



TEAMING AND PARTNERING

Presented by the

Wisconsin Procurement Institute

December 8, 2015



**Providing expert technical
assistance to
FEDERAL, STATE and LOCAL
GOVERNMENT
Contractors
And Subcontractors**

**A Procurement Technical
Assistance Center (PTAC)
Serving the Wisconsin Business
Community**

WPI Offices located at:

Milwaukee County Research Park

10437 Innovation Drive, Suite 320

Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

Juneau County Economic Development Corp.

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

Western Dairyland EOC, Inc.

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

Fox Valley Technical College – DJ Bordini Center

5 Systems Drive – Appleton WI 54912

920-840-3771 FAX: 414-270-3610

Racine County Economic Development Corporation – Launch Box

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

Madison Enterprise Center

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

Food Enterprise & Economic Development (FEED)

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

Wausau Region Chamber of Commerce

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

www.wispro.org - info@wispro.org

CLICK HERE TO VIEW WPI'S CURRENT NEWSLETTER



UPCOMING EVENTS



OCTOBER 22 2015
INTERSECWI (INTERNET SECURITY) 2015 - (PROTECT YOUR ORGANIZATION, YOURSELF, AND YOUR FAMILY FROM CYBER RISKS AND LIABILITIES NOW!)
CAMP DOUGLAS »

OCTOBER 28 2015
DOING BUSINESS WITH USDA FARM SERVICE AGENCY – LEARN FROM FSA DATCP & SBA OF AVAILABLE FINANCING AND PROGRAMS TO HELP YOUR FARM OR FOOD BUSINESS GROW - MONROE
MONROE »

OCTOBER 29 2015
SMALL BUSINESS ACADEMY
MILWAUKEE »

OCTOBER 29 2015
DOING BUSINESS WITH USDA FARM SERVICE AGENCY – LEARN FROM FSA DATCP & SBA OF AVAILABLE FINANCING AND PROGRAMS TO HELP YOUR FARM OR FOOD BUSINESS GROW - MILWAUKEE
MILWAUKEE »

OCTOBER 29 2015
MARKETPLACE 2015 DAY ONE
MILWAUKEE »

CURRENT OPPORTUNITIES (10)



GET STARTED WITH THE BASICS

Questions & answers on how to get started.

GET STARTED

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

SIGN UP

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

GET HELP

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SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
 - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
 - State
 - Local
 - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

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TEAMING / PARTNERING

Types of Teaming/Partnering

- ▣ Prime – Subcontractor
- ▣ Teaming Arrangements
- ▣ Joint Venture Agreement
- ▣ Formalized – LLC
- ▣ Mentor Protégé

Contract Type

- ▣ The contract type dictates requirements in partnering:
 - ❖ -Services
 - ❖ -Manufacturing
 - ❖ -Construction
 - ❖ -Specialty Trades

Procurement Nuances

- ▣ Method of procurement dictates teaming / partnering framework –
 - ❖ Restricted competitive
 - ❖ Set aside
 - ❖ Full and Open
 - ❖ RFQ
 - ❖ Two Phase Competitive Approach

8a and SDV Distinctions

- ▣ 8a vs SDV self provide vs combined activity –sole source, M/P, limitation of 3 per LLC
- ▣ Size standards and understanding impact
- ▣ Valuation of self provide rules and determining cost factors – factoring, management, field labor costs
- ▣ Multiple partners, acting authority, legal control, indemnification, insurance requirement, financial control, bonding aspects.

Identifying Partners

- ▣ What non 8a and SDV Contractors should look for in potential partners?
- ▣ What 8a or SDV Contractors should look for in potential partners?
- ▣ Each arrangement and contract brings about new issues and challenges that must be vetted, focusing on performance and delivery of the contract at hand.

Don't Do


- ▣ Ostensible
- ▣ Not in writing
- ▣ Broad stroke - not all same
- ▣ Don't be in a "Usury" relation
- ▣ Fall victim to "others are doing it, so it is ok"

Suggestions

- ▣ Write it down; keep notes journal, intent
- ▣ Both partners should explain “how” it will work in a situation / apply framework to the contract
- ▣ Define all money and responsibilities of the project ahead of time
- ▣ Understand who takes legal and monetary responsibility of failures, omissions, errors
- ▣ Don't rush the relationship
- ▣ Win – Win – Win

SBA Mentor/Protégé Program





The mentor/protégé program is designed to encourage approved mentors to provide various forms of business development assistance to protégé firms.

Assistance may include:

- Technical and/or management assistance
- Financial assistance in the form of equity investments and/or loans
- Subcontracts, and/or assistance in performing prime contracts with the Government through joint venture arrangements

Mentors

Any concern or non-profit entity that demonstrates a commitment and the ability to assist developing 8(a) Participants may act as a mentor and receive benefits as set forth in later slides.

In order to qualify as a mentor, a concern must demonstrate that it:

- Possesses favorable financial health
- Possesses good character
- Does not appear on the federal list of debarred or suspended contractors
- Can impart value to a protégé firm due to lessons learned and practical experience gained because of the 8(a) BD program, or through its knowledge of general business operations and government contracting

Mentors

Generally a mentor will have no more than one protégé at a time. However, the AA/BD may authorize a concern or non-profit entity to mentor more than one protégé at a time where it can demonstrate that the additional mentor/protégé relationship will not adversely affect the development of either protégé firm. Under no circumstances will a mentor be permitted to have more than three protégés at one time.

Mentors

- In order to demonstrate its favorable financial health, a firm seeking to be a mentor must submit to SBA for review copies of the Federal tax returns it submitted to the IRS, or audited financial statements, including any notes, or in the case of publicly traded concerns the filings required by the Securities and Exchange Commission for the past three years.
- Once approved, a mentor must annually certify that it continues to possess good character and a favorable financial position.

Protégés

In order to initially qualify as a protégé firm, a Participant must:

- Be in the developmental stage of program participation; or
- Have never received an 8(a) contract; or
- Have a size that is less than half the size standard corresponding to its primary NAICS code

Only firms that are in good standing in the 8(a) BD program may qualify as a protégé.

Protégés

A protégé firm may generally have only one mentor at a time. The AA/BD may approve a second mentor for a particular protégé firm where the second relationship will not compete or otherwise conflict with the business development assistance set forth in the first mentor/protégé relationship and either:

- The second relationship pertains to a secondary NAICS code; or
- The protégé firm is seeking to acquire a specific expertise that the first mentor does not possess

Protégés

- A protégé may not become a mentor and retain its protégé status. The protégé must terminate its mentor/protégé agreement with its mentor before it will be approved as a mentor to another 8(a) Participant.
- SBA will not approve a mentor/protégé relationship for an 8(a) Participant with less than six months remaining in its program term.

Benefits

- A mentor and protégé may joint venture as a small business for any government prime contract or subcontract.
- In order to raise capital for the protégé firm, the mentor may own an equity interest of up to 40% in the protégé firm.
- A protégé firm may qualify for other assistance as a small business, including SBA financial assistance.
- No determination of affiliation or control may be found between a protégé firm and its mentor based on the mentor/protégé agreement or any assistance provided pursuant to the agreement.

Benefits

- SBA must approve the mentor/protégé agreement before the two firms may submit an offer as a joint venture on a particular government prime contract or subcontract in order for the joint venture to receive the exclusion from affiliation.
- Once a protégé firm graduates from or otherwise leaves the 8(a) BD program, it will not be eligible for any further benefits from its mentor/protégé relationship.

Leaving the 8(a) BD program, or terminating the mentor/protégé relationship while a protégé firm is still in the program, does not, however, affect contracts previously awarded to a joint venture between the protégé and its mentor.

Written agreement

The mentor and protégé firms must enter a written agreement setting forth an assessment of the protégé's needs and providing a detailed description and timeline for the delivery of the assistance the mentor commits to provide to address those needs.

Written agreement

The mentor/protégé agreement must:

- Address how the assistance to be provided through the agreement will help the protégé firm meet the goals established in its SBA-approved business plan
- Establish a single point of contact in the mentor concern who is responsible for managing and implementing the mentor/protégé agreement
- Provide that the mentor will provide such assistance to the protégé firm for at least one year

Written agreement

- The written agreement must be approved by the AA/BD
- The agreement must provide that either the protégé or the mentor may terminate the agreement with 30 days advance notice to the other party to the mentor/protégé relationship and to SBA
- SBA will review the mentor/protégé relationship annually to determine whether to approve its continuation for another year
- SBA must approve all changes to a mentor/protégé agreement in advance

Decision to decline mentor/protégé relationship

- Where SBA declines to approve a specific mentor/protégé agreement, the protégé may request the AA/BD to reconsider the Agency's initial decline decision by filing a request for reconsideration with its servicing SBA district office within 45 calendar days of receiving notice that its mentor/protégé agreement was declined.
- The protégé may revise the proposed mentor/protégé agreement and provide any additional information and documentation pertinent to overcoming the reason(s) for the initial decline to its servicing district office.

Decision to decline mentor/protégé relationship

- The AA/BD will issue a written decision within 45 calendar days of receipt of the protégé's request.
- If the AA/BD declines the mentor/protégé agreement solely on issues not raised in the initial decline, the protégé can ask for reconsideration as if it were an initial decline.
- If SBA's final decision is to decline a specific mentor/protégé agreement, the 8(a) firm seeking to be a protégé cannot attempt to enter another mentor/protégé relationship with the same mentor for a period of 60 calendar days from the date of the final decision.

Evaluating the mentor/protégé relationship

In its annual business plan update the protégé must report to SBA for the protégé's preceding program year:

- All technical and/or management assistance provided by the mentor to the protégé
- All loans to and/or equity investments made by the mentor to the protégé

Evaluating the mentor/protégé relationship

- All subcontracts awarded to the protégé by the mentor, and the value of each subcontract
- All federal contracts awarded to the mentor/protégé relationship as a joint venture (designating each as an 8(a), small business set aside, or unrestricted procurement), the value of each contract, and the percentage of the contract performed and the percentage of revenue accruing to each party to the joint venture

Evaluating the mentor/protégé relationship

- A narrative describing the success such assistance has had in addressing the developmental needs of the protégé and addressing any problems encountered

Consequences of not providing assistance set forth in the mentor/protégé agreement

Where SBA determines that a mentor has not provided to the protégé firm the business development assistance set forth in its mentor/protégé agreement, SBA will notify the mentor of such determination and afford the mentor an opportunity to respond.

Consequences of not providing assistance set forth in the mentor/protégé agreement

If the mentor fails to respond, does not supply adequate reasons for its failure to provide the agreed upon assistance, or does not set forth a definite plan to provide the assistance:

- SBA will terminate its mentor/protégé agreement
- The firm will be ineligible to again act as a mentor for a period of two years from the date SBA terminates the mentor/protégé agreement

Consequences of not providing assistance set forth in the mentor/protégé agreement

- SBA may recommend to the relevant procuring agency to issue a stop work order for each Federal contract for which the mentor and protégé are performing as a small business joint venture
- SBA may consider a mentor's failure to comply with the terms and conditions of an SBA-approved mentor/protégé agreement as a basis for debarment



Questions?

Wisconsin SBA Office

For more information on SBA's programs and services

Please contact:

James Strube

310 West Wisconsin Ave

Milwaukee, WI 53203

Telephone: 414-297-3951

Email: james.strube@sba.gov

Or visit our office web site at www.sba.gov

Where to find Potential Partners

- **SBA Dynamic Small Business Search**
- **Federal Business Opportunities (FBO)**
- **System for Award Management (SAM)**
- **Networking and Match Making Events**



DSBS

Welcome to the Dynamic Small Business Search

All search form hotlinks open a new browser window.

All form fields that require typing in data have "tooltips" with data format information.



NEW FEATURES FOR MOBILE USERS:
 Phone number hotlinks can be used to dial the number on mobile phones.
 Address hotlinks can be used to show the address in Google Maps.

This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data included, other than certifications relating to 8(a) Business Development, HUBZone or Small Disadvantaged Business status. The SBA strongly recommends that contracting officers diligently review a bidder's small business self-certification before awarding a contract.

Location of Profile

States: Searching within a State:
 (Requires exactly one state from the State list at left.)

- AL - Alabama
- AK - Alaska
- AA - American Atlantic (APO/FPO)
- AE - American Europe (APO/FPO)
- AP - American Pacific (APO/FPO)
- AS - American Samoa
- AZ - Arizona
- AR - Arkansas
- CA - California

[\(How to make multiple selections.\)](#)

Congressional District: [Help](#)

County: [Lookup Help](#)

Area Code or Phone Number Initial Fragment

Metropolitan Statistical Area [Help](#)

SBA Servicing Office [Help](#)

Zip Code or Zip Code Initial Fragment

SBA DYNAMIC SMALL BUSINESS SEARCH

http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

Search more than **25,900*** active federal opportunities.

Posted Date: Last 90 Days Set-Aside Code: Any

Place of Performance: Any State or Territory Type: Any

Keyword / Solicitation #: Agency:

Additional criteria and multiple selections are available on the [advanced search form](#).
** Notices posted within the last 90 days.*

ATTENTION: Agency users are responsible for properly uploading controlled, unclassified materials to FBO using the access control procedures for document packages and attachments detailed in the [FBO Buyers Guide](#). Do not upload ANY classified materials to FBO.

Important Cyber Security Notice - October is CYBER SECURITY AWARENESS month! Choose a unique and strong username and password. Do not share your password and always log off when you step away --- it only takes a moment for someone to steal or change the password.

RECOVERY
Locate actions funded by the American Recovery and Reinvestment Act.

FBO RECOVERY REPORTS

- Click here for Opportunities
- Click here for Awards

Learn more [about FBO recovery reports](#).

SMALL BUSINESS EVENTS

Learn more about the Small Business Central Event Listing or [search now](#) for events.

VENDOR COLLABORATION

FBO now contains the Vendor Collaboration Central Event Listing. [Learn more](#) or [search](#).

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

New! Use the SAM Status Tracker to:

[Check Status](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

WHAT IS SAM?

[Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO** fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

System For Award Management - <https://www.sam.gov/portal/SAM/##11>

Resources

- SBA Dynamic Small Business Search - http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- Federal Business Opportunities (FedBizOpps) - <https://www.fbo.gov/>
- System for Award Management (SAM) - <https://www.sam.gov/portal/SAM/##11>
- FAR: <https://www.acquisition.gov/?q=browsefar>
- Wisconsin Procurement Institute
Phone: 414-270-3600 www.wispro.org



Upcoming WPI Events

- ***Acquisition Hour Live Webinar Series***
- ***NCMA End of Year Federal Contractor Update – December 10, 2015 – Milwaukee, WI***
- ***Small Business Government Contracting Series – An Overview of Government Small Business Certifications – January 14, 2016 – Milwaukee, WI***
- ***SAME Small Business Expo – March 9 – 10, 2016 – Northbrook, IL***
- ***NACMA National Educational Seminar: Subcontract Management From A to Z – April, 2016 – Milwaukee, WI***
- ***10th Annual Volk Field Small Business Conference – June, 2016 – Camp Douglas, WI***

For Assistance or Additional Information - Contact

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414-270-3600 or carolm@wispro.org