

Course No. 106 – Breaching the Federal Procurement Maze

Instructor: Joseph E. Bowe, CMS, USAF, Ret.

The SBA offers established businesses opportunities to sell products and services to the Federal Government. Purchases by military and civilian installations amount to nearly \$300 billion a year and include everything from complex space vehicles to janitorial services to cancer research. In sum, the Federal Government buys just about every category of commodity and service that's available. America's small businesses, some 25.8 million strong, are a major sector of the Nation's economy. They account for half of the country's gross domestic product and create two out of every three new net jobs. However, despite their importance to the economy, government regulations and excessive paperwork still create a really heavy burden on small businesses creating an atmosphere of dismay and frustration. This premier course is designed to teach the fundamental processes on how to do business with the Federal Government. This training will unravel some of the mystery and eliminate some of the barriers surrounding the procurement process, determining set-asides, subcontracting, marketing and much, much more. The workshop is designed for all firms whether they are involved in R&D, IT, the services or construction. It is a perfect fit for new and emerging firms, established firms wishing to break into the government contracting arena and or newly certified 8(a), SDB, Hub Zone, and Veteran owned firms.

Prerequisite/Advanced Preparation: None

Instruction Method: Group-Live

Objective:

To provide attendees with the skills necessary to effectively communicate with CO, CS, PO, COTR, OSDDBU and navigate the bureaucratic halls of Federal Agencies to help determine whether they have bought or is willing buy what you sell.

Audience:

Business Owners and their staff members, newly assigned small business managers, contract specialists, contract administrators and other interested parties.

Instructor Profile:

Mr. Bowe has served as the Small and Disadvantage Business Utilization Specialist (SADBU), SBIR Coordinator, and the HBCU/MI (Historically Black Colleges and Universities and other Minority Institutions). He has also served as Outreach Coordinator with responsibility for planning, coordinating, directing, promoting and enforcing procurement opportunities for small, women-owned, service disabled veteran and disadvantaged businesses.

Mr. Bowe has planned contract proposal writing workshops for HBCU/MIs with efforts towards increasing their funding opportunity efforts. He is responsible for coordinating the receipt of SBIR proposals, technical reviews and completion of the negotiations for Phase I contract award. He has developed and implemented programs and initiatives designed to increase the participation for HBCU/MIs within the National Cancer Institute (NCI), at the National Institutes of Health (NIH), DHHS for both research & development and station support contract initiatives.

Mr. Bowe has developed or modified acquisition policies and procedures covering the complete spectrum of the contract process. He has also served as a DHHS Certified Level IV Senior Contracts Official with the NCI and the Division of Procurement at the NIH.

Course Outline:

The instructor, Mr. Bowe, retired from both the federal government and the US Air Force with over 25 years of experience teaching small businesses, military personnel, and other federal employees. Within the last 10 years he has conducted numerous workshops or seminars on contract proposal writing to various faculty and staff at Historically Black Colleges and other Minority Institutions.

- **The Legislation that impacted Small Business**
- **Small Business Goals**
- **Small Business Programs**
- **The Federal Procurement Process**
- **Duties of the OSDBU (Office of Small and Disadvantaged Business Utilization)**
- **Duties of the PCR (Procurement Center Rep)**
- **The SBA Offering Letter**
- **Size Standards**
- **Subcontracting**
- **Part 19 of the FAR (Small Business)**