



# Office of Small and Minority Business Policy

## MBE/DBE/ACDBE/SBE Overview

### Doing Business with the Maryland Transportation Authority Free Development Workshop

Eun Young Hong

*September 13, 2023*

**Wes Moore**  
*Governor*

**Aruna Miller**  
*Lt. Governor*

**Paul J. Wiedefeld**  
*Secretary*

# **OFFICE OF SMALL & MINORITY BUSINESS POLICY**

**We are responsible for the oversight and implementation of outreach activities related to the MBE/DBE/ACDBE/SBE programs including:**

- **Monthly workshops**
- **Internal and external events**
- **Communication strategies for program updates**
- **Development of training and outreach materials**
- **Management of MBE website**

# **MINORITY BUSINESS ENTERPRISE PROGRAM**

- **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 known to be the oldest in the country**
- **Largest MBE program in the country**
- **One of the most aggressive in the nation with a 29% MBE participation goal and contract sub goals**

# TYPES OF CERTIFICATION

There are four types of certifications:

- **Minority Business Enterprise (MBE)**
  - State-funded contracts
- **Disadvantaged Business Enterprise (DBE)**
  - USDOT contracts administered by:
    - Maryland State Highway Administration (SHA)
    - Maryland Aviation Administration (MAA)
    - Maryland Transit Administration (MTA)
    - Metropolitan Planning Organizations (MPOs)
- **Airport Concessions Disadvantaged Business Enterprise (ACDBE)**
  - Airport concessions contracts administered by MAA
- **Small Business Enterprise (SBE)**
  - USDOT contracts administered by SHA, MAA, and MTA
  - Race and gender neutral

# **BENEFITS OF CERTIFICATION:**

## **Access and Opportunities**

- **Greater exposure to government and private sector contracting opportunities**
- **Only MBE/DBE certified firms can fulfill the minority participation goals**
- **Certified firms appear on the Directory of Certified Firms which is used by prime contractors, consultants, government agencies and private sector companies seeking minority business participation**

# BENEFITS OF CERTIFICATION:

## Monitoring and Advocacy

- **Enforcement of MBE compliance policies and procedures**
- **[MBE Liaison Officers](#)**

**FREE!**

**FREE!**

**FREE!**

**THERE IS NO COST TO APPLY FOR OR MAINTAIN  
CERTIFICATION WITH MDOT'S OFFICE OF MINORITY  
BUSINESS ENTERPRISE**



# WHO DOES WHAT IN GOVERNMENT PURCHASING?



**State Agency**

- Advertises the solicitation
- Awards the contract to the Prime Contractor
- Pays the Prime Contractor



**Prime/General Contractor**

- Bids on the complete contract
- Works for the State Agency
- Pays the Sub-Contractors



**Sub-Contractor**

- Bids on a portion of the contract
- Works for the Prime Contractor



# THE MBE/DBE/ACDBE ROLE



**MBE/DBE/ACDBE  
Sub-Contractor**

Only firms who are certified as a **MBE**, **DBE** or **ACDBE** can fulfill the minority participation goal on a State contract



**MBE Prime  
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

# CONNECT TO THE OPPORTUNITIES

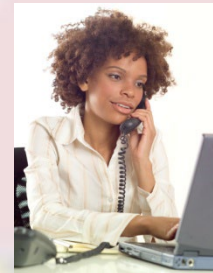
- ***Department of General Services (DGS)***
  - **eMaryland Marketplace Advantage (eMMA)**
    - **Maryland State agencies advertise solicitations of \$15,000 and over**
    - **Local county and city governments advertise solicitations for local government procurements**
  - **Small Business Reserve (SBR) Program**
    - **Online self-registration for small businesses**
    - **15% set aside by all State agencies**
  - **For FAQs, instructions, vendor training webinars and more, visit [www.procurement.maryland.gov](http://www.procurement.maryland.gov) or email at [eMMA.HelpDesk@maryland.gov](mailto:eMMA.HelpDesk@maryland.gov)**
- **Prime contractors: ask “WHY?”**
- **Subcontractors: follow up**

# CALENDAR OF EVENTS

Visit the various agency online Calendar of Events:

- **Maryland Department of Transportation (MDOT):**  
<https://www.mdot.maryland.gov/tso/pages/fullwidth.aspx?PageId=100>
- **Maryland Department of General Services (DGS):**  
<http://www.doit.state.md.us/ActiveDataCalendar/EventList.aspx?fromdate=9/17/2018&todate=12/15/2018&display=Month&view=Category>
- **Governor's Office of Small, Minority & Women Business Affairs (GOSBA):**  
<https://goma.maryland.gov/Pages/events.aspx>

# CERTIFICATION ELIGIBILITY



# **ELIGIBILITY STANDARDS**

**There are five eligibility standards each applicant must meet:**

- 1. Ownership**
- 2. Minority Status**
- 3. Control**
- 4. Personal Net Worth**
- 5. Size**

## **ELIGIBILITY STANDARDS: OWNERSHIP**

**An MBE/DBE/ACDBE is a small business that is at least 51% independently owned and controlled by one or more socially and economically disadvantaged individuals**

- **Ownership must be real and substantial**
- **Owner must be a U.S. citizen or permanent resident**
- **Firms headquartered in Maryland must be in good standing with the Maryland Department of Assessments and Taxation**

# ELIGIBILITY STANDARDS: MINORITY STATUS

Certain groups are *presumed* to be socially disadvantaged:

- Women
- African Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian Americans
- Disabled Persons (MBE Program Only)

**Firms owned by ethnic women are dually certified**

## **ELIGIBILITY STANDARDS: CONTROL**

- **Minority owner(s) must have an overall understanding of, and managerial and technical competence and experience directly related to, the type of business in which the firm is seeking certification**
- **Firms are certified in specific areas of work as defined by the North American Industry Classification System (NAICS Codes)**

**To learn more about NAICS Codes visit**

**<https://www.census.gov/naics/>**



# ELIGIBILITY STANDARDS: PERSONAL NET WORTH

In order to evaluate economic disadvantage, each minority owner must submit a Personal Financial Statement (a.k.a. Personal Net Worth (PNW) Statement)

PNW is the net value of the assets held by an individual, and includes, if married, the minority applicant's portion of assets held jointly or as community property with spouse

- **MBE Cap:**
  - \$1,995,008 (*adjusted annually*)
- **DBE Cap:**
  - \$1,320,000
- **ACDBE Cap:**
  - \$1,320,000

## PNW Calculations DO NOT Include:

- Applicant's personal residence
- Value of the applicant business

# ELIGIBILITY STANDARDS: SIZE

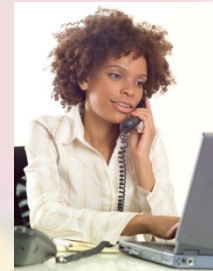
All applicant firms must be “small”

- Size standards are set by the U.S. Small Business Administration (SBA) under Regulation 13 CFR Part 121
- Size standards are determined by industry based on NAICS Codes
- Firms seeking DBE Certification must not exceed the current DBE size standard of \$30.40 (million)

For more information regarding size standards visit SBA's website *at:*

<https://www.sba.gov/size>

# The Certification Process

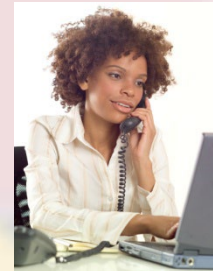


# THE PROCESS

1. **APPLICATION** – Applicants must submit an application along with all applicable supporting documentation; online and hard copy versions available
2. **INVESTIGATION** – An MBE Officer reviews the entire application package then conducts an on-site interview with the applicant(s) and performs a job-site visit (if applicable); all findings are documented in a written report
3. **EVALUATION** – **MBE Advisory Committee (MBEAC)** reviews the investigative report to evaluate whether the applicant firm meets all program requirements; the owner(s) may be asked to appear before the MBEAC as part of the evaluation process
4. **DETERMINATION** – The MBEAC Chairperson issues a written determination

Out of state firms must be certified in their home state  
before applying in Maryland

# The Application



## **COMPLETING THE APPLICATION**

- **If doing the online application, utilize Google Chrome and follow all instructions included with the application**
- **If something does not apply to you, you MUST put N/A, Not Applicable, or Does Not Apply**
- **On a separate sheet or in the space provided, explain why that question does not apply to your business**

**Out of state firms must be certified in their home state  
before applying in Maryland**

## Steps to Submit an Application for MBE/DBE/ACDBE/SBE Certification

1. Download the [Uniform Certification Application \(UCA\)](#).
  - Print or save to your desktop.
2. Read the instructions for completing the application.
3. Complete all sections of the application.
  - Do not leave blanks on the application.
  - Note “N/A” in areas that are not applicable.
  - For areas marked as “N/A,” include a brief statement about why that information is not applicable.
4. Download and complete the required [Personal Net Worth \(PNW\) Form](#).
  - Read the [PNW Guidelines \(Instructions\)](#) and [PNW Overview](#) for guidance on completion of the PNW.
  - Print PNW form or save it to your desktop.
  - This is the official form to be used for MBE/DBE/ACDBE/SBE Certification.

## **Steps to Submit an Application for MBE/DBE/ACDBE/SBE Certification**

- 5. Review the appropriate [Document Checklist](#) for submission.**
  - **These are the official checklists to be used for MBE/DBE/ACDBE/SBE Certification.**
  
- 6. Application Submission:**
  - **Apply for certification [here](#).**
  
- 7. Retain a copy of the entire application package for your files.**



# COMPLETING THE ONLINE APPLICATION

[www.mdot.maryland.gov](http://www.mdot.maryland.gov) – **Select MBE in  
Toolbar**

The screenshot shows the top portion of the Maryland Department of Transportation website. At the top left is the Maryland.gov logo. To the right are links for State Directory, State Agencies, and Translate. Below this is an orange security alert banner with a warning icon and text: "Security Alert. If you have received a text from 'Maryland-MDot Urgent' addressing 'MDot customer' with a link, please ignore the text. It is SPAM and has been reported to MDOT's IT Department. DO NOT click on the link and DELETE the message. [Link](#)". Below the banner is a dark blue navigation bar containing a search box with the placeholder "Enter search term" and a magnifying glass icon. To the right of the search box are menu items: Home, Business (with a dropdown arrow), Careers, Programs (with a dropdown arrow), About (with a dropdown arrow), Quick Links (with a dropdown arrow), and MBE (which is highlighted with a red rectangular box). Below the navigation bar is a dark red banner with the MDOT logo on the left and the text "MARYLAND DEPARTMENT OF TRANSPORTATION" in white. On the right side of this banner, there are social media icons for LinkedIn, Twitter, YouTube, and Facebook, along with a three-dot menu icon. The background of the bottom right corner of the banner shows a photograph of a building with the MDOT logo on its facade.

# COMPLETING THE ONLINE APPLICATION

MBE Home

Directory of Certified Firms

Certifications & Forms

Annual Review

Expansion of Service

Minority Business Enterprise Advisory Committee (MBEAC)

Certification Application Assistance Workshops

How to Use Directory of Certified Firms

Resources and Information

## Small, Minority & Disadvantaged Business



### Maryland's Official Certification Agency

The Maryland Department of Transportation (MDOT) is Maryland's official certification agency for the Minority Business Enterprise (MBE) Program, the Disadvantaged Business Enterprise (DBE) Program, the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program, and Small Business Enterprise (SBE) Program. We ensure only bona fide MBE/DBE/ACDBE/SBE firms participate in our program through our comprehensive certification program. Certified firms appear in MDOT's [Online Directory of Certified Firms](#).

# COMPLETING THE ONLINE APPLICATION



## Certification Management System

Vendor Log In

OMBE Staff Log In

### About the System

Learn more about this system and how it works today

Information for Business Users

### System Training

Learn how to fully utilize our system with a live trainer

Training

### Account Access

Lookup system user accounts or reset user passwords

Account Lookup

### Business Applicant Certification

Search and/or join our database of certified businesses

Terms of Use

Search Directory of Certified Firms

Apply for Certification / Submit Annual Review /  
Submit a Change

### Track My Application

Track your application status

Track My Application

# COMPLETING THE ONLINE APPLICATION

## Apply for Certification

Welcome!

You are about to complete the online certification application for Maryland Department of Transportation (MDOT). If you have any questions or need help while completing the application, please contact technical support [here](#).

### Need Help?

- [Download the user manual](#)
- [Sign up for a Training Class](#)

To continue, please select one option below:

### New Certification Application

Your firm is not currently certified with MDOT.

[Create Account](#)

I Forgot My Username & Password

[Lookup Account](#)

### Annual Review

I Know My Username & Password

[Login](#)

I Don't Know My Username & Password

[Lookup Account](#)

### Report a Change, Submit an Expansion and/or Update your Firm's Information

I Know My Username & Password

[Login](#)

I Forgot My Username & Password

[Lookup Account](#)

# COMPLETING THE ONLINE APPLICATION

\* required entry

## Section 1: Business Lookup

TAX ID NUMBER \*

Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.

Lookup

9 digit Federal Tax ID; firms are strongly encouraged not to use SSN as the tax ID. Tax ID Numbers can be easily [obtained from the IRS](#) at no charge.

## Section 2: Business Information

BUSINESS NAME \*

DBA NAME

COMPANY TYPE \*

None selected ▼

# COMPLETING THE ONLINE APPLICATION

## Section 3: Business Contact Information

MAIN COMPANY EMAIL \*

MAIN PHONE \*

MAIN FAX

COMPANY WEBSITE

COMPANY ADDRESS \*

Enter a location	Line 1
	Line 2
	Line 3

CITY \*

STATE/PROVINCE \*

U.S. States/Provinces    Canadian Provinces

▼	or	▼
---	----	---

ZIP CODE/POSTAL CODE \*

U.S. Zip Code    Canadian Postal Code

	or	
--	----	--

COUNTRY \*

United States ▼
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# COMPLETING THE ONLINE APPLICATION

## Section 4: Company Contact Person

NAME *	First name	Last name
	<input type="text"/>	<input type="text"/>
TITLE	<input type="text"/>	
EMAIL/USERNAME *	<a href="#">Copy from above</a> <input type="text"/>	
PHONE NUMBER *	<a href="#">Copy from above</a> <input type="text"/> <input type="text"/> Ext. <input type="text"/>	
MOBILE NUMBER	<input type="text"/> <input type="text"/>	
FAX NUMBER	<a href="#">Copy from above</a> <input type="text"/> <input type="text"/>	
CHOOSE PASSWORD *	<input type="text"/> <b>Password requirements:</b> <ul style="list-style-type: none"><li>▶ Must be at least 8 characters long</li><li>▶ Must have at least one lower case letter: a-z</li><li>▶ Must have at least one upper case letter: A-Z</li><li>▶ Must have at least one number: 0-9</li><li>▶ Must have at least one special character: !@#\$%&amp; etc.</li></ul>	
RETYPE PASSWORD *	<input type="text"/>	
TIME ZONE *	US/Eastern <input type="button" value="v"/>	

Next

# COMPLETING THE ONLINE APPLICATION

Enter search parameters below and click the **Search** button. You can then send yourself a username/password reminder by email. If you do not see your business listed in the search results, you can select **Change Parameters & Search Again**.

If you are unable to find your business, or the contact information is incorrect, please view this quick video [📺](#) or email [Customer Support](#). Please note that when contacting Customer Support, we may need to request additional information for security purposes.

## Need help?

Some questions may be answered by watching a tutorial video:

- Change User Information [📺](#)
- Request Username and Password [📺](#)
- New User Request [📺](#)

### Search by Business Name or DBA

Tip: Try a few letters of the firm's name.

### Search by Tax Identification Number

Tip: Must be 9 numbers; do not enter spaces or dashes.

### Search by Contact Person

First Name

Tip: Use the first letter.

Last Name

Tip: Try the first few letters.

### Search by Contact Information

Email

Tip: Try part of the email.

Phone Number

Fax Number

### Search by Location

Address

City

State/Province

[view our upcoming events](#)



## **CERTIFICATION TIME**

**Once a complete application package has been received, it takes an average of 3 months to complete the certification process**

**Due to COVID-19 all in-person application reviews have been suspended. If you do need assistance, please call the OMBE office at 410-865-1269.**

## DELAY IN CERTIFICATION

- The most common cause for delay is submission of an incomplete application
- More than 50% of all applications are incomplete when submitted

# ONLINE ANNUAL CERTIFICATION 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](mailto: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.

# EXPANSION OF SERVICES

- **Certified firms are encouraged to request an Expansion of Services with MDOT as their products and services grow**
- **Must submit an Expansion of Services Request Form utilizing the online form, located within “Certifications and Forms”**
- **An officer will be assigned to investigate the request and perform an on-site visit to verify compliance with established certification requirements**

As you go through the certification process... **talk with the experts!**



**410.865.1269**

[mbe@mdot.maryland.gov](mailto:mbe@mdot.maryland.gov)

[www.mdot.maryland.gov](http://www.mdot.maryland.gov)

For individual guidance on your application, please contact the Office of Minority Business Enterprise using the contact information above.

# Upcoming Application Assistance Webinars

**October 3, 2023, 10:00 AM**

**November 7, 2023, 10:00 AM**

**[Registration is now open online!](#)**

**Contact:**

**Lorena Rivera: [lriviera2@mdot.maryland.gov](mailto:lriviera2@mdot.maryland.gov)**

**Eun Young Hong: [ehong@mdot.maryland.gov](mailto:ehong@mdot.maryland.gov)**

**[Office of Small & Minority Business Policy](#)**

**[www.mdot.maryland.gov](http://www.mdot.maryland.gov)**

# Maryland Business Opportunities & Entrepreneurial Training Summit

Register Today | [mdbizoppssummit.com](https://mdbizoppssummit.com)



## Maryland Business Opportunities & Entrepreneurial Training Summit

Procurement Resources and Opportunities for Success  
for Minority, Small & Veteran Businesses



# Over \$6.5 Billion

in Available Contracting  
Opportunities with  
11 State Agencies

**TUESDAY, SEPTEMBER 26, 2023 | 8 A.M. – 5 P.M.**

Turf Valley Conference Center • 2700 Turf Valley Road, Ellicott City, MD 21042

Any  
Questions