



Veteran-
Owned Small
Business
Enterprise
(VSBE)
Program
Liaison
Training
JULY 14, 2022



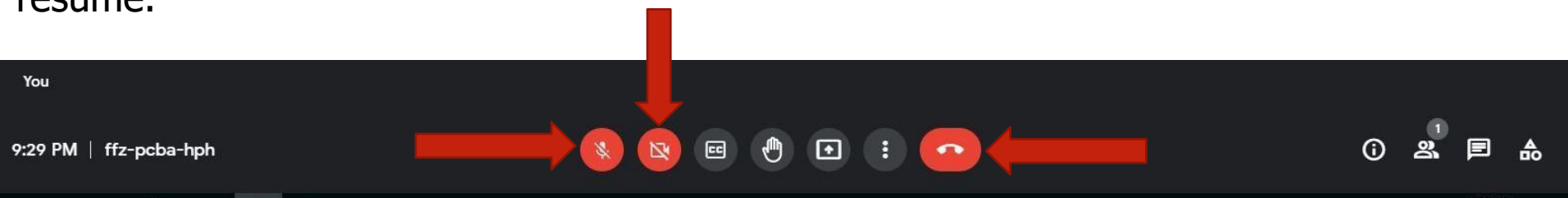
Logistics and Housekeeping

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

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

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

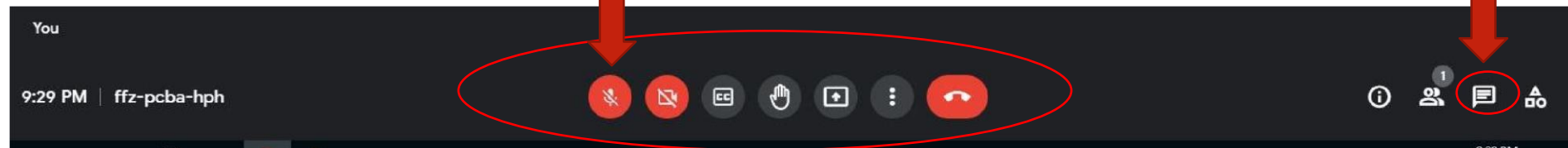
During breaktime, please do not hang-up, this would cause a disruption when we resume.



Logistics and Housekeeping

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

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



If you are joining us by phone:

You must press ***6** to mute and unmute your phone.



Maryland

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

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

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



Agenda

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



Greetings By Our Chief Of Staff Pam Gregory



JIMMY RHEE - *SPECIAL SECRETARY*

PAMELA GREGORY – *CHIEF OF STAFF*

ALISON TAVIK – *DIRECTOR OF COMMUNICATIONS & OUTREACH*

EDUARDO HAYDEN – *SMALL BUSINESS OUTREACH MANAGER*

LISA MITCHELL SENNAAR – *SBR COMPLIANCE MANAGER*

TANITA JOHNSON – *SBR COMPLIANCE MANAGER*

NICHELE JOHNSON – *MBE COMPLIANCE MANAGER*

KAREN REYES – *MBE COMPLIANCE MANAGER*

GERALD STINNETT – *MBE COMPLIANCE MANAGER – VLT OPERATIONS*

DANIELLE N. DAVIS – *VSBE COMPLIANCE MANAGER*

[Contact Us](https://gomdsmallbiz.maryland.gov/Pages/Contact-Us.aspx)

<https://gomdsmallbiz.maryland.gov/Pages/Contact-Us.aspx>

VSBE PROGRAM OVERVIEW



VSBE Program

- Provides contracting opportunities on state-funded procurements for certified **veteran-owned small businesses**
- Only the work of a **certified VSBE firm**, performing either directly (prime contractors) or indirectly (subcontractors), can be counted toward the achievement of an established contract goal
- As of July 1, 2022, there are over 500 active and certified VSBE vendors in the eMMA database and growing daily

VSBE Program Timeline

- **2010-** VSBE Program enacted by General Assembly
- **2018-** VSBE Program moved under Governor's Office of Small, Minority & Women Business Affairs
- **2020-** VSBE Workgroup was formed and issued a report to the Governor and legislature
- **2021-** First VSBE Compliance Manager hired
- **2022, Spring** – Regulation updates aligning VSBE Program to MBE/SBR Programs
- **2022** - Increased VSBE Outreach and collaboration with veteran organizations
- **2022, April-** First meeting of the VSBE Advisory Committee
- **2022, June-** VSBE Program enhancement efforts in eMMA

Legislative Update

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



VSBE Program Statutes

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

VSBE Participation

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



VSBE Program Regulations

COMAR 21.11.14 UPDATED

VSBE Policies

- 01 General — Purpose
- 02 Definitions
- 03 Scope
- 04 Procurement Agency Responsibility
- 05 VSBE Liaison
- 06 Reporting
- 07 Procurement Solicitations
- 08 Contract Award
- 09 Waiver
- 10 Amendment of VSBE Participation Schedule
- 11 Compliance
- 12 Verification



Difference Between the MBE/SBR/VSBE

MBE

- Application process
- Directory held with MDOT- must be MBE certified when named on a bid/offer
- Annually recertification process with MDOT
- Reports submitted to GOSBA quarterly and annually (payments and awards)
- Annual Report due September 30th each year

SBR

- Self-certification process
- Directory held in eMMA- Must be certified at time of award (payments to firms that fail to recertify will not be counted toward SBR achievement)
- Annually recertification process with eMMA
- Reports submitted to GOSBA quarterly and annually (payments)
- Annual Report due September 30th each year

VSBE

- Self-certification process with veteran verification requirement
- Directory held in eMMA - must be certified when named on a bid/offer
- Annually recertification process with eMMA
- Reports submitted to GOSBA annually (payments and awards)
- Annual Report due October 1st each year

VSBE LIAISONS

We

need

YOU!



VSBE Liaison Duties

21.11.14.05 VSBE Liaison.

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

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

VSBE Liaison Duties



21.11.14.03. Scope

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

50% of eMMA directory is MDVA/VetBiz

Advocacy and Outreach

- Issues that arise with solicitations containing VSBE goals, particularly during the bidding and award process, should immediately be documented and discussed with the VSBE Liaison
- Include your legal counsel
- Contract Compliance should be reviewed by the contract monitor or other assigned staff using the VSBE reports (Attachment E) regularly received from Primes/Subcontractors
 - E-4 – VSBE Prime Contractor Paid/Unpaid Invoice Report
 - E-5 - VSBE Subcontractor Paid/Unpaid Invoice Report
- Agency contract compliance reports should be regularly generated by liaisons, contract monitors, or other assigned staff

Advocacy and Outreach

Business Events

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



07/05/2022 - [How to Write a Business Plan](#)

07/07/2022 - [Cost Proposal Development](#)

07/08/2022 - [Building Your Bond Capacity](#)

07/12/2022 - [Video Marketing Strategies that Generate Engagement & Leads](#)

07/13/2022 - [Tips for GSA Schedule and Compliance](#)

07/18/2022 - [Think Your Way to Business Success](#)

07/20/2022 - [Developing a Compelling Capability Statement](#)

07/28/2022 - [Building Bridges to Global Markets](#)

07/26/2022 - [Understanding Financial Statements](#)

08/02/2022 - [Maryland Department of Transportation MBE/DBE Application Assistance Workshop](#)

08/06/2022 - [Southern Maryland Minority Business Expo](#)

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

Advocacy and Outreach

- If you have ideas, lets brainstorm together!
- Utilize the National Military Holiday Calendar
- Team up with other agencies
- VSBE event announcement coming soon for November!



VSBE CERTIFICATIONS AND EMMA



VSBE Certification

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

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

The VSBE certification process entails:


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

Vendor Registration

emma.maryland.gov



Welcome to eMaryland Marketplace Advantage (eMMA)



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

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

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

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login *


Email / Username


Password *


Login


State SSO Login(SecureAuth) MDoT SSO Login(MSAzure)

Lost your password?

 **New Vendor? Register Now**

 Public Solicitations

 Public Contracts

 Vendor Search

Veteran Verification

Step #2

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

The screenshot shows the website for the Governor's Office of Small, Minority & Women Business Affairs. The navigation menu includes Home, MBE PROGRAM, SBR PROGRAM, VSBE Program, RESOURCES, and PROCUREMENT FORECAST. The main heading is "Veteran-Owned Small Business Enterprise (VSBE) Program". The "QUICK LINKS" section is circled in red and contains the following items:


- Maryland Department of Veterans Affairs
- Federal Vets First Verification Program
- VSBE Veteran Verification Form.pdf
- eMaryland Marketplace Advantage
- VSBE Liaison Directory

Below the quick links, there is an "ATTENTION" notice: "ATTENTION: If you are experiencing problems with verification or recertification, contact the VSBE Administrator by calling 410-697-9600."

Obtain veteran verification from one of two sources:

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

Maryland Veteran Verification Process



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

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

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

Federal Veteran Verification Process

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

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

The screenshot shows the VA website interface. At the top, there is a navigation bar with the VA logo, the text "U.S. Department of Veterans Affairs", a search bar, a "Contact us" button, and a "Sign in" button. Below the navigation bar, there are links for "VA Benefits and Health Care", "About VA", and "Find a VA Location". The main content area features a dropdown menu for "I AM A..." with "Select One" as the current selection. To the right of this menu, the breadcrumb trail reads "VA » Office of Small & Disadvantaged Business Utilization » Vets First Verification Program". The main heading is "Office of Small & Disadvantaged Business Utilization". Below this, there is a large banner for the "VETS FIRST VERIFICATION PROGRAM" with the text: "The Vets First Verification Program affords verified firms owned and controlled by Veterans and Service-disabled Veterans the opportunity to compete for VA set asides." To the left of the banner is a vertical navigation menu with options: "For Veterans", "For Family Members & Spouses", "For Employees", "For Business", "Forms & Publications", "Jobs", "Volunteer or Donate", and "Public & Intergovernmental Affairs". Below the menu are three promotional boxes: "Veterans Crisis Line" (1-800-273-8255 PRESS 1), "eBenefits" (Your VA & DoD Benefits. Online. Register Now. www.ebenefits.va.gov), and "OVERVIEW" (The Veterans Benefits, Health Care, and Information Technology Act of 2006 (Public Law 109-461) provides the U.S. Department of Veterans Affairs (VA) with unique authority for Service-Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB) set-aside and sole source contracts. This procurement authority, and its subsequent implementation, is a logical extension of VA's mission to care for our Nation's Veterans. VA refers to this program as the Veterans First Contracting Program.). To the right of the overview is a "RESOURCES" section with links: "OSDBU Home", "Login to Vendor Information Pages (VIP)", "Access List of Veteran-Owned Businesses", "Media Library", "Frequently Asked Questions (FAQs)", and "Verification Assistance".

VSBE Application



Vendor must submit the VSBE Application in eMMA.

VSBE Enrollment

Is at least 51% of this business owned and controlled by one or more veteran(s) or disabled veteran(s)? *

Yes

Does your company meet the size standards adopted by the United States Small Business Administration? *

Yes

Is it a for-profit business? *

Yes

Veteran Verification Type ⓘ *

Existing Veteran Verification (Renewal)

First Time MD Veteran Verification

Federal Veteran Verification

Existing Veteran Verification (Renewal)

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

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

VSBE Vendor Approval-Valid

Procurement Programs

State Programs

Existing SBR Vendor? SBR Vendor

Apply for the SBR Program? SBR Vendor

SBR Certification #

SBR Effective Date

SBR Expiration Date

SBR Application Status

Apply for the VSBE Program? VSBE Vendor

Existing VSBE Vendor? VSBE Vendor

VSBE Effective Date

VSBE Certification #

VSBE Expiration Date

VSBE Application Status

Veteran Verification #

Attestations & General Documents

[+ Add attestations & general documents](#)

Attach	Type	Status	Document Date	Expiration Date	Valid
	SBR Application	✓	6/7/2022	6/7/2023	●
Veteran_Verification_Form_Eagle_Sword_LLC.pdf	VSBE Application	✓	6/9/2022	6/9/2023	●

VSBE Vendor Certification Equation



VSBE Certification

Verification of Certified VSBE Vendors

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

- You may find multiple VSBE Applications listed in the “Documents” section
- Be certain to carefully review the information to make certain that the vendor meets the requirements (i.e. VSBE Application has an approved “Status”, a valid “Expiration Date” (i.e. date has not exceeded/certification not expired with a one-year certification) and green dot (Valid) listed)
- If you are unable to determine the VSBE certification status, please contact Danielle Davis for assistance

Verification of Certified VSBE Vendors

Keywords: _____ Status: _____ State to date: 7/7/2022 Archived Documents

Legal Documents

0 Result(s) Result(s)

Attestations & General Documents

Type	Status	Document Date	Expiration Date	Valid
VSBE Application	✓	7/6/2022	7/6/2023	●

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

The only time there should be 2 VSBE applications is during the annual recertification process.



Verification of Certified VSBE Vendors

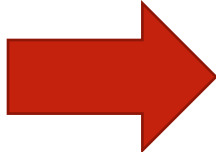
The screenshot displays the Emma Vendor Management System interface for a vendor named "Klarity Broadcasting LLC (Registered)". The interface includes a navigation menu on the left with options like "Supplier Overview", "Company Info", "Contacts", "Qualifications", "Documents", "Relish Data Assure", "Workflow", "Interface Status", "Activity", and "Change Requests". The main content area shows the vendor's details, including "Existing SBR Vendor?" (No), "Apply for the SBR Program?" (Yes), "SBR Certification #", "SBR Application Status", "Apply for the VSBE Program?" (Yes), "Existing VSBE Vendor?" (No), "VSBE Certification #", "VSBE Application Status" (Approval InProgress), and "Veteran Verification #". The "VSBE Application Status" and "VSBE Certification #" fields are highlighted with red boxes.

Existing SBR Vendor?	Apply for the SBR Program?	SBR Certification #
No	Yes	
<input type="checkbox"/> SBR Vendor	SBR Application Status	
Apply for the VSBE Program?	Existing VSBE Vendor?	VSBE Certification #
Yes	No	
<input type="checkbox"/> VSBE Vendor	VSBE Application Status	Veteran Verification #
	Approval InProgress	


In this example, the “VSBE Application Status” states *Approval in progress* and “VSBE Certification #” is blank. This vendor is not certified.

VSBE Vendor No Longer Active

Existing VSBE Vendor?  

VSBE Vendor 

VSBE Certification #

VSBE Application Status 

Veteran Verification #

Code	Company Name	Legal Name	Parent Company	Web site	ERP Vendor ID	Mail Code	Status	SBR Certification #	SBR Expiration Date	VSBE Certification #	VSBE Expiration Date
☆ SUP022993	Epic Consulting	Epic Consulting		http://www.epicconsultingfirm.com			Active	SB22-021686	4/15/2023		7/6/2022

Result(s)

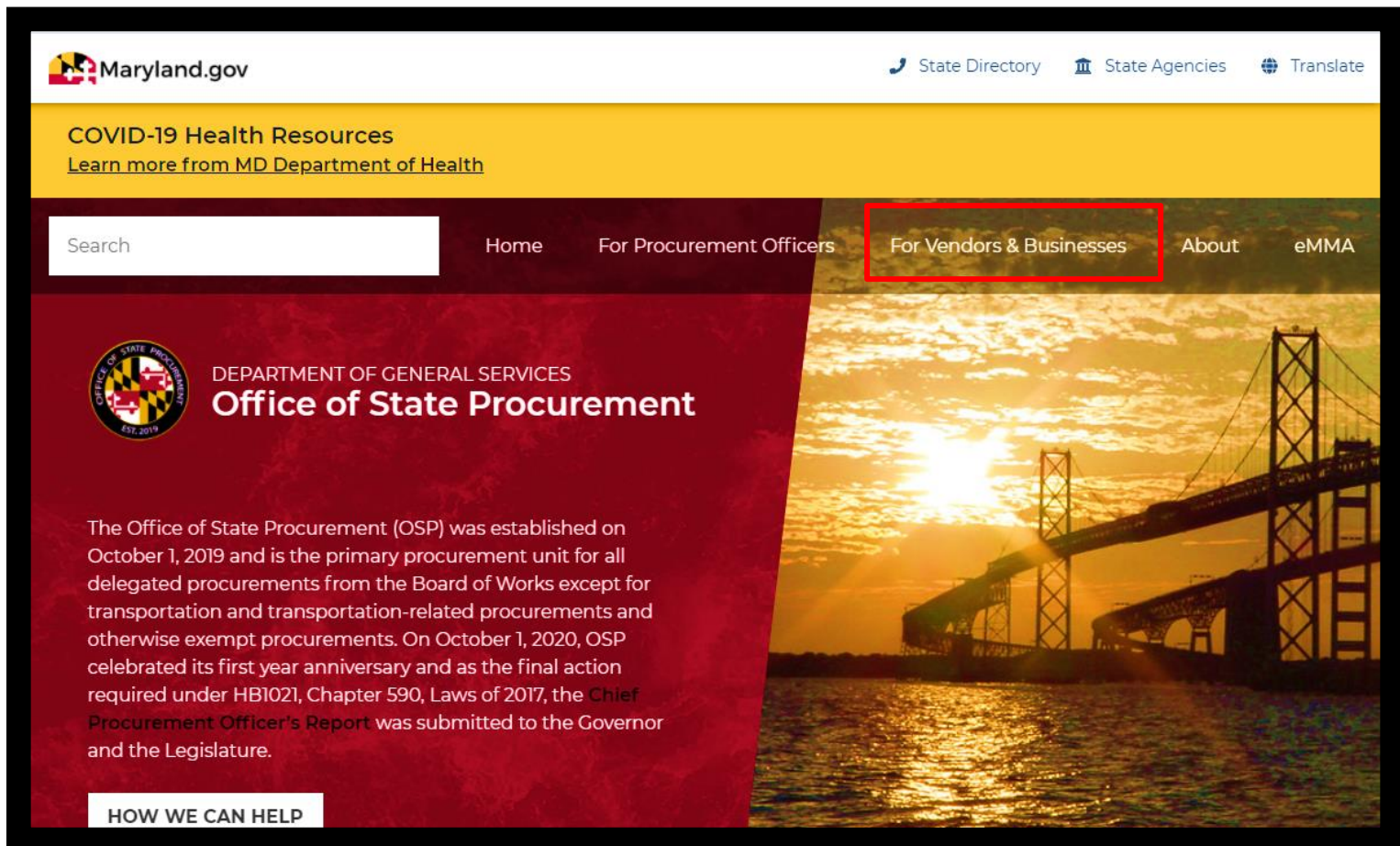
VSBE Vendor Search For Procurement Officers/Buyers

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

- 1) Visit the <https://procurement.maryland.gov/> website.
- 2) Click on tab “For Vendors & Businesses”.
- 3) Select the “Quick Reference Guides (QRGs)” link.
- 4) Select the Buyer QRG- “Public Search for Vendors” for a guide to locate potential VSBE vendors.

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

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




The screenshot displays the Maryland.gov website interface. At the top left is the Maryland.gov logo. To the right are links for 'State Directory', 'State Agencies', and 'Translate'. Below this is a yellow banner for 'COVID-19 Health Resources' with a link to 'Learn more from MD Department of Health'. A dark red navigation bar contains a search box and several menu items: 'Home', 'For Procurement Officers', 'For Vendors & Businesses' (highlighted with a red box), 'About', and 'eMMA'. The main content area features the 'Office of State Procurement' logo and text: 'DEPARTMENT OF GENERAL SERVICES Office of State Procurement'. Below this is a paragraph of text: 'The Office of State Procurement (OSP) was established on October 1, 2019 and is the primary procurement unit for all delegated procurements from the Board of Works except for transportation and transportation-related procurements and otherwise exempt procurements. On October 1, 2020, OSP celebrated its first year anniversary and as the final action required under HBI021, Chapter 590, Laws of 2017, the Chief Procurement Officer's Report was submitted to the Governor and the Legislature.' At the bottom left is a white button labeled 'HOW WE CAN HELP'. The right side of the page features a large image of a suspension bridge at sunset over water.

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

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

eMMA Support Resources

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

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

If you have any suggestions for or comments about this website, please contact Jamie Tomaszewski at Jamie.tomaszewski@maryland.gov or 410-260-7386.

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

Buyer QRGs

**17 - eMMA QRG
Public Search for Vendors**

17 - eMMA QRG Public Search for Vendors



Quick Reference Guide Public Vendor Search for Vendors

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

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

Instructional Video

<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.





[Solution home](#) / [eMMA Vendor Guides & Training](#) / [Vendor Instruction](#)

VSBE Certification/Recertification (Vendor)



Modified on: Fri, 1 Jul, 2022 at 11:06 AM

Overview

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

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

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

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

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

Prerequisites

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

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

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

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



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

<https://mdprocurement.freshdesk.com/support/solutions/articles/70000584604>

VSBE eMMA Vendor Searches

Please note the following when conducting an eMMA Vendor Search:

- Used to seek potential VSBE vendors for solicitations
- This public search function should not be used to verify **IMPORTANT** the VSBE certification status of a vendor when preparing to make an award
- UPDATE!! You are now able to download an Excel spreadsheet of public vendors (both internal and external) when conducting this search



VSBE External Vendor Search

emma.maryland.gov

Welcome to eMaryland Marketplace Advantage (eMMA)



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

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

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

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login*

Password*



Login

State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)

VSBE External Vendor Search

emma Vendors Sourcing Contracts Analytics Admin

Vendor Search

Keywords: [] Commodities: [] Areas Served: [] **Search** **Reset**

Company Name: [] eMMA Vendor ID: []

Country: UNITED STATES State: [] Levels related with the supplier: Group, Entity

VSBE Vendor SBR Vendor

Filters: Country: UNITED STATES x Levels related with the supplier: Group Entity VSBE Vendor: x

eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	SBR Vendor	SBR Certification #	SBR Expiration Date UTC	VSBE Vendor	VSBE Certification #	VSBE Expiration Date	Website
SUP783556	1351 Investigations LLC	Hanover	MD	21076	Jefferson Golas	<input checked="" type="checkbox"/>	SB21-015593	6/25/2023 8:00:00 PM	<input checked="" type="checkbox"/>	VB22-022906	6/1/2023	1351investigations.com
SUP790859	2250 Financial Services, Inc.	Millersville	MD	21108	John Olson	<input type="checkbox"/>			<input checked="" type="checkbox"/>	VB22-017545	11/16/2022	www.2250financial.com
SUP005990	2-CM Technologies, LLC	Annapolis	MD	21403	Cortez Duncan Jr.	<input type="checkbox"/>			<input checked="" type="checkbox"/>	VB22-021726	4/19/2023	www.2cmtechnologies.com
SUP025253	3rd Aspect	Silver Spring	MD	20904	Paul Sivacek	<input type="checkbox"/>			<input checked="" type="checkbox"/>	VB22-021905	4/27/2023	
SUP026138	4th Revolution Technologies	Greenbelt	MD	20770	Rudy Anthony	<input type="checkbox"/>			<input checked="" type="checkbox"/>	VB22-015943	8/5/2022	
SUP832854	510 Enterprises, LLC	Camp Springs	MD	20746	James Rascoe	<input checked="" type="checkbox"/>	SB22-018572	1/6/2023 7:00:00 PM	<input checked="" type="checkbox"/>	VB22-019895	1/21/2023	
SUP845399	916 Confections, LLC	Middle River	MD	21220	Michele Reedy	<input type="checkbox"/>			<input checked="" type="checkbox"/>	VB22-020912	3/8/2023	
SUP027729	A&C Pack and Ship	Baltimore	MD	21223	Charmira Orr	<input checked="" type="checkbox"/>	SB20-011745	12/5/2022 7:00:00 PM	<input checked="" type="checkbox"/>	VB22-017675	12/6/2022	www.acpacknship.com
SUP789418	A&K Facilities Contractor Services LLC	columbia	MD	21044	andre wright	<input checked="" type="checkbox"/>	SB21-015840	7/18/2022 8:00:00 PM	<input checked="" type="checkbox"/>	VB22-015839	7/19/2022	
SUP009144	A&T Construction & Consulting, LLC	Lanham	MD	20706	Amy Marshall	<input type="checkbox"/>		1/31/2022 7:00:00 PM	<input checked="" type="checkbox"/>	VB22-016696	9/21/2022	Www.atcc-group.com

Remember, this is a public search tool to help identify potential VSBE vendors. The search will yield ONLY certified vendors.

VSBE Vendor Search Download

Vendors Sourcing Contracts Analytics Admin

Vendor Search

Keywords: [] Commodities: [] Areas Served: [] **Q Search** Reset

Company Name: [] eMMA Vendor ID: []

Country: UNITED STATES State: [] Levels related with the supplier: Group, Entity

VSBE Vendor SBR Vendor

Filters: Country: UNITED STATES x Levels related with the supplier: Group Entity VSBE Vendor: ✓ x

eMMA Vendor ID	Company Name	City	State	Postal Code	Vendor Contact	AP Invoice Phone	AP Invoice Email	SBR Vendor	SBR Certification #	SBR Expiration Date	VSBE Vendor	VSBE Certification #	Expiration Date	Website
SUP024243	Barnes-Magee Consulting, LLC	District Heights	MD	20747	Angela Fairley	3014127169	angelafairley68@gmail.com	<input type="checkbox"/>		4/25/2021	<input checked="" type="checkbox"/>	000000000		
SUP019081	blackout Investigations and security services	waldorf	MD	20601	Ian Hart	2023068078	ihart@blackoutsecurity.com	<input checked="" type="checkbox"/>	SB20-009144	6/26/2022	<input checked="" type="checkbox"/>	002245813	5/26/2022	blackoutinvestigations.com
SUP014879	Building Commissioning Coalition, LLC	Randallstown	MD	21133	John Grichuhin	4107101630	gabe@bcxcoa.com	<input type="checkbox"/>		8/29/2020	<input checked="" type="checkbox"/>	003762449	2/27/2021	bcxcoa.com
SUP013981	PREMIER CONSULTANTS INTERNATIONAL, INC.	Washington	DC	20036	Renard Marable	2023191211	rmarable@premiercon.com	<input type="checkbox"/>		7/4/2021	<input checked="" type="checkbox"/>	004033028	2/20/2021	www.premiercon.com
SUP008774	The McConnell Group	Landover	MD	20785	Irving McConnell	2676880146	imcconnell@themccgroup.com	<input checked="" type="checkbox"/>	SB21-015860	7/20/2022	<input checked="" type="checkbox"/>	008995003	10/15/2022	www.themccgroup.com
SUP026252	WASATCH INFOTECH LLC	Springfield	VA	22150	RAHUL DONGRE	7033487867	rahul.dongre@wasatchinfotech.com	<input type="checkbox"/>		7/23/2021	<input checked="" type="checkbox"/>	009409635	7/23/2021	https://wasatchinfotech.com/
SUP020216	Absolute Security Group, Inc.	Salisbury	MD	21822	Scott Nibblett	4108600620	info@absolutesecuritygroup.com	<input checked="" type="checkbox"/>	SB21-015462	6/16/2022	<input checked="" type="checkbox"/>	011120065	6/16/2022	www.absolutesecuritygroup.com
SUP012063	MGS Group, Inc. (The)	Washington	DC	20020	Sylvester Bush	202-251-7003	sbush@mgsgroupinc.com	<input type="checkbox"/>		11/27/2019	<input checked="" type="checkbox"/>	011798197	2/20/2021	www.mgsgroupinc.com
SUP005653	NMR Consulting	Chantilly	VA	20151	William Russell	7032291055		<input type="checkbox"/>			<input checked="" type="checkbox"/>	013893636	4/14/2022	www.nmrconsulting.com
SUP020950	Beck Strategies	Trinity	FL	34655	Janet Brunson	7277437380	info@beckstrategies.com	<input type="checkbox"/>			<input checked="" type="checkbox"/>	015178415	1/23/2021	www.beckstrategies.com

1 2 3 4 5 6 7 > More than 150 Result(s)

Select "wheel" icon at bottom of page, to yield Excel spreadsheet results

VSBE Internal Vendor Search- Excel Spreadsheet

Browse Vendors Search

0 Selected

Code	Company Name	Legal Name	Parent Company	Email	Telephone	Status	SBR Certification #	SBR Validity	VSBE Certification #	VSBE Validity
SUP380036	KLICHCO LLC	KLICHCO LLC		services@KLICHCO.com	2404763543	Activated			MDVA2021-035	
SUP015333	1969	ITZ Our Turn LLC		itzourturn@gmail.com	2026585455	Activated			056851633	2/28/2021
SUP005990	2-CM Technologies, LLC	2-CM Technologies, LLC			4105307563	Registered			079152345	4/11/2022
SUP751775	3 G's Trucking, LLC	3 G's Trucking, LLC			3014677827	Registered	SB21-013690	3/14/2022	MDVA2021-052	3/22/2022
SUP020511	3D Doors	Mae-Lewis Construction		cawils12@gmail.com	3016439841	Activated		1/6/2021	MDVA2019-112	1/7/2021
SUP026138	4th Revolution Technologies	4th Revolution technologies, LLC.			2028780240	Registered				
SUP021762	5366 LOGISTICS CORP	5366 LOGISTICS CORP		dbitton@5366logistics.com	8155813203	Registered				
SUP027729	A&C Pack and Ship	A&C Pack and Ship		info@acpackandship.com	6679303114	Registered	SB20-011745	12/5/2021		
SUP009144	A&T Construction & Consulting LLC	A&T Construction & Consulting, LLC		info@atccsolutions.com	2403094369	Registered	SB21-012803	2/1/2022		
SUP021470	A. Malone Design LLC	A. Malone Design LLC		antone@amalonedesign.com	4438523126	Registered	SB21-014213	4/10/2022		
SUP009030	Abatement, Inc.	SanDow Construction, Inc.		info@sandowconstruction.com	301-322-1446	Activated	SB20-008620	5/29/2021		
SUP027772	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		abecolock@aol.com	3016383800	Activated	SB20-010837	10/2/2021		
SUP016112	ABIS Solutions	ABIS Solutions, LLC		info@abis.com	8884212247	Activated	SB20-007464	3/19/2022		
SUP004311	Abrado Analytics, LLC	Abrado Analytics, LLC			4438323188	Activated	SB21-014232	4/11/2022		
SUP020216	Absolute Security Group, Inc.	Absolute Security Group, Inc.		info@absolutesecuritygroup.com	4108600620	Activated		1/6/2021		

Show columns :
 Selection
 Editing column
 Deleting column
 Anomalies

Grid page size :
 15

VSBE Vendor
 SBR Vendor
 ACDBE Vendor
 SBE Vendor
 MBE Vendor

Internal Vendor Search- Excel Spreadsheet

Code	Company Name	Legal Name	Parent Company	Status	SBR Certification #	VSBE Certification #
SUP01533	1969	ITZ Our Tum LLC		Registered		056851633
SUP00599	2-CM Technologies, LLC	2-CM Technologies, LLC		Registered		079152345
SUP02051	3D Doors	Mae-Lewis Construction		Registered	SB20-005994	MDVA2019-112
SUP02613	4th Revolution Technologies	4th Revolution technologies, L.L.C.		Registered		MDVA2020-117
SUP02176	5366 LOGISTICS CORP	5366 LOGISTICS CORP		Registered		080469134
SUP01627	9INELINE Technology	9INELINE Technology LLC		Registered		MDVA2019-038
SUP00914	A&T Construction & Consulting,LLC	A&T Construction & Consulting,LLC		Registered	SB12-34498	079284348
SUP00903	Abatement, Inc.	SanDow Construction, Inc.		Registered	SB20-008620	969387203
SUP02777	ABECO Safe and Lock, LLC	ABECO Safe and Lock, LLC		Registered	SB20-010837	MDVA2020-147
SUP01611	ABIS Solutions	ABIS Solutions, LLC		Registered	SB20-007464	MDVA2019-070
SUP00431	Abrado Analytics, LLC	Abrado Analytics, LLC		Registered		MDVA2019-050
SUP02021	Absolute Security Group, Inc.	Absolute Security Group, Inc.		Registered	SB20-005995	011120065
SUP01107	Absolute Staffing & Consulting Solutions, LLC	Absolute Staffing & Consulting Solutions, LLC		Registered	SB12-36916	804190119
SUP01249	Acacia Translations, LLC	Acacia Translations, LLC		Registered	SB12-37260	116789216
SUP02350	ACE Consulting Company, LLC	ACE Consulting Company, LLC		Registered		MDVA2020-084
SUP0279R						

VSBE Individual Vendor Search

The screenshot displays the Emma Vendor Search interface. The search criteria include 'Epic Cons' in the Keywords field, 'UNITED STATES' in the Country field, and 'Group, Entity' in the Levels related with the supplier field. The search results table shows one entry for 'Epic Consulting' with a checked 'SBR Vendor' box and an unchecked 'VSBE Vendor' box. The VSBE Vendor checkbox is circled in red.

Keywords: Epic Cons

Commodities: [Dropdown]

Areas Served: [Dropdown]

Company Name: [Text Field]

eMMA Vendor ID: [Text Field]

Country: UNITED STATES

State: [Dropdown]

Levels related with the supplier: Group, Entity

VSBE Vendor SBR Vendor

Filters: Country: UNITED STATES x Levels related with the supplier: Group Entity Keywords: Epic Cons x

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
SUP022993	Epic Consulting	COLUMBIA	MD	21044	Theo Bell	<input checked="" type="checkbox"/>	SB22-021686	4/14/2023 8:00:00 PM	<input type="checkbox"/>		7/6/2022

1 Result(s) Result(s)



BREAK TIME

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

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

PRG'S & GOAL SETTING



PRG

Process for reviewing any:

- (a) Contract solicitations;
- (b) proposed sole-source contracts; and
- (c) proposed contract renewal options

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

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

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

PRG Participants

The group shall be comprised of:

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

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

PRG Recommendations

- Each PRG makes recommendations on specific procurement methods to maximize inclusion for all 3 socioeconomic programs
- Summarize rationale in detail
- VSBE Program statewide goal is **minimum 1%**
- Individual contract goals must be considered on a contract-by-contract basis; maybe placed on individual task orders
- **Don't** automatically exempt emergency procurements from VSBE goal consideration
- SBR Procurement can include a VSBE goal

VSBE Program Statewide Goal

The statewide VSBE Program goal is no longer set in statute.

GOSBA is now responsible establishing the statewide goal.

Today it remains at 1%.

A VSBE Advisory Committee is now in place to review and advance the program.



How Vendors View Open Solicitations with VSBE Goals

The screenshot shows the eMMA Public Solicitations Advanced Search page. At the top, the eMMA logo is on the left, and navigation links for 'New Vendor? Register Now', 'Vendor Search', 'Public Solicitations', and 'Public Contracts' are on the right. Below the navigation is a breadcrumb trail for 'Public Solicitations'. The main search area includes a 'Keywords' text input, a 'Category' dropdown, and a 'Status' dropdown set to 'Open'. A 'Search' button and a 'Reset' button are to the right. An 'Advanced Search' section is expanded, showing several filters: 'Type' and 'Authority' dropdowns, 'Award Status' dropdown, 'Agency' dropdown, 'Sub Agency' dropdown, and 'Site' dropdown. There are four checkboxes: 'SBR Designation', 'SBE Goal', 'MBE Goal', and 'MBE Sub-Goal', all of which are unchecked. The 'VSBE Goal' checkbox is checked and highlighted in yellow. The 'DBE Goal' checkbox is unchecked. At the bottom, a 'Filters' section shows 'VSBE Goal: ✓' and 'Status: Open' with 'x' icons to remove filters.

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

Thank you!

Title
Early Childhood Data System Modernization on Salesforce

Solicitation Type
RFP: Double Envelope Proposal

Main Category
Data services

Issuing Agency
Maryland State Department of Education

Procurement Officer / Buyer
Frank CONAWAY III

Solicitation Summary
Procurement Program Participation Goals

VSBE Participation (%)
4.0

MBE Participation (%)
16.0

Title
SBR Comprehensive Preliminary Engineering and F

Solicitation Type
RFP: Double Envelope Proposal

Main Category
Professional engineering services

Issuing Agency
Maryland Transportation Authority

Procurement Officer / Buyer
Caprice GRIFFIN

Solicitation Summary
Small Business Reserve Designation

Yes
Procurement Program Participation Goals

VSBE Participation (%)
1.0

MBE Participation (%)
15.0

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

Solicitation Type
RFP: Double Envelope Proposal

Main Category
Management and Business Professionals and Administrative Services

Issuing Agency
Department of Health & Mental Hygiene

Procurement Officer / Buyer
Calvin JOHNSON

Email
Calvin.Johnson@maryland.gov

Solicitation Summary

1. The Maryland Department of Health (the Department) successful Contractor will design, implement, administer and manage the Statewide Provider Network (PCPs).

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

Email
cgriffin2@

Procurement Program Participation Goals

VSBE Participation (%)
1.0

MBE Participation (%)
15.0

FORMS & WAIVER

A stack of papers is shown, with the top sheet being a solid orange color. The text "YOU NEED THESE!" is printed in black, bold, sans-serif capital letters on the orange sheet. The edges of the stack are shown as multiple white lines, suggesting several pages underneath. The background features abstract, flowing ribbons in shades of red, orange, and yellow.

**YOU
NEED
THESE!**

VSBE Forms



Solicitation Attachments and Appendices

Home » Solicitation Attachments and Appendices

- Attachment C – Bid Proposal Affidavit
- Attachment D – Minority Business Enterprise (MBE) Forms
- Attachment E – Veteran-Owned Small Business Enterprise (VSBE)
- Attachment F – Living Wage Affidavit
- Attachment G – Federal Funds Attachment
- Attachment H – Conflict of Interest Affidavit
- Attachment I – Non-Disclosure Agreement (Contractor)
- Attachment J – HIPAA Business Associate Agreement
- Attachment K – Mercury Affidavit
- Attachment L – Performance of Services Disclosure
- Attachment N – Contract Affidavit
- Attachment O – DHS Hiring Agreement

- Appendix 2 – Bidder/Offeror Information Sheet
- Appendix 3 – Non Disclosure Agreement
- Appendix x – Labor Categories
- Appendix xx – Labor Resume Form
- Appendix y – Bid Proposal Bond
- Appendix yy – Payment Bond
- Appendix z – Performance Bond

VSBE Forms



E- 1A - VSBE Utilizations Affidavit and Prime/Subcontractor Participation Schedule

E-1B - VSBE Waiver Guidance

E-1C - VSBE Subcontractor Unavailability Certificate

E-1D - VSBE Good Faith Efforts Documentation to Support Waiver Request

Part 1- Identified Items of Work Offeror Made Available

Part 2- Identified VSBE Firms and Record of Solicitation

Part 3- Additional Information Regarding Rejected VSBE Quotes

E-2 - VSBE Outreach Efforts Compliance Statement

E-3 – VSBE Subcontractor Participation Statement

E-4 – VSBE Prime Contractor Paid/Unpaid Invoice Report

E-5 – VSBE Subcontractor Paid/Unpaid Invoice Report

VSBE Waiver



21.11.14.09 Waiver

A. If, for any reason, the apparent successful bidder or offeror is unable to achieve the VSBE goal, the bidder or offeror may request, in writing, a waiver to include the following:

- (1) A detailed statement of the efforts made to select portions of the work proposed to be performed by VSBEs;
- (2) A detailed statement of the efforts made to contact and negotiate with VSBEs, including:
 - (a) The names, addresses, dates, and telephone numbers of the VSBEs; and
 - (b) A description of the information provided to VSBEs regarding the plans, specifications, and anticipated time schedule for portions of the work to be performed;
- (3) As to each VSBE that placed a subcontract quotation or offer that the apparent successful bidder or offeror considers to be unacceptable, a detailed statement of the reasons for this conclusion; and
- (4) A list of VSBEs found to be unavailable, which shall be accompanied by a VSBE unavailability verification form signed by the VSBE, or a statement from the apparent successful bidder or offeror that the VSBE refused to give the written verification.

VSBE Waiver



21.11.14.09 Waiver

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

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

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

VSBE Waivers



- Per COMAR 21.11.14.04 (C2) If a solicitation contains an MBE goal and a VSBE goal, participation by a subcontractor dually-certified as an MBE and a VSBE may be counted toward meeting both the MBE and VSBE contract goals to the extent its participation meets the cumulative MBE and VSBE contract goals, or portions thereof that it is committed to perform. (3) Participation by a dually-certified subcontractor may be counted toward the agency's overall MBE and VSBE goals.
- VSBE Schedule E: Utilization Affidavit and Participation Schedule, are online: <https://procurement.maryland.gov/rfp/>

VSBE Waiver Guidance and Good Faith Efforts



- Waiver Guidance - lays out main criteria used to determine good faith efforts
 - Considers quality, quantity and intensity of bidder's efforts
 - Does not cover all factors state may consider
 - Guidance covered on form E1B of VSBE Documents
- Good Faith Effort Documentation - must be submitted within 10 working days of request
 - Agency's VSBE liaison officer and legal counsel should be consulted on minor irregularity determinations and waiver issues **prior to seeking GOSBA's weigh in.**

VSBE REPORTING



Nichelle Johnson
MBE Compliance Manager

VSBE Reporting

21.11.14.06 Reporting

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

- (1) The total number, value, and procurement category of its procurements from State-certified VSBEs as prime contractors, and separately as subcontractors;
- (2) **The number of waivers granted pursuant to Regulation .09 of this chapter (beginning in FY23); and**
- (3) An evaluation by the procurement agency of the success of its VSBE Program, which shall include a brief description of the procurement agency's outreach efforts to VSBE prime and VSBE subcontractors.

VSBE Reporting

21.11.14.06 Reporting Cont.

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

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

VSBE Reporting



Before you get started:

- **All agencies are required to submit their individual VSBE Reports to GOSBA on or before the close of business on October 1 of each year (COMAR 21.13.01.15)**
- GOSBA will submit a compiled VSBE Annual Report for publication to the Governor and the Legislative Policy Committee. **If your agency does not comply, it is reported as “non-responsive”.**
- The latest VSBE Report Template will be available from GOSBA beginning July 1st. Only the latest template should be used to submit the VSBE Annual Report. This ensures that any changes are captured. All items are located on our website under the VSBE Toolkit. <https://gomdsmallbiz.maryland.gov/Pages/Reporting-Tool-VSBE.aspx>
- The VSBE template should be submitted in Excel Format with no alterations to the form. Questions concerning the template should be submitted to danielle.davis2@maryland.gov.
- All reports and supporting backup data should be emailed to vsbereports.gosba@maryland.gov.

VSBE Reporting

Step 1- Use the [Annual Utilization Form](#) only. Found in the VSBE Reporting toolkit with the VSBE Manual.

Step 2- Use data from the 700 series reports from ANSWERS or internal databases to capture VSBE payments and awards (will have to change the Report type to VET in answers , where appropriate.

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



VSBE Reporting

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

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



VSBE Reporting- Annual Report

VSBE Program utilization data is being collected by the Governor's Office of Small, Minority & Women Business Affairs for publication to the Governor, the Legislative Policy Committee, and the public.

Veteran-Owned Small Business Enterprise (VSBE) Annual Report

Fiscal Year 2022

Beginning in Fiscal Year 2019, the work of firms verified by the Center For Veterans Enterprise of the United States Department of Veterans Affairs or the Maryland Department of Veterans Affairs may be counted toward a defined VSBE contract goal (see COMAR 21.11.14).

INSTRUCTIONS: Complete all yellow cells. Automatic calculations will appear in blue cells. Do not edit this template.

Agency Reporting:

Individual Completing Report:

Awards to VSBEs

	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Contracts Awarded to VSBEs as Prime Contractors	Total \$ Contracts Awarded to VSBEs as Prime Contractors	Total # VSBE Subcontracts Awarded	Total \$ VSBE Subcontracts Awarded	Percentage of VSBE Participation
Procurement Contracts							
Corporate Credit Card							
Direct Voucher							
Total		\$0		\$0		\$0	

Payments to VSBEs

Total \$ Payments to All Prime Contractors (Total of ALL Payments)	Total \$ Payments to VSBEs as Prime and Subcontractors	VSBE Payments as % of All Payments

To avoid double counting, for contracts awarded to VSBE prime contractors that also have a VSBE goal, report only the VSBE prime contract award, award amount, and payments above; do not report the VSBE subcontractor awards and payments on these contracts.

Notes:

VSBE Reporting- Annual Report

DEPARTMENT OF INFORMATION TECHNOLOGY
ANSWERS FINANCIAL REPORTING

REPORTS

- Contracts Management (PCH355)
- Commodities on PO/Contract (A315DB2)
- Procurement Award Dollars (PCH062)
- SBR Expenditure Detail/Summary (PCH065/067)
- SBR Procurement (PCH068)
- BPO Detail
- MBE Procurement (PCH709-716)
- MBE Payment (PCH717-722)
- YEC (PCH210,212-213)
- FOCUS (Various)

ANSWERS News and Updates

6/28/2022

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

6/17/2022

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

<u>Weekly - Prior Saturday:</u>	<u>Daily - Close of Prior Business Day:</u>	<u>Real Time:</u>
<ul style="list-style-type: none">▪ PCH355▪ PCH062▪ PCH065/067▪ PCH068▪ PCH709-713▪ PCH717-722▪ PAAR▪ PCH210▪ PCH212-213	<ul style="list-style-type: none">▪ DAFR6000▪ DB2T100▪ DB2T200▪ DB2VenPmtHist▪ DB2AgyBudget▪ DB2G230▪ DB2Invs▪ DB2R9760▪ DB2SpecFund▪ FSP6162R (G230)▪ FSPT130▪ FSPINVSR	<ul style="list-style-type: none">▪ A315DB2▪ BPO Detail▪ DB2VehDisp▪ DB2VNameSrch▪ DB2MDOTVenPmtHist▪ DB2R6320▪ DB2R9060▪ DB2R9070

<https://net.md.gov/apps/answers/>

VSBE Reporting- Annual Report

REPORTS

- Contracts Management (PCH355)
- Commodities on PO/Contract (A315DB2)
- Procurement Award Dollars (PCH062)
- SBR Expenditure Detail/Summary (PCH065/067)
- SBR Procurement (PCH068)
- BPO Detail
- MBE Procurement (PCH709-716)**
- PCH709 - BPO/PO Change Orders
- PCH710 - Diagnostic by Work Category - Prime**
- PCH711 - Annual Procurement

PCH710 - Diagnostic by Work Category - Prime

Agency:
(Select multiple agencies by checking the checkbox to the left of the Agency.)

Search Agencies...

- University of MD Baltimore County (R41)
- University of MD University College (R40)
- University System of Maryland (R30)
- University System of Maryland (R46)
- Workers Compensation Commission (C98)
- Workers Compensation Commission (WCC)

Begin Date: 07/01/2021

End Date: 06/30/2022 (Calculated from Begin Date.)

Date Presets:
(Calculated from today.)

PPFY PFY CFY FYTD PPY PY CY PM CM YTD

Date Type: Fiscal Effective Date Award Date

Report Type: VET

Optional Selections:

Amount Threshold: \$0.00 - \$999,999,999,999,999.99

VSBE Reporting- Annual Report CHEAT SHEET

<u>Awards to VSBEs</u>							
	Total # All Procurement Contracts Awarded	Total \$ All Procurement Contracts Awarded	Total # Contracts Awarded to VSBEs as Prime Contractors	Total \$ Contracts Awarded to VSBEs as Prime Contractors	Total # VSBE Subcontracts Awarded	Total \$ VSBE Subcontracts Awarded	Percentage of VSBE Participation
Procurement Contracts 709 & 710 Rpts					720 Rpt	720 Rpt	
Corporate Credit Card Internal Report							
Direct Voucher 717 Rpt							
Total		\$0					
Should match MBE Rpt total agency awards							
<u>Payments to VSBEs</u>							
			Total \$ Payments to All Prime Contractors <small>(Total of ALL Payments)</small>	Total \$ Payments to VSBEs as Prime and Subcontractors	VSBE Payments as % of All Payments		
		718,717, Credit Card Report (Internal) Subcontractors only (719 Rpt)					

VSBE Program FY 2021 KUDOS!!



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

Thank
You

Any Questions?

VSBE Certification
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