



31 January 2008

Mr. Rick Cassidy  
United States Transportation Command  
508 Scott Drive, Building 1900  
Scott AFB, IL 62225-5357

Subject: Defense Coordination Transportation Initiative (DTCI) Small Business  
Interaction Report

Reference: Contract Number: HTC711-07-D-0032

Dear Mr. Cassidy,

In accordance with the Small Business Plan Menlo Worldwide Government Services hereby submits the subject deliverable, due to the United States Transportation Command on 31 January 2008.

Following are the Small Business Outreach actions Menlo accomplished during the period 02 November 2007 through 31 January 2008.

1. Menlo's efforts to ensure that all categories of small businesses have been given an equitable opportunity to compete for subcontracts.
  - a. Identified 40 transportation providers to receive Requests For Proposals (RFPs) for transportation services support for the first 3 sites of DTCI program.
  - b. The RFP for transportation services for the first three DTCI sites was sent to 170 carriers of which 40 were the transportation providers identified above.
2. Menlo's outreach efforts to identify various categories of small businesses to facilitate their participation as subcontractors.
  - a. Provided orientation to the Small Business Program Manager provided by Menlo's subcontractor, (b)(4) and developed a draft for the Outreach Plan.
  - b. Held discussions and meetings with (b)(4) to offer opportunities as a minority business and discussed interest in obtaining certification as a small business HUBZone service provider.
  - c. Performed searches of SBA data bases to identify transportation providers in the required small business categories.
  - d. Held discussions with (b)(4) an Alaskan Native Corporation, as a potential small business transportation broker and obtained the



support of (b)(4), an affiliate company, to help develop (b)(4) business skills in these areas.

3. Assistance provided to various categories of small businesses to facilitate their participation as small businesses.

- a. Executed a subcontract with (b)(4), an Alaskan Native Corporation, for Small Business Program Management services in support of the DTCL program.
- b. Identified a Woman owned small business, (b)(4) as a potential HUBZone small business. We will be meeting with Limitless International, Inc. during the next period to discuss certification.
- c. Held discussions with Southeastern Vocational Alliance (SVA), a non-profit association, as a provider of transportation services for DTCL. We will be visiting SVA during the next period to evaluate their capability to participate in the DTCL program.

Please direct related questions or comments regarding the content of this deliverable to me at (703) 626 (b)(6)

Respectfully,

(b)(6)

Director



30 April 2008

Mr. Rick Cassidy  
United States Transportation Command  
508 Scott Drive, Building 1900  
Scott AFB, IL 62225-5357

Subject: Defense Coordination Transportation Initiative (DTCI) Small Business  
Interaction Report

Reference: Contract Number: HTC711-07-D-0032

Dear Mr. Cassidy,

In accordance with the Small Business Plan Menlo Worldwide Government Services  
hereby submits the subject deliverable, due to the United States Transportation  
Command on 1 May 2008.

Following are the Small Business Outreach actions Menlo accomplished during the  
period 01 February 2008 through 30 April 2008

1. Menlo's efforts to ensure that all categories of small businesses have been given an equitable opportunity to compete for subcontracts.
  - a. Menlo's verified Small Business list currently contains 151 businesses – of that total HubZone = 6 or 4%; VOSB = 30 or 20%; SDVOSB = 4 or 3%; SDB = 11 or 7%; & WOSB = 50 or 33%
  - b. Menlo conducted its first bid for the initial 3 DTCI sites. At that time 90 small businesses were given the opportunity to participate. A total of 57 small businesses responded with bids. To date 13 small businesses have been awarded business for the first 3 sites.
  - c. Menlo is starting to see results from the small business base that has been established. In the first two weeks of operations at Puget Sound, 67% of the purchased transportation went to small businesses. While it is unlikely that the long term results will continue at that rate, Menlo is pleased with participation of small businesses mentioned above.
  - d. Small businesses will be given the opportunity to bid on LTL moves from the same facilities and we expect that based on the results of the first two weeks at Puget Sound, mentioned above, small businesses will continue to be successful in garnering additional DTCI.
  - e. Menlo's small business partner (b)(4) a Alaskan Native Village Corporation, hired the Small Business Coordinator to support Menlo's Small Business Outreach Program.
2. Menlo's outreach efforts to identify various categories of small businesses to facilitate their participation as subcontractors.
  - a. (b)(4) provided a list of 977 potential small businesses – the list was screened for via CCR/SBA profile checks to determine small business status and special classifications.



- b. Provided outreach materials to Michelle Mendez/USTRANSCOM for distribution at the Southern Illinois Regional Procurement Expo/Conference she attended in Carterville on 19 March 2008
- c. (b)(6) attended the National Small Business Subcontracting Week conference sponsored by the U.S. Women's Chamber of Commerce in Washington DC on March 25-26, 2008.
- d. (b)(6) attended a Transportation Intermediaries Association (TIA) and briefed more than 100 TIA members on the DTCL program. TIA is the association of 3<sup>rd</sup> Party Logistics companies and 40% of its members are small businesses.
- e. (b)(6) attended the Reverse Industry TRANSCOM training forum on 22 April 2008
- f. (b)(6) attended the SDDC Symposium the week of 28 April 2008. Colonel Lovell spoke at a Breakout Session on DTCL and introduced (b)(6) as the Small Business Coordinator to help generate leads.
- g. (b)(6) attended local NDTA chapter's monthly luncheon on 24 April 2008 where Colonel Lovell spoke on DTCL.
- h. (b)(6) attended the Native American Business Alliance Conference April 27 - 30 in Choctaw, MS.
- i. (b)(6) is coordinating with the Lead Business Development Specialists at SBA Office in Washington DC to coordinate to contact with all SBA offices.
- j. (b)(6) met with (b)(6) at St. Louis SBA office on 2 April 2008 to discuss outreach methods, NAICS code size clarification, and specific contract issues.
- k. Reached out to 712 contacts from a list of SDDC Approved Carriers on 31 March 2008.
- l. 4 April 2008 - reached out to 41 small businesses listed in the Menlo contract as having worked with Menlo prior to DTCL
- m. 7 April 2008 - provided the 4 Illinois PTAC (Procurement Technical Assistance Center) and 3 Missouri PTAC representatives with DTCL general information and Small Business Coordinator contact information. The IL representative at John Logan College has since given at least one referral and information regarding a Matchmaking Conference in May.
- n. 7 April 2008 - Contacted the following State Trucker Associations to provide DTCL information and Small Business Coordinator information and to get Menlo on the websites of those organization:
  - i. Washington Truckers Association
  - ii. California Truckers Association
  - iii. Texas Motor Transportation Association
  - iv. Oklahoma Truckers Association
  - v. National Motor Freight Traffic Association
- o. Sent email to small businesses on our list whose CCR Profile would expire in the month of April (4 April 2008)
- p. Menlo is working with (b)(6) of the U.S. Women's Chamber of Commerce to obtain access to their member database for outreach
  - i. NAICS codes were sent to Margot to query
  - ii. Menlo is working with Margot to setup a nationwide Virtual Meeting with member small businesses



- q. Contacted Washington SBA Office's Marketing and Outreach Department (9 April 2008)
  - i. As a result (b)(6) put Menlo in contact with the OMWBE's (Office of Minority and Women's Business Enterprise) Database in Washington
  - ii. 16 April 2008 - Reached out to 11 businesses found on WA's OMWBE Directory
  - iii. OMWBE put Menlo in contact with MBECWA (Minority Business Enterprise Center, Washington)
  - iv. Queried Delaware's OMWBE Database and reached out to 14 businesses found on DE's OMWBE Directory
- r. 10 April 2008 Reached out to trucking magazines to determine types of coverage they could provide for DTCL
  - 1. (b)(4) as offered free short article submittals
  - 2. (b)(4) responded with their advertising pricing sheet

- 3. Assistance provided to various categories of small businesses to facilitate their participation as small businesses.
  - a. Contacted 47 businesses this quarter giving specific aide to the special classifications
    - i. Urged DOT and self-certified disadvantaged businesses to apply for SDB certificate from the SBA if qualified
    - ii. Performed conference calls with the CCR Help Desk to get questions answered profiles updated properly
    - iii. Sent documents to help the CCR registration process (DUNS Guidance, Table of Small Business Size Standards, or CCR Handbook)
    - iv. Sent reminders if CCR profiles were to expire in the current month
    - v. Sent reminders if CCR profiles were pending updates due to missing information
    - vi. Discussed the helpfulness of registering for multiple NAICS codes when applicable
    - vii. Followed up on HUBZone and SBD applications
    - viii. Met with (b)(4) a Native American business, to gain access to Native American businesses

Please direct related questions or comments regarding the content of this deliverable to me at (703) 626- (b)(6)

Respectfully,

(b)(6)

Director



August 1, 2008

Mr. Rick Cassidy  
United States Transportation Command  
508 Scott Drive, Building 1900  
Scott AFB, IL 62225-5357

Subject: Defense Coordination Transportation Initiative (DTCI) Small Business  
Interaction Report

Reference: Contract Number: HTC711-07-D-0032

Dear Mr. Cassidy,

In accordance with the Small Business Plan Menlo Worldwide Government Services hereby submits the subject deliverable, due to the United States Transportation Command on 1 August 2008.

Following are the Small Business Outreach actions Menlo accomplished during the period 01 May 2008 through 31 July 2008

1. Menlo's efforts to ensure that all categories of small businesses have been given an equitable opportunity to compete for subcontracts.
- 2.

Total Carriers Invited to Bid	302
Total Carriers Returning Bids	208
Total SB Invited to Bid	130
Total SB Returning Bids	88

- a. Verified Small Business list currently contains (as of 7/29/08) 315 vetted small businesses – of that total HubZone = 22 or 7%; VOSB = 95 or 30%; SDVOSB = 24 or 8%; SDB = 39 or 12%; & WOSB = 97 or 31%
- b. Small Business Awards

Category	Goal	Actual
WOSB	1.70%	15.23%
VOSB	1.60%	15.02%
SDVOSB	1.60%	0.00%
SDB	5.50%	10.23%
HUBZone	1.20%	0.15%
<b>Total Small Business Spend</b>	<b>20%</b>	<b>53.37%</b>

3. Menlo's outreach efforts to identify various categories of small businesses to facilitate their participation as subcontractors.
  - a. Performed initial profile checks for 1164 businesses – this included CCR profile checks to determine small business status and special classifications.
    - i. If and when the business registers on the Menlo master carrier list, the SBA profile is verified
  - b. Checked entire list of Small Businesses to verify if address was in HUBZone
    1. May 2008 - advised 1 businesses their address fell in a HUBZone and they could possibly qualify for the HUBZone certification if other criteria was also met
    2. June 2008 – advised 33 businesses their address fell in a HUBZone and they could possibly qualify for the HUBZone certification if other criteria was also met
    3. July 2008 – advised 9 businesses their address fell in a HUBZone and they could possibly qualify for the HUBZone certification if other criteria was also met
  - c. Urged DOT and self-certified disadvantaged businesses to apply for SDB certificate from the SBA if qualified
  - d. Other Outreach
    - i. 5 May 2008 – reached out to 135 small businesses listed in the CCR as being HUBZone certified
      1. 12 registered on Menlo's website as of 16 July 2008
    - ii. 8 May 2008 – US Women's Chamber of Commerce virtual meeting – Menlo team assembled in Chicago
      1. 6 businesses attended the conference call to receive an overview of Menlo, the DTCL project, get contact information and next steps
        - a. 3 businesses have registered on the Menlo carrier website
    - iii. 7 May 2008 – Small Business Coordinator attended STL Small Business Week SDVOSB Networking Opportunity
    - iv. 13 May 2008 – reached out to 76 small businesses listed in the CCR as being SDB certified–
      1. 18 registered on Menlo's website as of 16 July 2008
    - v. 147 May 2008 – Donna Kisgen, Small Business Coordinator attended and had an informational table at the IL PTAC Matchmaking Event at Four Points Sheraton
      1. Received contact information for 3 small businesses that could subcontract under DTCL
        - a. 1 small business has registered on the Menlo carrier website
    - vi. 9 June 2008 – reached out to 166 carriers from DoD Approved Carrier List
      1. 24 registered on Menlo's website as of 16 July 2008

- vii. 10 June 2008 - (b)(6) held meeting with Michelle Mendez/USTRANSCOM to discuss the Mentor-Protégé program and opportunities
    - 1. Mike Nadolski worked with procurement team to discuss the program and its benefits
      - a. 3 businesses (1 air freight, 1 freight broker, 1 trucking) were discussed as possible entities for the pilot M/P relationship
      - b. White paper will be sent to Michelle Mendez/USTRANSCOM by the end of July 2008
        - i. Michelle Mendez is working with Paul Simpkins/DoD Mentor Protégé Program Manager to get this transportation M/P relationship in place since it is a new arrangement
  - viii. Followed up by email with 19 businesses whose cards were received at the SDDC Symposium and were not yet registered on the Menlo Carrier Registration website
  - ix. 25 June 2008 – reached out to 3 small businesses found on the American Business Directory
  - x. (b)(6) attended local NDTA chapter's monthly luncheon on 26 June 2008
  - xi. (b)(6) attended the National Veterans Conference in Las Vegas 7 July 2008
  - xii. 23 July 2008 – reached out to 777 small businesses found in the CCR under Veteran Owned and Service Disabled Veteran Owned
    - 1. 46 registered on Menlo's website as of 25 July 2008
4. Assistance provided to various categories of small businesses to facilitate their participation as small businesses.
- a. Worked with 2 businesses on the details of applying for HUB status
    - 1. One of the initial steps involves updating the GLS profile; it confuses many because once this is done they receive an email stating GLS profile HUBZone approved and they think this is the certification
    - 2. Advised 2 businesses their HUBZone statuses were deactivated and got them in contact with their SBA HUBZone Liaison Officers
  - b. Advised the VOSB's of Vetbiz Registry that is now verifying Veteran and Service Disabled Veteran status
  - c. Advised the SDVOSB's of the Elite Service Disabled website learned of at the National Veteran's Conference
  - d. Small Business Coordinator periodically checks all VOSB's for a Vetbiz profile
  - e. Reached out to small businesses specifically for the Texarkana freight
    - 1. sent emails to 28 small businesses already on the Menlo master carrier list



2. sent email to 62 small businesses not already on the Menlo master carrier list to spark their interest in DTCL and get registered
- f. Worked with (b)(6) /Program Manager UIDA Business Services getting details of the Indian Incentive Program
  1. (b)(6) provided master list of Federally Recognized Indian Tribes to cross references the tribal ID cards of the small businesses
  2. Reached out to the 16 native businesses on the small business list to obtain a copy of their tribal ID card
    - a. Once received the cards are cross-referenced to determine IIP eligibility
    - b. If eligible, this information is passed to Menlo on the Daily Small Business List to encourage use of this small business because of the possibility of the rebate
- g. Performed conference calls with the CCR Help Desk to get questions answered profiles updated properly
- h. Sent documents to help the CCR registration process (DUNS Guidance, Table of Small Business Size Standards, or CCR Handbook) to all new additions to the Master Carrier List that did not have a CCR profile (new additions are sent weekly on Fridays)
- i. Sent reminders to 17 businesses that their CCR profiles were to expire in the current month
- j. Sent reminders if CCR profiles were pending updates due to missing information
- k. Discussed the helpfulness of registering for multiple NAICS codes when applicable
- l. 1 July 2008 – helped the procurement team by calling on the small businesses (that had been sent contracts) for a status update of when they would return the signed contract
- m. May 2008 – assisted two small businesses in obtaining a SCAC code
- n. 30 May 2008 – (b)(4) CEO and Contracts Manager came to Menlo Fairview Heights office to discuss the possibility of a freight brokerage business and mentor/protégé relationship with Menlo
- o. 27 June 2008 – Set up a conference call for Menlo and (b)(4) to discuss (b)(4) relationship and the possibility of subcontracting for DTCL
- p. 30 July 2008 – Met with (b)(4) to discuss DTCL and helped with Carrier Profile questions

Please direct related questions or comments regarding the content of this deliverable to me at (703) 626- (b)(6)

Respectfully,

//Signed//



Menlo Worldwide Government Services

(b)(6)



29 October 2008

Mr. Rick Cassidy  
United States Transportation Command  
508 Scott Drive, Building 1900  
Scott AFB, IL 62225-5357

Subject: Defense Coordination Transportation Initiative (DTCI) Small Business  
Interaction Report

Reference: Contract Number: HTC711-07-D-0032

Dear Mr. Cassidy,

In accordance with the Small Business Plan Menlo Worldwide Government Services hereby submits the subject deliverable, due to the United States Transportation Command on 01 November 2008.

Following are the Small Business Outreach actions Menlo accomplished during the period 01 August 2008 through 31 October 2008

1. Menlo's efforts to ensure that all categories of small businesses have been given an equitable opportunity to compete for subcontracts.

Total Carriers Invited to Bid	302
Total Carriers Returning Bids	208
Total SB Invited to Bid	130
Total SB Returning Bids	88

- a. Verified Small Business list currently contains (as of 10/20/08) 391 vetted small businesses – of that total HubZone = 24 or 6%; VOSB = 143 or 37%; SDVOSB = 52 or 13%; SDB = 42 or 11%; & WOSB = 115 or 29%



Category	Goal	Actual
WOSB	1.70%	15.51%
VOSB	1.60%	17.58%
SDVOSB	1.60%	1.21%
SDB	5.50%	7.77%
HUBZone	1.20%	2.74%
<b>Total Small Business</b>	<b>\$15,746,718.78</b>	

- Florida Worldwide Government Services, 7501 E. Lake Road, Suite 100, Fort Myers, FL 33907 • P 813-939-1700 • F 941-939-1701 • E [info@fwgcs.com](mailto:info@fwgcs.com) • [www.fwgcs.com](http://www.fwgcs.com)

- v. 19 August 2008 – reached out to 47 small businesses listed in the Florida DBE Directory
- vi. 19 August 2008 – reached out to 117 small businesses listed in the Texas DBE Directory
  1. 2 businesses registered online
- vii. 19 August 2008 – reached out to 1 small business listed in the Utah DBE Directory
- viii. 19 August 2008 – reached out to 30 small businesses listed in the Virginia DBE Directory
- ix. 20 August 2008 – was put into contact with the North Carolina PTAC representative and advised him of DTCL opportunity
- x. 22 August 2008 – reached out to 97 small businesses listed on North Carolina DBE Directory
  1. 1 business registered online
- xi. 25 August 2008 – Small Business Coordinator attended Land and Maritime Event in Columbus, Ohio
- xii. 12 September 2008 – reached out to 29 LTL carriers in Pennsylvania found on the CCR
  1. 3 businesses registered online
- xiii. 20 September 2008 – Menlo team attended NDTA Annual Forum in Reno, Nevada
- xiv. 23 September 2008 – reached out to 19 PTAC representatives in Texas to inform them of the DTCL opportunity for their clients
  1. 3 businesses registered online per this outreach that are possible to track
- xv. 23 September 2008 – reached out to 12 PTAC representatives in Virginia to inform them of the DTCL opportunity for their clients
  1. 4 businesses registered online per this outreach that are possible to track
- xvi. 23 September 2008 – reached out to 18 PTAC representatives in Pennsylvania to inform them of the DTCL opportunity for their clients
  1. 3 businesses registered online per this outreach that are possible to track
- xvii. 23 September 2008 – reached out to 17 PTAC representatives in Oklahoma to inform them of the DTCL opportunity for their clients
  1. 1 business registered online per this outreach this is possible to track
- xviii. 23 September 2008 – reached out to 8 PTAC representatives in California to inform them of the DTCL opportunity for their clients
- xix. 23 September 2008 – reached out to 11 PTAC representatives in Washington to inform them of the DTCL opportunity for their clients
- xx. 23 September 2008 – reached out to 8 PTAC representatives in Utah to inform them of the DTCL opportunity for their clients
- xxi. 23 September 2008 – reached out to 13 PTAC representatives in Georgia to inform them of the DTCL opportunity for their clients
  1. 3 businesses registered online per this outreach that are possible to track

- xxii. 23 September 2008 – reached out to 11 PTAC representatives in Florida to inform them of the DTCL opportunity for their clients
    - 1. 1 business registered online per this outreach that is possible to track
  - xxiii. 23 September 2008 – reached out to 18 PTAC representatives in Alabama to inform them of the DTCL opportunity for their clients
    - 1. 1 business registered online per this outreach that is possible to track
  - xxiv. 23 September 2008 – reached out to 6 PTAC representatives in North Carolina to inform them of the DTCL opportunity for their clients
  - xxv. 23 September 2008 – reached out to 19 PTAC representatives in Texas to inform them of the DTCL opportunity for their clients
    - 1. 3 businesses registered online per this outreach that are possible to track
3. Assistance provided to various categories of small businesses to facilitate their participation as small businesses.
- a. Worked with SBA HUBZone Liaison to obtain (b)(4) HUB Effective Date because SBA profile was not p y online
  - b. Worked with SBA HUBZone Liaison to confirm (b)(4) status because their renewal paperwork was not processed properly
  - c. 7 October 2008 – Met with (b)(4) Owner, (b)(6) and discussed the DTCL program, needed CCR updates, the advantages of the HUBZone certification, and passed on Michelle Mendez's contact information
  - d. Small Business Coordinator periodically checks all VOSB's for a Vetbiz profile
    - i. Advised 67 VOSB's of the Vetbiz Registry that is now verifying Veteran and Service Disabled Veteran status
  - e. Performed conference call with the CCR Help Desk to get TPIN and answer profile questions for (b)(4)
  - f. Sent documents to help the n process (DUNS Guidance, Table of Small Business Size Standards, or CCR Handbook) to all new additions to the Master Carrier List that did not have a CCR profile (new additions are sent weekly on Fridays)
    - i. Walked (b)(4) and (b)(4) through the online registration process
  - g. Sent reminders to 35 that their CCR profiles were to expire in the current month (in this quarter)
  - h. Sent reminders if CCR profiles were pending updates due to missing information
  - i. Discussed the helpfulness of registering for multiple NAICS codes with (b)(6) at (b)(4) (10/6/08) and (b)(4) (8/7/08)
  - j. Reached out to 52 small businesses with instructions and a website link to obtain a SCAC code
  - k. Re-sent the welcome email (with carrier profile to be completed) from Menlo to small businesses who claimed they did not receive the email



- l. 14 August 2008 – Emailed (b)(4) that their SDB certification expires in November and the SBA suggests submitting recertification application 90 days prior to expiration
- m. 18 August 2008 - Advised all small businesses of the SBA Size Standards Increase effective today
- n. Worked with PTAC representative for clarification of money held in trust for NAICS Codes 488510
  - 1. Forwarded this information to Expedite Couriers and (b)(4)
- o. Worked with PTAC representative for clarification of DUNS and DUNS + 4 for General Freight
- p. Gave (b)(4) the Washington DC SDB office number for further SDB certification questions

Please direct related questions or comments regarding the content of this deliverable to me at (703) 626- (b)(6)

Respectfully,

// Signed //

(b)(6)



03 February 2008

Mr. Rick Cassidy  
United States Transportation Command  
508 Scott Drive, Building 1900  
Scott AFB, IL 62225-5357

Subject: Defense Coordination Transportation Initiative (DTCI) Small Business  
Interaction Report

Reference: Contract Number: HTC711-07-D-0032

Dear Mr. Cassidy,

In accordance with the Small Business Plan Menlo Worldwide Government Services hereby submits the subject deliverable, due to the United States Transportation Command on 1 February 2009.

Following are the Small Business Outreach actions Menlo accomplished during the period 01 November 2008 through 31 January 2009.

1. Menlo's efforts to ensure that all categories of small businesses have been given an equitable opportunity to compete for subcontracts.

Menlo reports the following information for all bids conducted during the Outreach Reporting Period, however, no bids were conducted during the November 2008 – January 2009 reporting period. The next bid will be conducted in February 2009.

Total Carriers Invited to Bid	
Total Carriers Returning Bids	
Total SB Invited to Bid	
Total SB Returning Bids	

- a. Verified Small Business list currently contains (as of 1/21/09) 365 vetted small businesses – of that total HubZone = 18 or 5%; VOSB = 153 or 42%; SDVOSB = 61 or 17%; SDB = 104 or 28%; & WOSB = 100 or 27%



- i. Small Business List does decrease as businesses are deemed out of scope or not interested in DTCL.
- b. Small Business Awards (per Cumulative report Week 14\_2008 through Week 3\_2009)

Category	Goal	Actual
WOSB	1.90	15.85%
VOSB	2.10%	15.82%
SDVOSB	2.10%	1.38%
SDB	6.00%	10.59%
HUBZone	1.30%	2.44%
<b>Total Small Business Transportation</b>	\$21,398,425.93	

- 2. Menlo's outreach efforts to identify various categories of small businesses to facilitate their participation as subcontractors.
  - a. Performed initial profile checks for 187 businesses – this included CCR profile checks to determine small business status and special classifications.
    - i. If and when the business registers on the Menlo master carrier list, the SBA profile is verified
      - 1. 91 businesses registered online this quarter and were vetted through their CCR and SBA profile
        - a. 8 January 2009 – Spoke to (b)(4) (b)(4) about his CCR Profile no longer being visible/searchable
    - ii. SBC sends CCR registration documents to all new SB registrants that do not have a CCR Profile
      - 1. DUNS Guidance Document – To obtain a DUNS number
      - 2. Table of Small Business Size Standards – To determine which NAICS Code(s) to register under
      - 3. CCR Handbook – This documents walks through the online registration and has the CCR Help Desk number
  - b. SBC periodically checks all VOSB's for a Vetbiz profile
    - i. Advised 12 VOSB's of the Vetbiz Registry that is now verifying Veteran and Service Disabled Veteran status
  - c. After the business registers online and is vetted through their CCR and SBA profile, the SB is checked to verify if their address falls in a HUBZone
    - 1. November 2008 - advised 1 SB their address fell in a HUBZone and they could possibly qualify for the HUBZone certification if other criteria was also met
    - 2. December 2008 – advised 1 SB their address fell in a HUBZone and they could possibly qualify for the HUBZone certification if other criteria was also met

- a. 29 December 2008 – Worked with (b)(4) to determine if eligible for HUB certification
  - i. They do not meet the 35% of employees reside in a HUB criteria, however, they might transfer employees to their brokerage branch of the business to meet qualification
- 3. January 2009 (as of 1/21/09)– advised 8 SBs their address fell in a HUBZone and they could possibly qualify for the HUBZone certification if other criteria was also met
- d. Advised SBs of the SBA discontinuing the SDB certification
  - 1. December 2008 – reached out to 31 SBs with DoT DBE certification with the Self Certifying SDB criteria and advised to update their CCR profiles if they qualified
  - 2. December 2008 – reached out to 20 SBA certified SDB's that did not have Self Certified SDB on their CCR profile; advised them to update CCR profile if they still qualified
  - 3. December 2008 – reached out to 64 SBs with minority distinction with the Self Certifying SDB criteria and advised to update their CCR profiles if they qualified
  - 4. January 2009 – reached out to 110 SDB's (SBA and Self Certified) for state certifications and other forms for SDB verification
- e. Other Outreach
  - i. 7 November 2008 – reached out to 20 businesses found on Business.com (LTL Search)
    - 1. 3 business registered online
  - ii. 7 November 2008 – Reached out the HUBZone Contractors National Council to advise them of the DTIC opportunity and pass it forward to any interested parties
  - iii. 7 November 2008 – sent information about the HUBZone Contractors National Council to all 26 vetted HUBZones who have registered on Menlo's website as interested in DTIC
  - iv. 11 November 2008 – reached out to 20 businesses found on Business.com (Flatbed Search)
    - 1. 1 business registered online (check OOS)
  - v. 11 November 2008 – SBC sent a thank you to all VOSB's in small business outreach database
    - 1. SBC forwarded "Free Meal for Vets" from O'Fallon, IL's Texas Roadhouse Restaurant to ECI's Point of Contact (because they reside in the area)
  - vi. 19 November 2008 – reached out to 16 business found on Business.com (Transportation Brokers Search)
    - 1. 2 businesses registered online (check OOS)
  - vii. 20 November 2008 – SBC forwarded blog talk radio website with SDVOSB informational downloads and conference calls to 369 SDVOSB's
  - viii. 6 January 2009 – Queried the Association for Service Disabled Veterans' (ASDV) database to reach out to SDV businesses

1. The database generates and email sent directly to the businesses
  - ix. 6 January 2009 – sent Association of Service Disabled Veterans (ASDV) website link to 51 SDVOSB's who have registered on Menlo's website as interested in DTCL to be informative
    - a. No way to determine which businesses registered due to this outreach
  - x. 14 January 2009 – Reached out to 66 SDVOSB's found on CCR.GOV (new since last CCR search)
    1. 8 businesses registered online
  - xi. 15 January 2009 – Reached out to 746 VOSB and SDVOSB's who never registered for DTCL a 2<sup>nd</sup> time from previous searches on CCR.GOV and VetBiz
    1. 17 business registered online
3. Assistance provided to various categories of small businesses to facilitate their participation as small businesses.
- a. SDVOSB assistance
    - i. 4 December 2008 – SBC reached out to 42 SDVOSB's for their carrier profiles to review with Procurement
    - ii. December 2008 – SBC began having weekly meetings with the Procurement team to review carrier profiles for project fit
      1. 15 December 2008
        - a. Team determined 2 to be too small; they were partnered to work with (b)(4) (established broker in DTCL whose a VOSB)
      2. 29 December 2008
        - a. Team still in the process of collecting more information from businesses such as rates
        - b. (b)(6) /Procurement put (b)(4) in contact with (b)(4) (established broker in DTCL)
      3. 5 January 2009
        - a. Advised 9 SDVOSB's were sent bid packets and were due the following Friday
        - b. (b)(6) /Procurement following up with (b)(4) regarding scope and bids
        - c. (b)(6) /Procurement following up with (b)(4) regarding scope and bids
      4. 12 Jan
        - a. (b)(6) /Procurement reviewing (b)(4) bids
        - b. (b)(6) /Procurement decided they will contact (b)(4) about McGuire/Dover
        - c. Procurement trying to get (b)(4) to augment their bid to include Albany/Jacksonville
        - d. Procurement worked with (b)(4) on how to complete the bid sheets



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- a. (b)(6) /Procurement working with (b)(4) (b)(4) on their scope of operations
- iv. ry 2009 – Conversed with (b)(4) and had (b)(6) /Logistics confirm their bids were loaded
- d. WOSB assistance
  - i. 17 December 2008 – Followed up with (b)(6) /Procurement on behalf of (b)(4)
  - ii. 16 January 2009 – Emailed (b)(4) to alleviate their concern about being asked for money to participate in DTCI
- e. SDB assistance
  - i. 13 January 2009 – Forwarded (b)(4) carrier profile to procurement
  - ii. 17 December 2008 – Determined (b)(4) I does not qualify for SDB
  - iii. 29 December 2008 – Reached out to (b)(6) /Procurement on behalf of (b)(4) to determine if carrier profile had been reviewed
- f. 10 November 2008 – Spoke to (b)(4) about their ability to structure as either a WOSB or SVDOSB and their (b)(4)
  - i. Gave them SBA and Michelle Mendez's contact information
- g. 12 November 2008 – Discussed 8a, WOSB, and VOSB opportunities with Expedite Couriers
- h. 19 November 2008 - Reached out to 12 SBs with instructions and a website link to obtain a SCA
- i. 6 December 2008 – Walked (b)(4) through the Table of Small Business Size Standards to determine size status
- j. 9 December 2008 - Worked with PTAC representative for clarification on joint ventures
  - 1. Forwarded this information to (b)(4)
- k. 15 December 2008 – Walked (b)(6) through CCR registration
  - i. Advised Point of Contact when the IRS Validation failed and possible contact to help him fix the profile if he felt the profile failed in error
- l. 18 December 2008 – SBC Advised (b)(4) of possibility of augmenting their CCR profile with N
- m. January 2009 – Reached out to 2 SBs with instructions and website link to obtain a SCAC code
- n. 5 January 2009 – Requested Tribal ID card from (b)(4) (b)(4) to determine if they qualify under the Indian Incentive Program
- o. 16 January 2009 – Request Tribal ID card from (b)(4) to determine if they qualify under the Indian Incentive Program
- p. 21 January 2009 – Discussed Joint Ventures and Teaming Agreements with (b)(4)
- q. 22 January 2009 – Corresponding with (b)(4) (b)(4) about their online registration not going through
- r. Sent reminders to 38 SBs that their CCR profiles were to expire in the current month



- i. November – 9 to expire
- ii. December – 11 to expire
- iii. January – 18 to expire
- s. Sent reminders if CCR profiles were pending updates due to missing information

Please direct related questions or comments regarding the content of this deliverable to me at (703) 626- (b)(6)

Respectfully,

// Signed//

(b)(6)

Director