

Meet With the WHS Small Business Office.....

The WHS Small Business Office sets aside one or two days per month to meet with small businesses interested in marketing their company's products and services and in learning more about WHS acquisition requirements and procedures. The days set aside each month are most commonly the second or third Wednesday and Thursday of the month (with some exceptions for holidays, special events, etc.). The first meeting time is at 8:30 AM and meetings are held every hour on the half hour throughout the morning and early afternoon. The last meeting start time is 12:30 PM. Each meeting is limited to a maximum of 45 minutes.

You can request a meeting month and date for your small business by sending an email to "smallbusinessprogram@whs.mil". We will respond with an available meeting date and time. The meetings will be scheduled no more than 60 days in advance. All meetings are scheduled on a "first come, first served" basis. To maximize the number of small businesses with which we can meet, the meetings are limited to no more than one meeting per small business during any 12-month period.

One of the primary purposes for these meetings is to allow the WHS Small Business Office to become familiar with you and your company's products and/or services. To make the meeting the most effective marketing event for your company, you should be prepared and able to present your company's primary capabilities in ten minutes or less. The remainder of the meeting will be reserved for discussion of how your small business can begin pursuing WHS requirements.

Before you attend the meeting, please register your company in the WHS Small Business Database (<https://secureweb.hqda.pentagon.mil/penren/SB/SB-Default.asp>), if it is not already registered there. If your company is already registered in the database, please check to see that the company profile is correct and up-to-date (especially the email address and the capabilities section of the profile). If you have misplaced your company's user ID and/or password to the database, please send an email to "smallbusinessprogram@whs.mil" to request them.

If your company has a "Capabilities Statement" or other brochures/documents that describe what your company does or produces, please bring paper copies of them with you to the meeting. Also, if you have electronic copies of these documents, please forward them via email to "smallbusinessprogram@whs.mil" in advance of the meeting. (We prefer electronic files for our future reference and use; however, the meeting room will have no electronic projection or display capability and no Internet access is available.)

The meetings are conducted in suite 12063 on the twelfth floor of the Rosslyn Plaza North Building at 1777 North Kent Street, Arlington, VA 22209 (see map below). Parking is available in the Rosslyn Plaza North Building and at garages in several nearby buildings. The parking entrance to the Rosslyn Plaza North Building is on the east (Potomac River) side of the building on Arlington Ridge Road. The Rosslyn metro stop is located approximately two blocks west of the Rosslyn Plaza North Building.

Upon entering the lobby of the Rosslyn Plaza North Building, proceed directly to the security guard desk. If you possess a valid DoD "PNT" or "NCR" badge, you will be allowed to proceed to the twelfth floor unescorted. If you do not possess a valid DoD "PNT" or "NCR" badge, you will be required to sign-in at the guard desk and you will be required to be escorted to the twelfth floor. ***Please plan to arrive at least 20 minutes before your meeting time to allow sufficient time to clear through security.*** You will be required to go through "airport style" security, including a scan of all bags. You will also be

required to log in (with brand name, model number, and serial number) any computer/video equipment that you bring with you. (You will save yourself some time if you write that information down on a slip of paper ahead of time, rather than having to “unload” and repack all of your equipment at the guard station.) You will be required to leave an official photo ID (driver’s license is most commonly used) at the security desk, which will be returned to you when leaving the building. If you require an escort, please standby in the lobby after you have been cleared by security and someone from our office will come to escort you to the meeting room.

If for any reason you will be delayed or unable to keep your appointment time, please notify us as soon as possible via email "smallbusinessprogram@whs.mil" or by calling 703-696-3865 or 3864.

