



HUD'S SMALL BUSINESS AGENDA



The Office of Small and Disadvantaged Business Utilization

How HUD Spends Its Contract Dollars

As of May 15, 2004, the U.S. Department of Housing and Urban Development (HUD) allocated most of its contract purchases to Property Management, Marketing and Sales (33%) and Information Technology (32%). Other substantial expenditures were in Real Estate Owned and Mortgage Insurance Support (12%) and Professional, Technical and Logistical Support Services (9%). The following graph illustrates the breakdown in percentages of contract dollars spent on products and services.

Products and Services HUD Purchased FY 04



Through May 15, 2004

Small businesses are the benefactors of more than half of the contract dollars awarded at HUD. As of the end of the third quarter of FY 2004, small businesses received 53% of the \$619 million awarded. Of this amount, 19% went to 8 (a) companies, 15% to Small Disadvantaged Businesses, 21% to Women-Owned Small Businesses, 1% to Service-Disabled Veteran-Owned Small Businesses and 3% to HUBZones.

As always, HUD is committed to ensuring that small businesses have the opportunity to compete and be selected for a fair amount of its contract dollars.

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The President's Small Business Agenda

(Radio address – May 28, 2004)



“One year ago today, I signed into law the jobs and growth tax relief package to jump-start the economic recovery and create jobs for American workers. With our economy

growing at the fastest pace in nearly 20 years and more than 1.1 million more Americans working since last August, it is clear that tax relief is working. The incentives in our plan for small businesses are producing results as more manufacturers have been reporting increased activity and new orders than at any time in 20 years.”

The President noted, “There is more to do. We must continue to build on this success by expanding growth and increasing prosperity for all Americans.”

Currently, small businesses represent more than 99% of all employers, and employ more than half the private work force. Small business entrepreneurs create more than two out of every three new jobs and generate about 50% of the nation's gross domestic product.



Important Small Business Websites:

Access these websites periodically to keep informed about the latest regulations, requirements, initiatives and opportunities for small businesses desiring to do business with the federal government:

- www.mbda.gov
- www.dol.gov/elaws
- www.ccr.gov
- www.businesslaw.gov



Recent Small Business Awards

WOOD CONSULTING SERVICES INC., an 8(a), SDB and women-owned business, shall write and develop the final Cooperative Housing Assessment Report and Final Handbook Chapter 4350.1 Multifamily Asset Management and Project Servicing for the Office of Housing.

INFINITY INFORMATION SOLUTIONS is assisting the Office of Public and Indian Housing with Verification, Validation and Testing (VVT), also known as Independent Verification and Validation (IV&V), of its Upfront Income Validation (UIV) system. Infinity Information Solutions is an 8(a), service-disabled veteran-owned company.

FY 2004 OUTREACH CALENDAR

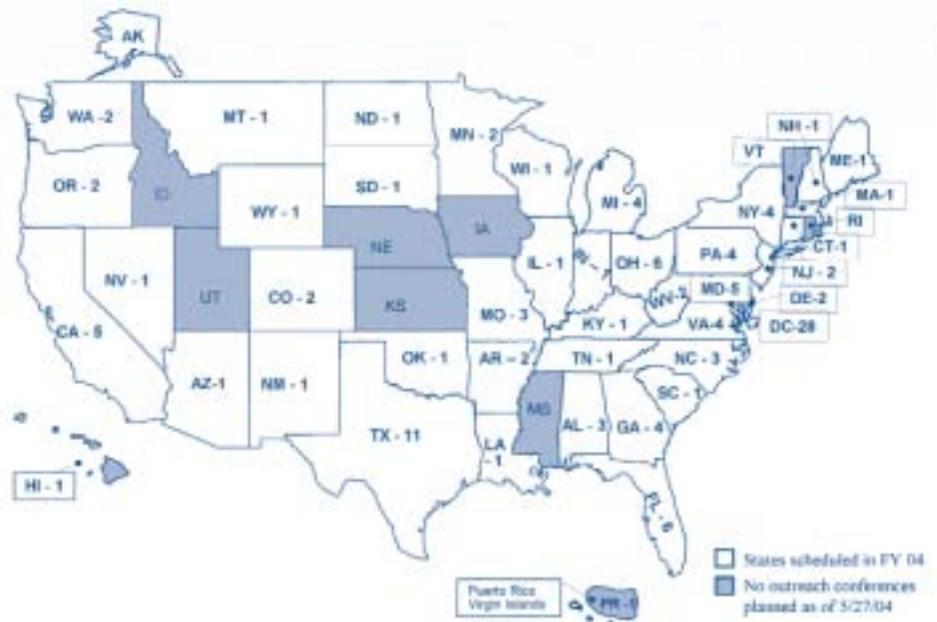
- July 30 **Region VIII Business Economic Development Day**
Boulder, CO
Contact: HUD Region VIII Office at 303-672-5237
- August 17-18 **Eastern Regional Business Matchmaking Event**
Philadelphia, PA
Visit: www.businessmatchmaking.com
- August 18-19 **Marketplace of Opportunities**
Nashville, TN
Visit: www.tmsdc.net
- August 18-19 **Festival of Trade**
Denver, CO
Contact: Rocky Mountain Minority Supplier Development Council at (615) 259-4699 or visit <http://www.rmmsdc.org>
- August 20 **Latina Style Business Series**
Charlotte, NC
Contact: Maria del Mar Velasco (202) 955-7930
- August 25 **Region I Business Economic Development Day**
Manchester, NH
Contact: HUD Region I Office at (603) 666-7510

For a complete list of upcoming outreach events visit Outreach Events on www.hud.gov/smallbusiness.

On The Road With OSDBU

This year, OSDBU plans to attend over 120 conferences and trade fairs in over 80% of the United States including Hawaii and Puerto Rico. At these events, the OSDBU or the local HUD office provides guidance on how to do business with HUD.

The map below shows the locations of our outreach planned for FY 2004.



Business Economic Development Day

These noteworthy one-day conferences are designed to provide valuable information concerning the fair treatment of small businesses and the opportunities for small businesses to compete and be selected for a significant share of HUD's contract dollars.

During FY 2004, BEDDs took place in New Orleans, LA on June 16, 2004 and Las Vegas, NV on June 23, 2004. Visit www.hud.gov/smallbusiness and click on Outreach Events to find out when we will be in a city near you.



26th Annual OMSDC Business Conference and Opportunity Fair at the Tulsa Convention Center and Downtown Doubletree Hotel in Tulsa, OK- August 11-12, 2004. This year's conference theme, "Partnering for Success," will allow key people from the government, corporate and small business sectors to convene and establish connections.



HUD Scores #1 In Small Business Procurement Awards

In FY 2003, HUD awarded more than \$540 million to small businesses – over 54% of its contract dollars. The Department far exceeded its goal of 31% and ranked highest among federal departments in the percentage of contract dollars awarded to small businesses.

Summary of FY 2003 Procurement Awards

AGENCY	SMALL BUSINESS (ALL)		
	Total \$	SB \$	SB %
HOUSING & URBAN DEVELOPMENT	1,016,131,172	549,009,786	54.03
COMMERCE	1,454,277,014	775,782,975	53.34
AGRICULTURE	4,188,084,606	2,137,444,830	51.31
STATE	2,380,130,114	1,146,894,715	48.18
INTERIOR	3,668,912,192	1,743,457,051	47.52
GSA	8,050,490,349	3,680,516,157	45.72
TRANSPORTATION	1,887,302,357	823,946,445	43.66
HOMELAND SECURITY	2,501,478,069	1,017,482,563	40.68
JUSTICE	3,971,358,548	1,297,868,614	32.68
EPA	1,223,440,623	389,643,363	31.85
HEALTH & HUMAN SERVICES	6,810,523,671	1,988,431,479	30.08
VETERANS AFFAIRS	8,492,193,454	2,549,584,082	30.02
LABOR	1,552,187,694	438,669,808	28.26
TREASURY	1,595,022,969	544,208,104	27.28
DEFENSE	181,289,213,888	39,998,009,618	24.80
EDUCATION	1,022,631,328	171,282,055	16.75

ed its goal of 31% and ranked highest among federal departments in the percentage of contract dollars awarded to small businesses.

HUD recognizes that small businesses are the backbone of the U.S. economy and intends to maintain its commitment to small business procurement.

Source: FPDS - March 24, 2004



Helpful Hint

Make your business card work for you. Remember that your card is a fundamental marketing tool. It's a quick reference people will use to reach you. Your business card should include not only contact information but also pertinent facts about your company.

Be sure to list your certifications such as HUBZone, 8(a), women-owned or service-disabled veteran. Don't waste space. If the back of your card is empty, list your NAICS codes and/or GSA Schedule numbers.

Your business card should make it easy for people to reach you and to access your company's certifications and qualifications.

Spotlight on Edward L. Girovasi



Barry McVay (left) and Edward Girovasi (right) at the OSDBU Small Business Awards - April 2004

Policy and Field Operations Division Director

Edward Girovasi began his Federal career in 1974 as a contracting intern with the Department of Defense. He joined HUD in 1977 and has served the Department as a contract specialist, program analyst, procurement analyst, contracting officer, competition advocate, and (since

July 1998) as the Director of the Policy and Field Operations Division in HUD's Office of the Chief Procurement Officer.

Ed is the project sponsor for the HUD Procurement System (HPS), a procurement status tracking and database management system that links all customers, without regard to location, to their procurement office. Ed explains the significance of HPS as "a single source for current procurement information to support Departmental management and operations."

HUD programs are focused on ensuring that all citizens benefit from our investment in America's communities and expansion of home ownership opportunities. Like all agencies, HUD knows how many of its con-

tract dollars are reaching small business, small disadvantaged business, etc., but HPS also tells us how many dollars are reaching firms owned by African-Americans, Hispanic-Americans, Native-Americans and Asian-Americans. HUD is one of the few federal agencies that do this."

Ed Girovasi credits the continued support of OSDBU for helping to improve the accuracy and reliability of HPS data. The OSDBU sees procurement requests before they reach us. If the request is inconsistent with the HPS data, it doesn't get approved. Ed also acknowledged the financial and project support from the Office of the Chief Information Officer. "Both offices have helped pave the way for the successes we've been able to achieve."



Women-Owned Small Businesses Shine at HUD

HUD awarded over \$327 million (33% of its contract dollars) to women-owned businesses in Fiscal Year 2003, surpassing its Small Business Administration (SBA) goal of 10%. Exceeding the SBA goal was simplified because of qualified women-owned small businesses such as New Technology Management Inc. (NTMI), QED Group and Pyramid Systems.

The driving force behind NTMI is President and CEO Lurita Doan. NTMI, based in Reston, VA, has 7 offices and 150 employees providing security and mobile computing. In the early years, all of NTMI's business was commercial. Lurita states "during that time I submitted proposal after proposal to the government. And, although none of them were successful, I was able to hone my proposal writing skills, find out what the government customer really wanted and improve my process." In 2003, the women-owned, HUBZone certified firm provided \$212 million in contracted services

to commercial clients, the U.S. military and the federal government.

Ms. Neelima Grover, President of QED Group, leads her company with great innovation, passion and professionalism. Located in Washington, D.C., QED Group, a women-owned, 8(a) and small disadvantaged business, has provided services to the private and public sector for more than 14 years. QED obtained its first prime contract with HUD in 2002 to conduct two separate studies for the Office of Policy Development and Research (PD&R). The firm received the contract because of concerted marketing efforts such as attending small business fairs sponsored by HUD, printing brochures describing QED Group's expertise and meeting with HUD program staff and Division Directors.

Sherry Hwang is President of Pyramid Systems, an 8(a), women-owned, small disadvantaged business located in Fairfax, VA. Pyramid Systems provides services such as

software engineering, systems design, web integration and program management. The company currently has eight prime contracts at HUD. Pyramid Systems advises small businesses to focus business development efforts on the Office of Small and Disadvantaged Business Utilization (OSDBU) as well and those program areas where they desire to work.

Not only have these women led their companies to success, but they are also paving the way for fellow and future women business owners. Edie Fraser, President of both Business Women's Network (BWN) and the Public Affairs Group noted: "Never before has there been a better time for women-owned businesses. We have seen the industry change dramatically and with that we will see the number of women-owned firms increase dramatically." Proof of this can be found at HUD.

Message From The Director

You don't have to come all the way to Washington, D.C. to communicate with HUD's OSDBU staff. Besides meeting us face-to-face at headquarters appointments or attending small business fairs, we are available through conference calls. Small businesses are welcome to schedule a 20-minute conference call between 10 AM - 4:00 PM (Eastern Standard Time) weekdays with a

Business Utilization Development Specialist. Please note that we make special accommodations for businesses located in the Pacific Standard Time zone.

Prior to your appointment, e-mail your capability statement to us so we have something to review while we talk with you. These meetings are just like face-to-face meetings so be prepared to market your company to

us. Call (202) 708-1428 to schedule a conference call. It's that easy.



**A. Jo Baylor, Director
Office of Small and
Disadvantaged Business Utilization**