



# Small Local Business Enterprise Newsletter



## BeVera Solutions

### Small Business...Big Commitment to Service and Support

BeVera has a focus on delivering the highest levels of guidance, service and support to its Government and Corporate customers. With its core values of integrity, respect, work/life balance and operational excellence, it's easy to see how BeVera remains on a steady road to success.

Founder Vincent Lott served in the US Army as a Signal Corps Non-commissioned Officer, and provided over 20 years of Enterprise IT and Program Management services to Hewlett-Packard and Keysight Technologies. He is applying that expertise to BeVera, and is committed to serving his customers and the community with excellence. "My motivation comes from wanting to provide for my family and to make a positive impact in the lives of others through meaningful employment," he says.

With a team of just four (4) people, Lott anticipates growing to at least 10 people by the end of 2018. "I started BeVera because I believed I had more to offer to the world. I believed I could be a bigger blessing to my family and to hundreds of our potential employees by applying my talents to my own business. In essence, I wanted to bet on me." Lott says BeVera has given him the opportunity to make a positive financial and relational impact in the lives of his employees. BeVera's certification in Historically Underutilized Business Zone (HubZone) means they are committed to providing employment to residents of underserved communities.

BeVera provides a wide range of Information Technology (IT) Services. Its core capabilities are in Infrastructure Support and End User Support Services. When asked about his successful projects, "We are currently performing subcontract support on a contract for the CDC in New Mexico. We've developed and continue to host Websites for small businesses. We also completed a remote video conferencing project for a medical training center. Our solution is saving that company thousands of dollars per year in travel expenses between New York and Atlanta. We are now very excited to be on the winning team for Clayton County Water Authority's JD Edwards Enterprise Resource Planning (ERP) upgrade," says Lott.

BeVera recently established a Joint Venture with New Directions Technologies, Inc. (NDTI) out of Ridgecrest, CA. "We are leveraging this Joint Venture to bid on significant IT contracts in the Federal market," says Lott. "We are also pleased to have partnered with CSS International out of Charleston, SC."

BeVera is a certified Veteran-owned Small Business, as well as SBA HubZone Small Business certified Small Local Business Enterprise (SLBE) with Clayton County, Clayton County Water Authority and DeKalb County. BeVera is also a certified Disadvantaged Business Enterprise (DBE) with the Georgia Department of Transportation, Fulton County and the City of Atlanta. BeVera is also a 2017 Graduate of the Veterans Institute for Procurement's "VIP Grow" program.

Visit BeVera's website to get more information on services provided by this small business with big commitments to service and support.

[www.beverasolutions.com](http://www.beverasolutions.com)



### Purchasing Tip

Quotes are awarded to Lowest, Responsive, and Responsible vendors. Be competitive.

### Contracting Tip

Be Prepared;  
Seek Clarification; or  
Ask Questions.

### Upcoming Events

Savings and Investment  
1/10/18 10 am  
Riverdale Fire Department

Certified SLBE Workshop  
1/18/18 10 am  
Riverdale Fire Department

Business Strategies  
2/08/18 10 am  
Carl Rhodenizer Rec Center

ITB/RFP Contract Process  
2/20/18 10 am  
South Clayton Rec Center

Contract Law  
3/14/18 10 am  
South Clayton Rec Center

### Upcoming Bidding Opportunities

- Lake Spivey Phase III
- Information Technology Date Center (Bunker)
- Site Package for the Information Technology Center
- Site Package for the N.W.

## Small Businesses Equal Big Impact

According to Entrepreneur Magazine there are between 25 million and 27 million small businesses in the U.S. that account for 60 to 80 percent of all U.S. jobs. And, a recent study by Paychex, says that small businesses produce 13 times more patents than larger firms.

There are programs and support organizations around the country trying to help small businesses gain the tools they need to be sustainable and profitable ventures.

The goal is to help established small businesses get to the next level, as opposed to other programs that focus on supporting only start-ups and aspiring entrepreneurs. There is also an emphasis on diversity and selecting businesses that are representative of the communities that the program serves.



## Tip from Risk Management

### Suggestions for Minimum Insurance Coverage

It is important that your business is protected from different forms of losses that could occur no matter what entity you are performing your service for. Clayton County requires various types of insurance depending on the scope of services within each contract. Most of our contracts will require, at the minimum, General Liability, Automobile Liability and Workers' Compensation Insurance. Check with your carrier to be certain your business is covered for these losses at all times.

## Didn't get the award? Now What?

### Procurement Debriefing

During the debrief, the contracting officer, with support from other evaluators, discusses strengths and weaknesses in your proposal, provides the overall evaluated price and technical rating of the winner, offers summary rationale for award, and provides "reasonable" responses to "relevant" questions.

If you have lost, request a debrief immediately, no matter how uncomfortable it may seem. It makes sense that a debrief after a loss is a way to understand what you missed and what you could have done better. Prepare specific questions on the features of your offer to verify whether your assumptions were correct, and if and why they liked or disliked each key feature of your offer. Draw information out of them concerning what they think would get the specific sections scored higher; what would be the ideal offer that you could provide, even if it is unrealistic; what benefits they would like to see that weren't obvious; and how you could improve your writing, graphics, and features. You should leave the meeting with a clear understanding of what you need to do to be more competitive in your next solicitation.

In summary, requesting a debrief after you have won or lost a bid is a proposal management best practice. Come to the debrief well-prepared, having reread the proposal, and bring a copy with you for quick reference. Take detailed notes to share with your colleagues and management, and conduct a formal lessons learned session shortly thereafter. You will be surprised how much your win rate goes up.





## 9 Time Management Tips for Small Business



1. Carry a schedule and record all your thoughts
2. Engage in the thoughts, activities and conversations that produce most of your results
3. Schedule time for interruptions
4. Take the first 30 minutes of every day to plan your day. Don't start your day until you complete your time plan.
5. Take five minutes before every call and task to decide what result you want to attain. This will help you know what success looks like before you start. And it will also slow time down. Take five minutes after each call and activity to determine whether your desired result was achieved. If not, what was missing? How do you put what's missing in your next call or activity?
6. Put up a "Do not disturb" sign when you absolutely have to get work done
7. Practice not answering the phone just because it's ringing and e-mails just because they show up. Disconnect instant messaging. Don't instantly give people your attention unless it's absolutely crucial in your business
8. Block out other distractions like Facebook and other forms of social media unless you use these tools to generate business.
9. Remember that it's impossible to get everything done

## Resource Information

### Georgia Tech Procurement Assistance Center GTPAC

GTPAC helps Georgia businesses *identify, compete for, and win* government contracts. Assistance comes in the forms of teaching, mentoring and coaching. Clients are provided with a set of electronic tools to research and identify government contracting opportunities.

Services are available at **no cost** to any Georgia business, large or small, that possesses the interest and potential to perform work — as a prime contractor or a subcontractor — for federal, state or local government agencies. GTAPC offers free training seminars covering a whole range of government contracting topics. Many sessions are broadcast as live webinars, making it convenient for you to participate from your office, home or virtually any location.

Find location and dates for training and register at: [www.gtpac.org](http://www.gtpac.org).

Clayton County Central Services  
Contract Compliance Division

7994 North McDonough Street  
Jonesboro, GA 30236

Phone: 770-477-3587  
[centralservices.slbe@claytoncountyga.gov](mailto:centralservices.slbe@claytoncountyga.gov)