



## University of Maryland College Park Business Diversity Programs

Phone: (301) 405-6055

Email: bizdiversity@umd.edu

### MARYLAND SMALL BUSINESS RESERVE PROGRAM

The State of Maryland's Small Business Reserve Program requires Maryland State Agencies, including the University of Maryland, to reserve at least 10 percent of their total procurements each year for competition exclusively among Maryland-certified Small Business Enterprises. The overall goal is to increase economic opportunities for small businesses.

**Beginning October 1, 2012** many businesses which previously did not pre-qualify for the Maryland Small Business Reserve certification may now be eligible. A Small Business is now defined as a business, other than a broker, that meets the following criteria:

- Is independently owned and operated; the business is not a subsidiary of another business; and the business is not dominant in its field of operation;

AND

- The **wholesale** operations of the business did not employ more than **50 persons**, or the gross sale of the business did not exceed an average of **\$4,000,000** in its most recently completed three (3) fiscal years\*;
- The **retail** operations of the business did not employ more than **25 persons**, or the gross sale of the business did not exceed an average of **\$3,000,000** in its most recently completed three (3) fiscal years\*;
- The **manufacturing** operations of the business did not employ no more than **100 persons**, or the gross sale of the business did not exceed an average of **\$2,000,000** in its most recently completed three (3) fiscal years\*;
- The **service** operations of the business did not employ no more than **100 persons**, or the gross sale of the business did not exceed an average of **\$10,000,000** in its most recently completed three (3) fiscal years\*;
- The **construction** operations of the business did not employ more than **50 persons**, or the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years\*.
- The **architectural and engineering services** of the business did not employ more than **100 persons**, or the gross sales of the business did not exceed an average of **\$4,500,000** in its most recently completed 3 fiscal years\*.

\*If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

To register in the SBR program, vendors register in eMaryland Marketplace and complete the optional SBR screens:

- eMaryland Marketplace : <http://news.maryland.gov/dgs/emarylandmarketplace/>
- For Vendor Instructions, Quick Reference Guides and FAQs: scroll down and click on "eMaryland Marketplace Instructions"
- To Register: scroll down to the bottom and click "Register" button.

For website technical support, call Maryland Department of General Services at 410-767-1492 or [sbadmin@dgs.state.md.us](mailto:sbadmin@dgs.state.md.us).

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