Thank you for your interest in meeting with WSSC Water’s Office of Supplier Diversity & Inclusion. We’re excited to meet with your company to learn more about your capabilities and connect you to resources to help your company grow!

Meetings with suppliers are held the second Thursday of each month. Meeting times are scheduled between 10 a.m. and 2 p.m., in 45-minute increments.

Please answer the questions below and submit prior to your meeting. Responses will be shared with attendees who have an interest in the subject matter. The response should be as specific as possible and not simply general marketing information.

If your company is currently responding to a solicitation, i.e. an Invitation for Bid (IFB), Request for Proposal (RFP) or other competitive solicitation, please schedule a meeting with the OSDI once your bid/proposal has been submitted. Please disclose any current solicitations that may result in a deferred meeting.

Email your completed Meeting Request Form, along with any supporting documents, to Beverly Perry at [supplierdiversity@wsscwater.com](mailto:Beverly.Perry@wsscwater.com). If you need assistance completing the form, please contact Beverly Perry at 301.206.8800.

Once the meeting is confirmed, please arrive 15 minutes prior to the start time to allow for check-in with the Security and escorting to the meeting. Please submit your company profile and collateral materials in advance, to allow meeting attendees an opportunity to review your information.

We look forward to meeting with you!

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| --- | --- |
| Company Name: |  |
| Contact Person: |  |
| Phone Number: |  |
| Email Address: |  |
| Website: |  |

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| Please select three preferred times for a meeting: |
| Meetings take place the 2nd Thursday of each month.  Please choose one:  ⃣ Requesting a Teleconference? (Please provide teleconference number)  ⃣ Requesting a Face-to-Face Meeting?  Available Meeting/Teleconference Times (Please Prioritize):  ⃣ 10 a.m.  ⃣ 11 a.m.  ⃣ 1 p.m.  ⃣ 2 p.m.  We will do our best to accommodate your first choice for a meeting time. Please plan to arrive at least 15 minutes before your scheduled meeting time to allow for check-in with Security. Please be sure to bring a photo I.D. Unless otherwise instructed, all meetings will take place at WSSC Water’s Headquarters, 14501 Sweitzer Lane, Laurel, MD 20707.  Please call Beverly Perry at 301.206.8800 or email [Supplierdiversity@wsscwater.com](mailto:Beverly.Perry@wsscwater.com) with any questions. |
| 1. What type of services/products does your company offer? |
| 2. Please check the type of Certification your company holds: |
| * MBE * SLBE (SLBE-SDV) * DBE * WBE   Which of the approved five agencies did your company receive a certification from?   * Maryland Department of Transportation (MDOT) * Capital Region Minority Supplier Development Council (CRMSDC) * Women’s President Education Organization (WPEO) * Prince George’s County Supplier Development & Diversity Division (SDDD) * D.C. Department of Small and Local Business Development (DSLBD) (DBE only) * N/A |
| 3. What resources can Office of Supplier Diversity & Inclusion provide to help grow your company? |
|  |
| 4. Are you facing any challenges and or issues? If so, please list them below? |
|  |
| 5. Please submit the following documents: |
| * Agenda for discussion * Capability Statement * Number of Attendees (please provide full names and titles) |

Meetings with the Office of Supplier Diversity & Inclusion in no way constitutes a guarantee of a contract with WSSC Water.