



PROCUREMENT TECHNICAL ASSISTANCE CENTER



**March 2018**

***Event of the Year:***

**NJIT PTAC Supply Chain Matchmaking  
Conference 2018**

***May 17, 2018 8:00 AM - 4:30 PM***

[Learn More](#)

---

***Seminar Series:***

**Break Through to Contracting Success**  
***In Collaboration with Burlington County Library System***

April 9, 2018 9:00 AM - 12:00 PM

**Session 1: Demystifying Supply Chain Management for Government  
Contractors**

April 16, 2018 9:00 AM - 12:00 PM

## Session 2: Market Research for Government Contractors

April 23, 2018 9:00 AM - 12:00 PM

## Session 3: Proposals That Win Contracts

April 30, 2018 9:00 AM - 12:00 PM

## Session 4: Branding and Marketing for Government Contractors

May 7, 2017 9:00 AM - 12:00 PM

## Session 5: Risk Management and Compliance for Contractors

---

### *Tip of the Month:*

## Now May Be A Great Time To Follow Up With Your Government Prospects

If you've had an opportunity to showcase your products or services to the federal government, and they liked what you had to offer but could not commit due to a limited budget, then now may be your time to close the deal. A recent article published by the National Contract Management Association (NCMA) titled "Agencies Will Have To Race The Clock to Spend Massive Influx of Money," discusses the recent agreement struck by congressional leadership and signed into law by President Trump. [Click here for the full article.](#)

So, what does this mean for you? Now is the perfect time to call up your government prospects, ask them if they are still interested in your product or service, and if they can fund the purchase as a result of an increased budget. Between now and the end of June, many federal agencies will be striving to

spend 80% of the dollars they received before the end of the fiscal year on September 30th.

---

### *PTAC News You Can Use:*

## **Proposal Review**

Want a second or third set of eyes on your proposal before you turn it in? Did you know that the NJIT PTAC can assist with that? A key to making this happen, however, is planning and giving yourself enough time for an adequate review. Here are a few suggestions to keep in mind.

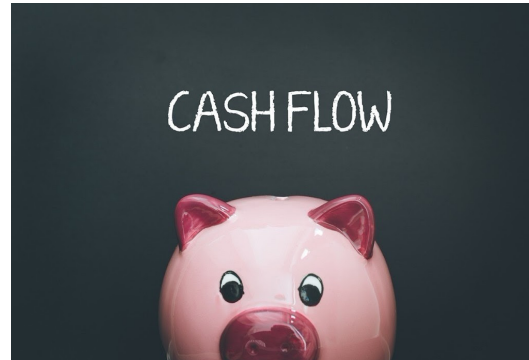
1. Stay in contact with your counselor on a regular basis, which may be twice a year, once a quarter, or once a month. Talk with your counselor to discuss what might be the best periodicity for a check-in session.
2. If you set your eyes on a specific government opportunity, create a timeline with milestones to help you stay on course as you develop your proposal. Include “Schedule PTAC Review” and “PTAC Review” as part of the milestones in your timeline.
3. As soon as possible, reach out to your PTAC counselor to schedule a review. This will give your counselor a heads up and ensure they block out time for you in advance. You may also forward the solicitation and ask if they have any guidance for your proposal.
4. When setting an appointment for a proposal review, make sure to allocate enough time for your counselor to review the proposal and for yourself to review the comments, revise your proposal, and submit it before the deadline.

---

## **Webinars**

Contact your NJIT PTAC Counselor for a **FREE** code

### **Ten Tips for Managing GovCon Cash Flow**



**Date:** March 8, 2018  
**Time:** 1:00 p.m. EST

[Learn More](#)

### **Who Buys What You Sell – A Step by Step Process**



**Date:** March 22, 2018  
**Time:** 1:00 p.m. EDT

[Learn More](#)

### **Selling Your Goods & Services to the Federal Government**

**Date:** March 8, 2018  
**Time:** 2:00 - 3:30 p.m. EST

[Learn More](#)

---

## ***March Events and Workshops***

March 20, 2018 10:00 AM - 11:30 AM  
Government Contracting and NJIT PTAC Resources (Beginner-Intermediate)

March 29, 2018 8:00 AM - 12:00 PM  
PSEG Supplier Diversity Procurement Fair - Newark, NJ

---

### ***Recommended Readings:***

#### **GSA Reopens Multiple Awards Schedule 75 for Office Supplies Providers**

Gloria Larken of TargetGov provides information related to GSA's reopening of Schedule 75, which was closed in 2010 to allow only 300+ current contract holders to sell office supplies to federal agencies. This change, which occurred on January 16, 2018, opened up opportunities for new vendors to sell office supplies to the federal government through Schedule 75. [Click here to read the full article.](#)

#### **SBA OHA Provides Clarity on the Nonmanufacturer Rule**

Government Contracts Attorney Matthew Schoonover of Koprince Law, LLC provides an update on the SBA's recent clarification of the Non-Manufacturer rule. If you are a distributor or reseller, you should understand how this rule might impact your business as well as how to comply. [Click here](#) to read the full article. For additional information, Matthew invites vendors to contact him to find out if their firm is in compliance with the rule.

## About Your PTAC:

The New Jersey Institute of Technology Procurement Technical Assistance Center (NJIT PTAC) is funded in part through a cooperative agreement with the Defense Logistics Agency's Office of Small Business Programs. Our mission is to help small businesses succeed in the government marketplace. To get assistance and support from the NJIT PTAC, you must first become a client by completing our online client application at <http://njitptac.ecenterdirect.com/signup>.

You can also contact us via phone at (973) 596-3105.

For additional information online, please visit our website at [www.njit.edu/ptac](http://www.njit.edu/ptac).

### Client Prerequisites:

Any business seeking to become an NJIT PTAC client must meet the following requirements:

1. New Jersey-based small business (excluding Union County businesses)
  2. Established at least two years
  3. Customer base that demonstrates past performance
  4. Must not be delinquent with child support or taxes
  5. Creditworthy
  6. Business bank account
  7. Computer literate
  8. Company website and email preferred
-