Greetings from the Small Business Council!

Hope that 2015 is off to a great start with all of you! I hope that you were able to join us at the SAME Small Business Conference in Kansas City, MO last month. The conference was an enormous success with 1,848 registrants; 972 Small Business attendees; 546 Large Business attendees; 330 government attendees; 224 exhibiting companies; and 48 speakers. We also thank the US Air Force and the US Army Corps of Engineers for attending in large numbers. The Small Business Council hosted five educational seminars—all of which were well attended with valuable interaction and discussions. All presentations are available to download from www.same.org.

The Council looks forward to serving the SAME small business community in 2015 through webinars, small business-related programs at SAME’s National JETC conference in Houston, Texas, and again at the Small Business Conference in New Orleans, Louisiana later this year. Educational and webinar topics are identified as a result of requests from the community-at-large; LinkedIn discussions; and/or Council member discussions. If you have any specific topic that you think may of interest to the membership, please send us an email and let us know. Our webinar series will kick-off this year with “Everything a Small Business Needs to know about Bid Protest!” This webinar is scheduled for February 26. Due to popular demand, another webinar related to Mentor-Protégé and Joint Ventures is scheduled for this Fall. Details regarding these webinars are posted on the www.same.org website.

As the Council gears up for 2015 with webinars, newsletters, programming at the National SAME conferences, I would like to thank the Council volunteers for their time and efforts. The Council members include: Jayla Pine, Newsletters; Jodi Vaccaro, Webinars; Ryan Wasmus, Conference Programs; Layli Pietri, Awards; and Karen Buniak, Communications. If any of you would like to serve on the Council, please contact us.

Until we communicate again, below is a noteworthy development for your interest:

President Obama Signs Into Law New Authority to Increase Opportunities for Women-Owned Small Businesses. Section 825 of the NDAA authorizes federal agencies to award sole-source contracts to women-owned small businesses eligible for the Woman-Owned Small Business (WOSB) Federal Contract Program, giving women the same level of access to the federal contracting marketplace as other disadvantaged groups.

Until next time, thank you for your interest and all the best to you from your SAME Small Business Council!

Sincerely,

Gita Murthy, Ph.D.
Small Business Council Chair
gmurthy@roreinc.com
EVERYTHING A SMALL BUSINESS NEEDS TO KNOW ABOUT BID PROTESTS

Hosted by the Small Business Council

Thursday, February 26, 2015
1:00 p.m. - 2:30 p.m. EST
1.5PDHs

Are you one of the many contractors filing bid protests at the Government Accountability Office (GAO)? If so, you don't want to miss the informative webinar hosted by the SAME Small Business Council on February 26. The Small Business Council has pulled together an expert team to present on the appropriate considerations for choosing a bid protest forum including an overview of the GAO bid protest process, with an emphasis on the strict GAO timelines and stay rules. Best practices of preparation for a debriefing, including the most successful GAO protest grounds and for supporting the protest legal team will be covered. This interactive webinar will provide you and your team the knowledge and tools for a successful GAO bid protest. Don’t hesitate, register today!

This webinar will be recorded! If the webinar time slot does not fit into your schedule or time zone, you can access the webinar recording to watch at your leisure anytime, anywhere. Full access will be given to all registrants to download the recordings and all the presentation materials after the live event.

For more information on this program or missed registration deadline, please email programs@same.org. For registration questions, please contact Amira Kruyne at akruyne@same.org.

For more information on these great events, visit: www.same.org
Ann McLeod, CEM, CAE—Director, SAME Meetings & Expositions amcleod@same.org

Upcoming Webinars Contact: Belle Febbraro (703) 924-2616 bfebbraro@same.org
Philadelphia Post - 9th Annual Small Business Conference
Networking/Exhibits/Workshop/Speakers/Matchmaking

Date: Wednesday, March 4
Time: 10:30am-3:30pm
Location: Holiday Inn Stadium, 900 Packer Avenue, Philadelphia, PA
Cost: $65.00 Regular Ticket & $45.00 Young Member/Government/Military Discount Ticket

EXHIBITING PACKAGE: $150 Small Businesses only Includes 6’ table/space (no electricity), directory listing, and 1 attendee registration. LARGE BUSINESS/GOVERNMENT AGENCY MATCHMAKING HOST – FREE with the purchase of 1 attendee registration, Host a matchmaking table, opportunity to meet with small businesses, includes recognition in the directory.

Register at: https://www.regonline.com/SBevent2015

Workshop on Federal Procurement Data System (FPDS), using it as a Tool for Success in Contracting
Carrie Ann Williams, CPSM | President, Andana Consulting, LLC

Confirmed Speakers
Mr. Doug DeFazio, H&S Environmental – SAME Robert B. Flowers Small Business Awardee, SEBAC President
W. George Murray, Lead Economic Development Specialist, US SBA Eastern PA District Office
Ms. Cheryl Chandler Chief, Office of Small Business Programs USACE Philadelphia District

PROGRAM
Registration/Exhibits Open/Networking 10:30am - 11:30am (Exhibitors please setup by 10:30am)
Workshop on FPDS 11:30am – 12:00pm
Lunch with guest speakers 12:00pm - 1:00pm
Dessert and Networking starts at 1:00pm (and continues during concurrent Matchmaking)
Matchmaking 1:30pm-3:30pm

NEW - Sustaining Member Small Businesses let yourself be known to your Post! Fill out the Small Business profile included on regonline. A directory of the Small Business profiles will be provided for all attendees.

Due to limited space, exhibitor registration will be first come – first served basis. Registration is available on regonline. Please contact Karen Buniak with any questions at karenb@ttienv.com.

2nd Annual Pacific Northwest SAME Small Business Symposium
The SAME Posts of the Pacific Northwest are once again joining forces to host the 2nd Annual Pacific Northwest SAME Small Business Symposium.

This small business focused outreach event will be held at the Kitsap Conference Center in Bremerton, WA on the 21st of April 2015. The event will provide small businesses a robust teaming and networking environment and will bring in contracting experts from local and regional military commands and federal agencies to provide insight and information on current issues of interest to small and large businesses who share common goals in the federal A/E/C marketplace. Similar to last year’s highly successful event, formal one-on-one networking (speed-dating style), informal networking, exhibits and moderated panel question/answer sessions on “issues of the day” will be featured. New to this year’s event will be the addition of small business focused courses and training. The keynote speaker of the Symposium will be CAPT Mark Geronime, Commanding Officer of NAVFAC Northwest, who will brief attendees on upcoming NAVFAC business opportunities and small/large business teaming opportunities. Last year, the Honorable Mayor Patty Lent, of the City of Bremerton, opened the luncheon with enthusiastic welcoming remarks. The event will be jointly hosted by the Seattle, Tacoma, and Portland posts.

For more information see the Seattle SAME Post webpage: http://www.seattlesame.org/ or email Manny Bautista, the Seattle SAME Post Small Business Liaison Officer at manny.bautista@blue-trident.com
The Greater Kansas City (GKC) Post of the Society of American Military Engineers (SAME) is pleased to invite you to participate in our 7th Annual Industry Day Education & Training Workshop. This year’s event will be held at the University of Missouri – Kansas City (UMKC) Union on March 30-31, 2015. April 1st will be one on one meetings with USACE Kansas City District for small business!! We’re happy to say we’re putting together a program for everyone, with a broad selection of topics to choose from. Registration is now open.

The Baltimore Post will host their annual Small Business Conference on Wednesday, March 18th, 2015. It will be held at the historic Garrett-Jacobs Mansion / Engineering Society of Baltimore located at 11 West Mount Vernon Place in Baltimore, Maryland.

The agenda includes sessions on “how to do business with the federal government,” one-on-ones for primes and subcontractors, and networking. This annual program usually sells out to full capacity and exhibit spaces go very quickly.

For information on sponsoring or exhibiting, please contact Sally Philbin via email (SPhilbin@jmt.com).

For more any other information, please contact Deb Wittle (dwittle@primeeng.com) or visit the Baltimore Post website: http://www.samebalt.org/reservations/meeting_and_workshop_information.htm.
Lake Michigan Post
National Energy Forum and Small Business Industry Days
April 13 – 16, 2015

We are reaching out to see if your organization and its leaders are interested in participating in the Society of American Military Engineers (SAME) 2015 National Energy Forum and Small Business Industry Days taking place in Chicago from 13-16 April, 2015.

For the first time, SAME is concurrently running an event combining the elements of a national level energy forum with a traditional engineering technical Industry Day and a regional small business event. In an era of shrinking budgets and tight schedules, the SAME 2015 National Energy Forum and Small Business Industry Days will provide an overlap of three growth areas: Energy efficiency and production, engineering and construction, and small business in one efficient and effective event. Many firms and agencies focus on at least two of these areas, while some have interest in all three.

We are coordinating our efforts with many local and federal agencies, including municipalities, DoD and DoE, and private organizations, to bring information on energy, engineering and construction, and small business opportunities and material under one roof! The 2015 SAME National Energy Forum and Small Business Industry Days attempts to fill the void left by GSA's GovEnergy and other technical engineering and construction events that were postponed or cancelled in the recent past.

The Forum's event tracks will be filled by briefs from organizations presenting recent successes and lessons learned to a professional audience.

We are seeking abstracts for those presentations now in the following areas:

- Industry Days: Engineering and Construction Initiatives, Ecosystem Restoration, and Waterways Infrastructure, among others.

For our technical tracks, we are seeking programs that qualify for continuing education credits.

Please submit abstracts (300 words or less) to Dean Geers at Dean.Geers@westonsolutions.com. We welcome abstracts on all relevant topics.

Finally, this event gives firms and agencies the opportunity to network through exhibit booths and structured events with other firms, governmental agencies, veterans and students. This event brings together leaders from each of the military services, as well as GSA, and Depts. of Energy, Agriculture, Veterans Affairs, Interior, HLS, and the EPA.

Additional information on the event can be found at http://www.sameindustryenergy2015.com
2015 Great Lakes Civil Infrastructure Conference
ENERGY, RESTORATION, CIVIL INFRASTRUCTURE, SMALL BUSINESS.

SAVE THE DATE
April 30, 2015 | 8 am - 5 pm | VIP Networking Immediately Following
Schoolcraft College | VisTaTech Center | 18600 Haggerty Road | Livonia, MI 48152

The United States Federal Government spent over $7 billion on civil infrastructure related contracts in FY2013. During this same year, MDOT spent over $1 billion on Michigan infrastructure projects.

The Great Lakes Civil Infrastructure Conference supports and encourages mentoring, partnerships, and contract opportunities for small businesses.

Registration will open February 1, 2015. To sign up to receive email updates, simply visit www/GLCIC.com
Upcoming Events

Tampa Bay Post
2nd Annual Joint Training and Education Day (JTED)
August 11 – 12, 2015

The event last year had the Small Business Representatives from the Corps of Engineers Mobile and Jacksonville Districts, MacDill AFB, Veterans Administration VISN8, and the SBA. Our speakers also included the Corps of Engineer Commanders of the Mobile and Jacksonville Districts as well as the Director of Programs from the South Atlantic Division.

The 2015 event will include an Ice Breaker on Tuesday, August 11 which was a great success in 2014. The JTED will go all day on Wednesday, August 12, including speakers, a luncheon keynote speaker and round table sessions with the different military and government organizations in the southeast.

Watch our website at www.sametampa.org or contact Mike Ulekowski, Post Small Business Liaison Officer at mike.ulekowski@mule-eng.com for more information.

San Antonio Post
Small Business Market Research Fair
Monday, July 20, 2015 - Wednesday, July 22, 2015

Omni San Antonio Hotel at the Colonnade
210-691-8888
9821 Colonnade Blvd
1-10W at Wurzbach Rd
San Antonio, Texas 78230
United States
Conference Stats:
1,848 Registrants
972 Small Business Attendees
546 Large Business Attendees
330 Government Attendees
224 Exhibiting Companies
48 Speakers

With over 1,800 attendees and more than 220 exhibitors the SAME 2014 Small Business Conference -- held Dec. 9-11 in Kansas City, Mo. -- was the perfect venue for small businesses in the A/E/C industry to connect with government agencies and large businesses. The event offered tailored education and training, focused networking sessions, and contracting briefings from a number of federal agencies, including the U.S. Army Corps of Engineers, Naval Facilities Engineering Command and Air Force Civil Engineer Center.

• For those of you looking to obtain information from the briefings and sessions, the 2014 SBC Presentations can be downloaded here (http://www.same.org/index.php/component/content/article/214-presentations/1059-2014-sbc-presentations).
• To follow up on connections made at the SBC, go to the Attendee Service Center (https://s3.goeshow.com/same/business/2014/attendee_service_center.cfm) to access the Attendee List. Login information can be found in your registration confirmation letter.
• To access the PDH form that you can complete online and download to your computer use the following link (http://s3.goeshow.com/same/business/2014/Agenda/2014SBC_PDH_Form.pdf).
• Highlights of the 2014 SBC were published in the January-February issue of TME (pages 74-75). Or, follow this link (http://s3.goeshow.com/same/business/2014/Art%20Elements/SBC_Highlights.pdf) to download the highlights as they appeared in TME.
• Photos from the event may be accessed via the SAME Flickr page (https://www.flickr.com/photos/militaryengineers/sets/).
The SAME Boston Post Small Business Committee, in conjunction with the Piscataqua Post and the Narragansett Bay Post, hosted a highly successful 12th Annual Contract Opportunities and Small Business Showcase on February 5, 2015 at the Westin Waltham Hotel in Waltham, Massachusetts. This event has become a highlight on the calendar of SAME members and colleagues in the New England Region and beyond. The event is held in the afternoon and early evening with plenty of opportunities for networking. Over 300 attendees registered and there were 78 Exhibitors and 46 Corporate Sponsors!

Christen Sardano, President, SAME Boston Post, opened the program and introduced a very special guest, Brig. Gen. Joseph Schroedel, P.E., F.SAME, USA (Ret.), Executive Director of SAME! The Boston Post was honored to have him join its event, and he delivered a rousing welcome to the participants.

Dorothy Richter, Chair of the SAME Boston Post Small Business Committee, moderated the Contract Opportunities session, which included presentations by:

- Jackie Johnston, Small Business Advocate and Acquisition Branch Head for Public Works Dept. ME, NAVFAC Midlant
- Gary Morin, P.E., Chief of the Military/Environmental Project Management Branch, US Army Corps of Engineers, New England Division
- David Wong, P.E., Chief of Programs, US Air Force, Hanscom Air Force Base Civil Engineering
- Jean Bretz, Contracting Officer and Small Business Specialist, U.S. Coast Guard Civil Engineering Unit Providence
- Raul Silva, Deputy Chief Engineer, Massachusetts Department of Conservation & Recreation
- David Rose, Moser Rose Attorneys, who concluded the program with thoughts on “Federal Contracting Hot Topics.”

The speaker presentations are posted at:

http://www.sameboston.org/index.cfm/page/Presentations/pid/10473

The Small Business Showcase portion of the program is specifically designed to provide a moderately priced venue for Small Businesses to network with large businesses for possible teaming. Even the cost of being a Sponsor is kept low so that the event attracts a large number of Small Business Sponsors.

The 78 Exhibit tables were located in areas adjacent to and at the entrance to the meeting area. A ‘level playing field’ for all firms is maintained by limiting the exhibits to materials less than 12” tall on the table tops. Fancy vertical displays or banners are not permitted, so that new and emerging Small Businesses are able to exhibit side-by-side with established firms and large businesses without a large investment. Food and cash bars are strategically placed, and the effect is that everyone walks around to all the tables and engages in congenial and lively conversation. The event is a sell-out every year, and was once again sold out in 2015. Look for a similar event to be held in February, 2016!
Space Coast Post

SAME Space Coast Post started the year off with their Inaugural Small Business Expo held on January 15 at the Courtyard by Marriott in Cocoa Beach, FL. The expo and networking event was a great success with over 100 attendees from all over the Southeast. The panel session titled “Doing Business with the Federal Government for Small Businesses” included panelists from the 45th Space Wing, Patrick AFB; U.S. Army Corps of Engineers, Mobile District; Canaveral Port Authority; and NASA/Kennedy Space Center. Plans are underway to make this an annual event!

SAME Boston Post October, 2014 Monthly Meeting - Small Business Federal Successes - Sponsored by its Small Business Committee

The SAME Boston Post Small Business Committee sponsored a program focused on Small Business Federal Successes and Lessons Learned for the SAME Boston Post October, 2014 monthly meeting. The Committee organized a very successful roundtable panel consisting of speakers from the Small Business Administration (SBA), PTAC, and Small Business Representatives. This is the second year the Small Business Committee provided a roundtable panel with a Lessons Learned perspective.

Janette Fasano (Area Director, Office of Government Contracting, SBA) kicked off the program with an excellent presentation summarizing how the SBA can assist small businesses become familiar with government contracting procedures. Ms. Fasano and other representatives from the SBA supplemented the presentation with CD’s after the presentations.

Then Eva Marie D’Antuono (Deputy for Small Business, US Army Corps of Engineers New England District) presided as the engaging moderator for the roundtable discussions. The panel featured Boston Post SAME members representing different categories of small businesses. The panel consisted of Dorothy Richter (President of Hager-Richter Geoscience, Inc., a WBE niche technical subcontractor), Pete Delano (Vice President of Nobis Engineering, a MBE engineering firm & 8a graduate), Brian Chapman (President of Mill City Environmental, a MBE construction/construction management firm, former HUBZone & 8a graduate) and Susan Smits (Vice President of Operations for Mabbett Associates, Inc., a Service Disable Veteran Owned engineering firm), plus Sandra Ledbetter (Central Mass. PTAC). The panel members each provided reflections on the challenges that different types of small businesses face and offered advice on how to navigate the Federal marketplace. Susan Smits provided some of the most memorable insight when she tied her humorous, but knowing remarks to the Kenny Rogers lyrics, “You’ve got to know when to hold ’em, know when to fold them, know when to walk away, and know when to run…”

The roundtable discussion was followed by a an animated networking session where the 70+ attendees interacted with the Small Business, SBA, and PTAC representatives and each other.
If your firm is a large business federal contractor does it have a small business program policy and procedures manual and an assigned small business liaison officer (SBLO)?

Two of my earlier posts dealt directly with the Establishment a Small Business Program and Small Business Utilization Surveillance and Reporting. To continue the theme, this post deals directly with the content and benefits of a policy and procedures manual for a federal contractor’s small business program. One of the central reasons for implementing a policy and procedures manual is to provide your federal contracting team with the guidance, knowledge and resources to lead and manage a successful program. In addition, it can elevate your firm’s small business program from maintaining baseline compliance to a comprehensive small business program that establishes key performance indicators for those leading and working with your federal contracting team. This is the first step in pursuit of being awarded the Dwight D. Eisenhower Award For Excellence – the SBA’s award for large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors.

The main purpose of this post is to provide a few examples of the content that should be included in your firm’s manual and generate a few thoughts of what you think are relevant. That said, this post is not a manual on the theory, structure, and format of drafting a policy and procedures manual. (There are a number of great resources available to address those concerns.) While many business share similar characteristics, such as business type, location, or market each firm is unique and must tailor the manual to fit its needs.

What should a policy and procedures manual for a small business program office contain?

1. The CEO’s vision, intent, and policy letter articulating his or her intent. This will allow the team to operate effectively and efficiently with minimal supervision.
2. The mission statement for the small business program.
3. An organizational matrix and narrative outlining the small business team and its relationship to the company’s leadership and other departments. This is helpful because you may be asked to provide this during an audit.
5. A library of references, templates, and tools:
   A. Subcontracting plan templates for the various agencies
   B. Small business Self-certification forms
   C. Small business utilization tracking templates
   D. First tier large business subcontractor guidelines and notification letters
   E. Subcontracting plan review guidelines (to assist with the review of your first tier large business subcontractor subcontracting plans)
6. A description of your firm’s ongoing small business outreach efforts. For example, what events, conferences, or functions centered on boosting small businesses does your firm participate in regularly.
7. Guidelines for your firm’s participation in Mentor-Protégé Programs.
8. Internal and external training programs on small business.

Benefits:
1. The small business team will be able to operate more effectively and efficiently.
2. Compliance efforts will be reduced.
3. Streamlined integration with other departments.
5. Stronger relationships with the small business community and potential long term strategic small business partners.

Summary
There are a number of styles and approaches available to help you develop a policies and procedures manual, but the first step along the journey is to identify what is needed. The manual should be a living document that can mature as your company refines its processes. In addition, through the process of drafting the manual you will identify and correct processes and procedures that need improvement. I have drafted compliance guides for clients which turned out be an enlightening experience. Particularly during the interview process, clients realize there are weaknesses in their program that can have a negative impact on their small business program. When you are ready, you can tackle the completion of your firm’s federal contracting policies and procedures manual addressing the full spectrum of contracting matters.

By: Carl Gouaux
The Small Business Administration (SBA) published its proposed rule to implement provisions of the National Defense Authorization Act of 2013 (NDAA) on December 29, 2014. If passed as proposed, it will alter the method for calculating the limitation on subcontracting rule with regard to small business set-asides.

**LIMITATION ON SUBCONTRACTING**

Currently, the Limitation on Subcontracting a firm is based on the percentage of the cost of the labor or personnel costs of the contract incurred by the small business prime contractor.

In the case of a contract for services (except construction), the concern will perform at least 50 percent of the cost of the contract incurred for personnel with its own employees.

In the case of a contract for general construction, the concern will perform at least 15 percent of the cost of the contract with its own employees (not including the costs of materials).

In the case of a contract for construction by special trade contractors, the concern will perform at least 25 percent of the cost of the contract with its own employees (not including the cost of materials).

The changes to the NDAA alter these requirements. The new law would base the requirement by limiting the percentage of the award amount that could be subcontracted. The proposed rule bases the amount that can be contracted on the same percentages, i.e., 50%; 15% and 25%, but redefines the bases on which they are applied to the contract value rather than just the labor dollars.

By way of explanation, if a company had a $10 million construction contract, the amount of it that could be subcontracted would be a total of $8.5 Million regardless of the amount of materials or labor that constituted the total contract. SBA looks only to the contract value in determining the amount that can be subcontracted.

An excellent proposition that came out of the legislation is one exception "similarly situated" firms. This exception allows a small business prime contractor and any small business teaming partners to combine their contributions of labor, materials and any other participation to meet the limitation and otherwise satisfy the requirement. It was well drafted to work the same whether the set aside is for HUBZone, Service-Disabled, Veteran Owned Small Businesses, Section 8(a), Women-Owned or Economically Disadvantaged Women-Owned small businesses.

For example, if a small business with a $10 million supply contract performed $2.5 million and it had a small business teaming partner that performs $2.5 million, it would meet the limitation and could subcontract the remaining $5 Million to another business without danger of running afoul of the rule. The new term coined for this method by the SBA is Small Business Teaming Arrangements (SBTAs).

The new rule adds teeth in the enforcement side by adding fines and penalties for violations of the limitations on subcontracting. If a firm uses SBTAs to satisfy the Limitation on Subcontracting a certification must be submitted which is subject to a certificate of competency determination if questioned by the contracting officer.

**JOINT VENTURES**

As it currently works and as the Joint Venture Chart details on our website, you can joint venture between two small businesses when as I jokingly say in my lectures “the moon is full, it’s Tuesday and you have two badgers in the back seat.” The new rule proposes to eliminate the confusing rule and allow small businesses to compete on any size contract so long as each business is small under the NAICS code assigned to the contract.

There are a few additional changes regarding calculation of receipts, the non-manufacture rule and recertification that may be of individual interest. Please feel free to contact us if you have any questions regarding these or any other small business, teaming, joint venture of claim/protest issues.

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