program Directory



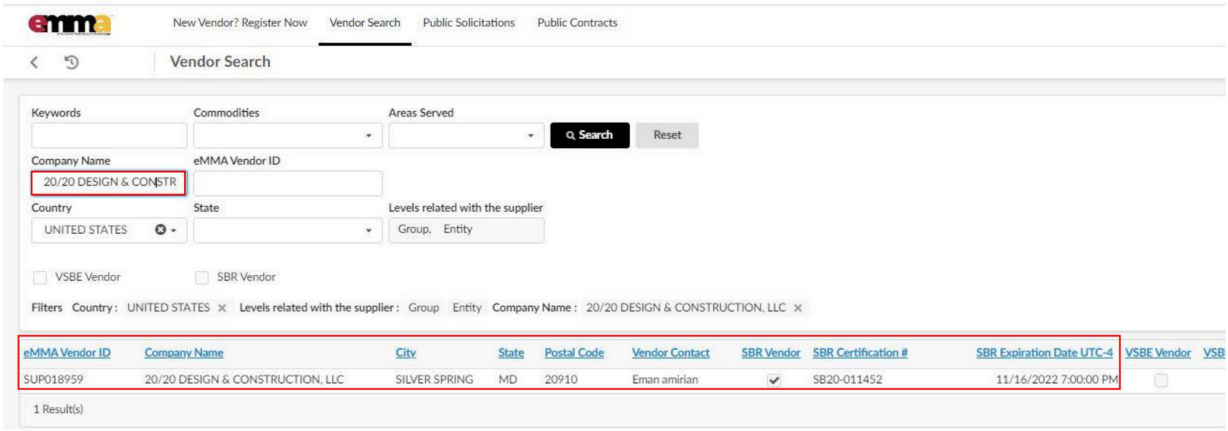

https://www.vetbiz.va.gov/basic-search/

## Verifying SBR Vendor Certification: Public Vendor Search (1 of 2)



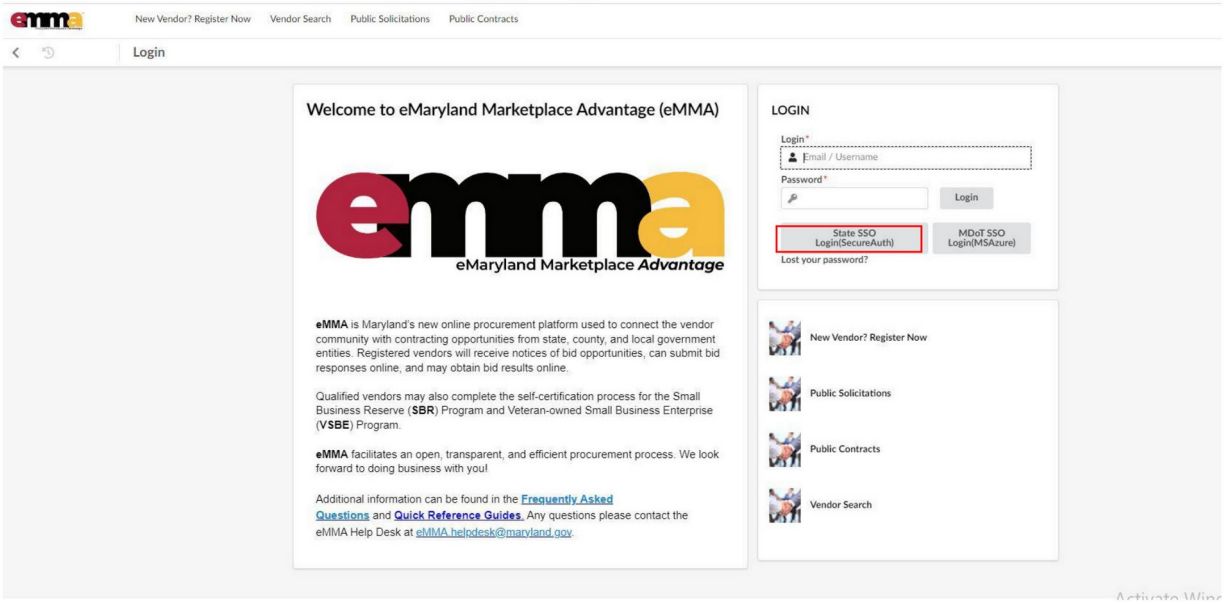

https://emma.maryland.gov/page.aspx/en/sup/supplier_public_browse

## Verifying SBR Vendor Certification: Public Vendor Search (2 of 2)



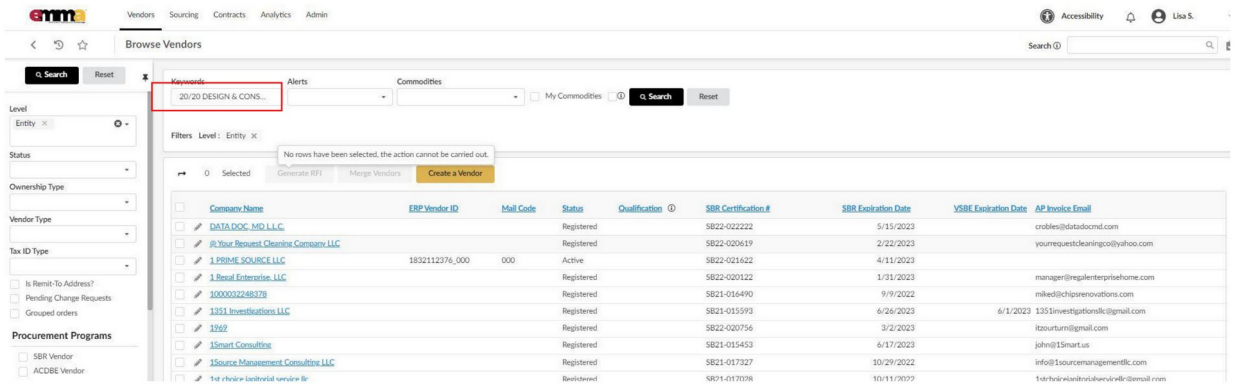

https://emma.maryland.gov/page.aspx/en/sup/supplier_public_browse

## Verifying SBR Vendor Certification: Logging Into eMMA (1 of 2)



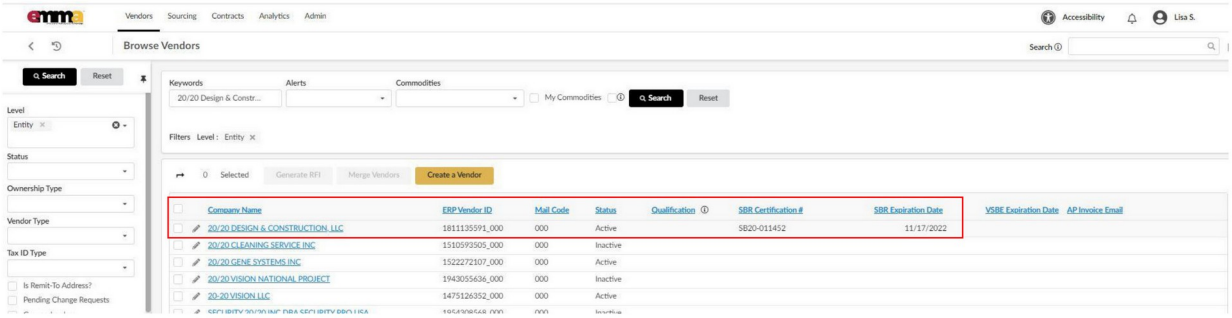

https://emma.maryland.gov/page.aspx/en/usr/login

## Verifying SBR Vendor Certification: Logging Into eMMA (2 of 2)



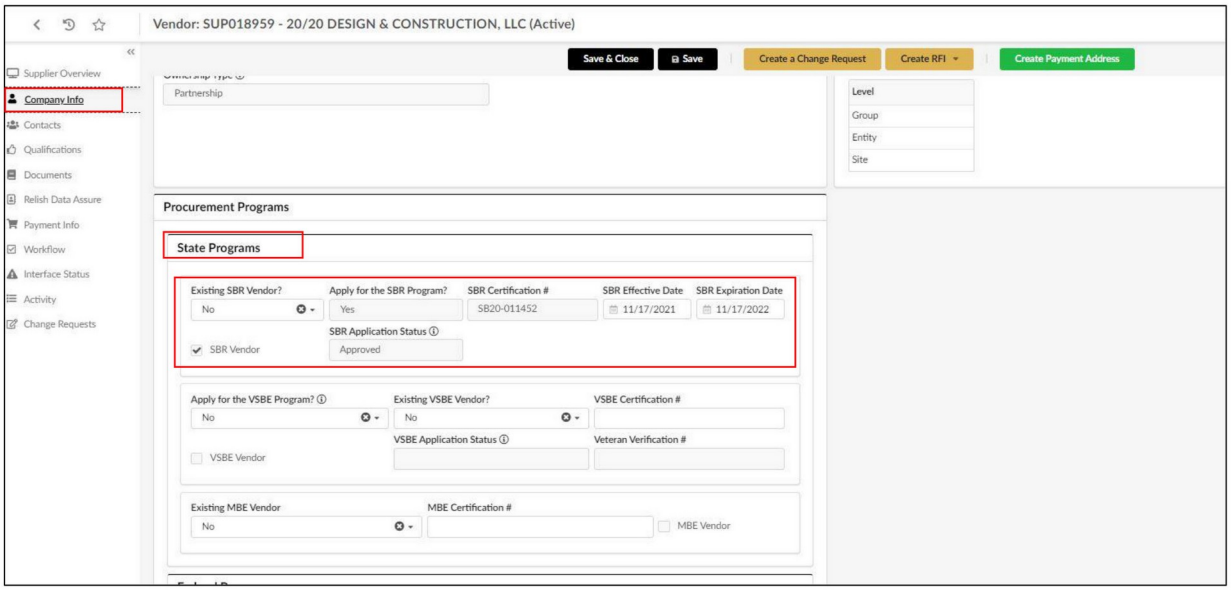

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## Verifying SBR Vendor Certification (1 of 3)



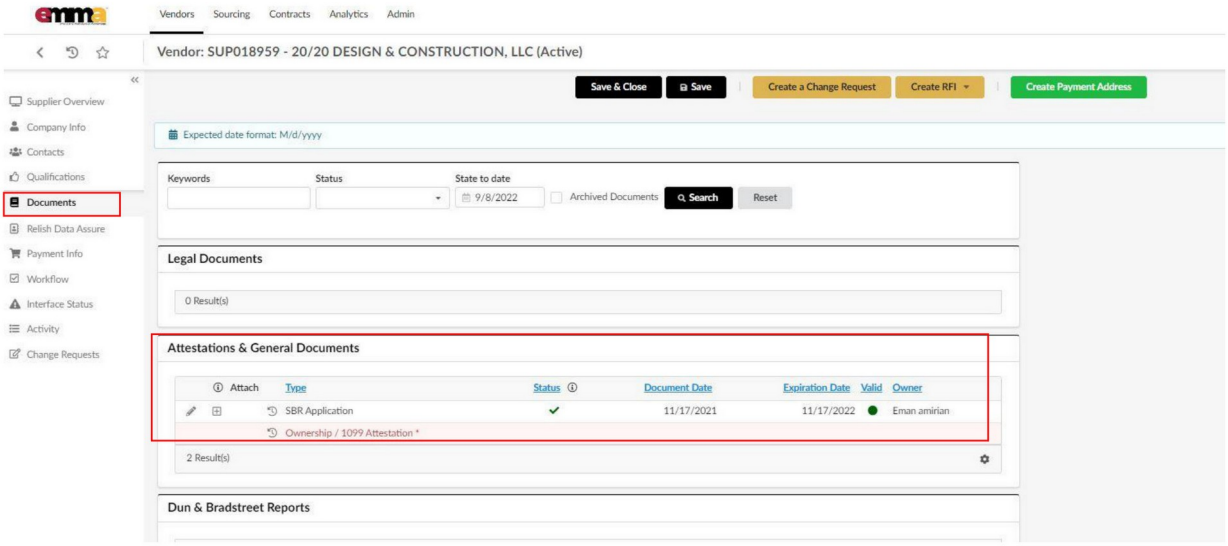

https://emma.maryland.gov/page.aspx/en/usr/login

## Verifying SBR Vendor Certification (2 of 3)




https://emma.maryland.gov/page.aspx/en/usr/login

## Verifying SBR Vendor Certification (3 of 3)




https://emma.maryland.gov/page.aspx/en/usr/login

## SBR Compliance Manager Contacts

If you have any questions after today's training, please contact a SBR Compliance Manager.

**SBR Compliance Managers:**

- Lisa Mitchell Sennaar
  - Lisa.sennaar@Maryland.gov
  - (410) 697-9613
  - (410) 508-8089
- Tanita Johnson
  - Tanita.johnson1@maryland.gov
  - (410) 697-9619
  - (667) 232-1368

## Compliance Manager Contacts

If you have any questions, after today's training please contact one of our Compliance Managers.

**MBE Compliance Managers:**

- Nichelle Johnson
  - Nichelle.johnson1@Maryland.gov
  - (410) 697-9605
  - (667) 232-1369
- Karen Reyes

- Karen.reyes@maryland.gov
- (410) 697-9608
- (443) 346-0630

**SBR Compliance Managers:**

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  - (410) 508-8089
- Tanita Johnson
  - Tanita.johnson1@maryland.gov
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**VSBE Compliance Manager:**

- Danielle N. Davis
  - Danielle.davis2@Maryland.gov
  - (410) 697-9607
  - (443) 346-0717