Doing Business with the State and County

For Childcare Providers

By: Naddia Clute
Purpose of Presentation

- Have a better understanding of Maryland Business Express
- Ensure that your business is in “Good Standing”
- Get to know the County Central Vendor System
- Learn about other resources available to support your business
Maryland Business Express (MBE)

Maryland Business Express is a website that supports the process of planning, starting, managing and growing your business. Some of the resources on the website are:

• Business Entity Search
• Order Business Document
• Trade Name
• File Annual Reports
• File Personal Property Tax
Maryland Business Express (MBE)

In order to get the most out of the MBE website, it is recommended that you create an account. The website will only ask for your basic information such as Name, Last Name, Contact Information, and Address.
Maryland Business Express (MBE)

Once your account is set up, you can do the following things:

- Register a new business
- Renew Trade Name
- Order a Good Standing Certificate
- Change Principal Office/ Resident Agent
- File Articles of Amendment for Maryland LLC or Corporation
- File an Annual Report/ Personal Property Return
- Establish Tax Accounts
- End/ Cancel/ Revive a Business
- Plus some other options
Once you are logged in, it is recommended that you check the status of your business. There are 3 tabs which are useful for this:

- General Information
- Filing history
- Annual Report/Personal Property.

Maryland Business Express (MBE)
Maryland Business Express (MBE)

Filing History Tab:
It shows the Articles of Organization, and any amendments filed for an LLC or Corporation.

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Annual Property/Personal Property Tab:
It shows the year and date of personal property tax filing. This is something that LLCs and Corporations complete on a yearly basis. If you are a Sole Proprietor or Non-Profit, you are not required to do this.

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</table>
Montgomery County
Central Vendor Registration System

The CVR website is a one stop registration system for Montgomery County. The County uses this system to ensure your company information is up to date when it disburses grants and other funds.
Montgomery County
Central Vendor Registration System

In order to set your company in the CVR System, you will need the following information:

- Name
- Address
- Business Name
- EIN
- Type of Organization
- NIPG

Once you are in the system, you will receive a vendor ID and PIN that you will need to save.

Also, you need to renew this account every 3 years to stay active in the system.
The Maryland Department of Transportation's (MDOT) Office of Minority Business Enterprise (OMBE) is Maryland's official certification agency for:

- Minority Business Enterprise (MBE) Program
- Disadvantaged Business Enterprise (DBE) Program
- the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program
- Small Business Enterprise (SBE) Program.

They also provide training and workshops to assist you thru the application process. Once the application is submitted, it takes about 6 months for OMBE to review, investigate and provide certification.

It is important that you evaluate the benefits of becoming a Minority Certified in the Child Care Industry before going thru the process.
Maryland Minority Certification MDOT

Certifications and Required Forms

The Maryland Department of Transportation is the State’s official certification agency for firms seeking status as a:

- Minority Business Enterprise (MBE)
- Disadvantaged Business Enterprise (DBE)
- Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- Small Business Enterprise (SBE)

Steps to Certification

1. Application – Applicant submits a complete application and all required supporting documentation. All applications can be submitted online.
2. Investigation – An investigator reviews documentation submitted by applicant, conducts an on-site/job-site visit and prepares an investigative report.
3. Evaluation – MBE Advisory Committee (MBEAC) reviews the investigative report to evaluate whether the applicant’s firm meets the MBE/DBE/ACDBE program requirements.
Resources for Childcare Providers

www.nonprofitmoco.org
www.marylandwbc.org
www.marylandfamilynetwork.org

https://www.montgomerycountymd.gov/HHS-Program/CYF/MCCCRRC/index.html
www.montgomerycountymd.gov/mccrrc
Resources for Childcare Providers

http://www.mdsbdc.umd.edu/

https://rockvilleredi.org/

https://thinkmoco.com/

https://www.ledcmetro.org/
Reminders

• Ensure that your business is in Good Standing with the State of Maryland.
• Remember to file the Annual Property Property Tax Return by April 15, if you need a reminder, feel free to sign up on their website so you can receive a reminder alert.
• It is important to ensure the business information is up to date with the State.
• Keep your Central Vendor ID and PIN in an accessible and secure location. You will need the vendor ID when applying for county grants.
Upcoming Training

ECEI Grant Reporting

• Wednesday, December 9: 3:30 PM – 4:30 PM
• Tuesday, December 15: 11:00 AM – 12:00 PM

ECE Financial Resiliency Program – Introductory Orientation
• Tuesday, December 8 at 12:30 PM

To Register for any of these events, please go to
https://www.nonprofitmoco.org/ecei/
Questions?
THANKS FOR PARTICIPATING