



Nevada Procurement Technical Assistance Center (PTAC), Procurement Outreach Program (POP)

<https://www.diversifynevada.com/programs-incentives/procurement-assistance-outreach/>

The Nevada PTAC, POP, which is under the Nevada Governor's Office of Economic Development (GOED), State of Nevada, provides procurement technical assistance to established Nevada for-profit businesses, especially small businesses, in their pursuit of local, state, and federal government contracting, subcontracting, and other select opportunities, inside and outside of Nevada. An established Nevada business is one that has a primary and physical address/location in Nevada.

As a *FREE*, taxpayer-funded resource to Nevada organizations based on a cooperative agreement*, the Nevada PTAC helps to increase the flow of local, state, and federal government dollars to Nevada organizations, in any county, to facilitate job creation, job retention, and business expansion in Nevada's growing diversified economy.

By increasing the number of Nevada organizations capable of doing business with the government, the Nevada PTAC is helping to foster competition and reduce the cost of acquisitions for government agencies, which is beneficial to the American taxpayer, as agencies meet their respective missions.

A Client Questionnaire Form must be completed after reading and understanding this document to be considered to receive free services as a client. If one has ever received or is currently receiving services from another PTAC in the U.S. or its territories, please do not complete the form and contact the Nevada PTAC's Las Vegas office below and ask to speak with the Nevada PTAC Director.

Following are *FREE* services provided by the Nevada PTAC – please call the Las Vegas office 702.486.3514 or Carson City office 775.687.9921, or email procurement@diversifynevada.com, for a client appointment:

- ***One-on-one counseling*** – Meet with a Government Contracts Advisor (GCA) or GCAs to confidentially discuss your organization's needs
 - To avoid actual or perceived conflicts of interest, the org.'s point of contact shall be the chief executive officer/president/owner and/or an employee of the org.
 - Review the accepted Client Questionnaire Form together, and discuss product(s)/good(s) and/or service(s) the org. sells and what level(s) of govt. (i.e., local, state, and federal) and/or prime contractors (i.e., local, state, and federal) it wants to sell to
 - There are no guarantees govt. agencies and/or their prime contractors will buy what's being offered and when they'll issue formal solicitations [e.g., Request for Proposal (RFP), Invitation for Bid (IFB), Request for Quote (RFQ)] for same, if ever
 - Depending on ever-evolving procurement/acquisition laws, govt. agencies at the local, state, or federal level have different procedures for procuring goods and/or services depending on their dollar value; study prospective govt. customer websites
 - Counseling is customized and tailored to your org.'s needs; while procurement technical assistance will be provided, the PTAC is unable to act or serve as a client representative in any way
- ***PTAC bid-matching services*** – Receive a local, state, and fed. govt. solicitation download on weekdays by email based on keywords, etc.
 - Also, as a fail-safe measure, register in "NGEM," "NevadaEPro," "SAM.gov," and others (e.g., Nevada Dept. of Transportation, State Public Works Div., etc.), if interested, and see "SBA SubNet" for subcontracting opportunities
- ***E-newsletter*** – Receive a PTAC newsletter full of information at your desktop via email
 - PTAC client success story(ies), link to the last PTAC webinar, registration links for upcoming PTAC functions, etc.
- ***Educational workshops*** – Learn how to do business with govt. agencies, etc., and meet their representatives, and network with others
 - These events provide firsthand experience and context for doing business with a particular agency, prime contractor, etc.

- **Educational webinars** – Learn from and interact with PTAC personnel or special guests on a variety of gov. contracting-related topics
 - These functions provide specific information on many types of gov. contracting areas
- **Networking events** – Uncover opportunities with gov. agencies, prime contractors, and others, and meet PTAC resource partners
 - Grow your professional network, market your business, and share your business card and capabilities statement
- **Matchmaker events** – At one event, meet with procuring entities, the PTAC and its resource partners, and others
 - Share your brief elevator/marketing pitch and how what the business sells can help to solve problems and meet gov. missions
- **Capabilities statement** – Receive constructive feedback on your final draft of your capabilities statement marketing document
 - The PTAC can share what should be included in the document, and can share a sample document approved for sharing
- **Walkthroughs** – Obtain help with certain system registrations (e.g., “SAM.gov”) and/or understanding business certification criteria
 - Regarding certifications, discuss existing ones and those of interest; some are tied to set-aside and sole source procurements
- **Getting on a GSA schedule** – Determine whether pursuing a federal level U.S. General Services Administration (GSA) schedule multiple award contract makes sense
 - Understand the various business requirements, etc., and the eventual responsibility to market to one or more gov. agencies
- **SBIR Program and STTR Program** – Find out about federal level Small Business Innovation Research (SBIR) program contract or grant opportunities, and Small Business Technology Transfer (STTR) program contract or grant opportunities
 - Certain federal gov. agencies only award contracts, while others only award grants
- **Other DoD-Funded Instruments, OTs** – Learn about federal level other U.S. Department of Defense (DoD)-funded instrument business opportunities, Other Transactions (OTs), which are not subject to the Federal Acquisition Regulation (FAR)
 - DoD agencies are involved in awarding OTs, and resource partners such as AFWERX Vegas helps to identify funding sources
- **Cybersecurity for DoD** – Find out about information the PTAC is aware of regarding DoD cybersecurity for purposes of protecting covered defense information or controlled unclassified information under DoD contracts
 - This is a highly-critical area for the DoD and national security
- **DoD’s Mentor-Protégé Program** – Learn about how the DoD’s Mentor-Protégé Program can benefit a small business partnered with a large company
 - Typically eligible small businesses are able to expand their company footprint in the defense industrial base
- **Pre-solicitation assistance** – The PTAC will stress responding to gov. or prime contractor pre-solicitation issuances such as a Request for Information (RFI) or a Sources Sought Notice, in order to influence the future gov. procurement
 - Respond to them to help shape the gov.’s requirements/needs and the gov.’s procurement strategy (e.g., set-aside, etc.)
- **Solicitation assistance** – After a client studies and reads a solicitation and any amendments, the PTAC can provide full-text clauses of by-reference clauses, “mil specs,” “mil standards,” etc., and, depending, help to educate about what certain gov. language means
 - PTAC can also advise on next steps when language in a solicitation isn’t clearly written and is subject to multiple interpretations
- **Proposal reviews** – With the exception of cost or price reviews, and within a reasonable timeframe, the PTAC can review a client’s final draft or similar high-quality draft of its proposal to assess if the proposal follows all solicitation instructions, etc.
 - For section reviews that may be outside of gov. procurement-related technical assistance such as commercialization plans for the SBIR program proposals or STTR program proposals, the PTAC can refer clients to a resource partner(s) for help
- **Contract issues** – The PTAC will attempt to provide advice in the event contract issues surface relative to: invoicing for payment, non-payment, potential for a late delivery of a contract deliverable, a gov. customer is late in providing gov.-furnished property, etc.
 - The PTAC wants clients to perform successfully under gov. contracts, subcontracts, etc., and uphold professional reputations

- **PTAC Resource Partners** – While the PTAC helps its clients by providing govt. procurement-related technical assistance to understand procurement laws, procedures, processes, etc., the PTAC is not a subject matter expert in your particular industry
 - In the event the PTAC is unable to assist your org. in a specific area, the org. will be referred to a resource partner(s) for help
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*This procurement technical assistance center is funded in part through a cooperative agreement with the Defense Logistics Agency.

Also, please refer to the next page for Frequently Asked Questions (FAQs).

Nevada Procurement Technical Assistance Center (PTAC), Procurement Outreach Program (POP)

Frequently Asked Questions (FAQs)

a. Question: If the for-profit Nevada business I represent is not yet a formally accepted client by the Nevada PTAC and only has one or a couple of government procurement-related questions for the PTAC that lead to requests of the PTAC providing free service offerings as shown on the previous pages, does a company representative have to complete a Nevada PTAC, POP Client Questionnaire Form? If so, how long will it take to hear back from the Nevada PTAC?

Answer: Yes. In order for a company to be considered for acceptance as a formal client by the Nevada PTAC, an authorized point of contact for the business must follow the directions for and complete the Nevada PTAC, POP Client Questionnaire Form after reading the previous pages. Since the Nevada PTAC reviews each form in the order it is received, it may take up to two (2) weeks to hear back from the PTAC.

b. Question: If the company I represent has been formally accepted as a client by the Nevada PTAC to receive free services, will my assigned PTAC counselor and/or any other PTAC team member perform work on behalf of the business?

Answer: No. Since the Nevada PTAC is funded in part through a cooperative agreement with an agency of the U.S. Department of Defense (DoD), the Nevada PTAC must comply with the scope of the agreement and DoD directives that includes, but is not limited to, PTAC team members not being allowed to do any work on behalf of any client. PTAC team members are only able to counsel, guide, and teach formal PTAC clients regarding government procurement and only provide procurement technical assistance, which leaves any actual work to be performed by the client. If the PTAC were to provide out-of-scope assistance, the PTAC would not be in compliance per its federal funder and would jeopardize both its federal and state program funding.

c. Question: On the previous page, I read that in the event the Nevada PTAC is unable to assist my company in a specific area that the business will be referred to a resource partner(s) for help. Since the Nevada PTAC is not a subject matter expert in my particular industry, who else can the PTAC recommend aside from a resource partner?

Answer: Depending on the situation, the company may consider using LinkedIn, Upwork, or another website, to find a consultant who can help the business for a cost or fee.