



GOVERNOR'S
MINORITY & SMALL
BUSINESS OUTREACH
SUMMIT

State Government Contracting: A Fit for YOUR Business?



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Today's Objective

To provide you with the information necessary to make an informed decision about whether “The State” is a good customer for YOUR business.

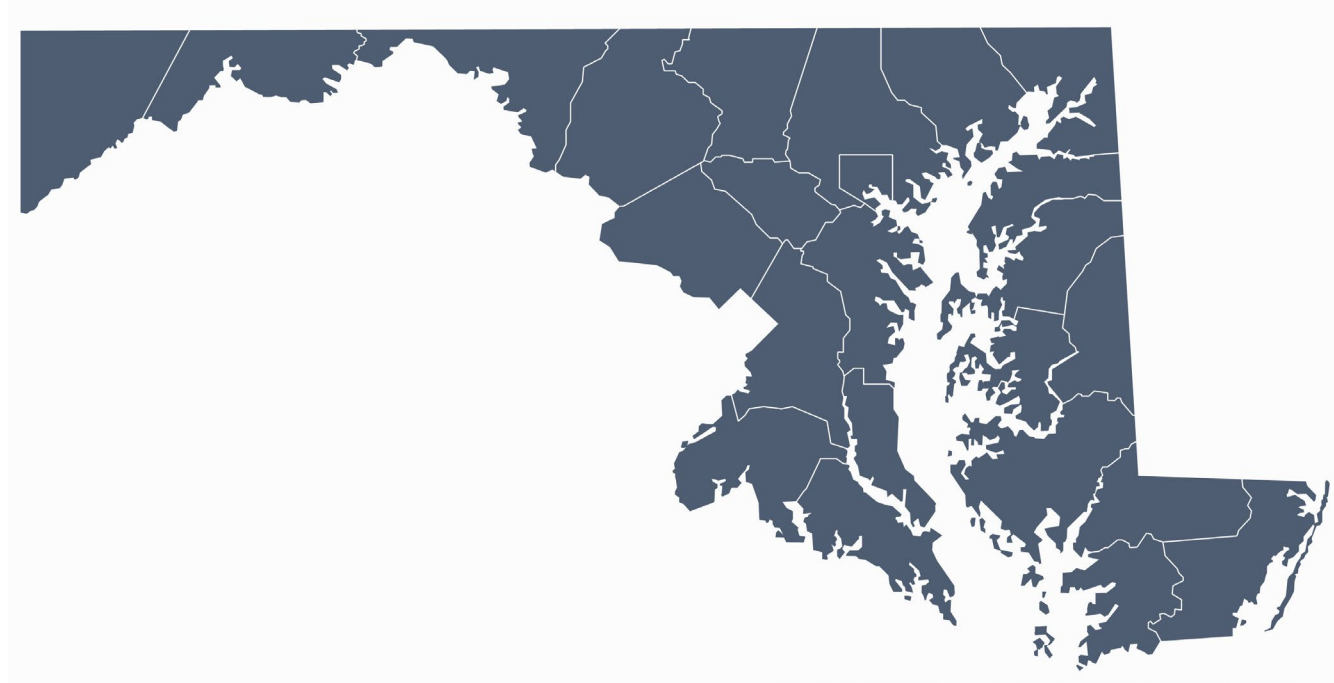


Understanding the Opportunities

- ① Who is buying what I sell?
- ② How are they purchasing these products or services?
- ③ How can I learn about opportunities to sell my products or services to the “State”?



Does “The State” buy what you sell?





What is “The State” buying?

NEED

Organizations purchase the products and services they need to fulfill their mission.

and

MONEY

Organizations may only purchase products and services if they have the funds available within their budget.

For example: The Department of Housing and Community Development may need new carpet but they may not have the funds in their budget to pay for it.



Does “The State” buy what you sell?

“The State”



Organizations within “The State”



- 7 Governor’s Coordinating Offices
- 22 Executive Departments
- 78 Independent Agencies

For example: “The State” does not buy busses. The Maryland Department of Transportation buys buses.



**How do I know WHO
needs what?**



Answer: Research



How do I do research?



Tool Box

- ✓ [eMaryland Marketplace Advantage](#)
- ✓ [Procurement Forecast Portal](#)
- ✓ [Maryland Transparency Portal](#)



So, does **“The State”** buy what you
sell?

Answer:
YES!



How?



How do State Departments/Agencies buy what you sell?

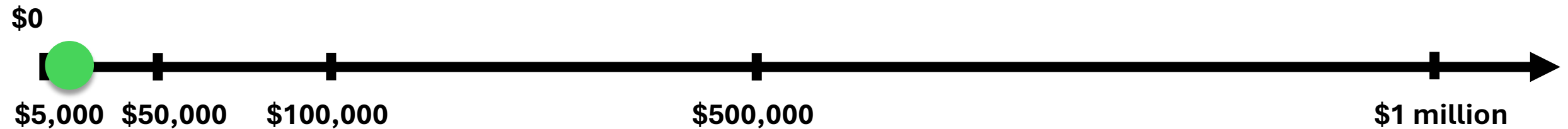
Depends ...

How much does it cost?

What is the product or service?



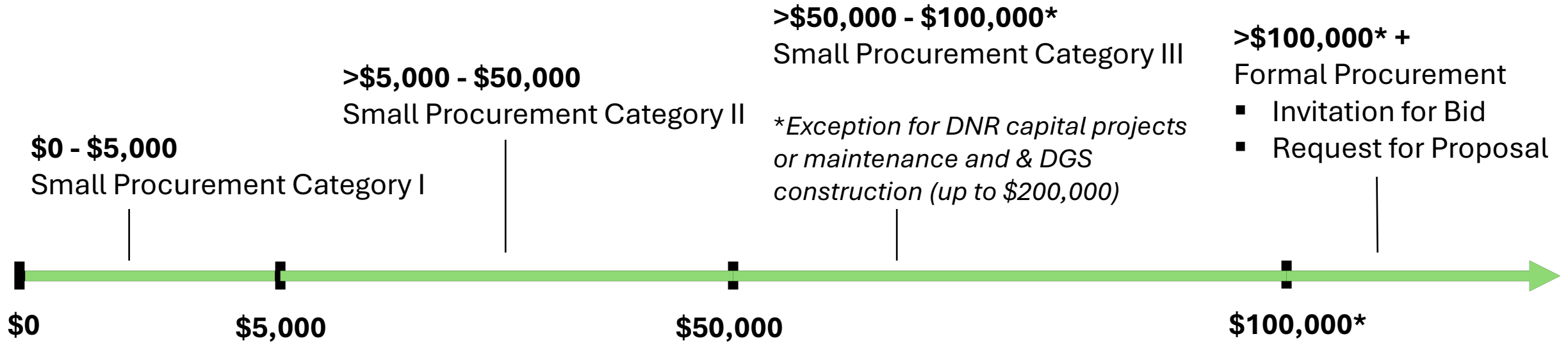
Why Cost Matters



The amount of a purchase determines the procurement method for obtaining a product or service.

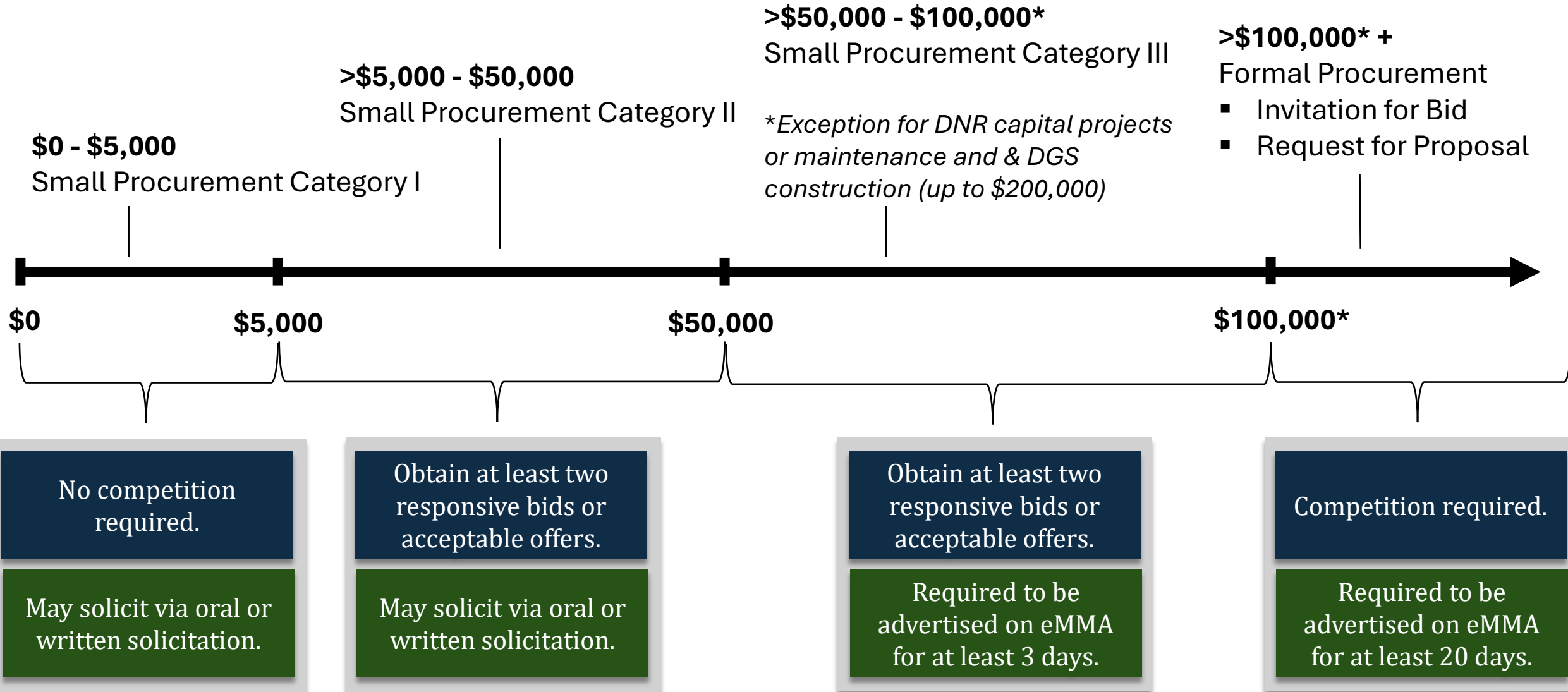


Why Cost Matters



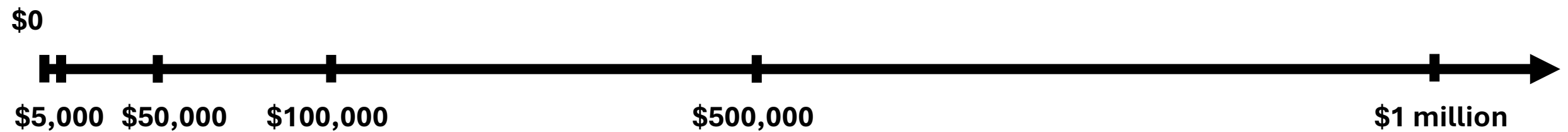


Why Cost Matters





Why Cost Matters



Knowing the expected cost of a procurement can help you determine **where** you need to look for opportunities and can dictate **how** you can pursue those opportunities.



How do State Departments/Agencies buy what you sell?

Depends ...

How much does it cost?

What is the product or service?



How do the State Departments/Agencies buy what you sell?

State Department/Organization

Purchases goods and services from a prime contractor.



Prime Contractor

Sells goods and services to a state department/organization.
Purchases goods and services from a subcontractor or supplier.



Subcontractor

Sells goods and services to a prime contractor.



For example:

State Department/Organization

Construction Contract to build a new building.



Prime Contractor

State agency awards contract to a general contractor.
General Contractor awards contracts to subcontractor.



Subcontractor

Provides products or services to fulfil the contract; however, works for and gets paid by prime contractor.

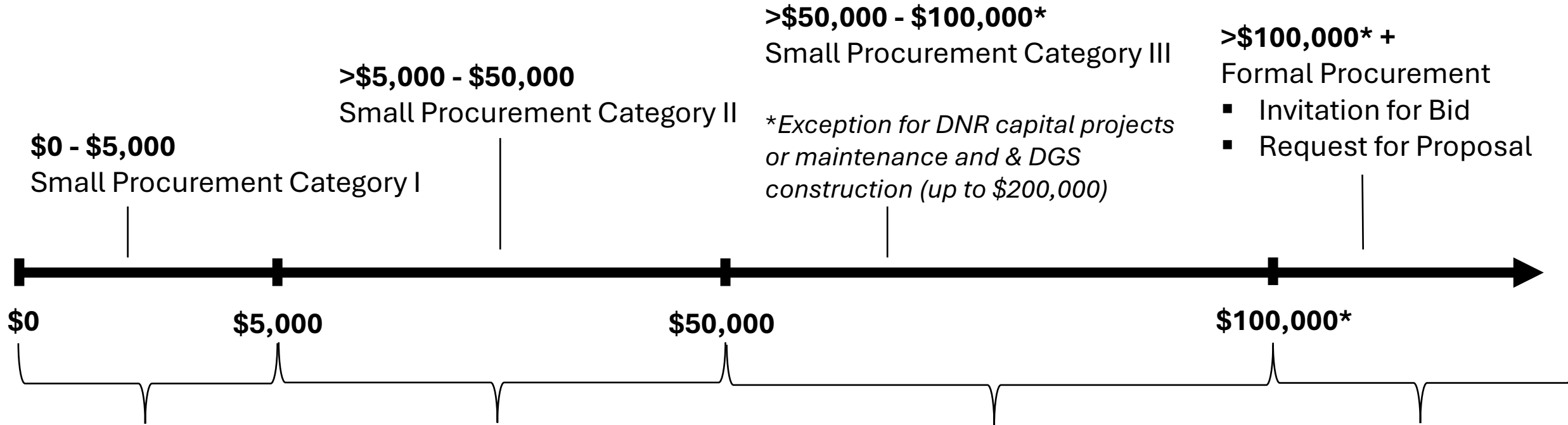


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Connecting with Opportunities



Connect with Department/Agency buyers.



SBR
Liaison
Directory

MBE
Liaison
Directory

VSBE
Liaison
Directory

eMaryland Marketplace Advantage



*Search for current opportunities.
Sign up to receive notification of relevant opportunities.*



**Socio-Economic Procurement Programs
for
Small, Minority, Women, and Veteran-
owned Businesses**



Small, Minority and Veteran Business Programs

Small Business Reserve (SBR)

Provides opportunities for small business to work as a prime contractor on state contracts.

Select contracts are reserved for small business participation so that only certified small businesses may compete for award.

Agency Goal

Spend a minimum of 20% of annual procurement dollars with certified small businesses through the SBR program.

Certification

Complete the self-certification in [eMaryland Marketplace Advantage](#) (eMMA).

Minority Business Enterprise (MBE)

Provides opportunities for minority-owned businesses to participate on state contracts as subcontractors.

Subcontracting goals are placed on contracts requiring the prime contractor to utilize certified minority businesses.

Agency Goal

Award a minimum of 29% of total annual procurement dollars to certified Minority Business Enterprises.

Certification

Obtained through the Maryland Department of Transportation [Office of Minority Business Enterprise](#).

Veteran-owned Small Business Enterprise (VSBE)

Provides opportunities for veteran owned businesses to participate on state contracts as subcontractors.

Subcontracting goals are placed on contracts requiring the prime contractor to utilize certified veteran-owned businesses.

Agency Goal

Award a minimum of 3% of total annual procurement dollars to certified veteran-owned small businesses.

Certification

Initiate the two-part verification process in [eMaryland Marketplace Advantage](#) (eMMA).



**The evaluation process and where
to find the requirements for
submitting responses.**



Common Formal Procurement Methods

Invitation for Bid (IFB)

Bid Evaluation and Award

The contract is to be awarded to the **responsible** and **responsive** bidder whose bid meets the requirements and evaluation criteria set forth in the invitation for bids, and is either the most favorable **bid price** or most favorable evaluated bid price. *(COMAR 21.05.02.13A.)*

Upon determination of the most favorable bid, review of the bid for responsiveness, and satisfaction that the bidder is responsible, the procurement officer shall, after obtaining all required approvals, award the contract to that bidder. *(COMAR 21.05.02.13D.)*

Request for Proposal (RFP)

Evaluation and Award

Upon completion of all discussions and negotiations, the procurement officer shall make a determination recommending award of the contract to the **responsible** offeror whose proposal is determined to be the most **advantageous** to the State, considering **price and the evaluation factors** set forth in the request for proposals.

After obtaining the approval of this recommendation by the agency head or designee, all other approvals required by this title, and certification by the appropriate fiscal authority as to the availability of funds, the procurement agency shall award the contract. *(COMAR 21.05.03.03F.)*



Bids MUST Be **Responsive**

What does it mean to be responsive?

A bid submitted in response to an Invitation for Bid (IFB) that conforms in all material respects to the requirements contained in the invitation for bids. ([*COMAR 21.01.02.01*](#))

How can I ensure my bid is responsive?

Prepare and submit a complete bid package that conforms to the specifications outlined in the Invitation for Bid (IFB).



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**OFFICE OF STATE PROCUREMENT (OSP)
DEPARTMENT OF GENERAL SERVICES
MAINTENANCE**

INVITATION FOR BIDS (IFB)

BPM047179

Issue Date: November 6, 2024

**JANITORIAL SERVICES AT ESSEX/ROSEDALE
DISTRICT COURT/MSC**

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Bids MUST Be **Responsive**

Matters of Responsiveness Include:

- ✓ Forms are completed in their entirety
- ✓ Forms are completed properly
- ✓ Documents requiring signature are properly signed
- ✓ All required documents are included in the bid submission
- ✓ The appropriate number of prices are submitted
- ✓ Bids are submitted using approved methods outlined in the IFB
- ✓ Bids are submitted before the Bid Due Date and Time

A bid that contains a material deficiency may not be considered for award.



Bidders MUST Be **Responsible**

What does it mean to be responsible?

A person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability that shall assure good faith performance.

([COMAR 21.01.02.01](#))

How can I ensure I am responsible?

A bidder must demonstrate that they have the knowledge, experience, and expertise to execute and manage the contract and provide all assurances that they have the capability and reliability to perform the contractual requirements.



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Bidders **MUST** Be **Responsible**

Matters of Responsibility Include:

- ✓ Registration with the State Comptroller's Office
- ✓ Status of good standing with the State Department of Assessments and Taxation
- ✓ Capability in all respects to perform fully the contract requirements demonstrated through past performance and references
- ✓ Business certifications and licenses
- ✓ Insurance and bonding
- ✓ Compliance with the Department of Labor's Living Wage Requirements

All matters of responsibility will be outlined in the Invitation for Bid (IFB).



Today's Objective

To provide you with the information necessary to make an informed decision about whether “The State” is a good customer for YOUR business.



Next Step:

Attend more sessions today to learn more about the available opportunities and how to pursue those opportunities.



**Scan for a
copy of this
slide
presentation.**

