

Prince George's County Supply Schedule (PGCSS) Overview For Potential Suppliers

Pamela Ford Dickerson, Director

Agenda

- Welcome & Introduction
- What is the PGCSS & why should you participate?
- Application Process Overview
- Application Sections Overview
- Pricing for the PGCSS
- Category Descriptions
- How Orders Are Placed
- Next Steps
- FAQs
- Q&A and Open Discussion

What is the PGCSS?

The Prince George's County Supply Schedule (PGCSS) is a multiple award contract vehicle designed to streamline procurement for County agencies.

The program encourages competition, reduces processing time, and increases opportunities for County-Based Small Businesses (CBSB) and County-Based Minority Business Enterprises (CBMBE).

Why Should You Participate?

- Gain access to County contracts without repetitive bidding
- Increase visibility and credibility with County agencies
- Secure competitive pricing opportunities
- Reduce procurement process delays
- Support local small and minority businesses

Limited Participation for Certified Businesses

The Office of Procurement is currently accepting applications on a limited basis for businesses that hold a valid Prince George's County Business Certification issued by the Supplier Development & Diversity Division (SDDD).

This phased approach ensures:

- Efficient vendor onboarding
- High standards of service delivery
- Compliance with County procurement policies

Applications are accepted as capacity allows, and the County may adjust the process to align with strategic procurement goals. Vendors should stay informed by checking the County's procurement website.

Application Process Overview

- Review the PGCSS Application and Contract Terms
 - View current solicitations:** [SAP Business Network Discovery](#)
- Ensure CBSB or CBMBE certification (if applicable)
 - View certification information:** [Prince George's County - Certification & Compliance System](#)
- Submit pricing and required documentation
- Agree to contract terms and conditions
- Await results of application evaluation; if approved, contract award will follow

**Agencies that Qualify for Reciprocal Minority
 Business Enterprise (MBE) Certification from
 Supplier Development & Diversity Division**

3rd Party MBE Certification Agencies Recognized by OOP

CRMSDC	Capital Region Minority Supplier Development Council
MDOT	Maryland Department of Transportation
NMSDC	National Minority Supplier Development Council
USPAAC	U.S. Pan Asian American Chamber of Commerce
VA	U.S. Department of Veteran Affairs
WMATA	Washington Metropolitan Area Transit Authority
WPEO	Women President's Educational Organization

MBE CLASSIFICATIONS

(51% minority owned and operated)

- ✓ African American
- ✓ Aleut
- ✓ Asian American
- ✓ Eskimo
- ✓ Hispanic American
- ✓ Native American
- ✓ Veteran (including disabled veterans)
- ✓ Woman Owned

Application Sections Overview

Section 1. Overview

Section 2. Understanding the PGCSS Process

Section 3. Specifications (specific to each service/commodity)

Section 4. Period of Performance and Deliverables

Section 5. Application (details of required documentation)

Section 6. Contract Administration

Section 7. Special Contract Requirements

Section 8. Instructions, Conditions & Notices to Applicants

Section 9. Method of Award

SAMPLE: Temporary Staffing Services

Multiple Award Schedule (MAS) Search Instructions for Temporary Services (561320SBSA):

1. Review your pricing structure and identify an existing GSA contract via the following link: [GSA eLibrary](#).
2. Search NAICS Code 561320SBSA for Temporary Services.
3. Under Description Matches > Source > MAS, click Category 561320SBSA. This page includes all MAS schedules in Category 561320SBSA.
4. Go to Display and select Small Business > click GO.

Pricing for the PGCSS

(Sample continued)

5. Select a contractor and, under View Catalog, click the GSA Advantage button to view items and pricing.
6. In the catalog, click “Temporary Services” under Available Categories.
7. Include your adopted GSA Pricing Schedule/Catalog with your Submission Response.
8. Note: It is acceptable to select and include on Attachment H a subset of products with GSA pricing to demonstrate your adoption of GSA schedule/catalog.

Pricing for the PGCSS

(Sample continued)

9. If you currently have an approved GSA Pricing Schedule/catalog in this category, it is acceptable to adopt your own schedule. PGC seeks base year pricing plus four (4) option years, if available in your adopted GSA Pricing Schedule/catalog.

10. Upload your Application Response, Attachment H with your adopted GSA Pricing Schedule/Catalog Link, and all other Required Documents to SPEED.

Category Descriptions

PGCSS Categories

- Advertising, Promotional, & Specialty Products:** Includes promotional items, branded merchandise, and specialty marketing materials.
- Audit & Financial:** Provides financial audits, accounting, and financial compliance consulting.
- Catering Services & Event Spaces:** Offers food services, venue rentals, and event planning assistance.
- Furniture & Furniture Management Services:** Covers office furniture, workspace planning, and installation services.

PGCSS Categories (continued)

- Industrial Services:** Includes maintenance, repair, and operational support for industrial facilities.

- Industrial Supplies & Apparel:** Provides safety gear, uniforms, and industrial equipment.

- Marketing & Media Services:** Covers advertising, digital media, and communication strategies.

- Medical Equipment & Supplies:** Includes medical tools, healthcare supplies, and diagnostic equipment.

PGCSS Categories (continued)

- ❑ **Mission Oriented Business Integrated Services (MOBIS):** Provides consulting and business improvement services to help agencies enhance performance, efficiency, and compliance. Services include strategic planning, process improvement, performance measurement, organizational design, and training programs.

- ❑ **Office Supplies:** Offers general office materials, paper, ink, pens, a basic office needs.

- ❑ **Temporary Support Services:** Offers staffing solutions, temp agency services, and workforce support.

- ❑ **Training Services:** Provides professional development, workforce training, and educational materials.

How Orders Are Placed

- Orders are placed individually by County Agency representatives as needs arise.
- All orders are reviewed by the Office of Procurement for compliance prior to approval of a purchase order.
- Agencies may also use a Purchase Card for purchases under the micro purchase threshold.
- All purchases must comply with contract pricing and limitations.
- Vendors must provide up-to-date price lists.
- Orders exceeding \$100,000 require additional approval

Next Steps for Interested Suppliers

1. Review the full PGCSS application
2. Gather required documentation and certifications
3. Submit electronic application
4. Await evaluation, approval, and contract
5. Begin marketing services upon award

Frequently Asked Questions and Answers

1. How do I apply to be on the PGCSS?

Vendors must complete the PGCSS application and submit all required documentation to the Office of Procurement (OOP). The application requires businesses to have a valid certification from the Prince George's County Supplier Diversity and Development Division (SDDD), pricing details, and compliance with contract terms.

2. What are the pricing requirements?

Pricing must be competitive and aligned with existing federal contracts (if applicable). If a vendor's pricing differs, it must be lower than the federal contract price—higher deviations will not be accepted. The County reserves the right to review and approve all pricing structures before awarding contracts.

Frequently Asked Questions and Answers (continued)

3. How are orders placed?

Orders are made through the Office of Procurement or via a County Purchase Card (P-Card). All purchases must follow the agreed contract pricing and terms. Orders exceeding \$100,000 may require additional approvals.

4. What happens after I am awarded a contract?

Awarded vendors must:

- Maintain compliance with PGCSS contract terms.
- Keep pricing lists updated to reflect any approved changes.
- Ensure timely delivery of products/services.
- Submit periodic compliance reports to the County.
- Proactively market their services to County agencies to increase contract utilization.

Frequently Asked Questions and Answers (continued)

5. What is the maximum period of performance or value for a task order?

The period of performance is not expected to exceed one year. Any task order that will exceed \$100,000 must receive formal approval from the CAP Division Manager prior to execution of award.

6. How do I get additional details about the PGCSS application process?

The Office of Procurement will hold monthly PGCSS Overview session on the last Thursday of each month at 11:00 am.

Frequently Asked Questions and Answers (continued)

7. Who can I contact for more information?

For more information, contact the Office of Procurement PGCSS Team:

- ❑ **LaTanya Adams, Procurement Officer III, lcadams@co.pg.md.us | (301) 883-4718**
- ❑ **Samim Safi, Procurement Officer III, smsafi@co.pg.md.us | (301) 883-6448**
- ❑ **Devi Ramey, Operations Manager, dcramey@co.pg.md.us | (301) 883-3456**
- ❑ **Office of Procurement, Front Desk (301) 883-6400**

