



APPENDICES

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

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

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

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

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

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
---------------------	---------	---------------------------------------

6. **Planned Acquisitions:** Are agencies planning to purchase products/services that I provide?

Project	Agency	NAISC Code	Contracting Officer
---------	--------	------------	---------------------

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, Contract agency to discuss opportunity, Schedule time for Vendor Day.
