

*Headquarters  
Policy Flash*

**FLASH #99-07**

DATE: May 7, 1999  
TO: Distribution  
FROM: Office of Procurement and Assistance Policy (MA-51)  
Office of Procurement and Assistance Management

SUBJECT: *32<sup>ND</sup> Annual Joint Industry/SBA Procurement Conference*

SUMMARY: This notice is to advise you of the 32<sup>nd</sup> Annual Joint Industry/SBA Procurement Conference, Business Opportunity Expo and Awards Presentations being held *June 8-10, 1999*, at the Grand Hyatt Hotel in Hotel in Washington, DC. Please disseminate the attached information to individuals that would benefit from attending this Conference.

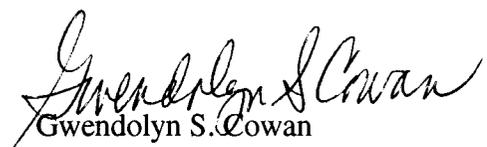
  
Gwendolyn S. Cowan  
Director

Figure 1

# 32<sup>nd</sup> Annual Joint Industry/SBA Procurement Conference/Business Opportunity Expo and Awards Presentations • June 8-10, 1999

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## Introduction

The 32nd Annual Joint Industry/SBA Procurement Conference/Business Opportunity Expo and Awards Presentations will be held on June 8-10, 1999, at the Grand Hyatt Washington Hotel. This year's theme, "Government & Industry: Partnership For The Next Millennium" truly represents America's spirit of both anticipation and reflection about the U.S. Economy as well as the unison among government agencies and both small and large businesses. Joining us again this year will be our long-time conference partners, the Tri-Association Small Business Advisory Council (TRI-AD) and the National Contract Management Association (NCMA). We invite you to participate as we expand this well-established event into a major Government and Industry procurement conference.

## Government & Industry: Partnership for the Next Millennium

The SBA is dedicated to advancing small businesses, small disadvantaged businesses and women-owned small businesses. Our objective at this conference is to provide the perfect venue for small, small disadvantaged and women-owned small businesses to share their experiences and challenges and learn about new business opportunities and resources available to them for today and into the next Millennium. As we view this conference as one of our signature events, we have expanded all areas that can help small businesses, namely:

- Training, with approximately nine (9) different seminars (covering approximately 27 topics) offered

to all attendees in a vast array of subjects relating to "New Small Business Initiatives", "Access to Capital", and "Access to Markets."

- Our Business Opportunity Expo is being held in the Washington Convention Center across the street from the conference hotel and with over 100,000 sq. ft. of available floor space will showcase some of the finest work and talent from around the country.

The 32nd Annual Joint Industry/SBA Procurement Conference and Business Opportunity Expo will attract hundreds of small and large businesses on a regional and national level. Also participating are local and Federal agency representatives all of whom are seeking more innovative and cost effective ways to provide goods and services. These will be hands-on, interactive exhibits that showcase new technologies and best practices on how to provide service to the localities and regions in which they work.

The Expo will provide numerous opportunities for networking, professional development, and informal peer-to-peer exchange.

- Networking—Our opening reception and all functions will be open to all attendees providing a superb networking capability. Throughout our training seminars, Business Opportunity Expo and Awards Presentations, it is anticipated you will meet a large number of Government and Industry representatives.

We welcome your participation and truly believe this event should not be missed. Your interest and active role in this conference will be greatly appreciated.

## **Plan to Join the SBA Procurement Conference**

You Can Register VIA THE WORLD WIDE WEB  
(<http://www.sba.gov/gc/expo.htm>)  
For more information call toll-free 1-877-SBA-32nd  
(722-3263), e-mail at [fleon@multiconsultant.com](mailto:fleon@multiconsultant.com)  
or by fax at (301) 587-4138.

# Government and Industry: Partnership For The Next Millennium

## Awards/Recognition Programs:

Award recipients will be recognized throughout the conference for outstanding accomplishments and achievements in small business. The winners have been voted the best in supporting SBA and its mission during this fiscal year. Ceremonies will include recognition of the:

- Dwight D. Eisenhower Award for Excellence
- Administrator's Award for Excellence
- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Frances Perkins Vanguard Award

### The Dwight D. Eisenhower Award for Excellence

Named for the president, under whom the SBA was founded, this award honors large business Federal prime contractors. The award is intended to recognize large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. The Dwight D. Eisenhower Award of Excellence was created in 1991 and is designed to honor a winner in each of four categories:

- Manufacturing
- Service
- Research and Development
- Construction

There may not be more than one winner in a given category per year, and in some years, there may not be a winner in all four categories.

Following strict guidelines, the SBA's commercial market representatives nominate companies. The Office of Government Contracting at the SBA's headquarters determines the finalists. Government Contracting field

personnel then review the finalists. Independent judges recommend the winners using the field review information and the commercial market representatives' (CMRs) nominations. The SBA presents the awards at the spring conference.

### Administrator's Award for Excellence

The SBA presents the Administrator's Award for Excellence to small businesses nominated for consideration as Regional Prime and Subcontractors of the Year. These nominations come from Federal agencies or large prime contractors. Every nominee is honored at an awards ceremony during the spring conference.

### The Small Business Prime Contractor/Subcontractor of the Year

The SBA honors small businesses that have provided the Government and Industry with outstanding goods and services, either as prime contractors or as subcontractors. A Federal agency may nominate a small business for Small Business Prime Contractor of the Year, and a large prime contractor may nominate a small business for Small Business Subcontractor of the Year.

To be nominated, the company must excel in the following areas:

- Overall management
- Resource utilization
- Cost performance
- Delivery performance
- Financial stamina
- Quality performance
- Labor relations
- Special achievements
- Customer interface
- Exceptional results
- Technical capabilities

## For Exhibit & Registration Information

Please contact MCA for more information regarding exhibit and registration. Toll free 1-877-SBA-32nd floor, 1000 Market Street, San Francisco, CA 94102. Email: [leon@mca.com](mailto:leon@mca.com)

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Within each of its 10 regions, the SBA chooses a regional Small Business Prime Contractor of the Year and Small Business Subcontractor of the Year. Independent judges in Washington, D.C., then determine the national winners. Every nominee, regional winner and national winner is honored at the awards ceremony during the spring conference.

### **The Frances Perkins Vanguard Award**

Frances Perkins served as secretary of labor from 1933 to 1945 under President Franklin D. Roosevelt. The first woman to hold a Cabinet-level position, Perkins was a social reformer who brought to her post a commitment to women's issues. The Frances Perkins Vanguard Award honors Government and Industry for their excellence in use of women-owned small businesses as prime contractors and subcontractors.

The awards to Government and Industry will use a self-nomination process that requires them to summarize their endeavors to utilize women-owned small businesses in their prime and subcontracting programs. The narrative shall include the following elements:

- LEADERSHIP
- ADVOCACY
- INNOVATION
- IMPLEMENTATION

The SBA's Office of Government Contracting will determine the finalists for these awards. Following the determination of the finalists, an independent group of judges will be selected to review the finalists' nomination packages. The panel of judges shall rate the nominations using a point system of 1 (satisfactory) to 10 (superior). The panel of judges shall recommend winners to the Associate Administrator for GC. The SBA Administrator will make the final selection(s). The winners will be honored during the spring conference.

# 32<sup>nd</sup> Annual Joint Industry/SBA Procurement Calendar of Events • June 8-10, 1999

<b>TUESDAY</b> <b>6/8</b>	<b>WEDNESDAY</b> <b>6/9</b>	<b>THURSDAY</b> <b>6/10</b>
<p><b>TRIAD Meeting &amp; Luncheon</b> 8:00am-5:00pm</p> <p><b>Open Registration</b> 4:00pm-7:00pm</p> <p><b>Welcoming Reception</b> <i>(all Attendees)</i> 7:00pm-8:30pm</p>	<p><b>Registration</b> 6:30am-7:00pm</p> <p><b>Continental Breakfast</b> 6:30am-8:00am</p> <p><b>Plenary Session</b> 8:00am-9:00am</p> <p><b>Seminars I, II, III</b> 9:00am-10:30am</p> <p><b>Seminars IV, V, VI</b> 11:00am-12:30pm</p> <p><b>Francis Perkins Vanguard Awards Luncheon</b> 12:30pm-2:30pm</p> <p><b>Seminars VII, VIII, IX</b> 2:30pm-4:00pm</p> <p><b>Evening Reception</b> 5:00pm-7:00pm <i>(National Museum of Women in the Arts)</i></p>	<p><b>Registration</b> 7:00am-8:00pm</p> <p><b>Eisenhower Awards &amp; Breakfast</b> 7:30am-9:30am</p> <p><b>Awards of Excellence Presentations</b> <i>(Award Winners)</i> 10:00am-11:30am</p> <p><b>Business Opportunity Expo</b> <i>(Washington Convention Center)</i> 10:00am-4:00pm</p> <p><b>Flag Presentations</b> <i>(Regional, National &amp; Eisenhower Award Winners)</i> 3:30pm-5:30pm</p> <p><b>Atrium Reception</b> 6:00pm-7:00pm</p> <p><b>Prime &amp; Subcontractor Awards Banquet</b> 7:30pm-10:00pm</p>

Schedule Subject to Change

# 32<sup>nd</sup> Annual Joint Industry/SBA Procurement Registration Information • June 8-10, 1999

GRAND HYATT WASHINGTON HOTEL - WASHINGTON, DC

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## General Conference Registration Fees *(Does not Include Exhibitors' Fees)*

Includes all meals and activities *(Registration must be postmarked by May 17, 1999)*

Small Business 1st Attendee .....	\$395.00	All others same Company .....	\$350.00
Large Business 1st Attendee .....	\$495.00	All others same Company .....	\$450.00
On-Site Registration ONLY <i>(After May 24, 1999)</i> .....	\$525.00		
Government Employees ONLY .....	\$325.00		

*(ID Required at registration)*

**NOTE:** General Conference Registrants must submit a completed registration form *(one form per individual – form may be copied.)*, along with a check, money order or credit card information in the amount(s) stated above for each participant and in payment for the appropriate number of booths, if exhibiting. The requested information must be provided for each person to be registered. Please make the check or money order payable to "SBA 32nd Procurement/MCA." **DO NOT SEND CASH!**

## Exhibitors Fees *(Does not Include General Conference Registration Fees)*

Business Opportunity Expo

Exhibitor Booth Registration *(Per booth)* .....\$450.00

**NOTE:** Fees for Exhibitors are for a single 8 x 10 booth space. *(Electrical and water services are at additional cost.)* To exhibit, an application must be submitted. Call toll-free 1-877-SBA-32nd (722-3263), e-mail [fleon@multiconsultant.com](mailto:fleon@multiconsultant.com) or fax (301) 587-4138 for application and further information. Exhibitor fee is for the booths and does not include meals and other conference activities. All exhibitors must register for the conference as outlined under general conference registration fees.

## Cancellations and Refunds

**REFUND POLICY:** All requests for refunds must be approved by the U.S. Small Business Administration. Requests for refunds prior to May 17, 1999 will be honored without penalty. After May 17 through June 4, there will be a cancellation fee of \$100.00. After June 4, there are no refunds. No shows will not be refunded. All cancellations must be received in writing by June 4, 1999.

## Return Registration Form(s) Along With Payment To:

32nd Annual SBA Procurement Conference c/o MultiConsultant Associates, Inc.  
8484 Georgia Avenue, Suite 320, Silver Spring, MD 20910.

**NOTE:** Deadline postmarks will be enforced. Overnight express mail may be delivered to:  
MultiConsultant Associates, Inc., 8484 Georgia Avenue, Suite 320, Silver Spring, MD 20910  
(301) 565-4020.

# Hotel & Logistics Information June 8-10, 1999

## Americans With Disabilities Act of 1992:



To ensure that participants with disabilities can enjoy the full benefits of the meeting, we are requesting persons with special needs contact us prior to the conference at: (301) 565-4020 (phone) or (301) 587-4138 (fax).

## Conference Hotel

Grand Hyatt Washington (202) 582-1234 • (800) 233-1234 World-Wide Reservations  
1000 H Street, N.W., Washington, D.C. 20001

## Hotel Accommodations

Registrants are responsible for making their own hotel arrangements. You may reserve a room at the Hyatt by calling the number listed above. You must mention that you will be attending the "U.S. Small Business Administration 32nd Annual Procurement Conference" in order to get the special rate.

**Cancellation Policy: Must notify hotel 72 hours prior to arrival. The special conference room rate at the Grand Hyatt Washington Hotel is \$169.00 plus taxes for single occupancy and \$194.00 plus taxes for double occupancy.**

**Government Employees:** A limited number of rooms will be offered to Government employees at the 1999 Government per diem rate (\$115.00) plus taxes. You must mention that you will be attending the "U.S. Small Business Administration 32nd Annual Procurement Conference" in order to get the special rate. Government employees must present a Government ID upon check-in. Be sure to specify government rates when making your reservations.

**ACT NOW!!! Rooms must be reserved by May 21, 1999, to get this special rate. There will be other conferences in session during the SBA Conference, so please make your hotel reservations early to avoid a city-wide sell out.**

## Conference Airlines:

Many airlines serve the Washington, D.C. area. Some have offered special discount fares if travellers use a special file number.

To receive special flight discounts from **Northwest Airlines**, remember to give the reservationist the special file number **NMAL**; for **United Airlines**, remember to give the reservationist the special file number **567QQ**; for **U.S. Airways Airlines**, remember to give the reservationist the special file number **76671032**. In each case, call (800) 723-9403.

## Transportation/Parking:

Limited parking is available. Public transportation and/or taxi is recommended. Overflow parking may be available at area parking garages. See hotel attendant for details. The hotel is connected to the METROrail – exit at the Metro Center Station using the "11th street" exit and follow the signs underground to the lobby of the Grand Hyatt.

**Direct Other Inquires to: 1-877-SBA-32nd (722-3263)**  
**E-mail: fleon@multiconsultant.com, or Fax to (301) 587-4138.**

Grand Hyatt Hotel • 1000 H Street NW, Washington, D.C. 20001 • 202-582-1234 • 1-800-233-1234



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## Directions to the Grand Hyatt Washington Hotel

### North: Interstate 95 South

I-95 South to split at Maryland I-495 – I-95 South  
(also I-495 sign: to Washington/Andrews AFB)  
Exit 22B (Baltimore/Washington Pkwy South) – 6 miles  
Right onto New York Avenue (US Rte. 50 West) – 5 miles  
Left onto 5th Street, NW – 3.5 blocks  
Right onto H Street, NW – 5 blocks  
The *Grand Hyatt* is at the corner of 10th and H Streets, NW

**Parking Garage From H Street** – Right onto 10th Street --  
Parking is 1/2 block on the right

### North: Interstate 270

270 Southbound – merge onto 495 West toward  
Northern Virginia  
Exit George Washington Parkway South – cross the Roosevelt  
Bridge to Constitution  
Left onto 12th Street, NW – 8 blocks  
Right onto H Street, NW – 1 block  
The *Grand Hyatt* is at the corner of 10th and H Streets, NW

**Parking Garage From H Street** – Right onto 10th Street --  
Parking is 1/2 block on the right

### East: Route 50 West

Route 50 West from Annapolis and the Eastern Shore, becomes  
New York Avenue (Rte. 50)  
Follow New York Avenue – 6 miles  
Left onto 5th Street, NW – 3.5 blocks  
Right onto H Street, NW – 1 block  
The *Grand Hyatt* is at the corner of 10th and H Streets, NW

**Parking Garage From H Street** – Right onto 10th Street --  
Parking is 1/2 block on the right

### South: Interstate 95 North

I-95 North to I-395 North  
Continue on I-395 over the 14th Street Bridge  
Merge into right lane  
Exit 12th Street – continue through tunnel – 8 blocks  
Right onto H Street, NW – 1 block  
The *Grand Hyatt* is at the corner of 10th and H Streets, NW

**Parking Garage From H Street** – Right onto 10th Street --  
Parking is 1/2 block on the right

### West: Interstate 66 East

I-66 East to Washington – Cross the Roosevelt Bridge -  
Constitution Avenue for 1.5 miles  
Left onto 12th Street, NW – 8 blocks  
Right onto H Street, NW – 1 block  
The *Grand Hyatt* is at the corner of 10th and H Streets, NW

**Parking Garage From H Street** – Right onto 10th Street --  
Parking is 1/2 block on the right

### West: Route 50 East

Route 50 East from Virginia – cross the Roosevelt Bridge –  
Constitution Avenue – 1.5 miles  
Left onto 12th Street, NW – 8 blocks  
Right onto 11th Street, NW – 1 block  
The *Grand Hyatt* is at the corner of 10th and H Streets, NW

**Parking Garage From H Street** – Right onto 10th Street --  
Parking is 1/2 block on the right

**The Grand Hyatt Washington – 1000 H Street, NW,  
Washington, D.C. 20001  
Concierge Direct Line: (202) 637-4776**

# Conference Registration Form June 8-10, 1999

Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_ Web Site \_\_\_\_\_

Special Needs (Please Specify) \_\_\_\_\_

 \_\_\_\_\_

## General Conference Registration Fees *(Does not Include Exhibitors' Fees)*

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On-Site Registration ONLY *(After May 24, 1999)* .....\$525.00

Government Employees ONLY .....\$325.00  
*(ID Required at registration)*

## Exhibitors Fees *(Does not Include General Conference Registration Fees)*

Business Opportunity Expo

Exhibitor Booth Registration *(Per booth)* .....\$450.00

Total Amount Enclosed \$ \_\_\_\_\_

## Method of Payment: check, money order or credit card.

Make checks payable to "SBA 32nd Procurement/MCA"  American Express  Master Card  Visa

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Card Holder \_\_\_\_\_ Authorized Signature \_\_\_\_\_

*(If mailing)*

Fee(s) Enclosed Include \_\_\_\_\_

*(Please complete one registration form per person.)*

Form may be copied • Fees may be combined



**PAYMENT MUST ACCOMPANY REGISTRATION FORM**