



U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, D.C. 20416

DATE: February 18, 2004

TO: Applicants

FROM: Office of Procurement and Grants Management (OPGM)

SUBJECT: Program Announcement for 7(j) Management and Technical Assistance Program - MTA 04-01, - for the Business Development Training Program for 8(a) Business Owners and Other 7(j) Eligibles

Pursuant to Section 7(j) of the Small Business Act, 15 U.S.C. 636(j), the U.S. Small Business Administration (SBA) plans to enter into cooperative agreements with qualified public and private organizations that have the capability to provide executive education program (EEP) training to nationwide 7(j) eligible client executives.

All qualified organizations are invited to submit only one application (an original and two (2) copies), in response to Program Announcement No. MTA 04-01. Applicants are required to bind the cost proposal and technical proposal separately. The technical and the cost proposals must be prepared in single-spaced 12-pt. Times New Roman format. The technical proposal must not exceed 25 pages, excluding exhibits and appendices. SBA will not return proposals, but will retain them for a limited period of time.

The closing date for the program announcement is March 24, 2004, 4:00 PM, Eastern Standard Time. Address applications to the U.S. Small Business Administration, Office of Procurement & Grants Management ("OPGM"), 409 3rd Street, SW, 5th Floor, Washington, DC 20416, Attention: Adrienne Dinkins, Agreement Officer.

If hand carried, deliver the application to Adrienne Dinkins, or her designee, at the above address. Deliveries to other locations will be considered late if not received in OPGM at the U.S. Small Business Administration by 4:00 PM Eastern Standard Time on March 24, 2004.

Please place the following notation in the lower left corner of the sealed envelope or package:

THIS IS A SEALED OFFER. DO NOT OPEN. STAMP THE DATE AND TIME RECEIVED ON THE ENVELOPE. THE ENCLOSED APPLICATION IS IN RESPONSE TO PROGRAM ANNOUNCEMENT NUMBER MTA 04-

SBA IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

01, DUE March 24, 2004 AT 4:00 PM, EASTERN STANDARD TIME, AT
SBA's OFFICE OF PROCUREMENT & GRANTS MANAGEMENT, SUITE
5000.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Gurley". The signature is fluid and cursive, with the first name "Sharon" and last name "Gurley" clearly distinguishable.

Sharon Gurley
Director
Office of Procurement
and Grants Management