



## County-Located Business Certification Application

Prince George's County - Office of Central Services  
Supplier Development & Diversity Division (SDDD)  
Thank you for your interest in certification with Prince George's County.  
Follow the instructions below to complete the process.

- Provide a hard copy of all required documents (in the same order as listed on the checklist) to be considered for certification
- Review and complete all fields, sign and notarize the affidavits
- Read the entire application before submitting any documents to SDDD

Return the completed application and all required documents to:  
Supplier Development & Diversity Division  
Attn: Business Analyst  
1400 McCormick Drive, Suite 281  
Largo, MD 20774

Feel free to contact the SDDD for assistance/questions: (301) 883-6480 or [SDDD@co.pg.md.us](mailto:SDDD@co.pg.md.us)

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SDDD – News For You & The Pulse

**If your business is headquartered in Prince George's County, MD please do not proceed with this application as you may qualify for County-Based Certification, using the Universal Certification Application, please contact our office for more information.**

### Certification Type:

- \_\_\_\_\_ County-Located Business (Initial application)
- \_\_\_\_\_ County-Located Business (Re-certification)
- \_\_\_\_\_ Non-Profit (Check if applies)

**If an item does not apply mark "N/A"**

**A business that seeks to be certified as a County-Located Business shall make application to the Purchasing Agent on a form provided by the Purchasing Agent. Such an application shall not be approved by the Purchasing Agent unless the business: (County Code Section 10A-174)**

1. Submits documentation requested by the Purchasing Agent verifying that the business meets the definition of a County-Located Business as prescribed in Section 10A-101 (13.4), including
  - (A) Leasing or ownership documents
  - (B) Payroll information
  - (C) Property and income tax information
  - (D) Information regarding office dimensions
  - (E) Documentation or information requested by the Purchasing Agent to verify compliance with the definition of County-Located Business set forth in Section 10A-101 (13.4);
2. Files a written certificate that the business is not delinquent in the payment of any County taxes, charges, fees, rents, or claims;

3. Files documentation showing that during the preceding twelve (12) months the business has continuously maintained a valid business license or permit.

Non-profit entities that satisfy the County-Located Business requirements are eligible to be certified as a County-Located Business.

A business that is certified as a County-Located Business shall meet the requirements of certification continuously after the date the business's application for certification is approved or the certification shall be rendered void. In such instances, the business must re-apply pursuant to the requirements of County Code Section 10A-174 to be certified as a County- Located Business.

**County-Located Business means a business, subject to certification by County Code Section 10A-174, that meets the following requirements:**

1. Maintains a County office, but is not a County-Based business; AND either:
  - (a) Has at least five (5) full time equivalent (FTE) employees in the Prince George's County office for the full duration of the County office's lease; OR;
  - (b) Has at least three (3) full time equivalent (FTE) employees in the Prince George's County office, with at least two (2) of the FTE employees being Prince George's County residents, for the full duration of the County office's lease OR;
  - (c) If such business has an ownership interest in the building containing the County office, has at least three (3) full time equivalent (FTE) employees in the County office for the full duration of the business's ownership interest in the building;
2. **County office means a place of operation of a business physically located within the County that:**
  - (A) Has a lease in which the business is obligated for at least three (3) years; OR
  - (B) Has a lease in which the business is obligated for at least one (1) year and the place of operation is at least three thousand (3,000) square feet in size; OR
  - (C) Has an ownership interest in such place of operation;

**County resident means a person whose domicile is in Prince George's County, Maryland, as determined by standards set forth by the Purchasing Agent, and who either:**

- (A) Filed a Maryland state income tax return that establishes a Prince George's County domicile for the most recent full calendar year;
- (B) Is claimed as a dependent on a Maryland state income tax return that establishes a Prince George's County domicile for the most recent full calendar year filed by the person's parent, legal guardian, or spouse; OR
- (C) Was not required to file a federal or Maryland state income tax return for the most recent calendar year because the person was not legally liable for income tax pursuant to Section 10-809, Tax-General Article, Annotated Code of Maryland, but was legally domiciled in Prince George's County for the most recent full calendar year, and signs an attestation under oath to this effect on a form provided by the Purchasing Agent.

**1. General Information:**

Company Name: \_\_\_\_\_

Local Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Prince George's County Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Headquarters Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Prince George's County Contact Person

Title: \_\_\_\_\_ Prince George's County Council District#: \_\_\_\_\_

**2. Type of Organization:**

Corporation

Partnership

Sole Proprietorship

LLC

**3. Business Start Date: mm/dd/yyyy**

**State of Organization:**

**Federal Tax ID #:**

**4. Line of Business, Trade or Services Provided (Specialty/Expertise):**

**5. Number of Full-time employees in the Prince George's County office:** \_\_\_\_\_

**6. Number of employees who are Prince George's County residents:** \_\_\_\_\_

**7. Does your company have ownership interest in the building where the Prince George's County office is located? Y/N** \_\_\_\_

**8. Does your company have a lease agreement? Y/N** \_\_\_\_

Please check which applies:

\_\_\_\_\_ 1 Year Lease

\_\_\_\_\_ 2-4 Year Lease

\_\_\_\_\_ 5+ Year Lease

**9. Office & Work Location**

	<b>Office Location</b>	<b>Date Appointed</b>	<b>County Resident Y/N</b>
CEO _____			
President _____			
Vice President _____			
Secretary _____			
Treasurer _____			

**10. Business License or Permit(s) (Construction, Electrical, Engineering, Etc.)**

<b>License/Permit</b>	<b>Expiration Date</b>
1. _____	_____
2. _____	_____
3. _____	_____

**11. Certifications currently held:**

**Certifying Agency (Select all that apply)**

- MDOT (MBE/DBE)
- WMATA (DBE)
- CRMSDC
- NMSDC
- WPEO
- VA
- USPAACC

**12. Has your firm ever been disbarred, suspended, or terminated from a contract with any jurisdiction in the State of Maryland? If yes, please explain Y/N**

**13. List all National Institute of Government Purchasing (NIGP) and North American Industry Classification System (NAICS) Codes associated with the business**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Affidavit of Certification**

**A material or false statement or omission made regarding this application is sufficient cause for denial of certification, revocation of a prior approval, initiation or suspension or debarment proceedings, and may subject the person and/or entity making the false statement to all civil and criminal penalties available pursuant to applicable federal and state law.**

I, \_\_\_\_\_ (full name printed), swear or affirm under penalty of law that I am \_\_\_\_\_ (title) of applicant firm \_\_\_\_\_ (firm name) and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

Upon examination of relevant records and to the best of my knowledge, the business entity is not delinquent in the payment of any county taxes, charges, fees, rents and/or claims as required by Section 10A-174(A) (2) of the Prince George’s County Code.

I understand that the information submitted in this application is for inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application and other certifying agencies for verifying the information supplied and determining the named firm’s eligibility.

I agree to submit to government audit, examination and review of books, records, documents, and files in whatever form they exist, of named firm and its affiliates, inspection of its place(s) of business and equipment, and to permit interviews of its principals, agents and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

I agree to provide written notice to the Supplier Development and Diversity Division (SDDD), Attn: Business Analyst; regarding any material change in the information contained in the original application **within 30 calendar days of such change (e.g. ownership, address, phone number, etc.)**

I understand that Prince George’s County may rely upon this affidavit and that if the information provided by me in this certification is false, I may be subject to criminal prosecution for perjury, procurement fraud, and/or other crimes; and any contract awarded to the business in reliance upon this affidavit may be void or subject to termination for default. My signature attests that I declare under penalty of perjury that I am an authorized signatory of the business, and I hereby swear that the matters stated in this affidavit are true.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Corporate Acknowledgement**

I, \_\_\_\_\_ (print name), certify that I am the \_\_\_\_\_ (print title) of \_\_\_\_\_ (print business name) and that \_\_\_\_\_ (print name) who signed the above affidavit is \_\_\_\_\_ (print title) of said entity; that I know his/her signature, and his/her signature thereto is genuine; and that the above affidavit/statement of ownership was duly signed, sealed and attested for on behalf of said entity by authority of its governing body. Further, under penalty of perjury I solemnly affirm that the contents of the foregoing affidavit are true to the best of my knowledge, information and belief.

Do not sign this affidavit or corporate acknowledgement with an electronic or digital signature. This document requires an original signature that has been properly notarized. It should be submitted with a complete application including all required supporting documentation.

**Notary Certificate**

City/County of \_\_\_\_\_

In the State of \_\_\_\_\_

The foregoing instrument was subscribed and sworn before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_, (person authorized to bind the company)

who is properly authorized by \_\_\_\_\_ (name of firm) to execute this affidavit.

\_\_\_\_\_ (Notary signature) \_\_\_\_\_ (Notary registration #)

My commission expires \_\_\_\_\_

## Certification Checklist

Yes	No	NA	<b>INITIAL CERTIFICATION Required Documents Checklist</b>
			Completed Original CLB Application ( <b>including notarized Corporate Acknowledgement</b> )
			Copy of current certification documents appropriate to the business (if applicable, e.g. Veterans, Minority Business Enterprise, Disadvantaged Business Enterprise)
			Leasing or Ownership documents ( <b>including the dimensions of the Prince George’s County location; (required for 1-2-year lease holders)</b> )
			Current payroll information (Documenting employment of current Prince George’s County Residents)
			Copy of supplier’s most recent Federal Income Tax Return <b>or</b> official extension document for the most recent tax year
			Copy of supplier’s Maryland property tax information ( <b>required if you own the County office</b> )
			Copy of documentation showing a valid business license or permit continuously during the preceding 12-month period (if applicable)
Yes	No	NA	<b>RE-CERTIFICATION Required Documents Checklist</b>
			Completed Original CLB Application ( <b>including notarized Corporate Acknowledgement</b> )
			Current payroll information (Documenting employment of current Prince George’s County Residents)
			Copy of supplier’s most recent Federal Income Tax Return <b>or</b> official extension document for the most recent tax year
			Copy of documentation showing a valid business license or permit continuously during the preceding 12-month period (if applicable)

- All vendors are required to complete the **Vendor Online Registration** at <http://www.princegeorgescountymd.gov/2210/Doing-Business-with-Prince-Georges-County> prior to submission of your application
- Please make a copy of the completed application packet for your records
- The SDDD will return illegible application
- Applications are processed within 90 days of receiving a completed application packet

Thank you for taking the time to complete the application!