



ARE YOU Y2K OK? HERE ARE SOME QUICK STEPS TO BEING READY FOR Y2K AT YOUR BUSINESS.

Step 1:

Get a FREE Y2K Jumpstart Kit from the U.S. Small Business Administration by calling 503/326-2682 or emailing your name/address to poneedhelp@sba.gov. This kit includes a CD-ROM to help you project management the Y2K effort and provides documentation showing you took "due diligence" as a safeguard against potential suits. This kit provides the essence of guiding you through the inventory, risk assessment, remediation and contingency planning steps.

At the same time, request the Oregon Y2K Statewide Task Forces Y2K Kit as well. It comes with an IBM compatible hardware testing diskette and a great deal of information on how to get help from various websites.

Step 2:

Using the jumpstart kit above, begin the inventory of hardware, software and embedded systems within your business. Then complete the section on critical business functions needed to stay in business without "going under." Then determine the risks based on letters sent out to business partners and external threats (like utilities). Then begin the remediation, replacement or upgrading of systems that pose the greatest risk. Lastly, prepare your contingency plans to keep the business alive no matter what.

Step 3:

If during the project management effort of Y2K you find that your knowledge of what to do or how to proceed is limited; then use the <http://y2k.omep.org> website to request assistance now. Some help is free. Some is fee based...but at reduced rates. Contact Pat Kraft, OMEP Y2K Project Officer, at 503/997-8145 or via email at pkraft@pcc.edu.

Step 4:

If during the project management phase you find that



the replacement of equipment, software and embedded systems or that you need expert help and your current budget cannot afford it; then contact the SBA at the email or telephone number noted above for more information on the Y2K Action Loan Program.

Step 5:

Stay tuned to new developments throughout this year via websites. Many software and hardware items were originally compliant and now are either non-compliant or have issues you need to deal with. "Off the shelf remediation products can often help more readily identify these problems.

Step 6:

Prepare and practice that Contingency Plan now. Involve your employees and your business partners. Correct weak spots and do it again until you know how to stay in business in the Year 2000. Let everyone know that you ARE PREPARED or

READY and that you expect them to do the same level of effort. Check all suppliers and threats. If you need help ask the members of the Oregon Y2K Statewide Task Force.

If the polls and predictions are currently accurate, nearly 11 percent of small businesses will either lose market share or go out of business because they are not willing to do all the details noted in the Jumpstart Kit. That amounts to over 8,500 firms in Oregon and over 1000 in SW Washington State. If they employ just 3 employees each, someone may be out of a job and you know what that does to our economy and yours.

Still not sure what to do or where to find help, call the Portland Chapter of the Service Corps of Retired Executives (SCORE) for either attendance at their Y2K Friday "HANDS ON" training session or for one-on-one counseling by calling 503/326-3441.

The City Of Portland's Bureau of Environmental Services and Bureau of Water Works Support Minority Business Enterprises.

The Bureau of Environmental Services provides city residents with water quality protection, wastewater treatment and collection, and sewer installation, and oversees solid waste collection and recycling services.

The Bureau of Water Works provides high quality drinking water to 840,000 Oregonians in the metropolitan region.

Each year we contract with a number of private businesses. We are committed to providing equal opportunities for employment and the awarding of contracts.

For information regarding Minority Business Enterprises contract opportunities, please contact the City of Portland Bureau of Purchases at 503-823-6855.

Bureau of Water Works,
1120 SW Fifth Avenue, Room 600
Portland, Oregon 97204

Environmental Services,
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