“Procurement Technical Assistance Program”
for
The Society of Military Engineers (SAME)
Field Club, Omaha, NE

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Presented by Andy Alexander
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University of Nebraska at Omaha
http://ptac.unomaha.edu
Purpose/Objective of PTAC

• The Nebraska Procurement Technical Assistance Counseling (PTAC) program was started in 1986 with the Nebraska Department of Economic Development (DED), and the NBDC took over the program in 1995. (25 years of service). The program exceeded it’s 1B mark in government contracts awarded to our clients statewide in 2011.

• The PTAC program provides free specialized and professional technical assistance to individuals and businesses that are seeking to pursue and successful perform contracting and subcontracting opportunities with Federal agencies, state, county, and local governments (cities and towns).

• PTAC offices in the state of Nebraska can be found at http://ptac.unomaha.edu/contactus.cfm

• PTAC offices nationally can be found at http://www.aptac-us.org/new/
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PTAC Counselor Areas of Responsibility

**Ayesha Station (Omaha Office):**
Douglas County (North of Center & South of Dodge Streets)

**Roger Johnson (Omaha Office):**
Saunders, Dodge, Douglas (North of Dodge Street) & Washington

**Mary Graff (Omaha Office):**
Douglas (South of Center Street), Sarpy & Cass

**Kate Carlin (Lincoln Office):**
York, Seward, Lancaster, Saline

**Vicky Jones (Wayne Office):**
Knox, Antelope, Boone, Platte, Polk, Butler, Colfax, Cuming, Burt, Madison, Pierce, Wayne, Stanton, Thurston, Dakota, Cedar & Dixon

**Julie Wilhelm (Auburn Office):**
Otoe, Gage, Johnson, Nemaha, Richardson, Pawnee, Jefferson, Thayer & Fillmore

**Scott Knapp (Kearney Office):**
PTAC program assistance consists of, but is not limited to, training event outreach and counseling services to include the following:

1. Education.
2. Registration.
3. Bid opportunities.
4. Drafting proposal timeline and outlines.
5. Contract award and review.
6. Invoicing and getting paid.
Education

• Five governments
  – Towns
  – Cities
  – Counties
  – States
  – Federal
Registration

- To conduct business with a government a company should be properly registered with them.

- Most government sites can be accessed by Googling their town, city, county, etc name, then reading their respective government website to register with them.

- Only the federal government has a centralized registration system called the CCR at www.ccr.gov
Bid opportunities are advertised as solicitation postings on most government websites. When a company markets its goods or services to a government, that is an unsolicited marketing effort or proposal.

Once properly registered with a government, the contracting officer or buyer may even mail a solicitation card or email your company with a notice (always respond to RFIs).

Only the federal government has a centralized solicitation system called FBO at www.fbo.gov.

PTAC offices offer a service called BIDMATCH.

You should also contact corporate SBLO’s and register under their sub contracting and mentor/protégé programs.

Also consider teaming with other companies either as the prime contractor or subcontractor.
Drafting Proposal Timelines & Outlines

• This involves reviewing the government solicitation and writing-out on a single piece of paper a draft proposal timeline and outline.

• This gives the proposer an idea of the time involved in generating a proposal, and what the proposal will look like, and may cost the company to produce.

• Once the proposer decides to generate a draft proposal they can share it with a PTAC counselor to review prior to sending it to the government contracting officer.
Once a company has been awarded a government contract a PTAC counselor can review the contract award with the company, comparing it against the proposal they submitted (to ensure everything they proposed is covered and funded in the government contract).

If not the company will need to bring those issues up with the government contracting officer.
Invoicing & Getting Paid

• Once a government contract has been properly reviewed by a business owner and a PTAC counselor the company will want to review the government’s instructions on invoicing and receiving payment for your goods/services.

• Majority of invoicing is conducted electronically and payment is electronically accomplished by EFT (sometimes not, especially with towns and counties).
Clients = 1,277
Sponsored Outreach Programs = 791
Non Sponsored Outreach Programs = 290
Business People That Have Attended Our Outreach Events = 106,118
Small Businesses = $818M
Small Disadvantaged/Minority-Owned Businesses = $364M
Small Certified Disadvantaged Businesses = $242M
Women Owned Small Businesses = $148M
HUBZone Small Businesses = $267M
Service Disabled Veterans Owned Small Businesses = $80M
Other Than Small Businesses = $173M
Total Government Contracts = 11,091
Total Government Contract Awards = $1.4B
Jobs Created or Retained = 28,696

25 years of successful counseling to our Nebraska businesses!
“Contact Us If You Desire Free Counseling Assistance In Selling Your Goods/Services to the Government by Accessing Our Website Below.”

Submit PTAC Client Application

- Click on the “Government Contracting” drop down menu and select “Getting Started”.
- From here you can read about doing business with PTAC and fill out a PTAC client application.

Nebraska PTAC website: [http://ptac.unomaha.edu/](http://ptac.unomaha.edu/)
Email inquiries to: unoptac@mail.unomaha.edu