MBE/SBR LIAISON TRAINING

Presented by Governor's Office of Minority Affairs Staff

April 27, 2017@GOMA

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AGENDA

1. Welcome & GOMA Staff Introduction
2. New Business Ombudsman – Randall Nixon
3. Legislative Update (Gabe Gnall, Herb Jordan, & James King)
4. VOSB Update – Devan Perry
5. Outreach Event Coordination – Eduardo Hayden
6. Outreach Marketing Tool – Mike Zimmer, MTA
7. Credit Card Review Best Practice – Kristina Libby, UMCP
8. MBE Updates – Lisa Sanford
9. SBR Updates – Lisa Sennaar

Welcome

Moderator:
Lisa Sanford
MBE Compliance Manager

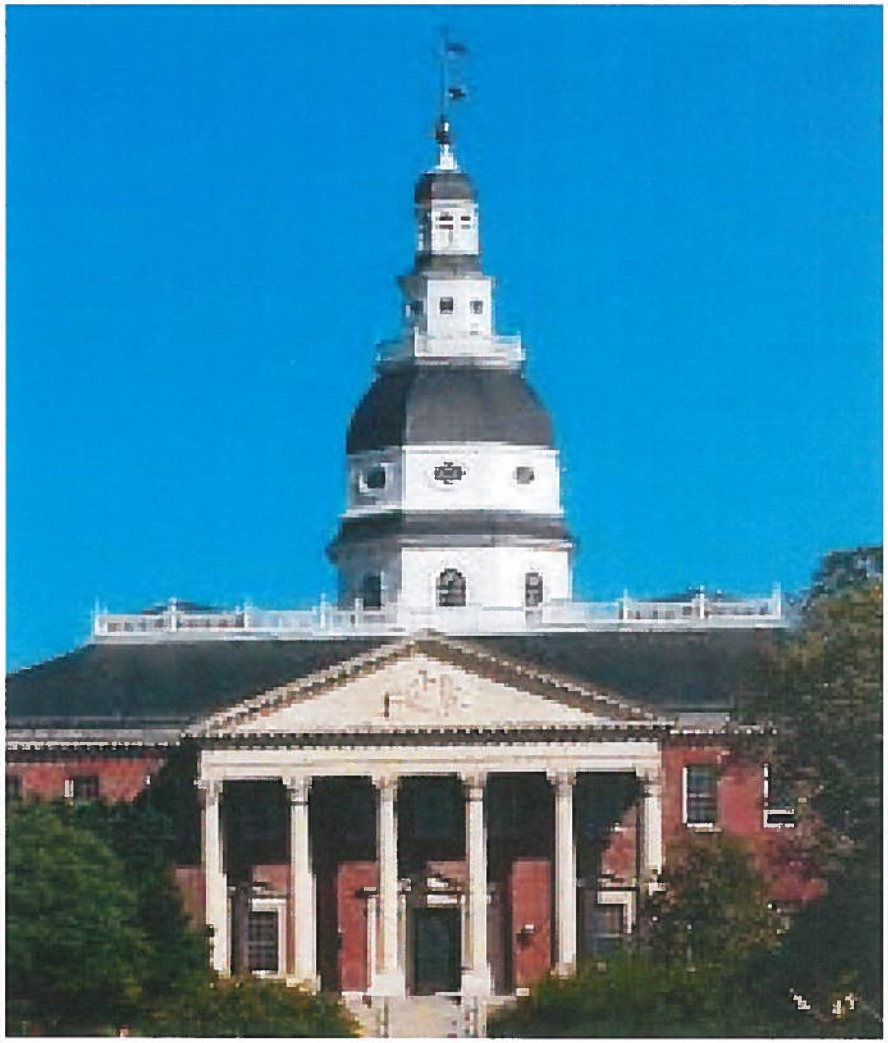
- State name
- State title
- Agency

Delivering Business Fairness and Responsiveness

Randall Nixon, J.D.

Business Ombudsman

Procurement Legislative Update
Gabe Gnall, BPW



2017 Procurement Legislation

Bill Number	Title	Synopsis	Effective Date
HB0283 (SB0109)	Procurement - Prohibitions on Participation	Removed lifetime bar -2 years from date of issuance, selection, or award; no bar on reissuing same specs	10/01/17
HB0390 (SB0310)	Improving the State Procurement Oversight Structure	Removes prequalification of bidders; raises beneficial ownership disclosures to Secretary of State to $200k or more; 180 day time limit for protest/claim review	10/01/17
HB0426 (SB0311)	Promoting Efficiencies in State Procurement	Small procurement raised to $50k (Construction to $100k); Remove preference for CSB; Revise A/E Services Qualification Based Selection – No GPSSB or TPSSB; Remove requirement for contract weekly publication; Master Contracting available for DBM, DGS, DOIT, and MDOT;	10/01/17
HB0587 (SB1084)	State Finance and Procurement - Veteran-Owned Small Business Enterprises - Definitions	Changes Definition of Veteran-owned Small Business Enterprise (size standards adopted by US Small Business Administration and at least 51% owned and controlled /managed by a veteran; misrepresentation subjected to suspension, debarment, or civil penalties.	10/01/18
HB1446 (SB1144)	Procurement Preferences - Blind Industries and Services of Maryland - Janitorial Products	BISM janitorial products to be made, manufactures, *remanufactured or assembled* by BISM	05/01/18
SB0004	Minority Business Enterprises - Program Participation - Requirements and Reauthorization	Reauthorized MBE Program to 2022; Requirement that within 10 days after notice from Prime Contractor of State's intent to award, each MBE subcontractor to complete a document with percentage and type of work assigned to that sub and submit to Procurement Officer and Prime Contractor.	07/01/17

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Herb Jordan

Deputy Secretary

AGENCY DASHBOARD MEETINGS

- Discussing Past Performance
- "T" Factor
- FY18 Procurement Forecast
- FY18 MBE Strategic Plan
- FY18 SBR Strategic Plan

SBR Legislative Update
James King, Jr., GOMA

Bill	Title	Synopsis	Effective Date
SB0004	Minority Business Enterprises – Program Participation – Requirements and Reauthorization	To re-authorize the State's Minority Business Enterprise (MBE) Program for five years, and require MBE's serving as subcontractors on state-funded contracts to submit documentation regarding their participation directly to the state procurement officer.	**7/1/17**
SB0309 / HB0433	State Finance and Procurement - Small and Minority Business Participation	Expands the Small Business Reserve (SBR) Program from 23 agencies to 70 agencies/departments, increases the set aside for SBR vendors from 10% to 15%, and only counts procurements that are set aside for SBR vendors. It also clarifies what constitutes "good cause" for the removal of a named MBE subcontractor.	**10/1/17**
SB0311 / HB0426	Promoting Efficiencies in State Procurement	Increasing the small procurement dollar threshold from $25,000 to $50,000 and expanding the types of procurement vehicles state buyers may use. Create a streamlined procurement process for information technology services.	**10/1/17**

Bill	Title	Synopsis	Effective Date
SB0498 / HB0092	Video Lottery Terminals – Small, Minority, and Women–Owned Businesses Account – Transfer of Authority	This departmental bill transfers the authority for administering the Small, Minority, and Women-Owned Businesses Account (SMWOBA) from the Board of Public Works (BPW) to the Department of Commerce (Commerce).	**7/1/17**
SB0508	Task Force to Study the Feasibility of and Impact on Small and Minority Businesses in Maryland Conducting Business Internationally	This bill is designed to investigate the feasibility of partnerships between small businesses and minority businesses in Maryland and businesses in other countries.	**7/1/17**
SB0700 / HB 1506	Office of Minority Affairs and Interdepartmental Advisory Committee on Minority Affairs – Renaming	Renaming the Governor's Office of Minority Affairs to the Office of Small, Minority, and Women Business Affairs for the purpose of clarifying to the public that this office works exclusively with small businesses.	**6/1/17**

Bill	Title	Synopsis	Effective Date
HB1021	Reorganization of State Procurement	Establishing a Chief Procurement Officer to oversee all State procurement activity for which specified provisions of law apply. Repealing the definition and role of primary procurement units and authorizing the Board of Public Works approval for procurements over $500,000.	**10/1/17**
HB0587 / SB1084	Veteran-Owned Small Business Enterprises	Repeals a requirement that a veteran-owned small business enterprise be verified by the Center for Veterans Enterprise (CVE) of the U.S. Department of Veterans Affairs. Instead, it defines a "veteran-owned small business enterprise" to be any small business that is at least 51% owned by one or more individuals who are veterans, as defined by the bill.	**10/1/18**
HB1446 / SB114	Procurement Preferences - Blind Industries and Serivces of Maryland - Janitorial Products	Clarifying that the requirement that contracts issued by State entities require prime contractors to buy janitorial supplies from Blind Industries and Services of Marylany only applies when the product(s) is made or manufactured by Blind Industries.	**5/1/18**

EXPANDING SBR PROGRAM SB309

- 3.1 Expand by including 31 additional agencies
- 3.2 Raise SBR program Statewide goal to 15%
- 3.3 Count payments to registered small businesses toward the SBR program goal only if the procurement was originally designated as SBR

SB309 60% Rule Language

A unit may apply only 60% of the costs of the materials and supplies provided by the certified minority business enterprise if the certified minority business enterprise is a regular dealer for purposes of achieving the minority business enterprise contract goal.

SB309 REGULAR DEALER DEFINITION

For purposes of this paragraph and paragraph (15) 13 of this subsection, "regular dealer": means a firm that owns, operates, or maintains a store, a warehouse, or any other establishment in which the materials, supplies, articles, or equipment are of the general character described by the specifications required under the contract and are bought, kept in stock, or regularly sold or leased to the public in the usual course of business; and does not include a packager, a broker, a manufacturer's representative, or any other person that arranges or expedites transactions.

Veteran Business Owner Program
Devan Perry, BPW

Link to FY15 VSBE REPORT:
http://bpw.maryland.gov/Publications/FY15%20VSBE%20Report.pdf

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Eduardo Hayden

Outreach Manager

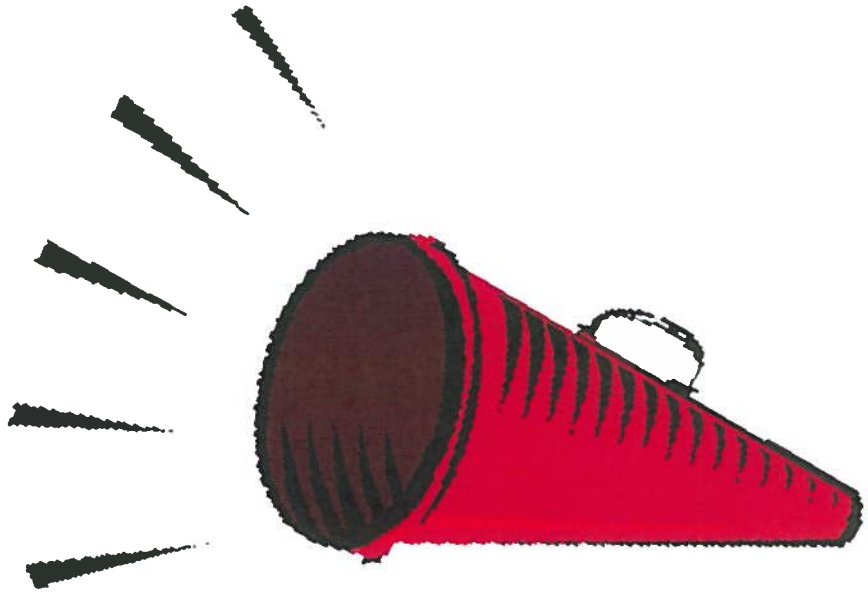
GOMA OUTREACH

- Send event notices to Eduardo.Hayden@maryland.gov
  - We can cross promote and participate when necessary
  - Avoid Conflicts
- Ready, Set, GROW! June 2017 Eastern Shore
- Technical Training, 4th Tuesday of Month GOMA office in Crownsville, MD

MARYLAND

GOVERNOR'S OFFICE OF MINORITY AFFAIRS

OUTREACH BEST PRACTICE



Mike Zimmer, MTA

P-Card Data Best Practice
Kristina Libby, UMCP

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Lisa Sanford

MBE Compliance Manager

THE CUSTOMER SERVICE PROMISE

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- Friendly and Courteous
- Timely and Responsive
- Accurate and Consistent
- Accessible and Convenient
- Truthful and Transparent
- Resolution

FREE! TECHNICAL TRAINING

- NAVIGATING E-MARYLAND MARKETPLACE
- PROCUREMENT 101
- MBE RIGHTS & RESPONSIBILITIES
- MBE FORMS
- AMP UP
- ANATOMY OF BID

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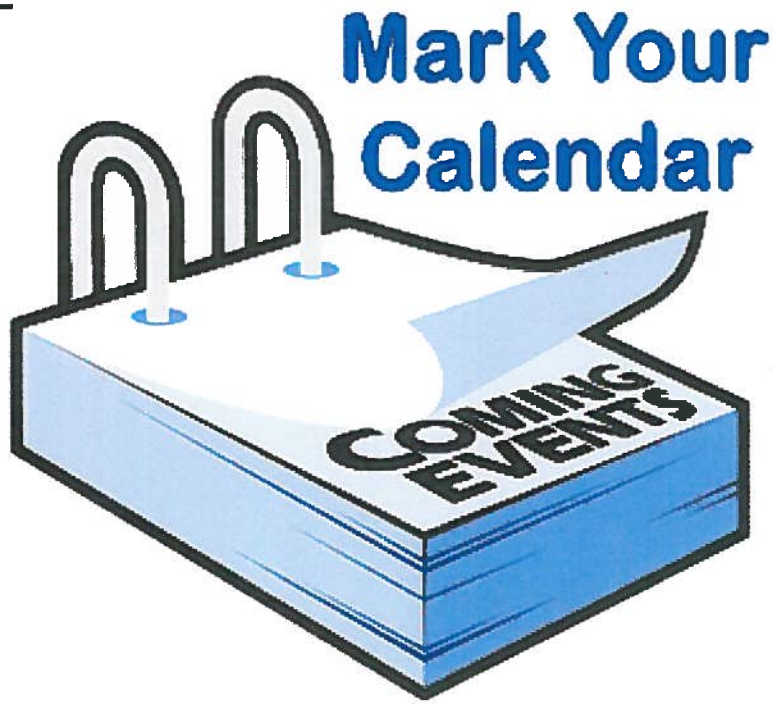
TRAINING SCHEDULE

MAY TRAINING

- E-MARYLAND MARKETPLACE
- PROCUREMENT 101

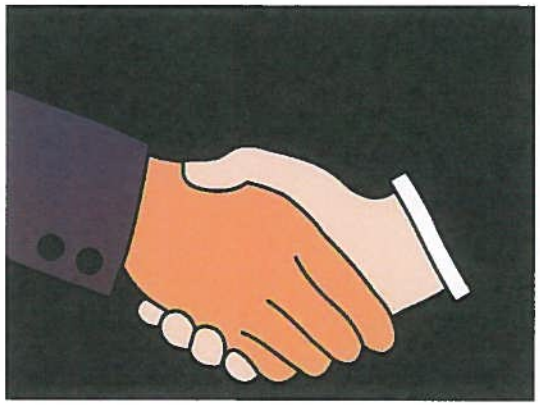
JUNE TRAINING

- ACCESS TO CAPITAL



FOSTER CONNECTIONS

- Entertain One-on One Meetings and "Elevator Speeches" from vendors
- Avoid IT demos
- Pass along Capability Statements to Known Buyers
- Be Knowledgeable re: Agency Spend



REMINDERS

- Procurement Forecasts Due June 30th
- MBE Strategic Plan (signed by Agency Head) due June 30th
- SBR Strategic Plan (*NEW*signed by Agency Head) due June 30th
- Report Prep Training in June

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Lisa Sennaar

SBR Manager

SBR

- Changes are coming
- Send requests for audits
- SBR Kudos Award

NEW SBR AGENCY TRAINING

- Program Overview

- E-Maryland Marketplace
- Reporting Training
- Next Meeting July 2017

BUSINESS OPPORTUNITIES

MARYLAND TRANSIT ADMINISTRATION

LOCAL BUS | METRO SUBWAY | LIGHT RAIL
MARC TRAIN | COMMUTER BUS
MOBILITY

MDOT MARYLAND DEPARTMENT OF TRANSPORTATION

MTA Maryland

Maryland Department of Transportation
Maryland Transit Administration
Equal Opportunity Compliance Programs

MBE and SBR Liaison Training

April 27, 2017

Michael Zimmer

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Providing safe, efficient and reliable transit across Maryland with world-class customer service.

MARYLAND DEPARTMENT OF TRANSPORTATION

The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life's opportunities.

MTA Maryland

BUSINESS **OPPORTUNITIES**

History of MTA Procurement Organized Outreach Events

- Motivated by desire to avoid single bids

- First Industry Day March 24, 2016
  - Advertised on Mass Transit Magazine website and via its emailed news letter and with direct email to advertisers on their website
  - Sold out in three days on Eventbrite.com; leadership direction was to set up a repeat event for one week later

- GOMA strongly advised doing more to promote SBR in FY 2017 Strategic Plan
  - SBR Industry Day September 27, 2016
  - Utilized GOMA, MDOT and SBA to invite businesses

Agenda Industry Day March, 24 2016

Industry Day March 24, 2016

8:00-8:30 A.M. **Welcome & Networking**

8:30-9:00 A.M. **General Session**

•

Paul Comfort, MTA Administrator

Anna Lansaw, Office of Procurement Director

Owner Controlled Insurance Program/Insurance – *Jamie Pincus and Carter Ward, Wells Fargo Insurance*

9:00 – 10:00 **Breakout Session 1**
How to navigate Goals, Preferences and Designations
MEET IN COMPUTER CLASS session 1 only
Minority Business Enterprise, Disadvantaged Business Enterprise- *Valerie Moore, MBE/DBE Compliance Manager*

Contracts: Upcoming procurements and key steps in the process MEET IN LARGE ROOM A session 1 and 2

Construction & Maintenance – *Cheryll Brewton, Chief of Construction/ Maintenance*

- A &E – *Ros McCulley, Chief of Architectural & Engineering and Vernon Hartsock, Deputy Chief/ Chief Engineer*
- IT – *Dale Eutsler, Lead Procurement Analyst, DoIT*
-
- *David Lynch, Senior Manager* MEET IN LARGE ROOM B session 1 and 2
- Purchasing Commodities- Upcoming procurements and key steps in the process
- 10:00-10:15 **Refreshment break**
- 10:15-11:15 **Breakout Session 2 repeat session in Room A and B**
- Navigating eMaryland Marketplace – The Official Bid Board of the State of Maryland
- MEET IN COMPUTER CLASS session 2 only How does it work and how to make it work for you - *Cristen Ervin, Training and Outreach Coordinator, DGS*

Agenda SBR Industry Day September 2016

- **Small Business Industry Day September 27, 2016**
- 8:00-8:30 A.M. **Welcome & Networking**
- 8:30-9:15 A.M. **Opening Session**
- James Knighton, *MTA Chief of Staff*
- *Georgia Peake, Office of Procurement Director*
- *Lisa Sanford, Governor's Office of Minority Affairs, MBE Compliance Manager*
- *Michael Smith, Public Relations & Outreach Manager MDOT Office of Small & Minority Business Policy*

- 9:15–10:15 **General Session**
- Contracts and Purchasing: Upcoming procurements and key steps in the process
- Construction & Maintenance – *Cheryll Brewton, Acting Contracts Manager*
- Services – *Cheryll Brewton, Acting Contracts Manager*
- A &E – *Ros McCulley, Chief of Architectural & Engineering*
- Inventory & Commodities - *David Lynch, Senior Manager Purchasing*
- IT - *Larif Hamm, Procurement Analyst, DoIT*

- 10:15-10:30 **Refreshment break**

- 10:30-11:30 **Networking by Subject Matter** same room as **General Session**

- **Navigating eMaryland Marketplace** – The Official Bid Board of the State of Maryland
- Making it work for you - *Cristen Ervin, Training and Outreach Coordinator, DGS*
- MEET IN COMPUTER CLASS
- 4701 Mt. Hope Drive Baltimore, MD 21215

BUSINESS **OPPORTUNITIES**

MDOT MARYLAND DEPARTMENT OF TRANSPORTATION

MTA Maryland

Survey used for SBR Industry Day

Did MTA's Small Business Industry Day meet your expectations?

Yes No

Was the location convenient for you?

1 2 3 4 5 6 7 8 9 10

Not at all Absolutely

Can you apply the content of Small Business Industry Day to your business?

1 2 3 4 5 6 7 8 9 10

Not at all Absolutely

The best thing about Small Business Industry Day was?

What could we have done better?

What barriers have you experienced when bidding on MTA procurements?

How did you hear about Small Business Industry Day?

What is your business category?

Lisa's.

Corporate Purchasing Card Reporting Process

Department of Procurement and Strategic Sourcing

Kristina Libby, Manager

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How UMD Scrubs Its PCard Data

Discussion Topics:

- What information is reported to the Governor's Office of Minority Affairs
- What Reporting Program UMD Utilizes
- How PCard Data is Separated

UMD Starting Point

- Detailed Transaction Report downloaded from US Bank (slightly different from Level 3 report)

What Reporting Program UMD Utilizes

- UMD currently uses an MS Access Database to scrub the data.

- We are looking at other systems to run reports more efficiently in the future:
  - Bank system
  - UMD Data Warehouse

How PCard Data is Separated

- Data is flagged in database using multiple queries
- Once flagged, detailed reports are run

Exclusions

- Controller Objects Commodity Exclusion List Also known as "GAD List“

  http://goma.maryland.gov/Documents/MBE_Toolkit/GADLISTEXCLUSIONDEFINITIONS0116.pdf
- USM Procurement Policies and Procedures (Section IV.B. Exclusions pg. 7)

  http://www.usmd.edu/regents/bylaws/SectionVIII/VIII300.pdf

Merchant Category Codes (MCCs)

Code only Available on Transaction Detail

MCC	MCC Group or Description
4812-4815, 4821	TELECOMMUNICAIONS
4899	CABLE TV SERVICES
4900	UTILITIES/ELEC/GAS/H2O/SANITATION
5013, 5531-5533, 5935, 7511, 7513, 7531-7538, 7542, 7549	AUTO MAINTENANCE/ REPAIR
5172	PETROLEUM PRODUCTS
5511, 5521	AUTO DEALERS
5541, 5542	SERVICE STATIONS/AUTOMATED GAS DISPENSERS
5960	DIRECT MARKET INSURANCE
5968	SUBSCRIPTION MERCHANT
5983, 9752	FUEL DEALERS - OIL, WOOD, COAL, GAS
5994	NEWS DEALERS/NEWSTANDS
7523	AUTO PARKING LOTS/GARAGES
8220, 8299, 8398	CHARITABLE ORGS/SCHOOLS
8641, 8699	MEMBERSHIPS
9311	TAX PAYMENTS
9399	GOV'T SERVICES
9402	POSTAGE STAMPS

Exempt Departments

- Accounts Payable
- Athletics
- Conference & Visitor Services
- Dining Services

MBE & SBR Firms Not Captured

- Review third party payment vendors for MBE and SBR firms:
  - AMZ* (vendor name)
  - Paypal
  - Intuit (vendor name begins with IN *)
  - Square (vendor name begins with SQ *)
- Review vendors with TIN missing in bank's system

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