

# WORKSHEET

A companion tool to help SBEs use this book. Visit [greenbookdc.com](http://greenbookdc.com) to find and prepare for DC Government contracts. Download a fillable version of this form at [greenbookdc.com/worksheet](http://greenbookdc.com/worksheet).

<b>1 PRODUCTS &amp; SERVICES:</b> What products/services does your business sell?		<b>2 NIGP CODES:</b> Look up at <a href="http://ocp.dc.gov/page/nigp-commodity-codes">ocp.dc.gov/page/nigp-commodity-codes</a>	
TREE REMOVAL		968-88-00	
<b>3 SIMILAR PRODUCTS/SERVICES:</b> What related products/services could my business provide if I expanded my business? Visit <a href="http://ocp.dc.gov/page/nigp-commodity-codes">ocp.dc.gov/page/nigp-commodity-codes</a> . Search using the first 3 digits of the above code(s) that you wrote above in Step 2. Use Step 7 to note ways your business may need to expand.			
GRAFFITI REMOVAL		968-44-31	
SNOW REMOVAL		968-72-70	
<b>4 CURRENT CONTRACTS:</b> Which contracts are out for bid that seek products/services that my business already provides? Visit <a href="http://greenbookdc.com">greenbookdc.com</a> and click Find Opportunities.			
<b>Name of Opportunity</b>	<b>Solicitation #</b>	<b>Closing Date</b>	<b>Contracting Officer</b>
<b>5 WAIVERS:</b> Are agencies requesting not to spend funds with SBEs for products/services that I provide? Visit <a href="http://greenbookdc.com">greenbookdc.com</a> and click Find Opportunities.			
<b>Name of Opportunity</b>	<b>Waiver #</b>	<b>Comments Deadline</b>	<b>Contracting Officer Email</b>
<b>6 PLANNED ACQUISITIONS:</b> Are agencies planning to purchase products/services that I provide? Visit <a href="http://greenbookdc.com">greenbookdc.com</a> and click Find Opportunities.			
<b>Project</b>	<b>Agency</b>	<b>NIGP Code</b>	<b>Contracting Officer Email</b>
<b>7 BUSINESS GROWTH STRATEGY:</b> How should I prepare my business to compete for contracts? For example: hire staff, buy equipment, team/subcontract, get certified, research market. Contact the DC Procurement Technical Assistance Center for assistance at 202.727.3900 or <a href="http://dslbd.dc.gov/ptac">dslbd.dc.gov/ptac</a>			

For in-depth contracting assistance, contact DSLBD’s DC Procurement Technical Assistance Center (DC PTAC) at **202.727.3900** or [dslbd.dc.gov/ptac](http://dslbd.dc.gov/ptac).