



WASHINGTON SUBURBAN SANITARY COMMISSION SMALL LOCAL BUSINESS ENTERPRISE GUIDELINES FOR COMPLETION OF REGISTRATION APPLICATION FORM – R AND REGISTRATION AFFIDAVIT FORM – R (a)

You may find these guidelines when completing forms R and R (a) for the Washington Suburban Sanitary Commission (“WSSC”) Small, Local Business Enterprise (“SLBE”). WSSC recognizes the importance of fiscal responsibility to the communities that we serve. In that vision, the SLBE Program was established. This race and gender neutral program will help WSSC foster effective broad-based competition from all segments of the vendor community. Develop SLBE’s into viable Prime Contractors which will provide new sources of competition for WSSC’s contracts, while promoting growth of the vendor pool of small and locally based businesses.

“**Small Business**” means a business, other than a broker, which meets the following criteria:

- (a) It is independently owned and operated;
 - (b) It is not a subsidiary of another firm;
 - (c) It is not dominant in its field of operation;
- Firms wishing to participate in the SLBE Program will be required to complete and submit the SLBE Form R.
 - Form **R (a) must be notarized and signed**. Please submit this form along with federal tax returns for the past three years. The affidavit verifies that the firm meets all of the eligibility criteria established by Maryland Law along with those stipulated by the WSSC.
 - Firms must complete and provide all necessary documentation in accordance to the SLBE Application within 30 business days from application submittal.
 - Firms will be **automatically REJECTED** from the program once 30 business days has expired to provide necessary documentation.
 - Firms that are rejected may resubmit a new application one year from the date of rejection.
 - Firms can voluntarily withdraw their SLBE Application in writing.
 - Firms that **Withdraw** may resubmit a new application and necessary documentation 30 business days from the date of withdraw.
 - It may take approximately **60 – 120** business days to process.
 - Firms **must be APPROVED** in the SLBE Program to bid on SLBE solicitations.
 - All firms must register in our Centralized Bidder Registration (CBR) database.



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A firm must meet the eligibility criteria set forth below to register as an SLBE:

1. A firm must have its principal place of business or a significant employment presence in Montgomery or Prince George's County. A firm is considered to have a significant employment presence depending on the size of the firm's total employees and employees must be domiciled in either county. The firm must be an independently owned and operated business.
2. Is an independently owned and operated for-profit business concern that is not dominant in its field of operation, and that is performing a commercially useful function;
3. Meets size standard eligibility requirements for Small Business Enterprises as defined under the State of Maryland regulations adopted by the Department of General Services pursuant to State Finance & Procurement Article § 14-203 and as reflected in this Procedure which shall be modified as necessary to remain consistent with State law; Satisfies the following size requirements:
 1. Wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
 2. Retail operations of the business did not employ more than 25 persons, and the gross sales of the Business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
 3. Manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
 4. Service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2 million in its most recently completed 3 fiscal years; and
 5. Construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years.
4. The business has been established for at least one year* or the principals of the business have at least three years of relevant experience prior to forming or joining the business; and



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5. In the year preceding the date of certification application, the applicant has not received more than \$500,000 in WSSC contract payments in open competition from the WSSC.
6. If a business has not existed for 3 years, the employment and gross sales limits described above shall be applied based upon the annual averages over the course of the existence of the business.
 - AA. **Small Local Business Enterprise (“SLBE”)** – A Local Business Enterprise that is also a Small Business Enterprise.
 - BB. **Small Local Minority Business Enterprise Office Director (“SLMBE” Director)** - The WSSC employee responsible for the oversight, tracking, monitoring, administration, and implementation of the SLBE program, ensuring that compliance with contract participation requirements is maintained, and overall program goals and objectives are met.

*If in business less than a year, then personal taxes should be submitted.