



# Cattaraugus County

## Department of Economic Development, Planning & Tourism



Procurement Technical Assistance Center

# Government Contracting

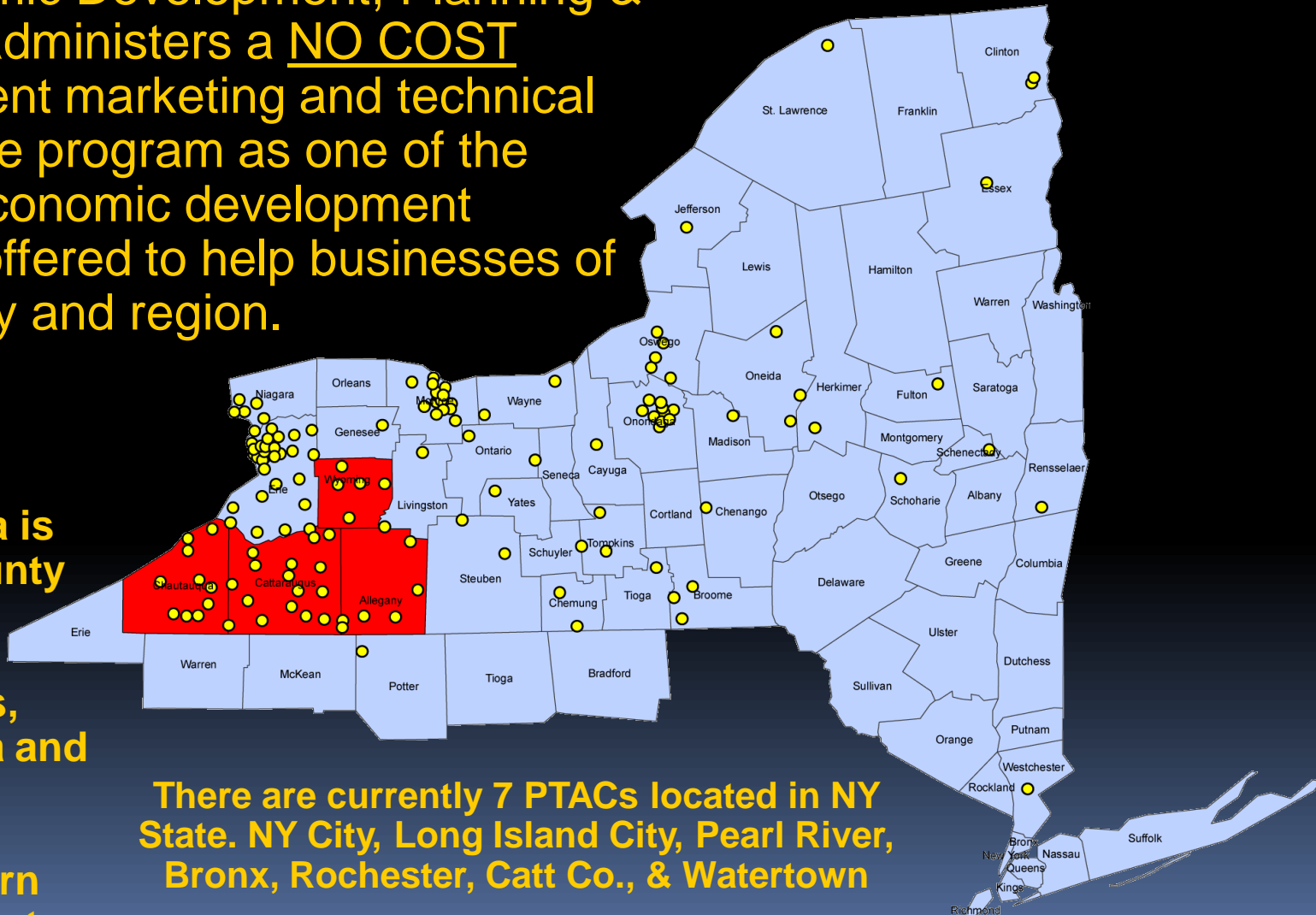
Every 20 seconds of each working day, the U.S. Government awards a contract worth an average of \$465,000.00. The Federal Government issues over \$260 billion in contracts annually. State Governments issue another \$300 billion in contracts annually. Local Municipal Governments issue over \$200 billion in contracts annually. Combined Federal, State & Local Governments spend an impressive \$800 billion annually, making the United States Government the largest business in the world.



# What is the PTAC ?

The Cattaraugus County Department of Economic Development, Planning & Tourism administers a NO COST government marketing and technical assistance program as one of the special economic development projects offered to help businesses of the county and region.

**Service area is the four county region of Allegany, Cattaraugus, Chautauqua and Wyoming Counties in Southwestern New York State.**



# Objectives of the PTAC

- ◆ **Assist businesses in marketing goods and services to the military, other federal, state and local government agencies.**
- ◆ **Provides help with a wide variety of contracting topics.**
- ◆ **Serve as an information source for special contracting programs dealing with HUBZone, 8(a), Veterans and E-Commerce.**



# Bid Matching Services

- ◆ The Cattaraugus County PTAC Program offers military, other federal, state and some local government bid matching on a daily basis through the use of a computerized data sort and electronic mailbox system.
- ◆ The search engine uses keywords and/or NAICS – SIC – FSC – NSN codes
- ◆ We can also mail your solicitations

# Doing Business with the DoD

## **Step 1: Identify your product or service.**

It is helpful to know the Federal Supply Classification (FSC) Code and North American Industry Classification System (NAICS) Code for your product or service. Many government product/service listings and future procurements are identified according to the FSC Code (<http://www.drms.dla.mil/htbin/fscsearch.pl>)

or NAICS Code (<http://www.census.gov/epcd/www/naics.html>).

or these sites:

**FSC codes - <http://www.usabid.com/resources/tables/pscs/>**

**SIC codes - <http://www.usabid.com/resources/tables/sic/>**

**NAICS - <http://www.naics.com/search.htm>**

# Doing Business with the DoD

## **Step 2: Obtain a Data Universal Numbering System (DUNS) Number and register in the Central Contractor Registration (CCR) System.**

If you do not have a DUNS Number, contact Dun and Bradstreet to obtain one.

You must be registered in the CCR System ([www.ccr.gov](http://www.ccr.gov)) to be awarded a contract by the DoD. The CCR System is a database designed to hold information relevant to procurement and financial transactions. The CCR System affords you the opportunity for fast electronic payment of your invoices.

**<http://www.ccr.gov>**

**[www.dnb.com](http://www.dnb.com)**

# Doing Business with the DoD

## **Step 3: Vendors must obtain a Contractor and Government Entity Code (CAGE) or NATO Contractor and Government Entity (NCAGE) Code.**

The CAGE Code (for U.S. vendors) and NCAGE Code (for foreign vendors) is a required piece of data for registering in the CCR system. If you are a vendor located in the U.S. and do not have a CAGE Code, a CAGE Code will be assigned to you when you register in the CCR system for the first time. A foreign vendor must contact its country representative to receive its NCAGE Code assignment.

The CAGE Welcome information page is at:

**[http://www.dlis.dla.mil/cage\\_welcome.asp](http://www.dlis.dla.mil/cage_welcome.asp)**

A list of country representatives can be found at:

**[http://www.dlis.dla.mil/nato\\_poc.asp](http://www.dlis.dla.mil/nato_poc.asp)**

The NCAGE Code request form is at:

**[http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp)**

**<https://orca.bpn.gov/>**



# Doing Business with the DoD

## **Step 4: If you are a small business, explore programs with the Small Business Administration (SBA).**

The SBA ([www.sba.gov](http://www.sba.gov)) offers assistance and certification in preference programs to small business concerns. We encourage you to determine if your firm qualifies for section 8(a), small disadvantaged business, HUBZone, or service-disabled veteran-owned small business certification while visiting the SBA website:

**<http://www.sba.gov/services/contractingopportunities/basics/identify/index.html>**

This site provides information about other SBA resources including Small Business Development Centers, Service Corps of Retired Executives (SCORE), and Women's Business Development Centers.

**<http://www.sba.gov/services/counseling/index.html>**

# Doing Business with the DoD

## **Step 5: Identify current DoD procurement opportunities.**

Identify current DoD and Federal procurement opportunities in your product or service area by checking the Federal Business Opportunities website: [www.fedbizopps.gov](http://www.fedbizopps.gov). Since many contracting offices also may have their own procurement websites, check with individual contracting offices for other possible sources of information as well.

## **Step 6: Familiarize yourself with DoD contracting regulations and procedures.**

Familiarize yourself with the Federal Acquisition Regulation (FAR) (<http://www.arnet.gov/far>) and the Defense Federal Acquisition Regulation Supplement (DFARS) (<http://www.acq.osd.mil/dpap/dars/dfars/index.htm>)

Statistical Information Analysis Division produces an annual report of products and services purchased each fiscal year by the DoD at:  
<http://siadapp.dior.whs.mil/procurement/Procurement.html>

Data is sorted by FSC Codes and provide name and location of the corresponding DoD contracting office. This data can assist your marketing efforts.

# Doing Business with the DoD

## **Step 7: Investigate Federal Supply Schedule (FSS) and EMALL contracts.**

Many DoD purchases are, in fact, orders on FSS contracts. Contact the General Services Administration (GSA) for information on how to obtain a FSS contract ([www.fss.gsa.gov](http://www.fss.gsa.gov)).

The EMALL website (<https://emall6.prod.dodonline.net/main>) provides information on how to be a supplier or vendor for DoD EMALL. EMALL is the DoD equivalent of a dot.com mega store. It allows the DoD customer to have internet access to over 12 million national stock number products and commercial items for purchase and delivery at Government negotiated prices. Buyers can use MILSTRIP or Government purchase card and have reconciliation power at their finger tips. DoD EMALL provides the transparency, velocity, and versatility that today's DoD buyers and suppliers demand.

# Doing Business with the DoD

## **Step 8: Seek additional assistance, as needed, in the DoD marketplace.**

There are several important resources that are available to assist you in the DoD marketplace:

- **DoD Small Business Specialists** ([http://www.acq.osd.mil/sadb/doing\\_business/index.htm](http://www.acq.osd.mil/sadb/doing_business/index.htm)) are located at each DoD buying activity and can provide assistance on how to market to the DoD.
- **Procurement Technical Assistance Centers** (<http://www.dla.mil/db/procurem.htm>) are located in most states and partially funded by DoD to provide small business concerns with information on how to do business with the Department of Defense. They provide training and counseling on marketing, financial, and contracting issues at minimal or no cost.
- **The DefenseLink website:** ([www.defenselink.mil](http://www.defenselink.mil)) provides links to the homepages of every DoD activity. This information can be invaluable in researching the DoD marketplace and identifying your target market.

# Doing Business with the DoD

## **Step 9: Explore subcontracting opportunities**

Regardless of your product or service, it is important to consider our very large secondary market. For example, refer to “Subcontracting Opportunities with DoD Prime Contractors” at [www.acq.osd.mil/sadb/publications/subdir/index.html](http://www.acq.osd.mil/sadb/publications/subdir/index.html). This website lists all major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm. We encourage you to investigate potential opportunities with these firms. Many firms also have websites that may be useful, and we encourage you to consider contractor teaming arrangements.

The Small Business Administration’s SUB-Net (<http://web.sba.gov/subnet>) is a valuable source for obtaining information on subcontracting opportunities. Solicitations or notices are posted not only by prime contractors, but the SUB-Net is also used by other government, commercial, and educational entities.

## **Step 10: Investigate other DoD programs.**

There are several other programs that may be of interest to you, such as the DoD Mentor-Protégé Program, the Small Business Innovation Research Program, and the Historically Black Colleges and Universities and Minority Institutions Program. Information on these and other programs is available on the DoD Small and Disadvantaged Business Utilization Office website:

<http://www.acq.osd.mil/osbp/programs/index.htm>.

# Doing Business with the DoD

## **Step 11: Familiarize yourself with the DoD's electronic invoicing capabilities**

We encourage you to register with Wide Area Workflow (WAWF). This tool is DoD's primary system for the electronic processing of invoices and receiving reports. By submitting your invoices and receiving reports through the Web, Electronic Data Interchange (EDI), or File Transfer Protocol (FTP), they will be routed electronically, resulting in more efficient payments to you. More information on WAWF can be found at <https://wawf.eb.mil>.

## **Step 12: Market your product or service well.**

After you have identified your customers, researched their requirements, and familiarized yourself with DoD procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the DoD activities that buy your products or services. Realize that, like you, their time is valuable, but if the match is a good one, you can provide them with a cost-effective, quality solution to their requirements.

**Good Luck!**

# Subcontracting

## Prime contractor and federal agency goals

- ◆ 23% of prime contracts for small businesses
- ◆ 5% of prime contracts and subcontracts for SDBs
- ◆ 5% of prime contracts and subcontracts for WOSBs
- ◆ 3% of prime contracts and subcontracts for HUBZone small businesses
- ◆ 3% of prime contracts and subcontracts for service-disabled veteran businesses

# Subcontracting

- As a small business engaged in subcontracting, be sure you understand the terms and conditions of your contract with the prime contractor before agreeing to serve as a subcontractor. Ask:
  - **How and when will I receive compensation from the prime contractor?**
  - **How much can I rely on the prime contractor for special tools, engineering advice, information on manufacturing methods, etc.?**
  - **How will quality control and inspection procedures be applied to my subcontract?**
- Use prime list to make contacts and market your business. (SBA obtains the names and addresses for this listing from subcontracting plans that are submitted to the Government when a large business receives a Federal contract over \$500,000 (over \$1 million in construction).)
- Look at the awards and make contact with the business that was awarded the contract (bid matching will provide award information.)
- Dynamic Small Business Search
- The DoD awards contracts of over \$5 million everyday.



# New York State Opportunities



HOME | DEPT. OF EDPT | PROCUREMENT TECHNICAL ASSISTANCE CENTER | REFERENCE MATERIALS | NEW YORK STATE BUSINESS HELP WEBSITE

*Cattaraugus County*   
Southwestern New York State


About the PTAC  
Reference Materials  
Services  
Seminars  
Downloads  
Contact

**New York State Business Help websites**


- [How To Sell To New York State](#)
- [Directory of Frequently Purchased Commodities and Services by New York State Agencies](#)
- [Vendor Registration for Bidder Notification](#)
- [Prevailing Wage Information](#)
- [Minority and Woman Owned Business](#)



Procurement Technical Assistance Center


 Starting Your Small Business



 Growing Your Small Business


\*All graphics are hot linked

# PTAC Website snap shot



## Cattaraugus County

Southwestern New York State



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### Economic Development, Planning and Tourism

- Services
- Business Resources
- Contact

Apply to become a client, schedule a counseling session or sign up for seminars or workshops. **Sign-up today!** The services are FREE!

### Report Contract Awards

Existing **clients login to the eCenter** and take the survey OR Download the Survey Forms (**Prime Survey** and **Subcontractor Survey**).

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## Government Marketing

All services provided by the Cattaraugus County PTA Program are free-of-charge. Read about the many ways we can assist your business.

Every 20 seconds of each working day, the U.S. Government awards a contract worth an **average of \$465,000.00**. The Federal Government issues over \$260 billion in contracts annually. State Governments issue another \$300 billion in contracts annually. Local Municipal Governments issue over \$200 billion in contracts annually. Combined Federal, State & Local Governments spend an impressive \$800 billion annually - making the United States Government the largest business in the world.

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**Tags:**  
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Submitted by webmaster on Thu, 09/18/2008 - 16:12

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Procurement Technical Assistance Center (PTAC) is [a regional government marketing and technical assistance program](#) for businesses in Cattaraugus, Allegany, Chautauqua and Wyoming counties.



# Cattaraugus County



Southwestern New York State

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## Reference Materials

This section contains a good amount of links and documents to help you better understand dealing with the government.

## Three important documents to read:

The following three documents were downloaded from the DoD: Office of Small Business Programs website

- [Government Contracting - The Basics](#)
- [Department of Defense Subcontracting - The Basics](#)
- [Marketing to the Department of Defense - The Basics](#)

## Informational Resources

Attachment	Size
<a href="#">government_contracting_052006.pdf</a>	55.93 KB
<a href="#">DoD_subcontracting_082007.pdf</a>	93.34 KB
<a href="#">marketing_to_DoD_012007.pdf</a>	73.72 KB

- [Business Opportunities with the Government](#)
- [Department of Defense \(DoD\) Research Links](#)
- [Doing Business with the Federal Government, Agencies and Purchase Card Holders](#)
- [Federal Agencies and Forecasts](#)
- [Marketing Information and Tools](#)
- [New York State Government Marketing](#)
- [Registration Websites](#)
- [Research Tools](#)
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## Registration Websites

Be sure to register at some of these websites for leads and benefits for your business.

- [Cattaraugus County PTAC Registration](#)
- [Central Contract Registration](#)
- [Dun and Bradstreet](#)
- [Dynamic Small Business Search](#)
- [Online Representations and Certifications Application \(ORCA\)](#)
- [SBA Sub-Net](#)
- [SBA HUBZone](#)
- [SBA 8\(a\) Business Development](#)
- [SBA Small Disadvantaged Business \(SDB\)](#)

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Procurement Technical Assistance Center (PTAC) is [a regional government marketing and technical assistance program](#) for businesses in Cattaraugus, Allegany, Chautauqua and Wyoming counties.

[\(716\) 938-2331](#)

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## Research Tools

- [Acronyms](#)
- [Business.gov](#) - the official business link to the U.S. Government
- [DOD Dictionary of Military Terms and Acronyms](#)
- [US Airforce Small Business](#)
- [Articles on Proposal Writing](#)
- [CAGE Search](#)
- [Defense Acquisition Deskbook](#)
- [Defense Acquisition Website](#)
- [Defense FAR Supplement \(DFARS\)](#)
- [DoD Specification, Standards and Drawings](#)
- [DSCC Military Specs and Drawings](#)
- [Federal Acquisition Regulations \(FAR\)](#)
- [Federal Forms](#)
- [Federal Procurement Data System \(FPDS\)](#)
- [Prevailing Wages](#)
- [DoD Federal Prime Contractor List](#)
- [Federal Prime Contractor List](#)
- [Federal Supply Codes \(FSC\)](#)
- [FirstGov](#)

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- [Large Dollar Acquisitions](#)

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- [North American Industry Classification System \(NAICS\)](#)
- [PTACSearch](#)
- [Selling To New York State](#)

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- [Simplified Acquisition Guide](#)

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- [Small Business Administration \(SBA\)](#)
- [Softshare's 2005 Contract Summary Database](#)
- [Standard Industrial Classification \(SIC\) Search](#)
- [The U.S. Business Advisor](#)
- [Wage Determinations Online](#)

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## DoD Web Sites - A

**DoD Web Sites** is [DefenseLINK](#)'s portal to the Department of Defense on the World Wide Web. This page offers direct links to some of the most important and most popular DoD Web Sites. For links to more DoD Sites, select any letter of the alphabet. Read [about sites](#) for information on the selection criteria used to build these lists of sites. Visit [DTIC](#) for direct access to the database of all registered DoD Web Sites. Send suggestions for this page to [sites administrator](#).

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**Abby.** [Operation Dear](#)

**About** [the Department of Defense and DefenseLINK](#)

### Academy

- [Air Force Academy](#) (Colorado Springs, Colo.)
- [Coast Guard Academy](#) (New London, Conn.)
- [Merchant Marine Academy](#) (Kings Point, N.Y.)
- [Military Academy](#) (West Point, N.Y.)
- [Naval Academy](#) (Annapolis, Md.)

**Acquisition, Technology and Logistics** , Deputy Under Secretary of Defense for (AT&L)

- [Deputy Under Secretary of Defense for Advanced Systems and Concepts](#)
- [Deputy Under Secretary of Defense for Industrial Affairs](#)
- [Deputy Under Secretary of Defense for Installations and Environment](#)
- [Deputy Under Secretary of Defense for Logistics and Materiel Readiness](#)
- [Director of Defense Research and Engineering](#) (DDRE) (04/26/2002)
- [Office of Economic Adjustment](#), DUSD

### Administration

- [Administration and Management Office of the Secretary of Defense](#)
- [DoD & OSD Administrative Instructions](#)

### Advanced

- [Defense Advanced Research Projects Agency](#) (DARPA)
- [Deputy Under Secretary of Defense for Advanced Systems and Concepts](#)

### Advisory

- [Defense Advisory Committee on Military Compensation](#) (DACMC) (07/21/2005)
- [Defense Advisory Committee on Women in the Services](#) (DACOWITS)
- [Department of Defense Advisory Committees](#)

### Aerospace

- [Aerospace Industries](#)

### Agencies , Defense

- [Defense Advanced Research Projects Agency](#) (DARPA)
- [Defense Commissary Agency](#) (DECA)
- [Defense Contract Audit Agency](#) (DCAA)
- [Defense Contract Management Agency](#) (DCMA)
- [Defense Finance and Accounting Service](#) (DFAS)
- [Defense Information Systems Agency](#) (DISA)
- [Defense Intelligence Agency](#) (DIA)
- [Defense Legal Services Agency](#) (DLSA)
- [Defense Logistics Agency](#) (DLA)
- [Defense Security Cooperation Agency](#) (DSCA)
- [Defense Security Service](#) (DSS)
- [Defense Threat Reduction Agency](#) (DTRA)

Last Updated: 08 May 2006

## FEATURED SITES

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## Special Interest

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# Web based e-Center....



*Procurement Technical Assistance Center*

## Welcome to the eCenter of the Cattaraugus County PTAC.

The Cattaraugus County Department of Economic Development, Planning and Tourism, through a Cooperative Agreement with Department of Defense, administers a government marketing and technical assistance program as a special economic development project offered to help businesses of the County and the Western New York State Region. The center provides no-cost assistance to businesses interested in selling goods and/or services to military, other federal, state and local government markets.

The Cattaraugus County Business Development Corporation, a nonprofit corporation whose mission is to provide services and support to new and existing small businesses and entrepreneurs throughout Cattaraugus County, will also accept clients through this web site.

We invite you to use the options at the right to request our services or to participate in one our training events. If you're already a client, log in to access the services.



### Existing Users:

E-mail:

Password:

[Retrieve your password?](#)

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[Login](#)

### New Users:

[Client Sign-Up](#)

[Training Events](#)

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## Sign Up for Services

Thank you for your interest in our program's services. Please select a center nearest to your location and a representative will contact you shortly upon completion of this form.

Please select your nearest center

(Make Selection) 

All mandatory fields appear in **bold**.

<b>First:</b>	<input type="text"/>	<b>MI:</b>	<input type="text"/>	<b>Last:</b>	<input type="text"/>
<b>Street Address:</b>	<input type="text"/>				
<b>City:</b>	<input type="text"/>	<b>State:</b>	<input type="text" value="New York"/> 		
<b>Zip Code:</b>	<input type="text"/>				
<input checked="" type="checkbox"/> <b>Validate Address</b>					
<b>Home Phone:</b>	<input type="text"/>	<b>Work Phone:</b>	<input type="text"/>		
<b>E-mail:</b>	<input type="text"/>	<b>Fax Number:</b>	<input type="text"/>		



☒ Yes, I would like to be included in future center mailings.

Please complete the following fields so that we may better serve you in the future. All information provided here will remain confidential.

<b>Gender:</b>	<input type="text" value="(Make Selection)"/> 	<b>Race:</b>	<input type="text" value="(Make Selection)"/> 
<b>Hispanic:</b>	<input type="text" value="(Make Selection)"/> 	<b>Veteran:</b>	<input type="text" value="(Make Selection)"/> 
<b>Reservist:</b>	<input type="text" value="(Make Selection)"/> 	<b>Disabled:</b>	<input type="text" value="(Make Selection)"/> 

<b>Company Status:</b>	<input type="text" value="(Make Selection)"/> 	<b>Proposed Business Type:</b>	<input type="text" value="(Make Selection)"/> 
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**Briefly describe your proposed products/services:**

<b>Referral From:</b>	<input type="text" value="(Make Selection)"/> 	<b>Assistance Requested:</b>	<input type="text" value="(Make Selection)"/> 
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**Please describe specific assistance requested:**

I request government marketing assistance from the Cattaraugus County Procurement Technical Assistance Center. I agree to cooperate should I be selected to participate in surveys designed to evaluate the PTAC's services. I authorize the center to furnish relevant information to the assigned management counselor(s), although I expect that information to be held in strict confidence by him/her. I further understand that all counselors have agreed not to 1) recommend goods or services from sources in which they have an interest, and 2) accept fees or commissions developing from this counseling relationship. By my signature below, and in consideration of the center's furnishing of management or technical assistance, I waive all claims against the center's personnel and its host organization. I understand that there are no warranties or assurances in connection with the counseling assistance.



# Questions....

Contact the  
Cattaraugus County  
Procurement Technical Assistance Center

[www.cattco.org](http://www.cattco.org)

<http://ww2.cattco.org/procurement-technical-assistance-center/government-marketing>

Joseph Williams

*Program Manager*

716-938-2331

[JJWilliams@cattco.org](mailto:JJWilliams@cattco.org)

Lenora Leasure

*Small Business Counselor*

716-938-2311

[LALeasure@cattco.org](mailto:LALeasure@cattco.org)

*Cattaraugus County*



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