

THE PRINCE GEORGE'S COUNTY

# GREEN BOOK



A Guide To Procurement  
Opportunities In Prince  
George's County  
Government

Angela D. Alsobrooks  
County Executive

Connecting local, small  
and diverse suppliers with  
every available opportunity  
to do business with Prince  
George's County

Providing agency-by-agency budget  
and requirement details so businesses  
can navigate procurement opportunities

The Green Book is a pathway to  
expanding small and disadvantaged business  
development in Prince George's County



**PRINCE GEORGE'S COUNTY GOVERNMENT**  
Office of the County Executive  
*"Prince George's Proud"*



**Angela D. Alsobrooks**  
County Executive

Dear Prince George's County Supplier(s) and Business Community:

We are *Prince George's Proud* that our Office of Central Services (OCS) is officially launching the Prince George's County Green Book, a digital guide for County-based Small Businesses (CBSBs) and County-based Minority Business Enterprises (CBMBEs) that will connect them to procurement opportunities within Prince George's County Government. This is an exciting step towards creating increased opportunities within the County for local and diverse suppliers.

County businesses play a critical role in the economic expansion and development of our County. They provide jobs for our residents and also spend locally. Creating platforms and opportunities for small and diverse County businesses remains one of our top priorities, and the Green Book is the latest platform to support our business community.

The Green Book will allow businesses to be informed about upcoming opportunities within County Agencies and Departments. By having a centralized location for all County contracting opportunities, County businesses are better positioned to be prepared when responding to upcoming solicitations. This is just one of the many ways we are working to make it easier to do business with your County Government.

Thank you to our business community for everything you do for our residents and for our local economy. We will continue to find new and innovative ways to support the growth and expansion of our County's small and minority-owned businesses.

Sincerely,

A handwritten signature in blue ink that reads "Angela Alsobrooks".

Angela Alsobrooks  
County Executive



Angela D. Alsobrooks  
County Executive

# PRINCE GEORGE'S COUNTY GOVERNMENT

## OFFICE OF THE COUNTY EXECUTIVE

Dear Prince George's County and Supplier(s) and Business Community:

As Deputy Chief Administrative Officer for Government Operations, I am pleased to join with the County Executive and the Office of Central Services to celebrate the newly launched Green Book.

The Green Book sits at the crossroads of two of County Executive Alsobrooks' key policy aims - High Performance Government and Smart Economic Development. By providing a centralized and efficient connection between local small and minority business "citizens" and County agencies, the Green Book will empower both the community and government in a new and exciting way. Equally as important is the increased likelihood that more County government dollars will remain within the County.

I commend Director Butler for his visionary leadership and the Office of Central Services for achieving this vision and am certain that The Green Book will foster valuable opportunities for local small and minority businesses for many years to come.

Sincerely,

Tara H. Jackson  
Deputy Chief Administrative Officer  
for Government Operations



Angela D. Alsobrooks  
County Executive

Jonathan R. Butler  
Director

## PRINCE GEORGE'S COUNTY GOVERNMENT Office of Central Services

Glenn Moorehead  
Deputy Director

Michael W. Brown  
Deputy Director

Dear Prince George's County Supplier(s) and Business Community:

The Office of Central Services (OCS) is proud to announce the launch of the Prince George's County Green Book, a digital guide for County-based Small Businesses (CBSBs) and County-based Minority Business Enterprises (CBMBEs) to connect to procurement opportunities within Prince George's County Government. The Green Book is scheduled to go live on August 24, 2020.

At OCS, we continue to honor our commitment to develop and implement solutions that incorporate innovation and technology throughout our everyday operations. Through the Green Book, countless benefits are available to County Agencies and Departments as well as to diverse and local suppliers. The Green Book will assist the business community in navigating the local government procurement process by providing an agency-by-agency overview of diverse and local spending availability.

Specifically, the Green Book will:

- Assist County Agencies and Departments with increasing their utilization of diverse and local suppliers to meet the requirements for procurement spending in accordance with Procurement Code 10A-162.
- Establish a centralized digital platform that will allow County businesses to identify procurement opportunities by Agency.
- Establish a multi-facet online portal that will provide technical assistance to County businesses.
- Help Agencies to guide spending of their budgets within Prince George's County.

Finally, as we continue to examine ways to improve and enhance the user experience, we remain open to identifying and implementing trailblazing practices that propel County government services to the next level. Again, we at the Office of Central Services are proud to serve and look forward to helping you achieve continued success.

A handwritten signature in black ink, appearing to read "Jonathan R. Butler".

Jonathan R. Butler  
Director, Office of Central Services





Angela D. Alsobrooks  
County Executive

Jonathan R. Butler  
Director

## PRINCE GEORGE'S COUNTY GOVERNMENT Office of Central Services

Glenn Moorehead  
Deputy Director

Michael W. Brown  
Deputy Director

Greetings Suppliers,

I am so excited about the launching of the Prince George's County Green Book Project! Our goal is to drive industry change by significantly increasing the number of opportunities for our certified business community and giving you a competitive advantage. The Green Book Project is a digital roadmap and a key value driver for our County Based businesses that will increase our diversity spend.

This is a major achievement as we move to close the gap between procurement and our suppliers. The Green Book will bring actionable strategies that will bring success while developing a high quality and robust Supplier Diversity Program. Our intent is to also build new relationships, and to encourage new businesses to get certified as we move toward the increased development of small businesses in technical and capacity growth. Through transparency and inclusion, this is the beginning of a new era of building partnerships as our focus is to turn suppliers into partners. Key suppliers become the link between agency needs and solutions and create value.

The Green Book will bring a different perspective to doing business with Prince George's County Government and it will create a win – win solution for all. Through this type of relationship building effort, "we are committed to support the communities in which we work and live!" We look forward to this power of teamwork to succeed together.

Wishing you the best for the future.

Sincerely,

*Debra F. Carter*

Debra F. Carter  
Executive Director  
Supplier Development & Diversity Division

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1400 McCormick Drive, Suite 336, Largo, Maryland 20774 (301) 883-6450, FAX  
(301) 883-6464



Todd M. Turner, Chair  
District 4

PRINCE GEORGE'S COUNTY COUNCIL  
*Service. Community. Progress.*

June 4, 2020

Mr. Jonathan R. Butler, Director  
Prince George's County  
Office of Central Services  
1400 McCormick Drive, Suite 200  
Largo, Maryland 20774

Dear Director Butler:

I am pleased to congratulate the Prince George's County's Office of Central Services with the launch of the Prince George's County Green Book and provide my support to its success. The vision to provide a digital guide for County-Based Small, Minority, Women and Veteran Owned Business Enterprises to connect them to procurement opportunities within Prince George's County Government is commendable.

The County Council recognizes that our small local businesses are critical to expanding the economic development efforts in the County. The Council has taken several legislative and budgetary actions to support procurement opportunities for our local based small, minority, women and veteran owned businesses. As these businesses have more opportunities, they are more likely to reinvest their profits locally; and as they hire local residents, those residents spend locally, which impacts economic growth for the County.

Again, I offer my congratulations to you, the Department and I hope that the Green Book will help to connect our small business community with more opportunities to help them grow and expand opportunities for all in Prince George's County.

With my sincere congratulations,

Hon. Todd M. Turner  
Council Chair  
Prince George's County Council



Angela D. Alsobrooks  
County Executive



On behalf of its over 600 members representing over 30,000 employees, the Prince George's Chamber congratulates County Executive Angela Alsobrooks, Office of Central Services' Director Jonathan Butler and Debra Carter head of the County's Supply Diversity on publishing the Prince George's County Green Book. This achievement will provide the County's business community instant access to a myriad of public procurement opportunities and bring broad base participation to the County's growing economic infrastructure.

Growing small businesses must be the center of economic growth for any municipality. Nationally, small businesses employ over 70% of the working population, tends to hire directly from the community and grants needed funds to local community and government institutions. Small businesses do everything from providing tech support, to neighborhood cleanup, to child day care, to providing supplies; in short, these businesses are where we shop, exercise, and dine. Think of any successful community and, what stands out, is the community' small business variety.

Prince George's County is a special place to live, work and recreate because of the wide diversity of small business options. The County is also a place of expansive regional growth and public infrastructure making it a national destination. The Green Book augments County growth by providing a direct line to compete for delivering county goods and services; this in turn, will be one of the economic lifelines that grows businesses.

The Prince George's Chamber of Commerce views this accomplishment as a game changer which will increase local participation in government goods and transactions.

Again, congratulations on the Green Book and the Chamber looks forward to working with the County Executive's team on future procurement innovation!

Sincerely,

A handwritten signature in black ink that reads "David C. Harrington".

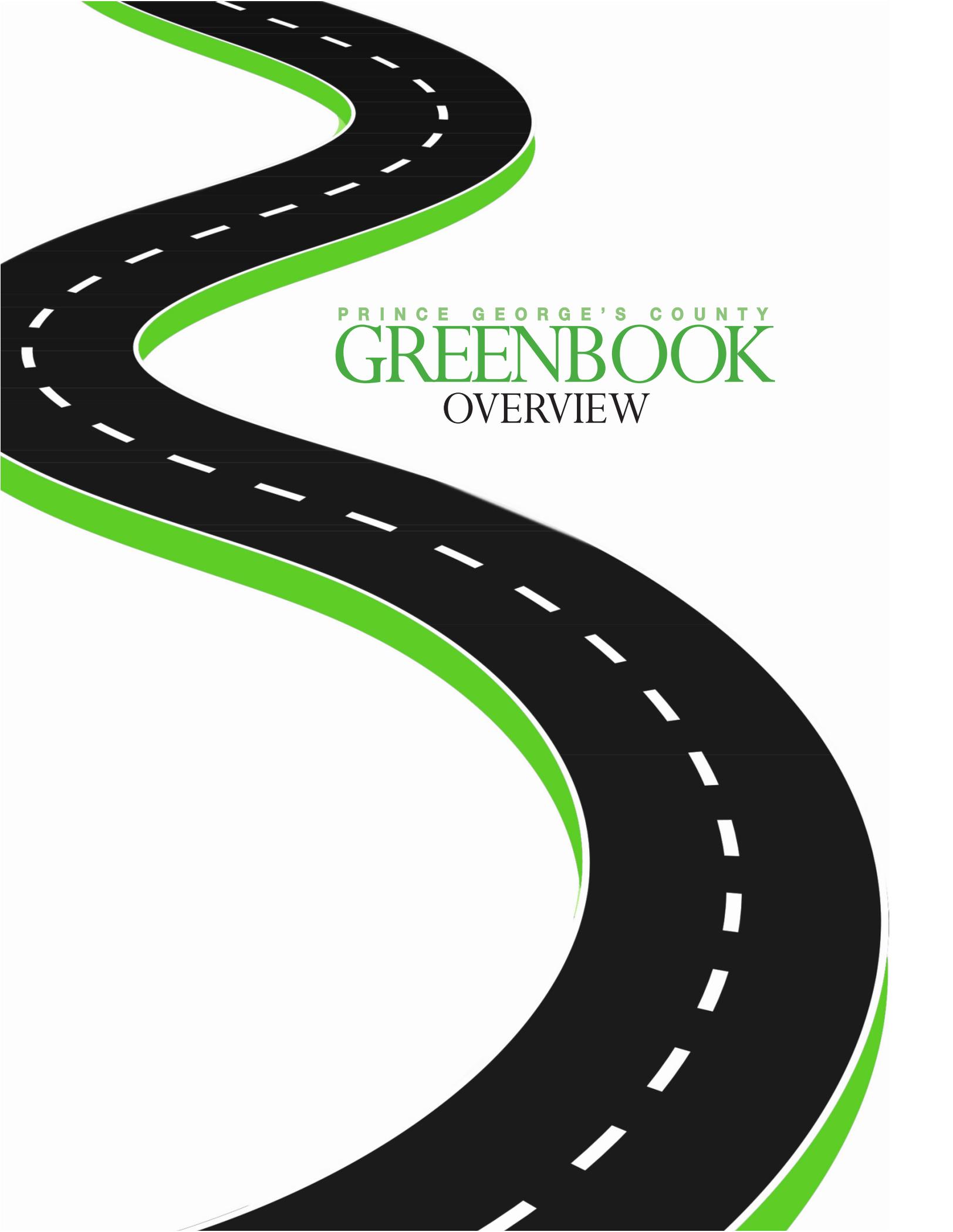
David C. Harrington  
President and CEO

**4640 Forbes Boulevard, Suite 130**  
**Lanham, Maryland 20706**  
**(P) 301-731-5000 (F) 301-731-8015**  
*www.pgcoc.org*

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PRINCE GEORGE'S COUNTY  
**GREENBOOK**  
OVERVIEW

PRINCE GEORGE'S COUNTY  
**GREENBOOK**  
OVERVIEW

The Green Book is designed to help CBSBs and CBMBEs find procurement opportunities within Prince George's County Government. This guide will help:

## UNDERSTAND

- ✓ Selected agencies FY21 spending goals with CBSBs and CBMBEs.
- ✓ Types of products and services sought by selected agencies participating in Green Book Pilot.

## LEARN ABOUT

- ✓ How to register to do business with Prince George's County Government.
- ✓ How to become certified.
- ✓ How to locate current and forecasted contract opportunities.
- ✓ Potential business expansion opportunities for CBSBs and CBMBEs to meet needs of selected agencies participating in Green Book.

***VISIT THE PRINCE GEORGE'S COUNTY BUSINESS HIGHWAY FOR MORE DETAILS.***

## CONNECT TO

- ✓ Contracting assistance to build capacity to compete for contracts.
- ✓ Tools and templates to support business growth and development.

## WHICH AGENCIES ARE INCLUDED IN THE GREEN BOOK?

There are eleven (11) selected agencies for the Green Book Pilot. These agencies have budgets that can be spent with County-based small businesses (CBSBs) and County-based Minority Business Enterprises (CBMBEs), and will be monitored to track and trend progress towards established agency goals. Review the list of selected agencies on page 17, and the individual agency profiles on pages 22 to 32.



NAVIGATING  
**GREENBOOK**  
TERMS

# NAVIGATING

## PRINCE GEORGE'S COUNTY GREENBOOK

### TERMS

This procurement guide contains information on the following:

- 1 | FY21 Budget Details.
- 2 | FY21 Selected Agencies spending Goals and Calculations.
- 3 | FY21 Planned Acquisitions Highlights and Potential Business Growth Opportunities.
- 4 | Previous Fiscal years' Selected Agencies Spending with CBSBs and CBMBEs.
- 5 | Contracting Assistance.

### BUDGET DETAILS

**Total Budget** | The Total Budget for the Selected Departments is the FY21 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

**Personnel and Fixed Costs** | are the expenditures for agency staff salaries, utilities, rent and other fixed costs that cannot be contracted out to CBSBs and CBMBEs.

**Automatic Exclusions/Special Exceptions** | expenditures that agencies proposed and Supplier Development and Diversity confirmed that are not eligible for CBSBs and CBMBEs. Examples of Automatic exclusions/Special Exceptions are provided on agency detail pages in the Potential Business Growth Opportunities section of agency profile information. Other exclusions may occur if:

- | Not at least two (2) CBSBs or CBMBEs are available to provide the product/service due to lack of availability, interest and/or business capacity.
- | Local or federal law control the funds.
- | Proprietary products/services that are owned by another entity or require special licensures, copyrights.

**Discretionary Budget** | is the amount of agency budget remaining for purchasing products and services after subtracting the Automatic Exclusions and Special Exceptions. By law, agencies are required to spend 50% of their Discretionary Budget with CBSBs and CBMBEs.

**Waivers** | required for Prince George's County contracts exceeding \$2,500 and beyond, when there are not at least two (2) CBSBs or CBMBEs in Supplier Development and Diversity Database.

## FY21 SELECTED AGENCIES SPENDING GOALS AND CALCULATIONS

The FY21 Spending Goal is the minimum amount that each Prince George's County selected agency is required to spend with CBSBs and CBMBEs between July 1, 2020 and June 30, 2021. The goal is set by dividing the Discretionary Budget in half (50%). Goals may be adjusted throughout the year based on budget changes and adjustments.

**Total Budget - Personnel and Fixed Costs = Planned Acquisitions** | required for Prince George's County contracts exceeding 2500k up to 500k, when there are not at least two (2) CBSBs or CBMBEs in Supplier Development and Diversity Database.

### FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

#### Total Budget

- Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS
- Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

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= Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET

÷ TWO

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= **GOAL**

## FY21 PLANNED ACQUISITIONS HIGHLIGHTS AND POTENTIAL BUSINESS GROWTH OPPORTUNITIES

Each year Prince George's County agencies submit forecasts indicating how they plan to spend their procurement dollars on various products and services. This forecast is updated throughout the year, as additional agency needs are identified.

This guide highlights some of the Planned Acquisitions, by category to help CBSBs and CBMBEs match their products and services with those needed by County agencies. It is also an opportunity for CBSBs and CBMBEs to subcontract with primes, and team with other CBSBs or CBMBEs to build their business capacity.

**Potential Business Growth Opportunities** are examples of Special Exceptions where contracts are currently in place or County agencies have determined that there are not CBSBs or CBMBEs available with the capacity to provide the product or service.

## PREVIOUS FISCAL YEAR'S SELECTED AGENCIES AND POTENTIAL BUSINESS GROWTH OPPORTUNITIES

An accurate account of selected agencies' spending with CBSBs and CBMBEs is not available for FY20; however, this guide will indicate on each selected agency's profile page, any contract that have been awarded by that agency to CBSBS and CBMBE.

With the implementation of the Certification and Compliance System (CCS), an accurate account will be tracked and updated for future reference in the Green Book.

To read the full text of the policy and legislation governing goal setting related to spending with CBSBS and CBMBEs, please go to:

<https://www.princegeorgescountymd.gov/DocumentCenter/View/31611/Council-Bill-115>

## CONTRACTING ASSISTANCE

This guide is one of many resources utilized to connect CBSBS and CBMBEs to procurement opportunities within Prince George's County Government.

The Prince George's County Business Highway provides information on how to find current contract opportunities, and Prince George's County FY21 Forecasts. In addition to finding information about current and upcoming procurement opportunities, the Business Highway also offers a plethora of free technical assistance for CBSBs and CBMBEs to help build capacity to do business with Prince George's County. Learn more by visiting the Business Highway to see tools and templates to help your business grow.

<https://www.princegeorgescountymd.gov/3555/Business-Highway>



TOP SPENDING INDUSTRIES  
FOR PRINCE GEORGE'S  
COUNTY GOVERNMENT



Angela D. Alsobrooks  
County Executive

### CONSTRUCTION

- FIRE/EMS
- POLICE DEPARTMENT
- DEPARTMENT OF THE ENVIRONMENT
- OFFICE OF CENTRAL SERVICES
- DEPARTMENT OF CORRECTIONS
- DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION

### INFORMATION TECHNOLOGY

- HEALTH DEPARTMENT
- FIRE/EMS
- DEPARTMENT OF THE ENVIRONMENT
- DEPARTMENT OF CORRECTIONS
- DEPARTMENT OF FAMILY SERVICES
- OFFICE OF CENTRAL SERVICES
- OFFICE OF INFORMATION TECHNOLOGY
- DEPARTMENT OF SOCIAL SERVICES
- DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
- DEPARTMENT OF PERMITTING, INSPECTIONS & ENFORCEMENT
- POLICE DEPARTMENT

### TRANSPORTATION

- DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
- OFFICE OF CENTRAL SERVICES
- CORRECTIONS
- FIRE/EMS
- POLICE

### MANUFACTURING WHOLESALE DISTRIBUTION

- OFFICE OF CENTRAL SERVICES
- FIRE/EMS

## TOP SPENDING INDUSTRIES FOR



### PROFESSIONAL SERVICES

- FIRE DEPARTMENT
- HEALTH DEPARTMENT
- POLICE DEPARTMENT
- DEPARTMENT OF THE ENVIRONMENT
- DEPARTMENT OF CORRECTIONS
- DEPARTMENT OF FAMILY SERVICES
- OFFICE OF CENTRAL SERVICES
- OFFICE OF INFORMATION TECHNOLOGY
- DEPARTMENT OF SOCIAL SERVICES
- DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
- DEPARTMENT OF PERMITTING, INSPECTIONS & ENFORCEMENT

### ARCHITECTURAL & ENGINEERING SERVICES

- DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION
- DEPARTMENT OF THE ENVIRONMENT
- DEPARTMENT OF CORRECTIONS
- OFFICE OF CENTRAL SERVICES

### HEALTH/MEDICAL SERVICES

- HEALTH DEPARTMENT
- DEPARTMENT OF FAMILY SERVICES
- DEPARTMENT OF SOCIAL SERVICES
- DEPARTMENT OF THE ENVIRONMENT
- FIRE/EMS



LISTING OF SELECTED  
AGENCIES FOR  
GREEN BOOK  
PILOT

**LISTING OF SELECTED AGENCIES FOR GREEN BOOK PILOT:**

**22 | DEPARTMENT OF CORRECTIONS**

**23 | DEPARTMENT OF FAMILY SERVICES**

**24 | DEPARTMENT OF PERMITTING, INSPECTIONS & ENFORCEMENT**

**25 | DEPARTMENT OF PUBLIC WORKS & TRANSPORTATION**

**26 | DEPARTMENT OF SOCIAL SERVICES**

**27 | DEPARTMENT OF THE ENVIRONMENT**

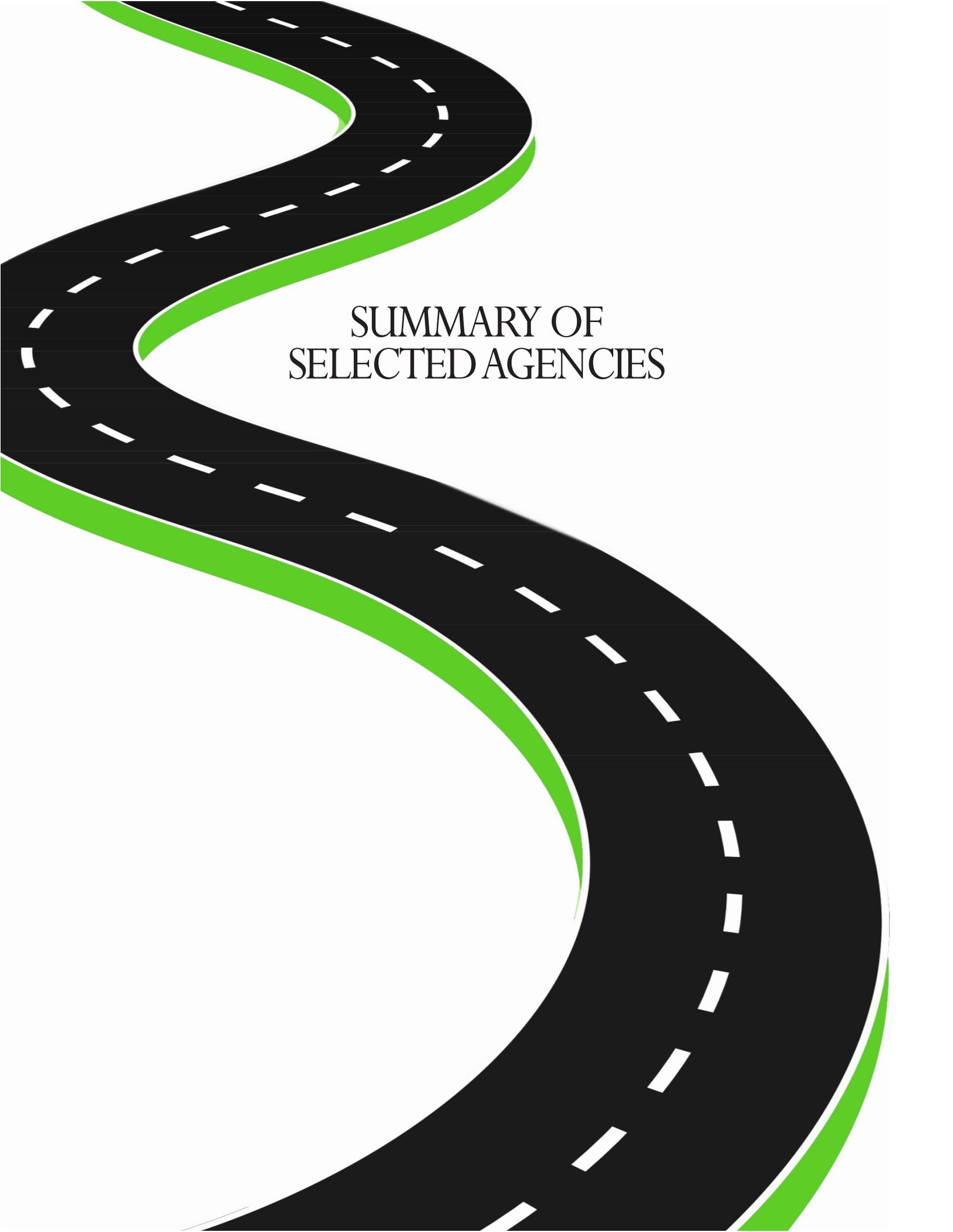
**28 | FIRE/EMS**

**29 | HEALTH DEPARTMENT**

**30 | OFFICE OF CENTRAL SERVICES**

**31 | OFFICE OF INFORMATION TECHNOLOGY**

**32 | POLICE DEPARTMENT**



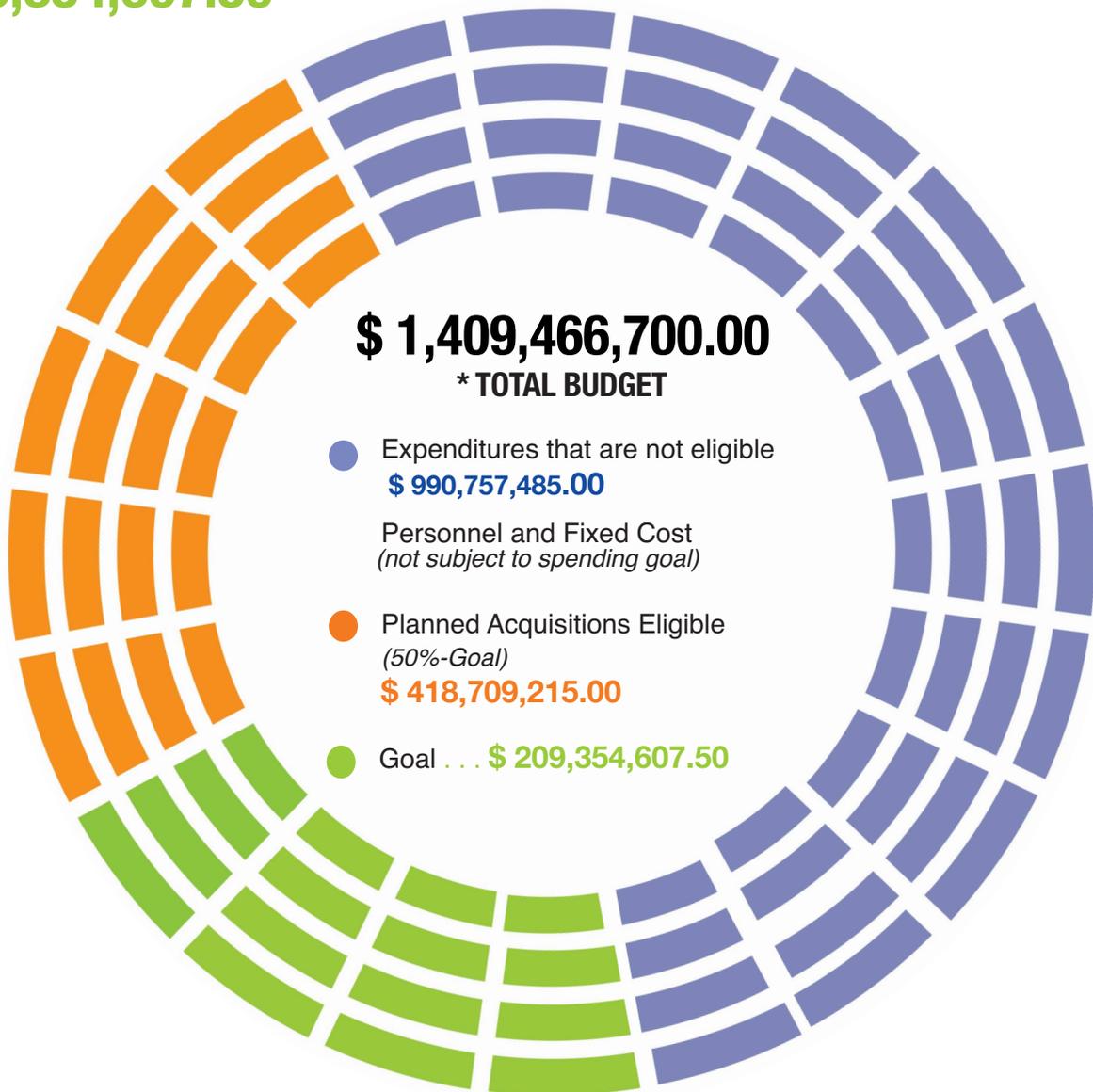
SUMMARY OF  
SELECTED AGENCIES

# FY21 SUMMARY OF SELECTED AGENCIES DATA

The following represents the summary of all selected agencies total budgets, exclusions, discretionary spend, and CBSB/CBMBE Spending Goals.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 209,354,607.50**



\*\*The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

To learn about other procurement opportunities, please visit the Prince George's County Business Highway at : <https://www.princegeorgescountymd.gov/3555/Business-Highway> and click on Finding Opportunities, or contact the County agency.



INDIVIDUAL PROFILE PAGES  
FOR SELECTED AGENCIES

# DEPARTMENT OF CORRECTIONS

## ADDRESS

13400 Dille Drive, Upper Marlboro, MD 20772

## WEBSITE

<https://www.princegeorgescountymd.gov/151/corrections>

## MISSION

The Department of Corrections in Prince George's County, MD was created as an independent agency in 1978, when it separated from the Sheriff's Department with the following mission: (1) Protect the safety of the citizens of Prince George's County by securing an in humane environment for offenders legally entrusted to our custody and care and to provide viable alternatives to incarceration. (2) To provide opportunities where by offenders are equipped with the skills to assist them in functioning as productive members of the society. (3) Promote staff development and training that ensures the maintenance of a safe, pleasant, clean and professional work environment.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 9,230,959.50**

- Expenditures that are not eligible  
**\$ 83,983,300.00**  
Personnel and Fixed Cost  
*(not subject to spending goal)*
- Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 18,461,919.00**
- Goal . . . **\$ 9,230,959.50**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

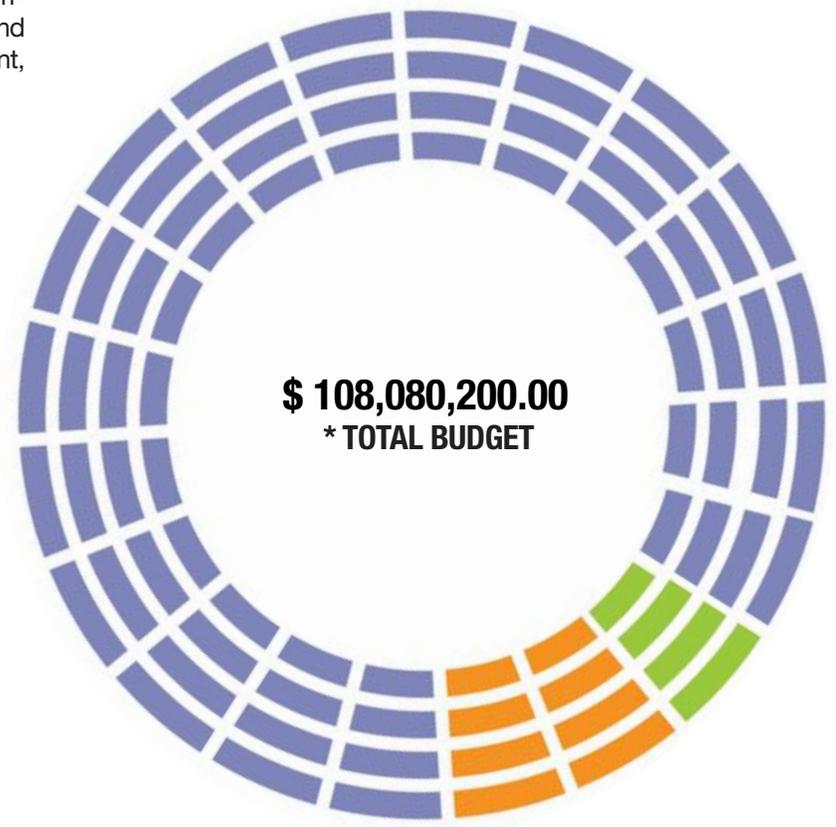
- Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS
- Expenditures that are not CBSB/CBMBE Eligible
- SPECIAL EXCEPTIONS
- Planned Acquisitions: CBSB/CBMBE Eligible
- EXPENDABLE BUDGET
- ÷ TWO
- = **GOAL**

## AGENCY INTERIM-DIRECTOR

Corenne D. Labbe

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- | Institutional Furniture
- | Law Enforcement Training Facility
- | Ammunition



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# DEPARTMENT OF FAMILY SERVICES

## ADDRESS

6420 Allentown Road, Camp Springs, MD 20748

## WEBSITE

<https://www.princegeorgescountymd.gov/1628/Family-Services>

## MISSION

The mission of the Department of Family Services is to ensure the creation of effective community-based services that enhance the quality of life for the individuals and families of Prince George's County.

## AGENCY DIRECTOR

Elana Belon-Butler

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

Respite Care Services

## SPENDING GOAL

**\$ 518,500.00**

- Expenditures that are not eligible  
**\$ 5,592,500.00**  
Personnel and Fixed Cost  
*(not subject to spending goal)*
- Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 1,037,000.00**
- Goal . . . **\$ 518,500.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

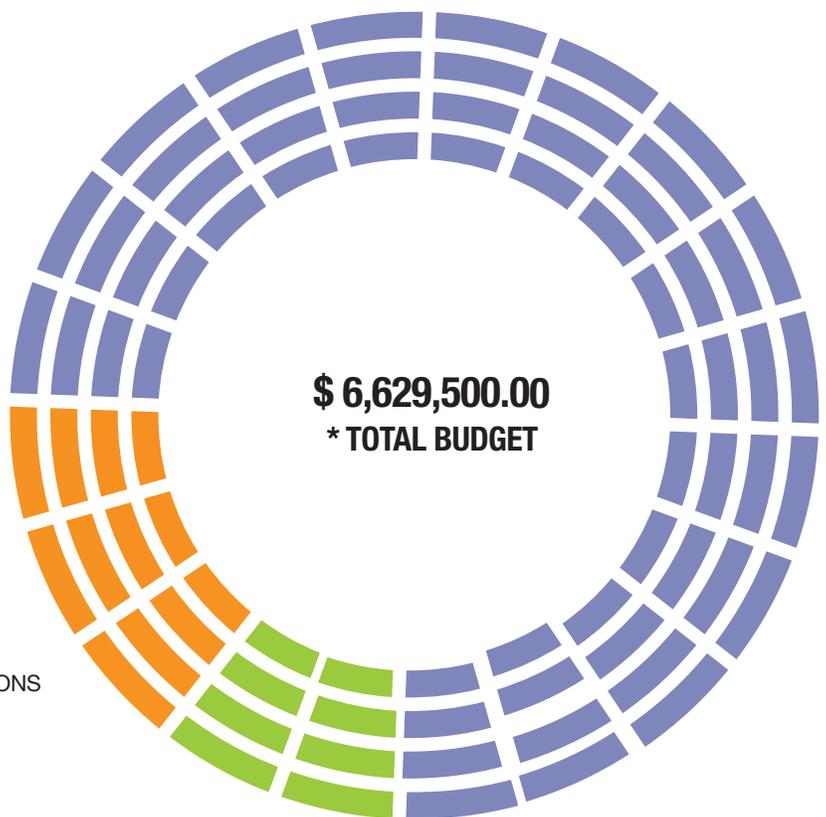
- Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS
- Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

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- = Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET
- ÷ TWO

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- = **GOAL**



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT (DPIE)

## ADDRESS

9400 Peppercorn Place, Largo, MD 20774

## WEBSITE

<https://www.princegeorgescountymd.gov/1024/Permitting-inspections-and-Enforcement>

## MISSION

DPIE promotes economic development and redevelopment in Prince George's County and protects the health and safety of County residents, businesses, and visitors through highly integrated and efficient permitting, inspections, and licensing services that ensure compliance with established building codes and property standards.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 2,304,164.00**

● Expenditures that are not eligible  
**\$ 6,563,572.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

● Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 4,608,328.00**

● Goal . . . **\$ 2,304,164.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

— Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS  
— Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

— Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET  
÷ TWO

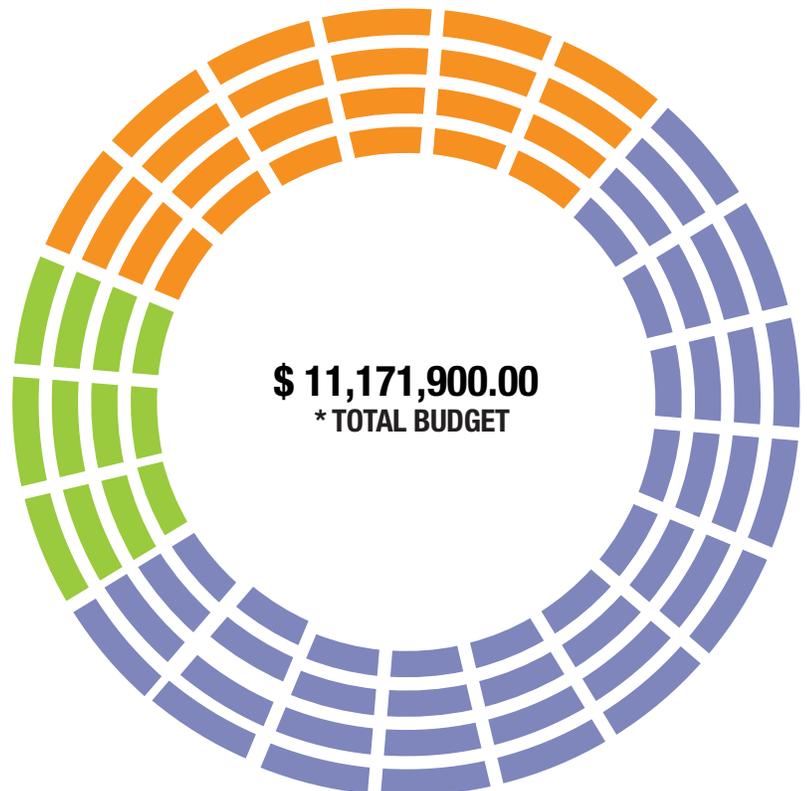
**= GOAL**

## AGENCY DIRECTOR

Melinda M. Bolling

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- Enhance technology services for internal and external customers (i.e., document management system, scanning & indexing services, maintenance of audio/visual equipment, etc.
- Expand the use of the Administrative Hearing Program (i.e., increase the number of administrative hearing officers to include establishing them as a MBE or local diverse supplier)
- Improve quality assistance and quality control capabilities to monitor services
- Increase permitting, licensing, inspection and enforcement activities (i.e., plan review contractors, vehicle GPS tracking system), based on funded and unfunded mandates
- Procure attorneys/legal counsel to aid the agency with legal matters, when applicable



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

## ADDRESS

9400 Peppercorn Place, Suite 300, Largo, MD 20774

## WEBSITE

<https://www.princegeorgescountymd.gov/1002/Public-Works-Transportation>

## MISSION

The Department of Public Works and Transportation is responsible for nearly 2,000 miles of County-maintained roadways. We provide roadway infrastructure, litter control, mass transportation and stormwater management to all users in the County in order to ensure a safe and aesthetically pleasing transportation system.

## AGENCY DIRECTOR

Terry L. Bellamy

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- Construction of Storm Drain Systems and Installation of drainage structures
- Microsurfacing Surface Treatment
- Delivery of Concrete and Related Materials

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 39,625,600.00**

- Expenditures that are not eligible  
**\$ 74,789,000.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

- Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 79,251,200.00**

- Goal . . . **\$ 39,625,600.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

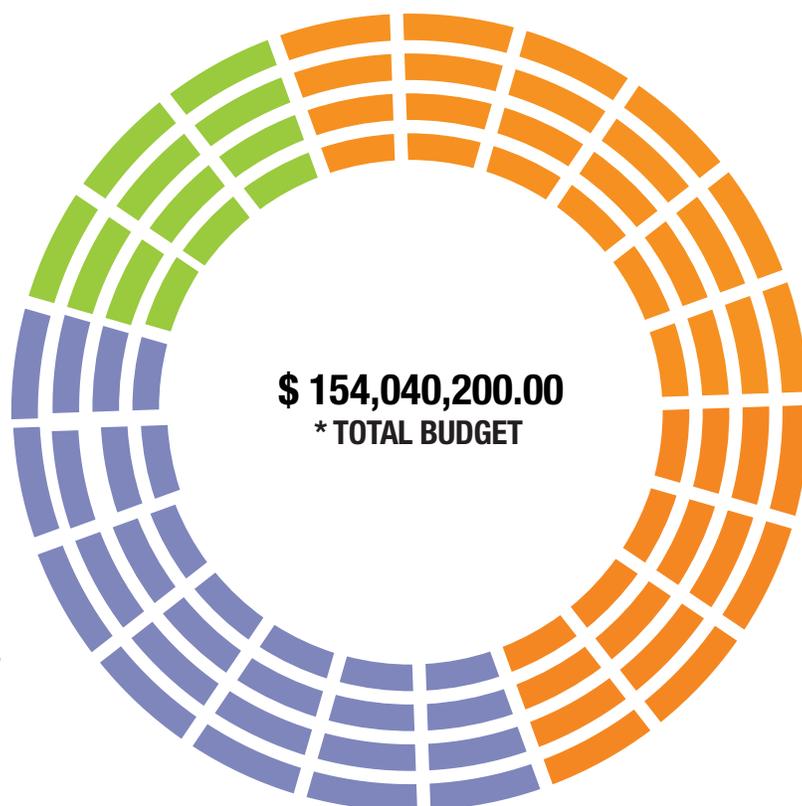
- Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS
- Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

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- Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET
- ÷ TWO

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- = **GOAL**



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# DEPARTMENT OF SOCIAL SERVICES

## ADDRESS

805 Brightseat Road, Landover, MD 20785

## WEBSITE

pgcdss@dhr.state.md.us

## MISSION

The Department of Social Services provides children, adult and family services to County citizens and residents who are in need and vulnerable in order to improve the lives of children, adults and family.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 1,482,117.00**

- Expenditures that are not eligible  
**\$ 2,956,666.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

- Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 2,964,234.00**

- Goal ... **\$ 1,482,117.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

- Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS
  - Expenditures that are not CBSB/CBMBE Eligible
- 
- SPECIAL EXCEPTIONS

- = Planned Acquisitions: CBSB/CBMBE Eligible
- 
- EXPENDABLE BUDGET

- ÷ TWO

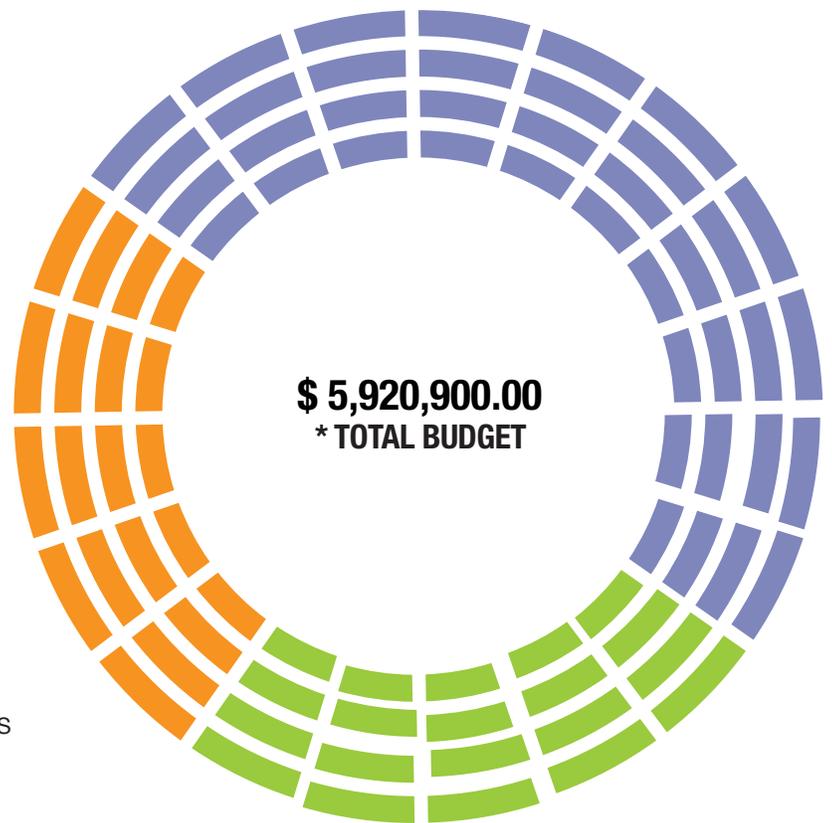
- = **GOAL**

## AGENCY DIRECTOR

Gloria Brown-Burnett

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- | Food Services
- | Homeless Services
- | Child Welfare



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# DEPARTMENT OF THE ENVIRONMENT

## ADDRESS

1801 McCormick Drive, Upper Marlboro, MD 20774

## WEBSITE

[www.princegeorgescountymd.gov/179/Environment](http://www.princegeorgescountymd.gov/179/Environment)

## MISSION

Our mission is to protect and enhance the natural and built environments of Prince George's County by enforcing all Federal, State and County laws to create a healthy, safe and aesthetically pleasing environment for all residents and businesses of the County.

## FY21 CBSB/CBMBE

### SPENDING GOAL

**\$ 53,366,650.00**

● Expenditures that are not eligible  
**\$ 205,712,000.00**

Personnel and Fixed Cost  
(not subject to spending goal)

● Planned Acquisitions Eligible  
(50%-Goal)  
**\$ 106,733,300.00**

● Goal . . . **\$53,366,650.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

— Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS  
— Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

— Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET

÷ TWO

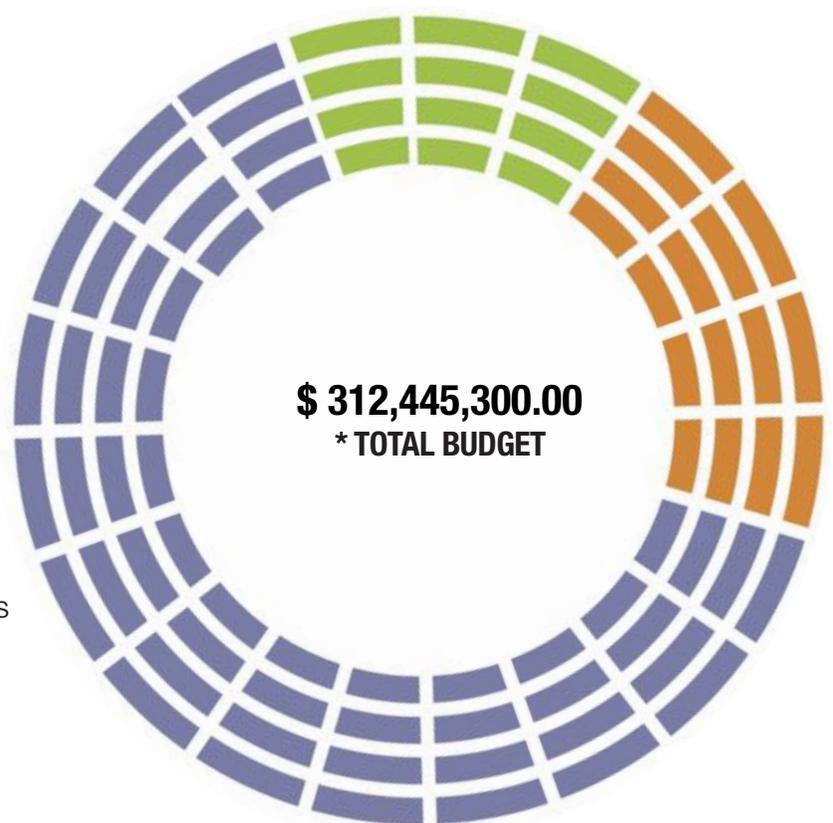
**= GOAL**

## AGENCY DIRECTOR

Joseph P. Gill

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- | Flood Water Maintenance
- | Veterinary Services
- | Maintenance of the Bandalong Trash Trap on the Anacostia River
- | Refuse and Recycling Containers
- | Landfill Management Consultant



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# FIRE/EMS

## ADDRESS

Headquarters 9201 Basil Ct, Largo, MD 20774

## WEBSITE

[princegeorgescountymd.gov/222/FireEmergency-Medical-Services](http://princegeorgescountymd.gov/222/FireEmergency-Medical-Services)

## MISSION

The Fire and Emergency Medical Services Department (Fire/EMS) strives to improve the quality of life in Prince George's County by promoting safety and providing the highest quality of fire prevention, fire protection, emergency medical services and community outreach programs.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 21,668,500.00**

● Expenditures that are not eligible  
**\$ 191,520,600.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

● Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 43,337,000.00**

● Goal . . . **\$ 21,668,500.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

— Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS  
— Expenditures that are not CBSB/CBMBE Eligible  
— SPECIAL EXCEPTIONS

— Planned Acquisitions: CBSB/CBMBE Eligible  
— EXPENDABLE BUDGET

÷ TWO

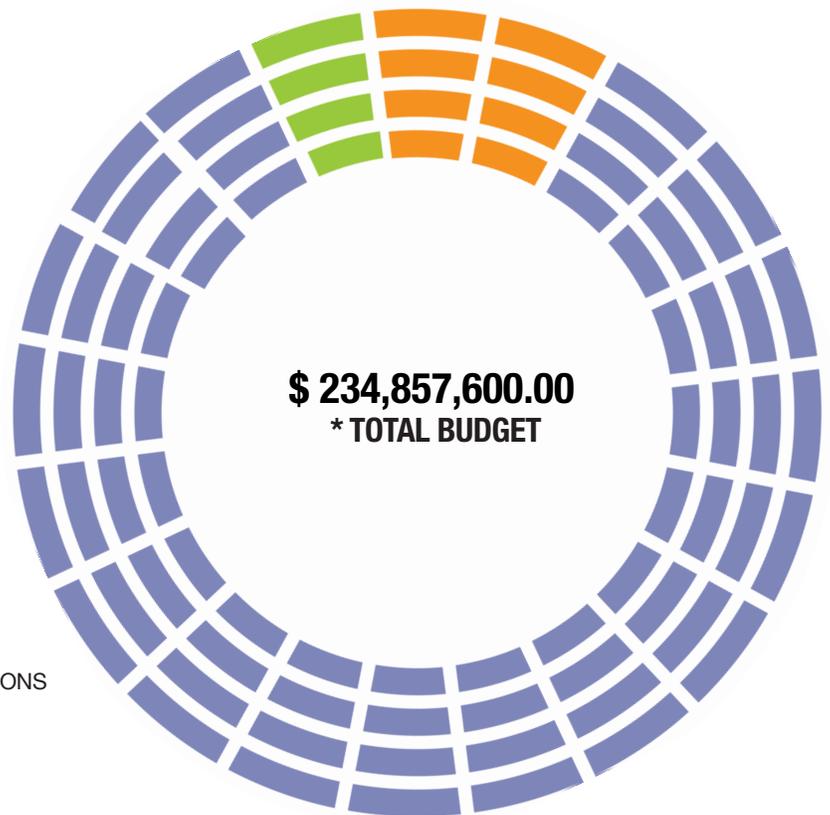
**= GOAL**

## AGENCY DIRECTOR

Tiffany D. Green

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- | Medical Equipment
- | Pharmaceuticals
- | Medical Supplies
- | Software Applications
- | Delivery of Firefighter Hoses



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# DEPARTMENT OF HEALTH

## ADDRESS

1701 McCormick Drive, Largo, MD 20774

## WEBSITE

[princegeorgecountymd.gov/1588/Health-Services](http://princegeorgecountymd.gov/1588/Health-Services)

## MISSION

Protect the public's health. Assure the availability of and access to quality health care services. Promote individual and community responsibility for the prevention of disease, injury and disability.

## FY21 CBSB/CBMBE

### SPENDING GOAL

**\$ 9,230,959.50**

- Expenditures that are not eligible

**\$ 25,428,381.00**

Personnel and Fixed Cost  
(not subject to spending goal)

- Planned Acquisitions Eligible

(50%-Goal)

**\$ 18,461,919.00**

- Goal . . . **\$ 9,230,959.50**

## FY21 CBSB/CBMBE

### SPENDING GOAL CALCULATIONS

#### Total Budget

— Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS

— Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

= Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET

÷ TWO

= **GOAL**

## AGENCY DIRECTOR

Dr. Ernest L. Carter

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- Laboratory Testing Services
- AIDS Case Management
- Conference Speakers
- Revenue Cycle Assessment Services
- Medical Day Care Services



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.

# OFFICE OF CENTRAL SERVICES

## ADDRESS

1400 McCormick Drive, Upper Marlboro, MD 20774

## WEBSITE

[www.centraiservices.mypgc.us](http://www.centraiservices.mypgc.us)

## MISSION

To provide goods and services to our internal and external customers with a commitment to exemplary customer service; accountability; quality service delivery; cost consciousness and high ethical standards.

## AGENCY DIRECTOR

Jonathan R. Butler

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- | Purchase of County Vehicles
- | Personal Protective Equipment (PPE) Supplies
- | Venue and Catering Services

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 44,610,979.00**

- Expenditures that are not eligible  
**\$ 25,834,442.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

- Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 89,221,958.00**

- Goal . . . **\$ 44,610,979.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

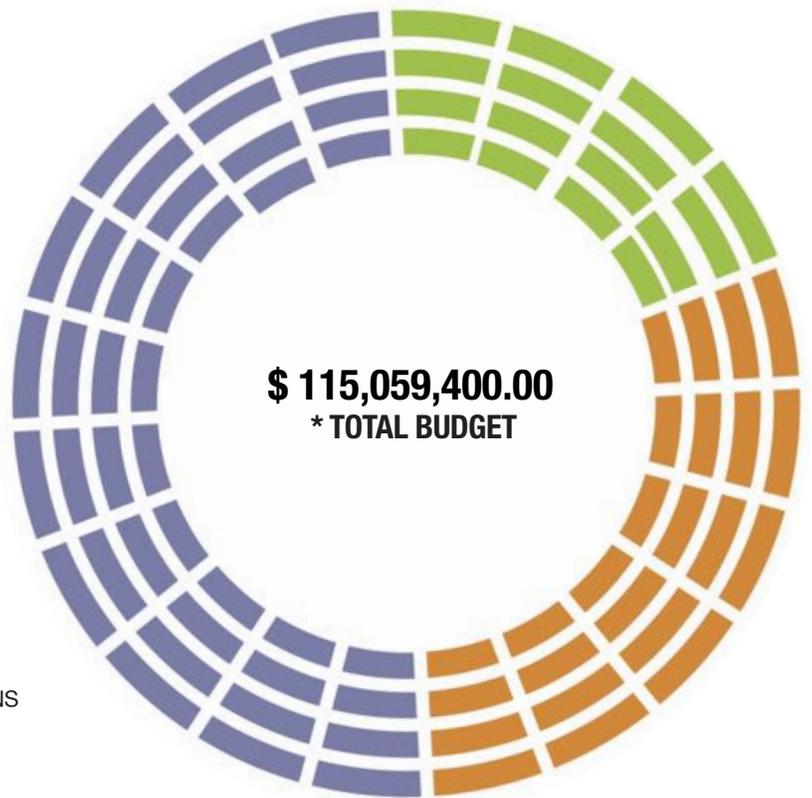
### Total Budget

- Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS
- Expenditures that are not CBSB/CBMBE Eligible
- SPECIAL EXCEPTIONS

- Planned Acquisitions: CBSB/CBMBE Eligible
- EXPENDABLE BUDGET

- ÷ TWO

- = **GOAL**



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# OFFICE OF INFORMATION TECHNOLOGY

## ADDRESS

9201 Basil Court, Suite 250, Largo, MD 20774

## WEBSITE

[princegeorgescountymd.gov/639/Information-Technology](http://princegeorgescountymd.gov/639/Information-Technology)

## MISSION

The Office of Information Technology (OIT) drives the digital strategy and technology infrastructure, that supports Prince George's County's mission and goals through innovative, secure, and cost-effective IT solutions and services. OIT provides leadership, strategic IT vision, expertise, and architecture integrating technology solutions in collaboration with government leaders, agencies and partners that enable streamlined processes to improve government efficiency, and, virtual anytime- anywhere access to government information and services.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 14,613,988.00**

● Expenditures that are not eligible  
**\$ 22,234,224.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

● Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 29,227,976.00**

● Goal . . . **\$ 14,613,988.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

— Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS  
— Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

— Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET  
÷ TWO

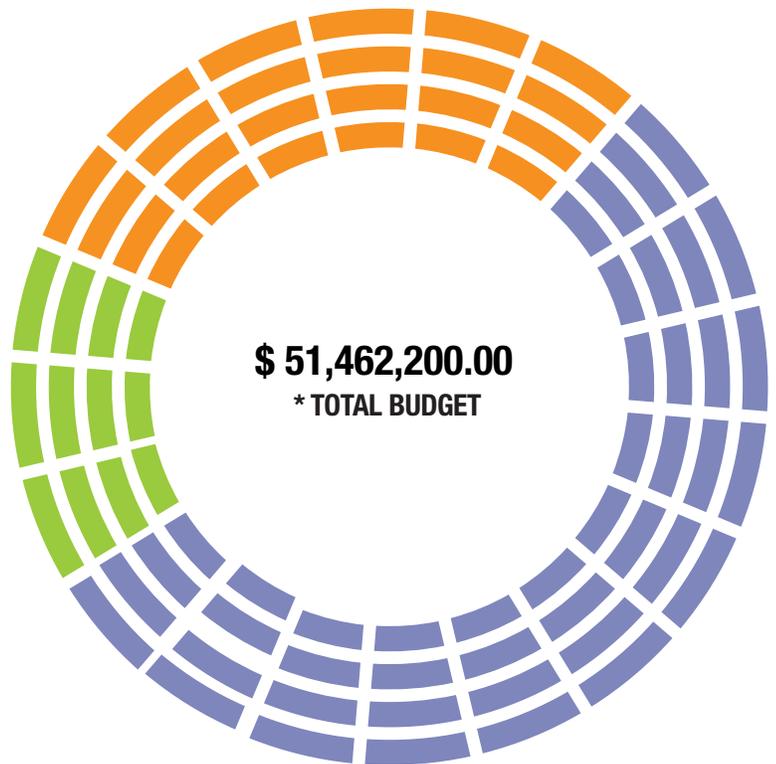
— **GOAL**

## AGENCY DIRECTOR

Wanda Gibson

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- IT Hardware: Servers, Storage, Computer Equipment (desktops, laptops, tablets, etc.)
- Software Applications (COTS or SaaS)
- IT Operations Software and Middleware
- IT Maintenance: On-site Technicians
- Data Center Hosting, Co-location, Monitoring and System Management
- Enterprise Print/Scanning/Fax – Equipment and Support
- IT/Cyber Security Solutions
- Enterprise Architecture and Strategic IT Planning
- IT Expert Professional Services:
  - Application Developers
  - WEB Developers
  - Network Engineers
  - IT Infrastructure Engineers
  - Microsoft, AWS, Google Engineers
  - Data Architects
  - Documentation Specialists/ Technical Writer



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# POLICE DEPARTMENT

## ADDRESS

7600 Barlowe Road, Landover, Maryland 20785

## WEBSITE

<https://www.princegeorgescountymd.gov/345/Police>

## MISSION

Provide patrol, emergency police response and investigative services to County residents, visitors, and businesses in order to protect lives and property.

## FY21 CBSB/CBMBE SPENDING GOAL

**\$ 9,484,700.00**

● Expenditures that are not eligible  
**\$ 346,942,800.00**

Personnel and Fixed Cost  
*(not subject to spending goal)*

● Planned Acquisitions Eligible  
*(50%-Goal)*  
**\$ 18,969,400.00**

● Goal . . . **\$ 9,484,700.00**

## FY21 CBSB/CBMBE SPENDING GOAL CALCULATIONS

### Total Budget

— Personnel and Fixed Costs / AUTOMATIC EXCLUSIONS  
— Expenditures that are not CBSB/CBMBE Eligible  
SPECIAL EXCEPTIONS

= Planned Acquisitions: CBSB/CBMBE Eligible  
EXPENDABLE BUDGET

÷ TWO

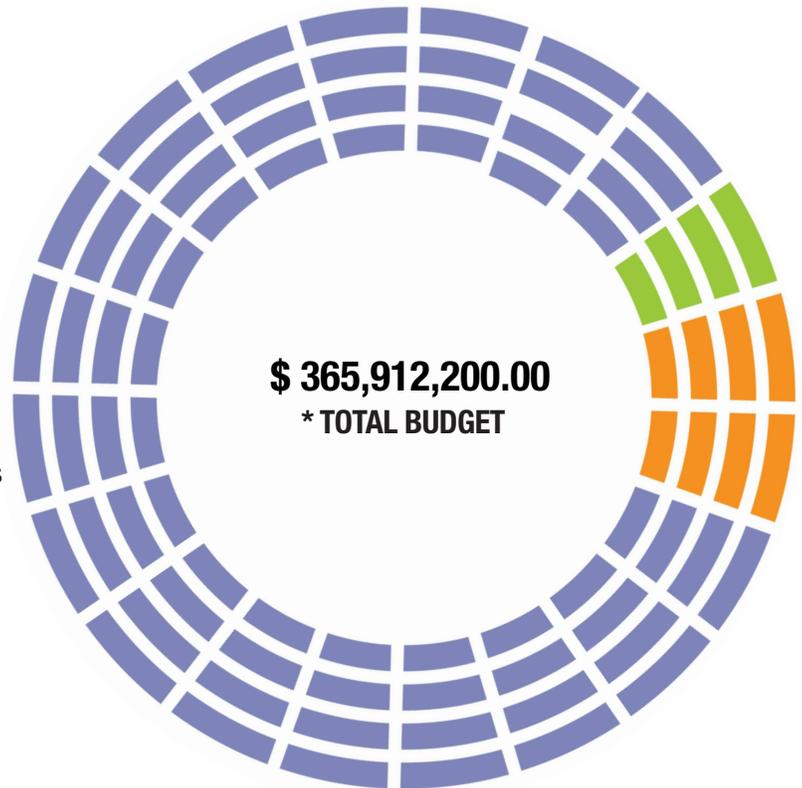
= **GOAL**

## AGENCY DIRECTOR

Hector Velez, Interim Chief of Police

## POTENTIAL BUSINESS GROWTH OPPORTUNITIES

- | Helicopter and Boat Maintenance
- | Canine Purchase
- | Mobile Crisis Services
- | Canine Food
- | Command Bus Maintenance
- | Crime Solving Software
- | Forensic Equipment & Public Safety Training
- | Repair of BMW Motorcycles



\* The Total Budget for the selected Departments is the FY2021 approved budget that includes the General Fund and the following funds where applicable: Capital Improvement Program Fund; Internal Service Fund; Enterprise Fund; and, Special Revenue Fund. The Total Budget excludes Grants and Recoveries.



FY21 PROCUREMENT  
FORECASTS BY AGENCY FOR  
GREEN BOOK PILOT

# DEPARTMENT OF SOCIAL SERVICES

TITLE	QUARTER	NEW/RE-SOLICITED	INCUMBENT	BUDGET AMT.
Locksmith Services	Q1	Re-Solicited	Emergency 911, Inc.	\$ 99,000.00
Document Destruction Services	Q1	Re-Solicited	Shred-it	\$ 99,000.00

# DEPARTMENT OF THE ENVIRONMENT

TITLE	QUARTER	NEW/RE-SOLICITED	INCUMBENT	BUDGET AMT.
Anacostia Flood Gauge Network-Maintenance	Q1	New	Distinctive AFWS Designs, Inc.	\$ 30,000.00
Gauge Network Maintenance	N/A	N/A	Designs, Inc.	N/A
Carcass Removal	Q1	New	Curtis Bay	\$ 73,500.00
Collection and Processing of household hazardous waste	Q1	Re-Solicited	HHW Vendor N/A	\$ 620,000.00
Container recycling pick-up County Facilities (CORP)	Q1	Re-Solicited	Bates Trucking Company, Inc.	\$ 60,000.00
Equine Veterinary	Q1	New	Southern Equine	\$ 1,800.00
Flood Management and Hazard Mitigation	Q1	New	Reference Vendor	\$ 100,000.00
Flood Management Grant Research Support	Q1	New	Reference Vendor	\$ 10,000.00
Pharmaceuticals	Q1	New	N/A	\$ 170,000.00
Landscaping	Q1	New	Green Forever	\$ 18,000.00
Pet Food	Q1	New	Hills Pet Nutrition	\$ 57,100.00
Stormwater Pollution Prevention-Outreach and Education Program	Q1	New	N/A	N/A
Pneumatic Tire Recycling/Pick-up Disposal	Q1	Re-Solicited	N/A	\$ 80,000.00
Veterinary Care	Q1	New	N/A	\$ 60,000.00
Maintenance of Trash Receptacles which are to be placed in communities to curb Littering	Q2	New	N/A	\$ 75,000.00

Emergency Animal Hospital	Q1	Re-Solicited	Days End Horse	\$ 18,000.00
Equine Boarding	Q1	Re-Solicited	Days End Horse Rescue	\$ 2,600.00
Livestock Boarding	Q1	Re-Solicited	Strickland Farms	\$ 1,500.00
Livestock Culvert Replacement Program	Q3	New	N/A	\$ 1,000,000.00
Owens Road Channel Improvement	Q2	New	N/A	\$ 6,000,000.00
Stormwater-Facilities Improvement	Q2	New	N/A	\$ 4,000,000.00
Upper Marlboro Flood Management	Q1	New	N/A	\$ 4,000,000.00
Long Field Drainage Improvement	Q2	New	N/A	\$ 2,500,000.00
Energy Related Upgrades	Q3	New	N/A	\$ 2,000,000.00

## FIRE/EMS

TITLE	QUARTER	NEW/RE-SOLICITED	INCUMBENT	BUDGET AMT.
Insurance coverage for VFD	Q1	New	Hib Group of MD/PVD	\$ 1,600,000.00
Emergency Medical Billing and Associated Services	Q1	Re-Solicited	Change Health	\$ 1,200,000.00
Fire/Emergency Medical Services Medical/Wellness Director	Q2	Re-Solicited	John Hopkins	\$ 103,000.00
Emergency Medical Supplies	Q1	New	Henry Schein, Roundtree, District Healthcare	\$ 475,000,000.00
Fire Rescue Systems & Parts	Q2	New	Fire and Rescue Products	\$ 25,000.00

## OFFICE OF CENTRAL SERVICES

TITLE	QUARTER	NEW/RE-SOLICITED	INCUMBENT	BUDGET AMT.
Civil Citation Forms	Q1	Re-Solicited	District Court of Maryland	N/A
Hoods, Protective, Firefighter	Q1	Re-Solicited	Maryland Fire Equipment	\$ 40,000.00
Ropes and Hoses	Q1	New	N/A	\$ 30,000.00
Miscellaneous Tools	Q1	Re-Solicited	Timothy Handy & Associates	\$ 30,000.00

First Aid Supplies	Q2	New	District Healthcare & Janitorial Supply, Inc.	N/A
Replacement Four Wheel Alignment System	Q2	New	N/A	\$ 35,000.00
Replacement Fuel Site Back up Generator	Q2	New	N/A	\$ 45,000.00
Automotive Body Repairs	Q1	New	N/A	\$ 500,000.00
Automotive Decals	Q1	New	N/A	\$ 75,000.00
Towing Services	Q1	New	Ryon's Towing	\$ 100,000.00
Time and Material and Preventive Maintenance/Boilers	TBD	New	American Combustion Industries	\$ 50,000.00
Chiller Maintenance and Repairs	Q4	New	RSC Electrical and Mechanical Contractors, Inc.	\$ 60,000.00
Florist Services	Q1	New	N/A	\$ 50,000.00
Promotional Products	Q1	New	N/A	\$ 50,000.00
Chiller Maintenance and Repairs	Q4	New	RSC Electrical and Mechanical Contractors, Inc.	\$ 60,000.00
Disposition Reporting and Transcription Services	Q1	New	N/A	\$ 50,000.00

## OFFICE OF INFORMATION TECHNOLOGY

TITLE	QUARTER	NEW/RE-SOLICITED	INCUMBENT	BUDGET AMT.
Information Technology (IT) package solutions, staff augmentation services, software, hardware and related products	Q2	New	N/A	\$ 13,000,000.00

## POLICE DEPARTMENT

TITLE	QUARTER	NEW/RE-SOLICITED	INCUMBENT	BUDGET AMT.
RFID Labels	Q2	New	RMS Omega	\$ 60,000.00
Police Body Armor	Q1	Re-Solicited	Lawman/Atlantic Tactical	\$ 600,000.00
Canine Boarding and Grooming	Q2	Re-Solicited	Muddy Paws	\$ 18,000.00

Police Canines	Q2	New	Vohne Liche	\$ 30,000.00
Emergency Veterinary Services	Q1	Re-Solicited	Emergency Clinic, Dog and Cats Veterinary Referral	\$ 25,000.00
Command Bus Maintenance	Q1	New	TechOps	\$ 30,000.00
Radar Calibrations	Q1	New	TDME, Customs Signal, PV Electronics	\$ 30,000.00
Mobile Crisis Unit	Q1	New	Affiliated Sante Group	\$ 435,000.00
Satellite Services	TBD	Extend	Peake, Abacus Diagnostics, Qiagen, thermo Fisher, Mettler-Toledo Rainin,	\$ 100,000.00
Forensic Lab Supplies	Q1	New	Promega, Fisher Scientific, Brandy, MedTech Enginuity, VWR, Agilent, Restek, Praxair, Sigma, Alltech	\$ 25,000,000.00
Forensic Lab	Q4	Buildout in an existing warehouse	N/A	\$ 25,000,000.00
Vehicle Leasing	Q1	New	ACME	\$ 1,000,000.00



# APPENDICES

**Green Book Worksheet-** a tool to help CBSBs and CBMBEs prepare for Prince George’s County contracting. Download the fillable form and use it to guide to grow your business.

1. **Products & Services:** What products/services does my business provide now?

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2. **NAICS Code:** (Include all codes that my business offer)

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3. **Similar Products/Services:** What related products/services could my business provide, if I expanded my business, based on needs of agencies within Prince George’s County?

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4. **Current Contracts:** Which contracts are out for bid or are listed on forecasts that my business already provide?

Name of Opportunity	Solicitation	Closing Date	E mail of contracting Officer
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5. **Waivers:** Are agencies requesting not to spend funds with CBSBs/CBMBEs for products/services that I provide?

Name of opportunity	Waiver#	Comments Deadline	Contracting Officer
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6. **Planned Acquisitions:** Are agencies planning to purchase products/services that I provide?

Project	Agency	NAISC Code	Contracting Officer
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7. **Business Growth Strategy:** How should I prepare my business to compete for contracts? For example: Team/subcontract, Get certified, Research market, Hire staff, Buy equipment, Contact agency to discuss opportunity, Schedule time for Vendor Day.

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