

## **COSPONSORSHIP AGREEMENT**

**between**

**U.S. Small Business Administration  
Wichita District Office**

**and**

**Wichita State University, on behalf of its WSU Ventures  
Center for Economic Development and Business Research  
Kansas Small Business Development Center  
Kansas Procurement Technical Assistance Center  
City of Wichita Purchasing Office  
Wichita Metro Chamber of Commerce  
KS/MO Mountain Plains Minority Supplier Development Council  
Sedgwick County Purchasing Division  
SCORE Wichita Chapter 0143  
Rose Hill Bank  
Mid-America Manufacturing and Technology Center, Inc.  
Textron Aviation (Beechcraft Corporation)  
Wichita Public Schools (USD 259) Operations Division  
Wichita Technology Corporation  
Kansas Department of Commerce**

**Authorization No: 15-0767-110**

### **1. Parties**

This cosponsorship agreement ("Agreement") is between the U.S. Small Business Administration ("SBA") and the following cosponsor(s) (individually a "Cosponsor" or collectively the "Cosponsors"):

- (1) **Wichita State University (WSU), contracting on behalf of its:  
WSU Ventures  
Center for Economic Development and Business Research (CEDBR)  
Kansas Small Business Development Center (KSBDC)  
Kansas Procurement Technical Assistance Center (Kansas PTAC)  
1845 Fairmount  
Wichita, KS 67260**  
Cosponsor is an institution of higher learning which established the following centers: WSU Ventures to accelerate development of the advanced manufacturing industry cluster in Kansas; the Center for Economic Development and Business Research (CEDBR) to enhance the region's economic growth and development through collecting, analyzing, and disseminating business economic and demographic information; the KSBDC site to provide consultation and training to Kansas entrepreneurs (SBA Resource Partner); and Kansas PTAC to assist businesses in Kansas with potential market expansion through procurement opportunities with the government which enhances local economies.
- (2) **City of Wichita Purchasing Office  
City Hall - 12<sup>th</sup> Floor  
455 North Main Street  
Wichita, KS 67202**  
Cosponsor is a municipal government entity and its purchasing department strives to obtain the greatest value for each dollar spent by the City of Wichita in the procurement of commodities and services.
- (3) **Wichita Metro Chamber of Commerce  
350 West Douglas Avenue  
Wichita, KS 67202**

Cosponsor is a non-profit business association that fosters economic development and networking opportunities for members.

- (4) **KS/MO Mountain Plains Minority Supplier Development Council**  
200 East First Street, Suite 303  
Wichita, KS 67202  
Cosponsor is a non-profit entity that increases business development opportunities between majority and minority businesses in order to strengthen the community.
- (5) **Sedgwick County Purchasing Office**  
350 West Douglas  
Wichita, KS 67202  
Cosponsor is a government entity and its purchasing department strives to obtain the greatest value for each dollar spent by Sedgwick County in the procurement of commodities and services.
- (6) **SCORE Wichita Chapter 0143**  
271 West 3<sup>rd</sup> Street North, Suite 2500  
Wichita, KS 67202  
Cosponsor is a nonprofit that provides business counseling and mentoring services (SBA Resource Partner).
- (7) **Rose Hill Bank**  
3313 North Ridge Road  
Wichita, KS 67205  
Cosponsor is a for-profit community bank that strives to provide the highest level of customer service to communities served while managing risk and maximizing shareholder value.
- (8) **Mid-America Manufacturing and Technology Center, Inc. (MAMTC)**  
10561 Barkley Street, Suite 602  
Overland Park, KS 66212  
Cosponsor is a non-profit entity that is an affiliate of the National Institute of Standards and Technology (NIST) Manufacturing Extension Partnership and the Kansas Department of Commerce with the mission of helping make American businesses more innovative at home and more competitive abroad.
- (9) **Textron Aviation / Beechcraft Corporation**  
201 North Greenwich - B80  
Wichita, KS 67206  
Cosponsor is a for-profit Original Equipment Manufacturer (OEM) that designs, builds, and supports versatile and globally renowned aircraft. Its highly skilled employees are focused on continuously improving the company's products and services which are sold to individuals, businesses and governments worldwide.
- (10) **Wichita Public Schools (USD 259), Operations Division**  
201 North Water  
Wichita, KS 67202  
Cosponsor is the largest public school district in Kansas, and its Operations Division strives to obtain the greatest value for each dollar spent by USD 259 in the procurement of commodities and services.
- (11) **Wichita Technology Corporation (WTC)**  
7829 E. Rock Hill Rd. # 307  
Wichita, KS 67206  
Cosponsor is a private commercialization corporation created in 1994 through a partnership between the Kansas Technology Enterprise Corporation (KTEC), the Wichita State University and Wichita Area Development, Inc. to create and sustain a formal

innovation network that will support technology advancement, transfer and commercialization in Kansas.

- (12) **Kanas Department of Commerce**  
1000 SW Jackson, Suite 100  
Topeka, KS 66612-1354  
Cosponsor is the state's lead agency for economic developrient

## **2. Purpose**

The purpose of this Agreement is to describe the rights and responsibilities of each Cosponsor regarding the activity described below pursuant to SBA's cosponsorship authority, 15 U.S.C. section 633(h) and 13 C.F.R. Part 106. The Agreement encompasses this document, and all Attachments and cosponsor shall comply with all applicable laws and regulations in its performance under this Agreement. Except as properly amended, this Agreement is the final and complete agreement of the Cosponsors. It does not authorize the expenditure of any funds, other than by express terms of this Agreement nor does it create special consideration by SBA regarding any other matter. This Agreement shall not limit any Cosponsor from participating in similar activities or arrangements with other entities.

## **3. Cosponsored Activity**

- a) Name of event: 2015 Kansas Procurement Conference
- b) Dates: June 10 - 11, 2015
- c) Place: Beech Activity Center, 9710 East Central Avenue, Wichita, KS 67206
- d) Estimated Number of Attendees: 250
- e) Estimated Direct Cost of Cosponsored Activity: \$15,000
- f) Summary of event: SBA and Cosponsors will cosponsor a two-day procurement matchmaking event where government buying agents and prime contractors seeking suppliers will meet to discuss opportunities. In addition, workshops will be held consisting of topics such as supply chain development, government contracting, exporting, and business development programs. The event will feature a government contracting panel to discuss contracting strategies. In addition, a keynote speaker representing high growth industries will discuss supply chain development (Attachment B).

## **4. Cosponsors' Responsibilities**

The Cosponsors agree that each will do the following in support of the cosponsored activity:

### **(a) SBA will:**

- Participate in the overall planning, marketing and execution of the cosponsored event
- Coordinate the overall planning, marketing and execution of the event
- Provide in-kind buyer & supplier matching service, event landing page, and client matching (through SBA national contract with My Business Matches)
- Recruit other participants including buyers
- Send out press releases
- Help select and arrange for subject matter expert speakers
- Provide staff at the event
- Broadcast notices to interested small businesses
- Have final approval of all cosponsored materials

### **(b) All Cosponsors will:**

- Participate in the overall planning, marketing and execution of the cosponsored event
- Assist with administrative duties of the cosponsored event

- Help select and arrange speakers
- Assist with on-site registration
- Publicize the event throughout its network
- Lead select breakout sessions for the event

(c) Textron Aviation (Beechcraft Corporation) will:

- Provide the conference venue
- Coordinate conference logistics and refreshments
- Facilitate and secure conference audio visual requirements

(d) Mid-America Manufacturing and Technology Center, Inc. will:

- Serve as Fiscal Agent
- Establish a separate accounting mechanism to manage the cosponsorship funds to avoid comingling with MAMTC funds
- Receive all cash from cosponsors and participant fees and pay the cosponsorship expenses accordingly
- Oversee event online registration, including the processing of online registration payments
- Manage on-site registration
- Provide a full accounting of event revenues and closeout report

(e) WSU Ventures, Rose Hill Bank, Textron Aviation (Beechcraft Corporation), Wichita Public Schools (USD 259) Operations Division will:

- Contribute in-kind or cash towards the cosponsored activity

## 5. Budget and Fees

A budget showing estimated direct costs and anticipated sources of funds is attached and will be followed to the extent practicable (Attachment A).

Any fee charged to participants will not exceed a minimal amount needed to pay the estimated direct costs of the activity, considering other sources of funding. Such fees, when collected, will be expended ahead of other sources of funding. Mid-America Manufacturing and Technology Center, Inc. will serve as the fiscal agent for the cosponsored activity in accordance with the terms and conditions of SOP 90 75 3.

Participant refunds will only be available if cancellation is made by June 4, 2015

## 6. Appropriate Recognition

Each Cosponsor will be given appropriate recognition for cosponsorship of the activity outlined in this Agreement, however such recognition does not constitute an express or implied endorsement by SBA of any of the opinions, products or services of any Cosponsor, its subsidiaries or its contractors. As such, all appropriate disclaimers and authorization numbers will be visible on all Cosponsored Materials. SBA has the right to determine what constitutes appropriate recognition, in its reasonable discretion.

## 7. Matchmaking

The Cosponsors agree (1) that the event is not exclusive to any one group and will not benefit only one entity and (2) that each cosponsor prohibits and will not engage in or condone business transactions (e.g., signing of contracts) during the Cosponsored Activity.

## 8. Cosponsored Material

Cosponsored material refers to all print and electronic materials used to promote the cosponsored activity or material used during or as the cosponsored activity. This includes, but is not limited to, flyers, brochures, mailers, email promotional pieces, web pages, cosponsored promotional items, or any other Fiscal, print or electronic item bearing SBA's name or logo.

#### **9. Use of SBA Logo**

Each Cosponsor agrees to use its name and logo in connection with SBA's on cosponsored materials or in factual publicity only for the cosponsored activity as outlined in this Agreement. Factual publicity includes dates, times, locations, purposes, agendas, fees and speakers involved with the activity. Any materials print or electronic, bearing SBA's logo must include the appropriate disclaimers as outlined in paragraph 13 and be approved in advance by SBA's Responsible Program Official.

#### **10. Political Speech**

It is SBA's policy that public officials or candidates for public office (including their staff), whether a direct cosponsor or invitee of a cosponsor, be informed by the SBA that they may not include political comment as part of their participation. Political comment includes speech or remarks designed to facilitate, or be directed toward, the success or failure of a political party, candidate for public office, or political group.

#### **11. Additional Cosponsors**

SBA and Cosponsors agree that other entities may join this Agreement as Additional Cosponsors to help plan, market and participate in the activity. The Cosponsors agree that Additional Cosponsors may join this Agreement upon execution of a Joinder Agreement (Attachment C). The Cosponsors agree that SBA and Cosponsors must execute all Joinder Agreements with Additional Cosponsors.

#### **12. Web Activity**

SBA and MAMTC will create a web site located at <http://asi.mybusinessmatches.com/wichita> to include registration, client matching and event reports. Cosponsors agree there will be no commercial advertisements or commercial promotions of any kind, including Cosponsors' own products or services, displayed on this cosponsored site. Cosponsors also agree that the website, the interactive online registration, and any other electronic information technology developed, maintained, used or procured in furtherance of the cosponsored activity will meet applicable accessibility standards of Section 508 of the Rehabilitation Act, as amended, 29 U.S.C. §794d, and 36 Code of Federal Regulations (CFR) Part 1194.

#### **13. Disclaimers**

All cosponsored materials, print or electronic, bearing the SBA name or logo must be approved in advance by SBA's Responsible Program Official and contain the following statement(s):

1. Cosponsorship Authorization # 15-0767-110. SBA's participation in this cosponsored activity is not an endorsement of the views, opinions, products or services of any cosponsor or other person or entity. All SBA programs and services are extended to the public on a nondiscriminatory basis.
2. Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact: Andrew Lehr, Manager, Premier Food Service, 9710 East Central, Wichita, KS 67206, (316) 676-8130, [events@pfskansas.com](mailto:events@pfskansas.com)
3. This Web site is provided as a public service under Cosponsorship Authorization # 15-0767-110. It is not an official U.S. government Web site and may contain links to non-U.S. government information. Inclusion of such links does not constitute or imply an endorsement by SBA. SBA is not responsible for the content, accuracy, relevance, timeliness or completeness of linked information. Please use caution when considering a product, service or opinion offered by a linked Web site.

#### **14. Points of Contact**

These individuals will facilitate contact between the Cosponsors to plan, organize and execute the activity(s) contemplated in this Agreement. The respective Points of Contact for this Cosponsorship are:

- Debra Franklin, Director of Strategic University Initiatives, WSU Ventures, 316 978-5209
- Jeremy Hill, Director, WSU CEDBR, 316-213-3673
- Marcia Stevens, Regional Director, WSU KSBDC, 316-978-6621
- Scott Knapp, Deputy Director, Kansas PTAC, 316-978-6876
- Melinda Walker, Purchasing Manager, City of Wichita, 316 268-4508
- Stephanie Warren, Vice President of Membership and Business Services, Wichita Metro Chamber of Commerce, 316-268-1119

- Donna Wright, Vice President, KS/MO Mountain Plains Minority Supplier Development Council, 316-303-1703
- Joseph Thomas, Purchasing Director, Sedgwick County Purchasing, 316-660-7265
- Bill Ellison, District Director, Wichita SCORE 0143, 316-269-6273
- Cuy Mauck, EVP/Director of Commercial Lending, Rose Hill Bank, 316 773-3322
- Maribel Asensio, Partnership Manager, MAMTC, 316-636-9481
- Bonnie Fullinwider, Supplier Diversity/Supply Chain Compliance, Textron Aviation (Beechcraft Corporation), 316-676-7629 or 316-517-6902
- Darren Muci, Director, Division of Operations, Wichita Public Schools, 316-973-2048
- Patricia (Trish) L. Brasted, President/CEO, Wichita Technology Corporation, 316-651-5900
- Steve Kelly, Deputy Secretary, Kansas Department of Commerce, 316-978-5930
- Wayne Bell, District Director, SBA, 316-269-6566

#### 15. Term, Amendment and Termination

This Agreement will take effect upon signature of all Cosponsors and will remain in effect through September 30, 2015. This Agreement can only be amended in writing. Any Cosponsor may terminate its participation in the activity upon 30-calendar days advance written notice to the other Cosponsors. Such termination will not require changes to materials already produced, and will not entitle the terminating cosponsor to a return of funds or property contributed.

#### 16. Signature

Each of the persons signing this Agreement represents that he/she has the authority to enter into this Agreement on behalf of the entity involved.

SBA:

  
 Iris Argueta  
 (A) Assistant Administrator, Communications and Public Liaison

Date

3/27/15

WSU:

John Tomblin  
 Vice President for Research and Technology Transfer

Date

City of Wichita:

Melinda Walker  
 Purchasing Manager

Date

Wichita Metro Chamber  
 Of Commerce:

Stephanie Warren  
 Vice President of Membership and Business Services

Date

KS/MO Mountain Plains  
 MSDC:

Donna Wright  
 Vice President

Date

Sedgwick County:

Joseph Thomas  
 Purchasing Director

Date

Wichita SCORE Chapter:

Bill Ellison  
 District Director

Date

Rose Hill Bank:

Cuy Mauck  
 EVP/Director of Commercial Lending

Date

**MAMTC:**

\_\_\_\_\_  
Jesse Bechtold  
CEO

\_\_\_\_\_  
Date

**Textron Aviation /  
Beechcraft Corporation**

\_\_\_\_\_  
Bonnie Fullinwider  
Supplier Diversity/Supply Chain Compliance

\_\_\_\_\_  
Date

**Wichita Public Schools**

\_\_\_\_\_  
Darren Muci  
Director, Division of Operations

\_\_\_\_\_  
Date

**Wichita Technology  
Corporation:**

\_\_\_\_\_  
Patricia L. Brasted  
President / CEO

\_\_\_\_\_  
Date

**Kansas Department of  
Commerce:**

\_\_\_\_\_  
Steve Kelly  
Deputy Secretary

\_\_\_\_\_  
Date

# **Proposed Budget - Attachment A**

<b>Direct Expenses</b>	<b>Cash</b>	<b>In-Kind</b>
Speaker Fees	\$1,500	
Food/Refreshments (\$10 x 300)	\$3,000	
AV equipment rental	\$500	
Website/Development (SBA national contract)		\$3,000
On-site Contractor Support	\$1,000	
Merchant Transaction Fees for Online Payments/Registration	\$500	
Print Media and Radio Advertising	\$3,000	
Postcard Invitations	\$250	
Event Handouts	\$250	
Conference Badges and Printed Materials	\$500	
Facility Rental		\$1,500
<b>Sub-total expenses</b>	<b>\$10,500</b>	<b>\$4,500</b>
<b>Total Expenses</b>	<b>\$15,000</b>	

<b>Sources of Income</b>	<b>Cash</b>	<b>In-kind</b>
Participant Fees (\$20 x 250)	\$5,000	
Exhibitor Fees (\$50 x 10)	\$500	
SBA (Client Matching & Advertising)	\$1,000	\$3,000
Rose Hill Bank	\$1,000	
Wichita Public Schools	\$1,000	
WSU Ventures	\$1,000	
Textron Aviation (Beechcraft Corporation)	\$1,000	\$1,500
<b>Sub-total income</b>	<b>\$10,500</b>	<b>\$4,500</b>
<b>Total Income</b>	<b>\$15,000</b>	



## **Draft Agenda – Attachment B**

### **Day One**

1:30 - 2:00PM	Procurement Officer Registration
2:00 - 5:00PM	Supply Chain Management Workshop

### **Day Two**

8:00 - 8:30AM	Registration
8:30 - 9:00AM	Welcome, Dignitaries
9:00 - 11:30AM	One-on one matchmaking sessions
9:00 - 11:30AM	Various Workshops
11:30 - 12:20PM	Lunch and Keynote Presentation
12:30 - 3:30PM	One-on one matchmaking sessions
3:30PM	Conference Ends

**Joinder Agreement – Attachment C**

**Pursuant to  
SBA Cosponsorship Agreement  
Authorization Number: 15-0767-110**

As set forth in the Cosponsorship Agreement ("Agreement") indicated above between the U.S. Small Business Administration ("SBA"), **Wichita State University, on behalf of its WSU Ventures, Center for Economic Development and Business Research, Kansas Small Business Development Center, Kansas Procurement Technical Assistance Center, City of Wichita Purchasing Office, Wichita Metro Chamber of Commerce, KS/MO Mountain Plains Minority Supplier Development Council, Sedgwick County Purchasing Division, SCORE Wichita Chapter 0143, Rose Hill Bank, Mid-America Manufacturing and Technology Center, Inc., Textron Aviation (Beechcraft Corporation), Wichita Public Schools (USD 259) Operations Division, Wichita Technology Corporation, Kansas Department of Commerce**, the Cosponsors agree to add (additional cosponsor) to this Agreement and work together in support of the cosponsored activity. All terms and provisions of the Agreement are incorporated herein by reference.

**1. Additional Cosponsor's Information**

(insert – Name, address, tax ID and description of cosponsor)

**2. Cosponsor's Responsibilities:**

(Additional cosponsor) will:

(state roles of cosponsor)

**3. Point of Contact:**

(Name, Phone or Email)

By their signatures below, the Cosponsors agree to incorporate this Joinder Agreement # \_\_\_\_ into the Agreement. Each of the persons executing this Agreement represents that he or she has the authority to enter into this Agreement on behalf of their respective organization.

Additional Cosponsor:

Name _____	Date _____
Title _____	

SBA:

Iris Argueta _____	Date _____
(A) Assistant Administrator, Communications and Public Liaison	

WSU:

John Tomblin _____	Date _____
Vice President for Research and Technology Transfer	

City of Wichita:

Melinda Walker _____	Date _____
Purchasing Manager	

Wichita Metro Chamber  
Of Commerce:

Stephanie Warren _____	Date _____
Vice President of Membership and Business Services	

KS/MO Mountain Plains  
MSDC:

Donna Wright  
Vice President

Date

Sedgwick County:

Joseph Thomas  
Purchasing Director

Date

Wichita SCORE Chapter:

Bill Ellison  
District Director

Date

Rose Hill Bank:

Cuy Mauck  
EVP/Director of Commercial Lending

Date

MAMTC:

Jesse Bechtold  
CEO

Date

Textron Aviation /  
Beechcraft Corporation

Bonnie Fullinwider  
Supplier Diversity/Supply Chain Compliance

Date

Wichita Public Schools

Darren Muci  
Director, Division of Operations

Date

Wichita Technology  
Corporation:

Patricia L. Brasted  
President / CEO

Date

Kansas Department of  
Commerce:

Steve Kelly  
Deputy Secretary

Date

**Approved As To Form**

*Justin M. Waggoner*  
Justin M. Waggoner,  
Assistant County Counselor