

## SMALL LOCAL BUSINESS ENTERPRISE (SLBE) PROGRAM A CHECKLIST FOR PARTICIPATING SMALL LOCAL BUSINESSES

The purpose of the Small Local Business Enterprise (SLBE) Program is to promote the purchasing and procurement of goods and services from qualified small businesses that are located and operating in Charles County, Maryland. Qualified small local businesses that register with the SLBE program may receive a procurement preference when bidding on county contracts.

There are several steps you will need to take to register with the SLBE Program and become eligible for a procurement preference.

### **STEP ONE: Register your business with the Small Business Reserve (SBR) Program**

- The first step is to register your business with the State of Maryland's Small Business Reserve (SBR) program. The State has an on-line registration process at <https://emaryland.buyspeed.com/bsr>. The SBR Program allows small businesses to bid as prime contractors on state contracts, without having to compete with larger, more established companies. However, a small business must meet certain gross sales, employee size limits, and other criteria in order to become certified. Once all of the requirements have been met, the State will issue a certification number. Businesses must be recertified each year. To become State certified your business must be:
  - Independently owned and operated;
  - NOT a broker;
  - NOT a subsidiary of another business;
  - NOT dominant in its field of operation;
  - NOT exceed employee size limits or gross sale limits based on industry classifications.

### **STEP TWO: Register your business with Charles County Government as a "Local" Business**

- Log on to the EDD's website at [www.MeetCharlesCounty.com](http://www.MeetCharlesCounty.com), click on Local and Minority Business Programs to download the SLBE application. You may also request a hard copy or an electronic copy of the SLBE form by sending an email to [MundyL@MeetCharlesCounty.com](mailto:MundyL@MeetCharlesCounty.com).
- Mail or email the completed SLBE application and the following documentation to the Charles County Department of Economic Development, 10665 Stanhaven Place, Suite 206, White Plains, MD 20695.
  - a. **DOCUMENTATION NEEDED FOR YOUR CHARLES COUNTY LOCAL BUSINESS STATUS**
    - Copy of the owner's driver's license **and** Charles County, MD business license
    - Signed copy of an Internal Revenue Service (IRS) W9 form – [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)
    - Proof of your Charles County headquarters, i.e., use and occupancy permit or lease agreement



b. DOCUMENTATION NEEDED FOR YOUR SATILLITE/BRANCH OFFICE IN CHARLES COUNTY

(Any one of these)

- Any applicable county tax records, government records, licenses, or certificates;
- Provide evidence or proof showing your branch location has generated 25% or more of your company gross profit. (i.e., copy of the business last two years *Profit and Loss Income Statement*, invoices, etc.
- Proof documenting 25% of your full-time staff lives in Charles County. List all your employee names, addresses, and their full- or part-time status. Submit a copy of their driver's licenses, and a copy of your company's Maryland Unemployment Insurance Quarterly Contribution Report that verifies each employee withholding taxes.

