

U.S. Environmental Protection Agency  
Office of Small and Disadvantaged Business Utilization  
**OUTREACH CENTER**  
*Technical Assistance*

In its continuing commitment to ensure that small and disadvantaged businesses have equal access to business opportunities with the U.S. Environmental Protection Agency (EPA), the Office of Small and Disadvantaged Business Utilization has established an outreach center managed by ***Corporate System Resources, Inc., an EPA Contractor.*** The services of the Outreach Center are designed to enable developing, emerging and startup firms to strengthen their competitive position in the EPA marketplace. A few of the services available are:

**ONE-ON-ONE BUSINESS COUNSELING**

By calling (202) 564-0999/(866) 230-2155, you can obtain the kind of support necessary for your growth and business stability.

**ORIENTATION SESSIONS ABOUT EPA PROCUREMENT AND GRANT OPPORTUNITIES**

For MBE/WBE firms, Women-Owned firms, Native American Tribes, Historically Black Colleges and Universities and other institutions invested in Small Business Development

Wide Array of Specific Business Function Training:

- ▶ Doing Business with EPA
- ▶ Developing effective responses to EPA request for proposals
- ▶ Understanding the Federal contracting process and contract types
- ▶ How to develop an effective capability statement
- ▶ Subcontracting and teaming arrangements
- ▶ Business plan development
- ▶ Business management practices
- ▶ Understanding Financial Assistance Agreements Versus Contracts
- ▶ E-Commerce
- ▶ Financing your business
- ▶ How to get on the General Services Administration Schedule
- ▶ Understanding the EPA Mentor-Protege Program
- ▶ Accessing other Federal resources

To obtain an appointment for a counseling session or to join one of your training sessions, please complete the application on the following page. You can mail, fax or email it to us.

**OFFICIAL MAILING ADDRESS**

U.S. Environmental Protection Agency  
Office of Small and Disadvantaged Business Utilization  
**ATTN:** Outreach Center  
1200 Pennsylvania Avenue, N.W. (1230N)  
Washington, D.C. 20460  
Dennis Smith, Managing Director  
Telephone: (202) 564-0999  
FAX: (202) 501-0189

**NEW LOCATION**

U.S. Environmental Protection Agency  
633 3<sup>rd</sup> Street, N.W., Room 8100  
Washington, D.C. 20001

We will respond with notice of your counseling session date, time and place. Training sessions will be scheduled based on the number of applications received for each event.

(Last Updated 2/16/05)

[www.epa.gov/osdbu](http://www.epa.gov/osdbu)

U.S. Environmental Protection Agency  
Small Business Outreach Center  
**APPLICATION/REGISTRATION**

**COMPANY INFORMATION**

**Contact Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_ Point of Contact: \_\_\_\_\_

**Type of Business**

**Area of Interest**

(Choose One)

Small Business Yes  No   
SBA 8(a) Certified Yes  No   
Woman-Owned SB Yes  No   
HUBZone Yes  No   
Service Disabled VOSB Yes  No

ONE-ON-ONE Counseling   
Identify Specific Seminars  
☞ Marketing Strategies 2/23/05   
☞ The Procurement Process from A to Z 3/23/05   
☞ Utilizing Information Technology for  
Business Purposes 4/27/05   
☞ Government Access Programs, 8(a)  
GSA Schedules and Set Asides 5/25/05   
☞ Best Practices for Small Businesses  
to include Audit Readiness 6/22/05   
☞ Procurement Opportunities Beyond  
Contracts 7/20/05