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# 20<sup>TH</sup> ANNUAL 2019 SADBOC PROCUREMENT FAIR PROGRAM AGENDA

EVENT SPONSORED BY:



# EXHIBITORS

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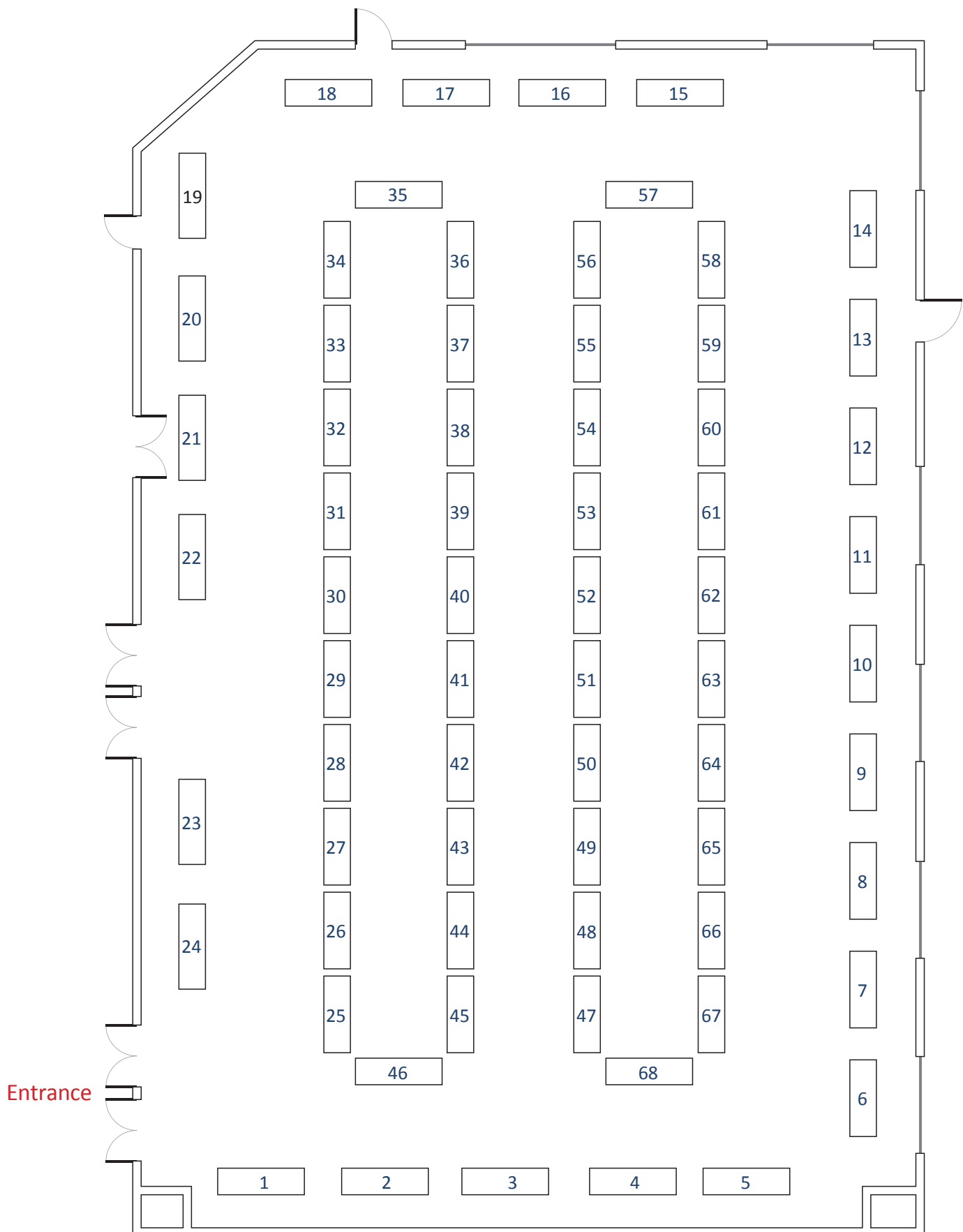
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## SCHEDULE

8:30 AM – 2:00 PM	Registration
9:00 AM – 3:00 PM	Trade Fair
9:00 AM – 3:00 PM	Workshops
12:30 PM – 3:00 PM	Matchmaking

# TRADE FAIR FLOORPLAN



# 2019 SADBOC PROCUREMENT FAIR WORKSHOPS

## CARRIAGE HALL B

9:00 AM

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### **The Basics of Selling to the Government**

*John Kilian, MN Department of Administration – PTAC*

By now you must have some idea of the size of the federal government marketplace. The federal government market is the largest in the world, and one that is constantly changing! Would you like to participate in that marketplace, but don't know where to start? In this session you will get basic information on the market and how it is segmented, review the basic procurement process, buying channels, terminology, registrations and certifications involved and the starting points for positioning your company to sell into the government market.

10:00 AM

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### **Selling to the State of Minnesota**

*Doug Heeschen, MN Department of Administration*

This workshop will provide an overview on how to sell to the State of Minnesota. Learn about the State's CPV program (State contracts that are offered to other governmental/eligible entities), what the state buys, how to find opportunities, recent changes for diversity and inclusion, the types of solicitations and contracts available, how to register as a vendor and the most common vendor errors when responding to solicitations.

11:00 AM

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### **Understanding the GSA Federal Supply Schedule (FSS) Program**

*Rick Huston, General Services Administration (GSA)*

GSA is home to the most important contracting activity for all federal agencies. The GSA Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) Program, establishes long-term, government wide contracts with commercial firms to provide access to more than 11 million commercial products and services that can be ordered directly from GSA Schedule contractors through GSA Advantage!, an online shopping and ordering system for federal buyers. Learn how to locate their applicable Schedule application/solicitation, receive marketing information (as a means to align your business with opportunities within the GSA Schedules process) and other current procurement needs, initiatives and forecasts in the federal sector.

12:30 PM

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### **Match Making Sessions Begin!**

Match Making will begin at 12:30 PM. Please be near the Carriage Hall B entrance before your scheduled meeting. A schedule will be posted outside the entrance. Please follow the instructions of the facilitators.

# CAPTAIN'S ROOM

9:00 AM

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## DCAA Compliance

*Eric Ruffin and Walt Ruffin, Ruffin Consulting Services*

How to set-up a DCAA compliant accounting system using QuickBooks for Construction Firms, Professional Service Firms, and Other Small Business. Learn step-by-step procedures for developing or converting to a DCAA compliant accounting system per SF1408 and FAR 16.301-3.

10:00 AM

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## Pre-Award Survey/SF1408

*Eric Ruffin and Walt Ruffin, Ruffin Consulting Services*

Learn the purpose of the Pre-Award Accounting System Survey and how to prepare and pass the survey, including documenting your firm's GAAP and job costing structure, and submitting the SF1408 to the requesting agency in compliance with FAR 16.301.3 Cost Reimbursement Contracts.

11:00 AM

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## Developing Indirect Rates and Multipliers

*Eric Ruffin and Walt Ruffin, Ruffin Consulting Services*

Learn how to maintain current updated Indirect Rates and Multipliers to develop: Bid Strategy; Price-to-Win Strategy; Forward Pricing Rates; Provisional Rates; and Year-End Actual Rates

12:00 PM

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## Bid vs. No Bid; Estimating Templates

*Eric Ruffin and Walt Ruffin, Ruffin Consulting Services*

Learn what factors to be considered in making a Bid / No Bid determination by understanding how to assess your firm's bid readiness; and how to prepare, support, and negotiate a compliant cost bid that is considered fair and reasonable.

1:00 PM

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## Job Costing – Estimate vs. Actuals

*Eric Ruffin and Walt Ruffin, Ruffin Consulting Services*

Learn how to measure Job Performance, Profitability, and Risk Mitigation and how to enter your compliant estimates in Quickbooks (QBs) and generate QBs Job Profitability Reports.

2:00 PM

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## "How To Run A Business Better" using Quickbooks Financial Dashboard

*Eric Ruffin and Walt Ruffin, Ruffin Consulting Services*

Learn how to develop a QBs Financial Dashboard that drives accountability and performance metrics, such as: Volume and Break-Even Analysis; Profitability Drivers; Cash Flow and Debt Management; Budgeting Benchmarking and Exception Reporting; and Cost Allocation & Job Profitability

# HARVEST A

9:00 AM

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## Disadvantaged Business Enterprise (DBE) Certification

*Elaine Ogilvie, Metropolitan Council*

The Disadvantaged Business Enterprise (DBE) program applies to federally funded projects with Minnesota Department of Transportation, Metropolitan Airports Commission, Met Council, and the City of Minneapolis. To participate in the DBE program, your firm must be a small business that is at least 51% owned and controlled by socially and economically disadvantaged individual(s). Attend this session and learn program details and certification basics.

10:00 AM

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## Federal Certifications: 8(a); HUBZones; WOSB/EDWOSB

*Shaun McClary, U.S. Small Business Administration (SBA)*

The Federal Government has goals for contracting with Small Business, HUBZone, Women Owned, Disadvantaged and Service Disabled Veteran Owned Small Businesses and are allowed to restrict competition through contract set-asides as a means of achieving its goals. We will discuss the eligibility requirements for each of these categories, including which require third party certifications and which allow for self-certification. The session will also cover the 8(a) Business Development Program, which is a special nine year business development program for Small and Disadvantaged Businesses.

11:00 AM

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## Section 3 Certification and Twin Cities Section 3

### Collaborative

*James Baltazar, HUD; Bill Lightner, Washington County CDA; Jef Yang, City of St. Paul*

The HUD Section 3 program provides public contracting and employment opportunities for low to moderate income workers, families and businesses. The Twin Cities Section 3 Collaborative is a one stop shop for regional Section 3 information, certification, jobs, training programs and contracting opportunities in the Twin Cities Metropolitan Area. Members of the Collaborative include the City of Saint Paul, City of Minneapolis, Ramsey County, Hennepin County, Anoka County, Washington County CDA, Dakota County CDA, St. Paul Public Housing Agency and the Minneapolis Public Housing Authority.

12:00 PM

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## State of Minnesota Targeted Group/Economically Disadvantaged/Veteran Owned (TG/ED/VO) Certifications

*Tammy Gaglioti, MN Department of Administration – OEP*

Is your small business owned, operated and controlled by women, ethnic minorities, veterans or persons with disabilities? Or is your small business located in an economically disadvantaged Minnesota county? If so, attend this session to learn about the state's Small Business Procurement Program and the benefits of being certified by the State's Office of Equity in Procurement, including the receiving preferences when responding to state opportunities, the Equity Select program and other contracting opportunities with the State of Minnesota.

1:00 PM

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## MBE & WBE (Corporate) Certification for Minority or Women Owned Businesses

*Tonya Hebert-Dickson, North Central Minority Supplier Development Council; Yana Lentz, Women's Business Development Center – Minnesota*

Learn how to become a certified Minority Business Enterprise (MBE); MBE Certification is a National Certification under the National Minority Supplier Development Council (NMSDC). The North Central Minority Supplier Development Council is one of 23 Councils under the NMSDC that provide MBE certification. The session will cover the MBE certification process if you are an "ethnic" (African-American, Hispanic-American, Native American, Asian and Pacific Islander American) minority business owner. This session will also help you identify if the Women's Business Enterprise (WBE) Certification is right for you. The WBE Certification is national in scope and issued by a third party agency. Ideal participants should be a part of a business that is at least 51% owned, managed and controlled by a woman or women, and whose target market includes corporate America.

2:00 PM

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## CERT and St. Paul Business Services and Resources

*Jef Yang and Raghavi Kharel, City of St. Paul*

The City of Saint Paul supports new and existing small business owners through a number of programs, partner organizations and targeted outreach efforts. We are here to provide information so that you can do it right the first time around, whether you are looking for information on how to start your own business, get a permit or license, contract with us, or to get the latest scoop on new laws and regulations.

# HARVEST B

9:00 AM

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## Cyber Security Considerations for Small Business

*Lyle Wright, Small Business Development Center (SBDC)*

Cybersecurity is like flossing your teeth; you know you 'should' do it, but who has the time? This overview will cover why it's important for you to devote a little time to cybersecurity in your business. We will cover the range of what's out there to help you, and then zero in on some quick, practical things you can do to protect yourself, including resources for additional information. We'll end with Q&A time to (hopefully) answer any questions you have.

10:00 AM

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## Fundamentals of Contract Law

*Mark Blando, Eckland & Blando LLP*

Why can't the Federal Government do business the same way private companies do? This session will explore the unique nature of government entities and illustrate how those characteristics have developed into the wide array of laws that apply only to contracts with the government. We will then outline the key concepts underlying the law of government contracts, the basic rules governing how the Government chooses who it will do business with, and the basic terms that must always be included in those contracts. Finally, we will delve into the unique aspects of government contract litigation.

11:00 AM

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## Don't Be a Fraud! The False Claims Act and Other Dangers

*Tim Connelly, The Law Offices of Tim Connelly, PLLC*

Small business government contracting programs are a great opportunity to grow your business and enter into new lines of work. Federal agencies alone spent \$100 billion with small businesses last year, and are constantly looking for new small business suppliers and service providers. To ensure that these opportunities truly benefit small businesses, government agencies follow complex rules and investigate suspected fraud aggressively. In this presentation government contract lawyer Tim Connelly will explain the rules for qualifying as a small business (including woman-owned and veteran-owned small business), the most common means of enforcement, including the civil False Claims Act. Learn what it means to be an illegal "pass through" company and how to structure your company, joint venture and subcontracting relationships to stay in compliance and avoid costly mistakes.

12:00 PM

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## Finding Opportunities

*Pat Dotter, MN Department of Administration – PTAC*

Just because you have registered in SAM, and are hunting on FBO for bidding opportunities, doesn't mean you will find the right opportunities. Attend this session and learn how to increase your chances; become a proactive hunter! Items to be covered include tips for positioning, websites to search, subcontracting tactics, forecasting of government purchases, places to register, and strategies to deploy.

1:00 PM

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## Rights and Responsibilities of a Subcontractor in a Federal Government Contract

*Michael Murphy and Scott Payzant, Morrison Sund PLLC*

This program will cover the differences between Federal Government Contracts and Commercial Contracts, Prime vs. Subcontracts, and the application of FAR Subcontractor Flow-Down clauses to subcontracts under Federal Government Contracts.

2:00 PM

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## Davis Bacon and Service Contract Act (Wage and Hour) Requirements

*Corey Walton, U.S. Department of Labor/Wage & Hour Division*

The wage and hour session will offer an overview of the Service Contract Act and federal Davis-Bacon laws and the everyday application of these laws in the workplace. The webinar will cover the issues central to government contract compliance including prevailing wage and fringe benefit requirements, completing certified payrolls, specific record keeping requirements and guidelines for the correct payment of overtime. This session will also include a discussion on the problem areas most common in government contract compliance.