

PTAC Client ACTION PLAN/Checklist

In Managing Your Business thus Far, Have You?

- Met with one of our general business counselors – <http://www.sbtdc.org/offices/index.asp>
 - Or Specialty Services: Boating Industry, Technology and Commercialization, Export Financing, Marketing and Research
- Researched your competition?
- Written a Capability Statement and developed a company web site
- Read the Selling to the Government link under SBTDC web site: www.sbtdc.org
 - Looked at PTAC Events Calendar for training classes
- Considered subscribing to PROBID – PTAC’s bid matching service of 500 sites: <http://www.sbtdc.org/services/probid.asp>

State of NC Government (Steps are for registration)

- NC PTAC Selling to the State Government in NC: http://www.sbtdc.org/services/nc_gov.asp
- NC Contract and Purchase site: <http://www.doa.state.nc.us/PandC/>
- Step 1: Identify your NIGP/Commodity Codes <http://www.doa.state.nc.us/PandC/ipsalpha.htm>
- Step 2: Obtain Tax ID Number (TIN): 1-800-829-1040
- Size determination (Small vs. Large – 13 CFR 121.201) www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf
- Review Preference Programs (Provide documentation as applicable/requested)
 - Historically Underutilized Business (state of NC) -<http://www.doa.state.nc.us/hub>
 - NC DOT - DBE certification: www.ncdot.org
- Step 3: Register in E-Procurement: <https://vendor.ncgov.com>
- Step 4: Register in Vendor Link: www.doa.state.nc.us/PandC/VendorLink-Registration.htm
- Contract Bids: IPS BID search: <http://www.ips.state.nc.us/ips/pubmain.asp>
- Division Employees: <http://www.doa.state.nc.us/PandC/assign.htm>
- Agency Purchasing Officers: <http://www.doa.state.nc.us/PandC/email.htm>
- State Construction Office: <http://www.nc-sco.com>
- University Construction Projects: <http://www.northcarolina.edu/content.php/vendors/index.htm>

Federal Government (steps are for registration)

- NC PTAC Selling to the Federal Government: http://www.sbtdc.org/services/sell_fedgov.asp
- Step 1: Identify your NAICS and SIC codes – <http://www.census.gov/epcd/www/naics.html>
- Step 2: Identify your FSC and/or PSC codes – www.softshare.com/tables/pscs
- Step 3: Size determination (Small vs. Large – 13 CFR 121.201) www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf
- Preference Programs
 - 8(a) Business Development Program - www.sba.gov/8abd
 - Small Disadvantaged Business (SDB) Program - www.sbaonline.sba.gov/sdb
 - Historically Underutilized Business (HUBZone) - <https://eweb1.sba.gov/hubzone/internet>

- Women Owned Business Program - www.sba.gov/women
- Veterans Business Program - www.vetbiz.gov
- Step 4: Obtain Tax ID number (TIN): 1-800-829-1040
- Step 5: Obtain FREE Dun & Bradstreet Number: 1-866-705-5711 as a Government Vendor
- Step 6: Register in CCR: www.ccr.gov
- Step 7: Register in FedBizOpps: www.fbo.gov
- Step 8: Register in DIBBS (if applicable): <https://www.dibbs.bsm.dla.mil>
- Step 9: Register in ORCA: <https://orca.bpn.gov>
- Step 10: Register in WAWF:
<http://www.dfas.mil/contractorpay/electroniccommerce/wideareaworkflow.html>
- Federal Acquisition Jumpstation <http://prod.nais.nasa.gov/pub/fedproc/home.html>
- Federal Procurement Data System (FPDS) <https://www.fpds.gov/>
- Federal Spending www.fedspending.org
- Subcontracting Opportunities Directory: <http://web.sba.gov/subnet/> Or:
http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/gc_subcontracts_opportunities.html

Local Government

- PTAC web site for local governments: <http://www.sbtcd.org/services/loccontacts.asp>
- Look for M/WBE programs, if applicable

Other States

- Other state purchasing websites
 - <http://www.nigp.org/stwebsit.htm>

Federal Facilities Websites of Interest

- Register at Ft Bragg: Army Single Face to Industry (ASFI):
https://acquisition.army.mil/asfi/solicitation_search_form.cfm
- Special Operations: <http://www.socom.mil/soal/index.htm>
- ACA Southern Region Contracting Ctr: <http://www.forscom.army.mil/aacc/>
- Pope AFB: <http://public.pope.amc.af.mil/>
- Seymour Johnson (no contracting link): <http://www.seymourjohnson.af.mil/>
- Camp Lejeune: <http://www.lejeune.usmc.mil/contracting/>
- Cherry Point: <http://www.cherrypoint.usmc.mil/>
- Coast Guard: <http://www.uscg.mil/acquisition/business/business.asp>
- Veterans Administration (VA): www.va.gov/osdbu
- DoD E Mail: www.emall.dla.mil
- Marine Corps Systems Command: www.marcorsyscom.usmc.mil
- National Guard Contracting: www.nationalguardcontracting.org
- Navy Electronic Commerce Online (NECO): <https://www.neco.navy.mil>

Research Websites

- Federal Acquisition Regulation (FAR) <http://farsite.hill.af.mil/> or www.arnet.gov/far/index.html
 - FAR Part 2: Definition of Words
 - Part 5: Publicizing contract Actions
 - Part 8: Required sources of supplies and Services
 - Part 13: Simplified Acquisitions Procedures
 - Part 16: Types of Contracts
 - Part 19: SB
- Code of Federal Regulations (CFR) www.access.gpo.gov/nara/cfr/cfr-table-search.html
- United States Code (USC) <http://www.gpoaccess.gov/uscode/index.html>
- NC Purchase & Contract Administrative Code <http://www.doa.state.nc.us/PandC/admcode.htm>
- NC Agency Purchasing Manual <http://www.doa.state.nc.us/PandC/agpurman.htm>
- Government acronyms <http://www.dau.mil/pubs/glossary/preface.asp>

SB Resources and Contacts

- HUB Resources and Networking Links: <http://www.doa.state.nc.us/hub/resnetworking.htm>
- Small Business Administration - www.sba.gov
- DoD SB and Disadvantaged Business Utilization Offices: <http://www.acq.osd.mil/osbp/>
- NC Indian Economic Development Initiative (NCIEDI): <http://www.ncindian.com>
- NC Military Business Center: <http://www.ncmbc.us>

Call Your Local PTAC!

- Katie Harshberger – Northeastern NC area – 252.737.1370 or kharsberger@sbtcd.org
- Mark Mills – Western NC area – 828.345.1115 or mmills@sbtcd.org
- Archie Black – Charlotte/Greensboro areas – 704.548.1090 or ablack@sbtcd.org
- Kathryn Lobdell – Raleigh area – 919.424.4453 or klobdell@sbtcd.org
- Leslie “Lynne” Crawley – Southeastern NC area – 910.222.8930 or lcrawley@sbtcd.org