



www.montgomerycountymd.gov/pro/dbrc

Local Small Business Reserve Program (LSBRP) Quick Facts

Montgomery County-based retailers, construction and trades companies, wholesalers and service firms are encouraged to participate in the LSBRP. The County purchases a wide variety of services and products, ranging from catering and cleaning to landscaping and legal to painting and printing, along with MANY others. Office of Procurement staff, via its Division of Business Relations and Compliance (DBRC), meet regularly with County department and agency staff to identify LSBRP contracting opportunities and to explore which provisions of larger contracts might be well suited for local small businesses.

Do I Qualify?

Eligibility for the LSBRP is determined by ownership type, location, number of employees and gross sales.

Ownership

Independently owned businesses only; brokers and subsidiary businesses are not eligible. A federal tax number or W-9 in the name of the business is required.

Computer Requirements

Valid email address with ability to electronically receive solicitations and transmit other required documents.

Location

The business must have its principal place of business in Montgomery County defined as follows:

- The businesses' physical location(s) is/are **only** in Montgomery County; **OR**
- The business has physical business locations both inside and outside of the County, but the Montgomery County-based location(s) accounts for 1) over 50% of the business's total number of employees, **OR**, 2) over 50% of the business's gross sales.

Size & Sales Criteria The size and annual revenue thresholds for all business types were recently expanded to encourage greater participation by Montgomery County businesses. The chart below shows current criteria by business category.

Business Type	Employee Limit		Prior 3 Year's Average Sales
Retail	30	OR	\$5,000,000
Wholesale	30		\$5,000,000
Services	100		\$10,000,000
Construction	50		\$14,000,000
Manufacturing	40		\$14,000,000

Registration

For general vendor registration, visit www.mcipcc.net. Follow the easy, step-by-step instructions and if you are a Montgomery County-based business, be sure to look for the pop-up for LSBRP registration. This page will request just a bit more information needed to confirm your local status.

LSBRP Solicitations

Vendors **MUST** submit an application as an LSBRP firm prior to the bid's/proposal due date. If your LSBRP status is not **application submitted/certified** in our database, www.mcipcc.net, prior to the bids/proposal's due date and time, then your bid will be deemed non-responsive and rejected or your proposal will be deemed unacceptable and removed from consideration.



LSBRP Contact:

Michael Brown, Program Manager
Montgomery County LSBRP Program
255 Rockville Pike, Suite 180, Rockville, MD 20850
Phone: 240-777-9921 | Email: lsbrp@montgomerycountymd.gov