


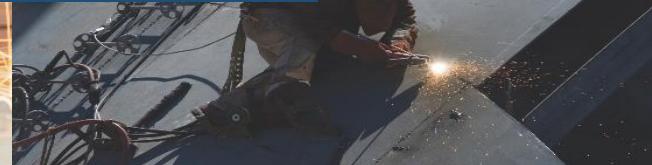


A Procurement Technical
Assistance Center (PTAC)

The background of the slide is a photograph of the Wisconsin State Capitol building at dusk. The building is illuminated with warm lights, and its green dome is a prominent feature. The sky is a deep blue, and trees with autumn foliage are visible in the foreground. A blue banner with white text is overlaid on the bottom half of the image.

HOW TO QUICKLY ANALYZE SOLICITATIONS ACQUISITION HOUR WEBINAR

May 8, 2018



WEBINAR ETIQUETTE

PLEASE

- Log into the GoToMeeting session with the name that you registered with online
- Place your phone or computer on MUTE
- Use the CHAT option to ask your question(s). We will share the questions with our guest speaker who will respond to the group

THANK YOU!

ABOUT WPI SUPPORTING THE MISSION

SERVING WISCONSIN
COMPANIES FOR 30 YEARS!

Assist businesses in creating,
development and growing their sales,
revenue and jobs through Federal,
state and local government contracts.

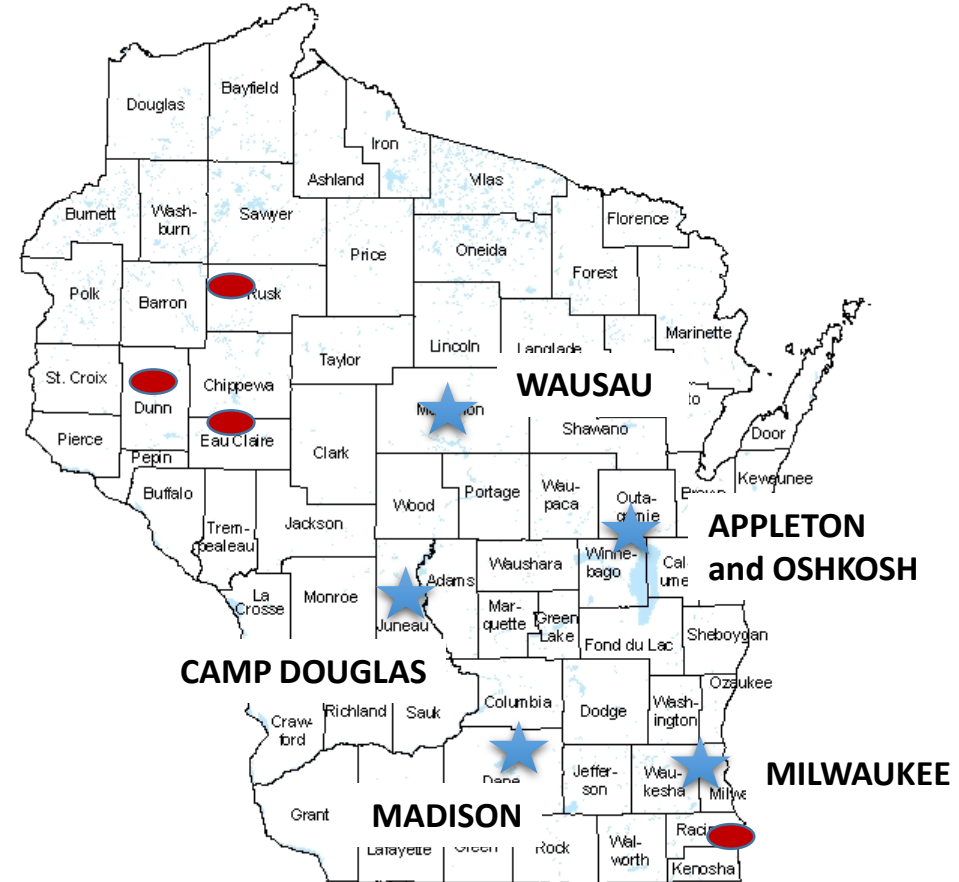
*WPI is a Procurement Technical Assistance Center (PTAC) funded in part by
the Defense Logistics Agency (DLA), WEDC and other funding sources.*

WPI OFFICE LOCATIONS

- MILWAUKEE – *Technology Innovation Center*
- MADISON –
 - *Madison Enterprise Center*
 - *FEED Kitchens*
- CAMP DOUGLAS – *Juneau County Economic Development Corporation (JCEDC)*
- WAUSAU – *Wausau Region Chamber of Commerce*
- APPLETON / OSHKOSH – *Fox Valley Technical College*

WPI partner co-locations

- Eau Claire – *Western Dairyland*
- Ladysmith – *Indianhead Community Action Agency*
- Menomonie – *Dunn County EDC*
- Racine - *Launchbox*



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FAQS

CONTRACTING BASICS AND WOMAN OWNED BUSINESS CERTIFICATIONS - MAY 3RD, MADISON

www.wispro.org

UPCOMING EVENTS

APRIL 26 2018
PREPARING A WINNING GOVERNMENT PROPOSAL
MILWAUKEE »

MAY 1 2018
FEDERAL ACQUISITION REGULATIONS (FAR) REVIEW -
SESSION 12: PARTS 42-45

MAY 3 2018
CONTRACTING BASICS AND WOMAN OWNED
BUSINESS CERTIFICATIONS
MADISON, WI »

MAY 3 2018
BUILDING YOUR BUSINESS – DEVELOPING THE TOOLS
FOR GROWTH AND SUCCESS FOR NATIVE AND TRIBAL
SMALL BUSINESSES
HALES CORNERS (MILWAUKEE) »

MAY 8 2018
ACQUISITION HOUR: HOW TO QUICKLY ANALYZE
SOLICITATIONS

CURRENT OPPORTUNITIES (3)

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 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

WHAT WE WILL COVER TODAY

- Locating Opportunities
- Types of Solicitations
- Review of the FBO Announcement
- Review of the Solicitation
- Go/No Go Decision

LOCATING OPPORTUNITIES

WPI BID MATCHING SERVICE

- Free Service
- Provides opportunities daily by email
- Looks at over 2,000 websites including federal, state and local
- Matches keywords based on contractor's capabilities
- Contact WPI to set up

TYPES OF SOLICITATIONS

TYPES OF DOCUMENTS

- Request For Information (RFI)
- Request For Quotations (RFQ)
- Invitation For Bid (IFB)
- Request For Proposal (RFP)

REQUEST FOR INFORMATION (RFI)

- Sources Sought Announcement
- Is not a solicitation
- Government uses for Market Research
- Typically followed by a solicitation

REQUEST FOR QUOTATION (RFQ)

- Simplified Procurement
- Contractor submits quotations
- Government evaluates quotations
- Award made based on evaluation factors in solicitation
- Uses FAR 13

INVITATION FOR BID (IFB)

- Sealed Bid
- Public Bid Opening
- Awarded to lowest price responsible, responsive bidder
- Uses FAR 14

REQUEST FOR PROPOSAL (RFP)

- Negotiated procurement
- Contractor submits proposal
- Government evaluates proposals
- Award made based on evaluation factors in solicitation
- Uses FAR 15

REVIEW OF THE FBO ANNOUNCEMENT

FEDERAL BUSINESS OPPORTUNITIES (FBO) WEBSITE

- Pre-solicitation Notice is generally posted 15 days in advance of the solicitation document. Timeframe may be shorter for commercial items.
- Watch opportunities you are interested in. FBO will send you an email message when the solicitation or amendments are posted to FBO.
 - Log into FBO and click on the **Watch This Opportunity** button
- Locate the actual solicitation and any attachments on FBO



Squaw Creek Crossing

Solicitation Number: 12569R18B0002
Agency: Department of Agriculture
Office: Forest Service
Location: R-9 Lake States Acquisition Team (LSAT)

Original Synopsis
May 01, 2018
8:30 am

[Return To Opportunities List](#)

[Watch This Opportunity](#)

[Add Me To Interested Vendors](#)

Solicitation Number: 12569R18B0002
Notice Type: Presolicitation

Synopsis:

Added: May 01, 2018 8:30 am

The USDA Forest Service, Lake States Acquisition Team, announces a Small Business Set-Aside, Invitation for Bid opportunity for the Squaw Creek Crossing project on the Chequamegon-Nicolet National Forest. The work includes the removal of the existing culvert pipe, installation of a new culvert, approach roadway work, and placement of erosion control and slope protection. The applicable North American Industry Classification System (NAICS) Code is 237310. The Small Business Administration size standard is \$36.5 million. The estimated magnitude of construction for this project is between \$250,000 and \$500,000. Contractors are required to be actively registered with the System for Award Management (SAM) at www.sam.gov in order to be considered for award. Registering in the SAM system is FREE. No reimbursement will be made for any costs associated with providing information in response to this synopsis, the pending solicitation or any follow up information requests. The solicitation will be posted to the FedBizOpps website at www.fbo.gov on or about May 16, 2018. No hard copies of the solicitation, supporting documents and applicable amendments, if any, will be provided. To receive the entire solicitation package and any applicable amendments, prospective offerors must download them from the FedBizOpps website. The contractor shall provide all management and project administration services, quality control, logistical support, vehicles, labor, equipment and materials to complete the work described in the solicitation.

GENERAL INFORMATION

Notice Type:
Presolicitation

Posted Date:
May 1, 2018

Response Date:
Jun 14, 2018 2:30 pm Central

Archiving Policy:
Automatic, 15 days after response date

Archive Date:
June 29, 2018

Original Set Aside:
N/A

Set Aside:
Total Small Business

Classification Code:
Z -- Maintenance, repair, and alteration of real property

NAICS Code:
237 -- Heavy and Civil Engineering Construction/237310 -- Highway, Street, and Bridge Construction

REVIEW FBO ANNOUNCEMENT

Scan FBO Pre-Solicitation Announcement to locate

- Response Date – *Do you have time to submit a thorough proposal?*
- Set Aside – *Do you qualify to submit a proposal?*
- NAICS Code – *Is this NAICS code in your SAM registration?*
 - You can add a NAICS code to your SAM registration
- Contract Dollar Range – Generally located on construction solicitations – *Can you support this large of a contract? Or is the dollar amount too small to make a reasonable profit?*
- Log in and review **Interested Vendors List** to see who else is interested in the requirement.

REVIEW OF THE SOLICITATION

REVIEW SOLICITATION DOCUMENT

Quickly review the following solicitation parts:

- Cover Page
- Actual Requirements
- Contract Type
- Price Schedule
- Method of Award
- Evaluation Factors

HOW TO LOCATE THE SOLICITATION SECTIONS

- Many large solicitation documents have a Table of Contents – Use it to locate the sections
 - Cover Page – First page of solicitation document
 - Actual Requirements – Statement of Work (SOW), Statement of Objectives (SOO); - May follow behind Table of Contents, may be an attachment, for construction includes specifications and drawings, Section C under Uniform Contract Format
 - Contract Type – May state in FAR 52. 216 – Type of Contract, may be on cover page or FBO announcement, may be included in first part of SOW

HOW TO LOCATE THE SOLICITATION SECTIONS

- Price Schedule – May be on front or back of cover page, may be in front of or behind actual requirements, may be separate attachment, Section B under Uniform Contract Format
- Method of Award – May be part of price schedule or actual requirements, Section M under Uniform Contract Format
- Evaluation Factors – Section M under Uniform Contract Format

The more documents you review, the easier it becomes to locate the various sections.

ITEMS THAT MAY BE FOUND ON COVER PAGE

- Type of procurement – IFB, RFP, RFQ – *Do you want to or have time to respond to that type of procurement document?*
- Competition restrictions – Set aside – *Do you qualify? Could you team with another contractor to qualify?*
- Review Response Date – *Do you have time to submit the size standard for that NAICS code? Is the NAICS code in your SAM registration?*

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.	PAGE 1 OF 46
2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NO.	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
			36C25218Q0686	03-15-2018	
7. FOR SOLICITATION INFORMATION CALL:	a. NAME Omar A. Cante		b. TELEPHONE NO. (No Collect Calls) 414-844-4861	8. OFFER DUE DATE/LOCAL TIME 03-19-2018 13:00	
9. ISSUED BY Department of Veterans Affairs Great Lakes Acquisition Center (GLAC) 115 S 84th Street, Suite 101 Milwaukee WI 53214-1476			CODE 36C252	10. THIS ACQUISITION IS	
			<input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE:	100 % FOR:	
			<input type="checkbox"/> SMALL BUSINESS	<input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM	
			<input type="checkbox"/> HUBZONE SMALL BUSINESS	<input type="checkbox"/> EDWOSB	
			<input checked="" type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	<input type="checkbox"/> 8(A)	
				NAICS: 339113	
				SIZE STANDARD: 750 Employees	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING N/A	
			14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		
15. DELIVER TO Tomah VA Medical Center 500 E Veterans Street Bldg. 402A Tomah WI 54660-3105			CODE 36C252	16. ADMINISTERED BY Department of Veterans Affairs Great Lakes Acquisition Center (GLAC) 115 S 84th Street, Suite 101 Milwaukee WI 53214-1476	
17a. CONTRACTOR/OFFEROR	CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY		
			Department of Veterans Affairs Financial Services Center PO Box 149971 Austin TX 78714-9971 PHONE: 877-353-9791 FAX: 512-460-5540		
TELEPHONE NO.	DUNS:	DUNS+4:	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED		
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER			<input type="checkbox"/> SEE ADDENDUM		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>DESCRIPTION: Sterile Storage Cabinets See continuation pages...</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA	26. TOTAL AWARD AMOUNT (For Govt. Use Only)
---------------------------------------	---

<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA	<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA	<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Daniel Rasmussen	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

COMMON FORMS

- Standard Form (SF) 18 – Request for Quotation
- Standard Form (SF) 33 – Solicitation, Offer and Award
- Standard Form (SF) 252 – Architect-Engineer Contract
- Standard Form (SF) 1442 Solicitation, Offer and Award (Construction, Alteration, or Repair)
- Standard Form (SF) 1449 – Solicitation/Contract/Order for Commercial Items

OTHER FORMS

- Standard Form (SF) 26 – Award/Contract
- Standard Form (SF) 1447 – Solicitation/Contract
- Optional Form 307 – Contract Award
- Optional Form 308 – Solicitation and Offer-Negotiated Acquisition

REVIEW ACTUAL REQUIREMENTS

- Look at the requirement – *Can you perform the work yourself? Do you have teaming partners or subcontractors available?*
- Is funding currently available? – *Do you want to proceed if there currently is no funding for this requirement?*
- Contract period of performance – *Can you meet the performance schedule and complete the work in the timeframe provided?*
- Bonds – *Are you able to provide any required bonds?*
- Pre-Bid Conferences/Site Visits – *Can you attend the pre-bid meetings?*

REVIEW CONTRACT TYPE

What type of contract will be awarded?

- Fixed Price
- Cost Reimbursement
- Indefinite Delivery
- Time and Materials
- Incentive

REVIEW PRICE SCHEDULE

Understand how the government wants you to price the contract

- *Will you be able to make a profit?*
- *Can you complete the price schedule as is or will it generate additional work for your staff?*
- *Can you offer a fair and reasonable price?*
- *Does the contract include progress payments?*

REVIEW METHOD OF AWARD

How will the Government make an award?

- Lowest price responsive, responsible bidder – usual method for IFBs
- Lowest price, technically acceptable (LPTA) – RFPs and RFQs
- Best Value – cost/technical trade off – RFPs and RFQs

REVIEW EVALUATION FACTORS – RFP & RFQ

What Evaluation Factors will be used?

- Management/Key Personnel – *Do you have the appropriate people on staff?*
- Experience – *Do you have the number of years of experience required?*
- Past Performance – *Have you successfully completed similar work?*
- *Can you address all evaluation factors, demonstrating your expertise? Do you have the time to respond?*

GO/NO GO DECISION

GO/NO GO

Once you have completed your review, you should have quickly located enough information to determine:

- *Is this requirement a good fit for your company?*
- *Do you have the required expertise?*
- *Can you meet the required schedule?*
- *Are you able to make a profit?*
- *How much risk for your company is involved?*
- *Who else may be competing for this work?*

GO/NO GO

GO DECISION

Read the entire solicitation

Start to work on your response

NO GO DECISION

Move on to the next opportunity

SUMMARY

Locate opportunities, quickly review and be selective – not every requirement is a good fit for your business. Consider probability of winning, cost of proposal preparation and estimated profit.

RESOURCES

- FAR: <https://www.acquisition.gov/?q=browsefar>
- Air Force FAR: <http://farsite.hill.af.mil/>
- Acquisition.gov is: <https://www.acquisition.gov/>
- Federal Business Opportunities (FedBizOpps) website - <https://www.fbo.gov/>
- Wisconsin Procurement Institute
 - Phone: 414-270-3600
 - www.wispro.org

UPCOMING TRAINING - EVENTS

WHAT IS WPI'S CURRENT WEBINAR SCHEDULE?

May 9, 2018 – **Change in Ownership on a Small Business and Consequences for Government Contracts, Certifications and Succession Planning** – [CLICK HERE](#) for additional information – presented by Emily A. Constantine – Attorney – Husch Blackwell LLP

May 9, 2018 – **The Future of SAM.gov** – [CLICK HERE](#) for additional information – presented by Kim Garber – Wisconsin Procurement Institute (WPI)

May 22, 2018 – **Export Compliance and Small Business** – [CLICK HERE](#) for additional information – presented by Emily A. Constantine – Attorney – Husch Blackwell LLP

May 23, 2018 – **Cyber Security for Current and Prospective DOD Contractors and Subcontractors** – [CLICK HERE](#) for additional information – presented by Marc Violante – Wisconsin Procurement Institute (WPI)

June 5, 2018 – **Invoicing the Department of Defense Using WAWF/iRAPT**– [CLICK HERE](#) for additional information – presented by Benjamin Blanc – Wisconsin Procurement Institute (WPI)

<https://www.wispro.org/faqs/what-is-wpis-webinar-schedule/>

June 6, 2018 – **Flow-down Clauses – Management and Responsibilities for Federal Contractors** – [CLICK HERE](#) for additional information – presented by Carol Murphy – Wisconsin Procurement Institute (WPI)

June 12, 2018 – **Code of Business Ethics and Conduct in Government Contracting** – [CLICK HERE](#) for additional information – presented by Emily A. Constantine, Attorney, Husch Blackwell LLP

June 13, 2018 – **Update on the Fair Labor Standards Act** – [CLICK HERE](#) for additional information – presented by Corey Walton, Community Outreach and Resource Planning Specialist, U.S. Department of Labor/Wage & Hour Division

5TH ANNUAL DEPARTMENT OF DEFENSE CONTRACT MANAGEMENT UPDATE

MAY 15, 2018 OSHKOSH, WI

Start Date	May 15, 2018
End Date	May 15, 2018
Time	Registration 7:30 am, Program 8:00 am - 4:00 pm
Facility	La Sure's Banquet Hall - Conference Room B
Address	3125 S Washburn St Oshkosh, WI 54904
Contact Info	Larry Herrera larryh@wispro.org (414) 270-3600
Register Online	Register for Event

This year's program will focus on CONTRACT FINANCING and COST CONTRACT ADMINISTRATION.

Speakers:

Representatives from Defense Contract Management Agency (DCMA)
Representatives from Defense Contract Audit Agency (DCAA)
Daryl Zahn, Manager, Contracts and Compliance, DRS Power & Control Technologies, Inc.



[REGISTER](#)

Defense Contract Audit Agency (DCAA)

Defense Contract Management Agency (DCMA)

National Contract Management Association (NCMA) Wisconsin Chapter

National Defense Industrial Association – Great Lakes Chapter

Northwest Michigan PTAC

Wisconsin Procurement Institute (WPI)

<https://www.wispro.org/events/5th-annual-department-of-defense-contract-management-update/>

6TH ANNUAL U.S. DEPARTMENT OF VETERANS AFFAIRS BUSINESS CONFERENCE

MAY 16, 2018 MILWAUKEE

Start Date	May 16, 2018
End Date	May 16, 2018
Time	8:00 am - 4:30 pm
Facility	Hampton Inn
Address	8201 W Greenfield Ave, Milwaukee, WI 53214
Contact Info	Carol Murphy carolm@wispro.org 414-270-3600
Register Online	Register for Event

This conference will focus on procurement procedures and business opportunities for veteran owned businesses with the Department of Veterans Affairs, VISN 12 area consisting of Milwaukee, WI; Madison, WI; Tomah, WI; Chicago, IL; Danville, IL; and Iron Mountain, MI with eight medical centers, 38 outpatient clinics, eight nursing homes, and six domiciliaries, providing health care services to the 700,000 Veterans who reside within its four state (Illinois, Michigan's Upper Peninsula, Wisconsin, and Northwest Indiana) area. Overall, the Department of Veterans Affairs spends over \$23 billion annually.



REGISTER

- U.S. Department of Veterans Affairs (VA)
- Wisconsin Department of Veterans Affairs (WDVA)
- National Contract Management Association (NCMA) – Wisconsin Chapter
- Northwest Michigan PTAC
- US Small Business Administration (SBA)
- Wisconsin Procurement Institute (WPI)

<https://www.wispro.org/events/6th-annual-u-s-department-of-veterans-affairs-business-conference/>

12TH ANNUAL VOLK FIELD – FORT MCCOY SMALL BUSINESS CONFERENCE

JUNE 19, 2018 FORT MCCOY, WI

Start Date	June 19, 2018
End Date	June 20, 2018
Facility	Ft. McCoy Building 905
Address	Ft. McCoy Building 905 11th Avenue Fort McCoy, WI
Contact Info	Dave Olson david@wispro.org (608) 338-8018

Previously known as the Annual Volk Field Small Business Conference – this year, the conference will be held at Ft. McCoy.

SAVE THE DATE!



Fort McCoy

Volk Field Air National Guard Base

Juneau County Economic Development Corporation

American Indian Chamber of Commerce (AICCW) – First American Capital Corp. (FACC)

Center for Economic and Entrepreneur Development (CEED)

Small Business Administration (SBA)

Western Dairyland

Wisconsin Economic Development Corporation (WEDC)

Wisconsin Procurement Institute (WPI)

<https://www.wispro.org/events/12th-annual-volk-fieldfort-mccoy-small-business-conference/>



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DEVELOPMENT CORPORATION

Governor's Conference on Minority Business Development
Welcoming minority, woman and veteran-owned businesses

December 13 - 14, 2017

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SAVE THE DATES
2018 MARKETPLACE
December 12-13, 2018

LOCATION:
Potawatomi Conference Center
Milwaukee, Wisconsin

THANK YOU

2017



QUESTIONS?

SURVEY



CONTINUING PROFESSIONAL EDUCATION



CPE Certificate available, please contact:

Benjamin Blanc

benjaminb@wispro.org

PRESENTED BY

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