

## Attachment to BPW Advisory 2009-3

The following language is recommended for the notice of solicitations designated as a Small Business Preference:

**\*Designation\*** This procurement has been designated as a Small Business Preference in accordance with Title 14, Subtitle 2, of the State Finance and Procurement Article of the Maryland Annotated Code. The preference percentages for this procurement are as follows:

- *State-certified, small business (not a veteran-owned or disabled-veteran-owned small business) \_\_\_\_\_% (not to exceed 5%)*
- *State-certified, veteran-owned small business \_\_\_\_\_% (not to exceed 7%)*
- *State-certified, disabled-veteran-owned small business \_\_\_\_\_% (not to exceed 8%)*

The procurement agency will accept the most favorable responsive bid from a responsible, certified small business if the bid does not exceed the most favorable responsive received from a bidder who is not a certified small business by more than the percentage(s) listed above.

**\*Eligibility\*** To be eligible for the preference, your company must have a current small business certification from the Maryland Department of General Services.

**Small business size standards in Maryland are different than federal standards. You CANNOT substitute an SBA 8(a) certification or VetBiz verification for Maryland small business certification.**

If your small business is eligible but not certified by the State, apply for certification on the Department of General Services website at [www.smallbusinessreserve.maryland.gov](http://www.smallbusinessreserve.maryland.gov) and obtain a small business certification number.

State Law requires that the veteran business owner be domiciled in Maryland. There is no Maryland residency requirement for owners of small businesses participating in the Preference as small businesses without the veteran-owned or disabled-veteran-owned designation.

**\*Required Information\*** The bidder must provide the following to the procurement officer to prove eligibility for the preference:

- **Certified small business that is not veteran-owned or disabled veteran-owned:** Provide the DGS small business certification number.
- **Veteran-owned certified small business:** Provide the DGS small business certification number **AND** a copy of the business owner's DD Form 214 attesting to discharge or release under conditions other than dishonorable.
- **Disabled-veteran-owned small business that is currently verified and registered on [www.VetBiz.gov](http://www.VetBiz.gov):** Provide the DGS small business certification number **AND** a copy of the letter from the U.S. Department of Veterans Affairs Verification Program showing your verification is current.
- **Disabled-veteran-owned small business that is NOT currently verified and registered on [www.VetBiz.gov](http://www.VetBiz.gov):** Provide the DGS small business certification number **AND** a copy of your DD Form 214 showing discharge or release under conditions other than dishonorable **AND** a copy of your Adjudication Letter from the U.S. Veterans Administration.