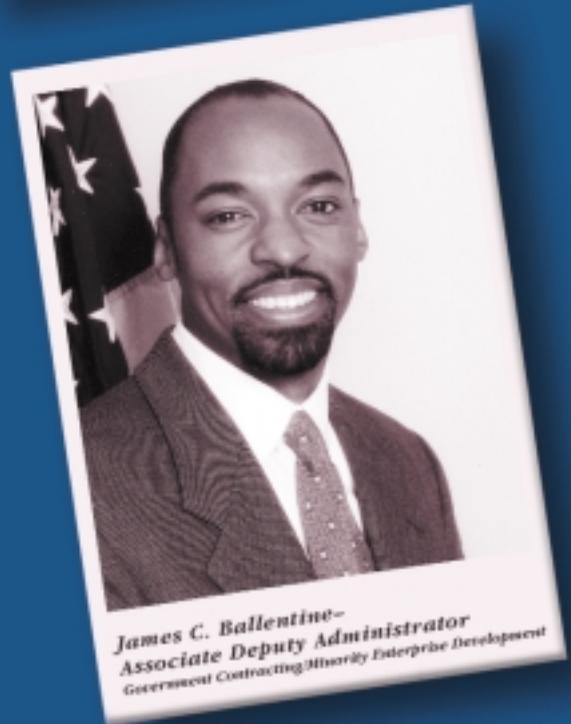




*Aida Alvarez-Administrator*



*Fred P. Hochberg-Deputy Administrator*



*James C. Ballentine-  
Associate Deputy Administrator  
Government Contracting/Minority Enterprise Development*



*Linda G. Williams-  
Deputy Associate Deputy Administrator  
Government Contracting/Minority Enterprise Development*

*Please join us to celebrate and participate in the  
33<sup>rd</sup> Annual Joint Industry/SBA  
Procurement Conference, Business  
Opportunity Expo and Awards Presentations*

# 33rd Annual Joint Industry/SBA Procurement Conference/ Business Opportunity Expo and Awards Presentations

## June 12-14, 2000

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The 33rd Annual Joint Industry/SBA Procurement Conference/Business Opportunity Expo and Awards Presentations will be held on June 12-14, 2000, at the Renaissance Washington D.C. Hotel. This year's theme, "Government & Industry: Contracting for a Better Tomorrow," continues to represent America's spirit of confidence in the future of the U.S. economy as well as in partnership between 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 in this major Government and Industry procurement conference.

### Government & Industry: Contracting for a Better Tomorrow

The U.S. Small Business Administration (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 procurement 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 in the marketplace today. 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 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," with subjects such as:

*Current trends in doing Business with Prime Contractors • Subcontracting Issues • How to Get*

*on a GSA Schedule • The Challenges of e-Commerce • Uniform Certifications Programs • Final Bundling Regulations • HUB Zones • Size Issues • Veterans Goaling • Government-Wide Goaling • Credit Card Issues • Trade Opportunities • Financial Stability of Small Companies • The Art of Writing a Successful Proposal*

- Our Business Opportunity Expo is being held in the Congressional Hall of the Renaissance Washington D.C. Hotel. We will showcase some of the finest work and talent from around the country. It is anticipated that over 100 businesses and Federal agencies will be part of the business opportunity expo.

The 33rd Annual Joint Industry/SBA Procurement Conference and Business Opportunity Expo will attract hundreds of small and large businesses on a regional and national level. Local and Federal agency representatives seeking more innovative and cost-effective ways to provide goods and services are also participating. Hands-on, interactive exhibits will showcase new technologies and best practices on how to improve service to the localities and regions.

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

- Networking – All attendees will be provided a superb networking capability starting with the opening reception and ending with what we hope will be an unforgettable 33rd Annual Prime/Subcontractor Awards Banquet. In addition, throughout our training seminars, Business Opportunity Expo, and Awards Presentations, you will meet a large number of Government and Industry representatives.

We welcome your participation and truly believe that you should not miss this premiere procurement event.

### 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 1-800-622-3251,  
e-mail at [SBA33rd@mac1988.com](mailto:SBA33rd@mac1988.com)  
or by fax at (703) 996-8773.

## Government & Industry: Contracting for a Better Tomorrow

### Awards/Recognition Programs

The SBA will recognize award recipients throughout the conference for outstanding accomplishments and achievements for small business. The winners have been voted the best in supporting SBA and its mission based on stringent criteria and strict guidelines. Ceremonies during the June conference 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
- Federal Agency Gold Star Awards

### The Dwight D. Eisenhower Award for Excellence

Named for the president under whose administration 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 five categories:

- Manufacturing
- Construction
- Service
- Utility
- Research and Development

### 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 the awards ceremony.

### 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 and Registration Information

Please contact MAC for additional information regarding exhibit and registration by calling toll-free 1-800-622-3251, by e-mail at [SBA33rd@mac1988.com](mailto:SBA33rd@mac1988.com) or by fax at (703) 996-8773.

## 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 the use of women-owned small businesses as prime contractors and subcontractors.

The Frances Perkins Vanguard Awards are based on self-nominations that describe significant endeavors to utilize women-owned small businesses in prime and subcontracting programs. The evaluated areas include the following elements:

- LEADERSHIP
- INNOVATION
- ADVOCACY
- IMPLEMENTATION

## The Federal Agency Gold Star Awards

The SBA has the responsibility to ensure that the Government-wide statutory procurement preference goals are established and to report on all Federal goals and achievements. The *Gold Star Awards* were established to recognize the exemplary performance of Federal personnel within the Office of Small and Disadvantaged Business Utilization (OSDBU) who carry out the aggressive goals and strategic initiatives that help ensure a role for small business in the Federal marketplace. In addition, any Federal department or agency that has a winner of a *Gold Star Award* will receive an *Agency Goaling Award of Excellence*.

# 33rd Annual Joint Industry/SBA Procurement Calendar of Events • June 12-14, 2000 Renaissance Washington D.C. Hotel

Monday June 12, 2000	Tuesday June 13, 2000	Wednesday June 14, 2000
<p><b>TRIAD Meeting &amp; Luncheon</b> AIA/GEIA/NDIA members only 8:00 am to 5:00 pm (Separate Fee &amp; Registration)</p>	<p><b>Registration</b> 6:30 am to 7:00 pm</p>	<p><b>Registration</b> 7:00 am to 4:00 pm</p>
<p><b>Opening Registration</b> 33rd Annual Joint Industry/SBA Procurement Conference 4:00 pm to 6:00 pm</p>	<p><b>Gold Star Awards</b> Federal Agencies Goaling Awards &amp; Breakfast 7:30 am to 9:30 am</p>	<p><b>Eisenhower Awards &amp; Breakfast</b> 7:30 am to 9:30 am</p>
<p><b>Welcome Reception</b> (All Attendees) <b>Prime/Sub Award Winners</b> Ribbon Presentations &amp; Plenary Remarks 6:00 pm to 8:30 pm</p>	<p><b>Training Seminars</b> See Seminar Agenda Schedule 9:30 am to 10:45 am 11:15 am to 12:30 pm 2:30 pm to 3:45 pm</p>	<p><b>Awards of Excellence Presentations</b> (Regional Award Winners) 10:00 am to 11:30 am</p>
	<p><b>Frances Perkins</b> Vanguard Awards Luncheon 12:30 pm to 2:30 pm</p>	<p><b>Business Opportunity Expo</b> 10:00 am to 2:00 pm</p>
	<p><b>Evening Reception</b> The Roof Terrace Restaurant at the John F Kennedy Center for the Performing Arts 5:30 pm to 7:30 pm</p>	<p><b>Pre-Banquet Reception</b> Black Tie Optional 4:30 pm to 6:00 pm</p>
		<p><b>Prime &amp; Subcontractor Awards Banquet</b> 6:00 pm to 9:00 pm</p>

# 33rd Annual Joint Industry/SBA Procurement Registration Information • June 12-14, 2000

## RENAISSANCE WASHINGTON D.C. HOTEL – WASHINGTON, D.C.

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

Includes all meals and activities *(Registration must be postmarked by May 17, 2000.)*

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 (After May 8, 2000).....			\$525.00
Government Employees ONLY <i>(ID Required at registration)</i> .....			325.00

**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 “Management Assistance Corporation.” **DO NOT SEND CASH**

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

#### Business Opportunity Expo

*Exhibitor Booth Registration (Per booth):* Large Business.....\$450.00 Federal Government ..... \$400.00  
Small Business..... \$350.00

**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 1-800-622-3251, e-mail SBA33rd@mac1988.com or fax (703) 996-8773 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 21, 2000 will be honored without penalty. After May 21 through June 8, there will be a cancellation fee of \$100.00. After June 8, there are no refunds. *No shows* will not be refunded. All cancellations must be received in writing by June 4, 2000.

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

33rd Annual SBA Procurement Conference c/o Management Assistance Corporation,  
44965 Aviation Drive, Suite 110, Dulles, VA 20166.

**NOTE:** Deadline postmarks will be enforced. Overnight express mail may be delivered to: Management Assistance Corporation, 44965 Aviation Drive, Suite 110, Dulles, VA 20166, phone 1-800-622-3251.

## Hotel & Logistics Information June 12-14, 2000

### 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: 1-800-622-3251 (phone) or (703) 996-8773 (fax).

### Conference Hotel

Renaissance Washington D.C. Hotel (202) 898-9000 or World-Wide Reservations (800) 468-3571  
999 9th 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 Renaissance by calling the number listed above. You must mention that you will be attending the "U.S. Small Business Administration 33rd 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 Renaissance Washington D.C. Hotel is \$189.00 plus taxes for single occupancy and \$194.00 plus taxes for double occupancy. The hotel also offers special "club tower" rooms with additional amenities at the rate of \$209.00 for single and \$234.00 for double.**

**Government Employees:** A limited number of rooms will be offered to Government employees at the 2000 Government per diem rate (\$118.00) plus taxes. You must mention that you will be attending the "U.S. Small Business Administration 33rd 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 12, 2000**, 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.

### 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 METRO ride from National Airport to Renaissance is: Take the Yellow Line to the Gallery Place/Chinatown stop. Take the 9th Street, NW exit and walk 2 blocks to Renaissance Washington D.C. Hotel.

### Direct Other Inquires to:

1-800-622-3251

E-mail: SBA33rd@mac1988.com, or Fax to (703) 996-8773.

### GOVERNMENT & INDUSTRY: CONTRACTING FOR A BETTER TOMORROW SBA Authorization #00-6251-02

1. "The support given by the U.S. Small Business Administration to this activity does not constitute an express or implied endorsement of any cosponsor's or participant's opinions, products, or services."
2. "All SBA programs or cosponsored programs are extended to the public on a nondiscriminatory basis."

## **FROM THE NORTH (New York, New Jersey, Pennsylvania)**

North: Interstate 95 South I-95 South, Baltimore Washington Parkway toward Washington. Take New York Avenue. At 5th Street, NW stay to the right which will change into L Street, NW. Take L Street, NW to 9th Street, NW just past New York Avenue. Renaissance Washington D.C. Hotel is immediately on the left.

## **FROM THE SOUTH (Virginia)**

Take I-395 North to Washington. Take the 12th Street, NW exit. Then take 12th Street, NW to New York Avenue. Make a right onto New York Avenue. Go to 9th Street, NW and turn right. Renaissance Washington D.C. Hotel is immediately on the left.

## **FROM THE WEST (Dulles, Virginia)**

Take I-66 East to Constitution Avenue and then take Constitution to 12th Street, NW. Make a left onto 12th Street, NW and take it to New York Avenue (7th traffic light). Make a right turn onto New York Avenue. Renaissance Washington D.C. Hotel is immediately on the left.

## **FROM I-270 (Frederick, Maryland)**

Take I-495 Beltway West (Northern Virginia) to George Washington Parkway. Take George Washington Parkway to I-395 North to 12th Street, NW. Take 12 Street, NW to New York Avenue (7th traffic light). Make a right onto New York Avenue. Take New York Avenue to 9th Street, NW. Turn right. Renaissance Washington D.C. Hotel is immediately on the left.

## **FROM THE EAST (Annapolis, Maryland)**

Take 50 West to New York Avenue. At 5th Street, NW stay to the right. It will change into L Street. Take L Street, NW and make a left turn onto 9th Street, NW. Once across New York Avenue, Renaissance Washington D.C. Hotel is immediately on the left.

## **FROM UNION STATION/AMTRAK**

For guests coming to Washington, D.C. via AMTRAK, Union Station is just 2 METRO stops from Renaissance Washington D.C. Hotel. Take the METRORAIL Red Line to Gallery Place/Chinatown Stop. Take the 9th Street, NW exit and walk 2 blocks north to Renaissance Washington D.C. Hotel.

Renaissance Washington D.C. Hotel  
999 9th Street, NW,  
Washington, D.C. 20001  
(202) 898-9000 • (800) 468-3571

Renaissance Washington D.C. Hotel • 999 Ninth Street, NW, Washington, D.C. 20001  
202-898-9000 or 800-468-3571



# 33rd Annual Joint Industry/SBA Procurement Conference Registration Form • June 12-14, 2000

Cut here

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

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

Address \_\_\_\_\_

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

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

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

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

## General Conference Registration Fee *(Does not include Exhibitors' fees)*

Includes all meals and activities (Registration must be postmarked by May 17, 2000)

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### Business Opportunity Expo

*Exhibitor Booth Registration (Per booth):*

Large Business . . .	\$450.00	Federal Government . . .	\$400.00
Small Business . . .	\$350.00		

## Method of Payment: *(Check, Money Order or Credit Card)*

Make checks payable to: *Management Assistance Corporation*     American Express     MasterCard     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***