

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.

- Maryland's MBE Program was created in by legislation 1978.
- All state procurements are required to be reviewed on a contract-by-contract basis so that an appropriate MBE goal can be set.
- 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 MBEs that plan to use.
  - » Amendments to that participation schedule may only be granted in cases where good cause is shown.
- Additional forms and 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.
- While MBEs can absolutely be the prime contractor on a state contract, they will still need to subcontract out at least **50%** of the goal for that contract.
  - » For example, if a contract has a **20%** MBE goal and the prime contractor is an MBE, **10%** of the contract must still be subcontracted out to another MBE
- The current statewide MBE participation **goal** is **29%**.
  - » Historically, DHS participated has stayed at around **10%**, however thanks in part to the MDThink project, participation has **risen** and was at **24.03%** in Fiscal Year 2023.
- DHS has many areas of opportunity for MBE prime contracting and subcontracting including:
  - » IT Services
  - » Staffing Services
  - » Security Services
  - » Janitorial Services



**FOR ANY ADDITIONAL  
INFORMATION OR QUESTIONS  
JESSICA HORTON  
THE DHS MBE DIRECTOR  
CAN BE REACHED AT:**

**Jessica.horton1@maryland.gov  
(410) 767-1693 (office)  
(443) 202-7704 (cell)**



Maryland Department of Human Services | 311 W. Saratoga St. | Baltimore, MD 21201  
[www.dhs.maryland.gov](http://www.dhs.maryland.gov)

Wes Moore, Governor | Aruna Miller, Lt. Governor | Rafael López, Acting Secretary