



MARYLAND DEPARTMENT
OF TRANSPORTATION

Office of Small and Minority Business Policy

Expanding and Maintaining Your Certifications

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Pete K. Rahn
Secretary

PROGRAM HISTORY

- The Maryland Department of Transportation (MDOT) is the official certification agency for the State
- Established in 1978, Maryland's Minority Business Enterprise (MBE) program is the oldest in the country
- MDOT has the largest MBE program in the nation
- Maryland has one of the most aggressive MBE program in the nation; with a 29% MBE participation goal and contract subgoals

TYPES OF CERTIFICATION

- Minority Business Enterprise (MBE)
 - State funded contracts
- Disadvantaged Business Enterprise (DBE)
 - USDOT federally funded contracts administered by MDOT Maryland Transit Administration (MTA), MDOT State Highway Administration (SHA), MDOT Maryland Aviation Administration (MAA), and MDOT Maryland Metropolitan Planning Organizations (MPOs)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
 - USDOT federally funded contracts administered by MDOT MAA
- Small Business Enterprise (SBE)
 - Race and gender neutral
 - USDOT federally funded contracts administered by MDOT MTA, MDOT SHA, and MDOT MAA

YOUR ROLE AS AN MBE/DBE/ACDBE



Only firms who are certified as an MBE, DBE or ACDBE can fulfill the minority participation goal on a State contract

MBE/DBE/ACDBE
Sub-Contractor



MBE prime contractors may count their participation on contracts with MBE goals for up to 50% of the established MBE contract goal and 100% of any one contract subgoal

MBE Prime

IS THE PROGRAM WORKING?

YES!...

In FY2017 MBEs were awarded \$1.5 billion in State procurement contracts representing 21.0% MBE participation of the total \$7.3 billion in contracts awarded by the 70 participating agencies/departments across state government

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

...BUT WE NEED YOU!!

The Maryland Disparity Studies show the need for the MBE program still exists, and your participation in the program supports that need

MARKETING TIPS

- Identify your customer
- Develop a plan
- Learn the procurement process & language (RFP, Pre-bid meeting, etc.)
- Prepare and distribute a Capabilities Statement
- Master your elevator speech

MARKETING TIPS (CONTINUED)

- Join professional organizations and be an active member
- Attend procurement fairs and matchmaking events
- Properly utilize and manage free social media outlets (LinkedIn, Facebook, Twitter, etc.)
- Network with other businesses
- Calendar of events

3 WAYS TO MAINTAIN & EXPAND YOUR CERTIFICATIONS

1. Add references to your company profile
2. Renew your certifications annually
3. Consider certification in new areas of work



MARYLAND DEPARTMENT
OF TRANSPORTATION

Office of Small and Minority Business Policy

ADDING REFERENCES TO YOUR PROFILE

ADDING REFERENCES

- Be sure to add professional references when completing your company profile to showcase experience your business has gained
- References can be updated at any time by completing and submitting the “Reference Data” form to OMBE via mail, email or fax (<http://www.mdot.maryland.gov/newMDOT/MBE/Documents/Reference%20Letter%20Fillable.pdf>)
- Your company profile can have up to four references



MARYLAND DEPARTMENT
OF TRANSPORTATION

Office of Small and Minority Business Policy

ANNUAL REVIEW

ANNUAL REVIEW PROCESS

- The eligibility of firms to remain certified is reviewed annually. A firm may retain its certification as long as it continues to meet the eligibility standards.
- This process affirms that there have been no changes in the firm's circumstances affecting its ability to meet size, disadvantaged status, ownership, or control requirements.
- Failure to respond or submit all required documents by the deadline may result in loss of certification.

DOCUMENT CHECKLIST AND NO CHANGE AFFIDAVIT

- MDOT No Change Affidavit- *must be notarized*
 - Affidavit-must affirm that there are no changes in the firms circumstances
- Federal Business Tax Return-*for the most recent year; including all schedules and forms*
- Maryland Department of Assessments and Taxation Proof of Good Standing- www.dat.state.md.us, *not required for sole proprietorships and general partnerships*

[Document Checklist and No Change Affidavit](#)

ADDITIONAL DOCUMENTS

- Change in Ownership:
 - Section 3 of the Uniform Certification Application
 - *page 7 for the 51% owner(s) and page 8 for ownership less than 51%*
 - Personal Net Worth Statement
 - *separate one for each owner making up the 51% ownership*
 - Updated Stock Ledger and Stock Certificates
 - *required for corporations only*
 - Resume(s)
 - *required for new owner(s)*
 - Proof of Citizenship
 - *if claiming minority status*
 - Updated By-Laws or Operating Agreement
 - Current Meeting Minutes
 - Shareholder Buyout Agreements

ADDITIONAL DOCUMENTS (CONTINUED)

- Change in Business Structure
 - Articles of Incorporation or Organization
 - By-Laws or Operating Agreement
 - Meeting Minutes
 - Maryland Department of Assessments and Taxation Amendments
 - www.dat.state.md.us, *not required for sole proprietorships and general partnerships*

STEPS TO ANNUAL REVIEW

Sixty days prior to a firm's certification anniversary date, a letter will be sent to the firm owner containing a unique 10-digit passcode. Upon receiving the letter, the firm needs to complete the following steps:

1. Visit the OMBE public directory website (<https://mbe.mdot.maryland.gov>)**.
2. Search for the firm using the OMBE public directory.
3. Click the firm name to view the Complete Firm Profile.

**If you are unable to submit your documents electronically, you may mail your documents to:

Annual Review
Maryland Department of Transportation
Office of Minority Business Enterprise – MS 120
7201 Corporate Center Drive
Hanover, MD 21076

4. At the bottom of the page, select the "Login to MDOT's Annual Review Document Portal" link. This will take you to the Annual Review Document Portal page.


MDOT Office of Minority Business Enterprise
MARYLAND DEPARTMENT OF TRANSPORTATION Maryland's Official Certification Agency

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

Complete Firm Profile [Frequently Asked Questions](#)

Firm Detail	NAICS - Product and Service Description
<p><u>Firm Name:</u> [REDACTED]</p> <p><u>Minority Status - Cert # - Date:</u> [REDACTED]</p> <p><u>Address:</u> [REDACTED]</p> <p><u>Contact:</u> [REDACTED]</p> <p><u>Phone - Fax - Email - Website:</u> [REDACTED]</p> <p><u>References:</u> NO REFERENCE DATA ON RECORD</p>	<p>423830 - MBE/DBE/SBE - INDUSTRIAL MACHINERY AND EQUIPMENT MERCHANT WHOLESALERS (SPECIFICALLY: SPRAY PAINTING EQUIPMENT, INDUSTRIAL-TYPE, MERCHANT WHOLESALERS)</p> <hr/> <p>424950 - MBE/DBE/SBE - PAINT, VARNISH, AND SUPPLIES MERCHANT WHOLESALERS (SPECIFICALLY: PAINT, VARNISH, PAINT BRUSHES, PAINT ROLLERS, AND MISCELLANEOUS SUPPLIES USED IN COMMERCIAL PAINTING)</p>

[LOGIN to MDOT's Annual Review Document Portal](#)
[what is this?](#)



5. At the bottom of this page, click the “I’m ready to login” button.

MDOT Office of Minority Business Enterprise
MARYLAND DEPARTMENT OF TRANSPORTATION Maryland's Official Certification Agency

Annual Review Document Portal

Welcome to the Office of Minority Business Enterprise Annual Review document portal.

BEFORE YOU BEGIN

1. Have your official annual review announcement letter or email available. You will need to enter the passcode found in the correspondence.
2. Determine your primary and secondary email addresses for official communication. You will be required to enter at least one email address, but may provide up to three. Future correspondence, including announcement of your annual review process in subsequent years, will be sent to these emails.
3. Prepare your document files for upload. Acceptable file formats are PDF, JPEG or JPG, and PNG. You may snap photos of single page documents using your phone, but be sure to verify that the image is clear and legible. If you are scanning your own documents, use the lowest possible resolution and turn off color scanning. File size should not exceed 20MB. Depending on the operating system of your device, files may not be selectable from a file menu. It is therefore recommended that you use a PC or MAC with Chrome, Firefox or Internet Explorer to upload documents.

The required documents are:

- No Change Affidavit (NCAF)
- Business Tax Forms (BTAX)
- Proof of Good Standing (SDAT)

Additional documents may be required to report/support changes to the ownership and/or business structure of your firm. Please refer to the [Annual Review Checklist](#) for guidance. Upload any additional or supporting document files into the "other documents" area on the upload screen. You may exit and re-enter the portal as necessary.

Available forms:

- [No Change Affidavit](#)
- [Statement of Personal Net Worth](#)

I'm ready to login

6. The next screen is where you will enter your unique 10-digit passcode exactly as provided in the letter.



Annual Review Document Portal

*** WARNING ***

ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS ONLY AND LIMITED TO APPROVED BUSINESS PURPOSES. BY USING THIS SYSTEM, YOU EXPRESSLY CONSENT TO THE MONITORING OF ALL ACTIVITIES. ANY UNAUTHORIZED ACCESS OR USE OF THIS SYSTEM IS PROHIBITED AND COULD BE SUBJECT TO CRIMINAL AND CIVIL PENALTIES. ALL RECORDS, REPORTS, E-MAIL, SOFTWARE, AND OTHER DATA GENERATED BY OR RESIDING UPON THIS SYSTEM ARE THE PROPERTY OF THE STATE OF MARYLAND AND MAY BE USED BY THE STATE OF MARYLAND FOR ANY PURPOSE.

This utility is used by certified firms to submit annual review documents as required by state and federal law. Access to the portal is granted by entering the passcode provided in official correspondence from the MDOT Office of Minority Business Enterprise. Passcodes are unique to each firm and are not transferrable. Provisions are available for those without access to the Internet and for those with disabilities.

Firm:

Passcode:

Annual Review Document Portal

[\[logout\]](#)

***** WARNING *****

ACCESS TO THIS SYSTEM IS RESTRICTED TO AUTHORIZED USERS ONLY AND LIMITED TO APPROVED BUSINESS PURPOSES. BY USING THIS SYSTEM, YOU EXPRESSLY CONSENT TO THE MONITORING OF ALL ACTIVITIES. ANY UNAUTHORIZED ACCESS OR USE OF THIS SYSTEM IS PROHIBITED AND COULD BE SUBJECT TO CRIMINAL AND CIVIL PENALTIES. ALL RECORDS, REPORTS, E-MAIL, SOFTWARE, AND OTHER DATA GENERATED BY OR RESIDING UPON THIS SYSTEM ARE THE PROPERTY OF THE STATE OF MARYLAND AND MAY BE USED BY THE STATE OF MARYLAND FOR ANY PURPOSE.


This utility is used by certified firms to submit annual review documents as required by state and federal law. Access to the portal is granted by entering the passcode provided in official correspondence from the MDOT Office of Minority Business Enterprise. Passcodes are unique to each firm and are not transferrable. Provisions are available for those without access to the Internet and for those with disabilities.

Firm: 

Passcode: VERIFIED

Please enter your last name. This is required and will be used as your e-signature during the upload process.

User:

Confirm: I am an authorized representative of 

7. You will get the "passcode verified" message where you will then enter your user name (your last name) and confirm that you are an authorized representative of the firm.

8. Confirm the email address(es) on the next screen and click "continue."

Annual Review Document Portal

[\[logout\]](#)

Please review and/or update your e-mail address. The Office of Minority Business Enterprise is collecting e-mail contact information for future use. The e-mail addresses you provide will not be published on the MDOT Directory of Certified firms. The e-mail address listed on the public directory is considered a customer contact e-mail and will remain separate unless you elect to enter the same e-mail address in one of the three fields below.

Firm:

account	address	[edit]
e-mail 1 (required):	<input type="text"/>	
e-mail 2:	<input type="text"/>	
e-mail 3:	[add]	

9. Upload and submit each file, one at a time. Upon successful submission, you will receive a confirmation message.

Annual Review Document Portal

[\[contacts\]](#) | [\[logout\]](#)

Firm Name:
Certification Status:
Annual Review Initiated:

NCAF was successfully uploaded.

required documents	upload date	file name	
no change affidavit (NCAF)	<input type="text"/>		<input checked="" type="checkbox"/>
business taxes (BTAX)	<input type="text"/>	<input type="button" value="choose file"/> [no file chosen]	<input type="button" value="submit"/>
proof of good standing (SDAT)	<input type="text"/>	<input type="button" value="choose file"/> [no file chosen]	<input type="button" value="submit"/>

1 of 3 required documents received. Submit additional documents below. Name supporting documents accordingly.

other documents	upload date	file name	
<input type="text" value="document 1"/>	<input type="text"/>	<input type="button" value="choose file"/> [no file chosen]	<input type="button" value="submit"/>

correspondance	type	created	user
annual review announcement.pdf	CORR	11/1/2017 9:29:23 AM	AESTES
annual review reminder.pdf	CORR	2/28/2018 4:47:27 PM	AESTES
show cause letter.pdf	CORR	6/6/2018 12:05:40 PM	AESTES

10. Once all files have been uploaded successfully, you may log out of the portal.

Maryland Department of Transportation Office of Minority Business Enterprise
Maryland's Official Certification Agency

Annual Review Document Portal

[\[contacts\]](#) | [\[logout\]](#)

Firm Name: [REDACTED]
Certification Status: [REDACTED]
Annual Review Initiated: [REDACTED]

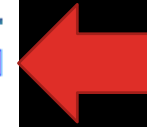
SDAT was successfully uploaded.

required documents	upload date	file name	
no change affidavit (NCAF)	[REDACTED]	[REDACTED]	✓
business taxes (BTAX)	[REDACTED]	[REDACTED]	✓
proof of good standing (SDAT)	[REDACTED]	[REDACTED]	✓

3 of 3 required documents received. Submit additional documents below. Name supporting documents accordingly.

other documents	upload date	file name	
document 1		<input type="button" value="choose file"/> [no file chosen]	<input type="button" value="submit"/>

correspondance	type	created	user
annual review announcement.pdf	CORR	11/1/2017 9:29:23 AM	AESTES
annual review reminder.pdf	CORR	2/28/2018 4:47:27 PM	AESTES
show cause letter.pdf	CORR	6/6/2018 12:05:40 PM	AESTES



COMPLETION TIME

It takes roughly 2 months to complete the Annual Review process



MARYLAND DEPARTMENT
OF TRANSPORTATION

Office of Small and Minority Business Policy

EXPANSION OF SERVICES

EXPANSION OF SERVICES-WHO, WHAT, WHERE, WHEN, WHY, AND HOW?

- Who?
 - Currently MDOT certified firms
- What?
 - Certified firms are encouraged to request an Expansion of Services with MDOT:
 - as their products and services grow
 - as a firm gains new experience doing something new
 - as a firm gains new professional certifications
- Where?
 - The Expansion of Services form can be found at <http://www.mdot.maryland.gov/newMDOT/MBE/Documents/Expansion%20of%20Services.pdf>
- When?
 - After certification and a firm decides to venture into other areas of work not included in their current certification and/or when a firm wants to expand certification to additional State programs requiring MDOT approval
- Why?
 - New potential contracting opportunities
- How?
 - Once the request is submitted, an officer will be assigned to investigate the request and perform an on-site visit to verify compliance with established certification requirements

SUPPORTING DOCUMENT CHECKLIST

- Resume(s) of individual(s) who will be performing the requested service(s)
- List of equipment used to perform the requested service(s), if applicable
- Copies of contracts, purchase orders or invoices verifying the performance of the requested service(s)
 - If none, provide written documentation of the ability or resources to perform the requested service

COMPLETION TIME

It takes roughly 2 months to complete the Expansion of Services process

As you go through the expansion of services process... **talk
with the experts!**



410.865.1269

mbe@mdot.maryland.gov

www.mdot.maryland.gov

Certification officers are available to conduct a complimentary review of your application packet at MDOT Headquarters on Tuesdays, during regular business hours, by appointment only