

Briefing: Southern Assistance Contracting Center (SACC) meeting  
December 8, 1989 at 1:00 pm at Concord College, Athens, WV.

1) Background:

You are taking the lead and initiative for establishing a new contracting procurement center for the southern part of the State and the Fourth Congressional District. Several economic development groups, and community and civic leaders approached you within the last few months about undertaking this project. Dr. Jerry Beasley, President of Concord College, and Mr. Robert Bailey, Director, Mercer County Vocational/Adult Education Programs were among the initial contacts encouraging the development of a full-service procurement center.

You contacted the Department of Defense because they have developed programs designed to expand its industrial base and increase competition for its requirements for goods and services, thereby reducing the cost of national security. Its efforts to increase competition within the private sector have been supplemented by many state and local governments and entities where interest in improving the business climate and economic development in their communities is compatible with these DOD objectives to assist in furthering this mutual interest, a cooperative agreement program has been established by the DOD, through the Defense Logistics Agency (DLA), can share the cost of supporting existing Procurement Technical Assistance (PTA) programs being conducted by state and local governments and private, non-profit organizations and can encourage the establishment of similar programs in their communities. All eligible entities are invited to submit proposals for participation in the DOD Cost Sharing Cooperative Agreement program in accordance with this Solicitation for Cooperative Agreement Proposals (SCAP).

This program is established by Chapter 142, Title 10, United States Code (USC), as amended, which authorizes the Secretary of Defense, acting through the Director, DLA, to enter into cost sharing cooperative agreements to support Procurement Technical Assistance (PTA) programs established by eligible entities.

Cost sharing is a generic term denoting any situation wherein the government does not fully fund the recipients' total allowable costs required to accomplish the defined project. The term encompasses concepts such as cost participation, cost matching, cost limitations (direct or indirect), and participation in kind.

2) Objective:

Your objective for this meeting is to build the foundation to establish a Southern Contacting Assistance Center (SACC) to assist eligible entities in providing marketing and technical assistance to business firms in selling their goods and services to the DOD and other federal agencies with assistance also from the U. S. Small Business Administration, and at the same time, enhancing the business climate and economies of the communities served.

Attached for your information are:

- (1) Agenda for the meeting.
- (2) The program requirements.
- (3) List of meeting participants.

AGENDA

SOUTHERN ASSISTANCE CONTRACTING CENTER  
(SACC)

December 8, 1989, 1:00 pm  
Concord College  
Athens, West Virginia

- I: WELCOME: Dr. Jerry Beasley, President  
Concord College  
(Co-chairman, Region V Partnership for  
Progress Council.)
- II: INTRODUCTION: Nick J. Rahall, II  
Member of Congress  
Fourth Congressional District, WV.
- III: PROGRAM: Jan Mirijamin, U. S. Department of Defense,  
Defense Logistics Agency, Region III,  
Philadelphia.
- IV: DISCUSSION: Roundtable talks about how to proceed with  
with the center.
- V: CLOSE: Announces next meeting. Press conference.



### Program Requirements.

Specific program requirements to accomplish this objective will vary, depending on location, the types of industries and business firms within the community, the level of economic activity in the community, and many other factors. However, a comprehensive procurement technical assistance program shall include, as a minimum, the following:

a. Personnel. - Professional personnel qualified to counsel and advise business firms (hereinafter referred to as clients) regarding DoD procurement policies and procedures as they apply to both prime and subcontract opportunities. The areas of consideration should relate to:

- (1). Marketing techniques and strategies.
- (2). Pricing policies and procedures.
- (3). Bid preparation.
- (4). Preaward and postaward contract administration procedures.
- (5). Quality assurance.
- (6). Production and manufacturing.
- (7). Financing.
- (8). Specialized acquisition requirements for such things as construction, research and development, and data processing.

b. Counseling Tools - Shall include, as a minimum:

- (1). Commerce Business Daily.
- (2). Federal Acquisition Regulation (FAR).
- (3). DoD FAR Supplement (DFARS).
- (4). Commodity Listings from DoD contracting activities.

(5). Federal and Military Specifications and Standards.

(6). Other Federal Government publications as appropriate

c. Networking - Method for providing procurement technical assistance throughout the area being or to be serviced. Examples of networking include; (1) locating assistance offices in areas of industrial concentration, (2) establishing data links with other organizations; and (3) creating data exchanges.

d. Performance Measurement - The program shall include a means of periodically measuring its effectiveness in achieving the objectives described above. Factors to consider in establishing time phased goals and techniques for measuring performance shall include;

(1). The number of counseling sessions and procurement outreach conferences/seminars held.

(2). The number and types of clients assisted, including size (small businesses and other than small businesses) and socio-economic status, e.g., small disadvantaged and woman-owned businesses.

(3). The types of assistance rendered, such as marketing and accounting.


(4). The number of additions to the DoD and other Federal Agency bidders mailing lists; the Minority Vendor Profile System of the Minority Business Development Agency, Department of Commerce; and the Procurement Automated Source System (PASS) of the Small Business Administration.

(5). The number and dollar value of DoD prime and subcontract awards received by clients, including size (small businesses and other than small businesses) and socio-economic status (small disadvantaged and woman-owned businesses) resulting from assistance received through the program.

3. Fees and Service Charges - In the event the applicant presently charges or plans to charge clients a fee or service charge, details as to the basis for the amount of the fee to be charged shall be described. Also, recipients shall not charge a commission, percentage, brokerage or other fee that is contingent upon the success of the client securing a Government contract. Any fees earned under the program are to be included as part of the total program cost.



PARTICIPANTS  
SOUTHERN ASSISTANCE CONTRACTING CENTER  
MEETING OF DECEMBER 8, 1989 AT 1:00 PM  
CONCORD COLLEGE  
ATHENS, WEST VIRGINIA

- 
- 1) Dr. Jerry Beasley, President, Concord College (host).
  - 2) Dr. Gregory Adkins, President, Bluefield State College.
  - 3) Robert Lilly, Interim President, Beckley College.
  - 4) Dr. Douglas McChesney, Director of Development, Concord College.
  - 5) Dr. James Cox, Director BSC Greenbrier Campus.
  - 6) Robert Bailey, Director, Vocational/Adult Education, Mercer County BOE.
  - 7) John Hunt, Executive Director, 4-C Economic Development Authority.
  - 8) Adda Leah Davis, Executive Director, McDowell County Economic Development Authority.
  - 9) Janet Bailey, Executive Director, Mercer County Economic Development Authority.
  - 10) Charles Feller, President, Wyoming County Economic Development Authority.
  - 11) Austin Caperton, Co-chairman, Region V Partnership for Progress Council
  - 12) Kit Lewis, McDowell County Clerk and Co-chairman Region VI Partnership for Progress Council.
  - 13) J. Knox McConnell, President, First National Bank of Keystone and Co-chairman, Region VI Partnership for Progress Council.
  - 14) Norman Kirkham, Executive Director, Region I Planning & Development Council.
  - 15) Doug Maddy, Governor's Office of Community and Industrial Development.