



# APPENDICES

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

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

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

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

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

Name of Opportunity	Solicitation	Closing Date	E mail of contracting Officer
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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
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6. **Planned Acquisitions:** Are agencies planning to purchase products/services that I provide?

Project	Agency	NAISC Code	Contracting Officer
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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, Contact agency to discuss opportunity, Schedule time for Vendor Day.

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