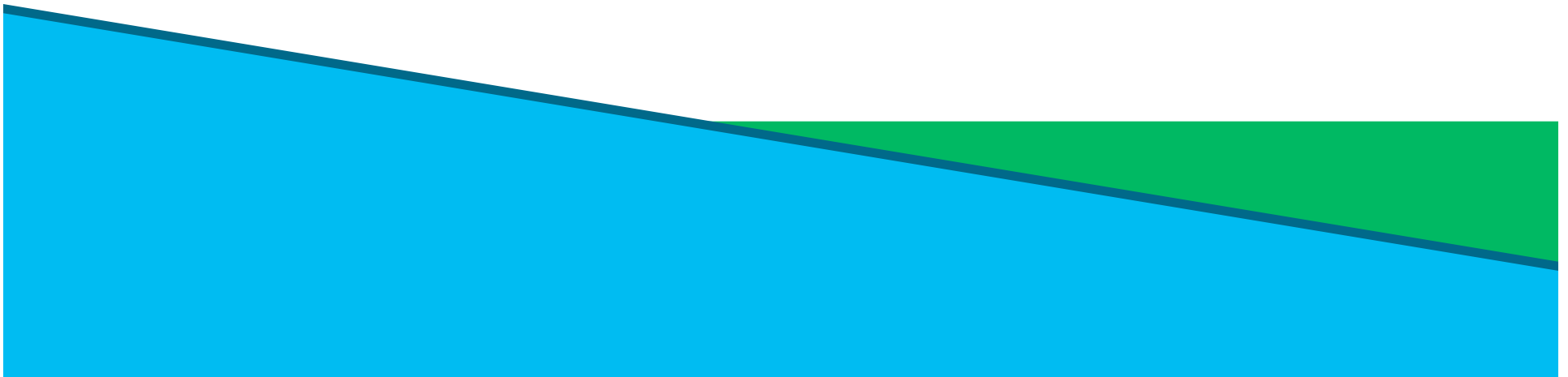


# SMALL CONTRACTORS INITIATIVE

**BONDING & ACCESS TO CAPITAL**



# CURRICULUM OVERVIEW

<b>Pre-Course</b>	<b>Session 1 Introduction</b>	<b>Session 2 Marketing</b>	<b>Session 3 Requirements</b>	<b>Session 4 Business Planning</b>
<u>Recruitment</u> <ul style="list-style-type: none"> <li>• Conduct outreach</li> <li>• Collect self-assessments</li> <li>• Select the cohort</li> <li>• Collect registrations and commitments</li> </ul>	<u>Introduction to Bonding</u> <ul style="list-style-type: none"> <li>• Types of bonds</li> <li>• Key underwriting criteria</li> <li>• Tie into course</li> <li>• Tie into action plan</li> <li>• Identify what your company has in place, and what it needs to get bonded</li> </ul>	<u>Business Opportunities</u> <ul style="list-style-type: none"> <li>• Types of work available</li> <li>• When is a bond required?</li> <li>• Which agencies are good opportunities?</li> <li>• Small/disadvantaged business status/certification</li> </ul>	<u>Applicability</u> <ul style="list-style-type: none"> <li>• Bidding</li> <li>• Bonding</li> <li>• Insurance</li> <li>• Set-asides</li> </ul>	<u>Part A</u> <ul style="list-style-type: none"> <li>• Business description</li> <li>• Market environment</li> <li>• Organizational structure, management and personnel</li> </ul>
<u>Company Participation</u> <ul style="list-style-type: none"> <li>• Contact each participating company</li> <li>• Complete the registration process</li> <li>• Discuss assessment</li> <li>• Draft an action plan</li> </ul>	<u>Intro to Business Planning</u> <ul style="list-style-type: none"> <li>• Review essential elements</li> <li>• Tools and templates</li> <li>• Review planning process and format</li> </ul>	<u>Partnering</u> <ul style="list-style-type: none"> <li>• Identifying your needs and strengths</li> <li>• Finding a good strategic partner</li> <li>• Partnership structures</li> </ul>	<u>Reporting</u> <ul style="list-style-type: none"> <li>• Davis-Bacon</li> <li>• Section 3</li> <li>• Other standards</li> </ul>	<u>Part B</u> <ul style="list-style-type: none"> <li>• Financial projections</li> <li>• Marketing strategies</li> <li>• Risk analysis</li> <li>• Putting the plan together/addenda</li> </ul>
<u>Assignment</u> <ul style="list-style-type: none"> <li>• Review action plan with others at your company</li> <li>• Identify appropriate company personnel and get commitment to participate</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Begin your plan by compiling current info</li> <li>• Identify elements you need to work on</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Identify and create list of local agencies and contracting opportunities</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Complete exercises related to content</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Complete the business plan</li> </ul>
<u>Continuing</u> <ul style="list-style-type: none"> <li>• Action Plan Preparation</li> </ul>	<u>Continuing</u> <ul style="list-style-type: none"> <li>• Business Plan – gather information</li> </ul>	<u>Continuing</u> <ul style="list-style-type: none"> <li>• Business Plan – identify opportunities</li> </ul>	<u>Continuing</u> <ul style="list-style-type: none"> <li>• Business Plan – capacity, strengths, market</li> </ul>	

## CURRICULUM OVERVIEW

<b>Session 5 Financial Management</b>	<b>Session 6 Working Capital/Loan</b>	<b>Session 7 Bonding</b>	<b>Session 8 Continuing Capacity</b>	<b>Post-Course</b>
<u>Accounting</u> <ul style="list-style-type: none"> <li>• Financial management</li> <li>• Cost allocations and estimating</li> <li>• Working capital</li> </ul>	<u>Working Capital Needs</u> <ul style="list-style-type: none"> <li>• Projecting needs</li> <li>• Lender expectations</li> <li>• Applying for a loan and a bond at the same time</li> <li>• Lending sources</li> <li>• Loan terms</li> </ul>	<u>Application Process</u> <ul style="list-style-type: none"> <li>• Business info</li> <li>• Financial info</li> <li>• Job info</li> <li>• Revisit the business plan</li> </ul>	<u>Achieving Goals</u> <ul style="list-style-type: none"> <li>• Strategic management</li> <li>• Contingency plans</li> <li>• Modifying the business plan</li> <li>• Addressing problems</li> </ul>	<u>Follow-thru</u> <ul style="list-style-type: none"> <li>• Bond application</li> <li>• W/C loan application</li> <li>• Track bid opportunities</li> </ul>
<u>Reporting</u> <ul style="list-style-type: none"> <li>• Financial statements</li> <li>• Accounting systems</li> </ul>	<u>Loan Application</u> <ul style="list-style-type: none"> <li>• Review key elements</li> <li>• Using templates/tools</li> <li>• Building on the business plan</li> </ul>	<u>Application Form</u> <ul style="list-style-type: none"> <li>• Reviewing with bond agent</li> <li>• Approval process</li> <li>• Strategies for addressing challenges</li> </ul>	<u>Pulling it All Together</u> <ul style="list-style-type: none"> <li>• Long term action plan</li> <li>• Next steps</li> </ul>	<u>Coaching</u> <ul style="list-style-type: none"> <li>• Processing applications for approval</li> <li>• Marketing assistance</li> <li>• Partnering</li> </ul>
<u>Assignment</u> <ul style="list-style-type: none"> <li>• Exercises related to content</li> <li>• Assemble company financial info</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Complete a pro forma loan application</li> <li>• Identify elements you need to work on</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Exercises related to content</li> </ul>	<u>Assignment</u> <ul style="list-style-type: none"> <li>• Course evaluation</li> </ul>	
<u>Continuing</u> <ul style="list-style-type: none"> <li>• Gathering financial information</li> </ul>		<u>Continuing</u> <ul style="list-style-type: none"> <li>• Work on bond application</li> </ul>		<u>Continuing</u> <ul style="list-style-type: none"> <li>• Long term planning and management</li> </ul>