

Introducing Metro's new **Minority Business Enterprise Program, Small Business Program and Micro-Business Program.**

These programs allow your business to compete on a level playing field for Metro's business — either directly as a prime contractor or indirectly through subcontracting.

On certain contracts, you will only compete against other like-sized businesses. In other words, only a business like yours can win the contract. **No big guys allowed.**

**Don't wait. Get your business on the field.**

To register your business, visit [website] and [instructions]. Then get ready to compete for the business of helping Metro move the region. Because when local small businesses thrive, everyone wins.

Want to do business with Metro?



**We've leveled the playing field.**

Do you have a small, minority or women owned business? Do you sell supplies and services that Metro buys, either occasionally or ongoing? Then your business is in the right place at the right time.





## About our programs

- Metro's MBE, SBP and MBP programs were created for the purpose of providing additional contracting opportunities for small, women, and minority owned businesses.
- The contracts and purchases that will be subject to the MBE, SBP and MBP programs are funded with local money and therefore are not subject to DBE or SBE requirements.
- Dedicated funds will be utilized to contract for goods, supplies and services that expand and improve Metro's service delivery. All Metro Departments that utilize dedicated funds must comply with the MBE, SBP and MBP program requirements.

## How to apply

- Businesses can apply for certification as a minority business, a small business or both. Each program has separate eligibility criteria. Applications must be submitted online through Metro's vendor/supplier portal (see below). Detailed business financial information is required for both certifications.

- MBE, SBP and MBP certification must be renewed every two years.
- For the MBE Program, out-of-state businesses must have their home state DBE/MBE certification before being considered for Metro's Program. Businesses headquartered in MD, DC and VA are considered in-state and are therefore not required to have their home state's DBE/MBE certification, but must meet all other certification requirements.
- For purposes of WMATA MBE certification only, businesses headquartered in MD, DC and VA are considered "in-state" and are therefore not required to have their home state's certification in order to apply for WMATA's MBE program. All WMATA DBE applicants — including MD, DC and VA based firms — must still have their home state DBE certification in order to apply for WMATA's DBE program.
- The business size caps for the MBE program are identical to those for the DBE program. The SBP business size caps are smaller than the MBE program and the MBP program size caps are smaller than the SBP program.

## Requirements

- The SBP is the race-neutral local business-focused set aside component of the MBE program. In order to be certified as a small business through Metro, a business must be headquartered in MD, DC or VA and must meet the following business size criteria:
  - 3-year average revenues must be

≤ \$10 million and business must have 50 or fewer employees.

- There is a separate micro-business certification that targets very small businesses. To qualify as a micro-business, the following size criteria must be met:
  - 3-year average revenues must be ≤ \$3 million and the business must have 25 or fewer employees.
- All procurements subject to MBE, SBP and MBP requirements must be evaluated for potential set aside, regardless of project size. It is anticipated that some larger projects may not be suitable for small business set aside. However, contracts of a certain size are required to be set aside as follows:
  - Individual contracts or purchases valued at less than \$50K, including purchases made with a Metro-authorized purchasing card, must be set aside for micro-businesses when there are at least two certified micro-businesses identified.
  - If the contract value is at least \$50K but not more than \$1M, with the Chief Procurement Officer (CPRO) discretion, it must be set aside for small businesses when there are at least three certified small businesses identified.
  - Existing contracts that are being performed by a small or micro-business must be set aside for a small or micro-business when it is time to renew the contract.

To apply for certification as a minority business, a small business or both, go to [website] and [instructions].