



**DEPARTMENT OF VETERANS & MILITARY FAMILIES
SMALL PROCUREMENT SOLICITATION
KEY INFORMATION SUMMARY SHEET**

Invitation for Bids: Department of Veterans & Military Families
16 Francis Street, 4th Floor
Annapolis, MD 21401
Leadership Training

Solicitation Number: **DVMF-HQ-SEC26-TRAINING**

Solicitation Issue Date: June 18, 2026

Issuing Office: Department of Veterans & Military Families
16 Francis Street, 4th Floor
Annapolis, MD 21401
Phone: (410) 260-3838

Procurement Officer: Tom Johnson
Department of Veterans & Military Families
16 Francis Street, 4th Floor
Annapolis, MD 21401
Phone: (410) 260-3835
E-mail: tom.johnson@maryland.gov

Contract Monitor: John (Mike) Kerley, Deputy Chief of Staff
Department of Veterans & Military Families
16 Francis Street, 4th Floor
Annapolis, MD 21401
E-mail: john.kerley1@maryland.gov

Virtual Pre-Bid: N/A
Site Visit: N/A

Closing Date and Time: June 29, 2026, no later than 12:00 noon, EDT Local Time

MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION.

DVMF-HQ-SEC26-TRAINING

I. SUMMARY STATEMENT

The Department of Veterans & Military Families Headquarters, Office of the Secretary, located at 16 Francis Street, 4th Floor, Annapolis, Maryland, is soliciting bids for Executive Leadership Training for Small Groups.

II. PROCUREMENT METHOD/ CONTRACT TYPE / BASIS FOR AWARD

This solicitation shall be conducted in accordance with COMAR 21.05.07 – Small Procurement Regulations Category II (\$50,000 or less).

The Contract resulting from this solicitation shall be an indefinite quantity contract with fixed unit prices as defined in COMAR 21.06.03.06(A)(2) and 21.06.03.02(A)(1) and (2).

This Contract shall be awarded to the responsive and responsible bidder whose bid meets the requirements and evaluation criteria set forth in this Solicitation and is the most favorable bid price.

III. BIDDER MINIMUM QUALIFICATIONS:

To be considered reasonably susceptible to being selected for the award, the Bidder must document in its Bid that it satisfies the following Minimum Qualifications:

- 3.1.1 The bidder shall have Industry Experience: Possess a minimum of five (5) years of demonstrated experience designing and delivering executive leadership development programs.

Public Sector Experience: Prove successful past performance working with local, regional, or state government agencies, illustrating an understanding of public sector operational frameworks.

Non-Profit Experience: Demonstrate experience delivering training or consulting services within non-profit organizations or mission-driven environments.

References: Provide at least three (3) professional references from previous clients within the government or non-profit sectors.

- 3.1.2 Required Documentation: As proof of meeting this requirement, the Bidder shall provide with its Bid:

1. Copies of all State of Maryland licenses and current insurance certificate required to perform the specified services.
2. Three (3) or more references, under the Bidder's current business name, from the past three (3) years that collectively attest to the Bidder's required years of experience providing Leadership training similar to those requested in this Solicitation.

The Department reserves the right to request additional references or utilize references not provided by a Bidder. The Department reserves the right to review other publicly available sources to inform the evaluation of Bidder meeting minimum qualifications.

IV. BIDDER RESPONSIBILITIES:

- 4.1.1 Bidders must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Bidder shall be responsible for Contract performance including any subcontractor participation.
- 4.1.2 If the Bidder is the subsidiary of another entity, all information submitted by the Bidder, including but not limited to references, financial reports, or experience and documentation (e.g., insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Bidder, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Bidder's Bid shall contain an explicit statement, signed by an authorized representative of the parent organization, stating that the parent organization will guarantee the performance of the subsidiary.
- 4.1.3 A parental guarantee of the performance of the Bidder under this Section will not automatically result in crediting the Bidder with the experience or qualifications of the parent under any evaluation criteria pertaining to the actual Bidder's experience and qualifications. Instead, the Bidder's responsibility will be assessed to the extent to which the State determines that the experience and qualifications of the parent are applicable to and shared with the Bidder, any stated intent by the parent to be directly involved in the performance of the Contract, and the value of the parent's participation as determined by the State.

V. PRE-BID SITE VISIT/ VENDOR QUESTIONS

A Pre-Bid or Site Visit will be provided at the date and time specified on the Key Information Summary Sheet. Interested Contractors are encouraged to attend. If a Pre-Bid or Site Visit is offered, email the Procurement officer@ tom.johnson@maryland.gov to request a link to the Virtual pre-bid conference or to register your intent to attend the Site Visit NLT 2:00 p.m. the day before the scheduled event.

By submitting a bid, the Contractor acknowledges that he/she has investigated and satisfied him/herself as to the conditions affecting the work, including but not restricted to those bearing upon transportation, disposal, handling, and storage of materials, availability of labor, water, and electric power. Any failure by the contractor to acquaint him/herself with available information will not relieve the Contractor from responsibility for estimating properly the cost of successfully performing the work. The Department of Veterans & Military Families shall not be responsible for any conclusions or interpretations made by the contractor.

5.1 Vendor Questions:

All questions pertaining to this solicitation shall be submitted on eMaryland Marketplace (eMMA) under the Q & A tab no later than the date and time specified in the Key Information Summary Sheet. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before

the Bid due date. Answers to all questions that are not specific only to the requestor will be distributed via amendments and posted on eMMA.

The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the Agency unless it issues an amendment in writing.

VI. BID CONTENT/ RESPONSE SUBMISSION PROCEDURE / DUE DATE AND TIME

- 6.1.1 Bids must be submitted **via EMMA** and received by the Procurement Officer no later than the Bid due date and time indicated on the Key Information Summary Sheet in order to be considered. Login: [eMaryland Marketplace Advantage](#) (eMMA).
- 6.1.2 Vendor shall submit a bid based on the description of the products or services requested in the specifications. Vendor shall state bid price on **Attachment One and shall complete, sign, and submit the bid form (including references), along with applicable licenses, current insurance certificate (do not update the COI at this time), and Acknowledgements of Receipts of Addendum or Amendments to the Solicitation, if issued.**
- 6.1.3 Vendors are responsible for ensuring that their bids are delivered via EMMA by the deadline for receipt of bids. Bids received by facsimile or email shall not be accepted. Bids received after the time and date set for receipt of bids are late. Late bids shall not be considered.
- 6.1.4 In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to emma.maryland.gov, click on “New Vendor? Register Now” to begin the process and then follow the prompts.
- 6.1.5 The Bidder may not substitute, modify, or provide any other document in lieu of the documents provided with this bid. Only those forms and documents provided with this solicitation and by the Procurement Officer will be considered acceptable as bid submission. Please **DO NOT** send the entire Solicitation document as part of the bid response. **Only submit what has been requested.**

Note: Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). For registration information, visit <https://www.egov.maryland.gov/businessexpress>. It is strongly recommended that potential Bidders complete registration prior to the Bid due date and time. The Bidder’s failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

VII. BIDS – OPENING

Bids will be opened as soon as practicable after the deadline for receipt of bids. **The bid tabulation is available in eMMA after the bid is opened.**

VIII. DURATION OF BID OFFER

Prices submitted in response to this solicitation are irrevocable for one hundred and twenty (120) days following the due date. Once a bid is accepted, all prices, terms, and conditions shall remain unchanged throughout the contract period.

IX. TERMS AND CONDITIONS

- A. The Contractor shall comply with the provisions of State Finance and Procurement Article, Title 19, Annotated Code of Maryland.
- B. Termination for Non-appropriation. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.
- C. Maryland Law Prevails. The law of Maryland shall govern the interpretation and enforcement of this Contract.
- D. Disputes. Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.
- E. Changes. This contract may be amended only with the written consent of both parties. Amendments may not significantly change the scope of the Contract (including the Contract price).
- F. Termination for Default. If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the State may terminate the Contract by giving the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.
- G. Nondiscrimination. The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law.
- H. Anti-Bribery. The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, Superintendents, or partners; nor any employee of the Contractor who is directly involved in obtaining contracts with the State or with any county, city, or other subdivision of the State, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state of the United States.
- I. Termination for Convenience. The State may terminate this Contract, in whole or in part, without showing cause upon prior written notice to the Contractor specifying the extent and the effective date of the termination. The State shall pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with the termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits which have not been earned

serrights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12A(2).

9.1 **Acceptance of Terms and Conditions**

By submitting a Bid in response to this Solicitation, the Bidder, if selected for the contract award, shall be deemed to have accepted the terms and conditions of this Solicitation and the Contract, attached hereto. Any exceptions to this Solicitation or the Contract must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form or Contract, made by the Bidder may result in Bid rejection.

X. SCOPE OF WORK

Background

The Department of Veterans and Military Families require targeted leadership development.

The objective is to strengthen management capabilities within small, high-impact peer groups.

The selected contractor will facilitate these sessions to improve team alignment, minimize operational friction, and ensure successful strategic execution.

Objective

To deliver actionable leadership training tailored to small department cohorts.

The program must foster professional development and prepare participants to navigate complex operational environments.

The program must be completed within the next three months.

Scope of Work

The contractor shall perform the following tasks:

- **Leadership Assessment:** Conduct behavioral or style assessments to identify professional strengths and areas for growth.
- **Curriculum Customization:** Adapt training modules to fit the department's culture, focusing on communication, delegation, evaluation, and accountability.
- **Small Cohort Facilitation:** Lead interactive workshops for small leadership groups to build collaborative, high-performing teams.
- **Performance Coaching:** Provide structured feedback during sessions to encourage continuous professional development.
- **Action Planning:** Guide participants in applying their training through personal development plans, program performance goals, and outcomes measurement .

Deliverables

- Individual leadership assessment results and summaries.
- Access to training curriculum, frameworks, and presentation materials.

- An individual leadership action plan for each participant.
- A strategic plan framework or roadmap for internal implementation.
- Post-training evaluation and organizational impact summary reports.

Place of Performance

- Training may be delivered virtually, in person, or via a hybrid model combining both methods.
- In-person sessions will occur at designated Department of Veterans and Military Families facilities.
- Virtual sessions must utilize a secure, department-approved video conferencing platform.

XI. OVERSIGHT AND ACCEPTANCE OF DELIVERABLES

All services under this Scope of Work shall be subject to the direction, acceptance, and approval of the Deputy Chief of Staff, Mike Kerley. See Key Information Sheet for contact information.

XII. GENERAL CONDITIONS

This is a non-exclusive Contract. It does not include all work expected to be performed in the designated areas. Therefore, at times, other Contractors may be performing similar work that is not associated with this Contract.

XIII. PAYMENT

A. METHOD OF PAYMENT

1. At award and upon receipt of the fully executed Contract, DVMF shall issue a State of Maryland Purchase Order to the Contractor.

B. INVOICING

1. The Contractor shall submit a detailed invoice to the Deputy Chief of Staff, of services provided. Invoices shall be presented every two weeks (or monthly, if Contractor prefers). Invoices shall contain the following information: Invoice number, Contract Name/Number and Purchase Order Number, Contractor's name, mail address, email address, fax and telephone numbers, SERVICES PROVIDED, AND DATE(S) and Federal Tax Identification or Social Security number.
2. Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the State's receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public Service Commission of Maryland with respect to regulated public utilities, as applicable, are prohibited.

Note: The Department of Veterans & Military Families is exempt from Maryland Sales and Use Taxes.

XIV. LIABILITY

Following (within five (5) days of) Contract Award, Contractor (and any Subcontractors) shall secure and keep in force until the expiration of this contract insurance as listed below. **Additionally, the Contractor shall add the State of Maryland, its officers, employees, and agents as an additional insured.** Contractor shall provide prior (at least 30 days) written notice of cancellation, material changes, or non-renewal of coverage, issued to the Department of Veterans & Military Families.

Commercial General Liability:

Bodily Injury/Property Damage Each Occurrence Limit	\$ 1,000,000
Personal & Advertising Injury Limit	\$ 1,000,000
General Aggregate Limit	\$ 2,000,000
Products/Completed Operations Aggregate Limit	\$ 2,000,000
Fire Legal Liability	\$ 300,000
Medical Payments to Others	\$ 10,000

Workmen's Compensation and Employers Liability Coverage (WC/EL)

Section A: Statutory Benefits as required by the State of Maryland;

Section B: Employers Liability - \$500,000 Each Accident, \$500,000 Disease Policy Limit, \$500,000 Disease –
Each Employee

Cyber Liability Insurance: \$1,000,000

Umbrella: \$2,000,000

XV. DURATION OF THE CONTRACT/PROJECT

The term of this Contract shall be for the period beginning at final date of Contract execution by DVMF, for six (6) months from the date of fully executed contract.

XVI. ATTACHMENTS

- Attachment Number One: Contract Bid Form
- Attachment Number Two: Contractor References
- Attachment Number Three: Department of Veterans & Military Families SAMPLE Small Procurement Contract **(For Review Purposes Only-DO NOT Submit with your bid)**
- (Exhibit One) - MBE/VSBE Research Factors
- Conflict of Interest Affidavit.

XVII. ATTACHMENTS TO BE SUBMITTED WITH BID RESPONSE

- A) Attachment Number One: Completed and **Signed** Contract Bid Form
- B) Contractor's current Certificate of Insurance
- C) All Acknowledgements of Receipt (**Signed**) of Amendments/ or Addendums issued during the solicitation process.

- D) Any applicable State of Maryland licenses necessary to provide the services as stated in the Solicitation.
- E) Three (3) or more references of Bidding Company's previous work providing services of a similar nature to the specifications provided, within the last three (3) years.
- F) (**Signed**) Conflict of Interest Affidavit.

ATTACHMENT ONE - CONTRACT BID FORM – DVMF-HQ-SEC26-TRAINING

CONTRACTOR INFORMATION: To be completed and signed by Contractor/Vendor.

Company Name:	Business Phone No.:	Federal ID No.:
Address:		
Owner/Point of Contact:	Owner/Point of Contact Email Address:	Owner/Point of Contact Phone No.:
Number of Years in Business under Present Name: _____	Other/Former Names under which your Organization has Operated:	
Attach a copy of all current Licenses, Permits, and Certificates applicable and required by State, Federal and Local Laws.		

Please PROVIDE responses to the following:

U.S. Dept. of Veterans Affairs Verified Veteran-Owned Small Business “VOSB” Yes _____ No _____

State of Maryland MBE Certified: Yes _____ No _____ If yes, MBE Number: _____

State of Maryland Small Business Enterprise: Yes _____ No _____ If yes, SBE Number: _____

State of Maryland Small Business Reserve: Yes _____ No _____ If yes, SBR Number: _____

CONTRACTOR BID PRICING: *Quantities are for bid evaluation only, and are not meant to establish minimum, maximum, or exact quantities.*

The Total bid price shall include the total fully loaded cost to provide goods and services as described in these specifications. The prices shall cover the performance of all requirements including supplies, equipment, wages, overhead, and profit for the entire term of the contract. The State reserves the right to cancel this solicitation or accept or reject all Bids, in whole or in part, received in response to this Solicitation.

CONTRACTOR BID:

Line One: Leadership Assessments = \$ _____

Line Two: Curriculum Customization and Development = \$ _____

Line Three: Facilitation of Small Cohort Leadership Workshops = \$ _____

Line Four: Performance Coaching / Feedback Sessions = \$ _____

Line Five: Development of Individual Leadership Action Plans = \$ _____

Line Six: Strategic Plan Framework/Roadmap Development = \$ _____

Line Seven: Post-Training Evaluation and Organizational Impact Report = \$ _____

Total Evaluated Price (CONTRACTOR TOTAL): **TOTAL COST \$** _____

CONTRACTOR SIGNATURE: _____ **DATE:** _____

ATTACHMENT TWO - REFERENCES: DVMF-HQ-SEC26-TRAINING

CONTRACTOR REFERENCES: Please provide three (3) or more references of your previous work (under your current business name) providing services of a similar nature to the specifications provided, within the last three (3) years.

#1. Company Name:		Contact Person:	
Address:			
City:		State:	Zip Code:
Contact Phone No.:		Contact Email Address:	
Term of Contract: From: to:		Contract Value: \$	
Please <u>describe in detail</u> the services that were provided:			

#2. Company Name:		Contact Person:	
Address:			
City:		State:	Zip Code:
Contact Phone No.:		Contact Email Address:	
Term of Contract: From: to:		Contract Value: \$	
Please <u>describe in detail</u> the services that were provided:			

#3. Company Name:		Contact Person:	
Address:			
City:		State:	Zip Code:
Contact Phone No.:		Contact Email Address:	
Term of Contract: From: to:		Contract Value: \$	
Please <u>describe in detail</u> the services that were provided:			



ATTACHMENT THREE – SAMPLE CONTRACT

STATE OF MARYLAND DEPARTMENT OF VETERANS AND MILITARY FAMILIES SMALL PROCUREMENT CONTRACT DVMF-HQ-SEC26-TRAINING

THIS CONTRACT (the “Contract”), is made as of the _____ day of June, 2026 by and between the STATE OF MARYLAND, acting through the DEPARTMENT OF VETERANS & MILITARY FAMILIES (“Department”), whose principal office is located at 16 Francis Street, Annapolis, Maryland, 21401 and _____, (“Contractor”) whose principal office is located at _____, together, hereinafter known as the “Parties.”

THIS CONTRACT (the “Contract”), is made as of the _____ day of _____, **2022**, by and between the STATE OF MARYLAND, acting through the DEPARTMENT OF VETERANS & MILITARY FAMILIES (“Department”), whose principal office is located at 16 Francis Street, Annapolis, Maryland, 21401 and _____ (“Contractor”) whose principal office is located at _____, together, hereinafter known as “the Parties.” The Parties agree as follows:

1. **Scope of Contract.**

(a) The Contractor shall provide the following services:

The Contractor shall conduct Executive Leadership Training for Small Groups for the Department of Veterans & Military Families, 16 Francis Street, 4th Floor, Annapolis, Maryland 21032. The Contractor will provide the training as specified in Exhibit A - Solicitation DVMF-HQ-SEC26-TRAINING.

The Solicitation dated June 18, 2026, is attached, and incorporated by reference as Exhibit A. The Contractor’s bid or proposal dated _____ is attached and incorporated by references as Exhibit B. If there is any conflict between this Contract and any exhibits incorporated by reference, the terms of this contract shall govern. If there is any conflict among the Exhibits, the following order of precedence shall determine the prevailing provision: Exhibit A –the Solicitation, and Exhibit B – the Contractor’s bid or proposal.

(b) **Changes.** This Contract may be amended only with the written consent of both parties. Amendments may not change significantly the scope of the Contract (including the Contract price).

2. **Term of Contract.** The term of this Contract shall be for the period beginning at final date of Contract execution by DVMF , for six (6) months from the date of fully executed contract.

3. **Compensation and Method of Payment.**

(a) **Compensation.** The total compensation for services to be rendered by the Contractor shall not exceed \$LEAVE BLANK.

(b) **Method of Payment.** The Department shall pay the Contractor no later than thirty (30) days after the Department receives a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, State Finance and Procurement Article, Maryland Code, are prohibited.

(c) **Tax Identification Number.** The Contractor's Federal Tax Identification Number is LEAVE BLANK. Contractor's Federal Tax Identification Number shall appear on all invoices submitted by the Contractor to the Department for payment.

(d) **Invoicing.** The Contractor shall submit a detailed invoice to the Cemetery Superintendent of services provided. Invoices shall be presented by the tenth (10th) day following the completion of services. Invoices shall contain the following information: Invoice number, Contract Name/Number and Purchase Order Number, Contractor's name, mail address, email address, fax and telephone numbers, SERVICES PROVIDED, AND DATE(S) and Federal Tax Identification or Social Security number.

The Cemetery Superintendent shall review (and approve if applicable) the Invoice for accuracy and acceptance of stated work as complete, and fees charged, in compliance with Contracted rates.

The Cemetery Superintendent shall send the approved invoice to accounts-payable.dvmf@maryland.gov.

4. **Procurement Officer.** The Department designates Lori Pinson to serve as Procurement Officer for this Contract. All contact between the Department and the Contractor regarding all matters relative to this Contract shall be coordinated through the Procurement Officer.

5. The Contractor shall comply with the provisions of State Finance and Procurement Article, Title 19, Annotated Code of Maryland.

6. **Disputes.** Disputes arising under this Contract shall be governed by State Finance and Procurement Article, Title 15, Subtitle 2, Part III, Annotated Code of Maryland, and by COMAR 21.10 Administrative and Civil Remedies. Pending resolution of a dispute, the Contractor shall continue to perform this Contract, as directed by the Procurement Officer.

7. **Termination for Convenience.** The State may terminate this Contract, in whole or in part, without showing cause upon prior written notification to the Contractor specifying the extent and the effective date of the termination. The State will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination, and all reasonable costs associated with termination of the Contract. However, the Contractor may not be reimbursed for any anticipatory profits which have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.12(A)(2).

8. **Termination for Default.** If the Contractor does not fulfill obligations under this Contract or violates any provision of this Contract, the Department may terminate the Contract by giving

the Contractor written notice of termination. Termination under this paragraph does not relieve the Contractor from liability for any damages caused to the State. Termination hereunder, including the rights and obligations of the parties, shall be governed by the provisions of COMAR 21.07.01.11B.

9. **Termination for Non-appropriation.** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Contractor may not recover anticipatory profits or costs incurred after termination.

10. **Non-Discrimination in Employment.** The Contractor shall comply with the nondiscrimination provisions of federal and Maryland law, including, but not limited to, the employment provisions of §13-219 of the State Finance and Procurement Article, Maryland Code and Code of Maryland Regulations 21.07.01.08, and the commercial nondiscrimination provisions of Title 19, Subtitle 1, State Finance and Procurement Article, Maryland Code.

11. **Maryland Law Prevails.** The laws of Maryland shall govern the interpretation and enforcement of this Contract. The Maryland Uniform Computer Information Transactions Act (Commercial Law Article, Title 22 of the Annotated Code of Maryland) does not apply to this Contract, or any software license acquired hereunder.

12. **Anti-Bribery.** The Contractor certifies that, to the Contractor's best knowledge, neither the Contractor; nor (if the Contractor is a corporation or partnership) any of its officers, directors, partners, or controlling stockholders; nor any employee of the Contractor who is directly involved in the business's contracting activities, has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States.

IN WITNESS THEREOF, the Parties have executed this Contract as of the date herein set forth below.

CONTRACTOR

**STATE OF MARYLAND
DEPARTMENT OF VETERANS & MILITARY
FAMILIES**

DO NOT SIGN AT THIS TIME

By: _____

By: _____

DO NOT SIGN AT THIS TIME

(Printed Name and Title)

(Printed Name and Title)

Date

Date

EXHIBIT 1: MBE, VSBE, and (if applicable) SBR Research Factors

Solicitation Title: DVMF-HQ-SEC26-TRAINING – Small Procurement eMMA Solicitation No. BMP0

This exhibit serves as a summary of the factors the State used, in conjunction with guidance from the Governor’s Office of Small, Minority, and Women’s Business Affairs, to determine:

- 1. The expected degree of Minority Business Enterprise (MBE) participation for the procurement contract, including subcontracting opportunities identified for the project, any applicable North American Industry Classification System (NAICS) codes linked to the subcontracting opportunities, and the number of certified MBEs in those industries;*
- 2. The expected degree of Veteran-owned Small Business Enterprise (VSBE) participation for the procurement contract, including subcontracting opportunities identified for the project, any applicable United Nations Standard Products and Services Codes (UNSPSC) [identified in eMaryland Marketplace Advantage (eMMA) as Categories] linked to the subcontracting opportunities, and the number of certified VSBEs in those industries; and*
- 3. If this procurement is for a Statewide Master Contract where secondary competition may occur, the expected degree of Small Business Reserve (SBR) participation for the secondary competition agreement (such as a task order agreement or purchase order agreement) to be designated as an SBR, including opportunities identified for the secondary competition agreement, any applicable UNSPSCs linked to the subcontracting opportunities, and the number of certified SBRs in those industries.*

Disclaimer: *This summary’s research results are not all inclusive and do not exclude any other subcontracting opportunities that the Bidder/Offeror may identify in preparing a Bid/Proposal to submit in response to the solicitation.*

EXHIBIT 1: MBE, VSBE, and (if applicable) SBR Research Factors

MBE Research by NAICS Code		
NAICS Codes	Description	# MBEs in MDOT Directory
NA- Small Procurement		
MBE Research by Keywords		
Keywords		# MBEs in MDOT Directory

EXHIBIT 1: MBE, VSBE, and (if applicable) SBR Research Factors

VSBE Research by UNSPSC/eMMA Category Code		
eMMA Category Codes	Description	#VSBEs in eMMA Directory
80101500	Business and corporate management consultation services	1

EXHIBIT 1: MBE, VSBE, and (if applicable) SBR Research Factors

NOTE: In this procurement, small businesses are strongly encouraged to submit a bid/proposal as a Prime Contractor to compete as an SBR at the secondary competition level. SBR certification is required to receive an SBR-designated secondary competition agreement award.

SBR Research by UNSPSC/eMMA Category Code		
eMMA Category Codes	Description	# SBRs in eMMA Directory
80101500	Business and corporate management consultation services	1