

MINORITY BUSINESS ENTERPRISES & SMALL BUSINESS ENTERPRISES

MES has a comprehensive MBE Program. MES actively encourages minority-owned firms to participate in the MES procurement process. Business opportunities with MES exist in the areas of construction, A/E, commodities, maintenance, and a variety of other services.

MES is firmly committed to the success of the State MBE Program. Our mission is to exceed the State of Maryland's established goal for the total procurement contract dollars to certified minority business enterprises. In doing so, MES will:

- Maximize contracting opportunities to minority businesses in all procurements of construction, commodity, A/E, maintenance, and services.
- Enforce MBE compliance policies and procedures for prime contractors and minority subcontractors who are doing business with MES. All potential contractors, subcontractors, suppliers, vendors, and consultants doing business with MES must comply with the State of Maryland's MBE law. Compliance with applicable laws is monitored by the MBE Program Manager (MBE Liaison).

Small Business Enterprises are also encouraged to complete an online application at:

<https://mbe.mdot.maryland.gov/apply>

Vendors are encouraged to contact our MBE Program Manager at any time and during solicitation with questions.

Timothy Barnes, MBE Program Manager
259 Najoles Road
Millersville, MD 21108
410.729.8513
tbarn@menv.com

To maintain the integrity of and trust in the public procurement process, MES places lobbying restrictions on potential vendors during active solicitations. All firms are placed on notice that MES Board Members or employees are not to be lobbied, either individually or collectively, regarding any active solicitation. Designated procurement personnel may receive questions, requests for interpretations, or corrections.

ABOUT MARYLAND ENVIRONMENTAL SERVICE

Maryland Environmental Service (MES) is an independent, self-supporting State agency that protects and enhances Maryland's environment by finding innovative solutions to our region's most complex environmental challenges, preserving our natural resources, and protecting our employees and the environment with a commitment to strict compliance and safe work practices. MES serves as a unique, not-for-profit public corporation that combines public sector commitment to environmental protection with private sector flexibility and responsiveness.

Created in 1970 by Maryland's Governor and legislators, MES now has 850 employees and operates a \$160M agency delivering technical and operational environmental services. More than 60% of MES revenues flow directly to the private sector. MES receives no direct State appropriations, and has no regulatory authority.



MARYLAND ENVIRONMENTAL SERVICE

259 Najoles Road
Millersville, MD 21108

410.729.8200

www.menv.com



MES PROCUREMENT

How to do business with...



MARYLAND ENVIRONMENTAL SERVICE



OUR MISSION

The Procurement and Contract Division promotes a customer-focused environment while procuring goods and services in a cost-effective manner consistent with the best interests of MES, its clients, its vendors, and the general public.

In all procurements, MES ensures minority business enterprises (MBEs) have an equitable opportunity to participate in the procurement process. Procurement processes shall be ethical, consistently applied, professional, and in compliance with applicable codes and statutes.

MARKETING TO DEPARTMENTS

A vendor's first point of contact should be the appropriate Buyer in the Procurement and Contracts Division. Vendors are encouraged to make an appointment to discuss the products or services offered by your company. Information provided will be disseminated to other division personnel as appropriate.

Prospective vendors must:

- Complete a W-9 IRS form before conducting business with MES.
- Register with MD Department of Assessments & Taxation and e-Maryland Marketplace. These documents can be found in the Procurement pages of the MES website (www.menv.com) or by contacting:

Procurement and Contract Division
259 Najoles Road
Millersville, MD 21108
Phone: 410.729.8510
Fax: 410.729.8280
procurement@menv.com

PROCUREMENT METHODS

Small Purchases

Any number of verbal quotations shall be used for procurement equal to or less than \$5,000.00. At least two verbal or written quotations are encouraged for purchases exceeding \$5,000.00 and less than or equal to \$25,000.00.

Other Contracts

It has been determined that it may be in the best interest of MES to utilize other competitively-procured contracts to take advantage of volume and other efficiencies in the procurement process. These contracts include:

- State of Maryland Contracts
- General Service Administration Agreements (GSA)
- Procurement Cooperatives & Other Qualified Piggyback Agreements

Invitation to Bid (ITB)

Capital construction projects and the purchase of goods or services with clear specifications are acquired through a formal, competitive, sealed bid process. The award is made to the lowest responsive, responsible bidder. Protest procedures may be utilized by a vendor adversely affected by an intended decision with respect to a competitive solicitation.

Request for Proposals (RFP)

Competitive sealed proposals are the preferred method for the procurement of professional services.

Exceptions

Sole source, select commodities and services, and emergencies are exempt from the procurement process.

NOTIFICATION OF SOLICITATIONS

Solicitations are advertised in eMaryland Marketplace and posted on the MES website. MES utilizes eMaryland Marketplace to distribute automatic solicitation notifications to all interested businesses.

eMaryland Marketplace provides the means to publish solicitations via the internet to potential bidders, providing equal access to solicitation information, and is also the resource for electronic bid submission. In addition, the system allows vendors to obtain award information online once the due date and time for bid submission has passed. To be sure you are notified of new solicitations as soon as they are issued, please register online.

<https://emaryland.buyspeed.com/bs/>

EVALUATION & AWARD PROCESS

Depending on the solicitation method, MES may request oral, written, or visual presentations from; conduct interviews with; or conduct visits to the office, facilities, or projects of those firms being considered for award resulting from a competitive solicitation.

The MES Evaluation Committee shall be responsible for evaluating the qualifications and capabilities of firms who have submitted proposals in response to the request for proposals and qualifications. After final evaluation of the submittals for those competitive solicitations exceeding \$250,000, the Evaluation Committee will forward its recommendation to Procurement for approval.