



Strategic Alliance Memorandum

with the

United States Small Business Administration

and the

Virginia Asian Chamber of Commerce

I. PURPOSE

The United States Small Business Administration (SBA) and the Virginia Asian Chamber of Commerce (each a “Party” or, collectively the “Parties”) are joined by a common mission; **helping start, maintain, and expand small businesses.** The Parties will work together in the spirit of cooperation and open communications, consistent with law, with the primary goal of meeting the needs of the small business community.

The mission of the Virginia Asian Chamber of Commerce, a non-profit organization founded in 2004, is to foster, increase and maximize the economic potential of Virginia’s Asian American businesses, by supporting their domestic and international business development efforts in the global economy. With over 300 organizational supporters and members, the Virginia Asian Chamber of Commerce advances learning, knowledge exchange, and domestic and international economic development activities to help Asian entrepreneurs and professionals better themselves and to create better communities worldwide.

The mission of the SBA is to aid, counsel, assist and protect the interests of small business by providing financial, contractual and business development assistance and advocating on their behalf within the government. SBA district offices deliver SBA programs and services to the public. Each Party has separate services and resources which, when delivered in coordination with each other, will provide maximum benefits to the small business communities served.

The purpose of this Strategic Alliance Memorandum (SAM) is to develop and foster mutual understanding and a working relationship between the SBA and Virginia Asian Chamber of Commerce in order to strengthen and expand small business development in the local area. The Parties acknowledge that specific joint training and outreach activities contemplated under this SAM require further negotiations and a separate signed agreement developed pursuant to SBA’s cosponsorship authority. Nothing in this SAM permits the Virginia Asian Chamber of Commerce to use the SBA logo or seal. The “U.S. Small Business Administration” name shall be used only in a factual manner, consistent with applicable law, and shall not promote or endorse any products or services of any entity including but not limited to the Virginia Asian Chamber of Commerce.

In order to further their common goals, the Parties agree to the following:

II. SCOPE AND RESPONSIBILITIES

SBA Undertakings:

Within the limits of its available and/or appropriated resources, the SBA through its Richmond District Office will:

- Provide the Virginia Asian Chamber of Commerce with up-to-date information about SBA's programs and services.
- Make available, upon request, information regarding SBA's resource partners, including but not limited to, the Small Business Development Centers (SBDCs), SCORE, and the Women's Business Centers (WBCs) (collectively, "SBA's Resource Partners").
- Make available, upon request and subject to their availability, SBA pamphlets, brochures, and other publications.
- Advise the Virginia Asian Chamber of Commerce of events that may impact its mission.
- Provide speakers, consistent with SBA rules and policy, to participate in Virginia Asian Chamber of Commerce workshops, conferences, seminars and other activities to discuss SBA financing, government contracting and other business topics.
- Invite Virginia Asian Chamber of Commerce members to attend local SBA-sponsored events and offer SBA-sponsored training at Virginia Asian Chamber of Commerce locations when appropriate.
- Provide a text-only hyperlink from SBA's website to Virginia Asian Chamber of Commerce's website pursuant to SBA's linking policies.
- Provide information to Virginia Asian Chamber of Commerce representatives on SBA programs and services available to local small businesses.
- Assign a local point of contact to serve as liaison between SBA and Virginia Asian Chamber of Commerce.

Virginia Asian Chamber of Commerce Undertakings:

Within the limits of its available resources, the Virginia Asian Chamber of Commerce will:

- Cooperate with SBA's Resource Partners to provide information to its members about business development services to small businesses when appropriate.
- Keep abreast of and disseminate up-to-date information provided by SBA when appropriate.
- Make available to its members SBA pamphlets, brochures, and other publications.
- Inform Virginia Asian Chamber of Commerce small business members of SBA's programs and services including referrals to SBA's Resource Partners when appropriate.
- Upon request, provide speakers for SBA-sponsored events when appropriate.
- Provide a text-only hyperlink from Virginia Asian Chamber of Commerce website to SBA's website.
- Assign a local point of contact to serve as liaison between Virginia Asian Chamber of Commerce and SBA.

III. TERM

Cooperation under this SAM will commence upon signing by both Parties and will continue for a period of two years from date of signature unless otherwise terminated by one or both Parties as per paragraph V below.

IV. AMENDMENT

The Parties agree to consult each other on any amendment, modification or clarification to the provisions of this SAM. This SAM may only be amended or modified in writing and shall be consistent with applicable laws, regulations and SBA policy.

V. TERMINATION

Either Party may discontinue its participation under this SAM at any time, with or without cause, upon thirty (30) days written notice to the other Party.

VI. RELATIONSHIP

This SAM does not authorize the expenditure of any funds. Accordingly, this SAM shall not be interpreted as creating any binding legal obligations between the Parties nor shall it limit either Party from participating in similar activities or arrangements with other entities. Nothing contained herein shall be construed to create any association, partnership, joint venture or relation of principal or agent or employer and employee with respect to the Virginia Asian Chamber of Commerce and SBA.

VII. RESPONSIBLE OFFICIALS

The responsible officials and points of contact for administrative matters pertaining to this SAM are:

Virginia Asian Chamber of Commerce:

Name: Tinh duc Phan
Title: Founder/Chairman
Address: 14214 Washington Hwy.
Ashland, VA 23005
Tel: (804) 798-3975
e-mail: aabac@comcast.net

U.S. Small Business Administration:

Name: Ronald E. Bew
Title: District Director
Address: 400 N. 8th Street
Richmond, VA 23240
Tel: (804) 771-2400
e-mail: ronald.bew@sba.gov

VIII. SIGNATURES

The signatories below represent that they have the authority to make such commitments on behalf of their respective organization:

U.S. Small Business Administration:

Carol I. Littell, Director
Office of Strategic Alliances

Date

Ronald E. Bew, District Director
Richmond District Office

Date

Virginia Asian Chamber of Commerce:

Tinh duc Phan, Founder/Chairman

Date