

## **Pre-Proposal Conference VSBE Overview**

The VSBE Utilization Affidavit and Subcontractor Participation Schedule (Attachment M-1) must be fully and accurately completed and submitted along with your bid or proposal. Failure to do so may result in your bid or proposal being deemed non-responsive.

On the M-1 form, you must first acknowledge and express your intention to meet the overall VSBE goal percentage established for the solicitation.

The VSBE Subcontractor Participation Schedule should include the names of the veteran-owned business enterprises that you intend to use to meet the required VSBE goal, along with their DUNS Number. Only United States Department of Veterans Affairs certification is acceptable (verify on [vetbiz.gov](http://vetbiz.gov)). VSBE certification from another entity or jurisdiction will not be accepted. Additionally, the percentage of the of the total contract value to be provided by the particular VSBE should be entered as well as a specific description of the work that is to be performed by that particular VSBE.

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Subcontractor Project Participation Statement (Attachment M-2).

You may request of waiver of the VSBE goal and within 10 working days of receiving notice that your firm is the apparent awardee, you must submit all required waiver documentation in accordance with COMAR 21.11.13.07.

In the summary, you will enter the total VSBE participation and this should be equal to or exceed the VSBE goal established for the solicitation.