



## University of Maryland College Park Small & Minority Business Programs

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### 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.

A Small Business is 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;
- The **wholesale** operations of the business did not employ more than **50 persons**, and 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**, and 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**, and 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**, and 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**, and 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**, and 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. (Questions 7 & 8 on the website registration.)

You must register to participate in the program by accessing:

<https://www.smallbusinessreserve.maryland.gov>.

This site also provides information on the program and answers to frequently asked questions. For website technical support, call Maryland Department of General Services at 410-767-4270 or sbadmin@dgs.state.md.us.