

STRATEGIC INFORMATION TECHNOLOGY PLAN

Minority Business Development Agency

December 1999

Introduction:

The Minority Business Development Agency (MBDA) continues to implement a strategic business plan relying significantly on information technology for success. In accordance with Department guidance, the plan has taken into consideration the mission and resources available to MBDA with a view to effective and efficient IT utilization to deliver services to the minority business community under the overall guidance provided within Executive Order(s) 11458, 11625 and 12432. In addition, the current plan is developing in accordance with "Digital Department" goals as they apply to external as well as internal processes.

Agency Mission:

The mission of MBDA is to foster the development and growth of minority business in the United States. Key elements of this mission are to provide resources to encourage capital formation, market opportunities, managerial and technical assistance, and education and training for the nations minority business owners. The Agency accomplishes this mission through programs and policies formulated in conjunction with the Executive and Legislative bodies of the Federal government and through cooperative agreements with state and local governments and private industry.

IRM Mission:

MBDA's information resources are managed by the MBDA Information Technology Center (TC). The TC's mission is to provide quality information technology-based service to all of MBDA, the Department of Commerce, other government and private entities and to the general public as appropriate.

Vision Statement:

MBDA envisions information technology as the key resource to assist minority business into the 21st century. Considering the exponential growth of on-line access to vital business information, MBDA will endeavor to become the principal source of minority business-related information and services using the Internet as the basis for service delivery. This will be accomplished through the efficient use of IT with a view to implementation using common standards, interfaces and security measures. MBDA views the Government Performance and Results Act (GPRA) as a central element to be considered in all planning and implementation of IT within the Agency. All systems will be GPRA-compliant, Y2K-compliant and will be designed to provide real-time or near real-time reporting to effect informed management decisions.

Current Status:

MBDA has completed the first phase of the strategic IT plan which is focused on installation of a new enterprise serving all MBDA headquarters, regional offices, district offices and grantee organizations. These grantee organizations include: Minority Business Development Centers, Minority Business Opportunity Centers, Empowerment Zones, and other entities as have been, or may be, designated by the President, the Department of Commerce and/or Congress.

System Configuration

The MBDA operational server cluster consists of seventeen (17) servers at Headquarters and one server in each of five (5) Regional Office for a total of 22 servers. The servers consist of Compaq models 1850R, 1600R, 2500R, 6000R, and 1500; SAG RAID; DEC Alpha and several Micron PC Pentium Pro machines serving low level office automation duties in the Washington headquarters (Room 5084 HCHB). The enterprise hosts approximately 120 workstations (100 Micron Millennia Pentium III with Microsoft Windows NT operating system and the Microsoft Office 97 Professional Edition. The enterprise uses the Windows NT 4.0 (Service pack 4) operating system and all desktops are managed from headquarters using MS-SMS. Regional offices are linked to headquarters via a dedicated 256kb frame relay network which will be upgraded to 512Kb in January 2000. All headquarters and regional local area networks (LAN) operate on 10/100 baseT Ethernet. TCP/IP is the standard protocol for the enterprise and all desktops are linked to the Internet via a T-1 (1.544 Mb/s) connection managed from headquarters (mbda.gov). All district offices and grantee organizations are linked via Internet dial-up connection.

Security:

All systems with links to the Internet are isolated using a CheckPoint® firewall. Multiple managed routers, switches, smart hubs and proxies provide security and disaster-planned redundant capability on the enterprise. All servers are mirrored and backed up on a daily basis using a Cybernetics™ Tape Library. All access to the enterprise is controlled from headquarters using Windows NT profiles and other special password systems. Physical security is maintained at all server and desktop locations. All personnel are briefed on system security and periodic audits are conducted to detect illegal entry attempts or unauthorized use of the system.

Strategic Issues:

Strategic issues facing MBDA include the development of methodologies to deliver mandated services to minority business in consideration of the changing nature of product and service delivery in a modern economy. These issues revolve around capital formation, market opportunity, management and technical assistance, and education and training. The above referenced issues must be addressed in an atmosphere of reduced resources. The IT mission is to design and deploy systems that will serve the needs of

minority business as they relate to the strategic goals of the Agency. The use of Internet technology to deliver information is the focus of the IT strategy. Linking minority businesses to sources of capital and market opportunities and providing technical information via links to SBA and other providers, while avoiding duplication, is essential.

Digital Department Strategies:

These strategies include the establishment of a paper-less office and for an increased paper-less interaction with customers. Specific initiatives include the development of digital forms, electronic signatures, and eCommerce focused operational characteristics at headquarters, regional offices and funded centers. FY99-2000 accomplishments include the development and current operation of the Performance system to gather reporting in digital form from all business development centers. The Phoenix-Opportunity system to match companies and contact opportunities over the internet and pilot programs to enable a digital CD-435 and a desktop real-time budget tracking tool.

Strategic Plan Alignment:

MBDA has closely aligned all initiatives with the strategic plan. Business development centers performance is directly tied to strategic plan goals, contractor performance is also rated according to strategic plan goals as they apply to the Government Performance and Results Act (GPRA). The strategic plan has been placed on the Intranet so all staff can be aware of the requirements. The core business objectives of MBDA are to provide increased access to capital and markets. These are reflected in the strategic plan by measuring the number and amount of loans and contracts provided by the business development centers. Qualitative objectives such as customer satisfaction and operational quality are measured using standard questionnaires approved by OMB. These scores are included in the quarterly reports via the Performance system.

Migration to Target Architectures:

Through a two year process, MBDA has substantially migrated to a target architecture which we anticipate will serve the Agency through FY2005. This includes "future proofed telecommunications and networking hardware and software installed and developed to support the strategic plan. This architecture includes standard TCP/IP communications channels, open system applications, and redundant back-end support.

Performance Measures:

Performance measures track the Agency strategic plan and are collected in real-time via the Performance software. The efficacy of the operational systems are directly tied to the outputs and outcomes related to the strategic plan in that the Phoenix-Opportunity system impacts the acquisition of contract opportunities for minority business. One of the key performance measures associated with the Agency strategic plan is the number of, and amount of contracts facilitated by the Agency. Other measures associated with staff performance include the input of Opportunities in to the system. These are measured in

real-time using the Intranet system serving Headquarters and the Regional Offices and District offices of MBDA. The specific measures are attached (Attachment A – Strategic Plan.)

Accomplishments:

During FY 1999, MBDA completely replaced over 100% of all desktops with 450 Mhz PIII systems running Windows NT and a common desktop suite (MS Office 97). All connections with Banyan were taken down and replaced with direct TCP/IP or dial-up connections. An Intranet and Extranet were developed to enable more efficient internal and secure remote communications within the MBDA staff and the staffs of the 47 business development centers nationwide.

GPRA-Compliance:

MBDA designed a 32-bit Windows-based software solution (Performance) enabling all MBDA grantees and FTE personnel to report daily on program performance. The software is flexible and scalable permitting changes in performance criteria and reporting structure. Performance replaces the old Business Development Report (BDR) system operated on the M204 platform at DOC Computer Center at Springfield. The M204 was not Y2K compliant nor did it provide the real-time managerial capability necessary to accurately track program performance in accordance with the spirit and form of GPRA. The Performance system is one leg of a triad of inter-linked databases and web engines supporting the primary mission of MBDA. The two sister systems linked to Performance are:

Phoenix: A database of minority businesses enabled through the MBDA website www.mbda.gov permitting on-line registration. This system replaces the older, non-Y2K compliant ABELS system operated on the M204 at Springfield. The ABELS system was very expensive to maintain and did not provide timely data transfer in an on-line interactive configuration compatible with the MBDA strategic IT plan and new enterprise. The Phoenix database structure was designed in coordination with the Bureau of Census to provide interim business research data between 5 year collection cycles.

Opportunity: The Opportunity database permits listing of contract opportunities on-line via the MBDA webpage. As opportunities are posted by anyone with access to the Internet they are matched with minority businesses listed in the Phoenix database. The contract information is then passed electronically to the target minority business and a list of referred minority businesses is passed electronically to the offeror. The success of the referral is tracked using automatic requests for status every 90 days until the contract is awarded. Successful contract awards are documented in the GPRA Performance database. With each referral minority companies are made aware of business assistance resources from MBDA, SBA and other public and private sources. MBDA believes this system is unique in the Federal government.

Year 2000-compliance:

MBDA has replaced all systems with Y2K compliant hardware and software. All vendors certified that all system components were Y2K compliant. MBDA has conducted independent verification of all systems/software and confirmed Y2K compliance.

Advanced Technology and Customer Service:

MBDA plans to migrate all of its web interface from the Active Server Page format to a Cold Fusion design. This will enable more efficient use of database assets and improve customer service by permitting better interface with the system. The Cold Fusion tool will permit improved error checking and facilitate more accurate first-time input of data. This will improve the customer's ability to input and retrieve accurate information. The installed customer feed-back mechanism on the MBDA website is connected directly to the MBDA customer help desk. Inquiries now appear as real-time alerts on the desktops of help desk personnel. This provides the opportunity for improved service delivery time and further improves customer satisfaction. Real-time referral of contract and loan opportunity data is facilitated by a geographic information system technology that enables referrals directly to the provider network keyed by zip code. Using this system, MBDA customers can acquire necessary face-to-face consulting at not only MBDA centers, but SBA and local businesses development centers as well. Improvements on the system include a direct linking between large organizations seeking minority subcontractors. These organizations will be afforded password access to the Phoenix database through a MapQuest GIS function. Using this function they will be able to identify minority businesses in the geographic region of interest with those businesses appearing on a web-based map interface.

Budget Year 2002 IT Investments:

No major new systems are now considered for FY 2002. Over the past three years, MBDA has upgraded all systems and due to budget constraints do not consider an significant upgrades in the FY2002 timeframe.

PDD-63 Critical Infrastructure:

MBDA has initiated a plan to addresses issued related to system and infrastructure protection. These include a complete "as built" documentation of all systems, networks and physical structures to include security measures. The first phase of this plan is complete with a completed document detailing installations at Headquarters and the Regional Offices. This graphic representation of systems and network configuration includes all servers, switches, bridges, hubs, desktops, and periferal devices and tracks the location of all computer hardware and associated communications equipment. This graphic is linked to a database containing specific information (make, model, serial number, vendor, cost, etc.) for each component.

Security procedures have been implemented to conduct periodic physical inspections of hubs and other "hidden" infrastructure to ensure only approved connections are active. The CheckPoint firewall has been upgraded. Virus-Scan installed on all desktops and an attachment scan filter is active on the email server preventing viruses from entering the system as attachments. A physical security plan is in place, systems are backed up each night, and a fire-proof safe holds encryption keys, administrator passwords, door lock combinations and other security-related items. Key personnel for security and system management have been identified. Computer security awareness briefings are conducted for each new employee and periodic security alerts are sent to all hands. An intrusion detection and reporting plan is in place. Vulnerability assessments have been made which resulted in an upgrade of the firewall and expanded security of the server room and network components. Key individuals associated with the system are on a training schedule and 25% of performance evaluation is tied to training. All FTE personnel are working towards advanced certificates as appropriate to their job.

Public Reporting Burden:

MBDA has enacted several strategies to reduce paperwork burden. These include the complete automation and digitization of all reporting from grantees. MBDA plans, in consort with the DOC grants office and working with the appropriate affinity groups, to field an on-line grant application form. This form will reduce paperwork burden by at least 50% and comply with the Paperwork Elimination Act. MBDA has acquired Verisign software to be employed when a digital signature plan is approved by the Department. The Verisign system is now in beta testing on the MBDA network.

Financial Summary: Attached Exhibit 53

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

30
Year
Commemoration

1969-1999

May 20, 1999

U.S. Department of Commerce
Minority Business Development Agency

Herbert C. Hoover Building
Washington, D.C

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a publication.

Publications have not been scanned in their entirety for the purpose of digitization. To see the full publication please search online or visit the Clinton Presidential Library's Research Room.

Research Report

SEPTEMBER 25, 2000

THE MINORITY BUSINESS CHALLENGE



Democratizing Capital for Emerging Domestic Markets



MILKEN INSTITUTE

U.S. DEPARTMENT OF COMMERCE

MBDA

MINORITY BUSINESS DEVELOPMENT AGENCY

June 21, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

**FROM: GILBERT COLÓN
ACTING DIRECTOR**

Subject: Weekly Report for June 27, 1994

KEY DEPARTMENT NEWS

Announcements for the MBDA-SBA-sponsored Minority Enterprise Development Week '94 Youth Entrepreneurship Symposium are being distributed to schools and youth organizations nationwide. More than 250 minority high school and college students will participate in the event in Washington, DC, in October, as part of the annual national MED Week conference. Shortly, you will receive a formal invitation to address the students. We and a communications consultant are working to generate extensive media coverage of this and other MED Week events.

CONGRESS

The House Appropriations Committee recommended \$42.428 million for MBDA in FY 1995 (\$2.211 million below the President's request and \$838 thousand above the FY 94 appropriation). The Committee supports MBDA efforts to achieve codification and to expand minority businesses' involvement in technology commercialization, export trade and Miami Beach commercial renovation, and to increase their access to capital. Assistant Director C. Howie Hodges will prepare a report to the Committee by July 15 on proposals to extend Federal technology development and extension programs to the minority business community.

The House Small Business Committee plans a June 24 full committee mark-up of H.R. 4263 which would amend the Small Business Act to keep MBDA's MBDC network informed of information on the proposed Federal Acquisition Computer Network. Recently, I met with Committee Chairman John LaFalce (D-NY) to brief him on the Department's efforts to codify MBDA.

REGULATORY ACTION

Applications in response to CFR Part 25 of P.L. 103-66, the Empowerment Zone/Enterprise Community statute, are due by June 30, 1994. The statute authorizes the Secretary of Agriculture to consult with you in considering rural applications. The USDA hotline for potential applicants is 1-800-645-4712.

PRESS

An agreement has been developed for MBDA's Public Affairs Division and a communications consultant perform complementary activities to publicize national and regional MED Week observances. As a start, MBDA will distribute a media advisory to minority print and electronic media nationwide and 30-second public service announcements, written by MBDA in English and Spanish, will be distributed by SBA to radio stations nationwide.

MBDA Public Affairs provided information on Bettie Baca, incoming Assistant Director for External Affairs, to Hispanic Link magazine for an upcoming article on MBDA and her appointment and, at the request of Maria Cardona, OPA, faxed a release announcing your upcoming Latin American trade mission to minority media.

WEEK IN REVIEW

Draft language for the 1994 MED Week Presidential proclamation was cleared by OPA and the General Counsel and forwarded to OMB for approval.

Gina Sanchez of the Office of Program Development agreed to serve as an advisory committee member for a Youth Entrepreneurship Program sponsored by the Cooperative Assistance Fund, Inc., a 25-year-old, non-profit minority investment corporation. The Fund made commitments for business loans of up to \$500 were made to 12 young entrepreneurs who made presentations to the advisory committee. Ms. Sanchez met with representatives from SBA, GSA, Howard University and Rep. Eleanor Holmes-Norton to plan a 1995 Federal Procurement Conference. Assistant Director Hodges and Ms. Sanchez met with an official of NationsBank to plan a formal partnership agreement to enhance capital access for minority businesses in the Baltimore area.

The New York Regional Office (NYRO) reported that the Boston Federal Executive Board will eliminate support for the Boston Minority Business Opportunity Committee at the end of this fiscal year, leaving responsibility for minority business activities with MBDA and SBA. NYRO Acting Director William Fuller was a guest on WKOM-AM radio, taping programs for Bridge Asia Communication, Inc. The two 15-minute segments on MBDA's mission, programs and services will air in July. Mr. Fuller also taped two five-minute public service announcements for Multi-Cultural Broadcasting, Inc. The announcements, one on MED Week and the other on MBDA, will be aired twice weekly for the next four months on WNWK-FM.

NYRO staff scheduled participation in an International Business Conference sponsored by the New York State Department of Economic Development in New York City and seminars on trade with South Africa in Philadelphia and New York City. The Newark Minority Business Development Center (MBDC) assisted a client, Acorn Services, Inc., of Florham park, NJ, to obtain a \$10 million, five-year contract to maintain and service the cafeteria at the U.S. Coast Guard's Cape May Recruiting and Training Center.

The Atlanta Regional Office (ARO) reports that a loan fund, initially funded by MBDA and now administered by the Greater Atlanta Small Business Project, has approved one loan for \$100,000 and has two loans scheduled for review next week. Fund organizers are now investigating the possibility of starting an equity pool for business start-ups. ARO staff members met with officials of Fannie Mae to discuss increasing procurement opportunities for minorities. Fannie Mae agreed to provide information on upcoming solicitations to MBDA and MBDA agreed to identify potential vendors. The Miami MBDC has planned MED Week '94 activities for September 16-24. SBA, the Miami/Dade Chamber of Commerce, several local bankers and others will sponsor the events. The owner of PRY WAY Transportation visited the Charlotte MBDC seeking assistance in financing the purchase of one tractor and four trailers. The MBDC prepared a loan proposal and submitted it to First Union National Bank. As a result, PRY WAY was approved for a \$50,000 loan.

Chicago Regional Office (CRO) Director David Vega, participated in the first meeting of the Financial Credit/Economic Equity Committee for the Illinois Department of Human Rights. The committee, chaired by the president of South Shore Bank, will prepare recommendations on issues affecting equal access to credit. Mr. Vega met with GSA officials to discuss funding for the Chicago MBOC. He attended a meeting sponsored by the U.S. Export Assistance Center to acquaint minority chambers of commerce with the services provided by the Center to increase export trade. He also attended a briefing on economic infrastructure requirements in the People's Republic of China. The CRO reported that the Minneapolis/St. Paul MBDC assisted Blue Star Marketing Corporation to secure a \$6 million contract with Seagate Technology. This contract will more than double Blue Star's total revenue for 1993 and create 2-3 new jobs.

Dallas Business Development Specialist Rachel Villalobos participated in a radio call-in session on Spanish-language radio station KXEB. Topics discussed included franchising, international trade and the services available through the MBDCs. Approximately 65 persons attended the monthly Dallas Minority Business Development Breakfast sponsored by the Dallas Regional Office (DRO) and other public and private sector organizations. Acting DRO Director Bobby Jefferson attended a workshop sponsored by the RTC and agreed to disseminate information on RTC contract opportunities to the region's MBDCs. DRO reported that

JCPenney honored the Harlem School of the Arts for creating designs used in a housewares line, "Urban Africa." The school has received \$30,000 in royalties. DRO also reported that the Houston MBDC assisted Dynasty International Corp., a manufacturer and wholesaler of home furniture, to secure approval of a \$350,000 loan from Metrobank, N.A. and the SBA. The company employs 50 workers and generates annual sales of \$3.8 million.

San Francisco Regional Office (SFRO) Director Melda Cabrera helped plan a panel discussion, "Earthquake-Related Contracting Opportunities," and served as a panel moderator at the 25th annual conference of the National Association of Minority Contractors in Los Angeles, CA. Ms. Cabrera was assisted by representatives from the Los Angeles MEGA Center, Amwest Surety Insurance Company and the Century Freeway Affirmative Action Committee.

SCHEDULE FOR WEEK

Business Development Specialist Gavin Chen will meet with the Board of Governors of the Federal Reserve System to discuss a comprehensive partnership to allow for better access to capital sources for minority businesses and to improve relationships between banks and our MBDCs.

An Export Development Seminar and IRM training sessions are scheduled for the San Francisco Regional Conference in Long Beach Harbor, CA.

AGENCY HEAD'S SCHEDULE FOR WEEK

On June 21, I will speak at a dinner sponsored by the Grand Canyon Minority Supplier Development Council and the Arizona Hispanic Coalition in Phoenix, AZ, to honor minority businesses. On June 22, I will take part in the annual San Francisco Regional Conference in Long Beach Harbor, CA.

SCHEDULE FOR MONTH

<u>Subject</u>	<u>Date</u>	<u>Activity</u>
Franchise Seminars	June 1-30	Introductory seminars for potential minority franchisees will be held during the month at MBDCs in Massachusetts, New Jersey, New York and Puerto Rico.
Seminars on Trade With South Africa	June 21-22	MBDA staff will participate in seminars in Philadelphia and New York City.
Business Seminar	June 23	The event is sponsored by LaSalle Bank in Chicago to promote the availability of capital to the small business community.
SFRO Annual Conference	June 22	I will be joined by program and technical staff members participating in the San Francisco Regional Conference in Long Beach Harbor, CA.
International Women's Conference	June 23	Acting Assistant Director Young will address this conference in Washington, D.C.
Atlanta Hispanic Chamber of Commerce Awards Gala		The Chamber's sixth annual celebration, held in Atlanta, will recognize outstanding Atlanta Hispanic businesses.
World Cup Conference of Mayors	June 30	Financial Officer Walker will address this conference in St. Thomas, VI.
World Conference of Mayors	July 1-3	To be held in St. Thomas, VI.
Organization of Chinese Americans	July 7-10	OCA's 16th annual national convention in Los Angeles, CA.
NAACP	July 9-14	NAACP's 85th annual national convention in Chicago, IL.
National Urban League	July 24-27	NUL conference in Indianapolis, IN.

June 14, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: GILBERT COLÓN
ACTING DIRECTOR

Subject: Weekly Report for June 20, 1994

KEY DEPARTMENT NEWS

MBDA will present a 1994 State of the Agency program June 25 on July 11, in the main auditorium (hour to be determined). You are invited to participate and other agency heads are invited to attend.

CONGRESS

MBDA's Legislative and Intergovernmental Affairs (LIA) staff reports Senate passage of federal procurement reform legislation to raise the threshold for small purchases from \$25,000 to \$100,000, require that five percent of contracts be awarded to small, women-owned businesses and allow reimbursement for reasonable legal fees incurred by small businesses winning bid protests.

WEEK IN REVIEW

On Tuesday, June 14, I address the Office of Small and Disadvantaged Business Utilization (OSDBU) Directors Minority Business Working Group at HHS. I will discuss MBDA's suggestions for improving OSDBU performance and compliance with existing Federal procurement law. Earlier, Executive Officer George Parish and I met with a representative from the Office of Administration to discuss that office's request for information on additional management and administrative streamlining initiatives. MBDA's response is due by June 17.

The MBDA management staff is developing a response to an OIG program evaluation report. We agree with the report's basic conclusions: that a lack of commitment by past DOC leadership, a lack of funding and a lack of leadership by

past MBDA directors have contributed to MBDA's failure to fulfill its mission.

Our Office of Administration continues to consolidate staff comments on MBDA Order 101, Organization Management. Final revisions will be completed by June 15 to reflect the agency's reorganization. This order has not been updated since September 1991.

LIA took part in the 1994 Annual U.S. Conference of Mayors meeting in Portland, OR, June 10-14. LIA has been monitoring the actions of public agencies whose actions affect minority businesses and reports the following: in Maryland, Governor Schaefer signed legislation creating the Nation's first state-funded venture capital pool using public funds to assist small and minority-owned firms; upcoming state sessions of the White House Conference on Small Business will be held June 14-30 in Wyoming, Wisconsin, Montana and Idaho; and the FCC announced a July 14 auction of new telecommunications licenses. Minority and women's business groups and several Members of Congress are protesting FCC's proposal to base license set-asides on economic factor, rather than race or gender.

Our Public Affairs Division prepared briefing papers on MBDA programs in California, Florida, Michigan and Missouri for President Clinton's upcoming visits to those states. Acting Division Chief Lewis Giles, Jr. and staff met with MBDA Business Development Specialist Janice Dessaso and a contractor to develop guidelines for the contractor's assistance in publicizing events and personalities connected with the 1994 observance of Minority Enterprise Development Week.

New York Regional Office (NYRO) staff members and personnel from the Manhattan, Bronx and Brooklyn MBDCs took part in Black Expo USA on June 3-6. MBDA joined over 150 national and local exhibitors in networking sessions and a trade show which were attended by more than 80,000 persons. NYRO Acting Director William Fuller and ITA's New York director met to coordinate implementation of the National Minority Export Program. Mr. Fuller took part in a luncheon sponsored by the National Committee on US-China Relations and a Chinese Business Expo. NYRO reports that the Williamsburg MBDC assisted a client, Hygrade Wipers, in obtaining \$2.0 million from Chase Manhattan Bank to finance the company's plant expansion.

Atlanta Regional Office (ARO) staff took part in the '94 Business Assistance Expo in Dade County, FL. Approximately 1,000 persons attended the event. On June 15, the ARO hosts several visitors from Guinea and Chad who are attending a four-week seminar on Entrepreneurship and the Development of Small and Medium Enterprises at Clark-Atlanta University. On June 16, ARO and Fannie Mae representatives meet to discuss possible cooperative efforts. ARO reports that the Fayetteville MBDC assisted a client, Allied Construction Technology, Inc., with Federal-sector marketing. The MBDC updated the company's business plan and identified potential contracts. With the MBDC's help, the firm successfully bid on a \$2.5 million contract with the Army Corps of Engineers.

Chicago Regional Office (CRO) Director David Vega arranged meeting for a visiting Liberian presidential candidate, Dr. G. Dakinah, with representatives of the Illinois Trade Center and Mid-America Committee. The Liberian is seeking financial assistance from American investors to rebuild his country's infrastructure which was destroyed by civil warfare. The Minneapolis/St. Paul MBDC assisted Galaxy Computers to obtain a \$70,000 line of credit through Signal Bank of St. Paul. The working capital loan will permit the firm to finance a major contract from a Fortune 500 company and create additional employment.

Dallas Regional Office (DRO) Acting Director Bobby Jefferson met with SBA to discuss possible joint activities including seminars, MED Week events, staff training, etc. To follow up, there will be an MBDA-SBA staff meeting on June 28 to discuss specific programs. The Monthly Dallas Minority Business Development Breakfast is scheduled for June 16. The New Mexico Native American Business Development Center assisted a long-time client, First American Office Products, with a business plan and loan packaging to obtain \$200,000 from First State Bank in Albuquerque. The minority company, which employs 40 workers and reports gross sales exceeding \$1,000,000, will use the loan to finance its acquisition of the Valliant Printing Company.

San Francisco Regional Office (SFRO) Director Melda Cabrera joined USTTA's Leslie Doggett and MBDA's Howie Hodges in addressing the recently-concluded MBDA-USTTA Multi-Cultural Tourism Conference in Los Angeles. The Regional Director speaks to the 25th Annual Conference of the National Association of Minority Contractors in Oakland, CA, June 15-16.

SCHEDULE FOR WEEK

The San Francisco Regional Office (SFRO) will host its 1994 regional conference. The event, scheduled for June 21-23 in Long Beach Harbor, CA, will address administrative and program issues for MBDA and Business Development Center staff members.

AGENCY HEAD'S SCHEDULE FOR WEEK

On Tuesday, June 21, I will be in Phoenix, AZ, speaking at a dinner sponsored by the Grand Canyon Minority Supplier Development Council and the Arizona Hispanic Coalition to honor minority businesses and, on June 22-23, I will be in Long Beach Harbor, CA, to take part in the SFRO annual regional conference.

SCHEDULE FOR MONTH

<u>Subject</u>	<u>Date</u>	<u>Activity</u>
Franchise Seminars	June 1-30	Introductory seminars for potential minority franchisees will be held during the month at MBDCs in Massachusetts, New Jersey, New York and Puerto Rico.
Black Executive Exchange Program (BEEP)	June 14-18	Hosted in Atlanta by the Atlanta Urban League, the event's theme is "BEEP: The Legacy of Success - A Commitment to the Future."
Atlanta Hispanic Chamber of Commerce Breakfast	June 15	The Consul General of Panama will be guest speaker, discussing the Panama Free Trade Zone.
ITA-Minority Chambers of Commerce Meeting	June 17	MBDA's CRO arranged this meeting to promote cooperation between the minority chambers and ITA.
Minority Vendors' Breakfast	June 21	This business networking event will be hosted by CNN in Atlanta, GA.
Nebraska-Mexico Trade Conference	June 20	300 will attend this discussion of technical aspects of NAFTA. CRO Director Vega is assisting with conference planning.
New York State MBOC Conference	June 21	NYRO staff will attend this public-private working group session.
International Business Conference	June 21	NYRO and the New York State Department of Economic Development will co-host this event for 200 participants.
Seminars on Trade With South Africa	June 21-22	MBDA staff will participate in seminars in Philadelphia and New York City.
Business Seminar	June 23	The event is sponsored by LaSalle Bank in Chicago to promote the availability of capital to the small business community.
SFRO Annual Conference	June 22	I will be joined by program and technical staff members participating in the San Francisco Regional Conference in Long Beach Harbor, CA.
International Women's Conference	June 23	Acting Assistant Director Young will address this conference in Washington, D.C.
Atlanta Hispanic Chamber of Commerce Awards Gala	June 25	The Chamber's sixth annual celebration, held in Atlanta, will recognize outstanding Atlanta Hispanic businesses.
World Cup Conference of Mayors	June 30	Financial Officer Walker will address this conference in St. Thomas, VI.

June 7, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: GILBERT COLÓN
ACTING DIRECTOR

Subject: Weekly Report for June 13, 1994

PRESS

MBDA's news release on the Multi-Cultural Tourism Conference was faxed to media representatives in California, and the Orange County edition of the Los Angeles Times requested additional information on the conference for an upcoming article. News releases announcing Minority Business Development Center (MBDC) awards in five locations (Baltimore, Birmingham, Charleston, Memphis and Minneapolis) have been prepared for dissemination this week. The June 15 issue of Set-Aside Alert, a weekly paper focusing on minority business issues, will feature news of MBDA and the recent Maryland/District of Columbia Minority Supplier Development Council conference.

WEEK IN REVIEW

On June 6, I provided an overview of MBDA's programs and services and took part in a brief question-and-answer session for over 20 minority business owners visiting from Ohio. The Commerce-wide, day-long briefing session was arranged by Assistant Secretary Loretta Dunn.

Assistant Director C. Howie Hodges participated in the MBDA-USTTA Multi-Cultural Tourism Conference in Los Angeles, CA. Major conference topics included the development and promotion of minority tourism packages and the increase of minority participation in the travel and tourism industry.

Resource Development Division staff met with US&FCS Matchmaker Program officials to discuss specific roles for MBDA and our Minority Business Development Centers (MBDCs) in program implementation. The Preface and Forward which you and I signed for the 1994 edition of the Franchise Opportunities Handbook has been included in the manuscript for reproduction by GPO.

Assistant Director Eric Jensen and Public Sector Division Chief Raul Quiros

met with business and community leaders in Columbia, SC, to discuss the establishment of a Minority Business Opportunity Committee in that city. A follow-up meeting will be scheduled.

MBDA's Public Affairs staff prepared briefing and background material for President Clinton's upcoming visit to Illinois.

Ralph J. Perez, Business Development Specialist in the New York Regional Office, was honored by the Puerto Rican Congress of New Jersey, Inc. During its 25th anniversary observance, the Congress, which is dedicated to the social and economic advancement of the Puerto Rican community, paid tribute to Mr. Perez for his support. The Middlesex MBDC assisted a client, Richardson Environmental Contracting Company, a New Jersey firm specializing in asbestos and other health hazard removals, in obtaining a \$3,000,000 contract award from the U.S. Naval Air Center in Lakehurst, NJ.

MBDA's Atlanta Regional Office (ARO) Acting Director Robert Henderson met with ITA's Atlanta Regional Director to complete a formal Memorandum of Implementation regarding the Minority Export Program created by MBDA, ITA, SBA and the Exim Bank. Mr. Henderson joined representatives of the Columbus MBDC in a meeting with local officials and community leaders in Columbus, GA, to support the creation of a minority business loan program similar to programs operating successfully in Nashville and Orlando. Yvonne Conway, Business Development Specialist for Atlanta, met with members of the Atlanta Chamber of Commerce and agreed to chair a subcommittee to develop a mentor-protege program for small businesses. Ms. Conway also met with Atlanta Braves and Turner Broadcasting procurement officials to develop an on-going relationship between the companies and the Atlanta MBDC. ARO staff attended your June 3-4 conference on South African Democracy and Economic Development. The ARO reported that the Savannah MBDC assisted a client, Capt. Anthony Phillips in starting a charter bus service business. The MBDC provided market research, business planning and loan document preparation services enabling Capt. Phillips to qualify for a \$132,000 loan from Trust Company Bank.

The Chicago Regional Office (CRO) provided names of minority-owned high-tech firms to the U.S. Export Assistance Center for participation in the upcoming Matchmaker mission to Canada. CRO staff members met with EPA procurement officials to improve communications between EPA and regional MBDCs concerning procurement opportunities and new Super Fund sites. The Cleveland MBDC reported its first success in its Management and Technical Assistance Training Course, a program which helps minority public housing residents start businesses. R&R Contractors won a \$2,000 contract from the Cuyahoga Metropolitan Housing Authority and a \$5,000 working capital loan from Society National Bank.

The State of Texas is conducting public hearings to monitor the progress of state agencies in increasing their purchases from minority- and women-owned businesses. Acting Dallas Regional Office (DRO) Director Bobby Jefferson attended a hearing in Dallas for discussions of certification, the validity of a disparity study and goal-setting for women and minority businesses. The hearings are intended to formulate recommendations for procurement legislation. Northwestern Railroad Services, Inc. (NRSI), a railroad construction company, has been a client of the Denver MBDC since 1991, receiving assistance in preparing loan application documents and securing procurement contracts. In 1994, NSRI won a maintenance and construction contract from the Association of American Railroads Test Center in Boulder, CO, and a maintenance contract for rail repairs at the Anheuser Busch plant in Fort Collins, CO. NSRI now employs 25 full-time workers and surpasses the \$2 million mark in annual revenues.

Yosef Patel, Chief of the San Francisco Regional Office (SFRO) Business Development Group, attended a Bay Area Small Business Development Group meeting for a report on loan activity. The group has approved \$967,268 in loans which helped create 66 new jobs and ensure the safety of 269 others. Regional Director Melda Cabrera met with the President of the Bay Area Rapid Transit Authority who agreed to establish a monthly minority business breakfast meeting and support the 1994 regional Minority Enterprise Develop Week youth program. Ms. Cabrera participated with over 100 Commerce officials in the Career Fair for staff and students at the National Hispanic University (NHU) in San Jose, CA. She also attended a meeting of the Northern California Task Force to discuss defense conversion, base closures and earthquake recovery efforts. The Salinas MBDC which assisted its client, Security USA of Oakland, in securing a \$1,055,517 contract with the U.S. Navy Public Works Center, has now assisted the firm in preparing a multi-year service proposal to the Treasury Department/IRS.

SCHEDULE FOR WEEK

Headquarters staff will provide information on the Department's earthquake recovery activities at the June 15-19 conference hosted by the National Association of Minority Contractors in Oakland, CA.

AGENCY HEAD'S SCHEDULE FOR WEEK

On June 14, I will be meeting with the Office of Small and Disadvantaged Business Utilization Directors for a minority business working group at the U.S. Department of Health and Human Services.

SCHEDULE FOR MONTH

<u>Subject</u>	<u>Date</u>	<u>Activity</u>
Franchise Seminars	June 1-30	Introductory seminars for potential minority franchisees will be held during the month at MBDCs in Massachusetts, New Jersey, New York and Puerto Rico.
National Committee on US-China Relations Luncheon	June 8	NYRO Acting Director will attend to hear the Mayor of Dalain, China speak on the future of Sino-American business relationships
Public Hearing on Banking Issues	June 8	NYRO Acting Director will participate in this hearing conducted by the New York State Banking Department.
Chinese Business Expo	June 8-10	NYRO Acting Director will attend and network
Multi-Cultural Tourism Conference	June 9-11	Cosponsored by MBDA and USTTA, the conference will take place in Los Angeles, Ca.
National Assn. of Latino Elected & Appointed Officials' Annual Conference	June 10	CRO Regional Director will participate in planning meeting for NALEO's 1994 Annual Conference scheduled for July 28-30.
Black Executive Exchange Program	June 14-18	Hosted in Atlanta by the Atlanta Urban League, the event's theme is "BEEP: The Legacy of Success - A Commitment to the Future."
Atlanta Hispanic Chamber of Commerce Breakfast	June 15	The Consul General of Panama will be guest speaker, discussing the Panama Free Trade Zone.
Nebraska-Mexico Trade Conference	June 20	300 will attend this discussion of technical aspects of NAFTA. CRO Director Vega is assisting with conference planning.
New York State MBOC Conference	June 21	NYRO staff will attend this public-private working group session.
Export Conference	June 21	NYRO and the New York State Department of Economic Development will co-host this event for 200 participants.
SFRO Annual Conference	June 22	On Wednesday, June 22, I will be joined by program and technical staff members participating in the San Francisco Regional Conference in Long Beach Harbor, CA.
Atlanta Hispanic Chamber of Commerce Awards Gala	June 25	The Chamber's sixth annual celebration, held in Atlanta, will recognize outstanding Atlanta Hispanic businesses.

July 5, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: GILBERT COLÓN
ACTING DIRECTOR

Subject: Weekly Report for July 11, 1994

KEY DEPARTMENT NEWS

Nominations are in from our nationwide network of business assistance organizations for MBDA's 1994 Entrepreneur of the Year awards. These and other minority business achievement awards will be presented during the 1994 Minority Enterprise Development (MED) Week national conference in Washington, D.C. in October. We anticipate the printing and distribution of the conference registration and information brochure by mid-July.

THE WEEK AHEAD

Data Resources Division staff will be in Los Angeles to provide all MEGA Center staff with comprehensive training on using data resources furnished by MBDA and assist with preparing the MEGA Center's Data Resource Center.

CONGRESS

I visited Rep. Norman Mineta (D-CA) on June 27 and Rep. Matthew Martinez (D-CA) on June 29, to discuss codification, MEGA Center and international trade issues.

MBDA's External Affairs staff prepared a briefing paper for Senator Harris Wofford (D-PA) on our minority business assistance services provided in his state. The paper highlighted assistance provided by the Philadelphia and Pittsburgh Minority Business Development Centers (MBDCs).

Tony P. Hall (D-OH) will issue a news release announcing the award of funds for MBDA-funded assistance in Dayton, OH.

The House Small Business Committee accepted an amendment by Rep. Cleo Fields (D-LA) to the Small Business Act to keep MBDA's MBDC network, and other Commerce assistance programs, apprised of information on the Federal Acquisition Computer Network. The Committee approved: (1) a five percent government-wide minority procurement goal; (2) an increase in the small business procurement goal from 20 percent to 25 percent; (3) a five percent procurement goal for women; (4) minority bid preferences; and (5) a lifting of economic disadvantage/personal income caps for minorities. Under existing Executive Orders, MBDA has a role in minority procurement planning for federal agencies.

I have submitted comments to the General Counsel on the "Proposed Statement of Administration Policy on H.R. 1188, the Anti-Redlining in Insurance Act." You would have lead responsibility in anti-redlining efforts, under legislation proposed by Rep. Cardiss Collins (D-IL). The Administration supports H.R. 1188.

PRESS

News releases announcing awards to MBDCs in Portland and Seattle, WA, and Orangeburg, SC, will be distributed to minority media in those areas.

WEEK IN REVIEW

My presentation on the President's health care reform package was well-received at the June 28 White House Hispanic Small Business Briefing. On July 6, at 3:00 p.m., I will deliver an address on welfare reform to an audience at the OEOB.

John Walker, Chief financial Officer, represented the Department at the World Conference of Mayors Summit, June 30-July 3, in St. Thomas, VI. He spoke on Commerce's minority procurement assistance and MBDA's export initiative. Other staff members provided information on MBDA codification and presented a display on successful MBDA-assisted firms. WCM members adopted a resolution supporting MBDA codification.

Program Analyst Anita Holland participated in a federal roundtable sponsored by Cities In Schools, Inc., in Alexandria, VA. Much of the discussion concerned the recently-completed CIS-MBDA Youth Entrepreneurship Program and what is projected for the program in 1995.

Resource Development Division staff reported that 193 participants attended franchise seminars hosted by MBDCs in Baltimore, Milwaukee and Mayaguez, PR. Five seminar participants are now serious candidates for purchasing franchises in a variety of industries.

The New York Regional Office (NYRO) reported that 75 participants recently attended a Franchise Business Breakfast hosted by the Bronx MBDC. Alfonso Jackson, Philadelphia District Officer, participated in a Small Business Town Meeting hosted by Philadelphia Mayor Edward Rendell to discuss the city's five-year, \$2.2 billion economic stimulus program. Philadelphia and Camden forwarded their joint Empowerment Zone Application on June 29. On June 30, R.K. Schwartz, Boston District Officer, participated in a "Networking/Briefing Session" co-sponsored by GSA and MBDA. Over 190 small and minority business owners attended the event to learn about procurement opportunities arising from a new \$150 million Federal construction project in Boston. Due to MBDA-GSA coordination, minority firms are expected to obtain 15 percent of the dollar value of available contracts.

The Atlanta Regional Office (ARO) reported participation in the Atlanta Chamber of Commerce's monthly meeting. Business Development Specialist Yvonne Conway, chair of a subcommittee to establish a minority business mentor-protége program, anticipates that the program will be operating by October 1. ARO also reports that the Jacksonville MBDC successfully assisted the owners of Happyland Learning Center to prepare a business plan and a loan proposal to expand their operations. As a result of MBDC assistance, a \$233,000 loan was approved for the minority firm.

The Chicago Regional Office (CRO) has agreed to assist ITA by identifying ten minority-owned manufacturers of durable goods to participate in an upcoming Matchmaker trade mission to Canada. ITA export-ready workshops for minority businesses are scheduled for July. CRO will hold its annual regional conference on July 11-15, at the Palmer House Hilton Hotel in Chicago, IL. CRO Director David Vega and the Census Bureau's Stanley Moore scheduled a July 6 meeting for minority Congressional members and regional directors of Federal agencies to discuss issues affecting minority communities in the Midwest. The Dayton MBDC assisted L. Trammell Excavating of Dayton, OH, in securing a \$150,000 working capital loan. The MBDC is now assisting the firm to secure an additional \$150,000 contract loan.

Bobby Jefferson, Acting Regional Director for the Dallas Regional Office (DRO), attended a quarterly meeting of the Dallas/Ft. Worth Federal Executive Board to hear a presentation on the agreement between HUD and the City of Dallas to provide \$25 million in affordable housing for low-income persons. A goal of 30% is projected for minority business participation in the project. DRO also reported that the San Antonio MBDC assisted Alamo Trailer and Truck Repair to secure a \$350,000 loan through BankOne and SBA. In 1993, the company's gross sales were \$1,000,000 and 1994 projected sales are expected to reach \$1,900,000. The firm employs 20 workers.

AGENCY WORK ON SECRETARIAL INITIATIVES

MBDA's recently-concluded capital market liquidity forum addressed issues of capital allocation and the flow of funds to intermediaries investing in minority-owned firms; the liquidity of minority business debt and equity instruments and incentives for capital market use and acceptance. Gavin Chen, Business Development Specialist chaired several roundtable discussions and Michael Milken of the Milken Foundation proposed that the Administration promote minority business investments in the same manner as intermediary investments in foreign countries. Over 150 researchers, venture capitalists and others attended the event in New York City.

SCHEDULE FOR WEEK

Program staff members will take part in the 85th Annual NAACP Convention, July 8-14, in Chicago, IL, to provide information on MBDA services and the upcoming 1994 MED Week events.

AGENCY HEAD'S SCHEDULE FOR WEEK

On July 11, I will be participating in the Chicago Regional Office's annual regional conference. The conference will run from July 11-15.

SCHEDULE FOR MONTH

<u>Subject</u>	<u>Date</u>	<u>Activity</u>
Organization of Chinese Americans	July 7-10	OCA's 16th annual national convention in Los Angeles, CA.
NAACP	July 9-14	External Affairs staff members will participate in the NAACP's 85th annual national convention in Chicago, IL.
MBDA State of the Agency	July 11	I will address all MBDA headquarters employees at a meeting in the Commerce Auditorium at 11:00 a.m.
National Urban League	July 24-27	We have been requested to conduct three half-hour workshops (Overcoming Roadblocks to Minority Business Development; Capital Development and Bonding; and Minority International Trade Opportunities) at the NUL conference in Indianapolis, IN.