

2007 NATIONAL ENVIRONMENTAL PARTNERSHIP SUMMIT

Doing Business with the Environmental Protection Agency

Monday May 7, 2007 • 9am to 4pm

DRAFT AGENDA

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| 9am to 9:15– Welcome and Overview | |
| | <p>This brief opening session will introduce the workshop, provide an overview of the agenda, and present the objectives of the training:</p> <ul style="list-style-type: none">• Introduce OSDBU/SBO;• Promote doing business with EPA (specifically for small and disadvantaged businesses); and• Give organizations the information and tools to successfully obtain and manage grants. |
| 9:15am to 9:35 am – Introduction to OSDBU | |
| | <p>This session will introduce OSDBU and the SBO by reviewing the mission, goals and activities of the two components.</p> |
| 9:35am to 11:45am – EPA/Federal Procurement and Grants process | |
| | <p>The first portion of this presentation will provide information to help small and disadvantaged businesses get contracts with EPA. This will include how to write a capability statement, certifications, partnering with other firms, and getting contracts with grantee organizations such as universities.</p> <p>The second portion will cover managing EPA grants including how to comply with EPA grant rules regarding small and disadvantaged businesses. Organizations will learn about requirements for financial management and procurement systems.</p> |
| 11:45 am to 1:00 pm – Lunch (Participants on their own) | |
| 1:00 pm to 1:10 pm – Introduction to Interactive Training | |
| | <p>Introduction to the Interactive Training that will cover the objective of the exercise and instructions for the self-assessment and breakout groups.</p> |
| 1:10 pm to 1:25 pm – Self-Assessment | |
| | <p>During the self-assessment, participants will use a checklist to identify the strengths and weaknesses of their organization as it relates to doing business with EPA or getting grants from EPA. The results of this strategic self-analysis will provide the jumping off point for participating in and obtaining useful results from the small group session.</p> |
| 1:25 pm to 1:40 pm Break (and reconvene in breakout groups) | |
| 1:40 pm to 3:20 pm – Building Your Action Plan - Interactive Session | |
| | <p>This interactive session will be a small group exercise to help participants focus on how to build on strengths and fix weaknesses to ensure that they have the tools to be successful in pursuing and managing contracts or grants. Participants will be provided with a template for developing specific action plans. Guided group discussion will provide help participants in shaping their own action plan.</p> |
| 3:20 pm to 3:40 pm – Group Reports – Panel Format | |
| | <p>In a panel, moderators from each of the small groups will present a summary of the most compelling ideas from their small group's discussion.</p> |
| 3:40 pm to 3:45 pm – Wrap-up and Resources | |
| | <p>A brief review of key highlights from the training session and presentation of additional resources.</p> |