

# Procurement Technical Assistance Centers (PTAC)

Procurement Technical Assistance Centers (PTAC) provide a wide range of assistance -- most free of charge -- to businesses through one-on-one counseling sessions, classes, seminars and matchmaking events. Contact your local PTAC ([http://www.aptac-us.org/new/Govt\\_Contracting/find.php](http://www.aptac-us.org/new/Govt_Contracting/find.php)) for help in these and other areas:

**Securing Necessary Registrations:** Your PTAC can help make sure you are registered with the various databases necessary for you to participate in the government marketplace, including the U.S. Federal Government Central Contractor Registration (CCR), the SBA's Dynamic Small Business Search, and other government vendor databases.

**Determining Suitability for Contracting:** The government marketplace poses unique challenges that can overwhelm or even ruin a company that does not have the maturity or resources to meet them. A PTAC counselor can help you determine if your company is ready for government opportunities and how to best position yourself to succeed.

**SDB, 8(a), HUBzone and other certifications:** Certain small businesses are eligible for preferred status in some government solicitations. A PTAC counselor can help you determine if your company is eligible for any of these certifications and guide you through the steps necessary to secure them.

**Researching Procurement Histories:** "What agencies have bought products like yours in the past? Which companies have been awarded these contracts? How much have they been paid?" Answers to questions like these are necessary to guide your marketing strategy and give you a competitive edge. Your PTAC can help you ask the right questions and get the information you need to succeed.

**Networking:** Most PTACs sponsor regular "matchmaking" events, providing critical opportunities to connect with agency buying officers, prime contractors and other businesses that may offer teaming or subcontracting opportunities.

**Identifying Bid Opportunities:** A PTAC can make sure that you are notified -- on a daily basis -- of all government contract opportunities that your company is eligible to bid on.

**Proposal Preparation:** A procurement specialist can help you navigate even the most difficult solicitation package, including securing necessary *specifications and drawings* and determining *pricing*. You will never need to pass up a great contract opportunity just because the solicitation is too complicated.

**Contract Performance Issues:** Even after you've been awarded a contract, your PTAC may be able to help with certain contract performance issues, such as

- negotiating and interfacing with the agency

- developing a cost-accounting system
- bonding and interim financing
- developing environmental, quality control and accident prevention plans

**Preparing for Audit:** When its time for your contract audit, your PTAC can make sure you know what to expect, and what you will need to have all documentation in order.