



New Client Guide



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To: Our Valued PTAC Clients

From: Colorado PTAC

Subject: Welcome to the Colorado PTAC

We want to welcome you as a PTAC client interested in developing and expanding your customer base into the government contracting arena. The Colorado PTAC is a statewide non-profit organization supported by private and public funding. It is designed to provide No Cost advice, guidance and general assistance to Colorado businesses in all levels of government (local/state/federal) contracting.

The PTAC mission is to educate and assist Colorado businesses throughout the government acquisition process, from registrations, proposal guidance, contract award review, and post award guidance and support. We provide counseling to owners of small, medium, or large-sized businesses and to those starting up a business. We will not make business decisions or judgments for you, although we will make recommendations and suggestions as appropriate. These will be based upon our best efforts to apply the experience and resources available to us in order to assist you in making your own business decisions.

Since its inception in 2009, the CO PTAC has served more than 3000 active clients. As a result, PTAC clients have been awarded more than \$2 billion in government contracts, creating or retaining 50,000 Colorado jobs. PTAC services develop business growth and job opportunities.

Please utilize this New Client Guide in your efforts to contract with the government. In order for us to best assist you, please review the enclosed pages of resources to help you through the process.

We encourage you to call on us at 719-667-3845 if you have any questions or comments regarding your Rights and Responsibilities or with respect to our services. We wish you success in your efforts to contract with the government.

Sincerely,

Gary Henry, MBA, PMP
Executive Director

Colorado PTAC – Copyright 2014

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Colorado Springs Location
El Paso Cty CSC
1675 Garden of the Gods Rd
Colorado Springs, CO 80907

Aurora Location
Aurora Chamber of Commerce
14305 E. Alameda Ave, Ste. 300
Aurora, CO 8001

Westminster Location
Adams County ED
12200 Pecos Street, Ste 100
Westminster, CO 80234

Golden Location
Jefferson County EDC
1667 Cole Blvd., Bldg 19
Suite 400, Golden, CO 80401

CLIENT RIGHTS AND RESPONSIBILITIES

YOUR RIGHTS

You have a right to expect prompt, courteous, and professional counseling services and to be advised if the Colorado PTAC is unable to provide services within the time frame required. You have a right to feel comfortable that all information shared with the Colorado PTAC and any of its resources (staff and consultants) will be held in strictest confidence and will not be used to the commercial or other advantage of any staff member, consultant or other resource of the Colorado PTAC or by any third party. You also have the right to expect that your client status with the Colorado PTAC will remain confidential and that no public use of your name or business identity will be made without your prior approval. Please note, however, that the Colorado PTAC is funded in part by the State of Colorado, the Department of Defense/ Defense Logistics Agency, and other public and private-sector agencies and organizations. Limited information with respect to your client status (name, address, nature or scope of service, and amount of service) may be provided to those public agencies which fund the Colorado PTAC, or which are responsible for the auditing of financial and program performance of the Colorado PTAC. You have a right to feel secure that no fee will be charged by the Colorado PTAC or its resources for the procurement counseling services which are provided to you, and that no fees may be paid to or accepted by the Colorado PTAC procurement consultants for their services. Also, no recommendations will be made as to the purchase of goods and services from any individual or firm with whom any Colorado PTAC staff or its resources have any financial, familial, or personal interest.

YOUR RESPONSIBILITIES

You will be expected to cooperate with the Colorado PTAC in its ongoing efforts to assure the quality and effectiveness of the counseling services which it provides. In this respect, the Colorado PTAC asks all clients who receive counseling assistance to complete a written evaluation of the services provided. Your response to periodic inquiries is important to us and will be greatly appreciated.

Additionally, the Colorado PTAC is required to submit quarterly reports to DOD/DLA. A significant part of this report is the "CONTRACT AWARDS" section. To get accurate and complete information, the Colorado PTAC sends out quarterly Awards Surveys. ***It is your responsibility to complete and return the survey in a timely manner.***

LIMITED LIABILITY

In consideration of the Colorado PTAC furnishing you with no-cost counseling and technical assistance, you agree to waive all claims against the Colorado PTAC, its staff, or any other resources employed by or used in connection with these services.

You also agree to waive all claims against the Defense Logistics Agency, the State of Colorado, and other public and private sector agencies and organizations which provide funding or other support to the Colorado PTAC. However, no waiver of liability is intended against any licensed professional attorney or accountant providing assistance to Colorado PTAC clients in their professional capacity.

The Four Essential Steps Business - Growth Action Plan

Step 1 - Get the Right Registrations and Certifications

- Register with the State of Colorado as a Business Entity; <https://www.colorado.gov/apps/jboss/cbe/>
- Register with Colorado PTAC client database; <http://www.coloradoptac.org/> if not already
- **Obtain Tax ID number (TIN) or an Employer Identification Number (EIN):** Call 1.800.829.1040 or [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
- You need at least one Standard Industrial Classification code to complete your Data Universal Numbering System registration with Dun & Bradstreet: <http://www.osha.gov/pls/imis/sicsearch.html>
- **Obtain a FREE DUNS Number from Dun and Bradstreet** by applying on line to: (Mention you are a vendor wanting to register in System for Award Management): <http://fedgov.dnb.com/webform>.
- Identify your North American Industry Classification codes: <http://www.census.gov/eos/www/naics/>
- **Identify your Federal Supply Code and/or Product Service Code codes:** These are optional in SAM but are useful for other agencies to locate you. <http://outreachsystems.com/resources/tables/pscs>.
- **Register in SAM:** <https://www.SAM.gov> -- this is an Annual Registration; it must be kept up to date!
 - You will receive a Commercial and Government Entity Code (CAGE/US vendor).
 - **Complete the SBA Profile.** (After completing the Profile you return to it through SAM.)
- If you are a manufacturing business or selling to DOD, you must register in Wide Area Work Flow (WAWF): <https://wawf.eb.mil/> or call 1.866.618.5988

Register/Apply for Socio-Economic Preference Programs

- Small Business Administration:
 - The **8(a) Business Development Program** is a business assistance program for small disadvantaged businesses. 8(a): <http://www.sba.gov/category/navigation-structure/contracting/contracting-support-small-businesses/8a-business-development>
 - The **Historically Underutilized Business Zones** program helps small businesses in urban and rural areas gain preferential access to federal contracts: <http://www.sba.gov/content/hubzone>
 - The **Women-Owned Small Business (WOSB) Federal Contract** program authorizes contracting officers to set aside certain federal contracts for eligible:
 - Economically Disadvantaged/Women-Owned SB (EDWOSB/WOSBs)
 - <http://www.sba.gov/content/women-owned-small-business-program>
- Department of Veterans Affairs, Center for Veteran Enterprise
 - **Veteran-Owned Small Business Verification Program:** This Program verifies both Service-Disabled Veteran Small Business (SDVOSB) Owners and Veteran Small Business Owners (VOSB). <http://www.va.gov/osdbu/veteran/verification.asp>

Other Certification Programs:

- **State of Colorado** Department of Transportation (CDOT) Disadvantaged Business Enterprise: <http://www.coloradodot.info/business/civilrights/dbe>
- **Local Metropolitan Certification Programs: City/County of Denver**
 - <http://www.denvergov.org/oed/DenverOfficeofEconomicDevelopment/BusinessServices/DoBusinesswiththeCity/ApplyingRenewingYourBusinessCertification/tabid/435879/Default.aspx>
- **Denver Regional Transportation District (RTD) Small Business Enterprise:**
 - http://www.rtd-denver.com/Biz_DBESBE.shtml

THE NUMBERS GAME

Keeping Track of Government Numbers, User IDs and Passwords

	USER NAME/ID	PASSWORD
Preparing to Register for SAM		
Standard Industrial Class. (SIC) Code		
TIN/EIN - Tax ID Number:		
North American Industrial Class. System (NAICS) primary code		
Data Universal Numbering System (DUNS) #		
Associated email to DUNS #		
System for Award Management - SAM.gov LOGIN		
Marketing Partner Identification Number (MPIN)		
Cage Code		
CO PTAC eCenter LOGIN		
SB Preference Designations		
SBA General Log on System (GLS)		
8(a)/SDB Application		
HUBZone Application		
WOSB/EDWOSB Applications		
Veteran Owned Small Business		
Denver M/WBE/SBE/ESB		
Department of Transportation DBE		
Solicitation Sites		
Rocky Mtn E-purchasing - rockymountainbidsystem.com		
CO BIDS/Vendor Self Service (VSS) - colorado.gov/vss		
Federal Business Opportunities - FBO.gov		
Federal Procurement Data System - FPDS-NG.GOV		
General Services Administration - GSA.gov		
Defense Logistics Agency (DLA) DIBBS.GOV		
FedBidSpeed.com (for Manufacturing)		
FedBid.com		
FedConnect.net		
Post Award Registration Information		
WAWF - Wide Area Workflow (DoD)		
IPP - Internet Payment Platform		

How to register your entity to be eligible for CONTRACTS in SAM:

Before you register, you need to know the following:

What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity".

- **REGISTERING IN SAM IS FREE.**
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.

Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.

Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit:
www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.

Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Personal Account and Login
3. Click "Register New Entity" under "Manage Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
 - Validate your DUNS information
 - Enter Business Information (TIN, etc.)
 - Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - Enter General Information (business types, organization structure, etc)
 - Financial Information (Electronic Funds Transfer (EFT) Information)
 - Executive Compensation
 - Proceedings Details
7. Complete "Assertions"
 - Goods and Services (NAICS, PSC, etc.)
 - Size Metrics
 - EDI Information
 - Disaster Relief Information
8. Complete "Representations and Certifications"
 - FAR Responses
 - Architect-Engineer Responses
 - DFARS Responses
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.

Federal Registration Worksheet

1 Get DUNS Number

Find appropriate SIC Code:

<http://www.osha.gov/pls/imis/sicsearch.html>

Record SIC Code here: _____

Apply for a FREE DUNS number:

<http://fedgov.dnb.com/webform/>

OR 866.705.5711

Record DUNS # here: _____

2 Identify NAICS Codes

Find appropriate NAICS Codes:

<http://www.census.gov/eos/www/naics/>

Record NAICS Codes here: _____

You will need to identify which NAICS code is your primary industry

3 Prepare to Register in SAM

Gather the following information:

TIN/EIN _____

Bank Account Number _____

Bank Routing Number _____

Bank Phone Number _____

4 Create SAM Personal Account

Log-in at: <https://www.sam.gov>

Beware of sites mimicking SAM, SAM is free

Create User Account (Individual – NOT System)

USER NAME: _____

PASSWORD: _____

5 Respond to eMail From SAM

SAM (notification@sam.gov) will send you an email within an hour and you must read the instructions to click on the link provided in the email and log-in at the screen that pops up. This is to ensure you have access to that email account. This must be done within 48 hours before you can continue registering your company (Entity) in SAM.

6 Register New Entity in SAM

Log-in at: <https://www.sam.gov>

Beware of sites mimicking SAM, SAM is free

-- See "SAM Quick Start Guide"

Fill out the 4 required areas:

- Core Data
- Assertions
- Representations and Certifications
- Points of Contact

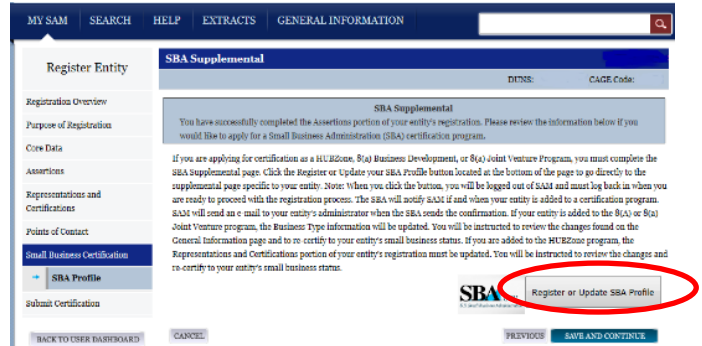
****SBA Profile for Small Businesses – see next step**

Federal Registration Worksheet

7

Small Business Profile

If SAM has determined you to be a small business based on the NAICS codes, company revenue, and number of employees, you are eligible to complete a profile that will appear in the SBA's Dynamic Small Business Search. The following screen will appear immediately after the POC section. Click the gray button titled "Register or Update SBA Profile." A new window will open for you to complete the SBA profile using the instructions 8-13 below. When you've completed this, exit by closing that window to return to SAM to complete your registration.



A new window will open for the SBA Supplemental Pages but SAM remains open and unfinished.

8

SBA Supplemental Pages Page One

Page one simply shows you how to navigate the website. No work to be done here.

9

SBA Supplemental Pages Page Two - **Keywords**

Keywords help people find you. Use standard internet search terms. You are limited to 20 characters between commas so keep it to one or two words, acronyms, brand names, etc.

10

SBA Supplemental Pages

Page Three – Shows what was migrated from SAM. Nothing to do here.

Page Four – EMALL, refers to DoD EMALL. Most people leave this blank unless you are already selling to DLA.

Page Five – More SAM data, nothing to do.

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SBA Supplemental Pages

Page Six – **Principle ownership** of the company. List Pres. VP., etc.

Page Seven – **Capabilities Narrative**. Consider this your Yellow Pages ad! This is what appears on the results page of any search. This is a real chance to differentiate your company! (Cont)

Federal Registration Worksheet

12 SBA Supplemental Pages

Page Seven (cont) – You are also provided space to list any special equipment or materials your company provides, business type, bonding levels and certifications the company holds

Page Eight – Exporting now? If not, choose no and scroll to bottom of page to continue. If yes, follow instructions.

13 SBA Supplemental Pages

Page Nine – Past Performance: List the company's best private, commercial or government completed contracts. You can display as many as you like but it is recommended you list the top 2 – 5 that best reflect your currency and significance in your industry. All fields are optional so you decide how complete a record you want the public to see.

14 SBA Supplemental Pages

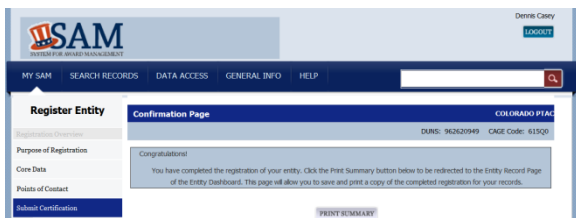
You have now completed your SBA Small Business Profile for the Dynamic Small Business Search (DSBS). Close the current window and you should return to the SAM screen again.

15 Verify SAM Input

SAM will ask you to verify the information you entered. Once you have, click the "Submit" button on the bottom of the page.

16 Success!

You will see the following screen when you complete the registration successfully:



17 Receive CAGE Code

Providing your registration passes IRS Validation, you will receive an email in 3 to 10 days informing you that you have been successfully registered and informing you of your Commercial And Government Entity (CAGE) Code.

Record CAGE Code here: _____

Please let PTAC know what your CAGE is for our records!!

Step 2 - Research to Find the Right Opportunities

- **Bid Match** provided by PTAC: your search criteria including 1) NAICS codes, 2) keywords and 3) geographical region. **Bid Match** searches over 2000 government sites for opportunities and emails you daily results.
- **FedBizOps**: <https://www.fbo.gov/>: Register and read the Vendor's Guide. If you sign up for our **Bid Match** service, you won't need to set up additional Search Agents as **Bid Match** already searches FBO.
- **Subcontracting**: Regardless of product or service, it is important to consider secondary markets.
 - DoD Office of Small Business Programs: <http://www.acq.osd.mil/osbp/sb/dod.shtml>. This website presents information for small businesses such as the "Guide to Marketing to DoD".
 - SBA Subcontracting Opportunities Directory: <http://web.sba.gov/subnet>
 - GSA Subcontracting Directory: www.GSA.gov/subdirectory.

CO State and Local Procurements:

- **Colorado Vendor Self Service**: www.colorado.gov/vss. To find bid opportunities with Colorado State agencies, register with Colorado Vendor Self Service.
- All State agencies: <http://www.colorado.gov/dpa/dfp/spo/index.htm?opendocument> – Describes State purchasing processes and policies and provides a listing of contact information for State Agencies.
- Other Colorado State resources:
 - Department of Local Affairs: <http://www.dola.colorado.gov>
 - Governor's Office of Information Technology: <http://www.colorado.gov/oit>
 - Office of Economic Development and International Trade: <http://www.advancecolorado.com>
 - Secretary of State: <http://www.sos.state.co.us>
 - **CDOT**: <http://www.coloradodot.info/business/procurement-and-contract-services>
 - **CO Office of State Architect**: <https://www.colorado.gov/pacific/osa>
 - **CO Colleges**: <http://highered.colorado.gov/Academics/Colleges/default.html>
- **Rocky Mountain e-Purchasing System** - Rocky Mountain e-Purchasing System is a subscriber service that many local agencies use in lieu of posting opportunities on their own websites. You must subscribe for a small fee annual (\$80). <http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>
- **Western States Contracting Alliance – National Association of State Procurement Officials**:
 - NASPO has formed a subsidiary, the [WASCA-NASPO Cooperative Purchasing Organization](http://www.wasca-naspo.com), LLC to manage its national cooperative purchasing program and began operating on January 1, 2013.

Tracking and Forecasting Federal Spending:

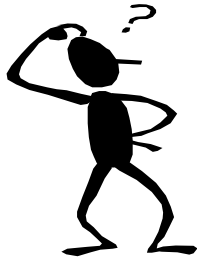
- **Federal Procurement Data Systems (FPDS)**: https://www.fpds.gov/fpdsng_cms/. Use EZsearch with your NAICS and State to find government entities who awarded contracts and vendors who received awards.
- **USA Spending**: <http://usaspending.gov/> is a tool to find government spending at your fingertips. Easily navigated, businesses can determine government spending trends for their product or service.
- **GSA Schedule Sales Query**: <https://ssq.gsa.gov/>: See who is selling similar products or services, and if GSA Schedules are good vehicles for you. You still must market aggressively!
- Federal Agencies forecast procurements in their Five Year Plans
 - US Air Force Small Business: <http://airforcesmallbiz.org/>
 - Department of Energy: Western Area Power Administration: <http://www.wapa.gov/>
 - NREL: http://www.nrel.gov/business_opportunities/solicitations_rfps.html
 - DoI: Acquisition Forecasts: <http://www.doi.gov/pmb/osdbu/procurement-opportunities.cfm>

Business Resources and Contacts

- General Services Administration Schedules (GSA): <http://www.gsa.gov>
- Federal Small Business Administration (SBA): <http://www.sba.gov/>
- DoD SB and Disadvantaged Business Utilization Offices: <http://www.acq.osd.mil/osbp/>
- FedSpending: <http://www.fedspending.org/>. Use their tutorial for more information.

PTAC BidMatch Service

- **What is BidMatch?**



BidMatch is a “webcrawler” that searches over 2100 government websites for bid opportunities. BidMatch searches Federal, State and Local sites - over 130 within Colorado alone.

It is a “no-cost” service to our Colorado PTAC clients. Because it searches for you it can be a great time-saver.

This includes the Colorado Vendor Self-Service site (formerly ColoradoBids), the State of Colorado official procurement announcement site and Rocky Mountain e-Purchasing, the most used website for local agencies within Colorado.

- **What must I do?**

Tell us you want to take advantage of this valuable service. We’ll help you get it set up and working for you.

BidMatch searches by three criteria: geographic preference, NAICS Codes and keywords.



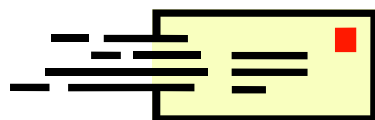
Geographic preference: You can request just Colorado, several or all 50 states, and even international opportunities.

NAICS Codes: The NAICS Codes you have registered in your PTAC profile with us will be used; we will review them with you to ensure they’re what you need.

Keywords: These most important factors are critical; the BidMatch provider gives us a good starting point for most kinds of businesses; we will work with you to refine these.

We can make changes for you at any time (BidMatch requires the changes to come from a PTAC Counselor.)

- **What does BidMatch do for me?**



BidMatch will send you an email everyday telling you its findings. These are short synopses of the actual solicitation it has found but it will not give the entire announcement.

You must use the link in the email to go to your “MyBidMatch” page. This page gives a more complete picture of the daily “Articles” found in your searches.

BidMatch will tell you where it found your “hits” (the original website or announcement location), it will tell you why it included this hit in your Article list (location, NAICS Code, keyword), and it will provide a link directly to the original announcement.

Doing Business Within the State of Colorado

Learn the Ropes –

- The Colorado Procurement Code
 - Title 24 – Articles 101 thru 112
 - State Laws Adopted by the General Assembly
- Procurement Rules
 - Implementation Procedures set by DPA
 - Department of Personnel & Administration
 - <https://www.colorado.gov/dpa>
- Division of Finance and Procurement
 - Procurement Resources
 - <https://www.colorado.gov/pacific/dfp/procurement-resources>
 - State Central Contracts Unit (CCU)
 - <http://coloradoc2.prod.acquia-sites.com/osc/contracts>
 - Other Resources for Businesses
 - <http://coloradoc2.prod.acquia-sites.com/pacific/dfp/business>
- State (and Local) procedures are more aligned with commercial principles; mostly fixed price purchases and are subject to fewer rules than the Feds.

Find bid opportunities –

- Register for Colorado Vendor Self-Service website (formerly called ColoradoBIDS) – the VSS
 - VSS is free – No subscription fee like ColoradoBIDS
 - Colorado Vendor Self-Service (VSS) www.colorado.gov/vss
- Review and download opportunity solicitations
 - Includes Invitations for Bid (IFB), Requests for Proposals (RFP), and Documented Quotes (DQ)
- Not all solicitations are required to be posted on VSS:
 - Small Dollar Purchases that fall below thresholds in the Procurement Rules (\$10,000 for products /\$25,000 for services) are not required to be posted. While not required, agencies may post these on VSS
 - Procurements that are excluded by state law from the requirements of the Procurement Code, such as highway construction projects.
 - Purchasing Officers also allowed to use other means
- VSS offers an e-mail "Push Notice" which notifies vendors when a solicitation of interest is published.

Respond to a solicitation –

- Solicitations include detailed instructions of how to respond and what is being purchased
 - These instructions are MANDATORY
 - Late Bids are very rarely considered
 - Vendors MUST be registered in VSS
- Differences between Bids and Proposals:

BIDS (IFB, Sealed BIDS)

- All information is disclosed at opening
- For Goods or Services
- Our needs are CLEAR
- Specifications are used
- No evaluation team is required
- Award based on lowest responsive and responsible bidder
- No negotiations
- Most Bids result in a PO

PROPOSALS (RFP)

- Names only of offerors are disclosed
- Primarily for services or complex procurements
- Needs are NOT clear
 - SOW is used
- Best Practice: Use an Evaluation Committee
- Award on criteria other than lowest cost, but cost must be a factor
- Negotiation is allowed and encouraged
- Most result in a contract

Other Information –

- It is State policy that procurement offices shall make a special effort to solicit and encourage small business, minority-owned and women-owned participation for State contracts and awards.
- Colorado House Bill 14-1224, signed into law on 21 March 2014, mandates state agencies award at least three percent (3%) of contract dollars to Colorado Service-Disabled Veteran-Owned Small Businesses certified by the Department of Veteran Affairs.
- There is no state preferred vendor list. There are standing Price Agreements to provide direct purchase power to vendors with negotiated contracts in place.
- Major differences from Federal procurements:
 - Intellectual Property (IP): widely varying departmental policies, depend on RFP
 - Organizational Conflicts of Interest (OCI): Few policies and rules, very ad hoc
 - Bid Protests: protests are handled within the agency; some recourse to courts

Local Government Considerations

- Many local opportunities posted on Rocky Mountain e-Purchasing: [Rocky Mountain Bid System](#)
- Still largely commercial practices – fixed price, very few source selection rules – price most important
- Small purchases = Documented Quotes
- Also may use IFBs or Competitive Sealed Proposals

- RFPs and Evaluation & Selection processes –
 - Evaluation weights or criteria rarely disclosed
 - No Truth in Negotiations Act (TINA)
 - Open Record laws vary widely; little protection
 - Few rights to protect intellectual property (IP)
 - Few Socio- Economic Programs or policies
- Heavily reliant on cooperative procurements -
 - Several national co-ops like WSCA-NASPO

Federal Contracting:

Small Business Preferences FAR Parts 19 and 26

Small Business (SB): Located in the U.S., organized for profit, including affiliates, is independently owned and operated, not dominant in the field of operation, and meets SBA size standards based on the NAICS code.

23% Goal

Woman-Owned Small Business (WOSB): Small business, at least 51% owned by woman or women, and unconditionally controlled by women. Also Economically Disadvantage WOSB. Self certified or SBA approved third party certifier. **5% Goal**

SDB, 8(a) Certified: Small business at least 51% owned and unconditionally controlled by socially and economically disadvantaged individuals who are U.S citizens of good character. Certification issued by SBA. **5% Goal**

Historically Underutilized Business Zone (HUBZone): Small business located in a HUBZone and 35% or more of employees live in a HUBZone. Certification issued by SBA. **3% Goal**

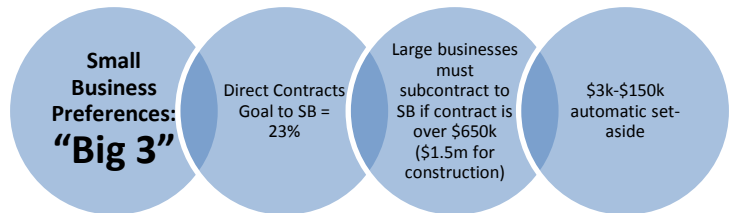
Service-Disabled Veteran Owned Small Business (SDVOSB): Small business at least 51% owned and unconditionally controlled by Service Disabled Veteran(s). Self certified for all agencies except VA. VA CVE issues certification. **3% Goal**

Veteran-Owned Small Business (VOSB): Small business at least 51% owned and unconditionally controlled by Veteran(s). Self certified for all agencies except VA. VA CVE issues certification. **No goal except VA.**

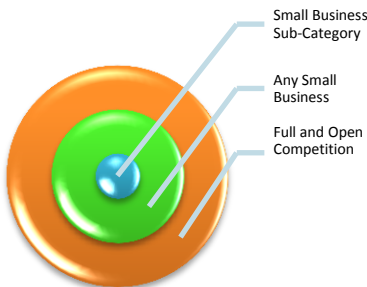
Contract Methods

DOLLAR THRESHOLD	TYPE	ACTION
<\$3,000 (\$2,000 Davis Bacon, \$2,500 Service Contract Act)	Micro-Purchase	Not Advertised - Government Purchase Card (GPC)
\$3,000 to \$24,999	Simplified Acquisition Procedures (SAP)	Advertisement not required, simple quotes (RFQ) Reserved for SB*
\$25,000 to \$149,999	Simplified Acquisition Procedures (SAP)	Advertised on FBO. Usually RFQ or RFP. Reserved for SB.*
\$150,000 +	Formal Contract	Advertised on FBO. RFQ, RFP, IFB. Seek SB first through market research. Rule of 2.*

**Rule of 2. Two or more small businesses are capable, willing to bid and will offer fair and reasonable price.*



Contracting Priority



Are you ready?

Identify your Offering

NAICS Codes
PSC Codes
SAM
SBA Profile
Capability Statement

Identify Your Target

FBO
FPDS
Industry Days
Agency Forecasts
Marketing Plan
Websites

Market Yourself

Industry Days
Small Business Specialists
End Users

Step 3 - Respond with Persuasive Proposals and Marketing Materials

General Marketing Materials:

- **Capability Statements – Key Points:**
 - Demonstrate Capabilities with Examples
 - Briefly mention specialized Facilities & Equipment
 - Highlight Key Personnel and Expertise
 - Briefly mention past Customers
 - Show readiness for Government work: NAICs Codes, DUNS #, CAGE Code
 - Mention Socio-Economic categories (8(a), HUBZone, WOSB, SDVOSB, etc.)
 - Keep it short – One Page/One Sheet (two sides) MAX!
 - Valued by Government when using the Simplified Acquisition Process (SAP)
- **Capability Briefings – Critical Introduction to You!**
 - PowerPoint Presentation – Bring it Electronically and Hard Copy
 - Expect no more than 30 minutes, half presentation and half questions/discussions
 - Try to do it in SIX Slides:
 - Slide 1 – Title Slide: Company ID, Presenter ID, Title of Discussion/Opportunity
 - Slide 2 – Overview/Objectives: We will show
 - Slide 3 – Project Experience: We have performed similar work . . .
 - Slide 4 – Opportunity Understanding: We understand the challenges.
 - Slide 5 – Unique Value: We bring these valuable capabilities . . .
 - Slide 6 – Summary: We are the Best Value and Fit for . .
- **Sources Sought/Request for Information:**
 - Government is doing its “Due Diligence” market research – start becoming a Partner early
 - Chance to influence the acquisition strategy (narrow the competition)
 - Must provide the requested basic information:
 - Corporate basic information
 - May be requesting specific past experience
 - May be looking for innovative new solutions
 - Chance to learn who the Contracting Officer or Specialist will be

Formal Proposals

- **Starts in Pre-Solicitation Phase**
 - Industry Day Briefing, Walk-Throughs – view the workplace
 - Draft Request for Proposal – Ask Questions, Provide Comments, Clarify early
 - From Draft RFP – Start Outlining/Storyboarding/Drafting Response
- **Final RFP & Solicitation: Project Must be Funded**
 - Do you know: The PM? The CO? The End User? The Source Selection Authority?
 - Do you have all the Attachments and Amendments?
 - Do you understand the Solicitation Contents? The Statement of Work?
 - Do you have the right team available to assemble the Response?
 - Consider Training when time is available
 - Consider Teaming when all the skills are not resident
 - Are you confident in your ability to Perform and make a Profit?

Marketing to the Government

Understand Your Target

Federal Government

Governed by the Federal Acquisition Regulation (FAR)

- Very restrictive and formal processes
- Small to very large requirements
- Uses size to leverage best pricing on government-wide contracts
- National and overseas requirements

State Government

Governed by State Procurement Code

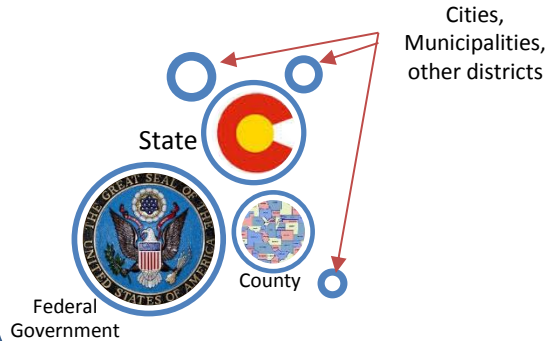
- Mix of centralized and decentralized purchasing
- Departments purchase for themselves
- Less restrictive than federal
- Colorado Department of _____, K-12 Schools, State College System*

Local Government

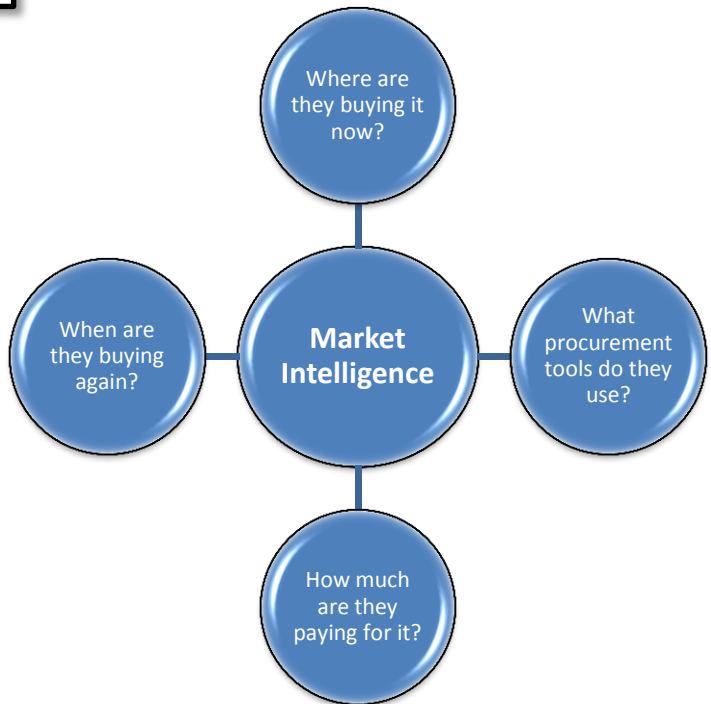
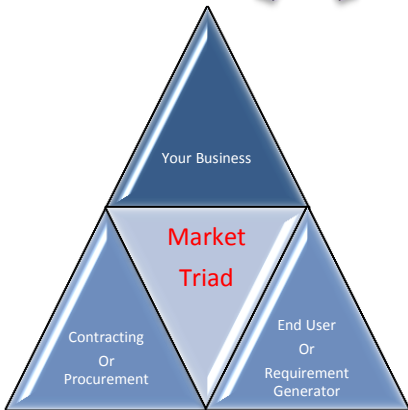
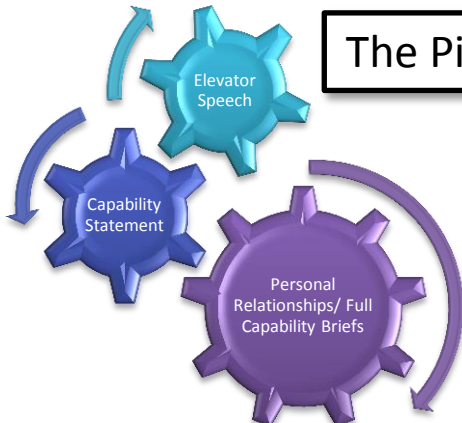
Governed by Individual Procurement Rules

- County, city, and special districts such as water or fire districts
- Most flexible spending rules, usually adapted from NIGP template
- Departments free to do small purchases themselves

Develop a plan to meet the ideal customer



The Pitch



Bottom Line = Why should they buy from **YOU**?

Typical Process for Larger Procurements (>\$150,000)

- **Government Action**
 - **Vendor Actions**
- **Acquisition Planning and Market Research**
 - **Write and Review Questions and Answers**
 - **Perform Competitor Analysis**
 - **Perform Price Analysis**
 - **Go/No Go Decision**
 - **RESPOND TO SOURCES SOUGHT**
- **Solicitation Advertised**
 - **Re-read Solicitation**
 - **Start Proposal**
- **Solicitation Issued**
 - **Validate solicitation**
 - **Continue Writing Proposal**
 - **Ask PTAC for Red Team**
- **Accept Bids/Proposals**
 - **Submit On time**
 - **Ensure it's Responsive**
- **Bids/Proposals Evaluated**
 - **Answer Clarifications**
- **Presentations (if required)**
 - **Provide Brief and Concise Presentation**
- **Negotiations (if required)**
 - **Know your Pricing Limits**
 - **Engage Technical, Financial and Others**
- **Subcontracting Plan Approval (Large only) Award**
 - **Celebrate if Won**
 - **Request and Prepare for Debrief**
 - **Evaluate Award if not you**
- **Debriefing (not all acquisitions require this)**
 - **Must be Requested**
 - **Send Questions in Advance**
- **Performance**
 - **Review Contract with PTAC**
 - **Understand Invoicing**
 - **Close Out**

Capabilities Statement Sample Content Template

The Statement should tell your reader who you are, what you do and why a client should choose you.

Start with - Name of company and contact information with a specific person's name, phone and email, website, DUNS number, cage code and top five NAICS codes w/ titles.

Other information to include:

Small Business Certifications - WOSB, 8(a), VOSB, SDVOSB, HUBZone, any local certifications DBE, WBE, etc.

Company Logo

Highlight GSA schedule contract numbers (if you have one)

Use graphic design elements, **this is a content template**

Services and Products

Write a **short statement** about your core competencies that relate to the specific needs of the agency you are targeting. Follow this statement with a bullet point list of your key services and or products.

Past or Present Performance

- List customers for whom you have done **similar** work.
- Include a very brief description of what you did for each.
- Prioritize as it relates to the agency's needs
- If they do not relate to the agency's needs **do not** include
- Include contact information for each POC if there is room.

Differentiators

- Identify what makes you different from your competitors
- Unique qualifications, techniques and approaches
- Facilities, equipment, state of the art equipment
- Awards or Certifications that apply to your industry

Company Data/Expertise

Give a brief description of your company's expertise, key personnel, education and technical experience as it relates to your business.

Agencies will visit your website, be sure to keep it updated and have a government focus section.

Tactics

- Create a new document for each agency to target their specific need
- Keep the Capabilities Statement to one page , one side; use both sides only if have relevant past performance
- Distribute in PDF format only
- Include BPAs or any other federal contract numbers
- Do you accept credit and purchase cards? Yes or No
- Include pictures if they show what you do

CAPABILITY STATEMENT

Name: Government Contracting Services, LLC (GCS, LLC)
391 Indian Road, Unit B
Grand Junction, Colorado 81504
Owner: Mark S. Mills, President
Email: mmills@gcs-llc.net
Office Phone: 970-256-0465
Cell Phone: 970-216-8337
Status: Service Disabled Veteran Owned Small Business
DUNS#: 809074847 CAGE#: 4ZJH2

Additional Contact Information

Point of Contact: Mike Hindson, Vice President
Email: mhindson@gcs-llc.net
Office Phone: 970-256-0465
Fax: 970-256-0466
Cellular Phone: 970-250-0690

SERVICES

Design/Build Contracts, Civil, Structural and Architectural Engineering, Green Building Practices, LEED Certification
CPM Scheduling, Project Management, Contract Management, Permit Applications
Hospital Infection Control, OSHA, NFPA Compliance, JCAHO Environment of Care Compliance
Vertical Construction, Concrete Structures, Steel Erection/Steel Buildings
Horizontal Construction, Flatwork, Parking lots, Roadways, Earthwork, Excavation
New Building - Healthcare, Commercial, Industrial, Residential
Renovations - Healthcare, Commercial, Industrial, Residential
Plumbing and Medical Gas Certification

NAICS Codes:

- | | |
|---|--|
| 236210 - Industrial Building Construction | 238220 - Plumbing, Heating, and Air-Conditioning Contractors |
| 236220 - Commercial and Institutional Building Construction | 238290 - Other Building Equipment Contractors |
| 237110 - Water and Sewer Line and Related Structures Construction | 238310 - Drywall and Insulation Contractors |
| 237990 - Other Heavy and Civil Engineering Construction | 238320 - Painting and Wall Covering Contractors |
| 238110 - Poured Concrete Foundation and Structure Contractors | 238330 - Flooring Contractors |
| 238130 - Framing Contractors | 238340 - Tile and Terrazzo Contractors |
| 238140 - Masonry Contractors | 238350 - Finish Carpentry Contractors |
| 238150 - Glass and Glazing Contractors | 238390 - Other Building Finishing Contractors |
| 238160 - Roofing Contractors | 238910 - Site Preparation Contractors |
| 238170 - Siding Contractors | 238990 - All Other Specialty Trade Contractors |
| 238210 - Electrical Contractors and Other Wiring Installation | |

COMPANY OVERVIEW

Government Contracting Services, LLC (GCS, LLC), a Service Disabled Veteran Owned Small Business and Emerging Small Business, has been in operation since January 1, 2008. GCS, LLC is a full service company offering design/build, heavy and civil engineering, general contracting and construction management services. The principle members of the organization together have over 70 years experience in the construction industry. Since its inception GCS, LLC has used this experience and knowledge to deliver the highest quality projects at the best value possible for the Government. We believe that it is necessary for all parties involved in a project, from the owner to the subcontractor, to be kept informed. Having these strong lines of communication has helped us to achieve final products that are delivered on time and within budget.

The above practices have led to over 20 successful projects being completed by GCS, LLC with over half of them design build jobs. We have built strong relationships with owners such as the VA Medical Center, Grand Junction, the Archuleta County Land Fill and the Bureau of Reclamation as well as with dependable, high quality subcontractors.

COMPLETED PROJECTS

<p><u>Upper Molina Penstock Inspection Preparation</u> Contract #: R10PX4P32 Project Manager - Mike Brown (970) 487-3348</p>	<p>US Bureau of Reclamation Dollar Amount: \$19,626.20</p>	<p><u>Replace Underground Electrical Phase II</u> Contract #: VA259-C-0734 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p>	<p>VA Medical Center, Grand Junction Dollar Amount: \$594,543.11</p>
<p>- Clear access road to Upper Molina Power station Penstock, furnish all labor to remove and replace penstock couplers for inspection by BOR personnel</p>		<p>- Design build replacement of high voltage semiconductor cabling between manholes and replacement of five transformers on hospital campus.</p>	
<p>Contracting Officer - Jennifer Handy (435) 885-3228 jhandy@usbr.gov</p>		<p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>	

<p>Build Parking Areas VA Medical Center, Grand Junction Contract #: VA- 575-C07255 Dollar Amount: \$6,000 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Excavate and stabilize soils, backfill and compaction for parking areas on VA Campus. <p>Chief, Facilities Manager - Mark Fossett (970) 244-1311 mark.fossett@va.gov</p>	<p>Archuleta County Landfill Phase III Archuleta County, Colorado Contract #: N/A Dollar Amount: \$244,329.80 Chris Carter - 970-264-5660</p> <ul style="list-style-type: none"> - Expand landfill in Pagosa Springs, CO including dirt work and liner installation.
<p>Emergency Water Line and Road Repair VA Medical Center, Grand Junction Contract #: VA-575C07240 Dollar Amount: \$45,345.96 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Excavate roadway and repair broken waterline, stabilize soil, backfill/compaction with curb/gutter and asphalt replacement. <p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>	<p>Ambulance Bay VA Medical Center, Grand Junction Contract #: VA-259-08-RP-0289 Dollar Amount: \$95,074.96 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Design/Build of a new 1,200 sq ft steel building with stucco exterior. <p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>
<p>Pharmacy Expansion VA Medical Center, Grand Junction Contract #: VA-259-08-RP02 Dollar Amount: \$53,392.81 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Design/Build office remodel including new walls, doors and light fixtures. <p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>	<p>Ward 3 West Medical Reoccupy VA Medical Center, Grand Junction Contract #: 575-08-924 Dollar Amount: \$218,074.43 Maintenance Supervisor - Don Dodson (970) 260-9199 don.dodson@va.gov</p> <ul style="list-style-type: none"> - Design/Build remodel patient rooms with new finishes, walls, flooring, doors, and medical gas installation. <p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>
<p>Fire Alarm Upgrade Commercial Specialists, Inc. Contract #: GS35F-0762P V575-C97242 Dollar Amount: \$306,430.30 Jason Porter - 970-241-0268</p> <ul style="list-style-type: none"> - Design build replacement of old Simplex Fire Alarm System with a new Honeywell Notifier Fire Alarm System <p>VA Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p>	<p>Replace Underground Electrical Phase 1 VA Medical Center, Grand Junction Contract #: VA259-C-0527 Dollar Amount: \$802,323.04 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Design build replacement of High Voltage Switching Cabinet and semiconductor cabling between manholes on hospital campus. <p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>
<p>VAMC Bariatric Doors DWG & Associates Contract #: 575-C77186 Dollar Amount: \$233,000.00 Rob Billings - 719-265-6670</p> <ul style="list-style-type: none"> - Design build installation of powered double doors in 6th floor surgery to allow for bariatric patients. <p>VA Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p>	<p>VAMC Building 8 Air Handler VA Medical Center, Grand Junction Contract #: VA-259-P-0550 Dollar Amount: \$494,583.35 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Design build replacement of air handler on Building 8. <p>Contracting Officer - Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov</p>
<p>VAMC Building 36 Fire Sprinklers VA Medical Center, Grand Junction Contract #: VA-259-C-0449 Dollar Amount: \$73,008.06 Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p> <ul style="list-style-type: none"> - Design build fire sprinkler system installation in Building 36. <p>VA Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p>	<p>VAMC 5th Floor ICU Bed JE Hurley, Inc. Contract #: 575-C87116 Dollar Amount: \$185,000.00 Jerry Hurley, - 719-265-8668</p> <ul style="list-style-type: none"> - Design build installation of bariatric ICU bed room, headwall and patient lift system. <p>VA Project Manager - John Bartman (970) 263-5016 john.bartman@va.gov</p>

REFERENCE INFORMATION

John Bartman (970) 263-5016 john.bartman@va.gov	Ronnie Sandusky (303) 398-3433 ronnie.sandusky2@va.gov	Mark Fossett (970) 244-1311 mark.fossett@va.gov	US Bureau of Reclamation Mike Brown (970) 487-3348
Don Dodson (970) 260-9199 don.dodson@va.gov	DWG & Associates Rob Billings - 719-265-6670	Redlands Electric, Inc Glenn Smith (970) 261-8863	Karl Coleman (970) 242-0731 xt 2008 karl.coleman@va.gov

CUSTOMERS/AGENCIES/CLIENTS

BONDING CAPACITY

DEPARTMENT OF VETERANS AFFAIRS, BUREAU OF RECLAMATION, USDA FOREST SERVICE, CLEAR TALK WIRELESS, QED ELECTRICAL	CONSTRUCTION BONDING LEVEL, PER CONTRACT (DOLLARS):	\$2,000,000
	CONSTRUCTION BONDING LEVEL, AGGREGATE (DOLLARS):	\$4,000,000
	SERVICE BONDING LEVEL, PER CONTRACT (DOLLARS):	\$2,000,000
	SERVICE BONDING LEVEL, AGGREGATE (DOLLARS):	\$4,000,000

Tips Responding to Sources Sought Notices

- **Answer the Mail** — A Sources Sought Notice is not an opportunity to show off fancy marketing materials or slick presentations. It is a response to specific information being requested by the Government. Specifically, the information that needs to be conveyed includes:
 - Specific and relevant experience and expertise to perform the requirements;
 - Ability to perform the requirements at an acceptable level of quality within cost, schedule, and performance metrics; and
 - Demonstrated understanding of requirement.
- **Read the Instructions** — This seems counter-intuitive. Unfortunately, many firms see a Sources Sought Notice as a marketing opportunity and do not address the information requested by the Government. If done properly a Sources Sought will be a more effective marketing tool than the best glossy brochure. Also, remember this is the government. That is, you need to ensure you respond in the proper format, to the right address, and to the right person. If you have any questions or need clarity on any issue, ask the point of contact listed in the notice. Do not assume anything.
- **Know the Strategy** — A Sources Sought Notice helps inform industry that the Government has a need. To formulate an effective response, you should perform due diligence to gather as much information about the customer and the need as possible.
- **Ask for Set-aside** — Responding to the notice is another step in the process of developing a relationship with the Government and the office having the requirement. Parts of your marketing efforts are to inform the requesting office that firms in your socioeconomic designation are capable and willing to meet the need. Request the requirement be made a small business set-aside, specifically for your classification as applicable. Also, don't be afraid to ask to meet with the requesting office, specifically the program office, as they are the ones with the funding. Ensure you follow up with the Contracting Officer to ensure receipt of your submission. These are the types of actions that give your firm an advantage and make your firm stand out.
- **Submit a Quality Product** — First impressions are hard to change. Ensure you submit a polished response that has been proofread, edited, and that has been vetted against a compliance matrix that should be created to ensure the response covers all aspects of the notice. Sloppy and rushed responses also have a tendency to stand out, and could create a negative impression on small business.
- **Look for Strategic Partners** – If your company is not capable of performing the entire proposed work then look for a strategic partner to cover any portions of the work you may not have expertise in. The government will look at your proposed team as a whole and make the capabilities determination based on the solution you are providing. This will help demonstrate that you truly understand the requirement and have given enough thought to the work that you will team with other industry experts in order to provide a quality solution.
- **Make Sure Other Small Businesses are Responding** – Reaching out to competitors may seem counter intuitive at first but if the government does not receive enough feedback from small business they will have no choice but to let it go “Full and Open Competition” regardless of the dollar amount. It is still easier to write a strong proposal against several small companies than it is to face a giant company that has a full time proposal staff. Plus, if the government is looking to set aside a portion of the work to small business and receives a lot of interest they may reserve more of the opportunity for small than originally planned.

If you follow these steps with Sources Sought Notices not only may you be a successful awardee, but you will increase the number of opportunities and your brand recognition for future needs.

Tips to Consider - Proposal Preparation

- Respond **Promptly**. If an RFP process is done correctly, the date and time to respond is very important and most agencies will not accept a late proposal.
- Put **Everything in Writing**. If you have questions regarding the specifications and/or response details, put them in writing well enough in advance to get an answer from the agency so you can respond accordingly and on time.
- Prepare your response **EXACTLY** the way the agency requests. Use a **Table of Contents**, prepare an **Executive Summary** (very important tool) and **respond in the order the RFP is written**. Tabulating your response for quick reference to each detail gives you an advantage over your competitors. Be sure to include the original proposal, all the copies requested and even offer a Public Copy that can be used for release to the press/media that doesn't disclose your confidential/proprietary information.
- Your response to the program approach is very important, do your homework. In other words, be familiar with the requesting agency and understand the agency's goal with the project. Cover all the requirements and address how your services/products will accomplish the agency's goals.
- Propose **Value Added** services that your company provides. If you have **Risk Management and/or Quality Assurance Programs** be sure to outline them and present their advantages. If you can offer some freebies or in-kind services, be sure to include those in your response.
- List your **Key Personnel** and their qualifications that match the RFP requirements. Simply including resumes doesn't always show what your team is capable of providing. Include facts such as how long they've worked together, accomplishments and ongoing training or education.
- Be open and fair with your fee proposal. Don't have hidden or confusing fees. Specify any overhead costs that may be associated with the project or if they're all inclusive. Don't undercut your costs to get the award with additional costs anticipated with change orders.
- Don't include a lot of propaganda. If the agency wants a dog and pony show, they'll ask for it. Only include additional information that pertains specifically to the RFP requirements.
- List your past performance references in the order that they are most similar to the services you are proposing.

Step 4 - Retain that New Government Customer - Become a more valued Partner

- Watch the PTAC Continuing Education Calendar for upcoming Training and Roundtables
- **Bonding:** <http://www.fms.treas.gov/c570/c570.html>
- **Surety Information Office (SIO):** <http://sio.org>
- **Code of Federal Regulations (CFR):** <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>
- Government acronyms: http://www.dau.mil/pubscats/PubsCats/13th_Edition_Glossary.pdf
- Defense Link for DOD Activities: <http://www.defenselink.mil>
- **Federal Acquisition Regulation (FAR):** <http://farsite.hill.af.mil/> or <https://www.acquisition.gov/FAR/>
 - Part 2: Definition of Words
 - Part 5: Publicizing Contract Actions
 - Part 8: Required sources of supplies and services
 - Part 13: Simplified Acquisitions Procedures
 - Part 16: Types of Contracts
 - Part 19: Small Business
- Small Business Federal Government Contracting: <http://www.smalltofeds.com/>
- Cost and Pricing are Critical: DCAA Publications – <http://www.dcaa.mil> or Department of Defense contract pricing information – <http://www.acq.osd.mil/dpap/cpf/index.html>

International Trade – Export Opportunity Resources:

- U.S. Department of Commerce:
 - US Export Assistance Center, Denver, CO: - <http://export.gov/colorado>
 - USEAC Assessment Checklist: <http://export.gov/begin>
- Colorado Office of Economic Development and International Trade (OEDIT): - <http://www.colorado.gov/cs/Satellite/OEDIT/OEDIT/1167928016979>
- International Chamber of Commerce, World Trade Center, Denver: <http://www.wtcdenver.org/>

Associations for Training and Networking:

- National Contract Management Association (NCMA) National Headquarters: <http://www.ncmahq.org/>
 - Pikes Peak Chapter: http://resources.ncmahq.org/chapters/pikes_peak/default.aspx
 - Denver Chapter: <http://www.ncmadenver.org/>
- National Defense Industrial Association (NDIA) National Organization: <http://www.ndia.org>
 - Mile High Chapter: <http://www.ndiamhc.org>
 - Rocky Mountain Chapter: <http://www.ndiarmc.org>
- National Association of State Procurement Officials: <http://www.naspo.org/>
- National Institute of Governmental Purchasing (NIGP): <http://www.nigp.org/eweb/>
- Rocky Mountain Governmental Purchasing Association (RMGPA) <http://www.rmgpa.org/>
- National Association of Government Contractors (NAGC): <http://web.governmentcontractors.org>
- The American Small Business Coalition (ASBC): <http://www.theasbc.org/>
- National Association of Small Business Contractors (NASBC): <http://www.nasbc.org/>

Know your Obligations and Responsibilities:

- **Ask for a Post Award Debrief – Win or Lose**
 - If you lost - Learn how your Proposal could have been better
 - If you Won - Understand your Contract and Work Statement
- **Review your business practices** for contract compliance
 - Accounting System Compliance - valid, correct invoices produce prompt payment
- **Benchmark against your industry;** find “Best Practices” to incorporate into your operation
- **Learn how the Contractor Performance Assessment Reporting System (CPARS) works:**
 - CPARS Training – Quarterly Seminars, contractors may attend at their own expense
 - Even if below the mandatory reporting threshold, ask for a written assessment of performance

Colorado PTAC Subject Matter Expert (SME) Partnership Program

The Colorado PTAC is very fortunate to have a robust set of Subject Matter Expert (SME) partners in a variety of government related support topics. These partners offer In-Kind support to the PTAC in the form of training and, in some cases, one-on-counseling for our Colorado business clients. The one-on-one counseling sessions are provided to businesses at no-cost at 30-or 60-minute blocks for:

- Proposal Management
- Cost Accounting
- DCAA Audits
- GSA Schedules
- DCMA Systems
- Contract Law
- Insurance Requirements
- Wage and Labor Law
- Other Topics

SME In-Kind appointment hours are limited by providers to ensure as many clients as possible have an opportunity to meet with them at no cost. Any additional time may require a cost engagement depending on the terms of the provider. If you are interested in meeting with one of our subject matter experts, please contact the PTAC office at 719-667-3845. We will coordinate with the subject matter expert to set up the appointment for you.

DoD SMALL BUSINESS SPECIALISTS

(In Colorado)

BUCKLEY AIR FORCE BASE

Terry Bashore

320 N. Beaver Creek, MS 84

Buckley AFB, CO 80111

720.847.6900

terry.bashore@buckley.af.mil

PETERSON AIR FORCE BASE

Reggie Selby

Director, Small Business Programs

21st SW/BZ

135 Dover St., Bldg 350, Ste 2212

Peterson AFB, CO 80914

719.556.4669 Fax 719.556.1578

reggie.selby@us.af.mil

***Office procedures with new companies or setting up appointments with Reggie Selby are scheduled by R. Renae Pollard, 719.556.9355 rosalind.pollard@us.af.mil*

U.S. ARMY SPACE & MISSILE

DEFENSE COMMAND /Army

Forces Strategic Command

Contracting and Acquisition

Management – Directorate – C

(SMDC/ARSTRAT/CCAM-CAC)

Bryan Sasaki

ACC-RSA-CCAM-CAC

350 Vandenberg St.

Peterson AFB, CO 80914-2749

719.554.1969 Fax 719.554.8799

bryan.a.sasaki.civ@mail.mil

SCHRIEVER AIR FORCE BASE

Paul Aldrich

Director, Small Business Programs

50th SW/SBS

210 Falcon Parkway, Ste 2116

Schriever AFB, CO 80912-2116

719.567.3805 / FAX 719.560.3805

50CONS.sbc@us.af.mil

U.S. AIR FORCE ACADEMY

James William “Bill” Wolski

Director, Small Business Programs

10th ABW/SB

8110 Industrial Dr., Ste 200

USAF Academy, CO 80840-2315

719.333.4561

james.wolski.1@us.af.mil

Alternate Contact

Kim Diercks, 719.333.8267

Kim.Diercks@us.af.mil

FORT CARSON ARMY POST

Barbara Gutow

Small Business Specialist

1676 Evans St., Bldg 1220, 3 r d Flr

Ft. Carson, CO 80913-5198

719.526.6634 Fax 719.526.4622

barbara.e.gutow.civ@mail.mil



Dear New PTAC Client:

After receiving assistance at one of our offices from one of our counselors, individuals often ask how they can express their thanks. At Colorado PTAC, we have a special way to recognize the counselor or staff member who made the difference in your expectation – our *Individual Recognition Program*.

The counselor or staff member you recognize will receive individual recognition by the Board of Directors as a symbol of the tribute you have bestowed upon them. While all our staff is routinely recognized on a regular basis, by spot lighting the performance of your named individual the Board members will see the personal input that this service provided. In addition, your tax deductible gift will be used to support the Colorado Procurement Technical Assistance program to continue our efforts for assisting Colorado businesses grow jobs.

Please take a moment to recognize your CO PTAC staff person by completing the attached reply card, visiting us online at www.ColoradoPTAC.org, or by calling us at (719) 667-3845. Thank you for letting us, serve you.

Sincerely,

Richard Pennington
Chairman
COPTAC Board of Directors

P.S. Hearing “thank you” from a business is more precious to our professional staff than other accolade’s they can receive. We hope you will take this opportunity to show your appreciation for the individual who has made a difference.

Your Recognition Means So Much

Enclosed is my tax deductible gift for:

- \$50 \$100 \$500 \$1000
- Other \$ _____
- My check enclosed, payable to Colorado Procurement Technical Assistance Center a 501(c)3.

Signature _____
Name _____
Email Address _____

I would like more information about how I can contribute annually to CO PTAC and help create CO jobs.

Name of Individual _____

Date of Assistance _____

Comments: _____

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Colorado Springs Location (HQ's)
El Paso County CSC
1675 Garden of the Gods Rd
Suite 1107
Colorado Springs, CO. 80907
Phone: 719.677.3845
www.ColoradoPTAC.org

Aurora Location
Aurora Chamber of Commerce
14305 E. Alameda Ave., Suite 300
Aurora, CO 80012
303.365.4921

Westminster Location
Adams County EDC
12200 Pecos Street, Suite 100
Westminster, CO 80234
303.453.8512

Golden Location
Jefferson County EDC
1667 Cole Blvd., Bldg 19, Suite 400
Golden, CO 80401
719.493.0553

Additional locations by appointment
only please:

Phone: 719.667.3845

- ◇ Alamosa
- ◇ Boulder
- ◇ Craig
- ◇ Durango
- ◇ Fort Collins
- ◇ Trinidad
- ◇ Fort Morgan
- ◇ Glenwood Springs
- ◇ Loveland
- ◇ Montrose
- ◇ Pueblo
- ◇ Trinidad
- ◇ Grand Junction