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Mayor's Office of Minority Business Development

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**Baltimore City Vendor Development 2006 Seminar Series for Minority
and Women Business Enterprises**

Description of Offerings

BC101 How to Market to City Agencies

April 22, 2006

Are you looking for opportunities in the right place? Baltimore City agencies have the authority to make purchases from the agency directly to the vendor. Participants will learn to identify the agencies making direct purchases and learn how to market goods and services to those agencies.

BC102 Using Technology to Access City Opportunities

April 29, 2006

Participants are introduced to new interactive technology to gain access to city procurement notices, preview electronic bid submissions, find development opportunities, and identify real estate for sale.

BC103 How to Respond to Bid Documents

May 6, 2006

This seminar will teach business owners how to prepare city bid documents. Participants will also study real bid responses to detect common errors and learn how to avoid a non-responsive submission. In addition, the seminar will explore the bid evaluation process and what can be expected from the city as your customer.

BC211 General Business Requirements for City Contracts

May 13, 2006

This seminar examines how sound business practices impact the ability to successfully bid on city contracts.

BC212 Bonding and Credit Worthiness for City Contracts

May 20, 2006

Do all city contracts require a bond? Participants are introduced to the relevance of bonding and will discover how credit impacts your ability to compete on city contracts. This course will also cover how to use the city's Self Insurance Program.

BC213 Accounting Practices and Invoicing for City Contracts

June 3, 2006

The participant will gain in-depth knowledge of general accounting, certified payrolls, cost estimation, and cost accounting for specific industries. The seminar will also address how the city monitors its contracts.

BC399 Project Management for City Contracts

June 10, 2006

This seminar will introduce participants to the critical path of managing a city contract. The participant will understand the importance of developing a timeline, managing resources, and coordinating tasks.