



Business Assistance  
Office (BAO)

## Metro Nashville Office of Minority and Women Business Assistance

### 2012 F.Y. Training Schedule

**“Keeping up with Changing Business Needs through  
Training, Preparation, and Persistence”**

Register for any of these classes by emailing [bao@nashville.gov](mailto:bao@nashville.gov)

Course I.D.	Dates	Course Description	Location	Time	Instructors
Proposals 101	Sept. 27, 2011	<b>Proposals 101</b> This course will provide suppliers with a basic understanding of Metro’s Request for Proposals (RFP) and Invitation to Bid (ITB) procedures. It will introduce suppliers to the method of navigating the procurement system to respond to RFP’s & ITB’s. Suppliers will learn how to submit timely responses and what not to do when bidding on any Metro solicitations.	Howard Office Building Main Conference Room	10 am-12pm	Representatives from NES, MNPS, MNAA, MDHA, and Metropolitan Government
Business 301	Nov. 15, 2011	<b>Developing Productive Business Relationships</b> Discusses importance of developing sound and productive relationships with business partners. Seeks to provide participants with necessary information to cultivate and maintain beneficial business partnerships in which both partners are able to flourish and thrive. Includes best business practice suggestions from successful local businesses. Not recommended for start up businesses.	Howard Office Building Main Conference Room	10am-12pm	Panel of business owners making a difference in Nashville
PNP 201	Feb. 8, 2012	<b>Procurement Nondiscrimination Program (PNP)</b> Provides suppliers with a general overview of the intent of the procurement nondiscrimination program and pursuant changes to the Metro procurement process. Both prime and subcontractors will gain an understanding of the importance of getting acquainted with the PNP processes.	Howard Office Building Main Conference Room	10:00am-12:00pm	Metro BAO
Metro 101	May 16, 2012	<b>How To Do Business with Metro</b> This course will provide a basic introduction into doing business with the City of Nashville. The training will cover registration on the Supplier Management System, using the Business Opportunities Bulletin (BOB) to learn about Purchasing opportunities, understanding the various solicitation methods including departmental delegated purchasing authority.	Howard Office Building Main Conference Room	10am-12pm	Metro Purchasing and BAO