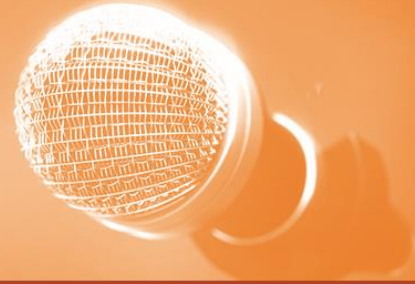




**STEPHANIE SPEAKING, LLC**

INSPIRE • IMPACT • INFORM



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## PROCUREMENT VIP SERVICES

**FULL DAY VIP SESSION: 7 HOUR MAXIMUM** ( includes two 1-Hour Scheduled Virtual Navigation Sessions and 4 emails per month for the 2 months following the VIP day)

**HALF DAY VIP SESSION: 4 HOUR MAXIMUM** (includes one 1-Hour Scheduled Virtual Session and 2 emails per month for the 2 months following the VIP day)

Additional Service shown on page 2

Stephanie D. Burroughs uses her extensive knowledge and experience in contract compliance monitoring, government and public procurement programs, m/w/s/vbes, program development and management experience, marketing, networking and outreach expertise, diversity business certification experience, and extensive minority, women, veteran and small business navigation and consulting services to provide you with current business development strategies.

### VIP Services:

- Identifying your business development needs for successfully entering or expanding your reach in government or public agency procurement contracting as they pertain to the following:
  - Reviewing your current strategies, systems, processes
  - Preliminary SWOT analysis
  - Federal Government registrations; e.g. Dunn & Bradstreet, SAM, SBA Profile and DPMC contractor classification
  - Identifying contract opportunities
  - Developing a strategic diversity certification strategy
  - Developing a target-market focused approach for promoting your business; e.g. identifying events, conferences, industry days, appropriate membership organizations etc.
  - Identifying helpful websites for procurement opportunities
  - Signing up to receive various electronic RFP notifications
  - Expanding contact database via referrals
  - Government/public and corporate vendor/vendor registration websites
  - Completed application review for various socio-economic disadvantage (diversity) certifications
  - Procurement/Certification website navigation
  - Instruction regarding various contracting vehicles and procurement opportunities
  - Electronic RFP notifications
  - e-Procurement sites
  - Defining your niche market and client attraction strategies
  - Incorporating diversity certifications into your marketing tool-kit.
  
- We will also look at how your firm is currently leveraging social media to gain brand recognition, online communication, engagement and conversion from prospect to client.