



# Doing Business with the State and County

For Childcare Providers

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# 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)

The screenshot shows the Maryland Business Express website. At the top left is the nonprofit logo. The navigation bar includes links for Business Events, Business Resources, Why Maryland?, Search, Help, Login, and Translate. A prominent orange banner at the top contains a warning icon and the text: "CORONAVIRUS (COVID-19) INFORMATION FOR BUSINESS" with a sub-link "Get information on the Coronavirus as it relates to business in Maryland". Below this is a large hero image of a smiling woman in a workshop. The hero image features the "MARYLAND BUSINESS EXPRESS" logo, the text "OPEN FOR BUSINESS", and a badge for "CENTER FOR DIGITAL GOVERNMENT GOVERNMENT EXPERIENCE AWARDS PROJECT WINNER 2018". A headline on the right of the hero image reads "Governor Hogan Proclaims 2020 as Year of the Woman". The main content area consists of four dark grey cards with yellow icons: "PLAN your business" (lightbulb icon), "START your business" (flag icon), "MANAGE your business" (gears icon), and "GROW your business" (line graph icon). Each card has a brief description of the service. A red "Ask Agent Mary" button is located in the bottom right corner of the hero image area.

# 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 an account for your basic information such as Name, Last Name, Contact Information, and Address.

**Account Information**

Enter the account holder name

First Name:

Middle Name:  (optional)

Last Name:

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**Contact Information**

Enter your primary phone number. The secondary phone number is optional.

Primary Phone:

Secondary Phone:   (optional)

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Email:

Re-type Email:

Note: this will be the default email address to which all correspondence associated with this account will be sent. You will have the option to send correspondence to another party when completing a filing.

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**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.

Country:

Address 1:

Address 2:  (optional)

City:

State:

ZIP Code:

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**Account Credentials**

Create a username and password for your account.

Username:

Password:

Re-type Password:

Your Username must:

- contain between five (5) and twenty (20) characters
- contain no spaces or special characters

Your Password must:

- contain at least eight (8) characters
- contain all of the following: uppercase, lowercase, number and special character
- NOT contain any part of your name or username.

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**Additional Questions**

# 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

# Maryland Business Express (MBE)

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.

123 CHILD CARE, LLC: W12345678 Logged in as: relianceac

[Find It Fast](#)

**General Information** | Filing History | Annual Report/Personal Property

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**General Information** [Options for this Business](#)

Department ID Number: W12345678

Business Name: 123 CHILD CARE, LLC  
[» Add Business to 'My Contacts'](#)

Principal Office: 530 ROCKVILLE PIKE  
ROCKVILLE, MD 20850

Resident Agent: WILLIAM B. MCADAMS  
4035 HAWES CT.  
DUNKIRK MD 20754  
[» Add Resident Agent to 'My Contacts'](#)

Status: ACTIVE

Good Standing: THIS BUSINESS IS IN GOOD STANDING  
[» Order Certificate of Status](#)

Business Type: DOMESTIC LLC

Business Code: 20 ENTITIES OTHER THAN CORPORATIONS

Date of Formation/ Registration: 02/27/2020 ⓘ

State of Formation: MD

Stock Status: N/A

# Maryland Business Express (MBE)



## 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



# Maryland Business Express (MBE)

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

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### Annual Report/Personal Property

Mailing Address: CHILDCARE BY LISA, LLC  
 LISA MILLARD  
 915 EDGEWOOD RD  
 EDGEWATER MD 21037-4237

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#### 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 Maryland**
Central Vendor Registration System  
December 2, 2020  
A000A0A

**VENDORS** ▾

- LOG ON
- REGISTER (company)
- REGISTER (individual)
- LOG OFF
- SEARCH
- LAUNCH TABLET SITE

**SOLICITATION LISTINGS**

**CONTACTS**

**FAQs**

**AGENCY** ▾

**Welcome to the Montgomery County Inter-Agency Central Vendor Registration System!**

This website is a collaborative effort from [Montgomery County Government](#), [Montgomery College](#), [Montgomery County Public Schools](#), [Housing Opportunities Commission](#) and [The Maryland-National Capital Park and Planning Commission](#). It is the one-stop registration system for companies who are interested in providing goods and services to all 5 county agencies' procurement offices. It allows potential vendors to create and maintain their subscriptions at no financial cost, ensuring county agencies always have up-to-date vendor information. Only the listed agents will have access to your registration information. If you would like to register with other Montgomery County agencies, please register with them directly.








Portal operated for Montgomery County by **EEPEX**

To ensure this system is successful, please update your company information when any changes occur.

REGISTER AS VENDOR
REGISTER AS INDIVIDUAL
LOG ON

# 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 thru the process.

# Maryland Minority Certification MDOT



**MDOT**  
MARYLAND DEPARTMENT OF TRANSPORTATION

MARYLAND DEPARTMENT OF TRANSPORTATION

🏠 / 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](http://www.nonprofitmoco.org)



[www.marylandwbc.org](http://www.marylandwbc.org)



MARYLAND  
FAMILY  
NETWORK

[www.marylandfamilynetwork.org](http://www.marylandfamilynetwork.org)



[https:// www.montgomerycountymd.gov /  
HHS-Program/CYF/MCCCRR/index.html](https://www.montgomerycountymd.gov/HHS-Program/CYF/MCCCRR/index.html)



[www.montgomerycountymd.gov /mcccrrc](http://www.montgomerycountymd.gov/mcccrrc)

# 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

