

Maryland Judiciary  
Diversity & Outreach Program  
Minority Business Enterprise  
Veteran-owned Small Business  
Fiscal Year 2020 Annual Report



The Maryland Judiciary (Judiciary) is an independent branch of Maryland government. The Judiciary's budget, which is approximately 1.2 percent of the state's total budget, is submitted and approved annually through the state's legislative process.

The Judiciary's Diversity & Outreach Program (Program) was established to encourage and increase participation in Judiciary procurements by Minority Business Enterprises (MBE) and Veteran-owned Small Businesses (VoSB).

The Judiciary's Department of Procurement, Contract & Grant Administration (DPCGA) is responsible for procuring goods and services for the Judiciary in accordance with its policies and procedures, and as such also oversees the Program. The DPCGA offers opportunities for participation through a number of procurement methods, such as Requests for Proposal (RFP) and Requests for Information (RFI). The commodity areas include, but are not limited to, construction and renovation, consulting and professional services, information technology services, janitorial services, moving services, office supplies, and printing and graphic services. The aforementioned provide a wide range of opportunities for MBEs and VoSBs' participation. The DPCGA will continue to encourage their participation and thus work toward ensuring diversity in prime as well as subcontractor vendors for goods and services procured by the Judiciary.

#### Notifications of Judiciary Procurement Opportunities

The DPCGA evaluates procurement requests submitted by the various entities within the Judiciary to identify subcontracting opportunities for MBEs and VoSBs. There are procurement requests for which no opportunities exist, such as proprietary licenses, maintenance, or other agreements that only the prime contractor can provide. In those instances, DPCGA still will encourage MBEs and VoSBs to respond to the solicitations as the prime contractor. The Program does not limit MBEs and VoSBs to participate only as subcontractors; however, the goals placed on the various procurements is based on the extent to which the procurement itself is susceptible to subcontracting opportunities.

The Diversity & Outreach Program Coordinator, in collaboration with the Procurement Review Group, assigns MBE and/or VoSB subcontracting goals for the procurement based on a review of the Scope of Work and key business areas associated with the RFP. The subcontracting goal is included in the Request for Proposal.

To participate as an MBE in Judiciary procurements, MBEs must be certified by the Maryland Department of Transportation (MDOT). MBEs must include proof of certification from MDOT with their proposal response. Additional information can be found at:

<http://www.mdot.maryland.gov/newMDOT/MBE/Index.html>

To participate as a VoSB in Judiciary procurements, VoSB must complete three steps: 1) vendor registration, 2) veteran verification, and 3) Veteran-Owned Small Business Enterprise (VSBE) Certification. These steps are outlined by the State of Maryland VSBE Program. VoSBs must include proof of certification from eMarylandMarketplace Advantage (eMMA) with their proposal response. Additional information can be found at:

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

The DPCGA distributes solicitations for the procurement of goods and services valued over \$25,000 throughout the state in the following ways:

- **Judiciary’s Procurement, Contract & Grant Administration (DPCGA) website:**  
<https://mdcourts.gov/procurement/bids>. For information regarding the Judiciary’s Diversity & Outreach Program, including MBE and VoSB, go to:  
<https://mdcourts.gov/procurement/mbe>

The Judiciary also has developed relationships with vendors who monitor and respond to the procurement opportunities posted to the Judiciary’s website. Information related to the Maryland’s Minority Business Enterprise and Veteran Owned Small Business Enterprise Program can be found on the DPCGA website. Links include the following:

- [Maryland Department of Transportation MBE certification](#)
  - [Maryland Veteran-Owned Small Business Enterprise \(VSBE\) Program](#)
  - [eMaryland Marketplace Advantage \(eMMA\)](#)
- **State of Maryland eMaryland Marketplace Advantage (eMMA)**  
<https://gomdsmallbiz.maryland.gov/Pages/VSBE-Program.aspx>  
eMarylandMarketplaceAdvantage is the State of Maryland’s internet-based procurement system. This site is an efficient way for potential vendors to access all of the state’s procurement opportunities, including the Judiciary’s solicitations. Posting on eMMA enables the Judiciary to capitalize on the broad exposure and services in place for vendors interested in participating in procurements for the entire State of Maryland. On eMMA, the Judiciary RFPs are posted by commodity codes, which directs the RFPs to the correct vendor pools.
  - **Directed Solicitations**  
Procurement Specialists are encouraged to identify and send the RFP solicitations directly to potential vendor groups who supply specific goods and services by North American Industry Classification System (NAICS) code or commodity code.
  - **Targeted solicitations to organizations and business groups**  
Procurement Specialists are encouraged to identify and send the solicitations directly to organizations and business groups whose objectives are to encourage and grow MBE and VoSB businesses. Sending solicitations to these groups enables the Judiciary to expand the exposure to Judiciary procurement opportunities. Organizations and business groups include, but are not limited to:
    - [Maryland Black Chamber of Commerce](#)
    - [Maryland Hispanic Chamber of Commerce](#)
    - [Maryland Women’s Business Center](#)
    - [Office of Veterans Business Development](#)

During the RFP open solicitation period, the Diversity & Outreach Program Coordinator participates in pre-proposal meetings and provides support to the Procurement Officer by

responding to questions from potential offerors. Once the RFP has closed, the Diversity & Outreach Program Coordinator reviews the MBE and VoSB forms submitted with the proposals to determine the responsiveness of the proposals based upon the recommended goals.

**Data Collection for Prime Contractor Spend (Tier 1) and Subcontracting Goals (Tier 2)**

For Fiscal Year 2019 and Fiscal Year 2020, the overall MBE goal set for the Judiciary was 25 percent. The VoSB was added to the Program in Fiscal Year 2021.

Tier 1 data for MBE and VoSB vendors are collected using GEARS, the Judiciary’s financial system. New vendors are identified by the Judiciary’s Department of Budget and Finance. The DPCGA reviews the new vendor information to verify MBE and VoSB eligibility. Eligibility is recorded in GEARS.

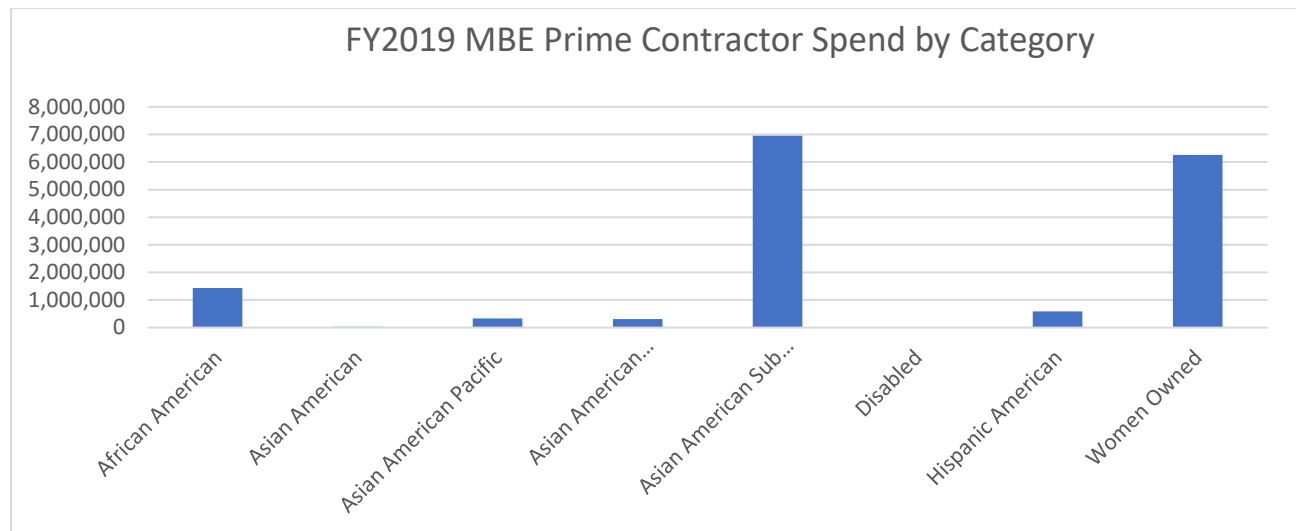
Prime contractors report the status of subcontractor goals on a Prime Contractor Reporting Form. On a monthly basis, Subcontractor Payment Reports are required from the MBE or VoSB subcontractor regarding the status of the MBE or VoSB goals. The Outreach & Diversity Program Coordinator will follow-up as needed.

Once the reports are submitted, they are reconciled by contract by verifying the information on both reports and by checking prime contractor invoices and payments in GEARS. Verified data is recorded in the overall records for the Program.

**Prime Contractor Reporting**

**Fiscal Year 2019 Tier I (Prime Contractor Spend)**

Total Fiscal Year 2019 Contract Value Susceptible to Subcontracting Opportunities: \$66,513,778  
 Total Fiscal Year 2019 MBE Prime Contractor spend: \$15,910,098  
 Prime MBE Spend: 24%



**Fiscal Year 2019 Tier II (Subcontracting Spend)**

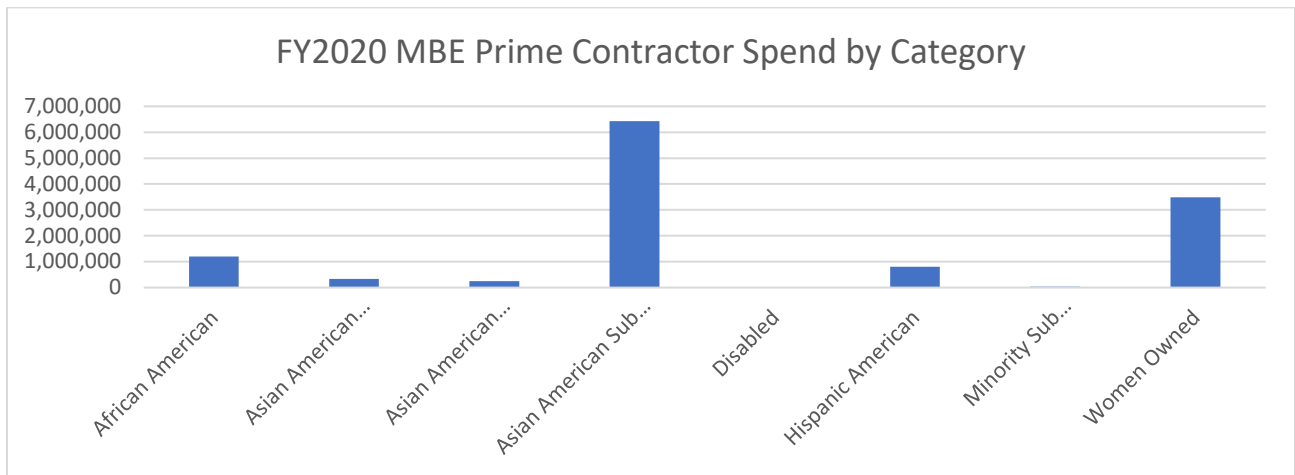
Fiscal Year 2019 Subcontracting MBE Spend: 10%\*

**Fiscal Year 2020 Tier I (Prime Contractor Spend)**

Total Fiscal Year 2020 Contract Value Susceptible to Subcontracting Opportunities: \$62,712,415

Total Fiscal Year 2020 MBE Prime Contractor spend: \$12,552,763

Prime MBE Spend: 20 %



**Fiscal Year 2020 Tier II (Subcontracting Spend)**

Fiscal Year 2020 Subcontracting MBE Spend: 11%\*

\*Subcontracting MBE Spend based on October 2020 data

**Fiscal Year 2021 Diversity & Outreach Program**

In accordance with the Judiciary’s objective of continuous improvement, beginning in Fiscal Year 2021, the Judiciary expanded the Program to include the following:

- Veteran-owned Small Businesses (VoSB). The addition of VoSB expands the exposure to Judiciary procurement opportunities to a larger community.
- Requests for Proposal (RFP) templates include language encouraging both eligible MBE and VoSB to respond to Judiciary solicitations as a prime contractor.
- Program data collection includes Tier I MBE and VoSB prime contractor awards. Previously, the Judiciary only reported Tier II - MBE subcontracting goals. Access to Tier I data may enhance one of the Judiciary’s key initiatives to expand and encourage MBE and VoSB vendors to serve as prime contractors.

- The Judiciary enhanced the ability to update tools for the timely and accurate collection and reporting of Tier I and Tier II data from all sources including, but not limited to: GEARS (Judiciary financial system), directly from prime contractors and subcontractors, NAICS code and Commodity Code usage, internal feedback, and eMMA will enable better analysis and review of the Program.
- To proactively reach potential MBE and VoSB vendors, the Judiciary has implemented the directing and targeting of procurement opportunities directly to groups focused on increasing business opportunities and growth of MBE and VoSB businesses.
- In Fiscal Year 2021, the Judiciary established an overall goal of 29% for the Program, allocated as follows: 26% for MBE and 3% for VoSB.