

# Kentucky Procurement Assistance Program

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Kentucky Economic Development Cabinet  
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# KPAP Overview

- Kentucky Procurement Assistance Program (KPAP) is housed in the Kentucky Cabinet for Economic Development's Department for Business Development
- KPAP is the Procurement Technical Assistance Center (PTAC) in Kentucky
  - PTACs are funded through cooperative agreements with the U.S. Department of Defense
  - If you are not a Kentucky business, you can locate your PTAC at this website:
    - <http://www.dla.mil/db/procurem.htm>



# Purpose and Desired Outcomes

- Purpose of program is to help Kentucky firms market their goods and services to federal, state, and local government agencies
- Desired outcomes:
  - Job creation and retention through increased government contracts
  - Increased government dollars flowing through Kentucky's economy
  - Establish and retain dependable sources of products and services

# KPAP Statistics

- Currently serving more than 2,000 active firms, including construction, manufacturing, service, research & development, wholesale and retail
- Client firms have reported by survey that we assisted them in obtaining more than \$100 million annually in government contracts and subcontracts during each of the past five years

# Primary Services

- Government Marketing Assistance
- One-on-One Consulting
- Group Training

# Marketing Assistance

- Bid Match Program
  - Automatically matches a company's products and services against a database of federal, state, and local government bid opportunities
  - Collect bid information from several thousand government buying offices nationwide
  - Summary notices of government contracting opportunities are e-mailed to participating firms
  - No cost to KPAP clients

# Bid Match Example - Federal

- Army Corps of Engineers, Nashville

38--Gallery Grouting, Wolf Creek Dam W912P5-10-B-0011 100310 Isaac J. Taylor, 615-736-5679

[USACE District, Nashville](#) PURPOSE: The U. S. Army Corps of Engineers, Nashville District **intends to issue** an Invitation for Bid (IFB) for a firm fixed price contract to furnish all labor, materials, supplies, and equipment to perform the following work at the Wolf Creek Dam in Russell County, KY. Set-Aside: Total Small Business

URL:

<https://www.fbo.gov/spg/USA/COE/DACA62/W912P5-10-B-0011/listing.html>



# Bid Match Example - State

- **Justice and Public Safety Cabinet**

**D - DESIGN & DEVELOPMENT/EXHIBIT DISPLAYS - WEBSITE. RFP-523-1100000051-1 DUE 13-AUG-2010**  
Mark Lile, Phone: (502) 573-3747; Website: <https://emars.ky.gov/online/vss/Advantage> This RFP requires the services of a vendor to provide Design and Production Services for Exhibit Display Products/Boards and Website Development. This vendor must have extensive experience and skills in graphic design, marketing, creative thinking, and technology resources. This vendor will provide direct one-on-one consultation to the Subcommittee on Equity and Justice for All Youth (SEJAY), under the authority of the Juvenile Justice Advisory Board (JJAB).





# Bid Match Example - Local

- **Nelson County Fiscal Court**

**C -- ARCHITECTURAL SERVICES. DUE 31-AUG-2010**  
Nelson Fiscal Court will accept proposals for architectural services of a renovation project at the Nelson County Plaza, which will be the new Senior Center. There will be a pre-submission meeting for interested parties on August 23, 2010 at 10:00 a.m. located at One Court Square, Bardstown, Kentucky along with a site visit to the proposed location of the Senior Center. Proposals will then be accepted until August 31, 2010 at 10:00 a.m.



# Consulting Services

- One-on-one assistance on topics related to government contracting is provided by experienced consultants
- Examples of assistance:
  - Understanding contracting rules and regulations
  - Responding to government bid packages
  - Review quotes, bids and proposals
  - Market research
  - GSA schedule preparation
  - Certification programs

# Training & Networking

- Training to help firms understand how to do business with government agencies

[www.thinkkentucky.com/KPAP/KPAPTrainingCalendar.aspx](http://www.thinkkentucky.com/KPAP/KPAPTrainingCalendar.aspx)

- Networking opportunities
  - SMALL BUSINESS CONNECTION

<https://secure.kentucky.gov/sbc/default.aspx>



# Is Your Business Ready?

- Do you have a business plan?
- Have you defined your customer?
- Established customer base?
- Can your business accommodate a new customer?
- Is your business well established?
- Can you review solicitations and respond to proposals?
- Do you have references and past performance history?



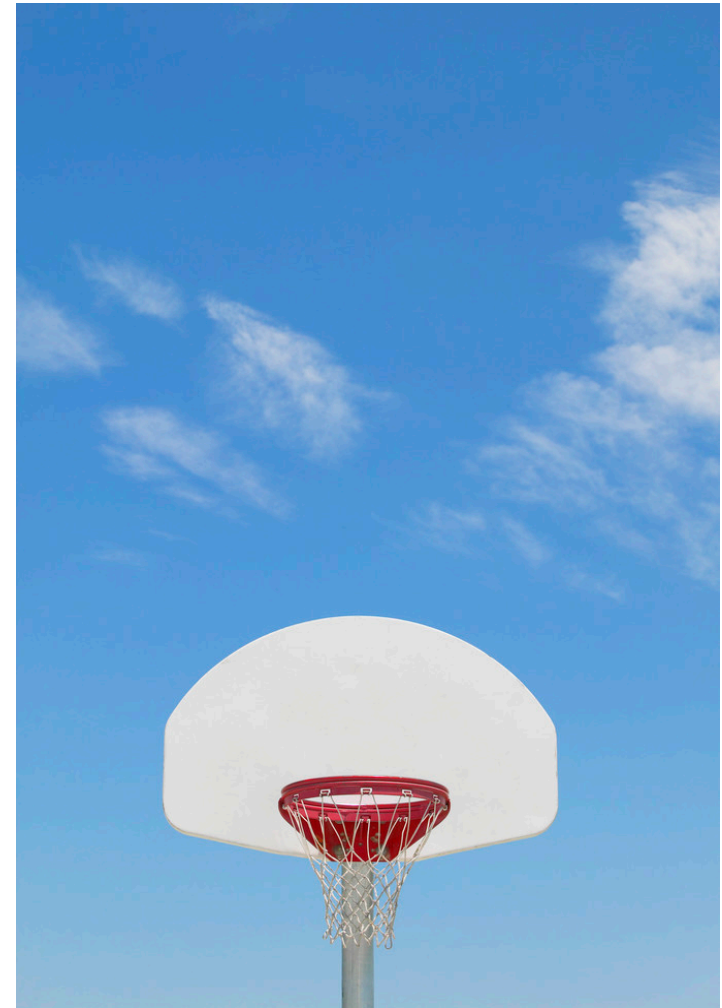
# SB45 - New Commonwealth Law

- A NEW SECTION OF KRS CHAPTER 45A IS CREATED TO READ AS FOLLOWS:
  - (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, **a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state.** The preference shall be equal to the preference given or required by the state of the nonresident bidder.



# Government's Goals

- Quality product or service
- Delivered on time
- At a competitive price
- “Best Value”



# How Do I Market My Business?

- Register!
- Watch for centralized administration / decentralized purchasing authority
- Participate in:
  - Targeted outreach activities
  - Local conferences and trade shows
- Focus on 3 to 5 units of government
- Allow 3 to 12 months for relationship-building

# Who buys what you sell?

- Forecasts
- Contact an agency
- News
- Federal Procurement Data System [www.fpds.gov](http://www.fpds.gov)
- USASPENDING.gov
- FedSpending.org
- Historical buying patterns (select “award”)
  - FedBizOpps [www.fbo.gov](http://www.fbo.gov)
  - eMars <https://emars.ky.gov/online/vss/Advantage>
  - Other government or agency website



# Pre-Registration Steps

## 1. DUNS Number

- Dun & Bradstreet
- 866-705-5711
- Tell the representative that you need a DUNS number for federal contracting



# Pre-Registration Steps

2. Determine your North American Industrial Classification System (NAICS) codes

[www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html)

3. Determine your Federal Supply Classification (FSC) and Product Service Codes (PSC)

<http://outreachsystems.com/resources/tables/pscs>

4. Size Determination - Small vs. Large

[http://www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_sstd\\_tablepdf.pdf](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf)

# Pre-Registration Steps

## 5. Special Categories

- Generally, The Federal Spending Goal is 23% of Contracts Awarded to Small Businesses:
  - 7% Any small business
  - 5% Small disadvantaged business
  - 5% Women-owned small business
  - 3% Service disabled veteran owned small business
  - 3% Hubzone certified

# Minority-Owned (51%)

- **Federal Certifications**
  1. Small Disadvantaged Business (SDB)  
*Self-certify*
  2. 8(a) Certification  
U.S. Small Business Administration
- **Other Certifications**
  1. Disadvantaged Business Enterprise (DBE)  
Kentucky Transportation Cabinet
  2. Minority Business Enterprise (MBE)  
Tri-State Minority Supplier Development Council  
Louisville Metro Human Relations Commission



# Woman Owned (51%)

- **Federal Certification**
  1. Woman Owned Business (WBE)  
*Self-certify*
- **Other Certifications**
  1. Disadvantaged Business Enterprise (DBE)  
Kentucky Transportation Cabinet
  2. Woman Business Enterprise (WBE)  
National Women Business Owners Corporation  
Women's Business Enterprise National Council
  3. Female Business Enterprise (FBE)  
Louisville Metro Human Relations Commission



# Service Disabled Veteran Owned (51%)


- **Service Disabled Veteran Owned Small Business (SDVOSB)**
  - US Dept. of Veterans Affairs Center For Veterans Enterprise (CVE)
  - [www.vetbiz.gov](http://www.vetbiz.gov)

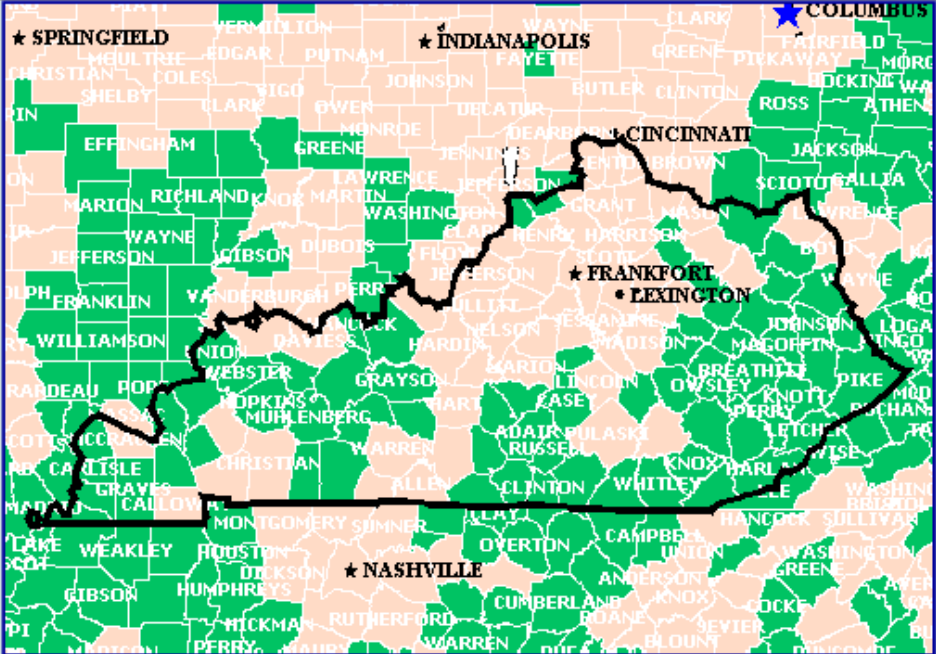


# Historically Underutilized Business Zone

- Small Business Administration Certification
- Business must be located in a Hubzone
- 35% of employees must live in a Hubzone

Now click on the map to zoom in

How to navigate? 



**HUBZone Status**

**Zoom In**

**Zoom Out**

**Recenter**

User can also define display area by employing the dragging function of the mouse/cursor. Dragging can be used to recenter the map.

# Small Business Officers

One at each  
federal location

Linda Hunt-Smith  
US Army Corps of Engineers  
Louisville District  
[linda.j.hunt-smith@usace.army.mil](mailto:linda.j.hunt-smith@usace.army.mil)  
502-315-6111  
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270-798-7812  
[http://www.campbell.army.mil/  
campbell/directorates/DOC/  
Pages/DOC.aspx](http://www.campbell.army.mil/campbell/directorates/DOC/Pages/DOC.aspx)



# Registering as a Federal Vendor

## 1. Central Contractor Registration

<https://www.bpn.gov/ccr/default.aspx>

- Needed to register:
  - DUNS number
  - Business Information
  - TIN
  - Bank Information
  - NAICS Codes
  - Points of Contact

# Registering as a Federal Vendor

## 2. Dynamic Small Business Search

- Continuation of the CCR registration
- Information at:  
[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)
- Searchable database used by federal buyers and private sector companies

# Link to DSBS from CCR

## Registration Complete

DUNS: 032696721

Date: 6/30/2010

[Send To Printer](#)

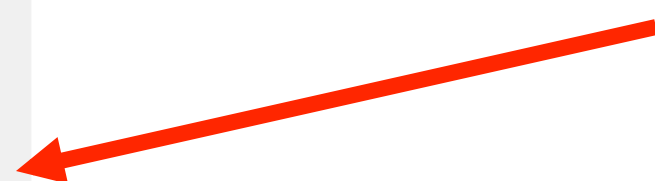
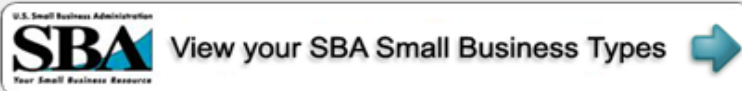
NOTE: If you would like to print your entire registration for your records, please click on View Registration in the menu bar at the top of the page and then click on "Send to Printer".

Submission of offers on solicitations requires Representations and Certifications. Please allow 3-5 business days for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at [HTTPS://ORCA.BPN.GOV](https://orca.bpn.gov) to enter the information electronically.

### You have successfully finished your CCR Registration!

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Navigation Menu] located on the left of your screen.

Please select the [Register or Update your SBA Profile] button to complete SBA's supplemental page. If you are applying for certification as a HUBZone, Small Disadvantaged Business, or the 8(a) Business Development Program, you must complete the SBA Supplemental page.



# Registering as a Federal Vendor

## 3. Online Representations and Certifications Application (ORCA)

- <https://orca.bpn.gov>
- Need DUNS number and MPIN



# Kentucky Vendor Registration

- eMars vendor registration at <https://emars.ky.gov/online/vss/Advantage>
- Must be registered prior to contract award
- May bid before registering
  
- Guide for the vendor registration is at <http://opendoor.ky.gov/SiteCollectionDocuments/COMMONWEALTH%20OF%20KENTUCKY%20VENDOR%20REGISTRATION%20Final.pdf>



# State Vendor Registration

Commonwealth of Kentucky Procurement Site for Vendors

## Welcome to Kentucky's Vendor Self Service System

### Registered Vendors

- . Account Maintenance
- . Respond to Solicitations
- . Post to Bulletin Board

User Name :

Password :

**Login**

[Forgot Your Password? Click Here](#)

### Guests

- Register or Activate my Account**
  - . Add my company
  - . Activate my account
- View Solicitation**
  - . Login NOT Required for View ONLY
  - . View Business Opportunities
- Bulletin Board**
  - . View postings made by other vendors
- Catalog Search**
  - . Search available Statewide Contract Pricing
- Additional Vendor resources**



# Rule #1

- READ
- READ
- READ
- READ



Contracting Officers say most mistakes are made because contractors didn't READ the full solicitation.



# Common Mistakes

- Pricing
- Packaging
- Technical Specs Not Met
- Including Disallowed Charges
  - Offer Not *SIGNED* (or not signed in ink)
    - Bid Package in Wrong Format
    - Bid Package Arrives Late





# Contact Information

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[www.thinkkentucky.com/kpap](http://www.thinkkentucky.com/kpap)

Or go to [www.thinkkentucky.com](http://www.thinkkentucky.com) and select  
Small Business Support, Government Procurement

