

FREE!



City of San Antonio & Bexar County
Present the 5th Annual
*Small, Minority and Women
Business Owners Conference*



GRATIS!

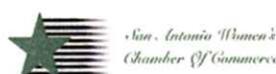


*“How to Get In the Game
and Stay In the Game”*



*In partnership with the
Central & South Texas Minority Business Council*

December 14, 2005



PROGRAM

Registration 7:00 a.m. - 3:00 p.m. West Registration

Networking Breakfast/Opening Session 7:30 a.m. – 9:00 a.m. Ballroom B

Master of Ceremonies: David Marquez, Director
Economic Development & Special Programs Office, Bexar County

Greetings:

R.B. Pablos, Chairman

City of San Antonio Small Business Advocacy Citizens Advisory Committee

Dan Barrett, Chairman

Bexar County Small, Minority and Women Owned Business Enterprise Program Advisory Committee

Dinah Lovett, President

Central & South Texas Minority Business Council

Remarks: **The Honorable Delicia Herrera, City Councilwoman, Council District 6**
The Honorable Tommy Adkisson, County Commissioner, Precinct 4

Doing Business with Toyota and their Suppliers

Toyota is committed to having a supplier base, which more closely reflects the diversity of our customers and the diversity of our team members who build Toyota vehicles in North America. Having a diverse supplier base enables us to contribute to the economic well-being of all segments of the U.S. population. Also, we recognize that partnering with suppliers who provide a diversity of ideas - in addition to delivering manufacturing support, goods and services - creates a significant competitive advantage for Toyota.

Moderator: **Sig Huber, Assistant General Manager Purchasing Supplier Relations**
Toyota Motor Manufacturing North America, Inc. (TMMNA)

Mr. Huber's department is responsible for Supplier Diversity, Purchasing Planning, Supplier Enhancement and Supplier Relations. He joined the Toyota organization in 1998 as Senior Legal Counsel with responsibility for a diverse array of corporate legal matters. In that role, he also worked closely with State and Local governments in Toyota's site selection and start-up activities for new manufacturing plants in Princeton, Indiana; Huntsville, Alabama; Tijuana, Mexico; Jackson, Tennessee; and San Antonio, Texas.

Panel Members:

Mike Lavender – Toyota Tsusho

Kenneth Gardner – Johnson Controls Inc.

Closing Remarks and Program Review: Ramiro Cavazos, Director
Economic Development Department, City of San Antonio

Procurement Exhibits: 9:00 a.m. – Noon
1:30 – 4:00 p.m. Exhibit Hall B

**** Exhibit Hall B will close from Noon – 1:30 p.m. in order to allow everyone to attend the luncheon****
Due to limited seating, lunch tickets must be presented at the door for entry.
No re-entry will be allowed to the Exhibit Hall Floor, no exceptions.

Working Lunch/Public Forum:

Noon – 1:30 p.m.

Ballroom B

Master of Ceremonies: Ramiro Cavazos, Director
Economic Development Department, City of San Antonio

Remarks: **The Honorable Elena K. Guajardo, Mayor Pro-Tem, City of San Antonio**
The Honorable Nelson W. Wolff, County Judge, Bexar County

Special Presentation: ***“Getting and Staying in the Game”***
The Champion Award
Spurs Sports & Entertainment – Mr. Peter M. Holt

Guest Speakers:

Joseph Montes, Regional Administrator, Region VI
U.S. Small Business Administration

Joseph O. Montes was appointed regional administrator of the U.S. Small Business Administration’s Region VI on November 1, 2001. As regional administrator, Mr. Montes is responsible for the delivery of the agency’s financial assistance, management counseling, business development and minority enterprise development activities throughout Texas, Arkansas, Louisiana, New Mexico and Oklahoma. In fiscal 2004, over 9,500 guaranteed loans worth more than \$1.8 billion were approved for small businesses in Region VI.

Montes, a business development and economic policy consultant, holds a bachelor’s degree in economics from George Washington University and completed graduate studies at the University de Navarra, Barcelona, Spain. Montes held previous positions in the U.S. government, including associate administrator, Office of Business Development at the SBA; special assistant at the U.S. Department of Interior; deputy director of the Office of Minority Economic Impact at the U.S. Department of Energy; and officer in charge of the Community Relations Service, and assistant program manager of the Criminal Division (Haiti) at the U.S. Department of Justice.

Theresa Alvillar-Speake, Director, Office of Small and Disadvantaged Businesses
U.S. Department of Energy

Theresa Alvillar-Speake was appointed by President George W. Bush and confirmed by the U.S. Senate as Director of the Office of Minority Economic Impact and Diversity at the U.S. Department of Energy in August of 2001. Ms. Speake is the first Hispanic ever to head the office. In that position she provides guidance and direction to the Secretary of Energy on the impact of energy policies, procedures and programs on minorities, minority institutions and minority businesses and also on policy development and program implementation in the area of Small and Small Disadvantaged Business Utilization and Civil Rights. She is also responsible for providing agency support to minority educational institutions, minority banks and for promoting diversity within the agency and its contractors.

From 1997 to 2000, she served as Assistant Director of Business Relations for the California Employment Development Department, and from 1994 to 1997 she was founder and Executive Director of NEDA San Joaquin Valley, a non-profit business development organization. She served at the U.S. Department of Commerce from 1991 to 1993 as the Assistant Director for Program Development in the Minority Business Development Agency. Theresa is a graduate of California State University and received an MBA from Golden Gate University.

Closing Remarks and Program Review: David Marquez, Director
Economic Development & Special Programs Office, Bexar County

Door Prizes: Dinah Lovett, President, Central & South Texas Minority Business Council
(Be sure to enter your business card in the Exhibit Hall – all prizes must be claimed by the end of the conference)

Prizes include tickets for Southwest Airlines, San Antonio Spurs/ Rampage/ Silver Stars, a Spurs Jersey, and “Your New Front Door”

WORKSHOPS – CONCURRENT SESSIONS

- | | |
|---|---|
| <u>I. DOING BUSINESS WITH FEDERAL AGENCIES</u> | <u>ROOM 201</u>
9:30 – 10:15 a.m. |
| <u>II. DOING BUSINESS WITH STATE AGENCIES</u> | <u>ROOM 201</u>
10:45 – 11:30 a.m. |
| <u>III. DOING BUSINESS WITH LOCAL GOVERNMENTS</u> | <u>ROOM 201</u>
3:00 – 4:00 p.m. |
| <u>IV. DOING BUSINESS WITH CORPORATIONS</u> | <u>ROOM 204 B</u>
3:00 – 4:00 p.m. |
| <u>V. ACCESSING CAPITAL</u> | <u>ROOM 204</u>
9:30 - 11:30 a.m. |
| <u>VI. HOW TO START/EXPAND/SAVE/OR MANAGE
A BUSINESS</u> | <u>ROOM 202</u>
9:30 – 11:30 a.m.
3:00 – 4:00 p.m. |
| <u>VII. HOW TO BID AND RESPOND TO RFP'S</u> | <u>ROOM 204 A</u>
3:00 – 4:00 p.m. |

WORKSHOPS – CONCURRENT SESSIONS INFORMATION

- | | |
|---|--|
| <u>I. DOING BUSINESS WITH FEDERAL AGENCIES</u> | <u>ROOM 201</u>
9:30 – 10:15 a.m. |
|---|--|

The federal workshop is designed to help new and existing businesses prepare for Federal Government contracting. Key information will be provided on the Federal process, the Central Contractor Registry (CCR), Federal government certifications and how to register and respond to contracting opportunities. The briefing will consist of presentations from each panel member followed by questions and answers.

MODERATOR: Anita Uribe Martin, Economic Development Manager, City of San Antonio

Panel Members: Robert Faithful, Director Office of Small & Disadvantaged Business Utilization, Department of the Interior
Dwayne Higgins, Assistant Deputy for Small Business, Naval Facilities Engineering Command
Angela Williams, Mentor Protégé Program Manager, Department of Homeland Security
Nancy Villarreal, Procurement Analyst, US Army Medical Command, Ft. Sam Houston
Valerie Oliver, Small Business Specialist, Defense Logistics Agency
Melea Crouse, Deputy for Small Business, US Army Corps of Engineers

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|--|---|
| <u>II. DOING BUSINESS WITH STATE AGENCIES</u> | <u>ROOM 201</u>
10:45 – 11:30 a.m. |
|--|---|

This workshop is designed for manufacturers, suppliers and other vendors that wish to furnish materials, equipment, supplies and services to state agencies and institutions of higher education. Participants will be provided with education on Historically Underutilized Business (HUB) certification and the state's procurement process.

MODERATOR: Paul Gibson, HUB Certification/Compliance Manager, Texas Building & Procurement Commission

Panel Members: Lacy Hampton, HUB Program, University of Texas at San Antonio
Larry Nunn, HUB Administrator, Texas Health and Human Services Commission
Efrem Casarez, DBE/HUB Program Manager, Texas Department of Transportation
Lynda Dyess, Senior Director of HUB Programs, University of Texas System
Denny Ross, HUB Coordinator, Texas Department of Information Resources

III. DOING BUSINESS WITH LOCAL GOVERNMENTS

ROOM 201
3:00 – 4:00 p.m.

“Linking Your Business To Opportunity” presented by local purchasing departments decision makers. Learn the various governmental entities purchasing policies and procedures, how to find a bid notice, why it is important to respond to a bid notice, and how to register to do business. They will explain the various opportunities and methods in construction, professional services and commodities with regards to awarding contracts.

MODERATOR: Dan Garza, Assistant Purchasing Agent, Bexar County

Panel Members: Pamela Morrison, Purchasing Director, San Antonio Independent School District
Mary Brogan, District Manager of Administrative Services, Alamo Community College District
Janie Cantu, Director of Purchasing, City of San Antonio
Mark Gorman, Director of Purchasing, University Health System

IV. DOING BUSINESS WITH CORPORATIONS

ROOM 204 B
3:00 – 4:00 p.m.

Doing business with Corporate America is completely different from doing business with any other entity. Navigating private sector waters, getting to the right person, and presenting yourself and your company appropriately and effectively is necessary for success in this arena. Learn from corporate leaders themselves how to do it, at the “Doing Business with Corporate America” seminars.

MODERATOR: Dinah Lovett, President, Central & South Texas Minority Business Council

Panel Members: Stephanie Torres, AT&T
Morris Howard, Dell
Thomas Shipps, Johnson Controls, Inc.

V. ACCESSING CAPITAL

ROOM 204
9:30 - 11:30 a.m.

Access to Capital ROUNDTABLES

Come and learn how to access capital! Attendees will have the opportunity to participate and interact in roundtable discussions. To better address your needs, the session will be divided into three individual groups: beginners/new starts, in business 2-3 years and in business for 3+ years. Let financing experts who are bankers, loan officers, business advisors and non-traditional loan providers guide you in financing your small business.

At the door, participants will be screened and assigned to a table based on what category he/she falls into. The participant will have an opportunity to receive guidance and advice based on his/her financial needs. The participants will also be seated with others who are in the same category, which allows for information sharing among participants.

MODERATOR: Manuel Gallegos, San Antonio Water System

Panel Members:

- | | | | |
|------------------------------------|---------------------------------------|----------------------------------|---------------------|
| ACCION Texas | Compass Bank | Sterling Bank | Wachovia |
| Bank of America | Frost Bank | TerraFactor Funding, Inc. | Washington Mutual |
| Broadway Bank | Innovative Bank | Texas Certified Development | Wells Fargo Bank |
| Cen-Tex Certified Development Corp | International Bank of Commerce | Texas First Financial Group | Wilshire State Bank |
| Chase Bank | Laredo National Bank | TJM Funding Group | Woodforest Bank |
| Commerica Bank | Security Service Federal Credit Union | US Small Business Administration | |
| Community Development Loan Fund | South Texas Business Fund | UTSA SBDC | |

Access to Capital Committee: ACCION Texas, Community Development Loan Fund, San Antonio Hispanic Chamber of Commerce, South Texas Business Fund, US Small Business Administration, and UTSA Institute for Economic Development - Small Business Development Center and Minority Business Development Center.

VI. HOW TO START/EXPAND/SAVE/MANAGE A BUSINESS

ROOM 202

9:30 – 11:30 a.m.

3:00 – 4:00 p.m.

This session will provide practical advice for the entrepreneurs interested in learning the methods of starting and expanding a profitable business. Experts from various business service centers will provide professional technical management assistance. The mission is to level the economic playing field by providing technical management assistance to business owners, enabling them to fully participate in the local area economy.

MODERATOR: Fletcher Parks, UTSA Minority Business Development Center

Panel Members: David Baenziger, UTSA Business Development Specialist, Small Business Development Center
Lisa Hindley, UTSA, Small Business Development Center, Business Development Specialist
Frank Goodlefski, Attorney
Cecilia Childress, U.S. Small Business Administration, SCORE, Counselor
Hugo Villarreal, Business Specialist, City of San Antonio

VII. HOW TO BID AND RESPOND TO RFP'S

ROOM 204 A

3:00 – 4:00 p.m.

“Connecting the Dots”

A comprehensive overview of the process in responding to government bids. Attendees will be briefed on how they can maximize their opportunities in marketing and finding the appropriate venue to bid on these solicitations.

- How to market your company to government agencies and private corporations
- How to find Requests for Proposals, Broad Agency Announcements, and other sales opportunities
- Tips on effective presentations to contracting officers and purchasing agents
- Review an actual Request for Proposal (RFP)
- Learn how to respond accurately, completely and persuasively
- Discover how e-commerce, lean management, and quality systems can enhance your success in winning contracts

MODERATOR: Ms. Judy Ingalls, UTSA Technology Center, Director

Presenter: Mr. Miguel A. Ferrer, UTSA Technology Center, Project Manager – Government Sales
Courtney McClure, Sr. Economic Development Specialist, City of San Antonio

EXHIBIT HALL B

9:00 a.m. – Noon & 1:30 – 4:00 p.m.

**** Exhibit Hall A will close from Noon – 1:30 p.m. to allow everyone to attend the luncheon ****

DELL Technology Procurement Center (Booth #500)

Finding Bids and Contract Information Online

Learn how to access contracting and financial web-sites with the right equipment!

Federal: www.sba.gov or www.fedbizops.gov

Go directly to the SBA Website and learn how to find 8(a), SDB, HUBZone, Cage Number information, CCR Registration, SBAExchange (a new program for small business concerns) for purchases below \$100K, fedbizopps and NAICS Codes.

State of Texas: www.tbpc.state.tx.us

Bexar County: www.bexar.org

City of San Antonio: www.sanantonio.gov

TOYOTA: www.toyotasupplier.com

And many others!

The International Trade Center (Booth # 710)

We will share with the audience the various ways we assist the small, minority and women owned business that is interested in importing and/or exporting. Whether your company is a start-up or an experienced global trader, interested in importing or exporting, the ITC can provide the following services:

- Assessing company & product export/import readiness
- Conducting & analyzing global market research
- Identifying international target markets
- Understanding international pricing, financing and payment methods
- Recognizing foreign market entry & distribution options
- Advising on global trade logistics & international documentation
- Locating, evaluating & selecting international buyers
- Developing an international marketing plan

The International Trade Center offers consulting services which are 100% confidential and offered at no cost. Having the right information is a necessity for all successful small businesses. If your company is interested in increasing its sales, expanding into new export markets or importing products, do not hesitate to stop by at our booth and learn more on how we can help YOU!

**** Ongoing presentations by the Exhibitors**

Local Certification (Booth #700)

PRESENTER: Bridget Negron Booth, Executive Director, South Central Texas Regional Certification Agency (SCTRCA)

Session I	9:00 - 10:00 a.m.	Certification Inquiries, Application Completion, Standards & Procedures
Session II	10:00 - 11:00 a.m.	Certification Inquiries, Application Completion, Standards & Procedures
Session III	11:00 - 12:00 p.m.	Certification Inquiries, Application Completion, Standards & Procedures

Session IV	1:30 - 2:30 p.m.	Certification Inquiries, Application Completion, Standards & Procedures
Session V	2:30 - 3:30 p.m.	Certification Inquiries, Application Completion, Standards & Procedures
Session VI	3:30 - 4:00 p.m.	Membership Information

* Find out how your company can obtain designation as a Small, Minority, Disadvantaged or Woman-Owned business. Member agencies include the City of San Antonio, Bexar County, University Health System, San Antonio Water System, San Antonio Housing Authority, San Antonio River Authority, Brooks Development Authority, VIA Transit, Edwards Aquifer Authority and the City of Austin.

Federal Agency Certification (Booth #657)

PRESENTER: Debra Dimando, US Small Business Administration (SBA)

Session I	9:00 - 10:00 a.m.	Certification for 8(a), SDB and HUBZone Standards & Procedures
Session II	10:00 - 11:00 a.m.	Certification for 8(a), SDB and HUBZone Standards & Procedures
Session III	11:00 - 12:00 p.m.	Certification for 8(a), SDB and HUBZone Standards & Procedures

Session IV	1:30 - 2:30 p.m.	Certification for 8(a), SDB and HUBZone Standards & Procedures
Session V	2:30 - 3:30 p.m.	Certification for 8(a), SDB and HUBZone Standards & Procedures

* Find out how your company can obtain certification as an 8(a), SDB and HUBZone for the purpose of doing business with the Federal Government.

Alamo WorkSource Employee Locator Center
Federal Empowerment Zone (Booth #720)

One Stop - Employee Locator Center

Let us help you find your employees. Human Resource help at no cost to you!

No-Cost Business Services Available Through Your Alamo WorkSource Career Centers:

- Recruitment, screening and referral of qualified job candidates
- Posting of job orders through the WorkInTexas.com online system
- Access to a pool of thousands of skilled job candidates
- Information and assistance with tax incentive programs including the Empowerment Zone Tax Credit
- Employment and labor law information
- Wage information and industry trends
- **Information on Skills Development and Self Sufficiency Funds**

Pre-conference event (Tuesday, December 13th):

*** Meet the Buyers Reception**

5:30 – 7:30 p.m.

Marriott Riverwalk Hotel (River Terrace Room)

**Reception Hosted by
Greater San Antonio Chamber of Commerce
San Antonio Hispanic Chamber of Commerce
North San Antonio Chamber of Commerce**

**Reception Sponsored by
Valero, AT&T, Crystal Communications and Linebarger, Goggan, Blair & Sampson, LLP**

2005 SMWBO Conference is Presented by

City of San Antonio and Bexar County
In Partnership With
Central & South Texas Minority Business Council

Starting Lineup Sponsors: Time Warner, Toyota

Sixth-Man Sponsors: Dell, AT&T

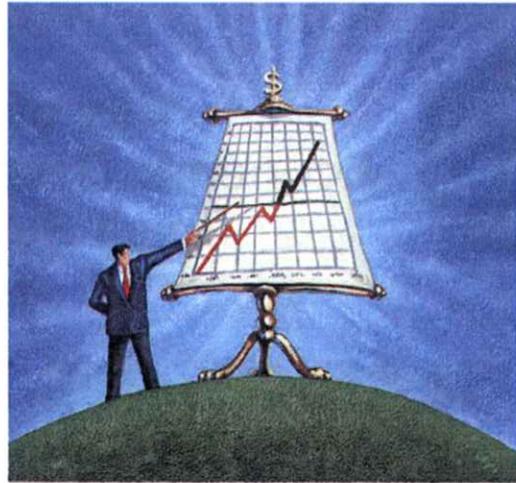
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HEB, VIA, Texas Building & Procurement Commission, Ad Graphics
GTO Advertising, Industrial Communications, Kelly USA, Bear Audio Visual**

The conference is actively supported by the following:

A La Nueva Business & Professional Women, ACCION Texas, Alamo City Chamber of Commerce, Alamo Community College District, Alamo Work Source, Alpha Quadrant, Associated General Contractors - San Antonio Chapter, Bexar County Clerk Gerry Rickhoff, Bexar County Commissioners Court, Bexar County Tax Assessor Sylvia Romo, City of Live Oak, City of San Antonio, Community Development Loan Fund, Congressman Charles Gonzalez, Crystal Communications Edwards Aquifer Authority, Greater San Antonio Chamber of Commerce, Hispanic Contractors Association de San Antonio Mission City Business & Professional Women, National Association of Women Business Owners, North San Antonio Chamber of Commerce, Randolph Metrocom Chamber of Commerce, San Antonio Hispanic Chamber of Commerce, San Antonio Housing Authority, San Antonio Independent School District, San Antonio River Authority, San Antonio Water System, San Antonio Women's Chamber of Commerce, SCORE, Senator Leticia Van de Putte, SER Jobs, South Central Texas Regional Certification Agency, South San Antonio Chamber of Commerce, South Texas Business Fund, University Health System, University of Texas at San Antonio, UTSA Minority Business Development Center, UTSA Small Business Development Center, UTSA Technology Center, West San Antonio Chamber of Commerce, Women's Business Enterprise Alliance

This is what we're here for. Let's make the best of it.



TRADE SHOW TIPS

1. Set clear goals for this conference. What do you want to get out of it?
Example: 10 qualified follow-ups; set a second meeting....?.
2. Preview the Exhibitor list and the floor plan before you begin. Map out where you want to start and who to see first.
3. Be prepared to talk about what you bring to the table: cost effectiveness, creativeness, responsiveness and what???
4. Make notes of the day's actions as you go along and to remind you of important things you may need to do later.
5. Be sure to find out the minimum requirements necessary to do business with an Exhibitor, including certification requirements, if any.
6. Don't be stingy with your business cards. These Exhibitors, too, have bosses who want to see that they've been working and not just enjoying the Riverwalk.
7. Do not overload the Exhibitor with brochures or catalogs. Stick to specific information. Remember, most flew in for this show. They have limitations on what they can carry.
8. Follow-up! Follow-up! Follow-up!
9. Persevere!
10. NETWORK!



**City of San Antonio
Economic Development Department
Small Business Division
presents**

“MARKETING TIPS TO SUCCEED IN FEDERAL CONTRACTING”

This seminar will help new and existing businesses prepare for Federal Government contracting. Key information will be provided on the Federal process, the Central Contractor Registry (CCR), and creating a Marketing Sheet/Capability Statement.

**Wednesday, February 22, 2006
9:00 a.m. to 10:30 a.m.**

**Development & Business Services Center
1901 S. Alamo, Training Room 249B**

FREE SEMINAR

For further information please contact our office at (210) 207-3900.

Name _____

Company: _____ No. Attending _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Please fax registration to (210)207-3909 or stop by booth # 415

Thanks and appreciation to all the VOLUNTEERS!!!!

**City of San Antonio Small Business Advocacy Committee (SBAC)
Bexar County Small, Minority and Women Owned Business Enterprise (SMWBE) Program Advisory Committee**

SPECIAL THANKS TO OUR LOCAL ELECTED OFFICIALS

**MAYOR PHIL HARDBERGER
COUNCILMAN ROGER O. FLORES – DIST. 1
COUNCILWOMAN SHEILA MCNEIL – DIST. 2
COUNCILMAN ROLAND GUTIERREZ – DIST. 3
COUNCILMAN RICHARD PEREZ – DIST. 4
COUNCILWOMAN PATTI RADLE – DIST. 5
COUNCILWOMAN DELICIA HERRERA – DIST. 6
COUNCILWOMAN ELENA GUAJARDO – DIST. 7
COUNCILMAN ART HALL – DIST. 8
COUNCILMAN KEVIN WOLFF – DIST. 9
COUNCILMAN CHRISTOPHER HAASS – DIST. 10**

**BEXAR COUNTY JUDGE NELSON W. WOLFF
COMMISSIONER SERGIO “CHICO” RODRIGUEZ, PCT. 1
COMMISSIONER PAUL ELIZONDO, PCT. 2
COMMISSIONER LYLE LARSON, PCT. 3
COMMISSIONER TOMMY ADKISSON, PCT. 4**

**For more information on business assistance and contracting opportunities
or comments regarding the conference contact:**

**Grace Luna, Small Business Outreach Office
City of San Antonio at (210) 207-3900**

**Renee Watson, Small, Minority and Women Owned Business Enterprise
SMWBE Program, Bexar County at (210) 335-2478**

Access information online at: www.sanantonio.gov/edd or www.bexar.org/smwbe