

PROCUREMENT, CONTRACTS AND GRANTS

DIVERSITY AND OUTREACH FRAMEWORK

A. Purpose and Scope

1. The Maryland Judiciary's Department of Procurement, Contract, and Grant Administration (DPCGA) is committed to increasing diversity and small business participation in Judiciary procurements. The DPCGA actively promotes opportunities for certified Minority Business Enterprises (MBE) and Veteran-owned Small Business Enterprises (VSBE) to participate.
2. The DPCGA administers the Diversity and Outreach Program (Program) to expand economic opportunities for small, minority, women, and veteran-owned businesses. The Program seeks to create a more inclusive environment by increasing access, eliminating barriers, and ensuring equitable participation in Judiciary contracting opportunities.
3. The DPCGA will oversee the Program to advance its purchasing objectives while strengthening engagement with diverse suppliers. Through targeted outreach, the DPCGA aims to support the long-term success of minority and veteran-owned businesses through the Judiciary procurement process.

B. Applicability

1. This framework applies to the Supreme Court of Maryland and its related units, the Appellate Court, the District Court of Maryland, the Administrative Office of the Courts, the offices of the Clerks of the Circuit Courts, and Court-Related Agencies.

C. Definitions

1. "Minority Business Enterprise (MBE)" means any legal entity, other than a joint venture, organized to engage in commercial transactions which is at least 51 percent owned and controlled by one or more minority persons, or a non-profit entity organized to promote the interests of physically or mentally disabled individuals, and is so certified by the Maryland Department of Transportation.
2. "Minority or Minority Person" means a member of one of the following socially and economically disadvantaged minority groups:
 - a. African American
 - b. American Indian/Native American
 - c. Asian
 - d. Hispanic
 - e. Women
 - f. Physically or Mentally Disabled

3. “Veteran Owned Small Business Enterprise (VSBE)” means any legal entity that meets the requirements set by the United States Small Business Administration, that is organized to engage in commercial transactions, and is at least 51 percent owned and controlled by one or more individuals who are Veterans, and who manage the operations of the business, and is so designated in eMaryland Marketplace Advantage (eMMA).
4. “Veteran” means an individual who has served on active duty in the armed forces of the United States, other than for training, and was discharged or released from service under conditions other than dishonorable.
5. “Maryland Department of Transportation” means Maryland's official certification agency for the Minority Business Enterprise (MBE) Program.
6. “Diversity and Outreach Coordinator” means a Judicial employee within the Department of Procurement, Contract & Grant Administration (DPCGA) who administers the Diversity and Outreach Program.
7. “Procurement Review Group (PRG)” means a group of Judicial employees, including but not limited to the Diversity and Outreach Coordinator, Diversity and Outreach Manager, and the Director of the Department of Procurement, Contract, Grant Administration, or designee.

D. Framework Principles

1. The DPCGA shall administer the Program to aid in accomplishing its purchasing objectives while encouraging certified minority and veteran-owned firms to participate in the procurement process.
2. The PRG shall make recommendations concerning specific MBE & VSBE contract goals to encourage appropriate MBE & VSBE participation in proposed contracts in the amount of \$200,000 or above.
3. The DPCGA reserves the right to set an MBE and/or VSBE subcontractor participation goal for individual task orders with an estimated value of less than \$200,000.

E. Exceptions

1. The Chief Justice of the Supreme Court of Maryland or designee has the authority to grant a waiver or exception to the provisions outlined in this framework.

Note: This framework is intended to serve as a guiding resource and does not replace or override Procurement Policy.