

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 www.mdot.state.md.us.

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.

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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A Vendor's Guide to Purchasing



Office of Contracts & Procurement





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.

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We will always try to make your interact 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

Advantage 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

Advantage for a minimum of 30 days when they cannot be obtained through statewide contracts or a Preferred Provider.

5. Unsolicited Proposals - The agency entertains unsolicited proposals from vendors for possible contracting opportunities. Contact the Director of Contracts and Procurement for more information.

Maryland's e-Procurement System

Contracting opportunities are posted by State Agencies on Maryland's electronic procurement system called **eMaryland Marketplace Advantage (eMMA)**. 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 www.emma.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, "Under state procurement law, the SBR Program directs 66 participating agencies/departments to spend at least 15% of its fiscal year procurement expenditures with qualified small businesses." Qualifying small business firms can register online at www.emma.maryland.gov

There is no cost to register.