

M A R Y L A N D

MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM



The MBE program was created to ensure that socially and economically disadvantaged small businesses have the ability to participate in the state's contract and procurement opportunities.

- During the bidding process, prime contractors are required to certify that they will be able to meet the MBE goal assigned to the contract and complete the MBE Participation Schedule where they must list the **certified** MBE subcontractors that the prime contractor plans to use.

**Amendments to that participation schedule may only be granted in cases where good cause is shown.

- » (a) MBE Utilization and Fair Solicitation Affidavit & MBE Participation Schedule (due within 10 day of notice of award); Good Faith Efforts Documentation to Support Waiver Request (Attachments D-1A/ D-1C)
- » (b) Outreach Efforts Compliance Statement (Attachment D-2);
- » (c) MBE Subcontractor/MBE Prime Project Participation Statement (Attachments D-3A & D-3B)
- » (d) Subcontractor agreement between prime contractor and subcontractor. Now required under updated COMAR regulations as of January 2024. Forms D-3 and the subcontractor agreement must be received within 10 days of notice of award or the contract may be voided.

» (e) "New" — Prime Contractors List of All subcontractors anticipated/used during Contract" must be submitted.

- Additional forms and monthly invoices are required to be submitted by both the prime contractor and subcontractor throughout the period of the contract to ensure compliance with the goal. The prime is to submit monthly reports by the 10th of the month to the Contract Monitor and MBE liaison. Reports are on forms D4-A; D-4B; and D-5



**For additional information or
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