

## Maryland's Minority Business Enterprise Program (MBE)

MBE participation is a strong focal point of the Maryland Department of Commerce. The Department thoroughly examines each contract to ensure the optimum utilization of the MBE Program.

The Maryland Department of Transportation (MDOT) administers the State of Maryland MBE Program. However, MBE goals for each individual contract are determined at the agency level on a contract by contract basis. To learn more about the certification program visit <http://www.mdot.maryland.gov/> or contact:

**Robert "Carter" Ward** - Director of Procurement

401 E. Pratt Street  
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## Maryland Department of Commerce Grants Management Program

The Maryland Department of Commerce administers several types of grant programs that serve all types of businesses. Support is provided to local governments to enhance economic growth and promote small business. Grant programs include: Training Grants, Economic Development Grants, County Cooperative Grants, Small Business Development Grants, and International Export MD Grants.

# A Vendor's Guide to Purchasing



Office of Contracts & Procurement

### Office of Contracts & Procurement

#### Division of Administration & Technology

World Trade Center Baltimore • 401 E. Pratt Street, 10th Floor  
Baltimore, Maryland 21202

#### Business Hours

Monday through Friday  
8:30 a.m. - 5:00 p.m.

**General Information:** 410-767-6300  
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## COMMERCE MISSION STATEMENT

Retain, grow, and attract companies through outstanding customer service while creating the highest level of prosperity for all Marylanders.

The Maryland Department of Commerce, Maryland's economic development agency, attracts new businesses, stimulates private investment, creates jobs, promotes the state's economic assets and markets local products and services at home and abroad. It seeks to strengthen Maryland's quality of life and encourages economic development by investing in and promoting cultural, historical and recreational assets.

The Office of Contracts and Procurement supports these activities by procuring services and materials at the most economical costs. To do so, it promotes fair market competition and adheres to all applicable state laws, and regulations.

### Who to Contact:

Always make the first call for your questions to the Office of Contracts and Procurement. If a consultation with Division program staff is necessary, we can save you time by arranging an appointment with the correct person.

#### Robert "Carter" Ward

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We will always try to make your contacts with the State of Maryland mutually productive.

## Types of Procurements

There are five primary procurement approaches, which are as follows:

- 1. Small Procurements - (Up to \$5,000)** Division staff request necessary services/commodities via a requisition through the Office of Contracts and Procurement. Whenever possible, payment is made using the State of Maryland Purchasing Card.
- 2. Small Procurements - (\$5,001 - \$15,000)** Services/commodities must be processed by request for quote when they cannot be obtained through statewide contracts or a preferred provider. Three (3) quotes must be obtained from qualified vendors.
- 3. Small Procurements - (\$15,001 - \$50,000)** Services/commodities must be processed by written specification; competitively solicited and advertised on **eMaryland Marketplace** for a minimum of 3 days when they cannot be obtained through statewide contracts or a preferred provider.
- 4. Large Procurements - (\$50,001 and above)** Services/commodities must be processed by written specification; competitively solicited and advertised on **eMaryland Marketplace** for a minimum of 30 days when they cannot be obtained through statewide contracts or a preferred provider.
- 5. Unsolicited Proposal Procurements** The agency entertains unsolicited proposals from vendors for possible contracting opportunities. Contact the Director of Contracts and Procurement for more info.

## Maryland's e-Procurement System

Contracting opportunities are posted by State Agencies on Maryland's internet-based procurement system called **eMaryland Marketplace**. Vendors who wish to do business with the State can register at no cost. Once solicitations are uploaded by the Agency, the system notifies vendors who are registered for the particular product or service needed. In order to receive an award from the State of Maryland the vendor must be registered. Register today by visiting **procurement.maryland.gov**.

## Maryland's Small Business Reserve Program

The Maryland Department of Commerce is committed to the growth and success of small businesses. On October 1, 2004, the State of Maryland implemented the Small Business Reserve Program, requiring 22 State agencies to award a minimum of 10 percent of their total procurement dollars for supplies, services, maintenance, construction, construction related, architectural and engineering service contracts to State certified small businesses. Qualifying small business firms can register online at <http://goma.maryland.gov/Pages/sbr-program.aspx>

There is no cost to register.