

Procurement Excellence Boot Camp

in partnership with the City of El Paso!



Basic Government Contracting Sessions
each featuring 6 Training Sessions per cohort

REGISTER NOW, LIMITED SEATING

Sessions will be held from 9:00 a.m. to 11:00 a.m.
In-person & via Teams

no cost to attend!

What is the Procurement Excellence Boot Camp?

Through the development of the Procurement Excellence Boot Camp, the El Paso Hispanic Chamber of Commerce and the City of El Paso intend to develop local and regional entrepreneurs into contractors that understand commercial, local, state and federal contracting and to use that to scale and grow their businesses through these avenues. Our goal is to help local businesses identify, bid on and win commercial and government contracts! Attendees from all 6 cohorts will receive a certificate of completion and guidance on creating an effective capability statement. There will be two different cohorts running simultaneously, Basic and Advanced Contracting.

"Basic" Government Contracting Cohort #5 (developed for businesses with little or no experience in city, state or federal contracting)

September through October 2025. Classes are limited. Maximum of 2 per business may attend. Businesses must attend all 6 sessions for certificate!

1. **Session #1-** Understanding the Government Contracting Lingo
2. **Session #2-**How to Get Your Business Started in Federal Contracting
3. **Session #3-** Types of Government Contracts
4. **Session #4-** Register Your Business with the Government
5. **Session #5-** Capturing Federal Business
6. **Session #6-** Small Business Certifications

Who should attend?

Owners, Project Managers, or Business Development Specialists. Sessions will include all training materials. Snacks & refreshments will be provided.

Registration Information:

Please select which cohort you will be participating in:

☐ **Basic Cohort**

Contact Name

Phone Number

Email Address

Business Name

Address

City

State

Zip

Please indicate if you will attend in person, or if you would prefer a Zoom link.

☐ **I will attend in person**

☐ **I would like to join via Zoom link.**

Please return completed forms to treed@ephcc.org, or call Terri Reed at 915-566-4066.

Procurement Excellence Boot Camp

in partnership with the City of El Paso!



Basic & Advance Government Contracting Data Collection Form

Does the business have any "Commercial" Small Business Certifications?

- ☐ Yes, we have the following:
- ☐ **Women's Business Enterprise (WBE)?** (At least 51% owned and controlled by women who are U.S. citizens. Women must manage day-to-day operations and make long-term business decisions.)
 - ☐ **Minority Business Enterprise (MBE)?** (A business that is at least 51% owned, operated, and controlled by one or more individuals who belong to a recognized minority group. These individuals must demonstrate control over the business's management and daily operations. Recognized minority groups typically include African Americans, Hispanic Americans, Asian Americans, Native Americans, and Pacific Islanders.)
Please specify (select one):
 - ☐ African American
 - ☐ American Indian or Alaskan Native
 - ☐ Asian
 - ☐ Hispanic
 - ☐ Pacific Islander
 - ☐ Lesbian, Gay, Bisexual, Transgender Business Enterprise (LGBTBE)? (At least 51% owned and operated by LGBT individuals.)
- ☐ No, we don't currently have any Commercial Small Business Certification.

Does the business have any "Local or State" Small Business Certifications?

- ☐ Yes, we have the following:
- ☐ **Small Business Enterprise (SBE)?** (Defined by the Small Business Administration based on revenue and employee size, which vary by NAICS code. Examples: Firm revenue ranges from \$1 million to over \$40 million, and per city guidelines businesses with fewer than 20 employees.)
 - ☐ **Disadvantaged Business Enterprise (DBE)?** (At least 51% or more owned and controlled by one or more socially and economically disadvantaged persons. **Socially and Economically Disadvantaged** refers to individuals who face barriers to full participation in the economy due to historical discrimination, limited access to resources, and systemic inequalities.)
- ☐ No, we don't currently have any Commercial Small Business Certification.

Does the business have any of the following "Federal" Small Business Certification?

- ☐ Yes, we have the following:
- ☐ **8a?** (At least 51% owned and operated small, minority owned business.)
 - ☐ **Federal Hub Zone** (At least 51% owned and operated small, minority owned business.)
 - ☐ **Federal Woman Owned or Economically Disadvantaged Owned Small Business** (At least 51% owned and operated by a woman or women)
 - ☐ **Service Disabled Veteran-Owned Business?** (At least 51% owned and controlled by one or more veterans.)
- ☐ No, we don't currently have any Commercial Small Business Certification.

Thank you so much for responding!