



**Maryland State Police
Procurement Division
7745 Washington Boulevard
Jessup, Maryland 20794
410-379-9070**



ANNOUNCEMENT

Under the Small Business Reserve Program, Maryland State Agencies are required to reserve 20 percent of total procurements each year for competition exclusively among Maryland Certified Small Business (CSB).

A Maryland Certified Small Business (CSB) cannot be a broker (as defined in COMAR 21.01.02.01B(13-1); is independently owned and operated; is not a subsidiary of another business; is not dominant in its field of operation; and

- The wholesale operations of the business did not employ more than 50 persons, or the gross sales of the business did not exceed an average of \$4,000,000 in its more recently completed three fiscal years;*
- The retail operations of the business did not employ more than 25 persons, or the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed three fiscal years;*
- The manufacturing operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed three fiscal years;*
- The service operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed 3 fiscal years;* and
- The construction operations of the business did not employ more than 50 persons, or the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed three fiscal years.*
- The architectural and engineering operations of the business did not employ more than 100 persons, or the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed three fiscal years*.

* If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

<https://emma.maryland.gov>

The current Certified Small Business (CSB) system has been integrated into e-Maryland Marketplace Advantage.

Veteran-Owned Small Business Enterprises

Veteran-Owned Small Business Enterprises, or VSBEs, must (1) meet the size standards adopted by the [United States Small Business Administration in 13 C.F.R. 121.201](#) and any subsequent revision of that regulation, and; (2) must be at least 51% owned and controlled by one or more individuals who are veterans. A veteran is defined as an individual who is verified as having served on active duty in the armed forces of the United States, other than for training, and was discharged or released under conditions other than dishonorable. Each agency must structure its procurement procedures to try to achieve an overall minimum of 3% of the unit's total dollar value of procurement contracts to be made directly or indirectly from Veteran-owned Small Business Enterprises.

<https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>

eMaryland Marketplace- Vendor Information

eMaryland Marketplace Advantage (eMMA), the State of Maryland's internet-based procurement system, is a business tool that provides an efficient means to improve vendor's access to State procurement information. eMMA provides greater opportunities for small businesses, secures competitive prices for the State and enhances the efficiency and timeliness of the procurement process.

eMaryland Marketplace Advantage provides the means to publish solicitations via the internet to potential bidders, providing equal access to solicitation information and is also the resource for electronic bid submission. In addition, the system allows vendors to obtain bid results online once the due date and time for bid submission has passed. Becoming a subscriber to eMMA places company information into the online business directory, to assist the vendor in the growth of their business. As a registered vendor on eMMA, interested bidders can browse solicitations or subscribe to receive e-mail notifications when solicitations matching a business profile are published.

If you have questions regarding this program or doing business with the Maryland Department of State Police, please contact the Procurement Division, (410) 379-9070 or dirk.griffin@maryland.gov. For website technical support, call the Maryland Department of General Services at 410-767-1492 or email eMMA.helpdesk@maryland.gov. Quick Reference Guides and FAQ documents are posted here: <https://procurement.maryland.gov/emma-qrgs/>

Overview of Maryland's Minority Business Enterprise (MBE) Program

Effective August 20, 2013, Maryland's MBE Participation goal is 29%, with sub-goals of 10% for Women owned firms and 7% for African American owned firms. To ensure that only bona fide MBEs participate in the Programs, Maryland has a comprehensive certification program. Only those businesses determined to be owned and controlled by socially and economically disadvantaged individuals are certified. A firm designated as an MBE will have its name appear in the MBE Internet Directory, a reference document made available to all State departments/agencies, the contracting community, and the general public.

What is a Minority Business Enterprise (MBE)?

An MBE is a business that is at least 51 % owned and controlled by one or more minority persons. A minority is generally defined as an individual who is African American, Hispanic American, Asian American, Native American, a Woman, or a Disabled person. Additionally, the State also recognizes non-profit firms that are organized to promote the interests of the physically or mentally disabled. Additional information concerning a Minority Business Enterprise (MBE) can be viewed at the following web sites:

<https://www.mdot.maryland.gov/tso/pages/index.aspx?pageid=91> and
<https://gomdsmallbiz.maryland.gov/Pages/mbe-Program.aspx>

The above information has been provided as an educational effort aimed at increasing the use of Minority Business Enterprises, Registered Small Businesses and Veteran Owned Businesses in the State of Maryland. Please do not hesitate to contact any member of the procurement staff for further information. Thank you!

Maryland Department of State Police

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