



NAVIGATING
GREENBOOK
TERMS

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PRINCE GEORGE'S COUNTY GREENBOOK

TERMS

This procurement guide contains information on the following:

- 1 | Definitions of County-Based Small Businesses and County-Based Minority Business Enterprises
- 2 | Budget Details
- 3 | Participating Agencies Spending Goals and Calculations
- 4 | Planned Acquisitions Highlights and Potential Business Growth Opportunities
- 5 | Contracting Assistance

County-Based Small Businesses (CBSB)

A business whose principle place of operation is located within Prince George's County, and whose application for certification as a CBSB is approved by the Purchasing Agent, pursuant to Section 10A-163 of the County Code.

County-Based Minority Business Enterprises (CBMBE)

A minority business enterprise whose approved MBE certification meets the requirements of Section 10A-163(g) in the County Code. A CBMBE shall automatically be deemed a certified CBSB by showing proof to the Supplier Development and Diversity Division of filing a federal tax return establishing that the business has continuously operated within the County in the preceding twelve (12) months.

BUDGET DETAILS

Total Budget | The Total Budget for the Participating Agencies is the FY2025 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.

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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 licenses, 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.

FY25 PARTICIPATING AGENCIES SPENDING GOALS AND CALCULATIONS

The FY25 Spending Goal is the minimum amount that each Prince George's County participating agency is required to spend with CBSBs and CBMBEs between July 1, 2024 and June 30, 2025. 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.

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**

FY25 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 PARTICIPATING AGENCIES AND POTENTIAL BUSINESS GROWTH OPPORTUNITIES

The Certification and Compliance System (CCS) which was implemented in 2019, is now able to provide an accurate account of spending with CBSBs and CBMBEs. This data will be tracked and updated for future reference in the Green Book.

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 FY25 Forecasts shows projections for future spending with County agencies. 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://pgcbusinesshighway.com/>