



Rushern L. Baker, III
County Executive



BUSINESS ETIQUETTE 102: The Prince George's County Way

Presented By:

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Minority Business Development Division

Today's Outcome



E X P E R T

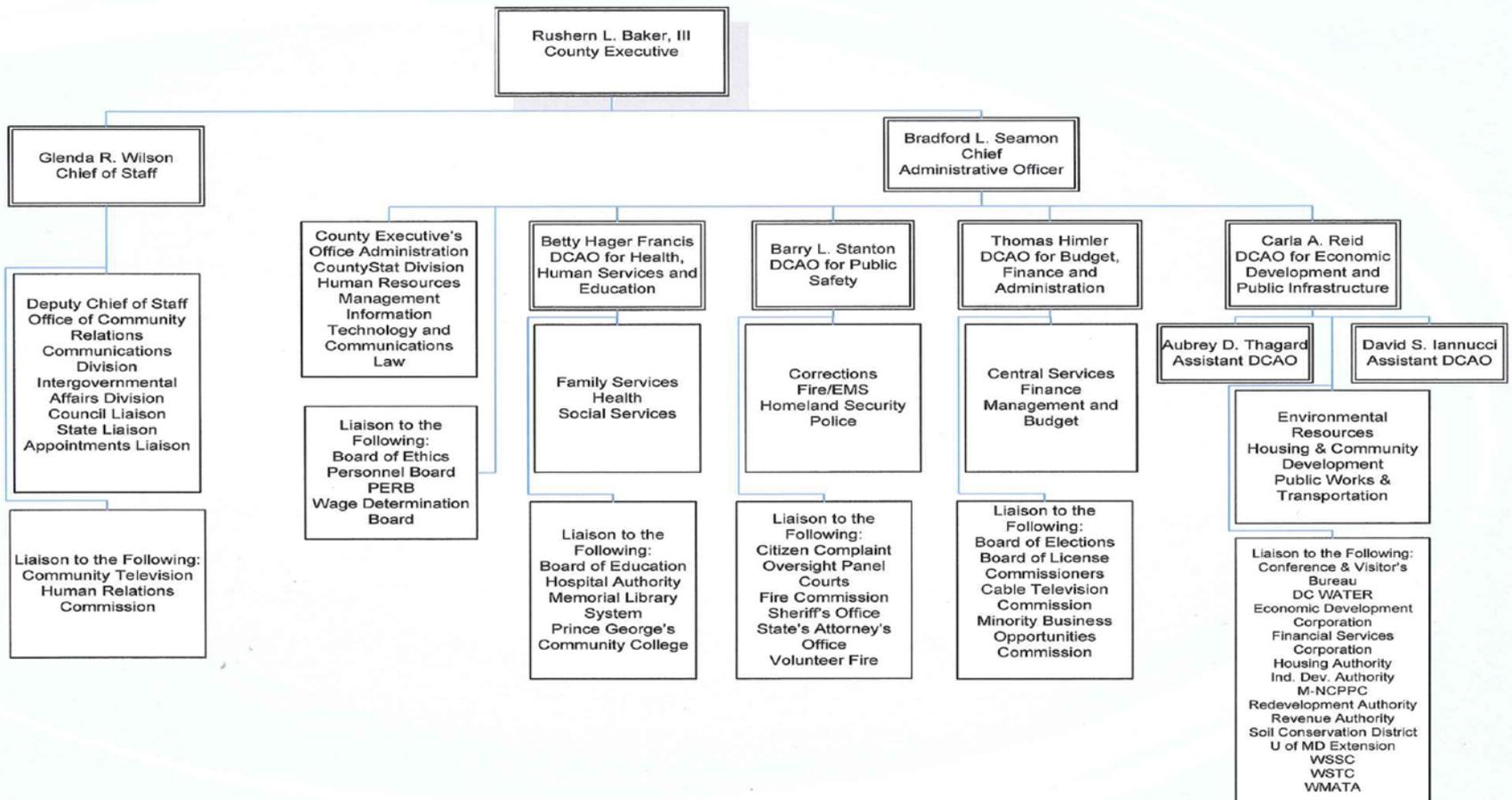
Prince George's County Etiquette

- Never say “PG,”
- Understand the mission and goals of the Baker Administration, ✓
- Understand the County's legislation,
- Understand that government is sometimes less than fast,
- Know who the players are. ✓

Prince George's County Players



PRINCE GEORGE'S COUNTY GOVERNMENT ORGANIZATION CHART



Prince George's County Meeting Etiquette

- Bring enough copies,
- Articulate purpose of meeting in first 5 minutes, ✓
- Have the right person talking,
- Be coachable, ✓
- Understand when the meeting is over,
- State next steps and follow through.



Etiquette When Dealing With Contract Administration & Procurement (CAP)

- Know when to engage,
 - Understand the buying cycle
 - Never during the evaluation of a procurement
- Things to do before initial meeting,
 - Get forecast
 - Figure out what buyer buys what
- Continue to build relationships,
 - Attend pre-bid meetings
 - Gifting is a no-no

Etiquette When Dealing With Minority Business Development Division (MBDD)

- Understand how we can help you,
 - Advocacy
 - Problem solving
 - Strategy
 - Introductions
- Call us **BEFORE** the problem,
- Be coachable.



Etiquette When Dealing With Prime Contractors As A Sub-Contractor

- Be clear of roles, responsibilities and contract terms,
 - Scope of work,
 - Terms of employment,
 - Non-compete,
 - Indemnification/liability,
 - Payment and late fees,
 - Work for hire clause,
 - Resolution methods,
- Keep lines of communication open,
- Be pro-active in problem solving (The Non-Big Reveal Theory), 
- Never go over prime's head,
- Remember your contract is not with the County.

Etiquette When Dealing With County Agencies As The Prime Contractor

- Know who the players are,
- Understand the expectations of your contract,
 - Base years vs. option years
 - Price increases
 - Review T & C's
 - Making sure subs are paid and maintaining certifications
 - Communicating issues to project manager **And Then** the buyer
 - Livable wage
- Understand the invoice process,
- How to handle deviating from the scope of work

Today's Outcome: Expert In Bidding Opportunity



E X P E R T

