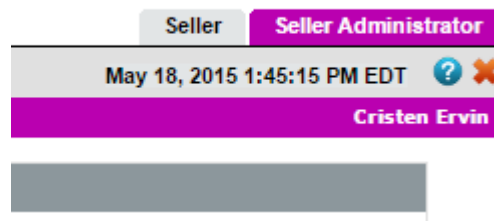


## Small Business Reserve Certification and Re-Certification

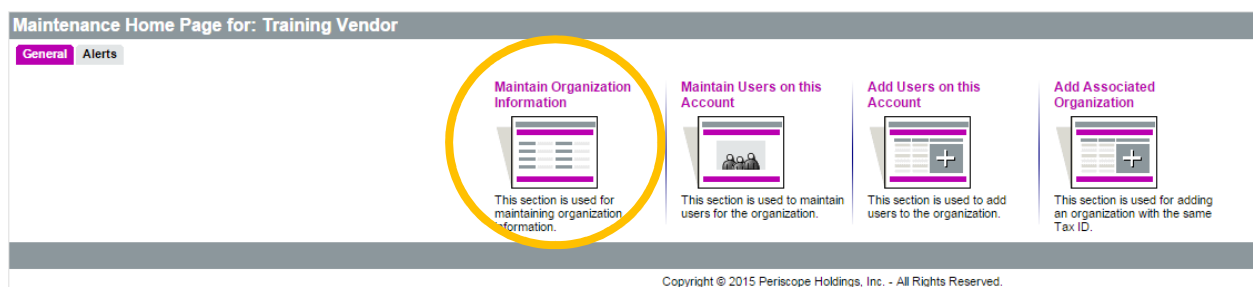
This Quick Reference Guide shows the step-by-step procedures for completing the Small Business Reserve (SBR) certification process and re-certification process, if your businesses is already registered in eMaryland Marketplace.

If you have not registered your business with eMaryland Marketplace, refer to the Business Registration Quick Reference Guide for instructions on registering your business, which includes the Small Business Reserve certification process.

Login to eMaryland Marketplace and select the Seller Administrator tab. If this tab is not available as an option, refer to someone within your organization that has been assigned the Seller Administrator role. Only users who have been assigned the Seller Administrator role may make changes to the organization profile.



From the home screen, select **Maintain Organization Information**.



Select **Maintain Program Qualification**.

**Maintain General Organization Information**  
This section is used for maintaining general organization information.

**Maintain Addresses**  
This section is used to maintain addresses.

**Maintain Commodity Codes & Services**  
This section is used to maintain commodity codes and services.

**Maintain Program Qualification**  
This section is used to maintain program qualification.

**Maintain Regions**  
This section is used to maintain regions.

**Maintain Terms and Categories**  
This section is used to maintain terms and categories.

**Maintain Quote Attachment Repository**  
This section is used to maintain files in the quote attachment repository.

**Credit Memo List**  
This section is used to view credit memos.

Exit

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Your current certification information will appear. If you are not currently certified, “No Certification Date” will be displayed in the Certification Date field. In addition, the Certificate Number field will be blank.

To complete the certification process, click **Continue**.

SBR - Program Details

Current(1) Renewal(0) Expired(0)

| Version | Certification Date    | Certificate Number | Renewal Date |
|---------|-----------------------|--------------------|--------------|
| 3       | No Certification Date |                    | 08/21/2015   |

Continue Exit

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The SBR Pre-Qualification statement will appear. Read over the entire statement and select one of three options:

**I Acknowledge** – Select this option if you accept the SBR Pre-Qualification statement. By selecting *I Acknowledge* you will be prompted to continue with the SBR self-registration process.

**I Disagree** – Select this option if you do not agree with the Pre-Qualification Statement. Note: By selecting *I Disagree*, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.

**No Thanks** - Select this option if you do not wish to participate in the Small Business Reserve. Note: By selecting *I Disagree*, you will bypass the SBR self-registration process and will continue through the remainder of the business registration process.

Program Qualification Warning

**PROVIDING FALSE INFORMATION**

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under a Small Business Reserve procurement may be subject to the following: 1. A determination by a Procurement Officer that a bidder is not responsible; 2. A determination that a contract entered into is void or voidable under AJ § 11-204 of the State Finance and Procurement Article of the Annotated Code of Maryland; 3. Suspension and debarment under Title 16 of the State Finance and Procurement Article; 4. Criminal prosecution for procurement fraud (AJ § 205.1 of the State Finance and Procurement Article), perjury, or other crimes; and 5. Other actions permitted by law. The following documentation will need to be submitted and audited prior to an award being issued: 1. Three (3) Years of Federal Tax Returns (Form 1120 or Schedule C) 2. Articles of Incorporation, Organization or Amendments 3. Certified Payroll Roster 4. Unemployment Insurance Quarterly Contribution Reports (Two Years).

**FAILURE TO MEET MINIMUM QUALIFICATIONS**

Any Bidder or potential bidder failing to meet the minimum qualifications of a "small business" specified in AJ § 14-501© of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under AJ § 14-504. Any person or company bidding on a Small Business Reserve procurement and not qualifying as a small business under AJ § 14-501© will have its bid rejected on the ground that the bidder is not responsible.

I Acknowledge I Disagree No Thanks

After acknowledging the Pre-Qualification statement, the Pre-Qualification questions will open. Answering the questions on this screen will determine your eligibility for the Small Business Reserve.

After completing all questions, select *Save*.

Register - eMM Training - cristen.ervin@maryland.gov

Company Information **SBR** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

**Pre-Qualification**

- Type of Organization? \*:
- Are you a broker? \*:
- Is business a subsidiary of another firm? \*:
- Is business independently owned and operated? \*:
- Is the Business dominant in its field of operation? *If you answer "yes" to this question, you will not qualify for the program. Any request to correct your answer will result in a physical or paper audit being conducted on your business by our Small Business Reserve program staff. If you have any questions regarding this question, feel free to contact the Help Desk team at 410-767-1492. \**
- Total Number of Employees on payroll (Must enter a value greater than 0) \*:

The following 2 questions deal with veterans status. If you are a veteran, select the appropriate response as well as acknowledging that you have read SFP 14-201. Also be aware that you MUST be domiciled in the State of MD to qualify.

- If applicable, indicate veteran status.:
- If veteran or disabled veteran, indicate the you have read and understand the SFP 14-201 terms found in the help area.:

If you are not a NEW business, provide your last 3 years of gross sales. Otherwise select NA for the year and enter a 0 in the gross sales area.


- Gross Sales for the most recent three years - Year 1 \*:
- Amount Year 1 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. \*:
- Gross Sales for the most recent three years - Year 2 \*:
- Amount Year 2 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. \*:
- Gross Sales for the most recent three years - Year 3 \*:
- Amount Year 3 (Enter 0 if NEW Business). Enter whole dollars only and without \$ or commas. \*:

If you are a NEW business, provide your gross sales. Otherwise enter a 0 in the gross sales area.

- New business, please provide the first year projected or estimated gross sales. Enter whole dollars only and without \$ or commas. \*:
- Are you a "not-for-profit (non-profit)" business? \*:

Save & Continue Registration Reset Cancel & Exit

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Note: For additional information, roll your mouse pointer over the  next to the question.

You will be notified immediately whether or not your business meets the qualification criteria for the Small Business Reserve.

Program Qualification Results

Pre-Qualification Results

The information you provided meets the qualification criteria for the SBR program.

Exit

To obtain your SBR Certification Number, click on **Maintain Program Qualification**.

Maintain Organization Information for: Training Vendor

This screenshot shows a grid of eight menu options for maintaining organization information for a training vendor. The options are: Maintain General Organization Information, Maintain Addresses, Maintain Commodity Codes & Services, Maintain Program Qualification (circled in yellow), Maintain Regions, Maintain Terms and Categories, Maintain Quote Attachment Repository, and Credit Memo List. Each option includes a small icon and a brief description of its function. An 'Exit' button is located at the bottom center of the grid.

Exit

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From the SBR Program Details page, select the Renewal tab. Your new certification number will be listed in the Certification Number column. You will also note the Renewal Date in the column to the right. You must renew your certification by this date (one year from the day of your initial certification) to remain certified in the SBR program.

SBR - Program Details

This screenshot shows the 'SBR - Program Details' page. At the top, there are three tabs: 'Current', 'Renewal(1)' (circled in yellow), and 'Expired(0)'. Below the tabs is a table with the following data:

| Version | Certification Date | Certification Number | Renewal Date |
|---------|--------------------|----------------------|--------------|
| 3       | 06/01/2015         | SB12-13714           | 06/01/2016   |

Exit

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