



Trainings for Jackson and Lansing offices

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Lansing – May 24, 2017 Success through a Compliant Winning Team #1 – Intro to Teaming

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk— there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains— in plain English— the essential rules for joint venturing and teaming on federal set-aside contracts. This series also includes Carroll Bernard’s Intro to Teaming webinar, where he explains the value of teaming from the small business perspective.

Class #1 Intro to Teaming: We will define teaming, help you understand why it is so important, and explain how you can find and secure the right teaming partner to help you win, perform, and gain repeat business in the government marketplace. This lesson will include: Case Study; Importance of Teaming; Benefits of teaming; Types of Teaming; Choosing Teaming Structure; Attracting Partners.

LOCATION: PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

TIME: 8am-11am

REGISTRATION: <http://bit.ly/2IXL9We>

Jackson – June 5, 2017 Government Contracting: Research and Marketing Series - #4 of 4 - What Do I Send Them?

I know who I want to market to, where to send it (class 1 and 2), but is there more that I need to know? This class will help you to understand who needs to know about your company, what you need to know about the agency and finally what to send to them. The federal government has specific things that they want to know about your company, so let’s make sure you give it to them. Then finally, setting up a scheduled time to talk with them and what will you tell them.

LOCATION: PTAC of South Central Michigan – The Enterprise Group of Jackson,
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

TIME: 2pm-4pm

REGISTRATION: <http://bit.ly/2kL6z8J>

Lansing – June 28, 2017 Success through a Compliant Winning Team Series #2 of 4 – Legal Aspects of Teaming – Rules and Regulations

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk— there are many unique rules that must be followed, and many

pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts. This series also includes Carroll Bernard’s Intro to Teaming webinar, where he explains the value of teaming from the small business perspective.

Class #2 Legal Aspects of Teaming – Rules and Regulations: In Class 2, Steven Koprince unpacks the unique rules and regulations governing joint venturing and teaming, and offers strategies to help ensure compliance. We will discuss: Joint Ventures vs. Teaming; Joint Venture Size; 8(a) Joint Ventures; SDVOSB Joint Ventures; HUBZone Joint Ventures; WOSB Joint Ventures; Subcontracting Joint Ventures; Teaming Agreements; Teaming Subcontracts; Teaming Subcontract Limitations; Team- Ostensible Affiliation.

LOCATION: PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

TIME: 8am-11am

REGISTRATION: <http://bit.ly/2kuPhk8>

Jackson – July 6, 2017 Breaking Down Federal Solicitations - #1 of 1

For new participants in the government market, reading and understanding federal solicitations can be a bit daunting. In this webinar, we make the shift from finding the opportunity to reviewing, analyzing, and breaking down a federal solicitation.

After taking this class, you will become familiar with common language seen on FedBizOpps.gov as we define terminology, such as special notice, solicitation, award, pre-solicitation, sources sought, justification and approval, sole source, and fair opportunity/limited sources justification.

We also discuss sections within the uniform contract format, as well as tips and tricks you can use to ensure you are providing a “responsive” proposal.

LOCATION: PTAC of South Central Michigan – The Enterprise Group of Jackson,
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

TIME: 2pm–4pm

REGISTRATION: <http://bit.ly/2kTRAMp>

Lansing – July 26, 2017 Success through a Compliant Winning Team Series - #3 of 4 – Legal Aspects of Teaming – Effective and Compliant Agreements

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk– there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts.

Class #3. Legal Aspects of Teaming – Effective and Compliant Agreements: In Class 3, Steven Koprince goes beyond the regulations to discuss requirements and best practices for creating strong and effective teaming agreements, subcontract agreements and joint venture agreements. Lessons include: General Principles, Teaming Agreements & Subcontracts.

LOCATION: PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber

500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

TIME: 8am-11am

REGISTRATION: <http://bit.ly/2lc7Ma4>

Jackson – August 3, 2017 All You Need to Know About Proposal Writing Series - #1 of 3

This is a pre-recorded, three part series for writing proposals. We will meet once a month for 3 months to view a recorded webinar and take time to discuss questions, and more. You will be receiving hard copies of the presentation, a strategic win plan, compliance checklist, example of detailed proposal outline, and more.

This proposal writing series was developed for:

- ❖ Managers newly assigned business development responsibilities
- ❖ Small or mid-sized business owners without a full-time proposal manager
- ❖ Proposal managers who want to increase their marketable skills
- ❖ Marketing or sales professionals seeking to increase contract win rates

Class #1: Government Proposal Preparation 101 AND Developing a Strategic Win Plan– In Class 1, you will have an introduction to proposal writing in response to solicitations from government agencies. Topics include key terminology, differences between bids and proposals, proposal preparation tips, the bid/no bid decision, as well as important post submission actions every small business should know about. Then Lorraine D'Ignazio provides a detailed guide to preparing a Strategic Win Plan, including a “living” structure for research, competitive analysis, teaming strategies, identifying discriminators and preparing proposal themes.

LOCATION: PTAC of South Central Michigan – The Enterprise Group of Jackson,
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

TIME: 2pm–5pm

REGISTRATION: <http://bit.ly/2kyTNJC>

Lansing – August 23, 2017 Success through a Compliant Winning Team Series - #4 of 4 – Leveraging the Power of Mentor-Protégé Programs

For small government contractors, teaming and joint venturing can be essential components of success. By teaming with other entities, small businesses can enhance their capabilities and offer more comprehensive solutions to the government. But teaming and joint venturing on government set-aside contracts is not without risk– there are many unique rules that must be followed, and many pitfalls for the unwary. In this series, government contracts attorney Steven Koprince explains– in plain English– the essential rules for joint venturing and teaming on federal set-aside contracts.

Class #4. Steven Koprince discusses how to leverage the power of federal mentor-protégé programs (including the SBA’s proposed new “universal” mentor-protégé program) while staying on the right side of the law. This lesson includes: Mentor-Protégé Programs; Mentor-Protégé Benefits; Affiliation & Joint Venturing; Application Process; SBA’s “Universal” Mentor-Protégé Program.

LOCATION: PTAC of South Central Michigan Satellite Office – Lansing Regional Chamber
500 E. Michigan Ave., Ste. 200, Lansing, MI 48912

TIME: 8am-11am

REGISTRATION: <http://bit.ly/2kOu5Ij>

Jackson – September 28, 2017 All You Need to Know About Proposal Writing Series - #2 of 3

This is a pre-recorded three part series for writing proposals. We will meet once a month for 3 months to view the recorded webinar and take time to discuss questions, talk about our success, talk about our problems, and more. You will be receiving hard copies of the presentation, a strategic win plan, compliance checklist, example of detailed proposal outline, and more.

This proposal writing series was developed for:

- ❖ Managers newly assigned business development responsibilities
- ❖ Small or mid-sized business owners without a full-time proposal manager
- ❖ Proposal managers who want to increase their marketable skills
- ❖ Marketing or sales professionals seeking to increase contract win rates

Class #2: Writing Proposals That Win – In Class 2, Lorraine D'Ignazio shares her unique approach to outlining a Request for Proposal and tools to help you review and score your proposal with or without a team. You will receive a hard copy of presentation and all handouts.

LOCATION: PTAC of South Central Michigan – The Enterprise Group of Jackson,
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

TIME: 9am-11am

REGISTRATION: <http://bit.ly/2IQjSFY>

Jackson – October 19, 2017 All You Need to Know About Proposal Writing Series - #3 of 3

This is a pre-recorded three part series for writing proposals. We will meet once a month for 3 months to view the recorded webinar and take time to discuss questions, talk about our success, talk about our problems, and more. You will be receiving hard copies of the presentation, a strategic win plan, compliance checklist, example of detailed proposal outline, and more.

This proposal writing series was developed for:

- ❖ Managers newly assigned business development responsibilities
- ❖ Small or mid-sized business owners without a full-time proposal manager
- ❖ Proposal managers who want to increase their marketable skills
- ❖ Marketing or sales professionals seeking to increase contract win rates

Class #3: Step by Step Proposal Walkthrough – In Class 3, Lorraine D'Ignazio offers tips for writing the critical parts of winnable proposals. You will receive a hard copy of presentation and all handouts.

LOCATION: PTAC of South Central Michigan – The Enterprise Group of Jackson,
100 E. Michigan Ave., Ste. 1100, Jackson, MI 49201

TIME: 2pm–4pm

REGISTRATION: <http://bit.ly/2kL0x83>

Other Trainings and Locations

NASA/Marshall Space Flight Center (MSFC) May 9, 2017 Davidson Center, Huntsville, AL

On behalf of David E. Brock, the Marshall Space Flight Center (MSFC) Small Business Office would like to extend an invitation for you to attend the NASA/MSFC Industry Day on **Tuesday, May 9th, 2017** at the **Davidson Center in Huntsville, AL.**

Here are the NAICS codes typically utilized at MSFC:

CODE	TITLE	STANDARD
236220	General Contractors	\$ 36.5 M
517110	Wired Telecommunications Carriers	1500 employees
541330	Engineering Services	Multiple options
541350	Building Inspection Services	\$ 7.5 M
541512	Computer Systems Design Services	\$ 27.5 M
541712	Research & Development in the Physical, Engineering, and Life Sciences	1250 employees
561110	Office Administrative Services	\$ 7.5 M
561210	Facility Support Services	\$ 38.5 M
561612	Security Guards and Patrol Services	\$ 20.5M
561720	Janitorial Services	\$ 18.0 M
561730	Landscaping Services	\$ 7.5 M

All businesses are encouraged to attend this free NASA-wide event, especially SDVOSBs, a socioeconomic category for which NASA has an initiative to increase focused outreach.

The event will begin with registration at 7:00 a.m. and conclude at 1:00 p.m.

To register, [Click Here](#) Make your plans to join us at this exciting event!

Cyber Compliance and Risk Management for DoD Contractors May 10, 2017 No Fee

The Department of Defense published a proposed rule in the Federal Register on June 29, 2011, to increase the strength of security measures and access controls guarding unclassified DoD information within contractor information systems, and set forth reporting requirements in the event of certain cyber intrusion incidents that affect either classified or unclassified DoD information within these systems.

In the event of certain cyber incidents, the clause requires contractors to communicate specific information relating to the incident, or as much of said information that can be obtained by the contractor, within 72 hours. A reportable incident includes any incident involving possible exfiltration, manipulation, or any loss, compromise, or unauthorized access to Controlled Technical Information within a contractor's system. Sponsored by PTACs of Michigan, MMTC, SBDC, MEDC.

TAKEAWAYS:

1. This new rule applies to all DoD contractors
2. Compliance is required by December 31, 2017
3. Don't be surprised or barred from contracting opportunities
4. Be ready

Event Location: Mid-Michigan Community College, 1375 S. Clare Ave., Harrison, MI

Registration: [Click Here](#)

Tactical Wheeled Vehicles Conference – May 15-17, 2017 Reston, VA

According to the U.S. Army's 'Designation of Army Conference Leads for Non-Department of Defense Conferences During Fiscal Year 2017,' the NDIA Tactical Wheeled Vehicles Conference for 2017 is not currently considered a major non-DOD conference with an assigned Army Lead. Accordingly, the Army does not intend to consolidate a single Army conference request. Interested attendees should seek approval in accordance with Army Directive 2016-14, Army Conference Policy and the processes of their Major Army Command or Principal Staff Organization. Non-Army entities within DOD should follow the policies of their DOD organization.

The purpose of the NDIA Tactical Wheeled Vehicle Division is to conduct a forum for Government and Military Service wheeled vehicle and related systems Program Executives/Managers, leaders and technical experts to present, discuss, and answer questions related to vehicle acquisition program strategies, updates, priorities, technology requirements, and other desired capabilities and characteristics to defense industry representatives in attendance. Government and Military Service representatives will also receive feedback from selected industry representatives in attendance via formal presentations, panel discussions and one-on-one networking opportunities during breaks in the agenda. Government and Military Service member physical presence and participation is required to fulfill the purpose of the NDIA Tactical Wheeled Vehicle Conference that is the subject of this agreement.

[More info here](#)

2017 Lockheed Martin Supplier Matchmaker May 17, 2017 8am-4pm

Macomb University Center 44575 Garfield Rd., Charter Twp of Clinton, MI 48038

Focus: Aerospace The Macomb County Partnership, in coordination with PMBC, is hosting Lockheed Martin in a one-day matchmaking and networking event. The 2017 Lockheed Martin Supplier Matchmaker is scheduled for Wednesday, May 17th, 2017 at the Macomb University Center. This all-embracing, matchmaking event will focus on fulfilling the procurement needs of Lockheed Martin. Small businesses, diverse businesses and other Macomb County suppliers have the opportunity to meet with Lockheed Martin's purchasing divisions looking to procure items from four general categories: Environmental, Information Technology, Manufacturing and Services.

[View more & Register](#)

Defense Contract Audit Agency (DCAA): Audit Guidance for Small Business, a Two-Part Series - No Cost May 17 and June 20, 2017 from 9:00 a.m. to 12:00 p.m. in Livonia and Warren

Part I — May 17 in Livonia: A DCAA representative will present an overview of DCAA, its mission, organizational structure, and types of audits performed; an overview of regulatory criteria to establish an adequate accounting system and the importance of reading your contract to identify, understand, and consolidate key contract provisions.

Part II — June 20 in Warren: A DCAA representative will present on real-time labor evaluations, what a real-time labor evaluation is, why it's performed, and what you will need to provide the auditor. Additionally, an overview of how to prepare adequate price proposals.

[May 17th Registration](#)

[June 20th Registration](#)

Boots to Business Program For Military Veterans, Service Members & Spouses – May 23, 2017 Veterans, service members and spouses are urged to take advantage of this entrepreneurial training program offered by the U.S. Small Business Administration. Veterans have the character, discipline

and skills needed to succeed as <https://sbavets.force.com/s/class/a00t0000003KGoOAAWmall> business owners and entrepreneurs. Boots to Business Reboot gives you the tools to get started by offering participants valuable business skills and tips. The course is taught by industry experts, top professors and officials from the U.S. Small Business Administration. No fee to attend. From 8am – 4pm.

Location: Schoolcraft College, VisTaTech Center, RM VT-460, 18600 Haggerty Road, Livonia, MI 48152 To Register: [Click Here](#)

Contracting with the State of Michigan – Lansing, MI Thursday, June 1, 2017 1:30-4:30pm
Learn how to find and bid on State opportunities. Topics covered in this free workshop include: What the State of Michigan buys; The steps in the procurement process; Tips and information on how to sell to the State; Other resources available to assist you.
Michigan Library & Historical Center: 1st Floor Forum, 702 W. Kalamazoo St., Lansing, MI
Register at: [Click Here](#)

South West Michigan Meet the Buyer @ WMU Fetzer Center, Kalamazoo – June 12, 2017
1-4:30pm. Learn how to do business with Federal, State, and local government buyers.
See more info: [Click Here](#) [Register Here](#)

2nd Annual Federal Reserve Matchmaking Event – Detroit, MI June 20, 2017 8:00am-3:30pm
Federal Reserve Bank, 1600 East Warren Avenue, Detroit, MI 48207
Doing Business with the Federal Reserve Bank and private industry:
Join NVBDC for an exciting networking opportunity for Veteran Owned Businesses to meet with supplier diversity professionals and buyers. The setting will be the historic Federal Reserve Building in downtown Detroit, and promises to be bigger and better than last year. Ticket price of \$25 includes a continental breakfast and lunch. [Register Here](#)

Selfridge Open House and Air Show - "The first 100 years" August 19-20, 2017
Celebrating 100 Years of Military Aviation. Selfridge Air National Guard Base, Michigan.
[View more Here](#)

Macomb Meet the Buyers hosted by Macomb Regional PTAC August 24, 2017 9am-1pm
Macomb Community College (South Campus), John Lewis Center, Building K, 14500 E. 12 Mile Rd., Warren, MI [Register Here](#)

SAVE THE DATE:

Meet the Buyers 2017: A Procurement Matchmaking Event October 10, 2017 8am–1pm Livonia, MI Meet with procurement professionals from Federal, State, and local governments. Continental breakfast and all day snack and beverage service is included. \$65 per person. Schoolcraft College VisTaTech Center, 18600 Haggerty Road, Livonia, MI 48152. Registration for this event will open on July 19, 2017.

PTACs are not-for-profit organizations dually funded by the Department of Defense/Defense Logistics Agency and State of Michigan.

