



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

APR 24 2018

OFFICE OF  
SMALL AND DISADVANTAGED  
BUSINESS UTILIZATION

**MEMORANDUM**

**SUBJECT:** General Information on EPA's Upcoming Small Business Week Activities

**FROM:** Denise Sirmons, Director  
Office of Small and Disadvantaged Business Utilization

**TO:** General Counsel  
Assistant Administrators  
Inspector General  
Chief Financial Officer  
Chief of Staff  
Associate Administrators  
Regional Administrators

With the agency's annual celebrations of the National Small Business Week quickly approaching, this memorandum provides a heads-up of planned EPA activities and communications to expect. First, attached is a schedule of the various activities and events the Office of Small and Disadvantaged Business (OSDBU) will host. The activities will take place from May 1-3, 2018, including a small business contracting training for the agency's acquisition community on Wednesday, May 2.

Second, as reflected on the attached schedule, the EPA Administrator's 28<sup>th</sup> Annual Small Business Programs Awards ceremony will take place on **Thursday, May 3, 2018**, from 10:00 am to noon in room 1152 of the William Jefferson Clinton East Building. Attached is a list of the award recipients who will be recognized for their outstanding contributions to the EPA's Small Business Programs in Fiscal Year 2017. The list also identifies those program offices and regions that the OSDBU Director will recognize for their success in achieving at least 4 out of the five small business contracting goals. Thanks to those of you who submitted nominations for the Administrator's awards and congratulations to this year's recipients! I encourage broad Headquarters participation in the ceremony to honor the award recipients and will send a courtesy calendar invite to the Headquarters senior leaders, in the event they are available to attend.

Finally, please look out for an upcoming Message from the Administrator this week, followed by a Senior Leadership Message in the next issue of *This Week @ EPA*, to commemorate National Small Business Week.

Thank you for your continued partnership!

cc: Deputy Chief of Staff  
Deputy Assistant Administrators  
Deputy Regional Administrators  
Assistant Regional Administrators  
Office of Acquisition Management  
Junior Resource Officials  
Regional Acquisition Managers  
Small Business Coordinators  
Regional Small Business Liaisons

# NATIONAL SMALL BUSINESS WEEK



## MONDAY, APRIL 30, 2018

### Meet and Greet

National Small Business Environmental Assistance Program State Representatives

**Time: 6:00 pm – 9:00 pm**

Location: Old Town Alexandria Crowne Plaza Hotel

## TUESDAY, MAY 1, 2018

### National Small Business Environmental Assistance Program Annual Training

**Time: 8:00 am – 4:00 pm**

Location: Old Town Alexandria Crowne Plaza Hotel

### Kick Off Meeting

OSDBU, Small Business Coordinators and Junior Resource Officers

- Welcome
- Round Table Discussion (Best Practices)
- Category Management Express Training

**Time: 9:00 am – 12:00 pm**

Location: Ronald Reagan Building  
Polaris Room

### Small Business Procurement Match Making Event

OSDBU, Small Business Coordinators, Junior Resource Officers and Contracting Officers

**Time: 1:00 pm – 4:00 pm**

Location: Ronald Reagan Building  
Polaris Room

## WEDNESDAY, MAY 2, 2018

### National Small Business Environmental Assistance Program Annual Training

**Time: 8:00 am – 4:00 pm**

Location: Old Town Alexandria Crowne Plaza Hotel

### Small Business Contracting Training

Agency Contracting Community

**Time: 8:30 am – 3:30 pm**

Location: EPA Headquarters –  
WJC North B305 &  
Web Conferencing for  
Remote Participants

## THURSDAY, MAY 3, 2018

### 28<sup>th</sup> Administrator's Small Business Awards Ceremony and Reception

**Time: 10:00 am – 12:00 pm**

Location: EPA Headquarters  
1152 WJC East

### National Small Business Environmental Assistance Program Annual Training

**Time: 1:00 pm – 4:00 pm**

Location: EPA Headquarters  
1117A&B WJC East

**RECIPIENTS OF THE ADMINISTRATOR'S 28<sup>TH</sup> ANNUAL  
SMALL BUSINESS PROGRAM AWARDS FOR  
FISCAL YEAR 2017**

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**Administrator's Small Business Program Awards**

***Award for Outstanding Direct Procurement Program Achievement for Fiscal Year 2017***

*Region 4 – Acquisition Management Section Team:*

*Michael Pigram, Benita Jackson, Geoffrey Krieger, Melisa Barbee, Kimberly Washington, Stacy Hill, Russell Oxford, Samuel Richardson, Mayya Dickens, Pamela Owens, and Jacqueline Livingston*

***Award for Outstanding Disadvantaged Business Enterprise Accomplishments  
by an EPA Employee or Group***

*Wendel Askew and Lakeya Brantley - EPA Office of General Counsel*

***Award for Outstanding Accomplishments by a Small Disadvantaged Business Contractor***

*Systalex Corporation (Contractor)*

***Award for Outstanding Accomplishments by an HUBZone Contractor***

*Cogent Solutions, Inc. (Contractor)*

***Award for Outstanding Accomplishments by a Small Business Trade Association or State Small  
Business Environmental Assistance Provider in Providing Technical Environmental Assistance  
to the***

***Small Business Community***

*Nancy Larson and the Kansas Pollution Prevention Institute (PPI) (State Program)*

**OSDBU Director's Award**

***Award for Exceeding Five Small Business Goals in Fiscal Year 2017***

*Office of Administration and Resources Management*

*Region 4*

***Award for Exceeding Four Small Business Goals in Fiscal Year 2017***

*Office of Inspector General*

*Office of Research and Development*

*Region 2*

*Region 7*