

Section 1 –General Information			
RFR Number: (Reference BPO Number)	J00B9200059		
Functional Area (Enter One Only)	Functional Area 2 - Web and Internet Systems		
Labor Category/s			
A single support staff or support groups of up to five members may be engaged for up to six months without renewal options. Awards for Major IT Development Project Manager/Deputy PMs may have tenure of one base year with up to two optional years, or through the end of the project within the Master Contract term. An RFR is limited to only labor categories defined in the CATS II RFP.			
Advanced Technology Application Developer, <u>CATS II Labor Category #17</u>			
Anticipated start date	TBD		
Duration of assignment	6 months from Notice to Proceed		
Designated Small Business Reserve?(SBR): (Enter "Yes" or "No")	YES		
MBE goal, if applicable	0 %		
Issue Date: mm/dd/yyyy	May 13, 2013	Due Date: mm/dd/yyyy	Monday, June 3, 2013
		Time (EST): 00:00 am/pm	2:00 PM
Place of Performance:	1 Orchard Rd, Glen Burnie, MD (MVA Headquarters)		
Special Instructions: (e.g. interview information, attachments, etc.)	Interviews will be conducted by a panel using a standardized set of interview questions for all candidates.		
Security Requirements (if applicable):	Selected personnel must pass background checks and obtain State ID Badges.		
Invoicing Instructions:	Invoices will be submitted at the end of each month for the duration of the task order. Invoices shall comply with all requirements in Section 2.8 of the CATS II Master Contract RFP.		
Section 2 – Agency Point of Contact (POC) Information			
Agency / Division Name:	Maryland Department of Transportation		
Agency POC Name:	Joy Abrams	Agency POC Phone Number:	410-865-1133
Agency POC Email Address:	jabrams@mdot.state.md.us	Agency POC Fax:	410-865-1388
Agency POC Mailing Address:	7201 Corporate Center Drive, Hanover MD 21076		
Section 3 – Scope of Work			

Background

The Maryland Department of Transportation/Motor Vehicle Administration (MVA) is responsible for vehicle titling and registration, drivers licensing, medical advisory board, vehicle emissions and inspection program (VEIP), business licensing, motor safety program, and motor voter services.

The MVA is seeking a Salesforce.com / Force.com developer to design and build unique, internal Customer-based solutions to replace existing Access and Excel tools. Using the salesforce.com platform and the force.com developer toolkit (i.e. Apex, Visualforce, Force.com IDE, Force.com Migration Tool, and Web Services & Metadata APIs), this developer resource will develop new native products on the force.com platform. In addition, this developer will act as a mentor to MVA developers assigned to the Salesforce development team.

The objective of this RFR is to acquire the short-term services for six (6) months for One Advanced Technology Application Developer. The resource will report to the MVA Project Manager, and is responsible for developing new native products on the force.com platform.

Job Description/s

Labor Category/s (From Section 1 Above)	Duties / Responsibilities
1. Advanced Technology Application Developer	<ol style="list-style-type: none">1. Perform technical evaluations, solution and design approaches to business solution2. Lead the technical side of projects3. Develop solutions to meet business requirements4. Perform detailed analysis of business and technical requirements5. Write technical approach and design documentation6. Create integration and development project plans and designs7. Save all written documents (note, drafts, finals) in designated document repository8. Act as an internal consultant mentor to developers assigned to the Salesforce Development Team9. The TO Contractor's Advanced Technology Application Developer working hours shall be 9:00AM until 5:30PM, Monday through Friday. If is expected that when needed the Advanced Technology Application Developer will work non-standard hours to complete the tasks outlined in this RFR, with the 180 day duration of the contract. <p>During the course of the contract resulting from this RFR, communications of all types (written, verbal and informal and formal) and interactions within the external to the MVA shall be conducted with the utmost discretion. Based on the confidentiality inherent with the types of work assignments this RFR requires the TO Contractor acknowledge its understanding of this requirement and its agreement that should a breach of confidentiality occur</p>

	<p>either directly or indirectly, it is the TO Contractor's responsibility to inform the Procurement Officer as soon as it becomes aware of the breach. Based on severity and circumstances, the breach may be addressed through the pursuance of contractual remedies up to and including termination of the contract.</p> <p>The TO Contractor shall be precluded from development, implementation, or hosting projects for the MVA that result from the TO Contractor's activities under this RFR. The TO Contractor shall be precluded both prime and as a subcontractor.</p> <p>In addition, certain other opportunities may result in a conflict of interest, and it shall be the responsibility of the TO Contractor to assure that no member of its staff engages in additional business development activities related to the MVA without first consulting with the agency and obtaining a formal opinion so as to avoid any potential conflict of interest. Should the TO Project Manager learn that the resource has failed these guidelines, the resource shall be immediately dismissed from the engagement.</p> <p>THE CANDIDATE MUST ALSO:</p> <ol style="list-style-type: none"> 1. Work independently or under general direction
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Minimum Qualifications

For minimum qualifications, see the labor category description in the CATS II RFP for the subject RFR labor category. In addition, qualified candidates must meet the minimum qualifications specified below.

Labor Category/s (From Section 1 Above)	Minimum Experience/Knowledge/Skill
1. Advanced Technology Application Developer	<ol style="list-style-type: none"> 1. Education: A Bachelor's Degree from an accredited college or university in Science, Information Systems, Engineering, Business, or other related field. A Master's degree equals one year specialized and two years general experience 2. General Experience: Must have two (2) years of computer experience in the following disciplines: systems analysis, systems programming, application programming, and database design. 3. Specialized Experience: At least one (1) year of experience developing applications using technologies, such as Internet protocols or web-based technology. Technologies include: Java, JavaScript, Perl, PHP, and JSP. 4. At least five (5) years experience developing enterprise application using one or more of the following languages:

	<ul style="list-style-type: none"> • C# development • HTML & ASP .NET • CSS • Java / JavaScript • Mobile – jQuery • Web Services • Two (2) of the five (5) years the candidate should have <p>Developed application using:</p> <ul style="list-style-type: none"> • Apex/AJX/SOQL/SOSL/Visualforce <p>5. The candidate should also possess at least five (5) years experience in Salesforce.com, Force.com</p> <p>The candidate should also possess at least five (5) years experience in Scrum/Agile development Methodologies</p> <ul style="list-style-type: none"> • <p>The candidate should also possess at least five (5) years experience in Integrated Development Environment (IDE) and Source Control tools experience, including Eclipse/Visual Studio</p> <p>The candidate should also possess at least five (5) years experience in experience with SaaS or hosted applications</p> <p>The candidate should also possess at least five (5) years experience in Scrum/Agile development methodologies</p> <p>The candidate should also possess at least five (5) years experience in Database development and conversions (Oracle, SQL Server, Access)</p>
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Section 4 - Required Submissions

NOTE:

1. TO Contractors may propose only one candidate for each position requested.
2. TO Contractors electing not to propose in response to the RFR must submit a "Master Contractor Feedback Form" via the "Master Contractor Login" on the CATS II web site.
3. **Master Contractors proposing in response to this RFR must submit the documents below as separate files contained in two separate emails for each position as follows:**

Email 1 with the "Technical Response"

TO Contractor, RFR Number, Position Functional Name, Labor Category & Candidate Name" in the subject line

4. Resume showing evidence of all knowledge, skills, and experience listed in this RFR
5. Two recent reference contact names, telephone numbers and email addresses for use in verifying the experience provided in response to Minimum Qualifications.
6. Provide list of all applications developed in the past five (5) years using Salesforce Cloud CRM Development Platform.
7. Criminal Background Check, Privacy Protection Affidavit (Attachment #5)
8. Conflict of Interest Affidavit (Attachment #3)
9. MDOT MVA Privacy Protection Policy (Attachment #6)
10. Small Business Contract Affidavit (Attachment #7)

Email 2 with "Financial Response"

TO Contractor, RFR Number, Position Functional Name & Candidate Name" in the subject line

11. Price Proposal (Attachment 2)
12. **Any documents listed below as required by the hiring agency**

Section 5 – Evaluation Criteria –

(Provide a list of evaluation criteria in descending order of importance)

1. Specific work experience and relevant technical expertise as defined by the resume and the interview (minimum qualifications listed in the RFR).

2. Knowledge, skills, and training as defined by the resume and candidate interview.

3. Required submissions (**see Section 4**).

4. Criminal Background Check, Privacy Protection Affidavit

4. Price rankings of the proposals

5. References

Basis for Award Recommendation

RFRs will be awarded in accordance with the competitive Sealed Proposals process under COMAR 21.05.03. The agency POC will recommend award to the Master Contractor whose proposal is determined to be the most advantageous to the State, considering price and the evaluation factors set forth in the RFR. The agency POC will initiate and deliver a RFR Agreement to the selected Master Contractor. **Master Contractors should be aware that if selected, State law regarding conflict of interest may prevent future participation in procurements related to the RFR Scope of Work, depending upon specific circumstances.**

ATTACHMENT #1 RFR RESUME FORM

RFR # J00B9200059

Instructions: Insert resume information in the fields below; do not submit other resume formats. Submit only one resume per Labor Category described in Section 1 of the RFR. If the RFR requests multiple Labor Categories, use a separate resume form for each proposed candidate.

Candidate Name:	Labor Category (from Section 1 of the RFR):
Master Contractor:	

A. Education / Training

Institution Name / City / State	Degree / Certification	Year Completed	Field Of Study
<add lines as needed>			

B. Relevant Work Experience

Describe work experience relevant to the Duties / Responsibilities and Minimum Experience / Knowledge / Skill described in Section 3 of the RFR. Start with the most recent experience first; do not include non-relevant experience.

[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person (Optional if current employer)]	
[Organization]	<i>Description of Work...</i>
[Title / Role]	
[Period of Employment / Work]	
[Location]	
[Contact Person]	

<add lines as needed>

C. Employment History

List employment history, starting with the most recent employment first

Start and End Dates	Job Title or Position	Organization Name	Reason for Leaving
<add lines as needed>			

D. References

List persons the State may contact as employment references

Reference Name	Job Title or Position	Organization Name	Telephone / Email
<add lines as needed>			

**Request for Resume (RFR)
CATS II Master Contract**

All Master Contract Provisions Apply

**ATTACHMENT #2
RFR PRICE PROPOSAL – ADVANCE TECHNOLOGY
APPLICATION DEVELOPER**

RFR #J00B9200059

(This form is to be filled out by Master Contractors)

Proposed Labor Category	Hourly Labor Rate	Total Hours (up to 6 months)	Labor Category Price (Labor Rate x Hours)
1. Advanced Technology Application Developer	\$	1080*	\$
Total RFR Price (Sum of Labor Category Prices):			\$

*Note: Hours are used for evaluation purposes only. Actual hours per resource for a labor category may be more or less.

Authorized Individual Name

Company Name

Title

Company Tax ID #

Proposed labor categories must be from those described in the CATS II Master Contract and must correspond to the resume/s provided. Support staff is limited to engagements of up to six months. The “Hourly Labor Rate” is the actual fully-loaded rate, all inclusive that the State will pay for services recorded in dollars and cents. Hourly rates must be equal to or less than the rates proposed by the Master Contractor for the CATS II Master Contract.

ATTACHMENT #3

CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or sub consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The bidder or offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

E. The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(Authorized Representative and Affiant)

ATTACHMENT 4

NON-DISCLOSURE AGREEMENT (OFFEROR)

This Non- Disclosure Agreement (the "Agreement") is made this ___ day of _____ 20___, by and between _____ (hereinafter referred to as "the OFFEROR ") and the State of Maryland (hereinafter referred to as "the State").

OFFEROR warrants and represents that it intends to submit a TO/RFR Proposal in response to CATS II RFR #J00B9200059 for an Advanced Technology Application Developer. In order for the OFFEROR to submit a TO/RFR Proposal, it will be necessary for the State to provide the OFFEROR with access to certain confidential information including, but not limited, to this project. All such information provided by the State shall be considered Confidential Information regardless of the form, format, or media upon which or in which such information is contained or provided, regardless of whether it is oral, written, electronic, or any other form, and regardless of whether the information is marked as "Confidential Information". As a condition for its receipt and access to the Confidential Information described above, the OFFEROR agrees as follows:

1. OFFEROR will not copy, disclose, publish, release, transfer, disseminate or use for any purpose in any form any Confidential Information received, except in connection with the preparation of its TO Proposal.
2. Each employee or agent of the OFFEROR who receives or has access to the Confidential Information shall execute a copy of this Agreement and the OFFEROR shall provide originals of such executed Agreements to the State. Each employee or agent of the OFFEROR who signs this Agreement shall be subject to the same terms, conditions, requirements and liabilities set forth herein that are applicable to the OFFEROR.
3. OFFEROR shall return the Confidential Information to the State within five business days of the State's Notice of recommended award. If the OFFEROR does not submit a Proposal, the OFFEROR shall return the Confidential Information to TO/RFR Procurement Officer, TO/RFR Requesting Agency on or before the due date for Proposals.
4. OFFEROR acknowledges that the disclosure of the Confidential Information may cause irreparable harm to the State and agrees that the State may obtain an injunction to prevent the disclosure, copying, or other impermissible use of the Confidential Information. The State's rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and/or to seek damages for the OFFEROR'S failure to comply with the requirements of this Agreement. The OFFEROR consents to personal jurisdiction in the Maryland State Courts.
5. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys' fees and disbursements) that are attributable, in whole or in part to any failure by the OFFEROR or any employee or agent of the OFFEROR to comply with the requirements of this Agreement, OFFEROR and such employees and agents of OFFEROR shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and/or costs.
6. This Agreement shall be governed by the laws of the State of Maryland.
7. OFFEROR acknowledges that pursuant to Section 11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland, a person may not willfully make a false or fraudulent statement or representation of a material fact in connection with a procurement contract. Persons making such statements are guilty of a felony and on conviction subject to a fine of not more than \$20,000 and/or imprisonment not exceeding 5 years or both. OFFEROR further acknowledges that this Agreement is a statement made in connection with a procurement contract.

8. The individual signing below warrants and represents that they are fully authorized to bind the OFFEROR to the terms and conditions specified in this Agreement. If signed below by an individual employee or agent of the OFFEROR under Section 2 of this Agreement, such individual acknowledges that a failure to comply with the requirements specified in this Agreement may result in personal liability.

OFFEROR: _____ BY: _____
NAME: _____ TITLE: _____
ADDRESS: _____

**ATTACHMENT #5
CRIMINAL BACKGROUND CHECK**

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____ (Title) _____ and the duly authorized representative of _____ (Master Contractor) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

- A. I hereby affirm that _____ (Master Contractor) _____ has complied with Section 2.4, Security Requirements of the Department of Information Technology's Master Contract Number 060B9800035

- B. I hereby affirm that the _____ (Master Contractor) _____ has provided _____ (Agency) _____ with a summary of the security clearance results for all of the candidates that will be working on Task Order _____ (Title and Number) _____ and all of these candidates have successfully passed all of the background checks required. Master Contractor hereby agrees to provide security clearance results for any additional candidates at least seven (7) days prior to the date the candidate commences work on this Task Order.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Master Contractor

Typed Name

Signature

Date

ATTACHMENT #6
STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
SECTION 1 MOTOR VEHICLE ADMINISTRATION AFFIDAVIT

1.1 PRIVACY PROTECTION POLICY

In consideration of receiving personal information contained in Motor Vehicle Administration records, I HEREBY CERTIFY on behalf of _____ as its authorized agent this _____ day of _____, 2013, that

1. understands that federal laws affect access to and use of computer information including, but not limited to, 15 U.S.C.A. § 278g-3 (Computer Security Act of 1987); 23 U.S.C.A. § 401 (National Driver Register Act); 5 U.S.C.A. § 552 (Freedom of Information Act); 5 U.S.C.A. § 552a (Privacy Act of 1974); 18 U.S.C.A. § 1001 (Computer Fraud and Abuse Act of 1986); 17 U.S.C.A. § 109 (Computer Software Rental Amendments Act of 1990); 15 U.S.C.A. § 1681 (Fair Credit Reporting Act); and, 18 U.S.C.A. §§ 2721 et seq. (Driver's Privacy Protection Act of 1994).
2. The Maryland Department of Transportation Office of Information Resources, its client agencies and their customers also adhere to state data processing security policies as set forth in Executive Order 01.01.1983.18 (Privacy and State Data System Security); Md. Code Ann., Crim. Law §8-606 (falsification of public records) and §7-302 (unauthorized access); Md. Code. Ann., State Gov't §§ 10-611, 10-616 and 10-626 (Maryland Public Information Act); Md. Code Ann. Transp. II §§ 12-111 to 12-113 (Motor Vehicle Administration Records); and, as published by the Secretary of the Department of Budget and Management from time to time under Md. Code Ann., State Fin. & Proc. § 3-403.
3. _____ and all employees agree to maintain in strictest confidence and not willfully disclose to any person, firm, or corporation information obtained as a result of their access to personal information from Motor Vehicle Records.
4. By signing this agreement, _____ warrants that the signator and all personnel are familiar with all provisions of the federal Driver Privacy Protection Act of 1994, 18 U.S.C.A. §§ 2721 et seq., and with §§ 10-611, 10-616, 10-626 of the State Government Article and §§ 12-111 through 12-113 of the Transportation Article, Annotated Code of Maryland, which limit access to personal information from public records in Maryland. Further, _____, in behalf of itself, its successors and assigns further agrees that all users will abide by the terms of both the federal and state law including, but not limited to, those restricting access to personal information from Motor Vehicle Administration records only to those persons and for those purposes which are permitted under both laws.
5. _____ agrees to keep a record for five (5) years of all

persons to whom information is redisclosed under this Agreement, and the purpose for which the information is to be used; and, to make that record available to the Motor Vehicle Administration upon request.

- 6. _____ shall be liable for, and shall indemnify, defend, and hold the Motor Vehicle Administration harmless for, any misuse or misappropriation of any personal information in a record obtained from the Administration in connection with this agreement.
- 7. _____ shall further indemnify the Motor Vehicle Administration for and against any and all losses, damages, judgments, liabilities or similar costs and expenses which arise in whole or part out of acts or omissions by _____ with respect to laws restricting access to and disclosure of vehicle records including, without limitation, reasonable attorneys fees and all other costs of defending against such action or claim.

IN WITNESS WHEREOF, the parties have caused these presents to be executed.

1.1.1 Maryland Department of Transportation

Motor Vehicle Administration

Witness:

By: _____

Date: _____

Date: _____

Purchaser

Witness:

By: _____

Date: _____

Date: _____

Approved as to form and legal sufficiency:

Date: _____

Assistant Attorney General

ATTACHMENT #7

SMALL BUSINESS CONTRACT

******* PROVIDING FALSE INFORMATION *******

Anyone providing false information to the State of Maryland in connection with obtaining or attempting to obtain a contract under Small Business Reserve or Preference procurement may be subject to the following:

1. A determination by a Procurement Officer that a bidder/offeror is not responsible;
2. A determination that a contract entered into is void or voidable under § 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 (§ 11-205.1 of the State Finance and Procurement Article), perjury, or other crimes; and
5. Other actions permitted by law.

******* FAILURE TO MEET MINIMUM QUALIFICATIONS *******

Any Bidder or potential bidder failing to meet the qualifications of a "small business" specified in § 14-501(c) of the State Finance and Procurement Article will be ineligible to participate in a procurement designated for a Small Business Reserve under § 14-504 or Small Business Preference under § 14-206 - 207. Any person or company bidding on Small Business Reserve or Preference procurement and not qualifying as a small business under § 14-501(c) will have its bid or offer rejected on the ground that the bidder is not responsible.

I AFFIRM THAT:

To the best of my knowledge, information, and belief, as of the date of submission of this Bid/Proposal, _____ (name of firm) meets the qualifications for certification as a Small Business in Maryland. I further affirm that, if for any reason during the term of the contract _____ (name of firm) no longer meets the qualifications for certification as a Small Business in Maryland, I will notify the Procurement Officer within 30 days. I agree that a failure to so notify the Procurement Officer of this change in circumstances may result in this contract being terminated for default.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

SMALL BUSINESS QUALIFICATION NUMBER _____

Date of Most Recent Qualification _____

DATE: _____

BY: _____
Signature (Authorized Representative and Affidavit)

NOTICE TO BIDDERS

SMALL BUSINESS RESERVE PROCUREMENT

This is a Small Business Reserve Procurement for which award will be limited to Certified Small Business vendors. Only businesses that meet the statutory requirements set forth in State Finance and Procurement Article, § 14-501 - 14-505, Annotated Code of Maryland, and who are registered with the Department of General Services Small Business Reserve Program are eligible for award of a contract.

For the purposes of a Small Business Reserve Procurement, a small business is a business, other than a broker, that meets the following criteria:

The business is independently owned and operated;

- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The **wholesale** operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its more recently completed 3 fiscal years;*
- The **retail** operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;*
- The **manufacturing** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;*
- The **service** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its more recently completed 3 fiscal years;* and
- 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.*
- The **architectural and engineering** operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years*.

* If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

Further information on the certification process is available at www.dgs.state.md.us and click on the Small Business Reserve hyperlink.