



Maryland Judiciary Diversity and Outreach FAQs

Q1. Are the MBE and VSBE requirements the same for Judiciary and other State agencies?

A1. The Judiciary operates under its own procurement authority and establishes its own MBE and VSBE goals based on the needs of each procurement. Prospective bidders and offerors should review the goals and reporting requirements listed in each Judiciary solicitation, as those govern that specific contract.

Q2. We are a Minority Business Enterprise (MBE), but we don't have our Maryland Department of Transportation (MDOT) certification. Can that count towards the MBE goal?

A2. No. Only firms that hold an official MBE certification through MDOT may count toward an MBE goal. You can still participate as a prime or subcontractor, however, your work won't apply toward meeting the goal unless you have the MDOT certification. For instructions on becoming certified, please refer to [MDOT Website](#).

Q3. We are a Veteran-Owned Small Business Enterprise (VSBE), but we're not certified through eMaryland Marketplace Advantage (eMMA). Can that count towards the VSBE goal?

A3. No. Only firms that hold a VSBE certification through eMMA can be counted toward a VSBE goal. You can still participate as a prime or subcontractor, however your work won't apply toward meeting the goal without the certification. For instructions on becoming certified, please refer to [eMMA website](#).

Q4. I am an MDOT certified MBE. Do I have to subcontract when there is an MBE goal?

A4. Yes. A prime contractor that is MDOT certified as an MBE may only self-perform up to 50% of the MBE goal. That means every contract with an MBE goal will require at least one (1) subcontractor to meet the full MBE goal.

Q5. I am an eMMA certified VSBE, do I have to subcontract when there is a VSBE goal?

A5. A prime contractor that is eMMA certified as a VSBE may self-perform the entire VSBE goal. Alternately, you may choose to subcontract part or all of the VSBE goal to another VSBE.

Q6. As the prime contractor, what am I expected to do if I am awarded the contract?

A6. The prime contractor is responsible for meeting the MBE and/or VSBE goals of the contract. The prime contractor must submit monthly reports to the Judiciary's Diversity and Outreach Coordinator on payments to both primes and subcontractors. The prime contractor is also responsible for ensuring that all subcontractors submit their required reports in a timely manner.

Q7. What am I expected to do as the subcontractor if I'm awarded the contract?

A7. You'll need to submit a monthly report showing any payments you received from the prime contractor. You can submit the report yourself, or the prime may collect it and send it in for you.

Q8. Do I have to submit a monthly report if there were no payments that month?

A8. Yes. A report is required every month from both prime contractors and subcontractors, even when there is no payment activity for that reporting period.

Q9. Who can I speak with about my company's capabilities and/or demonstrations?

A9. Start by registering your business in the Judiciary Procurement Portal at www.mdcourts.gov/procurementportal. When a solicitation is issued that matches your selected North American Industry Classification System (NAICS) codes, the portal will notify you so you can decide whether to take part. Capability information can be included as part of your bid or proposal, and questions about demonstrations can be raised during the Q&A period if the solicitation allows it. Some solicitations may also request or require demonstrations on their own. Please remember that awards are based on the evaluation criteria and award basis outlined in the solicitation, not on marketing materials.

Q10. Can I talk to Judiciary staff after the Pre-Bid or Pre-Proposal Conference?

A10. Once the Pre-Bid or Pre-Proposal Conference has taken place, any questions or communication about the solicitation must be directed to the Procurement Officer. This helps keep the process fair for all bidders and offerors. Contacting other Judiciary staff outside of this process can affect your ability to compete in the solicitation.

Q11. How can my business be considered for small procurement opportunities under \$5,000?

A11. Individual departments may make these purchases at their discretion, since they fall within the competitive threshold of \$5,000 or less. Staff members who make these buys are encouraged to use the State's [MBE Directory](#) and [VSBE directory](#) to identify potential suppliers.

Q12. What solicitation opportunities are currently available?

A12. All active solicitations are posted in the Judiciary Procurement Portal and also in eMMA for public notice purposes. While you can view them in eMMA, all submissions must be made through the Judiciary Procurement Portal.

