



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



UNIVERSITY OF  
**MARYLAND**



# Introduction to the Maryland PTAP

ASSISTING BUSINESSES TO GROW THROUGH  
OPPORTUNITIES IN GOVERNMENT  
CONTRACTING

November 29, 2006

(301) 403-2740

[www.mdptap.umd.edu](http://www.mdptap.umd.edu)

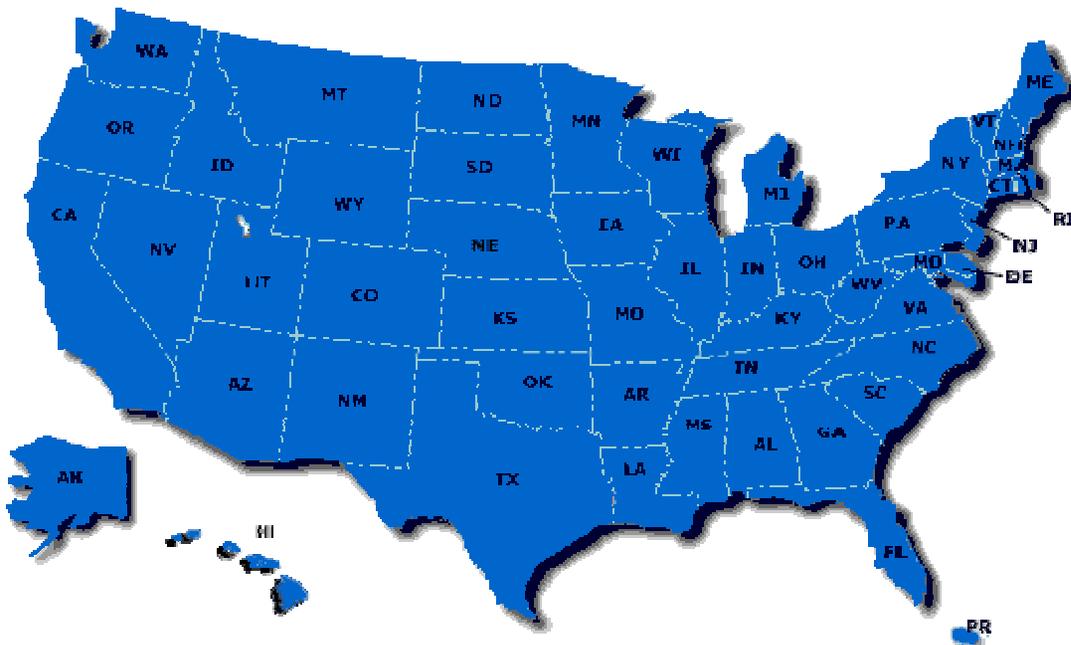
# PTAC Operation

- Statewide, serving 24 counties and Baltimore City
- Funded by the Defense Logistics Agency and Several Local Sponsors
- Sponsors: DLA, Maryland Department of Business and Economic Development, and the University of Maryland



# PTAC Background

- PTAC's are located throughout the United States. Currently 93 centers form a nationwide network of dedicated procurement professionals.
- Centers are members of APTAC
- Association of Procurement Technical Assistance Centers



# PTAC Mission



TO EDUCATE MARYLAND SMALL BUSINESSES  
IN DOING BUSINESS WITH FEDERAL, STATE  
AND LOCAL GOVERNMENTS

# 2006 Business Partners

- Baltimore Small Business Resource Center
- Carroll County Department Of Economic Development
- City of Bowie
- SBDC Statewide Network
- College of Southern Maryland
- Hagerstown & Harford Community Colleges
- Howard County Economic Development Authority

# Who is Eligible

- Any business, located in Maryland, may receive PTAC services provided it has a product, service, solution or process that has reasonable expectations of being procured under Federal, State or County government contract.



# What We Do



## Individual Counseling

- Developing Marketing Strategies
- Certifications and Registrations (CCR-Duns#-Cage Code, ORCA)  
<http://www.ccr.gov> <https://orca.bpn.gov>
- Policies and Regulations (FAR, Supplements, DCAA, DCMA, etc)  
<http://farsite.hill.af.mil>
- Federal Supply Schedule Offers  
<http://www.gsaelibrary.gsa.gov/ElibMain/ScheduleList>
- Bid and Proposal Assistance  
<http://www.fbo.gov>
- Pre and Post Contract Award assistance
- Business Assessment (SBDC)

# What We Do - 2



## Workshops and Training Classes

- How to do business with ... series
- Preparing a winning proposal
- Obtaining a Federal Supply Schedule (GSA Schedule)
- Successful contracting with the Federal Govt.
- Federal government contracting for IT companies

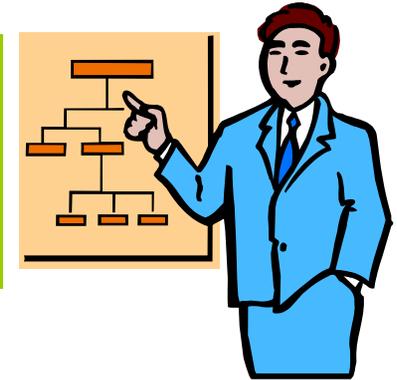
# What We Do - 3



## Workshops & Training Classes (cont'd)

- Radio Frequency Identification (RFID) compliance
- Preparing a winning cost proposal
- Introduction to Simplified Acquisitions
- SBIR – “A Business Development Strategy”

# Summary of Resources



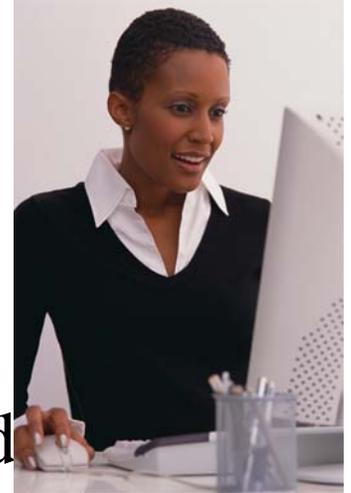
- Access to experienced specialists in government contracting & procurement
- Counseling services ranging from Pre to Post Award
- Assistance in developing marketing plans
- Training to assist your business in complying with government requirements

# What We Don't Do



- Serve as your representative or agent
- Prepare your proposal or bid for you
- Make your decisions
- Release any information about you to others
- Recommend or refer any product or service
- Accept any compensation or gift

# What We Expect From PTAC Clients



- Have a primary place of business in Maryland
- Be a viable government contractor/supplier
- Sign a MOU
- Provide data about the company & its operations
- Actively pursue procurement opportunities
- Submit Quarterly Client Activity Report
- Submit an annual evaluation survey
- Call us for help before it's too late

# Contact Us

- Program Office:  
7100 Baltimore Avenue  
Suite 402  
College Park, Maryland 20740  
Phone: (301) 403-2740  
Web: <http://www.mdptap.umd.edu>
- Satellites: SBDC Centers Around the State

# Have You Met the PTAP Staff?

- Ralph Blakeney, Acting  
Program Director
- Arthenia Leflore  
Procurement Specialist
- Willie Price  
Procurement Specialist
- Vacancy  
Procurement Specialist
- Melissa Simpson  
Coordinator/Administration