



MARYLAND DEPARTMENT
OF TRANSPORTATION

Office of Small and Minority Business Policy

MAINTAINING AND EXPANDING YOUR CERTIFICATIONS

SEPTEMBER 26, 2023

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 Maryland Transit Administration (MTA), State Highway Administration (SHA), and Maryland Aviation Administration (MAA)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
 - USDOT federally funded contracts administered by MAA
- Small Business Enterprise (SBE)
 - Race and gender neutral
 - USDOT federally funded contracts administered by MTA, SHA, and 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 sub-goal

MBE Prime

IS THE PROGRAM WORKING?

YES!...

In FY 2021, MBEs were awarded \$1.1 billion in State procurement contracts representing 17.2% MBE participation of the total \$6.6 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



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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 or email (https://www.mdot.maryland.gov/MBE_DOCS/Reference%20Sheet_updated_3.3.23.pdf)
- Your company profile can have up to three references



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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*

ADDITIONAL DOCUMENTS

- Change in Ownership:
 - Update the owner's information in the certification management system
 - Personal Net Worth Statement
 - 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

- Firms are reviewed annually and may remain in the program as long as they continue to meet the eligibility standards
- Upon written notice, an MDOT certified firm shall provide updated information annually in order to maintain certification; sixty (60) days prior to a firm's certification anniversary date, a firm will receive a notification from MarylandMDBE@mdbecert.com with the following instructions:
 - Visit MBE site (<https://marylandmdbe.mdbecert.com/>)
 - Click “Submit Annual Review”
 - Proceed to “Login” or “Lookup Account”
 - Submit annual review documents
- A review of the firm is also required when there is a material change in the firm's circumstances such as ownership, minority status, control, size or services.

COMPLETION TIME

It takes roughly 2 months to complete the Annual Review process



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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 <https://marylandmdbe.mdbecert.com/>
- 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!**



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