Maryland
DEPARTMENT OF SOCIAL AND ECONOMIC MOBILITY

State certification
Administered by the Office of Small, Minority, and Women Business Affairs (OSBA)



CERTIFIED SMALL BUSINESS CERTIFICATION

Work, Wages and Wealth!

Certified Small Business (CSB) certification is how small businesses take part in the Small Business Reserve (SBR) Program and the Small Business Preference. Established in 2004, the SBR Program gives eligible small businesses the opportunity to compete for State contracts against other small businesses, not large corporations.

Why get certified?

Reserved opportunities
Contract Entities work to award at least 20% of their procurement dollars directly to small businesses.

Prime contractor access
Compete as a prime contractor on solicitations open only to CSBs.

Small Business Preference
On eligible solicitations, CSBs receive a price preference of up to 5%, 7% if veteran-owned, or 8% if disabled veteran-owned.

Quick and free
Get certified in as little as one day in eMaryland Marketplace Advantage (eMMA), with no fee to certify or recertify.

20%
goal of each Contract Entity's procurement dollars for small businesses

1 day
how quickly certification in eMMA can take

$0
cost to certify or recertify

Program details and application help

Eligibility and how to apply are on the other side.

EconomicMobility.Maryland.gov
410-697-9600 | economic.mobility@maryland.gov | 100 Community Place, 4th Floor, Crownsville, MD 21032

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WHO QUALIFIES AND HOW TO APPLY

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SMALL BUSINESS RESERVE SBR PROGRAM

Eligibility requirements

- **Independent.** Independently owned and operated, not a subsidiary of another business, and not a broker.
- **Not dominant.** Not dominant in its field of operation.
- **For profit.** Organized for profit. Nonprofit organizations are not eligible.
- **Within size limits.** At or under either the employee limit or the gross sales limit for its industry, as shown in the size limits table.

Size limits

Your business must be at or under either the employee limit or the gross sales limit for its industry, averaged over the past three years. If it has operated for less than three years, average the years it has operated.

Questions about your application?

Call OSBA at 410-697-9600 and ask to speak with an SBR Program Compliance Manager, or email economic.mobility@maryland.gov.

Size limits by industry (three-year average)

Industry	Employees	Gross sales
Wholesale	50	$4 million
Retail	25	$3 million
Manufacturing	100	$2 million
Service	100	$10 million
Construction	50	$7 million
Architecture and engineering	100	$4.5 million

Steps to get certified

1 Register for an eMMA account

Create a free vendor profile at emma.maryland.gov.

2 Submit your CSB application

Complete the CSB application in eMMA. The CSB Quick Reference Guide walks through each screen.

3 Get certified

If you qualify, your eMMA profile shows your CSB number and three-year expiration date, and you can bid on SBR solicitations.

4 Recertify every three years

Renew in eMMA in the 30 days before your certification expires, at no cost.

Ready to get started?

Quick Reference Guide and program details

Ready to apply? Go to eMMA

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