



August 4, 2004

Dear Federal Procurement Official:

As MBDA continues its planning of the 22nd Annual National MED Week 2004 Conference, scheduled for September 7-10, 2004, at the Omni Shoreham Hotel, we want to recognize and personally thank you for your effort to enhance minority business participation in your procurement opportunities. This year's Conference theme, "*Forward to the Future, Minority Business Enterprise: The National Priority*," highlights the keys to entrepreneurial growth and access to success. Scheduled activities will showcase a variety of business opportunities and issues affecting the growth and development of minority-owned businesses.

Adding to your endeavors in pursuing minority business enterprises (MBEs) for contracting opportunities, MBDA is planning a Match Making Forum on Tuesday, September 7, 2004, from 11:30 p.m. to 4:00 p.m. The Forum will be held in a private setting where high quality MBEs will meet with your Program Managers during National MED Week in one-on-one sessions.

As part of our strategy, MBDA has restructured its programs to focus on high growth businesses. For this event, MBDA intends to identify MBEs based on specific criteria that each federal government agency is seeking from quality contractors to include: the agency's target market; specific product(s) and type of suppliers needed; geographical area of preference; minimum requirements, i.e., financial, capability and core competencies; specific certification requirements; minimum annual revenue size; and contract size.

MBDA's objective in planning this event is to first understand and identify your immediate agency's contracting needs and available market opportunities. Secondly, MBDA commits to identifying, coaching and preparing MBEs to match your agency's specific requirements. Lastly, MBDA would like to have each MBE meet one-on-one with your Program Managers during the time scheduled for the Forum.

To make this a successful Match Making Forum, we invite you to submit a minimum of four to six contracting opportunities. Your feedback and specific criteria is needed no later than Wednesday, August 11, 2004, so that we can identify the appropriate firms and prepare them to meet with your designated agency representative. Please send this information via e-mail to <bmartinez@mbda.gov> or <rquiros@mbda.gov> of MBDA's Office of Business Development. Should you have further questions, you and/or your Program Manager may contact Ms. Martinez at (415) 744-3001, Ext. 17 or Mr. Quiros at (202) 482-1715.

Additionally, for those of you who are interested in exhibiting at the Business Expo, the registration fee is \$500; booths will be assigned on a first-come, first-serve basis. If you wish to exhibit, please visit the website www.medweek.gov to register online no later than Tuesday, August 17, 2004. Information about your office will be printed in the Business Expo Directory, which will be distributed to Conference participants and exhibitors.

MBDA appreciates your leadership and commitment to minority business enterprises. For more information about MBDA's programs and services, please visit the website, www.mbda.gov.

Sincerely,

*Ronald N. Langston
National Director*