



Baltimore City Vendor Development Seminar Series for Small, Minority and Women Business Enterprises
Mondays: April 11, April 18, April 26, May 2, May 9, and May 16, 2016

Course Outline

Date	Course	Instructor	Location
April 11th 6:00 – 8:00 p.m.	Bid Documents and Contractor Relationships (Prime and Subcontractor) <ul style="list-style-type: none"> • Review Bid Documents • Completing Bid Documents • Understanding Bid Proposals • Understanding the Bid Evaluation • Executing Bid Bonds • Unsolicited Proposals 	Laetitia Griffin (Department of Transportation) Tonorah Houston-Burgee (Department of Public Works)	Small Business Resource Center, 1101 E 33 rd Street, Conference Rooms A & B Suite C307, 3 rd Floor
April 18th 6:00 – 8:00 p.m.	General Requirements <ul style="list-style-type: none"> • Bonding • Prequalification for Construction Contractors and Design Consultants • General Accounting <ul style="list-style-type: none"> ➢ Cost Accounting • Cost Estimating <ul style="list-style-type: none"> ➢ Services ➢ Construction 	Paul Taylor (Small Business Resource Center) Kumasi Vines (Department of Public Works)	Small Business Resource Center, 1101 E 33 rd Street, Conference Rooms A & B Suite C307, 3 rd Floor
April 25th 6:00 – 8:00 p.m.	Prompt Payment / Invoicing <ul style="list-style-type: none"> • How to get paid by Baltimore City Government • Avoid common invoice errors that delay payments • Contract Monitoring 	Farid Keshavarz (Bureau of Accounting and Payroll Services, Department of Finance)	Small Business Resource Center, 1101 E. 33 rd Street, Conference Rooms A & B, Suite C307, 3 rd Floor

Date	Course	Instructor	Location
May 2nd 6:00 – 8:00 p.m.	Optimizing Your Certification <ul style="list-style-type: none"> • Benefits of Minority/Women’s Business Enterprise Program • Applying for MBE or WBE certification • Submitting documents appropriate for your business structure • Do’s and Don’ts of certification • Additional Certifications 	Courtney Billups, Esq. (Minority and Women’s Business Opportunity Office, Department of Law)	Small Business Resource Center, 1101 E. 33rd Street, Conference Rooms A & B, Suite C307, 3rd Floor
May 9th 6:00 – 8:00 p.m.	Resources / Baltimore SourceLink <ul style="list-style-type: none"> • Easy access to a specialized network of service providers • Quick links to the appropriate resources to assist in starting and growing your own business • Learn where to find financing for your business and how to access it • Loan vs. contract financing 	Paul Taylor (Small Business Resource Center)	Small Business Resource Center, 1101 E 33rd Street, Conference Rooms A & B Suite C307, 3rd Floor
May 16th 6:00 – 8:00 p.m.	Market Opportunities in Baltimore City Government <ul style="list-style-type: none"> • A general overview of the goods and services that are purchased by various agencies throughout the City • Accessing and Utilizing CitiBuy and eMaryland Marketplace (24/7 online procurement marketplaces) for contract opportunities • Learn where to find information on upcoming City contracts to help with forecasting 	Bureau of Purchases, Department of Finance	Small Business Resource Center, 1101 E 33rd Street, Conference Rooms A & B, Suite C307, 3rd Floor