



## **WASHINGTON SUBURBAN SANITARY COMMISSION (“WSSC”) SMALL LOCAL BUSINESS ENTERPRISE (“SLBE”) GUIDELINES AND INSTRUCTIONS FOR COMPLETING REGISTRATION APPLICATION FORM (R) AND REGISTRATION AFFIDAVIT FORM (R-A)**

You may find these guidelines helpful when completing the SLBE Application (forms R and R (a)) for the Washington Suburban Sanitary Commission’s (“WSSC”) Small Local Business Enterprise (“SLBE”). WSSC Water recognizes the importance of the financial sustainability of the communities that it serves. To demonstrate WSSC Water’s commitment to small local businesses, the SLBE Program was established in 2001. The SLBE Program is administered by WSSC Water’s Office of Supplier Diversity & Inclusion (“OSDI”). This race- and gender-neutral program supports WSSC Water with fostering effective, broad-based competition from all segments of the local business community; develop SLBEs into viable Prime Contractors which will provide new sources of competition for WSSC Water’s Contracts; and promote growth of the vendor/supplier pool of small and locally-based businesses.

### **NEW Applicants**

- ✓ All firms must register in WSSC Water’s Supplier Portal System prior to submitting an application. To access the WSSC Water’s Supplier Portal System you may log onto the following web link:  
<https://www.wsscwater.com/supplier>.
- ✓ The application process time may take up to **ninety (90) business days**.
- ✓ Complete and submit the **SLBE Application (Form - R)**.
- ✓ **The Registration Affidavit (Form R-A) must be notarized and signed**. Please submit this form along with the necessary documents. The affidavit must verify that the firm meets all of the eligibility criteria established by Maryland Law along with those stipulated by WSSC Water.
- ✓ Firms must complete and provide all necessary documentation in support of the SLBE Application **within 30 business days from notice of receipt of the Application** from the OSDI. Applicants will be automatically **WITHDRAWN** from the application process when **30 business days have expired** to provide the necessary documentation. A withdrawal letter will be issued.
- ✓ A certified accounting firm contracted by WSSC Water will provide an independent review of the SLBE application in accordance with the guidelines of the SLBE Program.
- ✓ The required documentation for review include and not limited to the following:
  - Signed tax returns (personal and corporate)
  - 4506 Form (download from IRS.gov)
  - Resumes of each principal
  - Business License (if applicable)
  - Documents supporting legal structure i.e. certificate of incorporation, articles of incorporation, articles of organization, partnership agreements
- ✓ Applicants can voluntarily **withdraw** their SLBE Application in writing.

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- ✓ Applicants that **withdraw** may submit a new application along with the supporting documentation.
- ✓ Firms that are **denied approval** may resubmit a new application **one (1) year** from the denial date.
- ✓ Firms must be **APPROVED** in the SLBE Program at the time of bid for WSSC-funded solicitations that contain SLBE preferences or SLBE subcontracting requirements.
- ✓ Firms who are certified as United States’ Service Disabled Veteran (SDV) must submit proof of certification along with the SLBE Application (Form – R).

**A firm must meet the eligibility criteria set forth below to receive an Approved-SLBE designation(s).**

- 1)** A firm must have its **principal place of business** or a Significant Employment Presence in Montgomery County or Prince George’s County. A firm is considered to have a significant employment presence when at least **twenty-five percent (25%)** of the firm’s total number of employees are domiciled in either Prince George’s or Montgomery Counties.
- 2)** Is an independently-owned and operated for-profit business concern that is not a subsidiary of another business; is not dominant in its field of operation; is performing a commercially useful function; and is not a broker as defined in COMAR 21.01.02.01 B (13-1).
- 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 coded in (WSSC Code of Regulations, Chapter 6.35) including:

With respect to its employees, either:

(i) The wholesale operations of the Business did not employ more than 50 persons in its most recently completed 3 fiscal years;

(ii) The retail operations of the Business did not employ more than 25 persons in its most recently completed 3 fiscal years;

(iii) The manufacturing operations of the Business did not employ more than 100 persons in its most recently completed 3 fiscal years;

(iv) The service operations of the Business did not employ more than 100 persons in its most recently completed 3 fiscal years;

(v) The construction operations of the Business did not employ more than 50 persons in its most recently completed 3 fiscal years; or

(vi) The architect and engineering services of the Business did not employ more than 100 persons in its most recently completed 3 fiscal years;

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and

With respect to its gross sales:

- (i) The gross sales of its wholesale operations did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;
- (ii) The gross sales of its retail operations did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- (iii) The gross sales of its manufacturing operations did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- (iv) The gross sales of its service operations did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- (v) The gross sales of its construction operations did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- (vi) The gross sales of its architectural and engineering operations did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

Note: If a business has not existed for 3 years, the employment and gross sales shall be the average(s) for each year or part of year during which the business has been in existence.

- 4) The business has been established for at least one (1) year** or the principals of the business must have at least **three (3) years of relevant experience** prior to forming or joining the business.

Upon receipt of SLBE Program application, the Office of Supplier Diversity & Inclusion shall review all enclosed application affidavits and documentation to make a determination as to whether the applicant successfully satisfies the SLBE eligibility requirements as set forth in the SLBE Program Regulations (WSSC Code of Regulations, Chapter 6.35). Applicants determined ineligible to participate as a SLBE shall receive a letter from the Office of Supplier Diversity & Inclusion stating the basis for the denial of eligibility. Applicants determined ineligible shall not be eligible to submit a new application for **one (1) year** after the date of the notice of denial of eligibility.

Applicants determined eligible to participate in the SLBE program **shall submit a completed application every two (2) years** to the Office of Supplier Diversity & Inclusion for review and continued approval status.

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Re-Approval Applicants**

The criteria are the same as a new applicant and submission of all documents are required with the exception of a resume.

**Additional SLBE Program Information**

- ✓ WSSC Water, in conjunction with the appropriate Contract Manager, Administrative Contract Manager and the Office of Supplier Diversity & Inclusion (OSDI) may utilize the following methods in assisting in the award of WSSC Water contracts to SLBEs:
  - The OSDI, in conjunction with the appropriate WSSC Contract Manager, Administrative Contract Manager, may at their discretion require that a pre-determined percentage of a contract **(not to exceed 40%)** be subcontracted to eligible SLBE or certified-MWBE firm(s).

A SLBE prime contractor **may not subcontract more than 49%** of the contract value to a non-SLBE or non-MWBE firm(s).

For more information about the SLBE Program, preferences and subcontracting requirements, please refer to SLBE Program Regulation, (WSSC Code of Regulations, Chapter 6.35) which is located on WSSC’s website ([www.wsscwater.com](http://www.wsscwater.com)).

If you require additional assistance, please contact the Office of Supplier Diversity & Inclusion via telephone at 301.206.8800 or via email at [SupplierDiversity@wsscwater.com](mailto:SupplierDiversity@wsscwater.com).