



### **Contractor's Orbit**

.Federal Acquisition Regulation (FAR) & Government Procurement Cycle  
.Applicable Regulations & Guidelines  
. Reflective Organizational Chart  
.Employee vs Independent Contractor Positioning  
.Compliant Accounting System  
.Indirect Rate Tiers & Budgets:  
-Fringe  
-Overhead  
-G&A  
.Business Development Pipeline  
.Building Past Performance  
.Procurement Vehicles  
.Ability to Recruit  
.Responding to Sources Sought  
.RFP Submissions  
-Technical Response  
-Business Response  
.Federal Compliance Audits:  
-Accounting System & Pricing Audits  
-Cost Incurred Audits  
-Department of Labor H&W Audits  
-Workers Compensation Audits  
-Unemployment Compensation Audits  
-Affirmative Action Plan Desk Audits  
.Contract Closeouts  
.Records Retention Rules  
.Human Resource Functionality  
.Accounting & Payroll Functionality  
.Customer Service Training  
.Proper Business Insurance Coverage  
.Contract Management  
.Bid or Not to Bid Decisions; and much more

### **Ramp up your business certifications**

Contact Info:  
9900 Traverse Way  
Fort Washington, MD 20744  
202-251-6391 [rflowers@rgfcc.com](mailto:rflowers@rgfcc.com)  
[www.rafcc.com/tutor](http://www.rafcc.com/tutor)

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## **Federal Procurement Tutoring Program for Small Business Contractors**

### **Robert G. Flowers, Jr. Tutor**

### **A Training Platform Designed to Bring Small Business Owners up to Speed**

**"Knowledge is Power"**

This engagement provides an insanely affordable short-term solution (30 - 90 days with longer options) to small business government contractors to bridge the procurement educational gap. *We help clients to: understand government terminology; identify stakeholders in the procurement hierarchy; navigate the federal procurement maze; be aware of applicable regulations and guidelines; build a sales pipe-line reservoir; learn to calculate your own cost and pricing proposals (basic spreadsheets included); acquire the skills to submit compliant proposal responses; explore teaming, joint ventures, and mentor protégé arrangements; and meet head-on the plethora of operational and management issues faced by small business owners*

#### **Tutor Credentials:**

- Practical work as a project manager and various staff positions with five SBA 8(a) Contractors.
- Eighteen years' experience conducting federal procurement CPE workshops. Trained over 6,000 small business owners and small business advocate organizations (PTAP, SBDC's, etc.). Published numerous interactive cost proposal spreadsheets and instructions.
- Nine years' experience in facilitating SBA 7(j) proposal preparation and submission training across the seven SBA Regions.
- Four years' experience in procurement training for minority institutions (Historically Black Colleges & Universities; Tribal Colleges & Universities; and Hispanic Serving institutions) under a contract with HHS, OSDDBU Office and NCI Health Disparities outreach programs.
- Founder and President of a 19 year old firm (RGF Consulting Corp) a successful graduate of the SBA 8(a) program.
- CVE Certified SDVOSB, SDB, MBE, SEAPORTE Prime.

Pricing Schedule, Tutor Bio, NDA, Agreement