



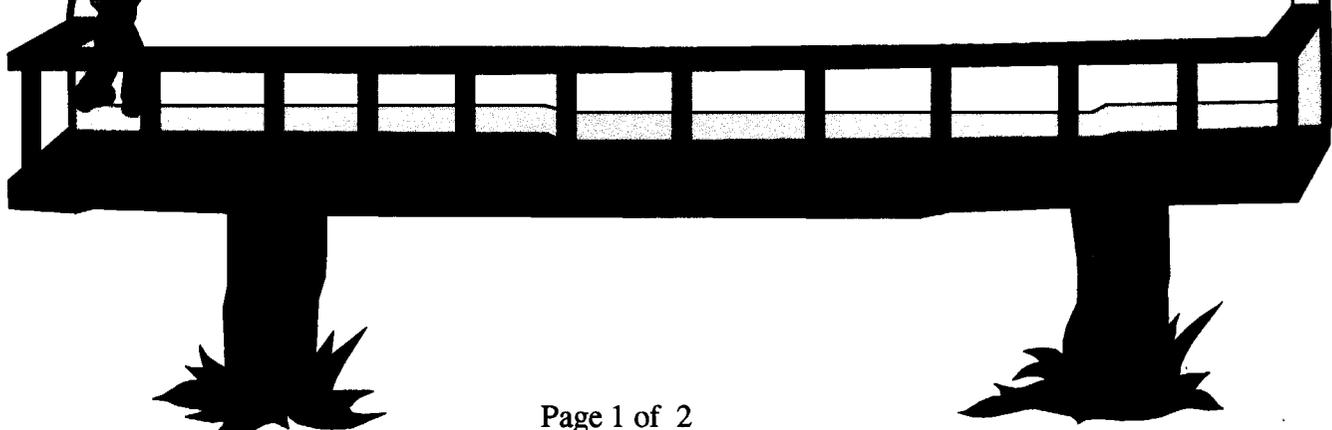
Headquarters Policy Flash

FLASH 2000-24

DATE: September 8, 2000
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-51
Office of Procurement and Assistance Management

SUBJECT: HUBZONE PROCUREMENT TRAINING COURSE

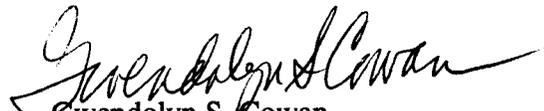
The Small Business Administration (SBA) is sponsoring a nationwide Hubzone Procurement Training course during Fiscal Year 2001 for procurement officials, to include contracting officers, contract specialists, COTRs and program managers. This 2-day course will provide 15 credit hours toward the individual's continuous education requirement, identified in Office of Federal Procurement Policy (OFPP) Letter 97-01 (dated 09/12/97) and is being offered **FREE-OF-CHARGE**.



FLASH 2000-24
(SEPTEMBER 8, 2000)

Agency OSDBUs are coordinating registration of the course. The DOE OSDBU point of contact is Ms. Marcia Haynes and she can be reached at (202) 586-6933. To allow adequate coordination of this nationwide program, interested persons should fax their registration forms to Ms. Haynes no later than *Friday, September 15, 2000*, at (202) 586-5488. We are working with SBA to get an extension to the registration date. Please contact Ms. Haynes to obtain additional information.

Attached for your information and use are (1) the draft agenda, (2) a schedule of dates (a different location each month), and (3) the registration form.


Gwendolyn S. Cowan
Director

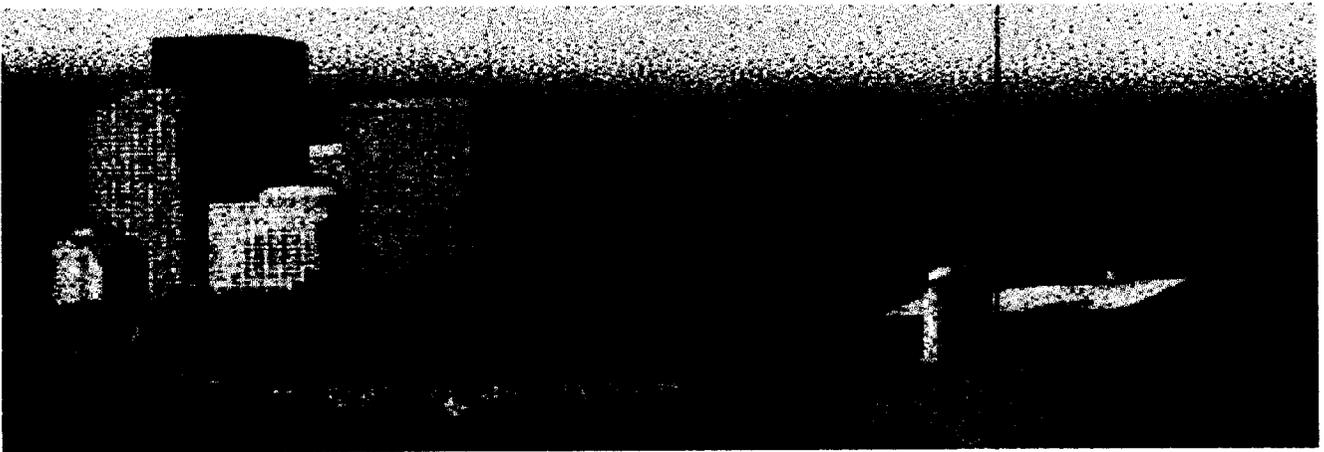
3 Attachments

cc:
PPAG Members

DRAFT

INSTRUCTOR'S AGENDA

HUBZone PROCUREMENT TRAINING



SMALL BUSINESS ADMINISTRATION

HUBZone EMPOWERMENT CONTRACTING PROGRAM

"Rebuilding America's Communities One Small Business at a Time"

DAY ONE

8:00 **Check-in/Open Registration**

8:45 **WELCOME**

Introduction (SBA/OSDBU)

Instructors' Introductions

Participants' Introductions

Logistics

Objectives

Purpose of HUBZone Program

Purpose of Training

Agenda

Parking Lot

Telecast

Roles and Responsibilities (SBA/OSDBU)

SBA

Procurement Official

10:30 **BREAK**

10:45 **Review of Regulations (SBA)**

12:00 **LUNCH**

1:30 **Regulations Review Exercise (SBA/OSDBU)**

SBA Small Business Program Comparison

8(a) Business Development

HUBZone Empowerment Contracting

Small Disadvantaged Business

Order of Precedence (SBA)

Types of HUBZone Contracts (OSDBU)

HUBZone Competitive

HUBZone Sole Source

Full and Open Competition/Price Evaluation

Preference

3:30

BREAK

3:45

Small Business Flow Chart (OSDBU)

**Subcontracting under the HUBZone Program
(OSDBU)**

Questions and Answers

Case Studies (ASSIGNED GROUPS)

5:30

ADJOURN

DAY TWO

- 8:45 **CHECK-IN/REVIEW (SBA)**
 Parking Lot
- 9:00 **Case Presentations (ASSIGNED GROUPS)**
- 10:45 **BREAK**
- 11:00 **Overview of the Certification Process (SBA)**

 Size Standard Requirements (SBA)
- 12:00 **LUNCH**
- 1:30 **Appeal Procedures (SBA/OSDBU)**

 Protest Process (SBA/OSDBU)
- 2:00 **Current Program Status (SBA)**

 How to Report HUBZone Contract Awards (OSDBU)

 Marketing and Outreach to HUBZone Firms
 (OSDBU)
 Meeting Agency Goals
 Marketing Strategies
- 3:30 **BREAK**
- 3:45 **How to Effectively Use the Pro-Net System (SBA)**
- 4:15 **Lessons Learned (SBA/OSDBU)**

 Summary/Closing
- 5:30 **ADJOURN**

**HUBZONE PROCUREMENT TRAINING SCHEDULE
FISCAL YEAR 2001**

OCTOBER 2000

19 – 20 LOS ANGELES, CALIFORNIA

NOVEMBER 2000

1 – 2 CHARLOTTE, NORTH CAROLINA
28 – 29 LAS VEGAS, NEVADA

DECEMBER 2000

5 – 6 NASHVILLE, TENNESSEE

JANUARY 2001

25 – 26 SAN ANTONIO, TEXAS

FEBRUARY 2001

6 – 7 NEW ORLEANS, LOUISIANA
19 – 20 ATLANTA, GEORGIA

MARCH 2001

6 – 7 SAN FRANCISCO, CALIFORNIA
29 – 30 SAN JUAN, PUERTO RICO

APRIL 2001

10 – 11 MINNEAPOLIS, MINNESOTA
24 – 25 KANSAS CITY, MISSOURI

MAY 2001

8 – 9 WASHINGTON DC
22 – 23 DENVER, COLORADO

JUNE 2001

21 – 22 CHICAGO, ILLINOIS
27 – 28 HELENA, MONTANA

JULY 2001

18 – 19 CUMBERLAND, KENTUCKY
24 – 25 BOSTON, MASSACHUSETTES

AUGUST 2001

7 – 8 ANCHORAGE, ALASKA
21 – 22 NEW YORK, NEW YORK

SEPTEMBER 2001

11 – 12 SEATTLE, WASHINGTON
18 – 19 PHILADELPHIA, PENNSYLVANIA



HUBZone PROCUREMENT TRAINING

REGISTRATION FORM

Location (see schedule): _____ **Date:** _____

Name: _____

Title/Grade: _____

Agency: _____

Agency Address: _____

Business Phone: _____

E-mail Address: _____

Business Fax: _____

LIST OF QUESTIONS OR CONCERNS:

FAX OR E-MAIL YOUR REGISTRATION INFORMATION TO YOUR AGENCY'S OSDBU NO LATER THAN SEPTEMBER 15, 2000.

POINT OF CONTACT: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

*** Note: Supervisors this 15-hour training session may be credited toward the individual's DAWIA-required "Continuing Learning Points"**