



Small Business and Entrepreneur Resource Guide

Veteran-owned company grows, and grows

PATRIOT was a homegrown business started—out of a garage—in 2009 by two friends as a Small Disadvantaged Business and Service-Disabled Veteran-Owned construction company. Today, PATRIOT has become a successful, multimillion-dollar company offering full-service facilities and infrastructure solutions to clients nationwide and across the globe. PATRIOT recently cut the ribbon on its new global HQ in Calvert County.



Maryland Small Business and Entrepreneur Resource Guide

Small business owners are the mainstay of Maryland's economy. Whether you are an emerging entrepreneur, a minority, a woman- or veteran-owned business, the Maryland Department of Commerce is committed to you. This resource guide provides you with the quick tools you need to help your business grow, thrive and succeed.

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Maryland Department of Commerce

410-767-6300

commerce.maryland.gov

As the state's primary economic development agency, we stimulate private investment and create jobs by attracting new businesses, encouraging the expansion and retention of existing companies, and providing workforce training and financial assistance to Maryland companies. Commerce also promotes the state's many commercial advantages and its outstanding quality of life to spur economic development, international investment, trade and tourism.

Key Services

- Building and site location assistance
- Finance programs, tax credits and training grants
- Business advocacy and consulting
- Technology transfer
- Foreign direct investment
- Export consulting and assistance
- Trade show and conference partnership

Incubators and Accelerators

commerce.maryland.gov/incubators

If your business is new or just getting started, Maryland's 30+ business incubators offer early stage companies shared resources, business assistance, and access to equipment and facilities.

Accelerator programs also help new entrepreneurs gain the tools, skills, mentorship and advice they need to build a valuable company.

Startup Checklist

Starting your business can be an exciting and challenging undertaking. To ensure success it is important for you to be familiar with the basic requirements in Maryland. The following checklist provides a good starting point.

- Select a business structure.
- Create and register your business.
- Obtain personal property tax information.
- Register your business trade name.
- Obtain federal, state, county and local tax information.
- Check county and local zoning requirements.
- Check state and local license requirements.
- Obtain and complete your application for a Maryland business license.

For more information visit open.maryland.gov/start

Commerce Small Business Resource Contacts

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Director of Entrepreneurship & Small Business
(410) 767-6799
allyson.redpath@maryland.gov

Tonya Wigfall

Minority Business Outreach Director
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tonya.wigfall@maryland.gov

Regional Field Contacts

The Maryland Department of Commerce Regional Growth and Retention team is geographically based to assist businesses in every corner of the state. Experienced and knowledgeable professionals provide easy access to Commerce programs and services and assist companies of all sizes seeking to expand their markets, their workforce, or their location within the state.

Assistance with a broad range of business needs include:

- Identifying funding sources
- Establishing customer/supplier connections
- Facilitating access to workforce and technical resources

Regions/Counties

Western Maryland (Garrett, Allegany, Washington)
Baltimore/Washington Corridor:

- Frederick, Carroll
- Montgomery
- Prince George's
- Howard, Anne Arundel
- Baltimore, Baltimore City

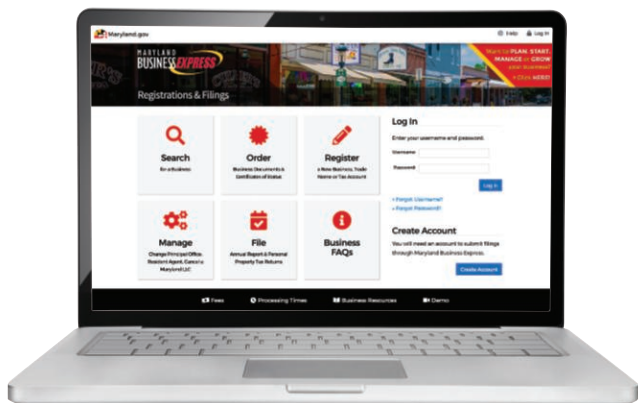
Northeastern Maryland (Harford, Cecil)

Southern Maryland (Charles, Calvert, St. Mary's)

Upper Eastern Shore (Kent, Queen Anne's
Caroline, Talbot, Dorchester)

Lower Eastern Shore (Wicomico, Worcester,
Somerset)

For more information and contacts, visit:
commerce.maryland.gov/commerce



Maryland Business Express

Maryland Department of Assessments and Taxation

410-767-1184 or 888-246-5941

dat.maryland.gov

The Maryland Business Express website—businessexpress.maryland.gov—allows you to:

- Register your new business and form the legal business entity with the Maryland Department of Assessments and Taxation.
- Register a business trade name with the Maryland Department of Assessments and Taxation.
- Establish your necessary tax accounts with the Comptroller of the Treasury.
- Submit your business personal property return filings and order certified copies.

All filings through the Express website will be processed by the Maryland Department of Assessments and Taxation within seven business days. After completing the online registration process you will receive all the necessary licenses and account numbers for your business. This electronic government service includes a convenience fee for payments processed through this website. Payments can be made using Visa, MasterCard, Discover and American Express.

Maryland Department of Labor

Division of Occupational and Professional Licensing

410-230-6231

dllr.state.md.us/license

The Division of Occupational and Professional Licensing is responsible for licensing and regulating the activities of individuals, corporations and partnerships of more than 255,000 individuals and businesses across 25 professions Please visit their website for a complete listing.

MD Apprenticeship and Training Program (MATP)

410-767-2246

dllr.maryland.gov/labor

MATP provides free technical assistance for employers who wish to establish apprenticeship programs, combining full-time employment with related classroom instruction. More than 3,000 Maryland employers participate in 100+ skilled trades and crafts throughout Maryland.

Maryland Department of the Environment

Permits Service Center

410-537-3000

mde.maryland.gov

MDE provides compliance and permitting assistance for small businesses with air, waste and water permits. MDE's Environmental Permits Service Center provides pollution prevention information and assistance to businesses. Free, on-site pollution prevention opportunity assessments are available through the University of Maryland Manufacturing Assistance Program.

Maryland Workforce Exchange

410-767-2173

mwejobs.maryland.gov

Maryland Workforce Exchange provides local, statewide and national exposure of job openings through the web-based CareerNet, which is linked to the America's Job Bank website. The one-stop recruitment centers provide access to telephones, fax machines, copiers and the Internet. Assistance is available with recruitment of veterans, minorities and individuals with disabilities to help businesses meet their Equal Employment Opportunity affirmative action requirements.

Maryland Procurement Technical Assistance Center

301-405-6550

www.mdptac.org

Maryland Procurement Technical Assistance Center (MDPTAC) helps Maryland businesses prepare for and engage in the procurement process with federal, state and local government agencies. The Procurement Technical Assistance Program (PTAP) was authorized by Congress in 1985 in an effort to assist small businesses in participating in the Government Marketplace. The Maryland PTAC opened its doors in 2002 and is administered directly by the Maryland Small Business Development Center, funded by the State of Maryland, the Defense Logistics Agency, and hosted by the University of Maryland in College Park.

Business to Government (B2G)

commerce.maryland.gov/b2g

The MD Department of Commerce offers resources to assist businesses seeking to work with state and federal government agencies. The resources include a “how-to” guide, state and local resources contacts, federal and state contracting opportunities, news and events as well as upcoming government contracting events.

MD Department of Transportation

Minority/Disadvantaged Business Enterprise Program

410-865-1269 or 800-544-6056

mdot.maryland.gov

Maryland Department of Transportation (MDOT) is Maryland’s official certification agency for the Minority Business Enterprise (MBE) Program, the Disadvantaged Business Enterprise (DBE) Program, the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program, and Small Business Enterprise (SBE) Program. MDOT ensures only bona fide MBE/DBE/ACDBE/SBE firms participate in the program through a comprehensive certification program. Certified firms appear in MDOT’s Online Directory of Certified Firms.

Governor's Office of Small, Minority and Women Business Affairs

410-697-9600

gomdsmallbiz.maryland.gov

The Governor's Office of Small, Minority & Women Business Affairs (GOSBA) primary role is to connect the small business community to greater economic opportunities in both the public and private sectors. Administration of the state's Minority Business Enterprise (MBE) and Small Business Reserve (SBR) procurement programs, establish best practices for their successful implementation, and monitor compliance across the 70 participating agencies. They partner with the entire stakeholder community to ensure that small businesses have access to the tools needed to develop their core competency, access capital, and gain policy insights so they can compete with confidence.

Small Business Reserve Program

gomdsmallbiz.maryland.gov

In 2004, the state created the Small Business Reserve (SBR) Program, providing small businesses with the opportunity to participate as prime contractors on state contracts by establishing a unique marketplace where small businesses compete against other small businesses instead of larger, more established companies. Certification is an online process through the vendor registration process on the state's eProcurement platform - eMaryland Marketplace Advantage (eMMA). Vendors attest to meeting the eligibility standards and must re-certify annually. There is no cost to participate in the SBR Program.

Veteran-owned Small Business Enterprise Program

gomdsmallbiz.maryland.gov

The State of Maryland established the Veteran-owned Small Business Enterprise (VSBE) Program so that maximum contracting opportunities are extended to veteran-owned small business enterprises, as both prime contractors and subcontractors. Businesses seeking to participate in the VSBE Program must (1) meet the size standards adopted by the United States Small Business Administration in 13 C.F.R. 121.201 and any subsequent revision of that regulation, and; (2) must be at least 51% owned and controlled by one or more individuals who are veterans.

VSBE firms must complete the vendor registration in eMaryland Marketplace Advantage (eMMA).

Designated agencies/departments are directed to spend at least 1% of the total dollar value of their procurement contracts either as a prime contractor or as a subcontractor with certified VSBE firms.

eMaryland Marketplace Advantage

emma.maryland.gov

eMaryland Marketplace Advantage (eMMA) is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Veteran-owned Small Business Enterprise (VSBE) Program.

Maryland Defense Network

MarylandDefenseNetwork.org

MarylandDefenseNetwork (MDN) is a secure, interactive, online market research database of supply chain networks of defense contractors. This free, interactive mapping tool is available to member companies and economic development experts and helps Maryland businesses within the supply chain identify potential subcontractors and form potential teaming relationships and partnerships.

United States Small Business Administration [8(a)] Business Development Program

1-800-827-5722

sba.gov/8abd

The SBA [8(a)] Program assists minority businesses by improving their ability to compete on an equal basis in the mainstream of the American economy. The program uses one-on-one counseling and training workshops, offers assistance in expanding into contracting activity with the federal government and provides information on the process of meeting financial and bonding needs. To participate a business must be at least 51% owned and operated by an individual certified as socially and economically disadvantaged and must have been in existence two full years before applying.



Maryland company develops smart stethoscope

Sonavi Labs, an innovative device and software company is focused on medical products using artificial intelligence (AI) technology to help analyze body sounds for diagnosis of diseases. The Baltimore-based company presented its debut device, FEELIX, a digital stethoscope, at Arab Health 2020 and took first place in the global pitch competition. Maryland Commerce awarded Sonavi Labs an ExportMD grant to attend the trade show.



Customer Service Promise

The State of Maryland pledges to provide constituents, businesses, customers, and stakeholders with friendly and courteous, timely and responsive, accurate and consistent, accessible and convenient, and truthful and transparent services.



Maryland

DEPARTMENT OF COMMERCE

commerce.maryland.gov

Larry Hogan, Governor

Boyd Rutherford, Lt. Governor