



Doing Business with the State and County

For Childcare Providers

By: Naddia Clute



Purpose of Presentation

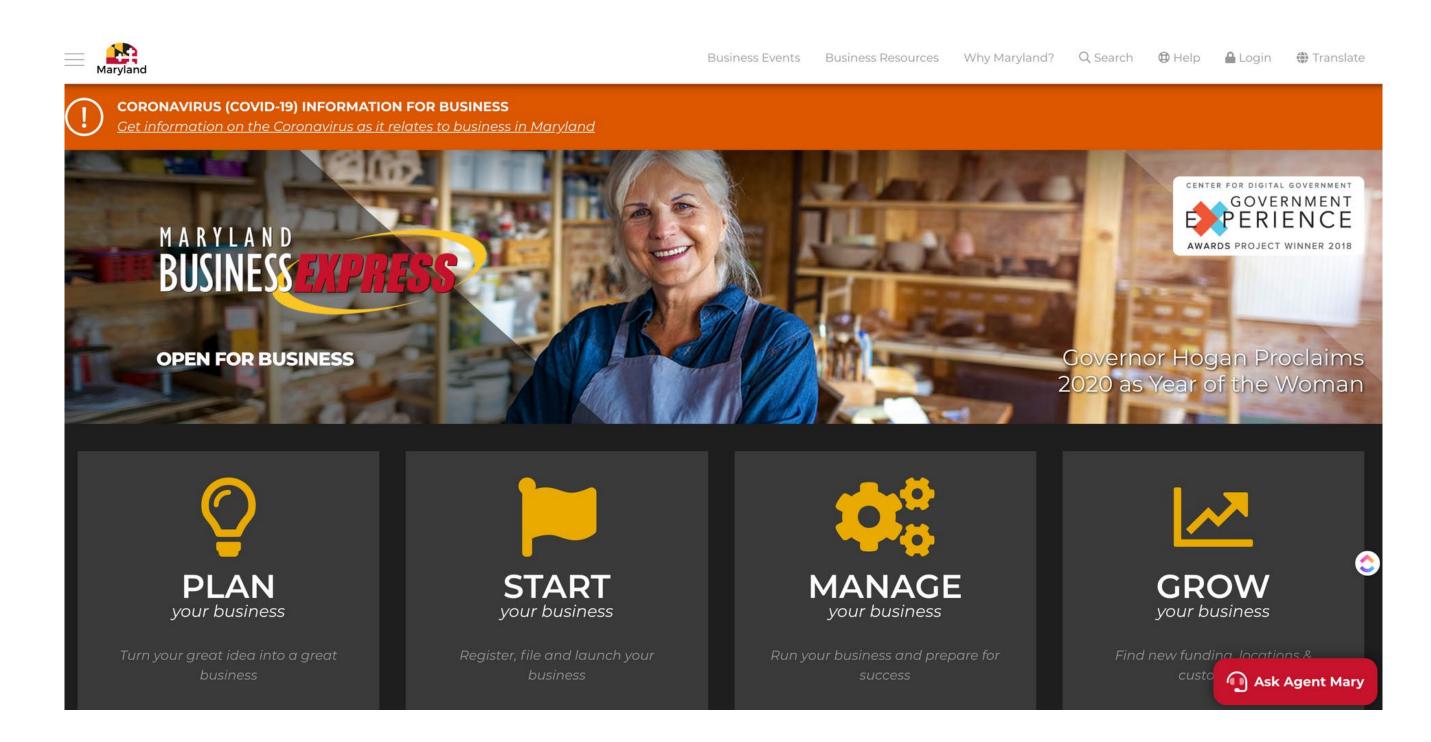
- Have a better understanding of Maryland Business Express
- Ensure that your business is in "Good Standing"
- Get to know the County Central Vendor System
- Learn about other resources available to support your business



Maryland Business Express 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







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

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Middle Name:			(optional)			
Last Name:						
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ontact Information						
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Secondary Phone:		Work *	(optional)			
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4				associated with this account will be sent. You will have the option to send		
				correspondence to another party when completing a filing.		
Important Notice Account Holder address (optional).				Note: this account holder address is independent of any business addresses you may provide in subsequent filings. Updating this address in future will not update addresses provided in business filings.		
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Once your account is set up, you can do the following things:

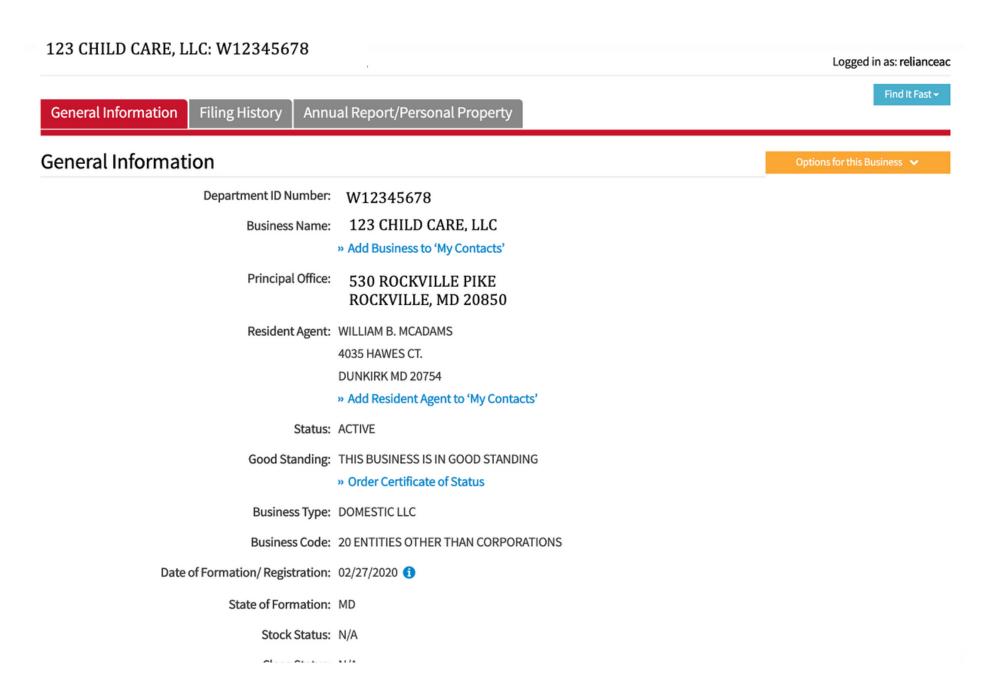
- Register a new business
- Renew Trade Name
- Order a Good Standing Certificate
- Change Principal Office/ Resident Agent
- File Articles of Amendment for Maryland LLC or Corporation
- File an Annual Report/ Personal Property Return
- Establish Tax Accounts
- End/ Cancel/ Revive a Business
- Plus some 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.





Filing History Tab:

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

General Information

Filing History

Annual Report/Personal Property

Filing History

The items listed below are associated with this business.

- Click to view/print PDF (note: some items may not be available to view)
- Click to view comment associated with this item

Item	Date/Time Filed	Film	Folio	Pages
ARTICLES OF ORGANIZATION	2/27/2020 1:51:00 PM			2



Annual Property/ Personal Property Tab:

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

General Information | Filing History | Annual Report/Personal Property

Annual Report/Personal Property

Mailing Address: CHILDCARE BY LISA, LLC

LISA MILLARD 915 EDGEWOOD RD EDGEWATER MD 21037-4237

Annual Report/Personal Property Tax Filings

Asmt. Year	Date Filed	Extension	Penalty Amount	Date Penalty Paid
2020	06/24/2020	No		
2019	06/15/2019	Yes		
2018	06/15/2018	Yes		
2017	06/14/2017	Yes		
2016	06/14/2016	Yes		
2015	06/15/2015	Yes		
2014	06/15/2014	Yes		
2013	06/27/2013	Yes		
2012	06/15/2013	Yes		
2011		No		



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.



Maryland Minority Certification MDOT

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 thu the process.



Maryland Minority Certification MDOT



★ / MBE / MBE Certifications and Forms

MBE Home

Directory of Certified Firms

Certifications & Forms

Annual Review

Minority Business Enterprise Advisory Committee (MBEAC)

Certification Application Assistance Workshops

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 firm meets the MBE/DBE/ACDBE/SBE program requirement



Resources for Childcare Providers

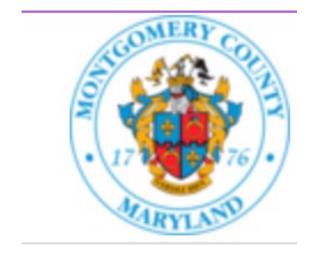


www.nonprofitmoco.org





www.marylandfamilynetwork.org



https://www.montgomerycountymd.gov/ HHS-Program/CYF/MCCCRR@/dex.html



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Resources for Childcare Providers



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



https://thinkmoco.com/



https://rockvilleredi.org/



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

