



Maryland  
**PTAP**

**Procurement Technical Assistance Program**  
*A program of the Maryland SBDC Network*



**Presented by: Mary Lee Kolich**

# The MD PTAP

- Mission is to help small and mid size business firms effectively market their products & services to federal, state, and local government agencies.

# Specialized Workshops & Training

- How to Do Business with... Series
- Learn How to Respond to an RFP/RFQ
- General Services Administration (GSA)
- Successful Contracting with the Federal Government
- Introduction to Federal Contracting & Simplified Acquisitions
- Radio Frequency Identification (RFID)
- Federal Government Contracting for IT Companies
- Winning Cost Proposals
- SBIR Proposal Preparation and Submission



# How to Get Started

- Make sure your company is in Compliance with the 7 FAR Responsibility Standards
  1. Adequate Financial Resources
  2. Compliance With the Performance/Delivery Schedule
  3. Satisfactory Performance Record
  4. Satisfactory Record of Integrity and Business Ethics
  5. Necessary Organization, Experience, and Accounting and Operational Controls
  6. Necessary Equipment and Facilities
  7. Otherwise Qualified and Eligible

# Become a client of the MD PTAP....

- Have a primary place of business in Maryland
- Be a viable government contractor/supplier
- Be willing to provide data about your company & its operations (held confidential)
- Be willing to actively pursue bid opportunities
- Be willing to submit Semi-Annual Client Award Reports
- Be willing to submit an annual evaluation survey on the PTAP Services you have received
- Go to our website:
  - [www.mdptap.umd.edu](http://www.mdptap.umd.edu) – click on Contact Us and fill out the online request for counseling.



# The MD PTAP Provides

## INDIVIDUALIZED COUNSELING

- Government marketing strategies
- Government certifications & registrations
- Government policies & regulations
- GSA Schedule application
- Bid & proposal assistance
- Pre and post award audits
- Business Assessment
- Proposal Support



# Meet the MD PTAP Staff

- **Mary Lee Kolic**  
*Program Director*
- **Ralph Blakeney**  
*Procurement Technology Specialist*
- **Arthenia Le Flore**  
*Procurement Specialist*
- **Benjamin Simmons**  
*Procurement Specialist*
- **Melissa Simpson**  
*Intake & Program Coordinator*



**MD Procurement Technical Assistance  
Center is located in College Park at:**  
7100 Baltimore Avenue, Suite 402  
College Park, Maryland 20740  
Call Toll Free: 866-228-0432 x27 for a PTAP  
office in your area