



FREDERICK

City of Frederick MWBE & SBE Participation Form

Directions: Please submit this form via email to businessdiversity@cityoffrederickmd.gov. If you are self-certifying your Small Business status, please also fill out page three. If you are certified as an SBE or MWBE, you MUST attach proof of certification to this form.

The City of Frederick recognizes the importance and responsibility of awarding contracts to those businesses socially and/or economically disadvantaged and it is the policy of the City to utilize Small Business Enterprises (SBE) and Minority and Women Owned Business Enterprises (MWBE) in all aspects of contracting.

This form will help the City document and track participation in both the Small Business Reserve (SBR) Program and the Minority and/or Women Owned Business Enterprises (MWBE) Program, specifically to measure the City's ability to meet the Annual Aspirational Goals.

Procurement in professional services or other services valued more than \$10,000 are available for bid and award only to certified Small Business Enterprises (SBEs). Procurement contracts for vehicle, industrial equipment and machinery, chemical, or software purchases are exempt from the Small Business Reserve program if it is determined by the Manager of Equity and Inclusion, in consultation with the Purchasing Manager and the Director of Budget and Purchasing, to (a) be in the best interest of the City and (b) the results of our due diligence process will not lead to available or responsive SBEs.

Annual Aspirational Goals for MWBE participation in City contracts are established as follows and are based upon the combined MWBE availability by industry/commodity in accordance with the findings of the 2020 Disparity Study.

Construction -- 41%
Architecture and Engineering – 40%
Professional Services – 32%

Other Services – 29%
Goods and Services – 16%

Annual Aspirational Goals are not applied to individual solicitations but are intended to serve as a benchmark against which to measure the overall effectiveness of the MWBE Program in increasing MWBE participation on an annual basis, and to gauge the need for future adjustments to the mix and aggressiveness of remedies and program elements being applied pursuant to this policy. Annual Aspirational Goals are **advisory only**, and not a requirement of these contracts.

Certification Regarding MWBE and SBE

Business Name / Contact Person	
Street Address	City, State, Zip Code
Email	Phone Number
Small Business Enterprise (SBE) Status: <input type="checkbox"/> Self-certify (attach page 3) <input type="checkbox"/> Certified by MDOT <input type="checkbox"/> Certified by US SBA (8(a) firm or HUBZone firm) <input type="checkbox"/> Certified by US DOT <input type="checkbox"/> NOT a small business	Minority and/or Women Owned Business Enterprise (MWBE) Status: <input type="checkbox"/> Certified MWBE (provide certification) <input type="checkbox"/> MWBE, certification pending <input type="checkbox"/> MWBE, not certified <input type="checkbox"/> NOT an MWBE
MWBE Certification Agency (if applicable) <input type="checkbox"/> MDOT <input type="checkbox"/> WBENC <input type="checkbox"/> City of Baltimore <input type="checkbox"/> SWaM certification (Virginia) Other: _____	MWBE Designation (if applicable) <input type="checkbox"/> WBE (Female) <input type="checkbox"/> MBE (American Indian) <input type="checkbox"/> MBE (Asian American) <input type="checkbox"/> MBE (Black/African American) <input type="checkbox"/> MBE (Hispanic) <input type="checkbox"/> MBE (Other)

I certify that the above information is correct, and I have attached a copy of any applicable certifications or self-certifications to show SBE and/or MWBE status.

Signature of Representative

Date

Printed Name and Title

City of Frederick Small Business Self-Certification Form (If Applicable)

In order to qualify as a Small Business Enterprise (SBE), I _____ (name of business owner), owner of _____ (business name), affirm under penalty of perjury that the business qualifies as an SBE as defined by the threshold size detailed below.

I certify that _____ (business name) is eligible for small business certification for the purpose of eligibility for the City of Frederick Small Business Reserve Program because the business enterprise has not achieved a size standard that exceeds the applicable size standards established by the Small Business Administration (SBA) at 13 CFR § 121.201 et. seq. for the SBE's Primary Business, as amended, or successor regulation or classification system by either:

- Annual receipts averaged over the three (3) preceding fiscal years;
- Size standard based on number of employees;
- Or other criteria as established by the City of Frederick with express permission.

I understand that if the business enterprise has exceeded the graduation criteria in [the SBA Size Regulations](#), the City of Frederick shall deem the business enterprise to be graduated from SBE Certification, and thus, from this Program. In such event, the SBE shall no longer be considered eligible to participate.

I understand that the City of Frederick Purchasing Department has the right to audit the certification of any business providing a certification in order to determine whether the business meets the criteria of a small business enterprise established by the SBA. If the Purchasing Manager or Manager of Equity and Inclusion determines that a business submitted a false certification of its SBE status, it may decertify the business by sending a notice of decertification.

Signature of Business Owner

Date

Printed Name of Business Owner