



# ANNOUNCING

## MARYLAND SMALL BUSINESS RESERVE PROGRAM

**Beginning October 1, 2004, under the new Small Business Reserve Program, Maryland State Agencies (including the University of Maryland) are required to reserve 10 percent of total procurements each year for competition exclusively among Maryland-certified Small Business Enterprises.**

A Maryland Small Business cannot be a broker; is independently owned and operated; is not a subsidiary of another business; is not dominant in its field of operation; and

- The **wholesale, retail, manufacturing, or service** operations of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years; and employed no more than 25-100 persons depending on the type of business
- 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.

**YOU MUST BE CERTIFIED TO PARTICIPATE. THE ON-LINE SELF CERTIFICATION PROCESS IS FREE AND IT TAKES LESS THAN 10 MINUTES TO COMPLETE! GO TO:**

**[WWW.SMALLBUSINESSRESERVE.MARYLAND.GOV](http://WWW.SMALLBUSINESSRESERVE.MARYLAND.GOV)**

If you have questions regarding this program or doing business with the University of Maryland, please contact the Department of Procurement and Supply, (301) 405-5850 or [vleather@umd.edu](mailto:vleather@umd.edu). 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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