

9:00 – 10:15	WELCOME 2 nd Floor Auditorium	WORKSHOPS – 2 ND FLOOR			
	Exhibition Hall – 1 st floor	TRACK 1 Room 248	TRACK 2 Room 249	TRACK 3 Room 250	TRACK 4 Auditorium
10:30	10:30 to 11:45 One on One Speed Matchmaking ↕	Gov Contracting 101 RCAC 10:30 – 11:20	Gov Proposal Take Away Mystery NCMA Panel 10:30 – 11:20	Capabilities Statement PA PTAC 10:30 – 11:20	Gov Contracts for Dummies Jackson Kelly 10:30 – 11:20
12:00 – 1:15		12:00 – 1:15 / Exhibition Hall / 1 st Floor Lunch & Speakers			
1:30	1:30 to 4:00 One on One Speed Matchmaking ↕	1:30 – 2:20 Be a Winner! Sherrie -USACE	1:30 – 2:20 Bonding Blair Ins.	1:30 – 2:20 Show Me the Money SBA & First Microloan of WV	1:30 – 2:20 Facilities Clearance Defense Security Service
2:20		2:30 – 3:20 Solicitations Untangled RCAC	2:30 – 3:20 Financial Contract Management Business Concepts	2:30 – 3:20 Capabilities Statement PA PTAC	2:30 – 3:20 Doing Business With The FBI
4:00		Exhibition Hall	TRACK 1 Rm 248	TRACK 2 Rm 249	TRACK 3 Rm 250
					TRACK 4 Auditorium



Dynamic Networking for Small Business

Presented by I-79 Development Council
and Other Partners



April 2, 2014

A special thanks to our partners:
Action Facilities Management
HDR

Mylan Pharmaceuticals
PJ Dick/Trumbull/Lindy Paving
for sponsoring this event!



Much appreciation to:
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Uncle Sam Wants You: Government Contracting 101 – 10:30 to 11:20

AM The federal government is the world's largest purchaser of goods and services. This overview workshop includes what & how the Government buys, getting registered, and special certifications. **Presented by: Kelly Coatrigh and Dave Berkey, Regional Contracting Assistance Agency (RCAC) and Melissa Loder, SBA WVDO, Room 248**

Government Proposal – Taking Away the Mystery - 10:30 to 11:20 PM –

Seasoned experts will uncover crucial components of the proposal process: Development of the requirement, release of the notice, receipt and evaluation of proposals, selection and award; Organizing a small business team to respond to a solicitation – who to include, the importance of the compliance matrix, the process for writing the proposal, assignment of writers; and Importance of reviews, best practices, and lessons learned. **Ray Jarr, Brent Armstrong, Kevin Lapp – National Contract Managers' Association. ROOM 249**

Getting Noticed by Customers: Putting Together An Effective

Capability Statement & Delivering A Killer Elevator Pitch – 10:30 to

11:20 AM and 2:30 – 3:20 PM This workshop will help you make the right capability statement and elevator pitch to get noticed by customers. Topics include how to define your company, your products and what sets you apart from your competition & how to convey it to customers. **Presented by Chris Pierce, NW PA PTAC. ROOM 250**

Government Contracts Compliance for Dummies – 10:30 to 11:20 AM

Contractors have to understand and address numerous compliance requirements in order to win and perform contracts. Understanding the basic requirements and what to be on the lookout for is half the battle. This presentation will highlight the most common compliance requirements faced by contractors and offer practical advice for how to approach compliance issues. **Eric Whytsell, Jackson Kelly. AUDITORIUM**

Be A Solicitation Winner! Tips to Respond to a Solicitation - 1:30 to

2:20 PM What is the Agency looking for? How can you put together a good offer & make sure it will be considered "responsive?" Do you really need to dot all those "I's" and cross all those "T's"? This workshop covers the top mistakes made by small businesses when preparing & submitting their offer to the Government. This workshop is a prelude to Federal Solicitations – Untangled at 2:30. **Presented by Sherrie Plonski, Deputy for Small Business, USACE, Pittsburgh District. ROOM 248**

BONDING-How To Get It -1:30 to 2:20 PM This workshop tells how to get bonding and how to increase your bonding. Learn how to fill in the bonding applications and receive your free bonding application kit with SBA bonding information and instructions. **Presented by: Bonnie Hand, Blair Insurance Services Inc. ROOM 249**

SHOW ME THE MONEY: FINANCING YOUR BUSINESS OPTIONS - 1:30

to 2:20 PM Understand the various ways to finance your business. Tim James, Loan Officer, First Microloan of WV presents criteria lenders use to determine credit worthiness. **Rick Haney from SBA** will discuss the SBA loan guarantee program to include borrower's qualifications, funding sources, small business guaranteed loan programs, the lender's point of view, and how to handle setbacks. **ROOM 250**

Facilities Clearances - 1:30 to 2:20 PM This briefing presented by the Defense Security Service will give an overview of the process to obtain a facility clearance – a necessity for some Federal contracts when working with sensitive data. **Presented by: Tim Bachman, Sarah Beauregard, and Rick Noe, Defense Security Service, AUDITORIUM**

Federal Solicitations – Untangled - 2:30 – 3:20 PM What separates the successful contractor from the unsuccessful? Get the details whether this is your first time or you're an old hand. This workshop will provide a practical exercise in reviewing a solicitation to help you understand what important and what's not. **Presented by: Dave Berkey, Regional Contracting Assistance Agency (RCAC) and Melissa Loder, SBA ROOM 248**

Financial Contract Management – Prepare for Success – Prepare for Profit – 2:30 – 3:20 PM –

How to financially manage multiple contracts. Topics include contract life cycle and the planning, measuring and projecting for cash flow; percentage of completion accounting and how it is a must that can help prove that "small" can measure up to the requirements of big business/ big government. **Presented by Marilyn Landis, President/CEO, Basic Business Concepts of Pitts, PA ROOM 249**

Doing Business with the FBI: 2:30 – 3:20 PM This session will focus on the ins and outs of doing business with the FBI. FBI Contracting Officer's will discuss the basics of finding opportunities, helpful hints and tips, lessons learned, FBI unique requirements, and common pitfalls. The panel will be presented by **Barbara Clouser, Andrew Stickley, Todd Pratt, David Triplett, Greg Tomlinson, and Kimberly Himes of the FBI. AUDITORIUM**