

**U.S. DEPARTMENT OF STATE  
SMALL BUSINESS PROCUREMENT SCORECARD RESPONSE  
FISCAL YEAR 2009 PLANNED ACTIONS**

***1. Implemented strategic plan to increase the number of competitively awarded contracts to small businesses during the period.***

The Department of State implemented a strategic plan to increase the number of competitively awarded contracts to small businesses during the period. A copy of the Fiscal Year 2009 strategic plan is attached. The Department's Office of Small and Disadvantaged Business Utilization (OSDBU) will participate in vendor outreach sessions for specific preference groups during the year including outreach events to women-owned, service-disabled veteran-owned, HUBZone and other specific preference groups. The OSDBU outreach calendar and schedule of events planned for Fiscal Year 2009 is attached.

***2. Demonstrated top-level Agency commitment to small business contracting during the period.***

The Secretary of State will issue a Department Notice to all Employees stating a commitment to small business contracting at the Department and in support of the Department's Fiscal Year 2009 Small Business Goals. The notice will state that all employees have a responsibility to meet or exceed the small business goals. A draft copy of the notice is attached.

The Assistant Secretary for Administration will issue a memorandum to all Assistant Secretaries, Regional Bureau Executive Directors and Functional Bureau Executive Directors in support of the Department's Small Business Program. A draft copy of the memorandum is attached.

The Small and Disadvantaged Business Utilization Program is stated as a priority in the Department's Bureau of Administration Strategic Plan for Fiscal Year 2009.

The Assistant Secretary for Administration will participate in the Department's Annual Small Business Trade Fair, the Subcontracting Award Ceremony and the Small Business Prime Contractor of the Year Award Ceremony.

***3. Planned significant events to increase small business participation in the procurement process during the period.***

The Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) plans to hold the following in-house events to increase small business participation in the procurement process during FY 2009:

- Annual Subcontract Training and Small Business Networking Session (October 15, 2008)
- Annual Small Business Awards Ceremony (October 23, 2008)
- Information Technology Expo (November 2008)
- HUBZone Trade Fair (February 2009)
- Information Technology Expo (February 2009)
- Veterans Business Matchmaking Event (May 2009)
- Annual Small Business Trade Fair (June 2009)
- Information Technology Expo (July 2009)
- Women-Owned Small Business Matchmaking Event (July 2009)

The Department of State's written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process are included in the Department of State Acquisition Regulation (DOSAR) Part 619. OSDBU will work with the Department's Office of the Procurement Executive (OPE) to implement Procurement Information Bulletins and changes and updates to the DOSAR on relevant supplemental small business policies and procedures.

OSDBU plans to work with SBA on small business matchmaking events for members of socioeconomic preference programs such as women-owned small businesses, service-disabled veteran-owned small businesses and HUBZone certified firms. OSDBU will participate in SBA sponsored business matchmaking events.

The Department's OSDBU will participate in at least 30 conferences and business matchmaking events nationally and locally during Fiscal Year 2009 to increase small business participation in the Department's procurement process.

OSDBU will continue to arrange small business capability presentations to program managers and acquisition personnel. OSDBU will continue to provide individual counseling sessions to small businesses.

OSDBU will continue to participate in 8(a) orientation sessions at the SBA Washington District Office.

***4. Demonstrates that small business data is accurately reported in FPDS-NG during the period.***

The Department of State has a process in place to ensure that small business data is accurately reported in FPDS-NG. The Department's Office of the Procurement Executive has responsibility for overall FPDS-NG program management. Each contracting officer and the Head of the Contracting Activity (HCA) have responsibility for data accuracy. Each HCA must provide an annual certification that data submitted to FPDS-NG is complete and accurate. The certifications are provided to the Office of the Procurement Executive, who then certifies on behalf of the Department in accordance with the Office of Federal Procurement Policy (OFPP) Memorandum of March 9, 2007 and General Services Administration (GSA) guidelines. A copy of the Department's policy to ensure that small business data is accurately reported in FPDS-NG is stated in the attached Procurement Information Bulletin Number 2007-18 Federal Procurement Data Verification and Validation.

OSDBU will continue to encourage businesses to update their CCR information to accurately reflect size and socio-economic business status.

***5. Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.***

The Department of State has instituted policies and procedures to ensure compliance with subcontracting plans and attainment of subcontracting goals. The Department's Office of the Procurement Executive issued Procurement Information Bulletin (PIB) Number 2008-2 Electronic Subcontracting Reporting System (eSRS) and Attachment 1, Important Subcontracting Plan Basics, and Class Deviation Associated with eSRS, dated October 24, 2007. A copy of the PIB is attached. The Department of State Acquisition Regulation (DOSAR) 652.219-70 provision is inserted in all negotiated acquisitions or modifications over \$550,000 (\$1 million for construction). DOSAR 652.219-70 includes the Department's Fiscal Year subcontracting goals. In addition, the Department's updated Small Business Training Guide includes subcontracting policies and procedures. The OSDBU Subcontracting Program Manager will monitor compliance with subcontracting plans and ensure attainment of subcontracting goals. The OSDBU Subcontracting Program Manager will ensure compliance with subcontracting plans and attainment of subcontracting goals by performing eSRS runs and comparing plans to subcontracting performance. The OSDBU Subcontracting Program Manager will also provide assistance and support to prime contractors in identifying small business subcontractors for the Department's contract opportunities. OSDBU will host the annual subcontractor training session for the Department's prime contractors followed by a prime contractor/small business networking session. The SBA Subcontracting Program Analyst will be invited to participate as a trainer at the annual subcontractor training session.

***6. Demonstrated no unjustified bundling has taken place.***

The Department's OSDBU will review all proposed acquisition over \$100,000 and all proposed GSA schedule and GWAC requirements over \$2 million. In addition, the SBA Procurement Center Representative (PCR) will review all proposed unrestricted acquisitions over \$100,000. The Department's Director Office of Acquisitions Management will provide an annual certification to OSDBU that no unjustified bundling has taken place. OSDBU will review FPDS-NG for all actions coded as bundling and take

appropriate action to ensure that bundling does not occur. OSDBU will submit an annual report to SBA on the status of the Department's contract bundling. OSDBU will continue to ensure that the Department does not have any occurrences of unjustified bundling.

***7. Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period.***

The Department's OSDBU will conduct small business/socioeconomic procurement training for contracting staff/managers during the reporting period. Small business training will be presented to contracting staff/managers at least three times per year. In addition, contract specialists will be encouraged to attend the SBA 8(a) Partnership Training. OSDBU will also present at least four small business/socioeconomic procurement training sessions for the Department's General Services Officers (GSO). OSDBU will continue to recommend small business training as a required course in the Civil Service Training Continuum for Acquisition Personnel.

***8. Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.***

OSDBU will actively participate in the Small Business Procurement Advisory Council and collaborate with SBA on formulation of small business procurement policy initiatives during the period.

***9. Agency submits all strategic plans and reports that became due to SBA during the reporting period.***

The Department of State will meet all deadlines for all required strategic plans and annual reports due to SBA during the period including but not limited to the Annual Report and Fiscal Year 2008 Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses, as required by Executive Order 13360; Annual Contract Bundling Report; Semi Annual Report on Progress on Increasing Opportunities for Women-Owned Small Businesses, as required by Executive Order 13157; Annual Report for Increasing Opportunities and Access for Disadvantaged Businesses, as required by Executive Order 13170; and Corrective Actions Report to Address Unmet FY 2007 and FY 2008 Socio-Economic Goals.

**U.S. DEPARTMENT OF STATE  
FISCAL YEAR 2009  
STRATEGIC PLAN  
FOR INCREASING THE NUMBER OF  
CONTRACTS AWARDED TO SMALL BUSINESSES**

**OBJECTIVE:**

The objective of the Department of State's Small Business Strategic Plan is to define and institutionalize its efforts to increase the number of contracts awarded to small businesses including small disadvantaged, 8(a), women-owned, HUBZone and service-disabled veteran-owned small businesses.

**BACKGROUND:**

The Department of State, Office of Small and Disadvantaged Business Utilization (OSDBU) was established pursuant to Public Law 95-507. It is responsible for implementing Departmental policy and managing programs and initiatives that are related to Sections 8, 15 and 31 of the Small Business Act and its amendments, including Public Law 95-507, 100-656 and Executive Orders 12138, 13157, 13170 and 13360.

OSDBU is headed by a Director who reports to the Assistant Secretary for Administration. The Department of State Acquisition Regulations designates the position of Assistant Secretary for Administration as the agency head for purposes of FAR 19.201.

The Department spends approximately \$2.4 billion per year on goods and services excluding acquisitions performed overseas.

From 2005 through 2007, the Federal Procurement Data System Next Generation (FPDS-NG) reveals that between 36% and 42% of the value of the Department of State's acquisitions were awarded to small businesses excluding acquisitions performed overseas.

**ROLES AND RESPONSIBILITIES:**

OSDBU is responsible for 1) the Department's small business goal process, 2) reviewing proposed acquisitions over \$100,000 to determine if requirements may be set-aside for small business participation and reviewing proposed GSA schedule and GWAC acquisitions over \$2 million, 3) conducting outreach to the small business community on doing business with the Department, 4) providing training and counseling to contracting personnel and program managers to ensure that they are aware of the small business program goals and the availability of small businesses that are capable of doing business with the Department, 5) maintaining the Department's annual forecast of contract opportunities, 6) maintaining the Department's Mentor-Protégé Program, 7) maintaining the Department's Annual Small Business Awards Program. OSDBU works closely with the Office of Acquisition Management, other smaller acquisition offices and the Office of the Procurement Executive in implementing the Department's small business policies and programs.

The Office of Acquisition Management (AQM) is the major acquisition office at the Department. AQM is responsible for the major portion of the Department's contracting activity including 1) the development and issuance of solicitations, 2) the review of solicitations and evaluation of proposals, 3) contract award, and 4) administration of contracts.

The Office of the Procurement Executive is responsible for developing and issuing the Department of State's acquisition policy.

The Department of State's acquisitions process is mostly centralized in AQM. The Department's Bureau and Offices are required to develop preliminary performance plans to include information on upcoming contract requirements. The preliminary performance plans are utilized to develop the Department's Forecast of Contract Opportunities. OSDBU ensures that AQM and the Department's Bureaus and Offices aggressively seek to achieve the Department's small business goals while complying with established laws, regulations and procedures governing the Federal procurement process.

**DEPARTMENTAL STRATEGY:**

The following paragraphs outline the elements of the Department's strategic plan. The Director of the Office of Small and Disadvantaged Business Utilization is responsible for the day-to-day management and operation of the strategic plan. The specific tasks identified will be used to further the success of the Department's Small Business Program.

- Increase the number of contracts awarded to small businesses including small disadvantaged businesses, women-owned small businesses, 8(a), HUBZone and service-disabled veteran-owned small businesses.
- Encourage and facilitate participation by small businesses, small disadvantaged, women-owned, 8(a), HUBZone and service-disabled veteran-owned small businesses in competitive acquisitions for award of the Department's contracts.
- Train acquisition personnel and program managers on applicable laws and policies relating to participation of small businesses including small disadvantaged, women-owned, 8(a), HUBZone and service-disabled veteran-owned small businesses.
- Disseminate information to small businesses that would assist them in participating in the Department's contract opportunities.

**1. Increase the number of contracts awarded to small businesses including small disadvantaged, women-owned, 8(a), HUBZone and service-disabled veteran-owned small businesses**

Require the Head of Contracting Activities to submit all acquisitions valued over \$100,000 and all task/delivery orders placed against GWACs or GSA schedules valued over \$2 million to the Office of Small and Disadvantaged Business Utilization for concurrence on the method of acquisition.

Require a review by the SBA Procurement Center Representative (PCR) on all recommendations for unrestricted acquisitions over \$100,000.

Reserve certain acquisitions exclusively for small businesses, 8(a), HUBZone and service-disabled veteran-owned small businesses.

Review forecast information and contract inventory to identify potential upcoming requirements for set-aside.

Meet regularly with the Department's program managers to identify upcoming requirements for potential set-aside.

Encourage reverse auctions for small business, 8(a), service-disabled veteran-owned and HUBZone set-asides, where applicable.

Review CCR and the Dynamic Small Business database to identify possible matches for upcoming requirements.

Coordinate small business capability presentations for program and contracting officers.

Work closely with contracting officers and program managers to ensure effective utilization of small business programs.

Incorporate support for small business programs in the performance plans of acquisition management including Heads of Contracting Activities, Division Directors, Branch Chiefs and Supervisory Contracting Officers.

Recognize exemplary achievement by acquisition personnel through the Department's awards program.

**2. Encourage and facilitate participation in Department solicitations by small businesses including small disadvantaged, women-owned, 8(a) HUBZone, and service-disabled veteran-owned small businesses.**

OSDBU will sponsor and AQM will participate in at least one annual in-house small business trade fair or business matchmaking event for each of the following categories:

- Small Business
- Women-Owned Small Business
- HUBZone
- Service-Disabled Veteran-Owned

Sponsor at least two per year in-house information technology trade fairs in coordination with the Bureau of Information Resource Management.

Participate in small business trade fairs and business matchmaking events nationally and locally to identify small businesses that are capable of participating in the Department's acquisitions.

Encourage contracting officers to solicit small businesses under GSA schedule contracts.

Encourage program managers and contracting officers to increase and improve market research to locate capable small businesses by issuing sources sought notices in FedBizOpps.

Encourage small businesses to participate in the Department's Mentor-Protégé Program by including a reference to the Mentor-Protégé Program in the Department's solicitations and in the Department's small business outreach materials.

Participate in the SBA Washington District Office monthly 8(a) orientation presentations.

Hold an Annual Small Business Awards Program to recognize the Department's small business contractors that have displayed exemplary performance, customer service, management and technical capabilities.

**3. Train the Department's personnel on applicable laws and policies relating to participation of small businesses, including small disadvantaged, women-owned, 8(a), HUBZone, and service-disabled veteran-owned small businesses.**

Conduct small business training for the Department's acquisition personnel.

Encourage acquisition personnel to enroll in training sessions provided by SBA on the Partnership Agreement between SBA and the Agencies.

Provide training to the Department's General Service Officers on small business programs at least five times per year.

Recommend small business training as a required/recommended course in the Civil Service Training Continuum for Acquisition Personnel.

Provide small business training to functional bureau program offices, regional bureau staffs and senior management in order to facilitate achievement of the Department's small business goals.

**4. Disseminate information to small businesses that would assist them in the award of the Department's contracts.**

Ensure that information on the Department's A/SDBU website is updated semi-annually including updates to the "Guide to Doing Business with the Department of State", Contract Inventory and Forecast of Contract Opportunities.

Encourage contracting officers to issue Requests for Information and Sources Sought Notices in FedBizOpps by providing training on market research techniques to contracting officers.

Participate in conference workshops and panel discussions on Federal Government contracting opportunities.

Provide one-on-one and group counseling to small businesses on how to do business with the Department.

Establish and expand contact with small business trade associations and advocacy groups.

Utilize Procurement Technical Assistance Centers (PTACs) Small Business Development Centers (SBDCs) and SBA district offices to increase the Department's outreach efforts to assist and identify qualified small businesses to participate in the Department's contract opportunities.

**STRATEGIC GOALS:**

**Strategic Goal: Increase the number of contracts awarded to small businesses including small disadvantaged, women-owned, 8(a), HUBZone and service-disabled veteran-owned small businesses by the end of Fiscal Year 2009:**

**Goal 1:** Ensure that small business participation in prime contracts exceeds the statutory government-wide goals.

**Measure:** By the end of the fiscal year, small business concerns participation exceeds 37% of prime contracts annually.

**Goal 2:** Ensure that small disadvantaged business participation in prime contracts exceeds the statutory government-wide goal.

**Measure:** By the end of the fiscal year, small disadvantaged participation exceeds 5% of prime contracts annually.

**Goal 3:** Ensure that women-owned small business participation in prime contracts exceeds the statutory government-wide goal.

**Measure:** By the end of the fiscal year, women-owned small business participation in prime contracts exceeds 5% of prime contracts annually.

**Goal 4:** Ensure that HUBZone participation in prime contracts exceeds the statutory government-wide goal.

**Measure:** By the end of fiscal year, HUBZone participation in prime contracts exceeds 3%.

**Goal 5:** Ensure that service-disabled veteran-owned participation in prime contracts exceeds the statutory government-wide goal.

**Measure:** By the end of the fiscal year service-disabled veteran-owned participation exceeds 3%.

**Strategic Goal: Encourage and facilitate participation by small businesses including small disadvantaged, women-owned, 8(a), HUBZone and service-disabled veteran-owned.**

**Goal 1:** Establish a systematic process for counseling and assisting small businesses in their understanding of doing business with the Department.

**Measure:** By FY 2010 increase by 10% the number of small businesses counseled.

**Measure:** By FY 2010 increase by 20% the number of workshops and conferences attended that will enable small business concerns to compete for the Department's contract opportunities.

**Strategic Goal: Train the Department's personnel on applicable laws and policies relating to participation of small businesses including small disadvantaged, women-owned, 8(a), HUBZone, and service-disabled veteran-owned small businesses.**

**Goal 1:** Conduct small business training for acquisition personnel and program managers

**Measure:** OSDBU recommends annual small business training for all acquisition personnel. In Fiscal Year 2008, 60 acquisition personnel completed an annual small business training class. The Department has approximately 140 acquisition personnel. By FY 2010, 50% of all acquisition personnel will have completed an annual small business training class.

**Measure:** By FY 2010 identify program offices and provide small business training to at least 10 program managers.

**Strategic Goal: Disseminate information to small businesses that would assist them in the award of the Department's contracts.**

**Goal 1:** Establish a systematic approach for updating the Department's small business on-line reference materials.

**Measure:** By FY 2010, 100% of all outreach materials will be improved updated and reflect current information.

**Goal 2:** Ensure that contracting officers issue Requests for Information and Source Sought Notices in FedBizOpps.

**Measure:** By FY 2010, 20% of all requirements reviewed by OSDBU will be issued by contracting officers in FedBizOpps as Requests for Information and Sources Sought Notices.

U.S. Department of State  
Fiscal Year 2009 Strategic Plan  
For Increasing the Number of  
Contracts Awarded to Small Businesses

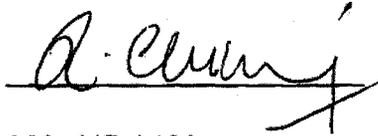
Agency Head: Secretary Condoleezza Rice

Agency Address: U.S. Department of State  
2201 C Street NW  
Washington, DC 20520

Designated  
Senior Level Official: Rajkumar Chellaraj

Title: Assistant Secretary for Administration

Signature of Designated  
Senior Level Official:

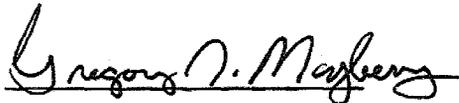


Phone Number: 202-647-1492

Person Preparing the  
Strategic Plan: Gregory Mayberry

Title: Operations Director  
Office of Small and Disadvantaged  
Business Utilization

Signature of Person  
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# Message From The Secretary of State Regarding FY 2009 Small Business Goals

The Department of State has an excellent record of achieving small business goals. The Small Business Administration awarded the 2006 Gold Star Award to the Department for exemplary performance in awarding contracts to small businesses. I want to continue this level of accomplishment and ensure that small businesses, including small disadvantaged, women-owned, HUBZone and service-disabled veteran-owned small businesses have the maximum opportunity to participate in the Department's acquisitions.

The Department has established a Fiscal Year 2009 small business goal of 37 percent for the award of domestic contract dollars to small businesses. This goal as well as goals for small business subcategories and subcontracting goals are posted on the Office of Small and Disadvantaged Business Utilization (A/SDBU) web site at: . I regard each of these goals as a floor, not a ceiling.

All Department employees have a responsibility to support the Department's efforts to meet or exceed our small business goals. Every acquisition presents some opportunity for small business participation, either at the prime contract or the subcontract level. A/SDBU is available to assist offices and bureaus to identify capable small businesses to participate in the Department's contract opportunities. You may contact Gregory Mayberry, Operations Director, A/SDBU at 703-875-6823 for more information on the Department's small business programs.

With your support, I am confident that the Department will meet or exceed the small business goals.

**ANTICIPATED A/SDBU OUTREACH CALENDAR FY2009**

<b>DATES</b>	<b>DESCRIPTION/SPONSOR</b>	<b>LOCATION</b>
Oct 15, 2008	US Department of State Annual Subcontract Training & Small Business Networking Session	Rosslyn, VA
October, 2008	SBA 8(a) Orientation	Washington DC
October 2008	US Department of State Annual Small Business Awards Ceremony	Washington DC
October 26-29 2008	2008 National Minority Supplier Development Conference Business Opportunity Fair	Las Vegas, NV
November, 2008	US Department of State Information Technology Expo	Washington DC
November, 2008	2008 Idaho Governor's Business Opportunity Conference	Boise, Idaho
November, 2008	SBA 8(a) Orientation	Washington, DC
November, 2008	Southern Maryland Tri-County Small and Minority Business	College of Southern Maryland
December, 2008	Bexar County & San Antonio 8th Annual Small, Minority & Women Business Owners Conference	San Antonio, TX
December, 2008	Congressman Joe Sestak's 7th Congressional District of Pennsylvania Business Summit	Springfield, Pennsylvania
January, 2009	GovConectx Matchmaking	Washington, DC
January, 2009	SBA 8(a) Orientation	Washington, DC
February, 2009	SBA 8(a) Orientation	Washington, DC
February, 2009	NAWBO Public Policy Days Matchmaking	Washington, DC
February, 2009	GovCon Fairfax Chamber of Commerce Matchmaking Expo	Ft. Belvoir, VA
February, 2009	US Department of State Information Technology Expo	Washington, DC
February, 2009	2009 Wyoming Government Procurement Opportunities Conference - Senator Enzi	Cheyenne, Wyoming
February, 2009	Department of State HUBZone Event	Rosslyn, VA
March 9-12	RES 2009 Trade Fair -Reservation Economic Summit & American Indian Business Trade Fair	Las Vegas, NV
March, 2009	SBA 8(a) Orientation	Washington, DC
March, 2009	U.S. Representative Dennis Moore's 2009 Small Business Procurement Conference	Overland Park, Kansas
March, 2009	Ohio's Business Matchmaker 2009, "Where Government and Small Businesses Come Together"	Dayton, Ohio
March, 2009	GovConectx Matchmaking	Washington, DC

SDBU Staff Travel Class/Leave Schedule

March, 2009	US Women's Chamber of Commerce (USWCC) and National Procurement Council (NPC) Small Business Federal Contracting Conference	Washington, DC
March, 2009	Alliance Mid-Atlantic Small Business Procurement Fair	New Jersey
April, 2009	Keeping The Promise 2008, CA Disabled Veterans Business Alliance Matchmaking	Irvine, CA
April, 2009	Congresswoman Eleanor Holmes Norton's "Access to Capital" Fair	Washington, DC
April, 2009	SBA 8(a) Orientation	Washington, DC
April, 2009	Alliance South Small Business Procurement Fair	Atlanta, GA
April, 2009	Metro Washington DC Military Communities Procurement Conference	Fort Myer, Virginia
April 24	19th Annual OSDBU 2008 Procurement Conference	Chantilly, VA
May, 2009	SBA 8(a) Orientation	Washington, DC
May, 2009	Virginia Business Opportunity Fair	Virginia
May, 2009	2nd Annual US Department of State, OSDBU Veteran's Business Matchmaking Event	DC
May 20	SBA/SCORE Western Regional Business Matchmaking Event	San Jose, CA
May, 2009	20th Annual Teaming to Win Conference	West VA
May, 2009	U.S. Pan Asian American Chamber of Commerce CelebrAsian 2009	
May, 2009	GovConectx Matchmaking	Washington, DC
June, 2009	SBA 8(a) Orientation	Washington, DC
June, 2009	Procurement Conf. & Business Expo -Hispanic Business Foundation.	Montgomery College
June, 2009	16th Annual DOS Small Business Fair	HST
June 10,11	WBENC – Women's Business Enterprise National Council (2009 Woman In Business National Conference and Business Fair)	San Francisco, CA
June, 2009	Alliance Texas Small Business Procurement Fair	Texas - TBD
June, 2009	SBA 8(a) Orientation	Washington, DC
June 22	5th Annual National Veteran Small Business Conference and Expo	LasVegas, NV
July 2009	Department of State WOSB Event	Rosslyn, VA
August 2009	SBA 8(a) Orientation	Washington DC
August 2009	US Women's Chamber of Commerce Matchmaking	Washington DC
September, 2009	WBDC - 23rd Annual Entrepreneurial Woman's Conference, Women's Business & Buyers Mart	Chicago
September, 2009	MEDWeek Conference	DC
September, 2009	WIPP - Women Impacting Public Policy Procurement Expo	Washington DC
September, 2009	SBA 8(a) Orientation	Washington DC
September, 2009	US Hispanic Chamber of Commerce	

SDBU Staff Travel Class/Leave Schedule

October. 25-28, 2009	2009 National Minority Supplier Development Conference Business Opportunity Fair	New Orleans, LA
	<b>To Be Determined</b>	
TBD - 2009	SBA/SCORE - Business Matchmaking Events	TBD