

Maricopa County Small & Local Business Program

Attestation Form

The Maricopa County Small & Local Business Advocacy Program (MCSLBAP) provides opportunities for businesses to be awarded bids issued through the county’s e-procurement platform, Periscope S2G, that are not greater than \$100,000 and not covered under an existing agreement. This form should be used by for-profit businesses that have indicated that they are eligible to participate in the program, following an initial self-certification through Periscope S2G. Prior to being awarded a bid under the MCSLBAP, vendor eligibility must be validated, and the profile modified in the County Vendor Self Service application. Vendor’s will be required to modify their existing VSS profile. In order select the MCSLBAP business type and upload required supporting documentation. For procurements not exceeding an aggregate amount of \$100,000, departments shall issue quotes through the county’s [e-procurement platform](#) and shall award whenever practicable to vendors who have self- certified as a Maricopa County Small/Local Business in the e-procurement application.

Instructions: Complete this form and attach this and all other supporting documentation within the VSS application **as one single PDF File**. Direct questions to mcslbap@maricopa.gov. Documents may be used in support of more than one criteria. For example, a tax return may demonstrate current on taxes and gross revenue.

Applicant Information

Vendor’s Advantage ID	
Business Name	
(DBA)	
Last 4 of FEIN or SSN	
Business Address:	
City, State, Zip	
Contact First Name, Last Name	
Contact Title	
Telephone Number	
Email Address	
Business Structure (<i>Check One</i>)	<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Partnership <input type="checkbox"/> Other – <i>Please specify:</i> _____
Print Name and Signature	I affirm I am a lawful business representative of the applicant and I attest that applicant business meets the eligibility requirements as listed below. _____ _____
Date	

Eligibility Criteria and Documentation Requirements

Program Criterion 1: Independently owned and operated, not dominant in it's field, in operation for more than one year. Documents may include a copy of tax license showing issue date, articles of incorporation, prior year's tax returns or any other document demonstrating business has been operational for over 1 year.

Program Criterion 2: locations only in Maricopa County; or location in and outside of the County, but the County-based location(s) accounts for over 50% of the business's total number of employees, or over

50% of the business's gross revenue. Documents may include listing of locations, screenshot of website showing locations, income, or financial statement by location.

Program Criterion 3: Fewer than 100 employees and no more than \$4M in annual gross receipts in its last fiscal year. Documents may include employee roster, tax filings or returns, financial statement, audit or income statements, employment filings

Program Criterion 4: In good standing with ADOR and all other AZ regulatory agencies, and current on all County taxes. Documents may include copy of most recent tax statement, filing or return.

County CAPA personnel shall award to the lowest priced, responsive responsible respondent who has indicated that they meet these eligibility criteria. In the event the small/local firm is not selected, Departments will be required to maintain documentation in the procurement file on the reason(s) the award was not to a small business meeting the eligibility criteria.

Please complete this application, collect the required documents, then login to your VSS profile. Select the MCSL business type and attach this form and all supporting documentation to the VSS application. Please allow 5 days for processing. Your profile will be updated in VSS upon approval.