



*Increasing Spend with
County-Based Small and
Diverse Suppliers*

PGC **SUPPLY** **SCHEDULE**

Frequently Asked Questions (Suppliers)

What is the Prince George's County Supply Schedule (PGCSS)?

The Prince George's County Supply Schedule (PGCSS) establishes contracts with county-based small businesses (CBSBs) and county-based minority business enterprises (CBMBEs) to provide services and products across County Agencies. The PGCSS is designed to drive growth and economic opportunities in Prince George's County.

How can your business become a PGC Supply Schedule Supplier?

If you are registered as a PGC supplier and a certified CBSB or CBMBE, you may complete the streamlined application and related attachments at any time to become a PGCSS supplier.

Visit: <https://pgcbusinesshighway.com/>

What is a PGCSS Contract?

A PGC Supply Schedule Contract is a countywide master agreement with approved CBSB and CBMBE firms.

PGC Supply Schedule contracts contain pre-negotiated prices, delivery terms, warranties, and other terms and conditions which streamline the buying process for more than 30 Agencies within Prince George's County Government.

What products and services will be provided through the PGCSS?

A list of the products and services categories can be found on the Office of Central Services' website.

Visit: <https://pgcbusinesshighway.com/>

How many contracts/suppliers will be included in the PGCSS?

Multiple suppliers will be selected for each product and service category.

What is the intent of the PGC Supply Schedule Contract?

The intent of PGCSS is to drive growth through economic opportunities and build capacity for county-based small and minority businesses. The PGCSS will also simplify the purchasing process for County Agencies to obtain targeted products and services from CBSB and CBMBE firms.

Is a PGC Supply Schedule contract required to Do Business with Prince George's County?

No, however, the PGC Supply Schedule has been designed to make it easier for PGC Agencies to procure products and services from CBSB and CBMBE firms who are approved PGC Supply Schedule suppliers.

Will my company have to respond to a RFP to obtain a PGC Supply Schedule contract?

A streamlined application process has been developed for the PGCSS. To find out more about the process visit the Office of Central Services' website.

Visit: <https://pgcbusinesshighway.com/>

How can I find out more about the PGCSS?

To find out more about the Prince George's County Supply Schedule please visit the Office of Central Services website.

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PGC **SUPPLY** **SCHEDULE**

The Process to Become a
Prince George's County Supply
Schedule (PGCSS) Supplier

STEP

1

Review Eligibility Requirements

Only PGC certified county-based small business (CBSB) and county-based minority business enterprise (CBMBE) firms are eligible to obtain a PGC Supply Schedule contract.

STEP

2

Verify CBSB and/or CBMBE Certification Through Prince George's County Supplier Development & Diversity Division

The CBSB and CBMBE certifications can only be issued through Prince George's County Supplier Diversity & Development Division.

STEP

3

Register to Become a Vendor to Do Business with Prince George's County

To do business with Prince George's County, all companies must complete the PGC Supplier Registration Process.

STEP

4

Register and Complete the PGC Supply Schedule Training

After completing Steps 1-3, eligible firms are now ready to register for a brief training program which covers:

- The PGC Supply Schedule Application Process,
- Contract Award with Terms & Conditions and
- The Ordering Process

STEP

5

Complete the PGC Supply Schedule Application

Download and review the online application for the applicable category(s) for the products and services provided by your company. Complete and submit application along with all applicable forms and documents online.

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“DRIVING OPPORTUNITIES FOR LOCAL, SMALL AND DIVERSE SUPPLIERS”



Angela D. Alabrooks
County Executive

