

AMP UP YOUR SMALL BUSINESS

Demystifying Public Procurement

Presented by:

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Compliance Manager

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TODAY'S OBJECTIVE



- Learn tips & tricks on how to search for state contracting opportunities
- Importance of refining your e-Maryland marketplace profile
- Understand the difference between State/County/University procurements
- Understand the differences between the various socio-economic certifications
- Decide if you WANT to do business with the State



REGISTER YOUR BUSINESS

www.egov.maryland.gov/businessexpress

Rel 5.1.1 24/7 Support More Online Services Maryland.gov SECURED



Maryland Business Express

Maryland Business Express provides you with all the resources you need to start a business in Maryland. Select from the following:

» Business Entity Search

Search for businesses

» Certificate of Status

Order Certificate(s) of Status

» Order Documents

Order business documents

» Register Your Business

Form the legal entity for your business with the Maryland Department of Assessments and Taxation

» What types of business filings can I create?

» Register A Trade Name

Register a business 'Trading As' name with the Maryland Department of Assessments and Taxation

» Do I need to register a Trade Name?

» File Personal Property Returns

File returns for any business, even those not registered through Maryland Business Express

» Do I need to file a personal property return?

» Establish Tax Accounts

Establish your necessary tax accounts with the Comptroller of Maryland

Note: All filings through this portal (with the exception of Personal Property Returns) will be processed with the Department of Assessments and Taxation within 7 business days. Maryland Department of Assessments & Taxation expedited fee schedule will apply.

Service Fee
This electronic government service includes a \$3 eCheck fee or 3% service/convenience fee for filings with payment processed through Maryland Business Express. This fee is assessed by NICUSA, Inc., Maryland's eGovernment.

Account Log In

Username:

Password:

[Log In](#) or [Register](#)

[» Forgot Username?](#)

[» Forgot Password?](#)

Demo

[» View Demo](#)

Fees

Businesses, Trade Names, Personal Property Returns and documents registered, filed or ordered through Maryland Business Express may incur the following fees.

Expedited Fees (where applicable): \$20.00 for Documents/Certificates of Status, \$50.00 for Charter Filings. Allow up to 7 business days for processing.

Service Fees (where applicable): 3% (credit card, PayPal), \$3.00 (eCheck). There are no fees for the establishment of tax accounts or the registration of Sole Proprietorships or General Partnerships.

[» View Full Fees Schedule](#)

[Maryland Department of Assessments & Taxation Fee Schedule](#)

STATE DEPARTMENT OF ASSESSMENTS AND TAXATION (SDAT)

Maintain “Good Standing” status

- File Maryland Income taxes annually
- File personal property taxes annually



State-funded contracts cannot be awarded to any firm that is ***not*** in Good Standing with SDAT.



Neither SBR vendor registration nor MBE certification is required to do business with the State of Maryland.

Only a registered SBR can be awarded an SBR-designated contract.

Only the work of a certified MBE vendor can be counted toward a stated contract goal.

Small Business Reserve (SBR) Program

State Finance & Procurement Article, §14-501



- Prime contracting program
- 15% set-aside
- 70 participating agencies
- Race and gender neutral
- Must meet small business size standards
- Online vendor registration system through eMaryland Marketplace

Minority Business Enterprise (MBE) Program

State Finance & Procurement Article, §14-301



- Subcontracting program
- 29% aspirational goal
- 70 participating agencies
- Race and gender specific
- Must meet social and economic disadvantage standards
- Certification required by MDOT's Office of Minority Business Enterprise
- Certified MBEs may perform as prime contractors

Veteran-Owned Small Business (VOSB) Preference Program

State Finance & Procurement Article, §14-206



- Prime contracting program
- Effective 2008
- 5 Participating agencies
- Maryland residents only
- Price preference of up to 8% for veteran-owned and service-disabled, veteran-owned small businesses

Veteran-Owned Small Business Enterprise (VSBE) Program

State Finance and Procurement Article, §14-604



- Subcontracting program
- Effective 2010
- 1% aspirational goal
- 70 participating agencies
- Race and gender neutral
- Must meet certified through federal vetbiz program



Exempt from VSBE:

- University System of Maryland
- Morgan State University
- Maryland Stadium Authority
- St. Mary's College of Maryland

PROCUREMENT.MARYLAND.GOV



Read the FAQs!

They cover details on registration, account access, searching for a solicitation, how to upload documents, and much more.

Maryland.gov Phone Directory State Agencies Online Services En Español

MARYLAND .gov eMARYLAND MARKETPLACE Search

ALL

COMMODITIES/MAINTENANCE SERVICES IT CONTRACTS TRANSPORTATION BUSINESS COMMUNITY PROCUREMENT STAFF

Quick Links

- > Home
- > Login and Register for eMaryland Marketplace (eMM)
- > Small Business Reserve Program
- > Minority Business Enterprise (MBE) Program
- > Governor's Office of Minority Affairs (GOMA)
- > Procurement Forecasting
- > Board of Public Works
- > Maryland Procurement Technical Assistance Center
- > How to do Business with the State of Maryland

e Maryland Marketplace

Welcome to Maryland Procurement!

Maryland conducts the majority of its procurements through eMaryland Marketplace, the online procurement system that is a business tool to provide vendors with easy access to State procurement information. Vendors have the ability to:

- Complete the Small Business Reserve (SBR) self-certification
- Receive notice of bid opportunities
- Search for contracting opportunities
- Submit bids electronically
- Obtain bid results online

For more information review the **Frequently Asked Questions.**

← To register or login to eMaryland Marketplace, use the links to the left.

USER ASSISTANCE

MARYLAND WELCOMES YOU
WE'RE OPEN FOR BUSINESS
Larry Hogan
Governor

SMALL BUSINESS RESERVE (SBR) PROGRAM

- Must register *within* e-Maryland Marketplace
- Complete the Vendor Profile
- Thoroughly add all applicable NIGP Commodity Codes
- Receive automated notifications

“SBR”

- Select appropriate industry
- Renew every year
- Search for SBR set-asides in “Bid Description”



Utilize the
Quick Reference Guide
for step-by-step
instructions for both
certification and
re-certification.

WHO ARE YOU?

Don't
forget
to be
Ow!some



CAPABILITY STATEMENT



- Critical tool!
- Limited to one sheet of paper
- Don't forget to include contact information
- Make it accessible from your website

GuamTemps
GuamTemps, Inc.
718 N Marine Corps Drive
Suites 204 & 205
Barrigada, Guam 96913
Office: 671-646-3541
Toll Free: 800-693-2129
Fax: 671-646-3543
admin@guamtemps.net
www.guamtemps.com

NAICS Codes:
561110, 561311,
561312, 561320,
561499
Certifications:
Woman-Owned Small Business
(WOSB)
Cage Code: 5NRT4
FEIN: 454124356

CAPABILITY STATEMENT

PAST PERFORMANCE

NRG Energy Inc.; Sunora Energy (Sub)
25.6 MW Solar Field Installation
Light/ Heavy Industrial Staffing Support
\$3,980,000 (as of 6/10/15)

EID Passport
Administrative Staffing Support
\$17,00 (Ongoing)

Guam Waterworks Authority
Administrative Staffing Support
\$15,000 (Ongoing)

Government Liquidation
Staffing Support
\$7,000(Ongoing)

Facilities and Resources

- Two Offices conveniently located in Barrigada, Guam.
- Online Invoicing, employee management and job ordering.
- 24/7 Project staffing support
- On demand office space and business services for customer convenience.
- Notary Public

MEMBER
ASA
American Staffing Association

AFFILIATE OF
SIRM
SOCIETY FOR HUMAN
RESOURCE MANAGEMENT

Corporate Overview

Established in 1988, GuamTemps, Inc. provides quality and reliable employment and staffing support services. We specialize in delivering short term and long term staffing project solutions on Guam.

GuamTemps is the only staffing firm on Guam endorsed by the American Staffing Association. Our certified team of experienced staffing professionals uphold a strict code of ethics in the practice of employment law—We believe in the value of customer service and the work we do.

Services Provided

TEMPORARY AND PROJECT STAFFING

- Public and Private Sectors (Local and Foreign)
- Light/Heavy Industrial
- Administrative and Professional
- Retail and Hospitality
- Screening, Training and Quality Assurance
- Payroll, HR and Personnel Administration
- On Site Employee Performance Evaluations and Management

DIRECT HIRING

- Heavy and Skilled Industrial
- Accounting and Finance
- Search and Placement Screening and Qualification
- Guarantee on Placements

GuamTemps

Helping people and businesses succeed in the workplace. Since 1988.

MBE DIRECTORY PROFILE



The MDOT Directory of Certified MBE, DBE, SBE and ACDBE Firms

Complete Firm Profile

[Frequently Asked Questions](#)

Firm Detail

NAICS - Product and Service Description

Firm Name:

AULTEC, INCORPORATED

Minority Status - Cert # - Date:

AFRICAN AMERICAN
01-204
6/1/2001

Address:

7895 CESSNA AVENUE, SUITE D
GAITHERSBURG, MD 20879
MONTGOMERY COUNTY

Contact:

JAMES AFFUL

Phone - Fax - Email - Website:

(P) 301-947-6695
(F) 301-947-6911
JAFFUL@AULTECINC.COM
WWW.AULTECINC.COM

References:

NO REFERENCE DATA ON RECORD

237210 - MBE/DBE/SBE - LAND SUBDIVISION

541330 - MBE/DBE/SBE - ENGINEERING SERVICES
CIVIL ENGINEERING

541370 - MBE/DBE/SBE - SURVEYING AND MAPPING (EXCEPT GEOPHYSICAL) SERVICES
LAND SURVEYING SERVICES

541620 - MBE/DBE/SBE - ENVIRONMENTAL CONSULTING SERVICES
(SPECIFICALLY: DESIGN AND CONSULTING FOR THE FOLLOWING: CHANNEL, DIKE AND OTHER
FLOOD CONTROL STRUCTURES, EARTH RETENTION SYSTEMS, GABION AND LAND DRAINAGE)

541690 - MBE/DBE/SBE - OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES
BUSINESS CONSULTING SERVICES, NEC



- Check it for accuracy
- List references
- Ask for an Expansion of Services if you perform additional products or services after receiving initial certification

eMARYLAND MARKETPLACE PROFILE

Secure | <https://emaryland.buyspeed.com/bsi/external/vendor/vendorProfileOrgInfo.sdo?external=true&vendorId=249783>

Vendor Profile - AULtec, Inc.


Organization Information | Address

General Organization Information

Vendor ID:	249783	Company Name:	AULtec, Inc.	
Status:	Active	Status Change Reason:		
Incorporation Details - State:		Year of Incorporation:	0	
Business Description:		Preferred Delivery Method:	Email	Vendor Email: aultec1@aultecinc.com
Vendor Fax:	3019476911	1099 Vendor:	No	
Emergency Supplier:	No			
Emergency Phone:				
Emergency Contact Name:				
Emergency Email:				
Emergency Info Comment:				
Referenced Vendor:	No			

Close Window

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- Be thorough
- Be accurate
- Update when necessary



BUSINESS INTELLIGENCE TOOLS

- e-Marylandmarketplace.gov
- **Procurement Forecast**
 - GOMDSMALLBIZ.MARYLAND.GOV
- **Board of Public Works**
 - BPW.MARYLAND.GOV
- **Department of General Services**
 - DGS.MARYLAND.GOV
 - “Procurement” tab
 - “Open bids and contract awards” tab
- **Department of Information Technology Master Contracts**
 - DOIT.MARYLAND.GOV



eMM SEARCH

EMARYLAND MARKETPLACE HOME DGS HOME



Welcome to eMaryland Marketplace

Login

Login ID:

Password:

Login

[Login Assistance](#)

Registration Information

- [Register](#)
Register here to begin using New eMaryland Marketplace.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using New eMaryland Marketplace.
Vendors, please read this [disclaimer](#) prior to completing registration.

Open Bids and Contracts

- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.

Registered Vendors

- [Registered Vendor Search](#)
Search for Registered Vendors.

eMM SEARCH OPTION

e Maryland M@rketplace

Advanced Search

Search for: ☒ Bids ☐ Contracts/Blankets


Search Using:

Search Fields:

Bid #	<input type="text"/>	Bid Opening Date(MM/DD/YYYY)	<input type="text"/>
Bid Description	<input type="text" value="SBR"/>	Purchaser	<input type="text"/>
Organization	<input type="text"/>		
Department	<input type="text"/>		
Location	<input type="text"/>		
Type Code	<input type="text"/>		
Catalog	<input type="text"/>		
Purchase Method	<input type="text"/>		
NIGP Class	<input type="text"/>		
NIGP Class Item	<input type="text"/>		
Commodity Code	<input type="text"/>		

BPW SAMPLE ACTION AGENDA ITEM

DEPARTMENT OF GENERAL SERVICES
ACTION AGENDA
November 1, 2017


Page 5

Contact: Daniel Schmuck
410.767.7522
Daniel.Schmuck@maryland.gov

3-M. MAINTENANCE CONTRACT
Department of Public Safety and Correctional Services

Contract ID: Unarmed Uniformed Guard Service
Project No. 001IT820656
ADPICS No. 001B8400154

Description: Contract to provide unarmed uniformed guard service for the Department of Public Safety and Correctional Services at nine Division of Parole and Probation locations throughout Baltimore City and Baltimore County for three years.

Procurement Method: Competitive Sealed Bids

<i>Bids or Proposals</i>	<i>Amount</i>
CSI Corporation of DC, Silver Spring, MD	\$1,319,052.63
Defensor Security, LLC, Alexandria, VA	\$1,325,781.17
Alpha Security, Inc., Ft. Washington, MD	\$1,355,542.02
Watkins Security Agency, Inc., Baltimore, MD	\$1,431,626.28
Abacus Corporation, Baltimore, MD	\$1,465,786.56
BTI Security, Rockville, MD	\$1,520,391.25

Award: CSI Corporation of DC, Silver Spring, MD

Term: 01/01/2018 – 12/31/2020

Amount: \$1,319,052.63 (Three (3) years)

MBE Participation: 10%

VSBE Participation: 5%

Performance Bond: No

OTHER AVENUES OF OPPORTUNITY

- County Governments
- City Governments
- Municipalities & Local Jurisdictions
- Community Colleges
- Hospitals
- Private Sector
- Casinos are subject to MBE goals



SMALL BUSINESS RESOURCES

MARYLAND .gov GOVERNOR'S OFFICE OF SMALL, MINORITY & WOMEN BUSINESS AFFAIRS

Enter search term

HOME MBE PROGRAM SBR PROGRAM **RESOURCES** PROCUREMENT FORECAST

Quick Links

- About Us
- Advocacy
- Compliance
- FAQs
- Legislation & Policy
- Outreach
- Reports
- Contact Us

Events

- Calendar

Business Resources

Follow the link below to view the OCTOBER edition of our **SMALL BIZ BULLETIN**

Small businesses, including those owned and operated by minorities and women, have many resources available to assist and guide them with nearly every area of business from getting started, to specialized lending offers, to technical assistance with government procurements.

Explore the links below to help your business grow.

- Pipeline
- Financial/Lending Program
- Maryland State Business Resources
- National Business Resources
- Professional Associations & Organizations
- Professional Resources & Technical Assistance Programs
- Maryland State Commissions

Visit individual county, city, and municipality websites for additional information on local business regulations, business services, procurement opportunities and

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

- EXPANDING OPPORTUNITIES: 2017 Resource Guide for Maryland's Small Business Community
- Maryland Public Information Act
- Commerce's Business to Government webpage
- SBA Learning Center
- NAICS to NIGP Crosswalk
- Pathway to Procurement
- MBE Rights and Responsibilities
- Perfecting Your Capabilities Statement
- The 3-3-7-2 Marketing Plan
- Public Purchasing Fact Sheet
- Snapshot of Goods and Services Purchased by the State of Maryland

University/College Procurement Connections

County Procurement Connections

THE CUSTOMER SERVICE PROMISE

The State of Maryland pledges to provide consultation, assistance, coordination, and collaboration with service in the following manner:

- **Priority and Courtesy:** We will be helpful and supportive and have a positive attitude and position for all we do.
- **Timely and Responsive:** We will be proactive, responsive and willing to anticipate your needs.
- **Accurate and Consistent:** We will strive for 100% accuracy and be consistent in how we interpret and implement state policies and procedures.
- **Accessible and Concise:** We will continue to simplify and improve access to information and resources.
- **Transparent and Trustworthy:** We will adhere to a culture of transparency and trust.
- **Knowledgeable:** We will ensure needs are clearly and correctly met, and provide assistance in a timely manner.



Save 10 hours of research time with these Excel spreadsheets.

UNIQUE QUALITIES OF...

University System of Maryland

- Does not include community colleges
- Separate procurement rules from other state agencies
- Voluntarily participates in the SBR and MBE programs
- Have their own IT Departments, so they *typically* do not buy from the state's master contract
- Do Utilize the GSA schedule



UNIQUE QUALITIES OF ...

Public School Construction Projects

- State's MBE goals **are** applicable to public school construction projects managed by county personnel
- Non-construction public school purchases follow the county's school district procurement rules and regulations



GET OUT AND MEET THE BUYERS

- Pre-bid meetings
- Event announcements through eMaryland Marketplace
- Ready, Set, GROW! procurement connection workshop (multiple events throughout the year)
- Small Business Summit (fall)
- County government procurement events
- Private sector procurement events



www.goMDsmallbiz.maryland.gov

Events>Calendar

ACCESS TO CAPITAL



Accessing capital is unique and individual to each business.
Talk to the experts to determine exactly what you need.

Victor Clark

Small Business Resource Manager
Maryland Department of Commerce

410-767-6303

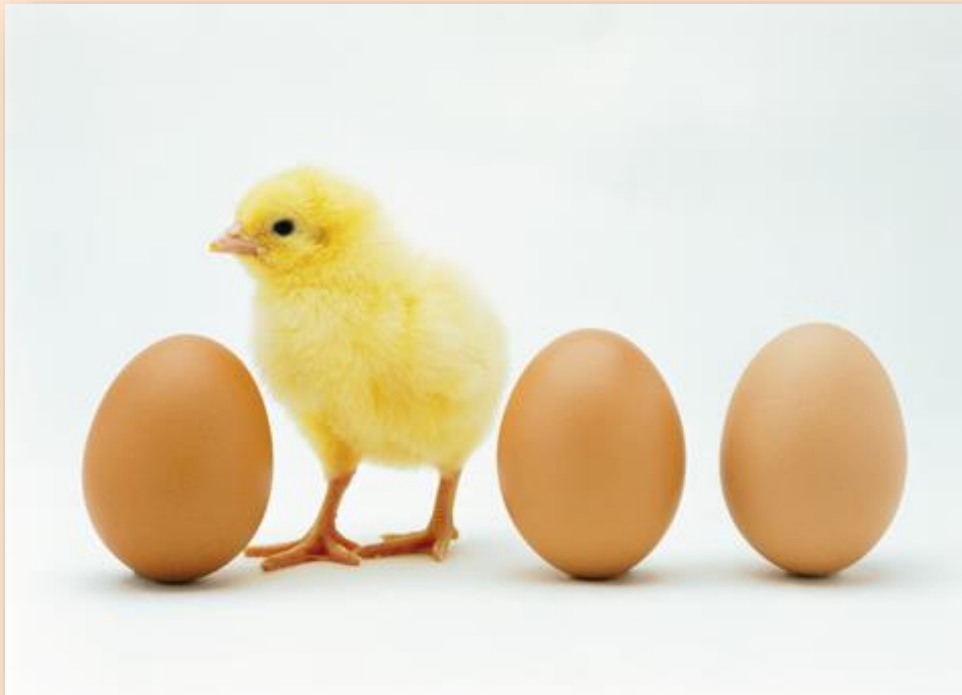
victor.clark@maryland.gov

Start-ups
Tech Transfer
Venture Capital
Direct Loan
Tax Credits
Empowerment Zone
Sustainable Communities
Priority Funding Areas
VLT Fund
MSBDFA
Sunny Day Fund
Main Street Maryland
Community Legacy Program
Linked Deposit Program

BUSINESS INCUBATORS

Is your business new or just getting started?

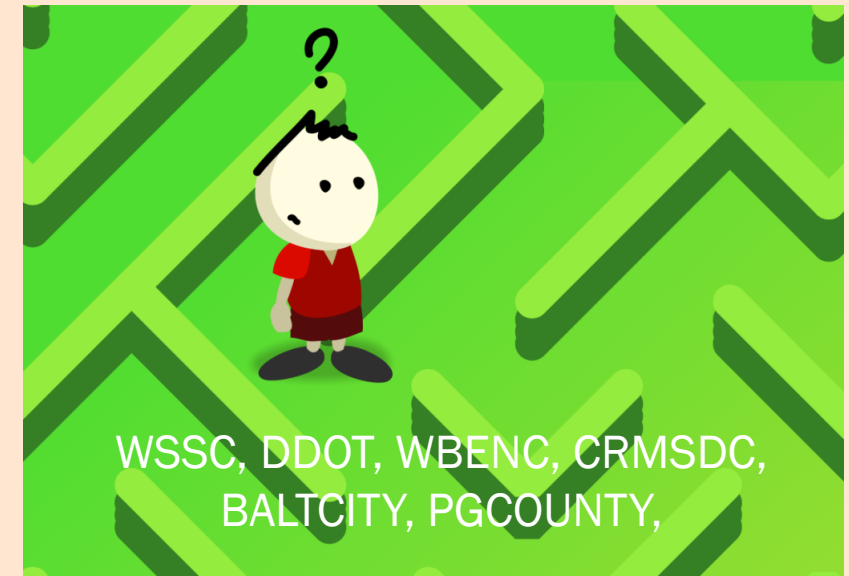
Maryland's 30+ business incubators offer early stage companies shared resources, business assistance and access to equipment and facilities.



www.incubatemaryland.org

MAZE OF CERTIFICATIONS

- MDOT IS STATE'S CERTIFYING AGENCY
 - MBE
 - DBE
 - ACDBE
 - SBE
- SBR – SELF-CERTFYING
- VETERAN – via Vetbiz.gov



THANK YOU

- Visit our website and sign up to receive event and training announcements as well as our monthly small business newsletter
- Free technical training classes offered monthly
- Ready, Set, GROW! Procurement Connections Workshop held at locations around the state



www.goMDsmallbiz.Maryland.gov

PLEASE TAKE OUR BRIEF SURVEY

Option 1



Option 2

<https://goo.gl/HhuyA7>

Option 3

