



CBR User's Quick Reference Sheet

Business Name and Type

For individuals, enter your name as it appears on the Social Security Card or other required Federal tax documents. Firms should enter the company name shown on their assessment and taxation form or other legal documents creating the business.

* indicates required fields that follow

*Business Name

Doing Business-As Name (alternate name)

*Business Type (Association, Consultant, Construction service, Distributor, Educational Institute, Government Agency, Jobber, Legal Services, Manufacturer, Medical Services, Other-non 1099, Professional Services, Retailer, Value Added Reseller, Other Service, utility, Special purpose)

*Type of Organization (Associations, Corporation, Government Agency, Individual/sole proprietor; Joint venture, Limited Liability Company, Limited Liability Partnership, Non-Profit Organization)

*Minority Status

*Gender

Accept Visa Procurement Card (Yes or No)

Taxpayer Identification-

A Taxpayer Identification Number (TIN) is a nine-digit number assigned to an individual or corporation by the U.S. government and used by the U.S. Internal Revenue Service (IRS) to track income for tax purposes.

*Tax Identification Number

Social security number

Federal tax identification number

Important Notice: If you already have an application or a registered vendor using this Tax Identification Number or Social Security Number, the system will reject this application. If you are sure you have such a prior application on the system, please call the Acquisition Office at 301-206-8288.



Primary Address:

Legal business address for all correspondence

Primary Information Contact- The individual we should contact with questions about this application.

*Primary Contact Name

*Phone

*Fax

*Email

Solicitation Address- Where notices of upcoming contract opportunities should be sent

Solicitation Information contact

*Solicitation Contract Name

*Phone

*Fax

*Email

Please check the appropriate box (es). Please note that you may qualify as a Minority Business Enterprise (MBE) **and** Small Local Business Enterprise (SLBE).

Minority Business Enterprise Program (MBE)

To indicate that your firm qualifies for the MBE Program, check the appropriate box. If your firm is interested in the WSSC MBE Program, check the appropriate box.

Minority and Women-Owned Business Enterprise

Eligibility

- If your firm is at least 51% owned a minority and/or a woman and certified by one of the following third party agencies:

***NOTE: PLEASE ONLY CHOOSE ONE CERTIFYING AGENCY; CONSIDER USING THE CERTIFYING AGENCY WITH THE LONGEST EXPIRATION DATE.**

District of Columbia's Office of Local Business Development

Maryland Department of Transportation - Minority



Business Enterprise program

Prince George's County Minority Business
Development Division

You may qualify as a Minority-and/or Women-Owned Business Enterprise in accordance with the Commission Minority Business Enterprise Policy.

You could qualify as a Minority-and/or Woman-Owned -Owned Business Enterprise in accordance with WSSC's Minority Business Enterprise Policy.

Minority Person - an individual who is a citizen or lawful permanent resident of the United States who is:

1. **African American** - a person having origins in any of the black racial groups of Africa and is regarded as such by the African American community of which the person claims to be a part.
2. **Asian American** - a person whose origins are from India, Pakistan, Bangladesh, Indian Subcontinent, Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Territories of the Pacific, or the Northern Marianas, and who are regarded as such by the community of which the person claims to be a part.
3. **Hispanic American** - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race who is regarded as such by the Hispanic community of which the person claims to be a part.
4. **Native American** - a person having origins in any of the original peoples of North America and who is a documented member of a North American tribe, band, or otherwise organized group of native people who are indigenous to the continental United States or who otherwise have a special relationship with the United States or a State through treaty, agreement, or some other form of recognition. This includes an individual who claims to be a Native American and who is regarded as such by the Native American community of which he or she claims to be a part.
5. **Woman** – Non-minority female

Please contact the SLMBE Office if you should have any questions concerning the Commission's Minority Business Enterprise Program.



You will not be considered a Minority Business Enterprise (MBE) until the SLMBE Office receives a copy of firm's certifying documentation.

Small, Local Business Enterprise Program (SLBE)

Eligibility

The Small Local Business Enterprise Program is a race and gender neutral initiative established to assist small businesses located in Montgomery and Prince George's Counties through the establishment of a sheltered market, appropriate preference, or assistance involving the award of construction contracts or the procurement of goods and services by the WSSC. To participate in the SLBE Program your **net worth cannot exceed \$250,000.00**, your **average net income after federal taxes cannot exceed \$100,000.00** and your **principal place of business or a significant employee presence must be in Montgomery or Prince George's County, Maryland.**

With this race and gender neutral program, the WSSC is working to promote the growth of businesses and to broaden the available pool of contractors and vendors. A larger vendor base potentially drives down the cost of doing business.

There are **six (6)** standards that a firm must meet to be registered as a SLBE:

1. The firm must be an independently owned and operated business.
2. The firm must have an annual net worth no greater than **\$250,000**. For Construction business, the annual net worth of the business will exclude the value of construction equipment owned.
3. The average of a firm's net income (net profit) from the two preceding fiscal years may not be greater than **\$100,000**. No carryover losses can be included to further reduce this amount.
4. 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 if no less than 25 percent of the firm's total employees are domiciled in either county.



5. The business must be in operation for at least one year or a principal of the firm (owner, officer, CEO) must have at least three years of relevant experience.
6. In the year preceding the date of certification application, the applicant has not received more than \$500,000 in contract awards in open competition from the WSSC.

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.

You will not be considered a SLBE until the SLMBE Office issues your firm acceptance to the program or receives a copy of your firm's letter indicating acceptance to the program.

Register for Bidders List

Select the Primary NAICS code for the products and/or services you want to supply to the Washington Suburban Sanitary Commission. You **must** select a **primary** NAICS code to register. You may enter a secondary code for additional industries your firm may be interested in.

Please review your complete submission before submitting.

Thank you for registering with WSSC.