



The Government Contract Assistance Program is offering The Federal Contracting Success Series

Seven courses in seven months to help you secure, grow, and diversify revenues through federal contracts

This FREE training is offered in cooperation with the Small Business Development Center/SBDC at the Climb Center at Portland Community College. All courses will be held at the Climb Center and preregistration is required.

Introduction to GCAP Symposium

When: January 20, 2012 from 1:00 to 5:00 pm

Capacity: 50

Topics will include:

- GCAP Introduction
- Federal opportunities in Oregon (good for small business and good for the community)
- Introduction to resource partners (SBDC, GSA, SBA, SCORE, Mercy Corps, and Community Leaders)
- Introduction to The Federal Contracting Success Series
- Interactive small business panel with resource partners

Course 1: The Basics of Government Contracting

Instructor: Carroll Bernard & Lisa Brookshier

When: January 24, 2012 from 9:00 to 11:00am

Capacity: 24

Topics:

- Federal Market Overview
- Things you should know
- Where does your company fit
- Registrations and certifications
- The process (Education, Registration, Certification, Marketing, Partnering, Winning, Performing)
- Preparing your business for the federal market

Course 2: *Simplifying Government Procurement through the General Services Administration's (GSA) Federal Supply Schedules Program*

Instructor: Steve Spilker

When: February 15, 2012 from 9:00 to 12:00 pm

Capacity: 24

Topics:

- What is the GSA schedules program objective and what specifically are GSA Schedules
- What types of products & services are procured via GSA contracts
- What is a GSA contract and how is it structured
- What are the GSA vendors potential benefits from participating in the GSA schedules program
- GSA and small business

Course 3: Marketing your Small Business to Federal Agencies and Prime Contractors

Instructor: Carroll Bernard & Lisa Brookshier

When: March 13, 2012 from 9:00 to 11:00 am

Capacity: 24

Topics:

- Where to begin (market research)
- Targeting your efforts
- Identifying your value and niche to government and primes
- Marketing materials (business card, line card, website, etc.)
- marketing tools (CCR, SBA Database, Capabilities Statements, LinkedIn)
- Building relationships (face to face, networking events, training events, industry associations)

Course 4: Federal Acquisition Regulations Training (Basics Course)

Instructor: Carroll Bernard & Lisa Brookshier

When: April 24, 2012 from 9:00 to 11:00 am

Capacity: 24

Topics:

- Introduction to FAR and FAR supplements
- How contracting officers use the FAR to direct their decisions
- How federal contractors use the FAR to understand the governing rules and terms of their contract
- What are clauses, provisions, prescriptions
- Online FAR tools

Course 5: Small Business Certifications

Instructor: Carroll Bernard & Lisa Brookshier

When: May 22, 2012 from 9:00 to 11:00 am

Capacity: 24

Topics:

- Understanding Small Business Certifications
- Understanding Small Business Goals
- Small Disadvantaged Business (SDB) Certification & 8(a) Program
- Service Disabled Veteran Owned Small Business Certification (SDVOSB)
- Woman Owned / Economically Disadvantaged Woman Owned Small Business Certification
- HUBzone Certification
- Veteran Owned Small Business (VOSB) Certification
- How to leverage your small business certifications

Course 6: Winning Government Contracts (Getting competitive)

Instructor: Carroll Bernard & Lisa Brookshier

When: June 5, 2012 9:00 to 11:00 am

Capacity: 24

Topics:

- Taking a strategic approach to bidding and winning
- The bid/no bid decision
- Setting realistic goals and metrics for success
- Writing Proposals
- Forecasting
- Debriefings for continuous improvement
- Partnering and Teaming introduction

Course 7: Teaming for Success

Instructor: Carroll Bernard & Lisa Brookshier

When: July 10, 2012 from 9:00 to 11:00 am

Capacity: 24

Topics:

- What is teaming
- Various forms of teaming
- What is a teaming agreement
- What are mentor protege programs
- How to find teaming partners
- How to structure teaming agreements as a win-win

Registration Details and Location Information

How to Register: Please return the form below either by fax to 541-736-1090 or by email to info@gcap.org (subject line: Federal Contracting Success). **Questions on Registration or Courses:** Contact GCAP at 541/736-1088

Cost: Free

Where: Climb Center at Portland Community College
1626 SE Water Avenue,
Portland, Oregon 97214

Map: [Click here for map](#)

I will be attending:

- | | |
|--|---|
| <input type="checkbox"/> The Symposium and all Seven Courses | <input type="checkbox"/> Federal Acquisition Regulations Training (Basics Course) |
| <input type="checkbox"/> Introduction to GCAP Symposium | <input type="checkbox"/> Small Business Certifications |
| <input type="checkbox"/> The Basics of Government Contracting | <input type="checkbox"/> Winning Government Contracts (Getting Competitive) |
| <input type="checkbox"/> GSA Training | <input type="checkbox"/> Teaming for Success |
| <input type="checkbox"/> Marketing your Small Business to Federal Agencies and Prime Contractors | |

Business name: _____

Attendee/s name: _____

Email: _____ Phone: _____

Mailing Address: _____

