



**BASIC COURSES - \$500 Per Seminar**

2-4 Hours

Instructor – Mr. Aaron Sams

Sams Contracting Consulting and Training currently offers the following seminars and workshops to small businesses in the San Antonio community and beyond. Each 2-4 hour workshop is interactive in nature, consisting of a hands-on exercise at the conclusion of the lecture that can be conducted individually or in a small group setting.

***BECOMING A CEO: HOW TO START & MANAGE A SMALL BUSINESS***

Are you interested in pursuing your entrepreneurial dreams by starting a small business? This course is designed to provide a step by step approach to help individuals transition into business ownership. Topics covered include organizational structures (LLCs, CORPs), business planning, obtaining start-up capital, human resources, bookkeeping, marketing, etc.

***PLANNING FOR SUCCESS: BUSINESS PLAN FUNDAMENTALS***

This workshop walks participants through the process of developing a comprehensive business plan for their company. The teacher will address the specific elements that are contained within a business plan to include how to develop financial projections, how to outline your company's marketing & management plan, along with how to conduct a SWOT analysis both on your firm and your competitors.

***STRATEGIC PLANNING FOR THE FUTURE***

Is your company lacking a clearly defined vision for its future? A company without one is simply wandering blindly without purpose or direction. This workshop works with both business owners and employees to outline a comprehensive vision for the company's future, along with highlighting the specific steps to take in order to reach the company's short term and long term objectives. Items discussed include outlining the company's short term and long term financial goals, identifying needed resources (financial, organizational, IT, strategic partners), & developing company processes (HR, bookkeeping, business development, project management, etc.)

## ***CONTRACTING 101***

Is your firm interested in pursuing contracts with local, state, and federal (military) agencies? This course is geared towards outlining specific steps for you take in order to position your company to do business with the Public sector. Topics highlighted include outlining the small business certifications, registering as a vendor, how to identifying contracting opportunities, and how to market to local, state, and federal customers.

## ***UNDERSTANDING CONTRACTING TERMS***

Are you unfamiliar with many of the words, terms, and acronyms that you encounter when doing business with contracting agencies? This class provides attendees with an overview of basic contracting terms to include contract clauses and terms, contract types, contracting acronyms, and socio-economic certifications.

## ***BUSINESS DEVELOPMENT STRATEGIES***

Do you find yourself struggling to navigate through the steps required to pursue local, state, and federal opportunities? Do you feel that your current business development efforts are lacking and ineffective? This class provides attendees with an overview of how to identify contracting opportunities, effectively market to target customers, and generate more sales and revenue.

## ***WRITING WINNING PROPOSALS***

Do you have trouble understanding solicitations? Are you interested in learning how to put together proposals that are competitive? This class offers an overview of how to understand the various components of a solicitation, along with addressing how to best tailor your proposal so that it represents a best value to your customer.

## ***THE SBA 8A PROGRAM***

Is your company interested in pursuing the 8(a) certification? Has your company recently entered into the 8(a) program? This class is designed to provide a comprehensive overview of the 8(a) program. Additionally, the instructor will provide guidance to assist contractors in their endeavor to achieve their business goals and targets while in the 8(a) program, along with preparing for life outside of it.

## ***PARTNERING FOR SUCCESS: SUBCONTRACTING/TEAMING/JOINT VENTURING***

Have you been interested in teaming or partnering with other companies to increase your company's probability of securing contracts? This class is designed to teach attendees about the various partnership agreements to aid contractors seeking to expand their company's operations within the federal government contracting arena.

## ***GSA SCHEDULES***

Does your company sell commercial products or services to local, state, and federal agencies? Are you interested in learning more about GSA Schedules and other IDIQ contracts? If so, this class provides you with an overview regarding the process of obtaining your own GSA Schedule/TXMAS Contract, along with how to position your company for success once it has been obtained.

## ***CONTRACT ADMINISTRATION***

Does your company lack a distinct system to keep track of all the necessary paperwork regarding a current contract? Do you have trouble finding information related to specific contract in an efficient manner? This class helps businesses to establish a detailed contract file for the purpose of ensuring that all contractual requirements are met and adhered to.

## ***PROTESTS & CLAIMS***

Have you experienced a situation where a public agency made an error during the procurement process? Are you worried about being paid late by your customer? This class provides an overview regarding a vendor's right to protest contractual actions, and to submit claims for late payment.

## ***DEVELOPING A RISK MANAGEMENT PLAN***

Do you find yourself constantly putting out fires on a project with no sense of order or control? Is your company reactive as supposed to being proactive when unexpected events occur on your projects? This workshop is designed to teach project managers how to identify project risk, assess project risk, and control project risk through a variety of methods, while also discussing risk management products such as bonds and insurance. As a class participant, you will learn how to develop an effective risk management plan that can be tailored and applied to all future projects, thereby enabling you to be better prepared to manage project risk.

## ***FUNDING YOUR BUSINESS: HOW TO OBTAIN FINANCING***

Are you seeking financing for the start-up of your business? Is your firm in need of a loan or line of credit for working capital purposes? Do you know what lenders are looking for from you in order to approve your loan request? This class is designed to provide an overview of the various loan options available to small business owners, while also addressing the required paperwork and documentation needed in order to apply for financing.

## ***ESTIMATING BASICS***

Being able to prepare accurate estimates to incorporate all of the costs of a project ensures that your company does not lose money on your contract. In addition to addressing how to prepare cost estimates for labor, equipment, supplies, this course covers how to calculate other direct costs, indirect expenses, G&A costs, overhead and profit.

## **CONTACT US**

For more information on how to schedule a workshop for an individual or group, please contact the following:

Mr. Aaron Sams, PMP, MCM (USAF Vet.)

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