



Environmental Protection Agency
Office of Small and Disadvantaged Business Utilization
Meeting Request Form

COMPANY INFORMATION

Company Name: _____	Have you met with the EPA OSDBU before? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Email Address: _____	Primary NAICS Code: _____ UEI # _____	
Website: _____		

Business Type:	<input type="checkbox"/> Product Reseller	<input type="checkbox"/> Service Provider
Category Type:	<input type="checkbox"/> SB <input type="checkbox"/> 8(a) <input type="checkbox"/> SDB	<input type="checkbox"/> SDVOSB <input type="checkbox"/> WOSB <input type="checkbox"/> EDWOSB <input type="checkbox"/> HUBZone

Company Attendees (Name/Job Titles):	Company's Request Point of Contact:
Attendee One: _____	Name/Title: _____
Attendee Two: _____	Phone: _____
	Email: _____

Desired meeting length:	<input type="checkbox"/> 30 min (standard)	<input type="checkbox"/> Other: _____
Please explain why this longer time is needed:		

Purpose for the meeting:	Clearly state why your company wants to meet with EPA OSDBU. Support this statement with your responses to the value proposition questions below:

Desire Outcome:	_____
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Will you have briefing slides?	<input type="checkbox"/> YES	If yes, when will they be available? (NLT 3 business days prior to the meeting)
	<input type="checkbox"/> NO	

ACQUISITION DATA – if the answer is yes, please list them:

Does your company have any ongoing bids or source selections with EPA?	<input type="checkbox"/> YES	If yes, please list: _____
	<input type="checkbox"/> NO	
Has your company responded to any current or past EPA-issued Sources Sought/RFIs or RFPs?	<input type="checkbox"/> YES	If yes, please list: _____
	<input type="checkbox"/> NO	
Does your company work with EPA as a subcontractor?	<input type="checkbox"/> YES	If yes, list name, organization or Prime: _____
	<input type="checkbox"/> NO	

VALUE PROPOSITION QUESTIONS – Responses to these questions are not required but are helpful in preparation for the meeting

1. What are your company capabilities? Do these capabilities solve a problem? What is your product/solution/service trying to do?

2. Has your company presented your capabilities to anyone else with EPA? If yes, provide background on when and with whom:

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For more information on EPA OSDBU, please [click here](#).