Navigating Maryland's Procurement Programs

Go MD

Small Biz!

Alison Tavik

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

March 15, 2019

Maryland is OPEN for Business

Since day one, the Hogan Administration has been focused on growing the private sector, creating jobs, and improving our statewide economy.

- 110,000+ new jobs (Bureau of Labor Statistics)
- 1st in the nation for the number of minority and women owned firms (Paychex)
- 2nd in the nation in emerging technologies and innovation (Center for Digital Government)
- 3rd in the nation for entrepreneurial growth (Kauffman Foundation)



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



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

- Direct oversight, monitoring, and compliance of three procurement programs across 70 state agencies and departments
- Responsible for connecting small businesses to expanded
 opportunities in the public and private sectors
- Operate a statewide outreach program to help small, minority, women, and veteran-owned businesses compete with confidence

State Procurement Programs

Small Business Reserve (SBR) Program

- Prime contracting program
- 15% set-aside
- Race and gender neutral
- Online vendor registration process

Minority Business Enterprise (MBE) Program

- Subcontracting program
- MBEs can perform as prime contractors
- 29% aspirational goal
- Race and gender specific
- Application-based certification process

Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% aspirational goal
- Online vendor
 certification process

PROCUREMENT

What is Procurement?

The act of obtaining or buying goods and services through a process that includes preparation, processing, selection, compliance, and approval of payments.

COMAR Title 21, Section 21.01.01.03

Bid vs. Proposal

Invitation for Bid (IFB)

Awards is made to the responsive bidder who submits the **lowest price**.

- Read everything; understand the scope of work
- Contact the procurement officer for questions related to the bid
- Address all the factors
- Response must be clear and complete
- Double check everything before sending; no second chances

Request for Proposal (RFP)

Award is made to the responsive & responsible offeror whose proposal is **most advantageous**.

- Read the entire Request For Proposal carefully
- Contact the procurement officer for questions related to the proposal
- Submit clear, concise answers; focus your response on what the State considers most important
- Be prepared to provide additional information if it is requested
- If unsuccessful, may request a debriefing

Late submissions are NEVER, EVER accepted. NEVER!

Responsive & Responsible

"Responsive" relates to the tangible documents submitted as of the date/time of bid submission.

• Applies to bids

"Responsible" relates to the bidder's technical capability to deliver the product/service as required.

 Applies to both bids and proposals



Procurement Categories

Small Procurements Category I Category II

Up to \$15,000

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

Small Procurements Category III:

\$15,001 - \$50,000

- Written solicitation required
- Must be publicly posted on eMaryland Marketplace
- Must try to get a least 2 valid quotes
- Awarded to the lowest or best responsive & responsible bidder or offeror

Formal Procurements \$50,001+

- Written solicitation required
- Must be publicly posted on eMaryland Marketplace
- Must try to get a least 2 valid quotes
- Awarded to the lowest or best responsive & responsible bidder or offeror

State Contracting Pipeline

- eMaryland Marketplace (procurement.maryland.gov)
- Procurement Forecast (goMDsmallbiz.maryland.gov)
- Agency websites
- Procurement officers
- Agency liaisons





procurement.maryland.gov



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 Small, Minority & Women Affairs (GOSBA)
- Procurement Forecasting
- > Board of Public Works
- Maryland Procurement
- Technical Assistance Center
- How to do Business with the State of Maryland



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

State of Maryland has been made aware of a new phishing scam that targets the community of vendors doing business with the State of Maryland. Please do not engage or reply to the messages.

Please go to

http://dgs.maryland.gov/Pages/Procurement/message.aspx for more information about this fraudulent email. For more information about eMaryland Marketplace, review the **Frequently Asked Questions.**

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

USER ASSISTANCE

eMaryland Marketplace Instruction Guides provide step by step instructions to help users navigate the system and complete common processes.

SMALL BUSINESS RESERVE CERTIFICATION

To participate in the state's small business programs, your company must first register in the Small Business Reserve (SBR). To determine if your company qualifies, review the SBR Qualification Criteria.

To register, complete the SBR self-certification process in eMaryland Marketplace. If your company is not yet registered in eMaryland Marketplace you can complete the SBR self-certification during your initial registration. Follow the instructions to Register Your Business in eMaryland Marketplace. If your company is already registered in eMaryland Marketplace and you wish to review the status of your SBR certification or

USER ASSISTANCE

eMaryland Marketplace Instruction Guides provide

system and complete common processes.



View the Procurement Reform Report

eMM/SBR Assistance Weekdays 8:00 a.m.-4:00 p.m. Phone: 410-767-1492 dgs.emaryland@maryland.gov



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

procurement.maryland.gov

eMaryland Marketplace

SEARCH



Quick Links







Welcome to Maryland Procurement!

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Diagon as to http://dag.man/land.gov/Dagon/Dreauromant/indov.gonv.fov



EMARYLAND MARKETPLACE HOME DGS HOME





Welcome to eMaryland Marketplace

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



Registered Vendors

 Registered Vendor Search Search for Registered Vendors.

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ALL OI U	of the criteria 🗸				
			Find It Clear		
Organiza Departme Location Type Coo Catalog Purchase NIGP Cla	Description Window anization artment ation Code Code Anize Method	∨ _		Bid Opening Date(MM/DD/YY Purchaser	

Results

1-25 of 205 1 <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u>

<u>Bid #</u>	Contract/Blanket #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
MDH0031043075		Keon Pompey	SBR- Window Repair	03/11/2019 02:00:00 PM	
MDCH \$31043069		Eleanor Foddrell	Safety and Security Window Film-Indefinite Delivery, Indefinite Quantity (IDIQ)	03/07/2019 04:00:00 PM	
MDCOHT31043033		Tyler Ann French	P1679.19 HPD Windows /Gutter Repair	03/05/2019 02:00:00 PM	
MDV0031042782		Robert Gay	19-MX-026 - SBR - Install 50 Detention Grade Windows at LESCC	02/21/2019 01:00:00 PM	
MD9QA31042574		Jeffrey Rank	Liberty Bldg Window Replacement	02/07/2019 03:00:00 PM	
MDMPS31042335		Laurie S Checco	9159.6, Door and Window Replacements	01/15/2019 02:00:00 PM	
MDFP\$31042207		Amy Beall	Bid 19C10, Carroll Manor Elementary School Window and Door Replacement - Phase I	01/07/2019 02:00:00 PM	
MDSPS31042202		Brynn Cosner	Install Security Window Film - Multiple Locations	01/04/2019 02:00:00 PM	
MDWIC31042041		Stephanie Cottman	Circuit Courthouse Window Modifications	01/04/2019 02:30:00 PM	
MDHAG31041787		Stephanie Whalon	19-095 - Window Replacement for Highland Community Center	12/12/2018 01:00:00 PM	
MDH0031041503		Amy Mahoney	Window Washing/Gutter Cleaning IFB	11/14/2018 02:00:00 PM	Award in Process
MDH0031040901		Christine Stenhouse	SBR - Replace Shop Doors and Windows	10/18/2018 02:00:00 PM	Award in Process
MDUMPC31040832		Lisa Thompson	RFP 72169-A Window Replacement for Morrill Hall	10/09/2018 03:00:00 PM	
MDBAL31040554		Cynthia Chase	RP 17808-Lakeland Recreation Center Window Replacements	10/10/2018 12:00:00 PM	
MDSPS31039707		Brynn Cosner	Install Window in LHS Lighting Control Booth	07/19/2018 02:00:00 PM	
MDCOHT31039254		Rodney Tissue	RFP-18-RR-10 ROSLYN BUILDING ROOF AND WINDOW REPLACEMENT	07/10/2018 11:00:00 AM	
MDR1431039214		Patrick Hunt	Window Replacement	06/19/2018 04:00:00 PM	HomeRite of Baltimore LLC

Bid Solicitation: MDCHS31043069 Header Information Bid Number: MDCHS31043069 Safety and Security Window Film-Indefinite Delivery, Indefinite Quantity (IDIQ) **Bid Opening Date:** 03/07/2019 04:00:00 PM Description: Eleanor Foddrell Charles County Public Schools Purchaser: Organization: CHPSPURC - CHARLES COUNTY PUBLIC SCHOOLS PURCHASING SPURC - CHARLES COUNTY PUBLIC SCHOOLS PURCHASING Department: Location: RP - Request for Proposal (RFP) Allow Electronic Quote: Fiscal Year: 19 Type Code: No Alternate Id: RFP # SSWF-1819 03/05/2019 02/07/2019 11:58:00 AM Required Date: Available Date : Eleanor Foddrell, Purchasing Analyst, (301) 392-7581, efoddrell@ccboe.com OPEN Info Contact: Bid Type: Informal Bid Flag: No Purchase Open Market Method: N/A Pre Bid Conference: CCPS is seeking proposals from experienced, qualified and certified Contractors to supply and install 3M Co. Safety & Security Window Film (or an alternative brand equal to or better than) throughout the district on an as needed basis. Contract period shall be for one yr. with four additional one yr. renewal options. Deadline for receipt of Bulletin Desc: questions is 4 p.m., 2-15-19. Deadline for receipt of proposals is 4 p.m., 3-7-19. Certified Minority Businesses are encouraged to respond to this request Bill-to Address: Ship-to Charles County Public Schools Charles County Public Schools Print Format: Charles County Public Schools Charles County Public Schools Address: Purchasing Department Purchasing Department 5980 Radio Station Road 5980 Radio Station Road P. O. Box 2770 P. O. Box 2770 La Plata, MD 20646 La Plata, MD 20646 US US Email: efoddrell@ccboe.com Email: efoddrell@ccboe.com Phone: (301)392-7581 Phone: (301)392-7581 File Request for Proposals (RFP) # SSWF-1819, Safety and Security Window Film Attachments: Addendum I to RFP # SSWF-1819, Safety and Security Window Film-Indefinite Delivery, Indefinitely Quantity Form Attachments: Amendments: Amendment # Amendment Date Amendment Note

1 02/08/2019
 1 Header 1. Bid Opening Date changed from "03/05/2019 04:00:00 PM" to "03/07/2019 P

goMDsmallbiz.maryland.gov



goMDsmallbiz.Maryland.gov



Quick Links	FY2018 Procurement For	recast Database	Critical Step!
 > About Us > Advocacy > Compliance > FAQs > Legislation & Policy > Outreach > Reports 	Welcome to Maryland's p This database is populated with projecte 2018 fiscal year. We are continuousl so please check back of IMPORTANT: To obtain the	To see the additional data	
 Contact Us Events Calendar 		Export To Excel Search Reset All Filters	for the primary point-of-contact, you MUST export
	Search by Agency Search by Procurement Categories	Search by Region	the search results.
	Description: Arundel Wood	ined	

Search Example #1

Quick Links

- > About Us
- > Advocacy
- Compliance
- > FAQs
- Legislation & Policy
- Outreach
- Reports
- Request a Speaker
- Contact Us

Procurement Forecast Portal

Welcome to Maryland's Procurement Forecast Portal for Fiscal Year 2019.

This database is populated with *projected* purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

			Export To Excel
Search - Description		Search	Reset All Filters
Transportation - State Highway			
Construction		Search by Region	
Search by Contract Value	•	Search by Projected	Advertisement Dates
Agency Name:	Transportation -	State Highway	
Procurement Category:	Construction		
Procurement Method:	Competitive Sea	led Bid	
Description:	geometric improv	vements at Mr. Zion Ro	k
Location/Delivery:	WESTERN MAR	RYLAND	
Estimated Advertisement Date:	Q3 (JanMarch	2019)	
Estimated Total Contract Award (no options):	\$1 000 001 to \$5	5,000,000	
Term of Contract:	To be Determine	ed	
Agency Name:	Transportation -	State Highway	
Procurement Category:	Construction		

Search Results Example #1 (partial column view)

Description	Location/Delivery of Ser	Estimated Adverti	Estimated Total C	PO Name	PO Phone	PO Email
PGCC entrance to 1900' S of MD 214	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
IHB - Natl Business Parkway to McCarron						
Court	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	Over \$20,000,000	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
IHB - MD 655 to Severn River	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Jones Bridge Road/Kensington Parkway -						
Phase 3	SOUTHERN MARYLAND	Q1 (July-Sept. 2018)	\$5,000,001 to \$10,000	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
IHB - Rosewood Lane to E. Pleasant Hill Rd	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Bridge 2200400 over E. Branch of Wicomico						
River - Phase 1	EASTERN SHORE	Q1 (July-Sept. 2018)	\$100,000 to \$500,000	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Back River Bridge to Riverside Dr.	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Towson Roundabout to Cavan Dr.	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Geometric Improvements at White Lowe Rd	EASTERN SHORE	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Geometric Improvements at Maloney Rd	EASTERN SHORE	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Geometric Improvements at MD 589	EASTERN SHORE	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Drainage improvements at various locations						
in D1	EASTERN SHORE	Q1 (July-Sept. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Bridge 0300300 over Gunpowder Falls	CENTRAL MARYLAND	Q1 (July-Sept. 2018)	\$5,000,001 to \$10,000	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
geometric improvements south of Orndorff Rd						
to north of College Lane	WESTERN MARYLAND	Q2 (OctDec. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
small structure replacement - MD 309 over						
several small streams	EASTERN SHORE	Q2 (OctDec. 2018)	\$1,000,001 to \$5,000,	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
noise abatement S of Shadynook Ave to						
US40	CENTRAL MARYLAND	Q2 (OctDec. 2018)	\$10,000,001 to \$20,00	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
4 lane urban reconstructi w. of Swallowtail Dr						
to I70 ramp structure 10140	WESTERN MARYLAND	Q2 (OctDec. 2018)	\$10,000,001 to \$20,00	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
Comm Saftey & Enhancement - Pine St to						
US1	SOUTHERN MARYLAND	Q2 (OctDec. 2018)	\$5,000,001 to \$10,000	Stephen Busy	443.572.5235	SBucy@sha.state.md.us
expansion of Broken Land Pkwy park and						
ride north lot	CENTRAL MARYLAND	Q2 (OctDec. 2018)	\$500,001 to \$1,000,00	Stephen Busy	443.572.5235	SBucy@sha.state.md.us

<u>Search Example #2</u>

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- > About Us
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<u>Search Results Example #2 (partial column view)</u>

	-	-	-	-		-
Contract Number 💌	Incumbent Name	Description	Estimated Total C	PO Name 💌	PO Phone 💌	PO Email
SD41705SBP	A & B REFRIGERATION S	HVAC MAINTENANCE & REPAIR	\$15,000 to \$99,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
499D71417R	A BRICK ABOVE	ATTENUATOR SERVICES D#7	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4272G51418	A MARQUEZ TRUCKING I	MEDIAN/ROADSIDE MOWING AA CO	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
WOFENCE16	ABEL FENCE LLC	FENCING MAINTENANCE & REPAIR	\$15,000 to \$99,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
SD41706SBP	ABEL FENCE LLC	FENCE MAINTENANCE AND REPAIR	\$15,000 to \$99,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
WOTRCMW17A	ACACIA COMMERCIAL S	TRACTOR MOWING SERVICES	\$15,000 to \$99,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
42616L1418	ADVANTAGE LAWNS LLO	HERBICIDE APPLICATION	\$15,000 to \$99,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
42615G1418	ADVANTAGE LAWNS LLO	APPLICATION OF HERBICIDES	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4263H41418	ADVANTAGE LAWNS LLO	APPLICATION OF HERBICIDE	\$100,000 to \$500,001	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
42615F1418	ADVANTAGE LAWNS LLO	APPLICATION OF HERBICIDES	\$100,000 to \$500,002	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4262G51418	ADVANTAGE LAWNS LLO	HERBICIDE APPLICATIONS - AA CO	\$100,000 to \$500,003	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
WOELECT17	AET ELECTRIC, INC.	AS-NEEDED ELECTRICAL SERVICES	\$15,000 to \$99,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4291851418	A-FORDABLE TREE SER	BRUSH AND TREE CUTTING	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
424D41418	ALLIED CONTRACTORS	MISC. SHOULDER REPAIRS D#4	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
440D31418	ALLIED CONTRACTORS	DRAINAGE REPAIRS D#3	\$1,000,001 to \$5,000,	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4921161418	ALPHA SPACE CONTROL	LINE STRIPING - GARRETT CO	\$1,000,001 to \$5,000,	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
HCSEC18	AMAZING SECURITY & IN	SECURITY SERVS. HAN COMPLEX	\$1,000,001 to \$5,000,	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
440D11418	ANA GENERAL CONTRAC	Drainage Str. Repairs - D#1	\$500,001 to \$1,000,00	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4261241418	ANOINTED TURF MANAG	APPLICATION OF HERBICIDE	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4291721418	ASPLUNDH	BRUSH & TREE CUTTING	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4290521418	ASPLUNDH	BRUSH AND TREE CUTTING	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us
4292021418	ASPLUNDH	BRUSH/TREE CUTTING - TALBOT CO	\$100,000 to \$500,000	Russ Yurek	410-582-5505	RYurek@sha.state.md.us

Want to Learn More?



Ready, Set, GROW! Procurement Connection Workshop

- Workshop format; procurement process insights
- Meet the buyers; state, county, local governments
- Connect with small business resource organizations
- Held at locations around the state
- 6 workshops per year



Technical Training Classroom

- In-depth classes
- Broad range of topics
- Held in Crownsville, MD
- 4TH Tuesday of the Month (except December)
- 22 classes per year

Connect with us TODAY!



 Visit our Resources page to explore financial/lending programs, small business resource programs, professional association, training programs and more





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



Alison Tavik, Director of Communications Governor's Office of Small, Minority & Women Business Affairs 410-697-9600 (main line) | 410-697-9604 (desk) <u>alison.Tavik@Maryland.gov</u>