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Director's Note

Your small business may be top notch in the products and services it offers. You may have put together an unbeatable team. Yet those attributes alone will not ensure success without an effective, well-thought-out marketing plan. Don't expect the government to come clamoring at your door with contracts in hand.

That sounds a bit scary, doesn't it? Especially if your expertise is technical, and marketing is a foreign word for you. All is not lost, however. There are many resources available to help you. Some are free of charge. You don't even have to go it alone, if you prefer to team up with another company. There are numerous teaming arrangements possible, as we highlight in this issue.

I think you'll find our Spring/Summer issue, with the theme *Marketing Your Way to Success*, especially valuable. This issue offers tips on finding opportunities; sharpening your skills at successfully responding to opportunities and raising the odds of being awarded a contract; and acquiring the expertise and experience you lack to successfully compete.

David Rockefeller is quoted as having said: "Success in business requires training and discipline and hard work. But if you're not frightened by these things, the opportunities are just as great today as they ever were." I'd just like to paraphrase Mr. Rockefeller, if I may. Success in business requires training and discipline and hard work, in marketing as well as in your technical field. Getting both areas right can open up a world of opportunities. I encourage you to read this edition and gain new insight on how to take your company to its next level of marketing success.

Read and Reflect,

Jeanette L. Brown, Director
Office of Small and Disadvantaged Business Utilization

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Scope Out the Possibilities

In order to be awarded a contract, you first need to bid on it. Priority #1 is checking out the possibilities.

Have you assigned responsibility to someone in your small business, or do you personally set aside time to regularly check out business opportunities? In order to keep your business on a growth track, this needs to be a priority and must become a regular activity.

Network

If you already have one or more government contracts, make use of your contacts to find out if any other potential opportunities are "coming down the pike." You've heard it before—Network! This cannot be overstated. It may be your finest opportunity to obtain new business. By learning early what additional needs the government has, you can get a head start on acquiring any skills you lack to best supply the products and services to meet these needs. By getting into the loop early and finding out when new awards will be announced, you can also get a head start on preparing your response to the upcoming Request for Proposals (RFP).

If you are an 8(a)-certified firm, you may be able to convince the government to award your firm a sole source contract. Demonstrating your firm's financial condition and ability to perform the work, with limited competition, is certainly far simpler than responding to a Request for Proposals. Your chances of being awarded a contract are far greater as well, since you won't be competing against a much larger group of competing firms.

Even if your firm is just starting out and has no prior or existing contracts, networking doesn't have to be an impossible task. Both novice and more experienced small businesses can gain valuable leads and contacts by attending the annual OSDBU Procurement Conference. Remember to network and then to always follow up on your networking opportunities.

Prime Contracting vs. Subcontracting

Should you attempt to go after a contract as the prime contractor, or settle for a smaller piece of the pie and less control by subcontracting to another firm? Prime contractor requirements, whether technical, financial, or staffing, may exceed the capabilities of many small businesses.

One way a small business can get its foot in the door of prime contracting, and gain valuable experience, is to enter into a joint venture arrangement with a more experienced firm as part of a Mentor-Protégé agreement. This allows a small business to assume prime contracting responsibilities on contracts where it wouldn't otherwise be eligible. See the section entitled **Mentor-Protégé Programs** beginning on page 11 for more information.

Or a small business may decide to take it more slowly and gradually gain experience and expertise by subcontracting to another firm.

Don't forget that EVERY business wanting to do work for the U.S.Government must first go to www.CCR.gov and register.

Federal Subcontracting Opportunities

To identify contractors who have been awarded contracts for specific goods or services, visit www.FedBizOpps.gov and search the archived records for the specific types of goods/services that your company offers. Information under awarded contracts includes the name and address of the prime contractor, as well as points of contact and phone numbers.

SBA's SUB-*Net*

The SBA's SUB-*Net* website http://web.sba.gov/subnet/ maintains a list of prime contractors who are seeking subcontractors to help them fulfill their government contract work. SUB-*Net* is a free online database used by prime contractors to post subcontracting opportunities. Small businesses can review this website to identify opportunities in their areas of expertise. While the website is designed primarily as a place for large businesses to post solicitations and notices, it is also used by Federal agencies, State and local governments, nonprofit organizations, colleges and universities, and even foreign governments for the same purpose.

The website has shifted the traditional marketing strategy from the shotgun approach to one that is more focused and sophisticated. Instead of marketing blindly to hundreds of prime contractors, with no certainty that any given company has a need for their product or service, small businesses can now use their limited resources to identify concrete, tangible opportunities and then bid on them.

To find this list of prime contractors, visit the SBA website at http://www.sba.gov/businessop/basics/subcontracting.html and click on the **SBA SUB-Net** button at the bottom of the page. Then click on **Subcontracting Opportunities Directory** and select the state in which you are interested.

As a small business engaged in subcontracting, be sure you understand the terms and conditions of your contract with the prime contractor before agreeing to serve as a subcontractor. Ask:

- How much work will you give me?
- How and when will I receive compensation from the prime contractor?
- How much can I rely on the prime contractor for special tools, engineering advice, information on manufacturing methods, etc.?
- How will quality control and inspection procedures be applied to my subcontract?

EPA Subcontracting Opportunities

To locate prime contractors on EPA contracts only, go to http://www.epa.gov/oam. Click on **Active Contracts.** Then click on **EPA Active Contracts Report by Prime Vendor Name.**

U.S. Department of Commerce Prime Contractor Directory

The U.S. Department of Commerce Prime Contractor Directory is prepared to assist all small businesses with their marketing efforts in obtaining suitable *subcontracting* opportunities and presenting their capabilities to Commerce prime contractors. The goal of this endeavor is

to enable Commerce contractors to find more qualified small business concerns, and, therefore, increase the subcontracting dollars to small, small disadvantaged, (8a), HUBZone, veteran-owned, service disabled veteran-owned small firms, and women-owned small businesses.

This Prime Contractor Directory lists Commerce's contractors with approved subcontracting plans, and whose progress and compliance toward achieving their subcontracting goals is monitored by the OSDBU.

All contractors, other than small businesses, receiving Federal awards in excess of $500,000 ($1,000,000 for construction) are required by Public Law 95-507 to submit acceptable subcontracting plans prior to contract award.

These subcontracting plans must specify goals and demonstrate contractors' best efforts to subcontract to small, small disadvantaged, (8a), HUBZone, veteran-owned, service disabled veteran-owned small firms, and women-owned small businesses.

The subcontracting program creates many opportunities for small firms. Commerce also requires contractors to establish aggressive goals for subcontracting with small businesses. Commerce contractors are required to conduct successful outreach efforts to expand opportunities for all small businesses.

The Department of Commerce Prime Contractor Directory became available the first week in June 2004. For more information, set your browser to http://www.osec.doc.gov/osdbu/Primes.htm. Information on Commerce opportunities can be found in the Forecast of Contract Opportunities (http://www.osec.doc.gov/osdbu/ForecastFY04_FY05.htm) or by contacting George Ralis at (202) 482-1472.

OSDBU Procurement Conference

The OSDBU Procurement Conference is "A national conference fostering business partnerships between the Federal Government, its Prime Contractors, and small, minority, service-disabled veteran-owned, veteran-owned, HUBZone, and women-owned businesses." This is a unique marketing environment that enables your firm to:

- **Make New Contacts**: This marketing opportunity allows your sales staff to meet with hundreds of potential customers, suppliers or contractors in one day, in one place.
- **Meet Major Purchasers**: Over 40 Federal, State and local government agencies and large businesses exhibited this year to discuss their contracting/subcontracting requirements.
- **Market Your Company:** Exhibit in the trade fair and market your company to government buyers, corporate buyers and local businesses.

Newcomers to the Federal marketplace can learn how to make their way through the procurement process for prime contracts and subcontracts with large business contractors. Seminars are available throughout the day exploring many aspects of the changing procurement process.

Tips for Attendees

- Study the list of exhibitors carefully before venturing into the Exhibit Hall.
- Target your potential clients and speak with them first. Get as much information about their

contracting/subcontracting procedures as possible. Research their websites.

- Prepare a one-page flyer indicating who your customers are and what you do for them.
- Bring lots of business cards and hand them out liberally.
- Get the contact's name, phone number and e-mail address to follow up on potential business.
- Take advantage of the seminars. The information is timely and can prepare you for bidding on available business.
- Participate in the One-on-One Counseling Sessions where representatives from Federal Government procurement and program offices and large business prime contractors meet for 15 minutes in pre-scheduled appointments with small businesses.
- Preview the conference "Procurement Opportunities" page to find out who is buying what you sell.
- Ask about current on-site procurement opportunities. Many of the exhibitors have information at their booth.

As evident above, successful networking is more than just handing out business cards and company brochures. It requires a lot of initial "homework" and diligent follow-up. The goal is to find a match between what your firm can offer and what the government and prime contractors seek.

The 14th annual OSDBU Procurement Conference took place on April 20, 2004 in Upper Marlboro, Maryland, not far from Washington, DC. HCD International attended the conference as a roving reporter for EPA's *OSDBU News*. In many cases, this year's conference attendees reported leaving the conference with "a bag full of contacts" that they hoped to pursue in the future. Several Federal Government agencies and a large business reported having "made a match" with the small businesses they met with during the one-on-one counseling sessions. If you're not familiar with the OSDBU Procurement Conference, check out their website for information on the conference: http://www.ustreas.gov/offices/management/dcfo/osdbu/outreach/conference/index.html. Mark your calendar for the 15th Annual OSDBU Procurement Conference, which will be held Thursday, April 21, 2005, in Upper Marlboro, MD.

Sources Sought

In addition to networking, scan sources announcing upcoming contracts. There are many possibilities. We'll cover a few of the larger sources here.

For EPA solicitations, check out the EPA's Sources Sought website at http://www.epa.gov/oam/sources.htm. Can you realistically consider doing work for another Division or Office other than where you currently do work? For example, if you do business for EPA Headquarters, would it make sense to explore working for one of the Regional Offices? At the EPA's Sources Sought website, you'll find opportunities offered by:

- Headquarters Procurement Operations Division (HPOD)
- Superfund/RCRA Regional Procurement Operations Division (SRRPOD)
- RTP Procurement Operations Division (RTPPOD)
- Cincinnati Procurement Operations Division (CPOD)
- EPA Regional Procurement Offices

Peruse the FedBizOpps

Do you want to widen your search to include other Federal Government agencies? Search the notices in the FedBizOpps (FBO), formerly the Commerce Business Daily (CBD), for Federal procurement bidding opportunities. FedBizOpps.gov is the single government point-of-entry for Federal Government procurement opportunities over $25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal – FedBizOpps (FBO) – small and large businesses seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

Businesses can log onto this Federal Government website free of charge to search for pre-solicitations, special notices, combined synopses, all synopses, modifications, foreign government standards, and amendments to combined synopses. Full text searches can be conducted on active or archived documents in the FBO database. These searches can be further refined by solicitation/award number, dates, zip code of the place of performance, set-aside code, procurement classification code, NAICS code, and Agency.

The FedBizOpps system also includes an e-mail notification service called the Vendor Notification Service. After subscribing, the subscriber will receive the following announcements by e-mail:

- Presolicitation and their modification
- Notices of solicitation and solicitation amendment releases
- General procurement announcements

Three options are available:

1. Register to receive all notices from solicitation number.
2. Register to receive all notices from selected organizations and product service classifications.
3. Register to receive all procurement notices.

To register for the Vendor Notification Service, go to www.fedbizopps.gov and click on **Vendor Notification Service**.

Improved Ways of Searching for Federal Opportunities

Searching for just the right opportunity to bid on—that is tailored to the products and services you offer, in the location where you operate—can be an exhaustive undertaking. It needn't be, if you're willing to pay to simplify the search. A number of private sector firms have taken what the Federal Government offers for free—and then added features, repackaged the information, and made it available for a fee.

Improvements include the following:

- an improved search engine to help you hone in on the most relevant opportunities
- the capability of storing unlimited search queries to perform "one click" searches
- bookmark notices for easy reference

- data download options in multiple formats
- searching by state to identify the opportunities within the states where you wish to do business.
- keywords highlighted
- keyword searching capability on their e-mail notification service

Not all of the above-mentioned improvements are offered by every service. Each has made its own custom improvements over the FedBizOpps service and each has its own fee structure. If you're interested in subscribing to one of these private sector services, check it out thoroughly before subscribing so you are completely familiar with the fee they charge and the services they offer.

Following are three of these fee-based services:

- http://www.fbodaily.com/
- http://www.cbd-net.com/
- http://cbd.cos.com/

For additional services, search under **"Commerce Business Daily**" or **"FedBizOpps"** on the Internet.

[Disclaimer: The EPA neither recommends nor endorses any of these private sector-developed products mentioned in this newsletter.]

Set-Aside Alert

Produced by Business Research Services, Inc., Set-Aside Alert is a biweekly newsletter that provides news on contracting activities, teaming opportunities, certification, programs, regulatory changes, and marketing tips. Subscribers also receive a daily e-mail of newly announced opportunities set aside for small businesses.

For further information, set your browser to www.setasidealert.com

[Disclaimer: The EPA neither recommends nor endorses this private sector-developed product.]

Staying Ahead of the Competition

As you well know, business is all about competition, and to be successful you must stay one step ahead of your competition.

If a pre-solicitation conference is being held for a contract you are interested in bidding on, you should make every effort to attend it. At the very least, you should be aware of the companies who did attend—these may be your competition—and find out what information they learned through their questions and answers. In this case, ignorance is definitely NOT bliss. You need to know at a minimum what your competition knows.

Find out the following:

- Has a Notice of Intent been issued to award a Sole-Source contract in an area of expertise in which your firm would be interested?
- Has a pre-solicitation synopsis notice been issued?
- Was a pre-solicitation conference scheduled?
- Was a Request for Proposals or Request for Qualifications issued?
- Subsequent to any solicitation announcements, have any amendments been announced?

Stay on top of developments and don't be caught napping when a development occurs that requires your immediate attention and action.

How to Respond to an RFP

Once you've identified a solicitation in which your firm is interested, the decision must be made on whether or not to pursue the contract. Review the section "Preparing For Opportunity…To Bid or Not to Bid" on page six of the Winter 2004 issue of *OSDBU News*. If your decision is to bid, then allow sufficient time and resources to adequately respond to the solicitation.

Think of the process as preparing for an important college final exam. First of all, you must analyze the Request for Proposals (RFP). Review thoroughly the section that describes how the proposal will be evaluated, and make sure you develop an excellent case for the requirements that will receive the maximum number of points.

Secondly, spend time to familiarize yourself with the Agency and the specific Department or Office that is requesting the service(s) and/or product(s). Whether or not you have already done business with them, the proposal must show that your firm understands their needs and must convince them that by selecting your firm, they will achieve their goals and objectives.

Thirdly, respond specifically to this RFP's requirements. Tailor your Capability Statement, covering the requirements, and only the requirements, listed in the RFP. A good proposal is like any good piece of writing; it must be concise and to the point, without covering areas that are not relevant. By supplying a "Specialized" Capability Statement, and by properly organizing the proposal layout, you make it easy for the proposal scorers to assign you points that may win you the award.

Finally, make sure your proposal addresses ALL the skills sought. If you currently don't have all the skills in house, you need to devise a strategy to acquire these skills in order to fulfill the contract. Read the following section, "Acquiring Additional Expertise," for thoughts on this topic.

Acquiring Additional Expertise

Score by Taking Advantage of SCORE

Could you use some free professional advice? Then consider contacting SCORE, the Service Corps of Retired Executives, a volunteer program of the U.S. Small Business Administration. SCORE is a nonprofit association of 13,000 retired and active executives representing a wealth of business "brains, ideas, skills, and experience" who provide free business counseling. These volunteers are ready to share their business acumen to help you unravel bottlenecks. SCORE consists of men and women business executives who voluntarily commit their time to share their management and technical expertise with present and prospective owners/managers of small businesses. Begun in 1964, the goal of SCORE is to help American small businesses prosper.

SCORE volunteers are organized into local self-administered chapters in more than 400 locations throughout the United States, Puerto Rico, and the U.S. Virgin Islands. They work in and near their home communities to provide management counseling and training to small businesses and those who are thinking of going into business. Every effort is made to match a client's need with a counselor experienced in that line of business. Service is provided without charge to the client.

Through in-depth counseling and training, owners and managers receive help in identifying basic management problems, determining their cause, and becoming better managers. An analysis is made of each business and its problems, and a

plan is offered to correct the trouble and help the owner through the critical period. All help is confidential and person-to-person. A business does not have to have an SBA loan or even be in operation. Pre-business consultation is an important part of the service offered.

Additional information on SCORE is available at their website: www.score.org You can contact SCORE in any of four different ways:

Four Ways to Contact SCORE

Get a Map to a Chapter Near You

Use SCORE's online mapping system to locate a chapter near you and schedule a face-to-face counseling session with a business expert.

Ask SCORE for Advice Online

Get small business advice via e-mail that's fast, confidential, and free, from dedicated, experienced professionals. SCORE volunteers are ready to help you solve problems or answer questions on starting and growing your business.

Find a Chapter Website

Most local SCORE chapters have their own websites. Look for local links from the main national website (www.score.org) and visit your local chapter websites for news, workshop listings, and local small business resources.

Call SCORE Toll-free

Contact the SCORE Association office at (800) 634-0245 to find a SCORE office near you. SCORE has nearly 400 chapters nationwide.

Teaming Arrangements

As a small business with limited resources, skills, and experience, do opportunities seem limited? You can increase contract opportunities through teaming arrangements and subcontracting relationships. Teaming arrangements are desirable from a Federal and industry standpoint because they enable the participating companies to complement each other's unique capabilities and offer the government the best combinations of performance, cost, and delivery for the products and services being acquired. Teaming arrangements may include large businesses or other small businesses. Size issues may be involved, however, when small businesses enter teaming agreements. It is highly recommended that a small business contemplating a teaming agreement consult with an attorney specializing in that area before entering into any such arrangement.

What is a Teaming Arrangement?

Contractor team arrangements are defined by the Federal Acquisition Regulation (FAR) Subpart 9.6, Contractor Team Arrangements as follows: "Two or more companies form a partnership or joint venture to act as a potential prime contractor"; or "A potential prime contractor agrees with one or more other companies to have them act as its subcontractors under a specified Government contract or acquisition program."

Difference Between a Partnership and a Joint Venture

A partnership is a voluntary association of two or more individuals to carry on a business for profit, usually on a permanent basis. A limited partnership provides for limited liability of one or more of the partners. A joint venture, by contrast, consists of two or more companies, formed for the purpose of performing a contract. Once the contract is completed, the joint venture is dissolved along with the new company that was formed to perform the contract.

The Teaming Process

In order to establish teaming arrangements, businesses combine their talents and resources to bid on major procurements. The companies may combine their financial capabilities, managerial and technical skills, personnel, business facilities and/or equipment to become a successful bidder on a contract. A review of the proposed documents by an attorney knowledgeable about teaming agreements is highly recommended.

Pick the Right Partner

To find the right partner, you first need to recognize your firm's strengths and weaknesses, and future goals, in order to find a good match. What do you need to improve your firm's products and services? You want a partner whose products and services will complement yours and make your combined team a much more credible bidder for the specific contracts your team will be bidding on.

Participants in teaming and subcontracting agreements should be knowledgeable about the standard terms and conditions of the agreement. Questions regarding claims, the small business size status of the participants, regulations, Federal policy, State laws, legislation, reimbursement, payment, licenses, responsibility and obligation should be addressed before entering into the teaming agreement. As a result, consulting with an attorney and reviewing relevant legal documents and possible areas of concern or dispute can be of assistance before entering into teaming and subcontracting arrangements. This may help to identify the problems and solutions that teaming and subcontracting arrangements present.

Where Can I Find Federal Teaming Arrangements?

It's no coincidence that where procurement opportunities abound, so do opportunities for teaming arrangements. The Federal Business Opportunities (FedBizOpps) website, a great source for procurement opportunities, is also one of the frequently used websites to search for teaming arrangements. Check it out at www.fedbizopps.gov/.

Prime contractors often use the SBA's SUB-Net database to post notices of sources sought for teaming partners and subcontractors on future contracts. Check it out at http://web.sba.gov/subnet/.

Set-Aside, a subscription-based newsletter service, lists firms seeking teaming partners: www.setasidealert.com.

[Disclaimer: The EPA neither recommends nor endorses this private sector-developed product.]

The Office of Small and Disadvantaged Business Utilization (OSDBU) in each Federal Agency has information about how to market your company to find teaming arrangements. To locate each of the Federal OSDBU offices, set your browser to www.osec.doc.gov/osdbu and click on **Acquisition & Small Business Offices**, then click on **Federal OSDBU Offices**. Or go directly to http://www.osec.doc.gov/osdbu/Acq_and_SB_Specialist_Offices.htm#mpo.

Most of the OSDBU offices' websites list contact names and telephone numbers. You can contact one of the small business specialists in the OSDBU office to discuss your company's teaming needs. The small business specialist will be able to assist you with information about what types of procurements are available for your products or services now and in the future.

Contacting Corporations

Corporations seek Federal contracting opportunities with small businesses through their Small Business Programs, also called Supplier Diversity Programs. By contacting the supplier diversity offices, firms can network and develop business relationships that can result in procurement opportunities. A number of the large prime contractors include small business contact information and resources on their websites under "Supplier Diversity Program" or "Small Business Program."

An important networking resource is a publication entitled *Purchasing People in Major Corporations*. The publication provides information about major U.S. corporations and lists names, phone numbers, e-mail addresses, and the addresses of corporate diversity supplier program offices. It is updated and issued annually by Diversity Information Resources, Inc. Set your browser to www.diversityinforesources.com/ for order information.

[Disclaimer: The EPA neither recommends nor endorses this private sector-developed product.]

EPA Small Business Vendor Profile System

As described in the *OSDBU News* Winter 2004 issue (see pp. 14-15), EPA/OSDBU has a Small Business Vendor Profile Database where small businesses can voluntarily make EPA employees aware of their interest in doing business with EPA. This system can also assist large prime contractors in finding small and disadvantaged companies to team with. The database provides a means to search and retrieve vendors by ownership, NAICS, corporate capabilities, SBA 8(a) status, and other designations. The public may access this database through the Internet at http://cfpub2.epa.gov/sbvps/. Small businesses may also register their company at this website.

Mentor-Protégé Programs

Many Federal agencies, including the EPA, have Mentor-Protégé programs. The various programs differ from agency to agency. For a firm to participate as a Protégé, some Federal programs require certification as a Small Disadvantaged, 8(a), or HUBZone firm.

The EPA Mentor-Protégé Program

The EPA established the Mentor-Protégé Program in 1994 to stimulate and impact the number of Small Disadvantaged and Women-Owned Businesses (SDB/WOBs) involved in EPA contracts.

The goals of the EPA Mentor-Protégé Program are to:

- Increase SDB/WOB participation in EPA procurement activities as subcontractors, team members, suppliers, and ultimately as prime contractors;
- Establish a mutually beneficial relationship between SDB/WOBs and EPA large business prime contractors and/or small businesses wishing to serve as Mentors;
- Aid in achieving goals to use SDB/WOBs in subcontracting work;
- Promote the economic and environmental stability of Protégés; and
- Develop the technical, administrative, and managerial expertise of the Protégé, which will ultimately lead to greater Protégé success in competing for contract opportunities.

Mentor Criteria

In order for a major prime contractor to participate as a Mentor in the program, the firm must be performing on at least one active EPA contract and be eligible for the award of Federal contracts. The Mentor should have a corporate policy that promotes, develops, and implements subcontracting opportunities for the socioeconomic sector as noted in the Federal Acquisition Regulations (FAR Part 19.7).

Under the EPA Mentor-Protégé program, a Mentor firm may have multiple active Mentor-Protégé agreements.

Protégé Criteria

The Protégé firm must be either a Woman-Owned Business or certified as a Small Disadvantaged Business.

Application Process

Offerors interested in participating in the program must submit an application in accordance with EP Provision 52.219-130 along with the submission of their initial proposal to the Contracting Officer.

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THE SBA Mentor-Protégé Program

The Small Business Administration established a Mentor-Protégé program to assist 8(a) participants in improving their ability to successfully compete for and receive Federal Government contracts.

A Protégé firm may have only one Mentor at a time through the SBA Mentor-Protégé program, but may have other Mentors through other Mentor-Protégé programs.

SBA's Office of Business Development administers the SBA's 8(a) Business Development Mentor-Protégé Program. Certification in the 8(a) program is required for the SBA program.

Why should an 8(a) disadvantaged firm consider becoming a Protégé? Mentors provide technical and management assistance, financial assistance in the form of equity investments and/or loans, subcontract support, and assistance in performing prime contracts through joint venture arrangements with 8(a) firms.

Benefits Protégés can gain under the SBA's Mentor-Protégé program include:

- **Technical and management assistance:** The Mentor's expertise, resources, and

capabilities are made available to the Protégé.

- **Prime contracting**: Mentors can enter into joint-venture arrangements with Protégés to compete for government contracts.

- **Financial assistance in the form of equity or loans**: Mentors can own equity interest of up to 40% in a Protégé firm to help the Protégé firm raise capital.

- **Qualification for other SBA programs**: A Protégé can obtain other forms of SBA assistance as the result of its good standing in the Mentor-Protégé program.

To qualify as a Protégé, a participant must:

1. Be in good standing in the 8(a) Business Development program and be current with all eligibility and reporting requirements; the firm cannot have termination or suspension proceedings against it.

2. It also must meet one of the following three criteria: a) Be in the 8(a) Program Development Stage; or b) Never have received an 8(a) contract; or c) Be less than half the size standard corresponding to its primary NAICS code.

How to Select a Mentor

Before signing an agreement with a Mentor firm, a Protégé firm should make sure the Mentor has the ability and the willingness to: a) commit to help develop the Protégé company; and b) provide the various forms of assistance the Protégé needs to improve its ability to compete for contracts. The Protégé should ensure that the Mentor: 1) has at least 2 years of financial profitability; 2) possesses good personal, professional and business character; 3) does not appear on the Federal list of debarred or suspended contractors; 4) has experience in government contracting; and 5) has practical and expert business skills and knowledge to share with the Protégé firm.

To locate a Mentor, contact the small business representative in the Federal agencies that have a Mentor-Protégé program. Most often, the small business office is the primary contact for small business procurement activity and is generally located within the Agency's Office of Small and Disadvantaged Business Utilization (OSDBU). However, at EPA the primary contact is the contracting officer.

Another way to locate a Mentor is through marketing and networking. A Protégé firm may want to advertise its services to buyers on the SBA's PRO-Net website (http://pro-net.sba.gov/) or on the Federal Business Opportunities website (www.fedbizopps.gov).

How Does A Firm Enter the Program?

Mentor and Protégé firms enter into an SBA-approved written agreement outlining the Protégé's needs and describing the assistance the Mentor has committed to providing. Under the agreement, the Mentor must provide assistance to the Protégé for at least one year.

The Protégé's servicing district office evaluates the agreement according to the provisions contained in 13 CFR 124.520. SBA conducts annual reviews to determine the success of the Mentor-Protégé relationship.

The relationship ends or is terminated upon completion of the goals and objectives of the agreement (within the 9-year program time frame). The relationship can also be terminated with a 30-day advance notice issued by either party to the other party, with a copy furnished to the SBA. Additionally, SBA can terminate the Mentor-Protégé agreement during the annual review.

To apply for the program, contact your SBA District Office. For additional information, set your browser to http://www.sba.gov/8abd/indexmentorprogram.html.

Other Federal Mentor-Protégé Programs

womenbiz.gov recently posted to their website an updated listing of Federal Mentor-Protégé programs. Set your browser to http://www.womenbiz.gov/UPDATED-Mentor-Protege-Programs.pdf.

EPA Indirect Procurement

One way of doing business with EPA, discussed above, is by directly entering into contracts following the Federal Acquisition Procedures. Another option is indirect procurement—through grants, interagency agreements, and cooperative agreements. EPA spends about four times as much under grants and agreements as under direct procurement programs. Of EPA's $5.61 billion in total annual spending, more than $4 billion per year is provided through grants and agreements. EPA grant/agreement recipients include States, local governments, tribes, trust territories, colleges and universities, nonprofit organizations, and hospitals. Small firms seeking business with the EPA may want to explore subcontracting opportunities with these recipients.

EPA's MBE/WBE Fair Share Policy

EPA developed a Fair Share Policy to implement statutes, executive orders, and regulations that require recipients of EPA financial assistance to make good faith efforts to award a portion of their procurement dollars to minority-owned business enterprises (MBEs) and women-owned business enterprises (WBEs). EPA is one of only three Federal Agencies that has a goaling program for procurement dollars going to MBEs and WBEs through assistance agreements; the Department of Transportation and the National Aeronautics and Space Administration (NASA) are the other two Agencies.

EPA has two National Goals, which are based on statutes:

Public Law 101-549, November 15, 1990

To the extent practicable, not less than 10 percent of the funding for research resulting from the Clean Air Act Amendments of 1990 will be made available to Disadvantaged Business Enterprises (DBEs).

Public Law 102-389, October 6, 1992

To the fullest extent possible, at least 8 percent of Federal funding for prime and subcontracts awarded in support of authorized programs will be made available to socially and economically disadvantaged individuals (within the meaning of Section 8(a)(5) and (6) of the Small Business Act) including Historically Black Colleges and Universities and Women-Owned Enterprises.

The National Goals were modified following the legal case *Adarand Constructors, Inc.* v. *Pena 115 S. Ct. 2097 (1995)* to specify that the National Goals in each grant category are based on the availability of MBEs and WBEs in the requisite geographical area.

Recipients of EPA financial assistance agreements are **required to seek**, and **encouraged to utilize** small, minority, and women-owned businesses for their procurements needs under the financial assistance agreement. This is done through the inclusion of terms and conditions in the financial assistance agreement referred to as the "Six Affirmative Steps" and through the negotiation of "Fair Share Objectives/Goals."

The Six Affirmative Steps

Recipients shall make positive efforts to utilize small businesses, minority-owned firms, and women-owned business enterprises, whenever possible. Recipients of Federal awards shall take all of the following steps to further this goal.

1. Ensure that small businesses, minority-owned firms, and women-owned business enterprises are used to the fullest extent practicable.

2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women-owned business enterprises.

3. Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women-owned business enterprises.

4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women-owned business enterprises when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms, and women-owned business enterprises.

6. If the prime contractor awards subcontracts, require the contractor to take steps in paragraphs (b)(1) through (5) of this section.

When the Steps Apply

The Six Affirmative Steps apply and are required to be followed when a financial assistance agreement recipient makes a purchase in any of the following categories: Construction, Equipment, Services and Supplies. The steps apply regardless of the amount of the grant award. The steps also apply to sub-recipients.

How Fair Share Objectives/Goals Work

The Program requires that fair share objectives for Minority-Owned Businesses (MBEs) and Women-Owned Businesses (WBEs) be negotiated with the recipients. A fair share represents an amount of funds reasonably commensurate with the total project funding and the availability of qualified MBEs and WBEs, taking into account experience on EPA-funded projects and other comparable projects in the area. These objectives operate as goals, not quotas. EPA does not impose penalties if the objectives are not met. Fair share objectives/goals are negotiated by EPA MBE/WBE coordinators, not by project officers.

Grant recipients and sub-recipients must make efforts to identify MBE and WBE firms and report actual accomplishments to EPA on EPA Form 5700-52A. This form is required of ALL recipients, even if their procurement activity for the reporting period is zero. Goals are not included in cooperative agreements.

Regional News

Region 6 Participation in Procurement Outreach Conferences

Region 6 participation at procurement outreach conferences and training seminars is a great vehicle for networking and distributing information. It gives Region 6 and grant recipients an opportunity to network with other agencies and businesses. This regional involvement with the small and disadvantaged business communities provides the businesses with one-on-one counseling opportunities. More importantly, it connects the businesses to a person. The Region has participated in the Government Procurement Connections in Houston, TX; the Alliance Native American in Albuquerque, NM; the Women's Business Round Up 2004 in Arlington, TX; and several conferences in response to the White House initiatives to increase minority institutions in Federal programs. The Region also plans to participate in the following conferences. Come join us! Information about each conference is available at the conference website.

- Dallas/Ft. Worth Minority BDC ACCESS Expo 2004 (June 15th) - Arlington Convention Center, Arlington, TX (http://www.dfwmbcd.com/)
- Alliance Texas 2004 (July 13th) - Arlington Convention Center, Arlington, TX (http://www.allianceforbiz.com/texas.html)
- Minority Enterprise Development (MED) Week 2004 (August 12th - 13th) - Hyatt Regency, Dallas, TX (http://www.medweek.gov)

Region 7 Finds Lowest & Best at EPA Booth

At a Federal procurement conference this spring, Region 7 made an initial contact with a firm that led to the competitive awarding of a multimillion dollar contract – all in less than 90 days.

Region 7 Contracting Officers Larry Kalwei and James Price attended a Small Business Conference in Fort Leavenworth, Kansas in April 2003. They happened to be visited by a Small Disadvantaged Business, JMA Corporation, which provides a variety of IT services. During the discussion at the EPA booth, it was discovered that JMA had both 8(a) status and a GSA Schedule contract. The next day, Region 7 procuring Contracting Officer Marie Noel contacted JMA and scheduled an interview and presentation for the company with the Region 7 IT program staff. Following the presentation, the IT staff decided the firm had the capabilities and experience to be added to a vendors list for an upcoming IT contract.

Several weeks later, quotes were requested from a restricted list of currently certified 8(a) firms who also had GSA schedule contracts. Of the three firms submitting quotes, JMA Corporation from Overland Park, Kansas was the lowest bidder and was awarded the contract. On July 1, 2003, JMA began work on a Delivery Order contract having an estimated value of $2.4 million.

The Region 7 Contract & Grants Office is led by Larry Kalwei. In speaking for his entire staff, Larry says, "I found this extremely gratifying, because of all the people we meet at these conferences, it is very seldom that we can match up our needs with what they are trying to sell. But, now I can say for certain, it can and does happen!"

Region 10 Small Business Vendor Day

EPA Region 10 hosted a Small Business Vendor Day on June 1, 2004 at the Crown Plaza Hotel in downtown Seattle. This event gave the area's small businesses an opportunity to showcase their products/services to employees of EPA Region 10 and of some of the other Federal agencies located in Seattle. Unlike most procurement fairs that have exhibitors from large and small businesses and a variety of other organizations, only small businesses were invited to exhibit at this Vendor Day. The hope was that the employees would become more aware of the area's small business capabilities.

Thirty small business vendors exhibited and offered a wide variety of products/services: office supplies, safety equipment & supplies, GIS systems, environmentally friendly cleaning products, consulting services, promotional items, language interpretation services, signs & exhibit displays, office furniture and others.

One of the vendors had this to say:

"Opportunities such as you afforded us are few and far between. Normally we are always in the same room as the big corporations. While the big corporations have the money to spend on a lot of different marketing tools, most of us do not. It is difficult when there is no name recognition, even though our prices and service are normally much better."

"I have been to many trade shows and I would rate the one you had at the top. You did what small business advisors should do to create awareness. My hopes are that I created enough interest in some categories for my quality service to have opportunities to create sales and benefit from word-of-mouth referrals."

"Again, bravo to you for doing what other small business advisors should do. I will attend any function you may have."

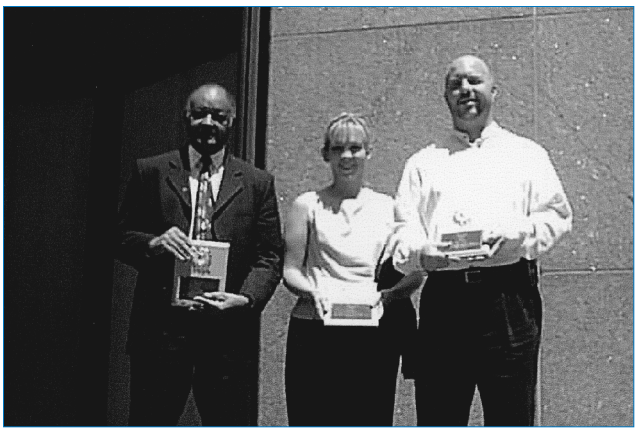
For more information on the EPA Region 10 Small Business Vendor Day, contact Marie McPeak, Small & Disadvantaged Business Utilization Officer, at (206) 553-2894.

2nd Annual Puerto Rican Conference and Grants Training

During the week of May 24, Jeanette Brown, Tammy Thomas, and Susan Galliher of OSDBU participated in the Minority Business Development Agency's 2nd Annual Puerto Rican Conference for Negotiating Contracts with the Federal Government. During break-out sessions, one-on-one counseling was provided to both individuals and groups for approximately 40 small business owners. The small business owners represented a large variety of services, ranging from distributors of safety shoes to firms specializing in geological and environmental science. On Friday, May 28, the OSDBU staff supported Jeanne Conklin of EPA's Grants Administration Division in providing grants training to 50 Puerto Rican nonprofit organizations, including academic, municipal, and Commonwealth of Puerto Rico concerns.

Awards

EPA's Federal Service Excellence Award Winners



From left to right:
Norman White, Nancy Muzzy and Scott Fogle

The 2003 Federal Service Excellence Awards Program recently selected several OAM employees in the Cincinnati office for an award. This awards program recognizes Federal employees in the Cincinnati area in nine different areas.

Nancy Muzzy, Scott Fogle, and Norman White of the Cincinnati Procurement Operations Division are winners of the "Project Team Award." This particular award recognizes employees charged with resolving specific problems, developing and implementing a major change in an organization, or effectively planning or executing a project or program.

Nancy, Scott, and Norman were recognized for their outstanding and tireless efforts to overcome adversity in planning and awarding a multi-million dollar section 8(a) contract to McKing Consulting Corporation, a woman-owned, small business. This performance-based contract will assist the Office of Water in their efforts to provide public education, outreach, and communication to a wide-variety of public and private sector organizations.

The team received a plaque, a certificate, and a flag flown over the Capitol. They were further recognized on May 5, 2004, in downtown Cincinnati by the Public Service Recognition Cincinnati Committee. This event is a ceremony that pays tribute to the profession of public service and recognizes individuals that have done an outstanding job during the year.

Congratulations!

Bronze Medal Awarded to MBE/WBE Coordinator

Sharon Molden, Region 1's MBE/WBE Coordinator, was recently awarded EPA's Bronze Medal for sustained superior management of EPA New England's Disadvantaged Business Enterprise Program Office and for the regional success of Environmental Justice training that Sharon was instrumental in delivering. Additionally, Sharon was a member of a team that was awarded the Operations Excellence Awards for its innovative efforts in establishing two new regional initiatives: 1) a measurable link between the Disadvantaged Business Enterprise (DBE) Program and the Contracts and Procurement function, and 2) linking the work they do to the environmental priorities and initiatives of EPA New England. Sharon was specifically recognized for her efforts to better identify, utilize, and maintain contacts within the DBE community as it relates to EPA's mission and the opportunities we create. Congratulations, Sharon, on receiving these two prestigious awards, which you well deserve!

President Bush Signs New Executive Order

Creates President's Advisory Commission on Asian Americans and Pacific Islanders

President George W. Bush signed an executive order on May 13, 2004, establishing the new President's Advisory Commission on Asian Americans and Pacific Islanders. The new Commission will be housed at the Department of Commerce in the Minority Business Development Agency. The new President's Advisory Commission shall provide advice to the President, through the Secretary, on providing equal economic opportunities for Asian American and Pacific Islander businesses where they may be underserved. The Commission shall terminate 2 years from the date of the signing of the Executive Order, unless renewed by the President.

New Small Business Website

On May 16, 2004, SBA Administrator Hector Barreto launched a new website with information a small business owner needs to access government services, understand regulations, and apply for help, money and training. "Any kind of form or information a small business needs will now be in one place," says Barreto. Check out the new website at www.business.gov.

From Database to Knowledge Base: "Next Generation MOLIS"

In August 2002, iAM Solutions, LLC (iAM) acquired the Minority Online Information Service (MOLIS) database from ScienceWise. iAM is a woman-owned and SDB-certified company. iAM intends to build upon the traditional governmental program with a new and enhanced version of MOLIS. Next Generation MOLIS (NGM) will be released on September 15, 2004 during the 2nd Annual Minority Serving Institution Conference at Jackson State University. Sheila E. Garnett, iAM CEO, says: "This release will focus on the ongoing maintenance of the current information while introducing our unique approach to 'Knowledge Management.'"

Subscribers will have the ability to collaborate with peers and agencies; subscribe real time to content (for example – documents, folders, bulletin Boards, portals and business intelligence); and dynamically post information to the web without the use of a webmaster. Small Businesses will use "NGM" to enhance their business development activities. This information is available now at http://www.molis.org/. General information (key personnel, mission and history) on the institutions, conferences, and announcements will continue to be made available to site visitors.

Users can access this and other capabilities based on different levels of service:

Basic user – Presents the traditional look and feel of the MOLIS database with profiles of the approximately 25,000 faculty members involved in research at each of the 268 minority-serving institutions. The research capabilities of each institution will be online. The following content and information is available:

- Articles of Interest for minority-serving institutions and small businesses

- Conference Announcements – events and access to conference documents (PDF)
- Funding Sources – government and private sector
- HBCU/MI Agency Contacts – this will be a knowledge management dashboard
- Research Databases – access to government databases
- Scholarships & Internships – postings from government and private sector
- Search Research Centers – keywords used for cross institutional searches
- Search: HBCUs, 1890 Land-Grant Schools, Hispanic Serving Institutions, Alaska Native or Native Hawaiian Serving Institutions

Entrepreneurial – Alerts concerning new grants or contract opportunities from funding agencies will be sent out to the schools and/or posted weekly. These will be special opportunities of importance to the agencies versus items currently readily available in Federal Business Opportunities.

Government:

- Policy Deployment
- President's Management Agenda (PMA)
- Lists of Minority Serving Institutions
- Lists of Minority Serving Associations
- Agency Scorecards & Performance
- Faith Based & Community Initiatives – helps involve new faculty members
- Millennium Challenge Corporation – new internationally focused opportunity
- Small Business Portal
- Executive Research – documents, white papers, websites, etc.
- Disparity Studies – State studies
- Best Practices – OSDBUs and MSIs
- Sarbanes Oxley Compliance
- Health Insurance Portability and Accountability Act (HIPAA)
- Saved Queries and power searches across the entire document/knowledge repository

Community of Practice "Collaboration" – As the schools and businesses position themselves for larger contracts, this service will facilitate collaboration between the schools, small businesses, government agencies, major institutions, churches, and FORTUNE 1000 companies. This will allow for teaming, internships and expanded visibility of how to effectively compete for the contracts and grants. The requirements for this area of the site will be driven by the schools, agencies and other communities of practice. Knowledge transfer from the aforementioned groups will allow minority institutions to "partner as a sub" today and "Prime" tomorrow. This level supports document routing, automatic subscriptions for key information, and expanded funding alerts to include opportunities from prime contractors and the private sector. We also allow a core group of people to author information for their respective community of practice. Users at this level can post their documents (or other content) to the web and access them from any computer connected to the Internet. Currently this area will have the following communities of practice:

- Federal Agencies
- High School Guidance Counselors

- HBCU Deans of Business
- Knowledge Nodes
- Minority Schools of Engineering
- International – Programs & Trade Mission Support

In summary, MOLIS will empower subscribers by providing them with the tools, information and content necessary to access and better understand existing government programs, and new programs such as Faith Based & Community Initiatives and the Millennium Challenge Account. It will include Sources Sought by Prime Contractors and Policy Deployment.

"I think the MOLIS system is a worthwhile investment to stimulate potential business opportunities in the HBCU community," asserts Jeanette Brown.

Success Stories

HBCU Laboratory Receives Accreditation

Enters into Two Mentor-Protégé Relationships

Weston Solutions and Severn Trent Laboratories have initiated an informal Mentor-Protégé relationship with Clark Atlanta University's (CAU) Environmental Analytical Services Laboratory that provides a win-win situation for all involved. CAU is an Historically Black College and University (HBCU). Its Environmental Analytical Services Laboratory, established with major financial assistance from the Georgia Research Alliance and the U. S. Department of Energy (DOE), was recently accredited for metals analyses by the National Environmental Laboratory Accreditation Program through the State of Florida. Weston Solutions provided the testing samples and Severn Trent Laboratories guided them in the testing protocol. This assistance led up to the laboratory's accreditation, which is a major step forward for the Environmental

EPA News

EPA/OSDBU Hits the Air Waves

On April 20, and again on April 28, Jeanette Brown was a guest speaker on the Alexandria, Virginia-based radio talk show, Business and Technology Insider. Talk show producer and host Terry Twomey asked Jeanette several questions about the process that small businesses should follow to obtain work with the Federal Government. This talk show airs daily, Monday through Friday, at 1:00 p.m. ET on www.btiradio.com.

Cybertravel Guide

Please take the time to ensure that someone in your business is assigned the task of traveling to key websites so you can remain knowledgeable about potential opportunities.

For Central Contractor Registration, visit **www.CCR.gov**

For SBA's SUB-Net website, visit **http://web.sba.gov/subnet/**

For Federal procurement bidding opportunities, visit **FedBizOpps.gov**

For EPA solicitations, visit **http://www.epa.gov/oam/sources.htm**

For information on SCORE "Counselors to America's Small Business," visit **www.score.org**

For a listing of Federal Mentor-Protégé programs, visit **http://www.womenbiz.gov/UPDATED-Mentor-Protege-Programs.pdf**

For the new SBA website for small business owners, visit **www.business.gov**

We will see you next quarter with more websites to add to your Cybertravel Guide.

Analytical Services Laboratory. Accreditation will allow clients who need analyses performed by certified labs to use its services.

Dr. Conrad Ingram, the laboratory's Director, indicated that since accreditation, the Washington Group, the DOE contractor operating the Savannah River Site, is assisting the laboratory as a Mentor in a formal DOE Mentor-Protégé agreement.

These alliances are good for all concerned for several reasons. It is the policy of the Federal Government to promote participation of Historically Black Colleges and Universities and Minority Institutions in Federal procurement. As a Protégé firm, the laboratory at CAU is in a unique and invaluable position to gain developmental assistance and experience in environmental areas that will help to position it for competitive opportunities. The university's laboratory is staffed by professional staff chemists assisted by trained graduate students. By working in the laboratory setting under the supervision of the professional staff, the graduate students learn the day-to-day operation of an environmental analytical services laboratory, and upon graduation will leave CAU well prepared for work in the private sector.

The scope of analyses offered by the analytical services laboratory includes:

- Metals by Inductively Coupled Plasma Mass Spectrometry (EPA 6020 and 200.8)
- Mercury by Cold Vapor Atomic Absorption (EPA 7471 & 245.1)
- Volatile Organics by Purge and Trap Gas Chromatography/Mass Spectrometry (EPA 8260B)
- Semi-volatile Organics by extraction followed by Gas Chromatography/Mass Spectrometry (EPA8270C)
- Polychlorinated Biphenyls and Pesticides by extraction followed by Gas Chromatography with /Electron Capture Detector (EPA 8081 & 8082)

A primary objective of the facility is to provide scientifically sound and legally defensible data in support of environmental restoration, monitoring, research and developmental activities for Federal and State agencies and environmental engineering entities nationwide.

The laboratory and its staff are committed to a stringent Quality Assurance/Quality Control program to ensure the production of precise, accurate and reliable data that are designed to meet or exceed the standards defined by the EPA and State agencies. Each activity in the laboratory is governed by a standard operating procedure that sets forth the requirements for the performance of that activity.

The national staff at Severn Trent Laboratories has committed to assisting the CAU project at all levels. This includes providing assistance in methodology and analysis for any specialty parameters and assisting CAU with surge workload and overflow samples. The Washington Group at Savannah River Site is also committed to working with the laboratory towards taking its services to the next level. The Weston Solutions Atlanta offices have used the services of CAU's Environmental Analytical Services Laboratory for several clients over the last 2 years and have found the CAU staff to be responsive, professional, cost-competitive and capable.

For a more complete description of the instrumentation and services offered by CAU, visit their website at http://www.cau.edu/research/EASLEquipFac.pdf. Or contact:

Dr. Conrad Ingram, Ph.D.
Director, Environmental Analytical Services Laboratory
Clark Atlanta University
223 James P. Brawley Drive, SW

Atlanta, Georgia 30314

(404) 880-6898
cingram@cau.edu

SOLUTRON INC.

Nita Bhaumik, President & CEO SOLUTRON, Inc.

Patience and planning have certainly paid off for Nita Bhaumik, President of SOLUTRON, INC. In 2000, after spending six years working for other government agencies in the IT industry, Nita received the first opportunity to work for the U.S. Environmental Protection Agency (EPA) in National Network for Environmental Management Studies (NNEMS). But one contract at EPA wasn't enough to satisfy Nita. Although SOLUTRON had extensive work experience, good credit and a sound business plan, she could not open any other door at EPA.

Nita turned to the Office of Small and Disadvantaged Business Utilization (OSDBU) for assistance. After attending numerous seminars on business start-ups, and brown bag lunch guidance sessions, Nita eventually understood what she needed to do to make her dream happen. "They helped me fine-tune my marketing strategies and directed me to the right people," Nita says. "After that I was able to line up with the right team for the right procurement. OSDBU helped me learn about the part of the business I didn't know—things like proper marketing and effective teaming, and how to capture any upcoming procurements in advance."

Nita and her management worked hard chasing all the major EPA prime contractors. After numerous meetings and presentations to various primes, Lockheed Martin Information Technology (LMIT), the number one government contractor in the IT field, eventually selected SOLUTRON INC. Together, they set out to win a few contracts at EPA.

Today, SOLUTRON has four major contracts in EPA, three with Lockheed Martin and one with Syracuse Research Corporation. The contracts with Lockheed Martin are the E-Rulemaking Initiative, the ITS-ESE and the REAC. In ITS-ESE and REAC, SOLUTRON is a Protégé of Lockheed Martin under EPA's Mentor-Protégé Program. SOLUTRON has also won the RAD contract in which Syracuse Research Corporation of New York is the Prime. As a Protégé, SOLUTRON is currently receiving enormous help and support from the Lockheed Martin Team in the area of technology, marketing, proposal writing, costing and other critical business areas. LMIT is also helping to bring SOLUTRON to CMMi level 3 by August of 2005.

SOLUTRON INC. is a woman-owned small disadvantaged business offering services in Information Technology, Patent & Trademark, Environmental Engineering and Consulting Services. For the past few years, SOLUTRON has expanded six-fold in people and revenue. Government clients include the U.S. Patent & Trademark Office (USPTO), U.S. Nuclear Regulatory Commission (USNRC), U.S. Environmental Protection Agency (USEPA), Department of Labor (DOL), National Institute of Health (NIH), National Aeronautics and Space Administration (NASA), National Institute of Standards and Technology (NIST), Naval Council for Personnel Board (NCPB), and Office of Federal Housing Enterprise Oversight (OFHEO). Commercial clients include Lockheed Martin, Computer Sciences Corporation,

Eastman Kodak, Panasonic Technologies, Matsushita Technologies, Mitsubishi, Toshiba, and Samsung.

"Dave Sutton and Patricia Durrant of EPA's OSDBU Office directed and helped me understand what it takes to be a winner."

Innovative Technology Group, Inc.

From left to right:
Terry Moody, Patricia Durrant and William Driscoe

Innovative Technology Group, Inc. knows the meaning of persistence. On March 30, 2004, after several initial attempts to acquire competitive business opportunities with EPA, under the leadership of Terry Moody the company was awarded a contract valued at $379,886 per year for three years. Innovative Technology Group, Inc. undertakes the weighty responsibility of securing multidisciplinary support to provide computer records management and communication services. Its efforts will champion the mission of the National Program Chemicals Division (NPCD) within the Office of Pollution Prevention and Toxics.

Mr. Moody, Senior Vice President Corporate Development, began his pursuit of EPA business two years prior to winning the contract. He credits those who guided him as critical to the company's ability to compete and win this award. "In my opinion," states Mr. Moody, "EPA and the Small Business Office truly understand the difficulties of a small disadvantaged business and have provided my company and myself the knowledge of how to successfully do business with EPA. Of no less importance is the strong advocacy role Ms. Patricia Durrant, **Socioeconomic Business Program Officer,** plays in explaining to project officers and procurement personnel the plight of an 8(a) company striving to overcome challenges."

EPA Applauded for Its Efforts to Include Small Businesses in the Procurement Process

On February 17, 2004, Pat Bamford, Chief of the Acquisition and Assistance Branch in the Resources Management Division of EPA's Region 5, testified before the Congressional Committee on Small Business. During her testimony, Ms. Bamford highlighted the efforts made by Region 5 to procure services from small businesses. She emphasized that small businesses received 71% of the total dollars obligated for ERRS contracts in fiscal year 2003. When including subcontracts awarded by large business contractors, small businesses received 83% of the total dollars obligated for ERRS contracts. Further, Ms. Bamford pointed out that small businesses supply EPA with many of the items needed to carry out environmental and counter-terrorism missions on a daily basis. Ms. Bamford discussed several steps the Agency is taking to address the President's Small Business Initiative, which calls for improving small businesses' access to government contracts.

As a result of her testimony, Ms. Bamford and EPA were applauded by the committee for making an effort to ensure that small businesses have the opportunity to contribute their skills, talents, and expertise to furthering EPA's mission of protecting human health and the environment.

OSDBU Employee Contact List

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Susan Galliher, *Special Assistant*	(202) 564-0403	galliher.susan@epa.gov
Kimberly Patrick, *Attorney Advisor*	(202) 564-5386	patrick.kimberly@epa.gov
Patricia Durrant, *Socioeconomic Program Officer*	(202) 564-4738	durrant.patricia@epa.gov
Denean Jones, *Info. Mgmt. Specialist*	(202) 564-4142	jones.denean@epa.gov
Tammy Thomas, *Management Analysis*	(202) 564-4298	thomas.tammy@epa.gov
Natalie Twyman, *Secretary*	(202) 564-2314	twyman.natalie@epa.gov
Elnora Thompson, *Office Automation Assistant*	(202) 564-4139	thompson.elnora@epa.gov
Ansley Turner, *Student Intern*	(202) 564-4100	turner.ansley@epa.gov
Hope Gist, *Student Intern*	(202) 564-7396	gist.hope@epa.gov
Todd Price, *Student Intern*	(202) 564-0999	price.todd@epa.gov
Thelma Harvey, *Secretary - Contractor*	(202) 564-4138	harvey.thelma@epa.gov
Barbara Overton, *Secretary - Contractor*	(202) 564-0999	overton.barbara@epa.gov

Contact information current as of 6-04

EPA/OSDBU Mission

The mission of the U.S. Environmental Protection Agency's Office of Small and Disadvantaged Business Utilization is to support the protection of the environment and human health by fostering opportunities for partnerships, contracts, subagreements, and grants for small and socioeconomically disadvantaged concerns.

www.epa.gov/osdbu

Agency Goals

The U.S. Environmental Protection Agency (EPA) goals for Fiscal Year (FY) 2004/2005 are based on estimated contract obligations of $1.2 billion for direct and $200 million for subcontract.

EPA FY 2004/2005 PRIME CONTRACT GOALS

Direct	*FY '04/05 Goal*
Small Businesses	27.0%
8(a) Businesses*	*6.3%
Non 8(a) Small Disadvantaged Businesses	*3.0%
Women-Owned Small Businesses	5.0%
HUBZones	3.0%
Service Disabled Veterans	3.0%

*Since 8(a)s are SDBs, EPA in essence has an SDB goal of 9.3%.

EPA FY 2004/2005 SUBCONTRACTING GOALS

Subcontract	*FY '04/05 Goal*
Small Businesses	50.0%
Small Disadvantaged Businesses	20.0%
Non 8(a) Small Women-Owned Businesses	7.5%
HUBZones	3.0%
Service Disabled Veterans	3.0%

The Federal Government purchases billions of dollars in goods and services each year that range from paper clips to complex space vehicles. It is the policy of the United States, as stated in the Small Business Act, that all businesses have the maximum practicable opportunity to participate in providing goods and services to the government. To ensure that small businesses get their fair share, the SBA negotiates annual procurement preference goals with each Federal agency and reviews the results.

Small Business Vendor Profile System

EPA's Small Business Vendor Profile System is designed to collect and display information concerning businesses registered with EPA's Office of Small and Disadvantaged Business Utilization (OSDBU). The system captures information on the following types of small businesses: small; small disadvantaged; 8(a) certified; women-owned; Hubzone; veterans; service disabled veterans; and tribal businesses (Federally or State recognized). Information is also available on Historically Black Colleges and Universities (HBCUs), Hispanic Association of Colleges and Universities (HACUs), and minority servicing institutions.

Small Business Vendor Profile System

If you would like to be included in EPA/OSDBU's automated database go to: cfpub.epa.gov/sbvps, or complete the following form and fax it to Denean Jones at (202) 501–0756.

Date: _____

Company Name*: _____

Contact*: _____

Title: _____

Address*: _____

City*: _____ State*: _____ Zip Code*: _____

Phone #*: _____ Fax #: _____

E-mail Address*: _____

Internet Address: _____

NAICS Code(s)*: _____

_____

Capabilities: _____

_____

Have you done business with the EPA before*: ❑ NO ❑ Yes, as a Prime ❑ Yes, as a Subcontractor

Classification

- ❑ Large
- ❑ Mid-Size
- ❑ Small

Tribal

- ❑ Federally Recognized
- ❑ State Recognized

- ❑ SDB
- ❑ Small WOB
- ❑ 8(a) Certified
- ❑ Service Disabled Veteran
- ❑ HUBZone
- ❑ HBCU
- ❑ HACU
- ❑ Tribal College/ University
- ❑ Other Minority

Ethnicity

- ❑ African American
- ❑ Asian-Indian
- ❑ Asian-Pacific
- ❑ Caucasian American Female
- ❑ Hispanic
- ❑ Native American
- ❑ Other Minority
- ❑ None

The fields marked by * are required and must be filled in.

www.epa.gov/osdbu

Small Business Ombudsman

As the small business gateway for EPA, the Ombudsman's function falls into three main categories: (1) Developing and providing compliance assistance and tools for small businesses; (2) Providing information about small businesses to EPA; and (3) Identifying small business needs for EPA rules, enforcement and policy development.

EPA Office of Policy, Economics, and Innovation - Small Business Division
Small Business Ombudsman Regulatory Assistance and Outreach Program

EPA Employees:	Title	Contact #
Karen Brown	**Division Director & Small Business Ombudsman**	**(202) 566-2816**
Angela Suber	**Program Analyst**	**(202) 566-2827**
Daniel Eddinger	**Program Analyst**	**(202) 566-2820**
Elsa Bishop	**Program Analyst**	**(202) 566-2814**
Catherine Tunis	**Regulatory Impact Analyst**	**(202) 566-2830**
Bridgette Dent	**Program Assistant**	**(202) 566-2819**
Joyce Billious	**Secretary**	**(202) 566-2813**
Eileen Mayer	**Program Analyst**	**(202) 566-2812**
SEE Enrollees:		
James Malcolm	**Chemical Engineer, Toxic Substances and Haz Mat**	**(202) 566-2821**
Larry Tessier	**Civil Engineer, Asbestos, Radon, and Lead**	**(202) 566-2829**
Tom Nakley	**Civil Engineer, CWA, SDWA and General Assistance**	**(202) 566-2826**
Howard Boddie	**Computer Specialist**	**(202) 566-2815**
Esther McCrary	**Senior Secretarial Support Staff**	**(202) 566-2824**
Peggy Alexander	**Senior Secretarial Support Staff**	**(202) 566-2811**

Major Functions/Products:

- Serve as a port of entry for small businesses to EPA;
- Advocate for small business regulatory issues and relief inside EPA;
- Coordinate small business issues with program offices, regions, and states;
- Focus on asbestos regulatory requirements/handle questions and complaints;
- Operate and maintain a Small Business hotline;
- Participate on regulatory development workgroups representing small business interests;
- Prepare semi-annual Newsletter;
- Organize meetings with the Deputy Administrator and Small Business Trade Associations;
- Oversee and prepare Report to Congress on the status of CAAA State Section 507 Programs;
- Manage contracts, grants and cooperative agreements to strengthen State Small Business Ombudsman Technical Assistance Programs;
- Sponsor Annual Small Business Regional Liaison Conference;
- Develop guidance and policies for small businesses;
- Resolve disputes between small businesses and EPA dealing with policies and regulations;
- Distribute small business publications, regulations, guidance, and tools.

Small Business Ombudsman — Toll Free Hotline: (800) 368-5888 Local: (202) 566-2855 Main Line: (202) 566-2822
Fax: (202) 566-0954

Contact information current as of 6-04.

www.epa.gov/osdbu

Request For Publications

U.S. Environmental Protection Agency
Office of Small and Disadvantaged Business Utilization
1200 Pennsylvania Ave., NW (1230A)
Washington, DC 20460
(202) 564-4100
(202) 501-0756 (Fax)

Name:_____

Firm:_____

Address:_____

_____

City:_____ State:_____ Zip Code:_____

Phone #:_____

Fax #:_____

Please Check Publications Requested

- ☐ Doing Business with EPA
- ☐ Mentor-Protege Program
- ☐ Forecast of Contract Opportunities
- ☐ Finding Your Way Through EPA
- ☐ Contract Opportunities Under Superfund (five basic categories)
- ☐ The 8(a) Program
- ☐ HUBZone Fact Sheet

www.epa.gov/osdbu

Calendar of Events

DATE	EVENT	SPONSOR/LOCATION	CONTACT
September 7 - 8	***1st Annual National Latina Symposium***	Capital Hilton Hotel	(202) 955-7930
September 7 - 10	***MED Week 2004***	Department of Commerce Washington, DC	David Sutton/ Patricia Durrant www.medweek.gov
September 8 - 9	***Entrepreneurial Woman's Conference***	Women's Business Development Center Chicago's Navy Pier	Sharon Green, Region 5 www.wbdc.org
September 8 - 11	***Congressional Black Caucus 34th Annual Legislative Conference***	Washington Convention Center	Jeanette L. Brown/ Patricia Durrant www.cbcfinc.org
September 12 - 14	***2nd Annual National HBCUs School of Business Summit***	Howard University The Washington Terrace Hotel	Jeanette L. Brown/ Susan Galliher www.bschool.howard.edu
September 12 - 15	***National HBCU Week***	White House Initiative Office Hyatt Regency Washington Hotel Washington, DC	Jeanette L. Brown www.ed.gov/whhbcu
September 14 - 15	***Career Expo 2004***	Florida A&M University Tallahasee-Leon County Civic Ctr. Tallahasee, FL	www.careercenter.famu.edu
September 14 - 16	***2nd Annual Minority Serving Institutions (MSI)***	Jackson State University Jackson, MS	Patricia Durrant www.jsums.edu
September 15	***5th Annual Procurement Expo Joseph Biden Senator***	Procurement Technical Assistance Center Delaware Small Business Development Center Dupont Country Club Wilmington, DE	Region 3 jbeau@udel.edu
September 15	***Tracking the Economy and Its Influence On Your Business***	EPA - Outreach Center OSDBU Conference Room Sponsored by: Howard University	Frank Carpenter (202) 564-4584
September 16	***Teaming To Win***	Veterans Business Development Allan B. Mollohan Innovation Center Fairmont, WV	www.teamingtowin.org
September 15 - 18	***USHCC - 25th Annual National Convention***	Austin, TX	David Sutton www.ushcc.com
September 18	***1st Annual Prince George's Classic***	National Black Chamber of Commerce	halford@naitionalbcc.org
October 7	***16th NAPAW National Training Conference & Small Business***	Department of the Interior	David Sutton www.napaw.org
October 13	***Small Business Counseling Day***	EPA - OSDBU EPA East, ICC Building, Room 1153 1201 Constitution Ave., NW Washington, DC	Patricia Durrant
October 13 - 16	***14th Annual SEA Student Technical Conference***	Wyndham Hotel, NW Washington, DC	Patricia Durrant

Calendar of Events

DATE	EVENT	SPONSOR/LOCATION	CONTACT
October 14	***Bridging Partnerships, Small Business Symposium Department of Energy***	Three Rivers Convention Center Kennewick, WA	Marie McPeak, Region 10
October 25 - 26	***Diversity & Women Leadership Summit***	Business Women's Network Washington, DC	Jeanette L. Brown/Staff www.bwni.com
October 29 - 31	***2nd Annual Jamaica Conference***	National Black Chamber of Commerce	halford@nationalbcc.org
November 2 - 3	***Native Americans Small Business Counseling Day***	EPA - OSDBU EPA East, ICC Building, Room 1153 1201 Constitution Ave., NW Washington, DC	Patricia Durrant
November 16 - 18	***National Grants Management Training Conference***	EPA/GAD Jacksonville, FL	OSDBU Staff
November 16 - 18	***PitLakes 2004 Conference***	EPA Silver Legacy Hotel Reno, NV	www.epa.gov/hhbnrmrl/pitlakes.htm
December 6	***Tooling the Troops for Today & Tomorrow***	GS/SBA/DOD/DVA Hilton Hawaiian Village Conference Center Honolulu, HI	Jeanette L. Brown/ Kimberly Patrick
December 8	***Service Disabled Veterans Small Business Counseling Day***	EPA - OSDBU EPA East, ICC Building, Room 1153 1201 Constitution Ave., NW Washington, DC	David Sutton

Regional MBE/WBE Coordinators

REGION I
(CT, ME, RI, MA, NH, VT)
Sharon Molden (617) 918-1062
U. S. Environmental Protection Agency
New England Region
One Congress Street (MGM), Suite 1100
Boston, MA 02114-2023

REGION II
(NJ, NY, PR, VI)
Otto Salamon (212) 637-3417
U. S. Environmental Protection Agency
290 Broadway- 27th Floor
New York, NY 10007-1866

REGION III
(DE, VA, MD, PA, DC, WV)
Romona McQueen (215) 814-5155
U. S. Environmental Protection Agency
1650 Arch Street
Philadelphia, PA 19103

REGION IV
(AL, FL, GA, KY, MS, NC, SC, TN)
Sharonita Johnson (404) 562-8311
U. S. Environmental Protection Agency
61 Forsyth Street, S.W.
Atlanta, GA 30303-8960

REGION V
(IL, IN, MI, MN, OH, WI)
Sharon R. Green (312) 353-5661
U. S. Environmental Protection Agency
77 West Jackson Boulevard (MC-10J)
Chicago, IL 60604-3507

REGION VI
(AR, LA, NM, OK, TX)
Debora N. Bradford (214) 665-7406
U. S. Environmental Protection Agency
First Interstate Bank Tower at Fountain Place
1445 Ross Avenue, 12th Floor, Suite 1200
Dallas, TX 75202-2733

REGION VII
(MO, NE, IA, KS)
Chester Stovall (913) 551-7549
U. S. Environmental Protection Agency
901 North 5th Street
Kansas City, KS 66101

REGION VIII
(CO, MT, WY, SD, ND, UT)
Maurice Velasquez (303) 312-6862
U. S. Environmental Protection Agency
999 18th Street, Suite 500
Denver, CO 80202-2405

REGION IX
(AZ, HI, CA, NV)
Joe Ochab (415) 972-3761
U. S. Environmental Protection Agency
75 Hawthorne Street (PMD-1)
San Francisco, CA 94105

REGION X
(AK, ID, OR, WA)
Marie McPeak (206) 553-2894
U. S. Environmental Protection Agency
1200 Sixth Avenue (OMP-145)
Seattle, WA 98101

CINCINNATI
Norman G. White (513) 487-2024
U. S. Environmental Protection Agency
Contracts Management Division
26 West Martin Luther King Drive
Cincinnati, OH 45268

NORTH CAROLINA
Jerry Dodson (919) 541-2249
U. S. Environmental Protection Agency
Contracts Management Division
Research Triangle Park, NC 27711

HEADQUARTERS
Lupe Saldana (202) 564-5353
U. S. Environmental Protection Agency
Grants Administration Division
1300 Pennsylvania Avenue (3903R)
Washington, DC 20460

EPA United States Environmental Protection Agency
(1230A)
Washington, DC 20460

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