Prince George's County Public Schools Presents

“How to do business with PGCPS” Highlighting

The Minority Business Enterprise Program
Prince George’s County Public Schools:

✓ Is one of the nation’s 25 largest school districts,
✓ Is the second largest school system in the state of Maryland,
✓ Has 207 schools and centers,
✓ Has more than 130,000 students and nearly 19,000 employees
✓ Has an operating budget of $2.04 billion.

We welcome the wide range of resources that local businesses can offer to provide our schools and students a clean, healthy, and safe learning environment. These opportunities may include, but are not limited to:

1. General Contractors
2. Electricians
3. Material Suppliers
4. A/E Services
5. HVAC
6. Roofers
MBE PROGRAM PURPOSE

✓ Workshops and training programs
✓ Subcontractor Advocacy
✓ Increase Qualified MBE Participants Base
✓ MBE Compliance Monitoring
State Funded Construction Projects

✓ A minimum overall goal of 30%
✓ Sub-goal:
  ▪ 8% for African American owned business
  ▪ 11% Women owned business

Locally Funded Construction Projects

✓ An overall goal of 30%
✓ With a 15% minimum

Note: Goals are required unless otherwise stated in the bid documents
MBE Certifications Accepted

State
Maryland Department of Transportation (MDOT)
✓ (State and Locally Funded Projects)
✓ www.mdot.state.md.us

County
Prince George’s County’s Supplier Development & Diversity Division
✓ (Locally Funded Projects)
✓ www.princegeorgescounty.md.gov

Regional Authority
Washington Metropolitan Area Transit Authority
✓ (Locally Funded Projects)
✓ www.wmata.com
The mission of the Department of Capital Programs is to deliver safe and inviting learning environments that are fully supportive of modern education and are optimally sized and utilized to promote academic success.

The Department of Capital Programs is organized into four areas of responsibility:

1. Planning and Design;
2. Project Management;
3. Fiscal Management;
A Range of Proposed FY2021 Projects

- $5 Million: Charles Flowers HS HVAC
- $15 Million: AC Upgrades
- $25 Million: New Glenridge Area Middle School
Proposed FY2021 CIP

- Kitchen and Food Service
- Central Garage & Transportation
- AC Upgrades
- Charles Flowers HS HVAC
- High Point HS Replacement
- New Northern Adelphi HS
- Cool Spring ES Renovation/Addition to the Annex
- Suitland HS Complex - Reno/Replace
- William Schmidt Outdoor Education Center Reno/Add
- Cherokee Lane ES Replacement @ Buck Lodge Sitge
- New Glenridge Area Middle School
- William Wirt MS Replacement
ABC’s of Doing Business with PGCPS

Tip #1: Become A Certified MBE!
Vendors can become certified through:
1. MDOT
2. PGC’s SDDD
3. WMATA

Tip #2: Find Opportunities!
Network! Network! Network!
1. Attend Technical Assistance Workshops
2. Meet & Greet Matchmaking Events
3. Visit the following websites:
   - eMaryland Market Place
     https://ebidmarketplace.com
   - Capital Programs, Procurement Office
     https://www1.pgcps.org/capital-programs/procurement/

Tip #3: Develop a Strategy!
Alliances and Partnerships
1. Don’t be afraid to be a subcontractor with a prime vendor
2. Prime contractors are required to meet MBE participation goals

Remember the 30 – 8 - 11 Rule!

Tip #4: Do Your Research!
Decide where your firm fits in @ PGCPS:
1. Identify your firms strengths
2. Obtain current bidders/awardees’ list
3. Meet with Procurement Officials to identify the needs at PGCPS
4. Attend PGCPS Outreach events
Proposers & Bidders

Tip #5: Read the entire bid document!

RFPs, IFBs, JOCs, Riders…
Understand the Scope of Work and the Terms and Conditions.

a. Review and understand how the contract will be awarded.

b. Understand the terms of delivery and the timeframes for completion of the project.

c. Ask questions!
Tip #6: Read the entire bid document!

Attend the Meetings…
Large dollar value contracts hold a “pre-bid conference” where you can:

a. Meet the Prime vendors  
b. Review the Scope of Work  
c. And ask questions
Tip #7: Know your competition!

Sign-In Attendees Sheet...

Obtain a Copy:
You can obtain a copy of the list of attendees from the pre-bid meeting.
Tip #8: Submit your Bid on Time!

Due Date and Time…
Late submissions will be rejected

a. Bids submitted late
b. Bids submitted to the wrong location
c. Automatically Reject, NO EXCEPTIONS!
Signed Documents

Tip #9: Before Starting the Work, Get a Signed Contract!!
Make sure all documents are signed.

1. MBE:

The undersigned contractor hereby makes the following affidavit: I acknowledge the Edwards Business Enterprise participation of these owners (10%) owned, unless other owners not participating in the Edwards Business Enterprise participation. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) that has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that this is the first contract (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she is a minority business enterprise (MBE) subcontractor. The undersigned contractor certifies that he/she has a demonstrated track record of a minority business enterprise (MBE) subcontractor.

Company Name: [Redacted]
Signature: [Redacted]
Date: [Redacted]

Sears and subscribed before me the ______ day of ______, 20____

Notary Public
MBE Form #1 194

2. Notice of Award

NOTICE OF CONTRACT AWARD
February 7, 2023

Contractor's Statement of Offer:

Contractor Name: [Redacted]
Contractor Address: [Redacted]
Contractor Phone: [Redacted]
Contractor Fax: [Redacted]

Contractor's Signature: [Redacted]
Contractor's Printed Name: [Redacted]

3. Purchase Order

PURCHASE ORDER

boe@pgcps.org

PGCPS BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY
UPPER MARLBORO, MARYLAND 20772-3833
UNITED STATES

REQUESTOR COPY “FOR PGCPS USE ONLY”

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TOTAL: $32,500

Boe@pgcps.org

Boe@pgcps.org

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Tip #10: Request a Debriefing!!

Unsuccessful Bidders...

Strengths and Weaknesses:

If you were not awarded a contract, you are entitled to a debriefing. During this time you and your firm will have the opportunity of understanding your proposal submission strengths and weaknesses.
Thank you!

Purchasing & Supply Services
Construction Procurement
MBE Compliance

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