

SOLICITATION NO. SSA/CMPS-18-001-S

Child Maltreatment Prevention Services

MBE Overview, Goals, and Requirements

MBE Program Overview:

The Minority Business Enterprise (MBE) program was created to ensure that economically and socially disadvantaged businesses are included in the State's contracting and procurement opportunities. As such, each agency is required to examine their procurements on a contract by contract basis, and set an appropriate MBE participation goal.

MBE Goals for the Current Solicitation:

The overall MBE participation goal for this particular solicitation is **4%**. There are no MBE sub goals for this project. As the prime contractor, you will be required to certify that you will make a good faith effort to attain the MBE goal. Therefore, you should review the scope of work for possible subcontracting opportunities, and identify MBE firms that can perform those services. It should be noted that if the prime contractor is an MBE themselves, their performance may satisfy up to half of the overall MBE goal. (Ex: an MBE prime contractor would satisfy 2% of the overall 4% goal for this contract). Please see page 19 of the solicitation as a reference if you require more information on the MBE goal for this project.

MBE Forms:

1. Attachment D-1A MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule

Attachment D-1A is the most critical form at this stage in the procurement process. The D-1A is the only MBE form that **must be submitted with the Offeror's bid**. If a Bidder/Offeror fails to submit a completed Attachment D-1A with the Bid/Proposal as required, the Procurement Officer shall determine that the Bid is non-responsive or the Proposal is not reasonably susceptible of being selected for award. For more detailed instructions for completing the D1-A form, please see page 75 of the solicitation.

2. Attachment D-1B Waiver Guidance/ Attachment D-1C Good Faith Efforts Documentation to Support Waiver Request

If after taking all the reasonable and necessary steps to secure MBE subcontractors you are unable to do so, you may request a waiver, along with supporting documentation to show what steps you took to try to secure MBE's. The appropriate waiver forms, D-1B and D-1C are to be submitted within 10 business days of notification of actual award or apparent award, whichever

is earlier. More detailed instructions for completing the D-1B and D-1C begin on page 81 of the solicitation.

3. Attachment D-2 Outreach Efforts Compliance Statement
4. Attachment D-3A MBE Subcontractor Project Participation Certification
5. Attachment D-3B MBE Prime Project Participation Certification

The remaining forms listed above are required in the event you are notified of apparent or actual award. Each are required within 10 business days of notification of award (apparent or actual, whichever is earlier). Instructions for completing these forms begin on page 92 of the solicitation.

Compliance/Reporting Requirements:

The MBE program also has a compliance monitoring component. Each month, both the prime contractor and MBE subcontractors submit invoice reports directly to the administration to ensure that the MBE participation goal is met. These forms are also included as attachments D-4A and D-5, and can be found on pages 95 and 97 of the solicitation. Should you be the awardee, there will be more in depth discussions about the logistics of reporting requirements at the kickoff meeting.

Note: Attachment D-4B (MBE Prime Contractor Report) is listed with the Invoice Report forms, but is only required if the prime contractor is also an MBE.

Amendments to the MBE Participation Schedule:

Once the contract has been awarded, and MBE subcontractors have been secured, you may not terminate an MBE without prior written approval from the administration. An MBE may only be terminated upon a showing of good cause. Historically, good cause exceptions have been granted for circumstances such as ineligibility, unavailability, or inability or refusal to perform. Ultimately, as a general proposition, an MBE may not be terminated merely for convenience.

MBE Contact Information:

Lauren C. Graziano
Director of Minority Business Enterprise
Maryland Department of Human Resources
311 W. Saratoga St., Room 934 A
Baltimore, MD 21201

Phone: (410)-767-1693
Cell: (443)-890-9699
Fax: (410)-333-0099
Email: laurenc.graziano@maryland.gov