




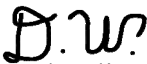
October 20, 2025

FISCAL AND POLICY NOTE

TO: Colette R. Gresham, Esq.
Acting Council Administrator

Karen T. Zavakos, Esq.
Acting Deputy Council Administrator

THRU: Lavinia Baxter 
Senior Legislative Budget and Policy Analyst

FROM: David Williams 
Legislative Budget and Policy Analyst

RE: Policy Analysis and Fiscal Impact Statement
CB-100-2025 Enhancement of County Procurement Practices

CB-100-2025 (*Proposed and introduced by:* The Chair of the Council at the request of the County Executive)

Assigned to the Committee of the Whole (COW)

AN ACT CONCERNING ENHANCEMENT OF COUNTY PROCUREMENT PRACTICES for the purpose of amending provisions of Subtitle 10A regarding administrative procedures, award of contracts, prohibited types of contracts, economic development, and generally relating to procurements subject to Subtitle 10A.

Fiscal Summary

Direct Impact:

Expenditures: No anticipated expenditures

Revenues: No anticipated revenues.

Indirect Impact:

Potentially mixed.

Website: <https://pgccouncil.us> | Wayne K. Curry Administration Bldg.
Office: (301) 952-3431 | 1301 McCormick Drive, 3rd Floor
FAX: (301) 780-2097 | Largo, Maryland 20774

Legislative Summary:

CB-100-2025¹, proposed and sponsored by the Council Chair at the request of the County Executive, was introduced on October 14, 2025, and referred to the Committee of the Whole (COW) Committee. This bill amends the County's current procurement practices to allow for certain purchases to be streamlined, bringing the County in line with current best practices and industry standards. Additionally, this update focuses on County-based small business procurement.

Current Law/Background:

In Subtitle 10A *Purchasing*² of the Prince George's County Code outlines the County's current procurement practices. It elucidates the County's methodology for competitive bidding, selection of contracts, certain contract preferences, and the applicable definitions. Section 10A-105³ defines emergency and special circumstance procurements. Section 10A-115⁴ prescribes the County's current simplified procurement practices relating to small purchases. Simplified procurement process contracts are to be reserved for County-based small businesses (as defined by Section 10A-163⁵); all exemptions are articulated under Subsection D, parts 1 and 2.

Resource Personnel:

- E. Darlene Perkins, Deputy Director, Office of Procurement
 - Cory D. Jefferson, Legislative Policy Advisor, Office of Procurement
-

Discussion/Policy Analysis:

CB-100-2025 amends the general procurement practices of the County, making technical and substantive changes to a variety of Code sections. The technical e changes are as follows:

Proposed Technical Changes

Section 10A-101

- Added the definitions for “commercial product, commercial service, “commercially available off-the-shelf (COTS), “micro-purchase threshold”, “non-development item”, “quotation”, “small business concern”, “small purchase”, and added additional context to

¹ Prince George's County- [CB-100-2025](#)

² Municode- [Subtitle 10A](#)

³ Municode- [Section 10A-105](#)

⁴ Municode- [Section 10A-115](#)

⁵ Municode- [Section 10A-163](#)

the definition of “emergency” for serious situations which may require immediate acquisition of goods or services.

Section 10A-103

- Added terms “amend” and “modify” to subsection d when addressing prohibition of County officials and employees to alter contracts without the approval of the Purchasing agent.

Section 10A-104

- Adds term “sign” under subsection (a) part I.
- Gives procurement authority to include Office of Procurement staff and external agency personnel.
- Adds responsibility for review of Emergency procurements.

Section 10A-105

- Adds subsection (g) defining the “simplified procurement procedures”. This process favors performance or function-based descriptions over technical specificity when a commercial item or service can meet the demand.
- Adds part two (2) stating procurement of commercial items and services may allow for an abbreviated solicitation, more rapid turnaround, and simplified evaluation criteria or documentation consistent with fairness and County law.
- Adds part three(3) stating misuse of acquisition procedures under the commercial requirements or failure to adhere to the simplified procurement process may result in corrective review.
- Adds subsection (h) mandating market research analysis for all procurements.
- Adds subsection (i), which states commercial procurement contract terms for acceptance, warranty, and termination may follow customary procedures at the County's discretion.
- Adds subsection (j) mandating the Purchasing Agent to develop and make available guidance materials for the purpose of training County procurement staff in applying the principles of commercial acquisitions.
- Adds subsection (k) in defining “micro-purchases”

Section 10A-106

- Adds the Procurement Officer or the Purchasing Agent as responsible for making the decision on the contract file.

Section 10A-108

- Amends the maximum purchase amount for exemptions from \$2500 to \$5000.

Section 10A-111

- Adds “simplified procurement procedures”

Section 10A-112

- Adds subsection (g) to outline the simplified procurement procedures. This allows a purchasing agent to rely on performance or function-based specifications over detailed technical design features. It also allows offers to be substituted for commercially available products, grants them shorter submission periods, and simplified contract stipulations. This process is meant to reduce the time from bid to contract execution.

Section 10A-113

- Adds “process” to subsection (a).
- Adds “Request for Quotation, or a Request for Qualifications” in subsections (b) through (e).
- Adds “Purchasing Agent” to subsection (i)
- Adds subsection (j) further elaborating on the simplified procurement procedures.

Section 10A-114

- Adds subsection (f) allowing for amended timelines under the simplified procurement procedure.
- Adds Section 10A-114.01 with subsections (a) and (b) outlining specific commercial contract protocols and service clauses.

Proposed Substantive Changes

Section 10A-115

- Adds subsection (a) establishing the authority, definition, and process for Small Purchases.
- Parts 1-2 of subsection (a) stipulate transactions made via the County purchase card program and procurements exempted by law will not fall under the small business designation.
- Subsection (b) outline the process for the acquisition for small purchases.
- Part 1 outlines the purchase request.
- Part 2 dictates purchases between \$5,000 and \$250,000 have three (3) quotes (written or electronic) two (2) of which must be County-based if applicable. If no County-based quotes are available a waiver may be submitted.
- Micro purchases will follow micro purchase guidelines
- Purchasing Agent awards contracts or purchase orders, maintaining oversight, adjusting existing contract agreements, and levying disciplinary action for vendor non-compliance.

Section 10A-121

- Adds “All” to subsections (a) and (b) to include service contracts.

Section 10A-138

- Adds records maintenance requirements for the purchasing agent. Records must be maintained in accordance with Section 10A-176⁶ by January 1 of each year.

Section 10A-139

- Adds “County-based small business, County-located business, or Locally-owned and Operated business”

Section 10A-161

- Adds a provision waiver citing Section 10A-159.01⁷
- Adds subsection (j) with paragraphs 1-3 dictating that any contract with a monetary value equal to or less than \$1 million be set aside for County-based small businesses. This section outlines the requirements to refuse a contract to a County-based small business.
- The County *must* satisfy the provisions in paragraph 1 with written approval from the Purchasing Agent in order for a County agency to award procurement in the open market.
- Any existing contract or agreement (including multi-year contracts) with a value equal to or less than \$1 million not set aside for County-based businesses will not be renewed. Certified County-based businesses are exempt from this provision.
- Purchasing agent has the authority to waive certain requirements if they certify in writing that failure to waive those requirements will result in losses of state and/or federal funds.

Section 10A-162.01

- Adds subsection (a) mandating all small purchases and contracts executed under simplified procurement procedures comply with the County-based small business participation requirements.

Section 10A-163

- Adds subsection (h) to reduce redundant certifications

Section 10A-163.01

- Adds subsection (a), which dictates that all diverse supplier certifications are valid for 2 years.

⁶ Municode- [Section 10A-176](#)

⁷ Municode- [Section 10A-159.01](#)

The legislative intent of this bill is to increase the County's reliance on County-based small businesses and to streamline the internal procurement process to expedite the delivery of critical goods and services.

Fiscal Impact:

- *Direct Impact*

Adoption of CB-100-2025 is not anticipated to have an adverse fiscal impact.

- *Indirect Impact*

Adoption of CB-100-2025 may result in an increase in County goods and services being procured from County-based businesses. A simplification of the small purchase procurement process may result in an increase in expenditures through small purchasing agreements due to ease of execution. Conversely, current economic conditions may result in no net change in expenditures or even a reduction in expenditures on County procurement contracts.

- *Appropriated in the Current Fiscal Year Budget*

N/A

Effective Date:

The proposed Bill shall be effective forty-five (45) calendar days after it becomes law.

If you require additional information or have questions about this fiscal impact statement, please call me.