



## SMALL LOCAL BUSINESS ENTERPRISE (SLBE) PROGRAM VENDOR REGISTRATION APPLICATION

**ALL** businesses contracting with the Charles County Government are **REQUIRED** to register with the following Maryland State Agencies, prior to submitting the SLBE Registration Application:

- The ***eMaryland Marketplace Advantage*** "Bid Board" (eMMA) for access to the electronic solicitation notifications and depending on the procurement, the ability to bid online; and
- The ***Small Business Reserve (SBR)*** Program to self-certify your small business in Maryland - (<https://procurement.maryland.gov>)

### General Information

Business Legal Name: \_\_\_\_\_

eMaryland Marketplace Advantage (eMMA) Vendor ID Number: \_\_\_\_\_

Small Business Reserve (SBR) Number: \_\_\_\_\_

Small Business Reserve Renewal Date: \_\_\_\_\_

Federal Tax Identification Number (EIN or SSN): \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Branch Mailing Address: \_\_\_\_\_

Physical Street Address (if different from above): \_\_\_\_\_

### **Company's Point of Contact:**

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Company Information:**

Company Website: \_\_\_\_\_

Year Business Established: \_\_\_\_\_ Date Incorporated: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ How long in Present Business: \_\_\_\_\_





## Application's Signature

### Providing False Information

Providing false information herein in connection with obtaining or attempting to obtain a contract under the Small Local Business Enterprise (SLBE) Program may result in one or more of the following:

1. No SLBE preference will be applied for the procurement in question.
2. Rescinding of any contract(s) received under fraud, as a result of the false information.
3. Disenrollment from the SLBE Program.
4. Suspension from participating in Charles County Government procurement for 12 months.

By signing below, the applicant represents, warrants, and certifies that the information provided herein is true, correct, and complete.

\_\_\_\_\_  
Authorized Signer/Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Submit your completed application and required documents or to direct questions:**

**Charles County Economic Development**  
[slbe@meetcharlescounty.com](mailto:slbe@meetcharlescounty.com)

### FOR ECONOMIC DEVELOPMENT DEPARTMENT USE ONLY

Application Received: \_\_\_\_\_ Acceptable Identification Provided:  Yes  No

Date of SLBE Site Visit: \_\_\_\_\_

Reviewed & Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Chief of Business Development, Economic Development*

**SLBE Certification Number:** \_\_\_\_\_



## Required Supporting Documentation

- Copy of your Charles County, MD business license (if applicable)
- Submit proof of your Charles County, business address such as a commercial use and occupancy building permit, home-based business occupancy permit, or a copy of your company's lease agreement\*
- Copy of the business owner's driver's license
- Certificate of Good Standing with the State of Maryland Department of Assessments and Taxation (SDAT). <https://dat.maryland.gov/Pages/default.aspx>
- Signed copy of your business IRS W-9 Form <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Any applicable business licenses or certificates, as required by law.

### **THESE ADDITIONAL DOCUMENTS ARE REQUIRED IF YOUR MAIN OFFICE IS OUTSIDE OF CHARLES COUNTY WITH A SATELLITE/BRANCH OFFICE IN CHARLES COUNTY**

- Charles County commercial use and occupancy building permit, home-based business occupancy permit, or a copy of your company's lease agreement\*
- Provide evidence or proof showing your branch location in Charles County has generated 25% or more of your company gross profit (i.e., copy of the business last two years *Profit and Loss / Income Statement*).
- **-OR-**
- List of all your employee names, addresses, and their full- or part-time status along with your Maryland Unemployment Insurance reports.

\*For additional questions, call Charles County's permitting office at 301-645-0692.

<https://www.charlescountymd.gov/government/planning-and-growth-management/online-permitting>