

Best Kept Secrets of Government Contracting



Explore the possibilities for growth and profit by selling to the U.S. government. Attend the series of five seminars in one of four locations throughout the state. Get up-to-date tips from instructors who have direct experience in government contracting.

This series is partially funded through a grant from the Michigan Economic Development Corporation in partnership with the Procurement Technical Assistance Centers of Michigan. Companies must be classified as advanced manufacturing, homeland security, information technology, or biotech to be subsidized by the grant.

The fee for the entire series is \$150 per company. Because this program is partially grant funded, there is a requirement that at least one person from each company attend every seminar. Seminars will be held every other week starting in April.

Participants must preregister and prepay. For more information or to register for the series, call 734-462-4441.

Seminar I

John Calabrese

Government Contracting - How to Find Opportunities for Your Company

Get a solid foundation to begin your government contracting efforts. Find opportunities in government contracting, learn ways to market your company to the government, identify Web sites and tips for efficient searching. Each company will draft a plan to locate promising customers and solicitations.

Since 1983, John Calabrese has been a pioneer in educating small businesses on how to cut through the red tape of selling to the government. Because of his efforts scores of businesses have won millions of dollars worth of government contracts. Originally based in Big Rapids, Michigan, Calabrese has worked with a broad range of local companies providing them with assistance in bidding, locating governmental opportunities, and preparing pre-award surveys. He also has worked with buying agencies to troubleshoot issues with local companies.

04/19/05	Grand Rapids	8:30 a.m. – 12:30 p.m.	Eberhard Center, Grand Valley State
04/20/05	Port Huron	8:30 a.m. – 12:30 p.m.	M-TEC, St. Clair County Community College
05/03/05	Saginaw	8:30 a.m. – 12:30 p.m.	Saginaw Valley State University
05/04/05	Livonia	8:30 a.m. – 12:30 p.m.	Schoolcraft College

Seminar II

Mike Klewicki

General Services Administration (GSA) Federal Supply Schedules: Getting Started and Identifying GSA Opportunities

Learn to navigate through the GSA Schedule solicitation structure and identify the essentials. By the end of class, you will gain an understanding of the items needed for a GSA Multiple Award Schedule (MAS) Offer and become familiar with basic MAS Schedule Contract Provisions. You also will receive instruction in offer preparation and documentation.

Mike Klewicki began his career in government contracting with Tri-Chem Corporation. In 1998, he was assigned to obtain a GSA Multiple Award Schedule Contract for the company. In the next four years, he gained a great deal of expertise as a Government Contracts Administrator for the same organization. In 2002, he branched out on his own to establish FedCon Services, LLC, a company devoted to helping private sector businesses obtain GSA MAS contracts through instructional seminars, individual consultation and proposal assistance.

05/05/05	Port Huron	8:30 a.m. – 3:30 p.m.	M-TEC, St. Clair County Community College
05/06/05	Grand Rapids	8:30 a.m. – 3:30 p.m.	Eberhard Center, Grand Valley State
05/17/05	Saginaw	8:30 a.m. – 3:30 p.m.	Saginaw Valley State University
05/18/05	Livonia	8:30 a.m. – 3:30 p.m.	Schoolcraft College





Seminar III

Government Contracting: Finding and Creating Opportunities for Your Business with the Federal Government

Tim Savaglio

This class will help you to understand how the government buys the things it needs and how to make the government your client. This covers all opportunities that are not found through the GSA Schedule. This is a hands-on, introductory/intermediate course, where you will be guided to opportunities that fit your business needs. It will be most useful to those who lack experience in selling to the government or desire more detailed answers to questions. This seminar includes updates for the 2005 Federal Marketplace.



Tim Savaglio is a former staff member of the Department of Defense-sponsored Cleveland Electronic Commerce Resource Center. He has presented numerous seminars on both electronic commerce and doing business with the government. Tim has managed logistics projects for TACOM and various DOD supplier related projects for the Defense Logistics Information Service (DLIS). Savaglio spent more than eight years assisting government and private sector organizations to find and implement electronic business solutions to long-standing acquisition and logistics problems. Savaglio is a former Air Force maintenance officer who has more than 20 years of direct USAF operational-and command-level experience.

05/18/05	Grand Rapids	8:30 a.m. – 3:30 p.m.	Eberhard Center, Grand Valley State
05/19/05	Port Huron	8:30 a.m. – 3:30 p.m.	M-TEC, St. Clair County Community College
05/31/05	Saginaw	8:30 a.m. – 3:30 p.m.	Saginaw Valley State University
06/01/05	Livonia	8:30 a.m. – 3:30 p.m.	Schoolcraft College



Seminar IV

Responding to Federal Government Solicitations-Requests for Proposals (RFPs): What to Look For, What To Provide, and What to Expect

Tom Meyer

Learn to tame the paperwork jungle required to submit a response to a Request for Proposal and begin to recognize the different types of solicitations. No longer will you be mystified by the unusual or technical terminology found in government solicitations, RFIs, BAAs, IFBs, RFQs, RFPs, synopses (low price, technical go/no go, best value). Walk through the parts of an actual solicitation and understand when and how to ask questions. Join us to examine ways to develop your strategy and prepare your proposal.

Tom Meyer retired in 2003 as deputy director of a major DOD contracting organization. Meyer worked as a consultant for both government and industry clients helping form acquisition strategies, prepare and evaluate proposals, and deal with contract administration issues. He has 36 years experience in all phases of contracting, including competitive source selection. His experience includes spares, services, R&D, and major systems acquisition. Meyer was Army Acquisition Corps Level III certified, and holds the Certified Professional Contract Manager and Fellow designations from the National Contract Management Association.

06/01/05	Grand Rapids	8:30 a.m. – 3:30 p.m.	Eberhard Center, Grand Valley State
06/02/05	Port Huron	8:30 a.m. – 3:30 p.m.	M-TEC, St. Clair Community County College
06/14/05	Saginaw	8:30 a.m. – 3:30 p.m.	Saginaw Valley State University
06/15/05	Livonia	8:30 a.m. – 3:30 p.m.	Schoolcraft College



Seminar V

Pitfalls of Packaging and How to Avoid Them

Ted Hollanders

This seminar will include the basics of preservation, packaging and marking, including some information on the requirements for Radio Frequency Identification Devices(RFID).

Ted Hollanders is a Defense Contract Management Agency Field Service Representative (FSR) for packaging and is currently one of five Packaging FSRs providing technical assistance to government quality assurance representatives, contractors and buying activities throughout the DCMA East District. He presents workshops and classes in basic packaging to new and existing contractors or contractor personnel on an as-needed basis and serves as subject matter expert for unique item identification and radio frequency identification.

06/15/05	Grand Rapids	8:30 a.m. – 12:30 p.m.	Eberhard Center, Grand Valley State
06/16/05	Port Huron	8:30 a.m. – 12:30 p.m.	M-TEC, St. Clair Community County College
06/28/05	Saginaw	8:30 a.m. – 12:30 p.m.	Saginaw Valley State University
06/29/05	Livonia	8:30 a.m. – 12:30 p.m.	Schoolcraft College

For more information, contact your local PTAC representative or Schoolcraft College at 734-462-4441.

Watch for more information on these additional seminars:

Positioning Your Company to the Buyer

May / June

This class provides companies with practical hands-on guidance for improving their marketing. You will learn how to evaluate and improve your sales strategy, brand positioning, marketing budget, customer retention, selection of sales personnel and position with the buyer. Topics will apply to all industries: manufacturing, IT services, bioscience, and homeland security.

Contracting with Military Facilities

July/August

Our country needs creative and innovative businesses to enhance our security, but selling a new idea can be hard. This program will give you techniques that are beyond the standard contracting process. With it's focus on selling to military facilities, the class will help you understand the culture of the military, and how to present your ideas and products in a meaningful way to this audience. This class should be of interest to a wide range of businesses, including surveillance, detection, IT and barriers.

Global Export and Supply Chain Security

August

The ever changing homeland security requirements are significantly impacting all exporters and importers. This course tells you how to gain an advantage over your competitors by teaching you how to avoid delays and reduce the cost of compliance. Information gained through this seminar will help you prepare yourself for a customs audit. Other topics will include CSI, C-TPAT, FAST-Canada and Mexico, smart containers, and advanced manifest regulations.



The Procurement Technical Assistance Centers of Michigan are not-for-profit organizations funded by the Defense Logistics Agency, the Michigan Economic Development Corporation and local funding partners. The PTACs support our national security by ensuring a broad base of capable suppliers for the defense industry and other agencies, thereby increasing competition, which supports better products and services at lower costs. The mission of the Michigan PTACs is to enhance national defense and the state's economic development by assisting Michigan businesses in obtaining and performing on federal, state and local government contracts.

