

WHAT IS PTAC?

The Procurement Technical Assistance Center (PTAC) is a **no-cost service** of the Northeastern Pennsylvania Alliance (NEPA) that provides expert assistance to northeastern Pennsylvania businesses in all aspects of government contracting.

Funding by the Department of Defense allows the PTAC to provide counseling, training workshops, seminars and many valuable resources that will help win contracts with federal, state and local governments.

WHY CONTRACT WITH THE GOVERNMENT?

- The government is the largest buyer in the U.S.
- The government purchases and needs various types of products
- The government buys over \$650 billion annually
- The government can be a reliable, continuous source of business

BIDDING ON GOVERNMENT CONTRACTS

The first step in becoming a federal contractor is to contact the NEPA PTAC and make an appointment. Companies should be prepared to learn new terms about the government purchasing process. The NEPA PTAC will identify opportunities and provide up to date information to advance a business to the next level in the government contracting process.

WHAT NEPA'S PTAC CAN DO FOR YOU?

The NEPA PTAC offers several services that can help effectively compete for and win government contracts. The key to winning a contract is effective marketing and knowing the customer.

The NEPA PTAC can provide market research that makes it easier to target those agencies that purchase specific product or service.

The NEPA PTAC experts guide clients through the government purchasing process. Counseling services are available by appointment and seminars are held throughout the year.

WHAT STEPS TO TAKE?

- Have a viable product or service
- Register on-line with the appropriate government agencies that purchase the product/service
- Determine if any certifications are applicable
 - *Woman Business Enterprises (WBE) State certification for woman owned small businesses*
 - *Minority Business Enterprise (MBE) State certification for minority owned small businesses*
 - *Small Disadvantaged Business (SDB) Federal certification for small businesses that can demonstrate an economic or social disadvantage*
 - *Historically Under Utilized Business Zone (HUBZONE) Federal certification for small businesses located in economically distressed areas*
- Market the products/services to government agencies by identifying specific agencies that show interest
- Establish a rapport with the purchasers at government agencies

BENEFITS OF PTAC

- The NEPA PTAC assist a variety of businesses in various industry sectors to help identify and successfully enter their target government market
- Provides updated information on changes in government acquisition
- Streamlines bidding opportunities using the latest technology
- Red tape challenges can be overcome with NEPA's PTAC assistance
- Step by Step process saves time and creates complete, accurate bids

PTAC CAN HELP..

- Determine government contracting potential
- Complete the necessary forms (paper or digital) to become certified, as well as understand contracting requirements
- Discover subcontract opportunities
- Match capabilities of a company to the needs of the government agency
- Review and complete bid packages
- Obtain contract histories, specifications, standards and regulations
- Utilize the internet for government procurement and e-commerce to gain access to government contract sources

For details visit:
www.nepa-alliance.org/PTAC.htm

WHAT THE PTAC CLIENTS ARE SAYING...

“PTAC action has always given me results with in 24 hours of each request. NEPA is always accurate, exhibiting excellent service.”

*—Sara Lee/Morgan Mills
Schuylkill Co.*

“Anytime we asked for help or information, PTAC was eager to help and gave us as much time as we needed. NEPA PTAC helped us prioritize our projects so we could accomplish our desired results.”

*—JSE Computer Solutions
Minersville, Schuylkill Co.*

“NEPA PTAC understood my small business concern and was able to provide me with great information.”

*— Mega Phase
Monroe County*

“Great people!”

“Good organization. Very professional, knowledgeable & responsive. An asset to the region.”

“We were satisfied with the help and timeliness.”

*— Customer satisfaction surveys completed by
NEPA enterprise development clients*



Providing government contracting assistance to businesses in Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill and Wayne counties

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