



FACT SHEET FOR THE FEDERAL PROCUREMENT CONFERENCE

Waltham, Massachusetts  
City and State

Date: Tuesday, July 19, 1983

Sponsor(s): United States Senator Paul Tsongas, SBANE, North Shore Chamber, and South Shore Chamber, in cooperation with the U.S. Departments of Commerce and Defense.

Place: Hill Crest Center, 220 Bear Hill Road, Waltham, Massachusetts 02154.

Shipping Instructions: Ship displays and publications TO THE ADDRESS ABOVE as follows:

(AGENCY NAME)

Federal Procurement Conference - July 19, 1983

(HOLD FOR Event Manager) Attn: Phyllis Winkler, Function Manager.

Attendance Estimate: 500

Set-up Time: Set-up will begin at 7:00 a.m. on July 19, 1983.

Hotel Accommodations: Government counselors and prime contractors are responsible for arranging their own individual travel and lodging arrangements.

<u>Name &amp; Street Address</u>	<u>Area Code and Telephone Number</u>	<u>Single Rate</u>	<u>Miles/Min. to Conference</u>
(1) Suisse Chalet 160 Boylston St. Chestnut Hill, MA 02167	(617) 527-9000	\$ 30.00	20 mins.
(2) Koala Inn 1668 Worcester Road Framingham, MA 01701	(617) 620-0500	\$ 37.00	15 mins.
(3) Waltham Motor Inn 385 Winter St Waltham, MA 02154	(617) 890-2800	\$ 40.00	5 mins.
(4) Best Western East 477 Totten Pond Rd. Waltham, MA 02154	(617) 890-0040	\$ 56.00	5 mins.

Congressional Sponsor's Contact:

John Quinn  
 c/o Senator Paul Tsongas  
 2003 J.F.K. Government Center  
 Boston, MA 02203  
 Tel: (617) 223-1890

Department of Defense Contact:

Mrs. Juanita Watts, Director  
 Office of SADB  
 Office of the Secretary of  
 the Army - Room 2E577  
 The Pentagon  
 Washington, D.C. 20310  
 Tel: (202) 697-2868 or 8113



PROGRAM:

8:15 - 9:00 Registration  
9:15 - 9:30 Opening Remarks - Introduction and Explanation  
9:30 - 12:30 Individual Counseling  
9:30 - 11:00 Export Opportunities Seminar  
Department of Commerce Representative  
11:00 - 12:30 Bid Preparation Seminar  
Department of Defense Representative  
12:30 - 2:00 Lunch (w/speaker)  
2:00 - 4:00 Individual Counseling

Federal counselors who wish to attend the luncheon will be charged the cost of the meal only. They are not required to attend. Call your lunch reservation in to the Congressional Sponsor's contact one week before the conference date. (Sponsor's telephone number is on opposite page).

Advance Shipments: Displays and publications will be received and stored as early as 2 weeks in advance of the Conference.

Displays: Limit to suitcase size for table top use only.

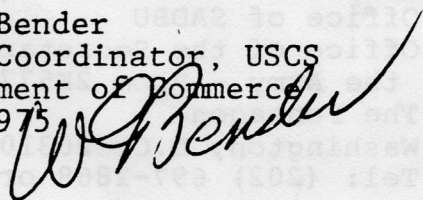
Set-up and Take-down:

- Set-up will begin at the time stated on the opposite page.
- Counselors will receive table assignments and set up displays at this time. (They should arrive no later than 7:30 a.m. the day of the Conference).
- Counselors will provide themselves with appropriate name tags.
- Appropriate table-top signs with agency name will be furnished by the Conference Coordinator.
- Return mailing of surplus publications should be accomplished by individual agency personnel.
- Take-down will commence at 4:00 the day of the conference.

Replies to Coordinator: Please inform BY ATTACHED MEMO the appropriate office NO LATER THAN SEVEN WORKING DAYS BEFORE THE CONFERENCE, giving the name, title, organization, address and telephone number of personnel you assign as counselors.

- Federal counselors: Mail to Mr. William Bender (see below).
- Prime contractors: Mail to Congressional Sponsor's Office (see opposite page).

William C. Bender  
Conference Coordinator, USCS  
U.S. Department of Commerce  
(202) 377-2975



NOTE: This Fact Sheet is to be disseminated to Federal civilian and military agencies, and participating prime contractors only.



**UNITED STATES DEPARTMENT OF COMMERCE**  
**International Trade Administration**  
Washington, D.C. 20230

INFORMATION SHEET  
FEDERAL PROCUREMENT CONFERENCE

Purpose. The purpose of these conferences is to provide the business community with an opportunity to meet, on a person-to-person basis, with procurement specialists from Federal civilian and military agencies, Federal prime contractors, and State and local government purchasing agencies. These specialists counsel on (1) Federal procurement and contracting processes; (2) aids and services of Government to business; and (3) opportunities to sell to Federal agencies and prime contractors. In addition, there is a seminar on "How to Prepare a Bid" by the Department of Defense and one on "Export Opportunities" by the Department of Commerce.

Objective. (1) to locate additional production sources and broaden the procurement base for Federal buying agencies; (2) to stimulate local, regional and national economic growth; (3) to locate under-utilized production capacity; (4) to help prevent or eliminate pockets of under-employment; (5) to assist small business concerns, including minority businesses; and (6) to promote improved relationships between the business community and the Federal Government.

Sponsors. Sponsors are members of Congress only. They may act alone or select as co-sponsor public service groups such as Chambers of Commerce, State departments of commerce, State development commissions, etc. Co-sponsorship by individuals or by organizations which stand to gain a pecuniary advantage through the platform provided at these conferences is prohibited. For example, public relations firms which co-sponsor meetings for a fee, professional organizations which stand to gain new members, and marketing firms offering their services for sale may not act as co-sponsors. Conferences are for one day and must not be held in conjunction with an industrial exposition, association meeting, etc. The Department of Defense and the Department of Commerce do not sponsor but are co-equal producers of this Conference program.

Attendance. From 200 to 800

How it works. The principal feature of the Conferences is person-to-person discussions between buyers and sellers. Emphasis is placed on the following opportunities: Federal, State, and local buying programs; sub-contracting opportunities; other buyer and seller information; and aids and services of Government to business. Speeches, discussion panels, and similar spectator-type presentations are held to a minimum.

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FEBRUARY 1982



Buyers. (1) The Department of Defense: Department of the Army, Department of the Navy, Department of the Air Force, Defense Logistics Agency, Navy Resale System Office, Army and Air Force Exchange Service, and Marine Corps Exchange Service; (2) Federal civilian agencies: U.S. Department of Commerce, Department of Energy, Department of Agriculture, Department of Transportation, Environmental Protection Agency, General Services Administration, Government Printing Office, Veterans Administration, Department of Health and Human Services, Department of Education, Department of Interior, Department of Labor, National Aeronautics and Space Administration, U.S. Postal Service, Small Business Administration, Agency for International Development, Department of Justice, Department of State, and Department of the Treasury; (3) selected Federal prime contractors; and (4) State and local government purchasing agencies if invited by the sponsor.

Sellers. Members of the business community who come to the conferences in response to published notices or invitations by the sponsor, representing firms desiring to do business with the purchasing agencies and prime contractors or explore export opportunities.

Who does what. The conference program and participation by Federal civilian agencies is coordinated by the Department of Commerce. Participation by military agencies and Defense prime contractors is coordinated by the Department of Defense. The participating agencies provide counselors, and technical and procurement literature at no cost to the sponsor. The sponsor organizes, furnishes promotional mailings and provides conference and luncheon space and other necessary facilities without cost to the Government. The Congressional sponsors usually make the principal address at the luncheons and they or their co-sponsor act as master of ceremonies.

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