



The Preferred Provider Program consists of three (3) selling entities. Pursuant to Code of Maryland Regulations (COMAR) 21.11.05 a selling entity means Maryland Correctional Enterprises, Blind Industries and Services of Maryland or certified sheltered workshops. State Finance and Procurement Article §14-103 of the Annotated Code of Maryland provides a State or State aided or controlled entity shall buy supplies and services from a selling entity in the following order of priority: 1) Maryland Correctional Enterprises<sup>i</sup> 2) Blind Industries and Services of Maryland<sup>ii</sup> 3) A certified sheltered workshop<sup>iii</sup>

As stated in COMAR 21.11.05, each procurement agency shall procure available supplies and services from a selling entity that are included on the Master List. This requirement is mandatory regardless of the quantity needed. However, the selling entity must meet the procurement agency's reasonable specifications, as approved by the appropriate control authority, at a fair market price, as approved by the appropriate pricing authority. A procurement agency is not required to obtain a supply or service from a selling entity if its cost exceeds the budgetary allowance for the procurement. When a selling entity's price for needed supplies or services exceeds the funds available for the procurement, the procurement agency shall attempt to negotiate an acceptable price with the selling entity.

COMAR 21.11.05 also requires a selling entity to notify the procurement agency and the Secretary of General Services or designee if the requested supply or service can or cannot be provided within five (5) working days of receipt of an inquiry from a procurement agency. The Secretary of General Services or designee is to be notified of any unresolved dispute between a selling entity and a procurement agency with resolution by the Secretary or designee.

For additional information regarding the Preferred Provider Program contact:

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## MARYLAND CORRECTIONAL ENTERPRISES

Correctional Industries dates to the 19<sup>th</sup> century in Maryland. Maryland Correctional Enterprises (formerly State Use Industries) came into existence in the early 1940's. The modern era of MCE started in 1982 through the State Use Industries Act. In 1999, that Act was replaced by Correctional Services Article §3-501 through §3-528 of the Annotated Code of Maryland.

Maryland Correctional Enterprises is a self-supporting agency of the Division of Correction (DOC) within the Department of Public Safety and Correctional Services. Unlike other State agencies, operations are not funded by tax dollars through general fund appropriations. Success is dependent upon support from all branches of State government, dedicated MCE employees (both inmate and civilian), citizens of Maryland and valued customers. Due to this support, MCE has transferred \$8 million to the State's General Fund since Fiscal Year 2002. In Fiscal Year 2006, an additional \$1 million was transferred to the Department of Education.

There are also socioeconomic benefits as a result of supporting MCE. Training and employment of inmates substantially reduces recidivism. Idleness, which is a leading cause of violence and disruption in penal institutions, is also reduced. This leads to a safer work environment for DOC correctional staff and enhances security in institutions having a MCE presence. The prospect of obtaining employment with MCE further serves as a deterrent to disruptive behavior in the institutions, as employment eligibility requirements for inmates are to be infraction free for the preceding three-month period and to possess a high school diploma or G.E.D. Without basic academic skills, inmates are unable to benefit from their employment training. Therefore, MCE funds G.E.D. classes. In addition, an Employment Readiness Transition Program was implemented during Fiscal Year 2006.

Correctional Services Article §3-515 states a unit of State government shall purchase from Maryland Correctional Enterprises any goods or services that are available from Maryland Correctional Enterprises and that Maryland Correctional Enterprises can provide at a price not exceeding the prevailing average market price as determined by the Department of General Services. Quarterly, each unit that requires goods or services for its operations shall inform Maryland Correctional Enterprises of its anticipated orders during the next three (3) month period. This mandate is also referenced in State Finance and Procurement Article §14-103 of the Annotated Code of Maryland with the provision a State or a State aided or controlled entity shall buy supplies and services from Maryland Correctional Enterprises, as provided in Title 3, Subtitle 5 of the Correctional Services Article, if Maryland Correctional Enterprises provides the supplies or services. The sale of products and services produced by Maryland Correctional Enterprises is limited to the following:

- . • Units of State government and those of other states
- . • Political subdivisions of the State and those of other states

- . • Units of the federal government
- . • Non-profit organizations within Maryland
- . • As permitted under the Private Sector/Prison Industry Enhancement (PIE) Certification Program of the U.S. Bureau of Justice Assistance
- . • A contractor or subcontractor in performance of a contract with a unit of State government or any other governmental unit in the State.
- . • Sales on the open market to a person for national defense purposes if not prohibited by an act of Congress
- . • Sales on the open market if they are surplus goods remaining after meeting the forecasted requirements of units of State government and political subdivisions and the goods remain unsold one (1) year after being produced.
- . • Sales on the open market if they are produced or provided by an individual on parole or in a work release program.

The Maryland Correctional Enterprises Products and Services Catalog serves as the MCE Master List. This catalog is available online at: <http://www.mce.md.gov>



## **Blind Industries and Services of Maryland**

Created by the Maryland General Assembly in 1908 and originally named the “Maryland Workshop for the Blind”, Blind Industries and Services of Maryland (BISM) was “open for the labor and manufactures of all blind citizens of Maryland over eighteen years of age, who can give satisfactory evidences of character and of their ability to do the work required of them.”

From this inauspicious beginning, BISM has grown into a nationally recognized, multifaceted organization offering cutting edge vocational rehabilitation programs, state-of-the-art computer assisted textile cutting operations, sewn product manufacturing, production/packaging of paper products/janitorial supplies, retail establishments on military bases, and snack and beverage vending services. In all of these organizational areas, BISM offers hundreds of excellent employment opportunities to Maryland residents who are blind.

Four manufacturing and assembly operations—with two locations in Salisbury, one in Baltimore and another in Cumberland—feature two state-of-the-art computerized cutting operations, which cut and prepare fabric used in sewing many different types of uniforms used by the United States military. Office supplies, Navy neckerchiefs, cleaning supplies, personal care kits for prison-

inmates, and tote bags are just a few of the items manufactured or assembled in these facilities.

Through participation in the Base Supply Center (BSC) Program, BISM operates five retail establishments on military bases. In the nationwide BSC system, these Base Service stores are hailed as second to none. They supply members of the United States military with everything from snacks and aspirin to dress uniforms and lawn tools.

The BISM Vending Services (BVS) maintains, distributes, and stocks a wide variety of vending machines throughout the State of Maryland. The majority of the BVS's staff of 34 is blind. All Associates in this division have been trained in the skills needed in vending sales to succeed. This allows them the experience needed to meet and/or exceed our various customer requirements. BVS is privileged to have an excellent team of dedicated and capable Associates.

An innovative training program is vital to the continued success of any organization. BISM believes there is always room for improvement. We continuously search for new training programs to benefit our Associates. Leadership training, workplace safety programs, and absolute quality management are just a few of the training initiatives currently being undertaken.

## **MISSION:**

At Blind Industries and Services of Maryland, our mission is to provide quality services, training and stable employment opportunities to blind adults while maintaining our core values of honesty, integrity, trust, teamwork, independence, open communication, belief in the capabilities of blind people, personal and professional growth, pride in accomplishment, dignity, and self-esteem.

## **VISION:**

Our vision is to be a nationally recognized business and training resource center whose team provides evolving opportunities for our Associates. We are committed to maintaining the highest level of trust and integrity while conducting business with individuals, organizations, industry, and federal and state governments. We are committed to conducting business lawfully and ethically. We are committed to remaining accountable for our decisions and actions. The primary goal of BISM is to provide quality services, training, and stable employment opportunities to blind adults.

State Finance and Procurement Article §14-103 of the Annotated Code of Maryland provides a State or a State aided or controlled entity shall buy supplies and services from Blind Industries and Services of Maryland if they provide the supplies and services; and if Maryland Correctional Enterprises does not provide the supplies or services. BISM may also offer their products and services to other political subdivisions, the federal government and on the open market.

As authorized in State Finance and Procurement Article §14-104, the Blind Industries and Services of Maryland Pricing Committee establishes the price of supplies and services at fair market. Fair market price is defined in Code of Maryland Regulations (COMAR)

21.11.05.04.B.(2) as the current average market price.

Blind Industries and Services of Maryland statewide Blanket Purchase Orders (BPOs) serve as the BISM Master List. In addition to those items listed in the BPOs, vending services are also part of their Master List



**The Employment Works Program** strives to create quality employment opportunities for individuals with disabilities, while providing the State of Maryland with high quality services and commodities.

**Maryland Works, Inc., is designated to coordinate contracting activity between the State of Maryland, Community Service Providers, and Individuals with Disability Owned Businesses.** This is in accordance with the State Finance and Procurement Article, Sections 14-101 through 14-108 of the Annotated Code of Maryland.

For all potential preference purchase contracts, before initializing the open bid process, a State agency purchaser must first check to see if suitable supplies or services are available for procurement from the following agencies before initiating the open-bid process.

- > Any department or agency of the State;
- > Maryland Correctional Enterprises (MCE);
- > Blind Industries and Services of Maryland; and
- > The Employment Works Program.

**Maryland Works is the point of contact for the Employment Works Program.** In coordinating this process, The Employment Works Program:

- > Identifies potential state contracts;
- > Assesses individual community service providers' capabilities;
- > Conducts cost analyses which are submitted to the Pricing and Selection Committee for the Employment Works Programs; and
- > Serves as a monitoring agent to ensure that high quality standards are maintained.

#### **Maryland's Contracting Guide:**

The guide offers vital insight to key questions and concerns, includes a list of government acronyms, guidance on the State of Maryland's procurement system, an annotated list of useful websites, examples of successful strategies and information on additional federal and state resources.

[Maryland's Government Contracting Guide](#)

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**PRODUCT AND SERVICE LIST EMPLOYMENT WORKS  
PROGRAM**

**Effective October 19th, 2017**

Cafeteria (Including but not limited to)

- Cafeteria Services
- Catering
- Food Services - General

Call Center Operations Related (Including but not limited to)

- CallCenter Services - Inbound
- CallCenter Services - Outbound

Data and Information Technology Service Related (Including but not limited to)

- Data Entry
- IT Services - All Types

Document Management Related (Including but not limited to)

- Database Management
- Document Destruction
- Document Management
- Document Preparation
- Document Storage
- Optical Scanning

Floor Care Related (Including but not limited to)

- Carpet Installation and Replacement
- Carpet General Floor Care

- Hardwood Floor Installation and Replacement
- Hardwood General Floor Care

#### **Janitorial Related (Including but not limited to)**

- Janitorial Services (including Green Cleaning)
- Janitorial Services (Complete, including large facilities contracts)
- Furniture Cleaning
- Pressure Washing
- Window Cleaning (All sizes including Interior or Exterior; Low or High)

#### **Landscape Related (Including but not limited to)**

- Brush Removal
- Grounds Maintenance
- Horticulture
- Landscaping (Complete; can include any or all: lawn mowing, litter pickup, litter policing, pesticide, herbicide application, etc.)
- Lawn mowing (with or without other Landscaping activities)
- Land Surveying
- Litter Pickup and/or Policing
- Pesticide and/or Herbicide Application
- Snow Removal (including Manual and Machine)
- Wood Stakes (Snow and Grade)

#### **Mailing, Packing and Printing (Including but not limited to)**

- Mailing List Management
- Mailing Services (including Pre-sort)
- National Change of Address Processing (including Presort and Mailing preparation)
- Packing
- Packaging (including Shrink Wrapping and Bubble Pack)
- Presorting - Mail
- Printing (including Digital and Offset)

#### **Security (Including but not limited to)**

- Security Guard - Armed
- Security Guard – Unarmed

**Note:** Prices for the above are approved by the Committee on an individual contract basis in accordance with Code of Maryland Regulations (COMAR) 21.11.05.03.