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**APEX Accelerator Delaware Business-to-Government (B2G) 7-Part Contracting Workshop Series for Fall 2024**

APEX Delaware conducts a 7-part series of interactive workshops focused on Business-to-Government (B2G) contracting. The series is designed to provide valuable heads-on/hands-on practicum training and counseling advice in contracting with Federal and State/Local government agencies. The workshops are presented in sequence with the government acquisition and contracting process model, so registering for the entire series will provide the best results for learning and retention of complex contracting subject matter.

**Who should participate in each of the workshops?**

Individuals who are responsible for the company’s: Market Research and Sales, Proposal Writers, Purchasing/Buying, Contract Managers/Administrators, Small Business Liaison Officers (SBLO), and all others who need to understand the policies, practices, procedures, and processes of Federal and State/Local government contracting.

**All Workshops will be presented virtually via Zoom.**

So, to participate, ensure that your computer/laptop is effectively set up for Zoom, and that all attendees are efficient in using the Zoom app. We will not have time during the 2-hour sessions to troubleshoot individual computer/laptop or user issues.

**Workshop Schedules**

**Workshop I: Industry, Product, and Service Codes Identify Type of Business and Products/Services Sold**

**SEP 4, 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 2nd, so you must be **registered NLT 0800 on 02 SEP 24.**

Course Content: Using the correct/proper NAICS/SIC Codes, PSC/FSC Codes, and UNSPSC of NIGP Codes for the products/services your business wants to sell to the government. Using these codes to clearly identify your business and its products/services match more exactly with the government’s solicited requirements. Correct coding results in better Solicitation/Bid Matching! Learn to use resource tools to properly define your company’s Primary/Secondary NAICS/SIC Codes, PSC/FSC Codes, UNSPSC Codes, and NIGP Codes.

**Workshop II: Market Research-Does The Government Buy What Your Company Sells? How Much? How Often?**

**If So…How Much? How Often?**

**SEP 11 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 9th, so you must be **registered NLT 0800 on 09 SEP 24**.

Course Content: Do Federal and/or State/Local governments buy the products/services your company sells? If so, how much and how often? Adequate Market Research to answer these questions is essential to determining if selling to these government agencies is a wise economic business objective. Learn to use tools to research if the government buys what your company sells, and how much/ how often; tools i.e., SAM.gov Contracting Opportunities, GSA/VA Schedules, Military Supply Systems, Bid Boards (i.e., DIBBS, FedConnect), Military Exchanges and MWRs, Grants.gov, Delaware State’s MyMarketPlace, NASPO (other states), and more.

**Workshop III: Government Contracting Registrations & Certifications**

**SEP 18 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 16th, so you must be **registered NLT 0800 on 16 SEP 24**.

* If your company decides to sell directly to the Federal government, is it registered in the System for Award Management (SAM): with all the relevant NAICS and PSC codes, timely updates made yearly, LOGIN.gov 2-part authentication in effect, notarized Entity Administrator letter submitted, SBA certifications indicated, etc.?
* If your company decides to sell to Delaware State/Local government or out-of-state; are all licenses, registrations, and certifications in effect at the State government level?
* If your company decides to do business in other states See NASPO.), are all licenses, registrations, etc., complete?
* Is your company interested in only subcontracting to Prime Contractors/Vendors?

Learn to use certification/registration tools, i.e., GSA Unique Entity Identification (UEI), LOGIN.gov, SAM.gov, SBA certification programs, Delaware One Stop Business Registration and Licensing System, Delaware’s MyMarketPlace, and others.

**Workshop IV: Solicitations (Contracting Opportunities) Searches**

**OCT 02 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 30th of September, so you must be **registered NLT 0800 on 30 SEP 24**.

* When your company is prepared to commence actively searching for Federal and/or State/Local government solicitations, are the company’s marketing & salespeople searching in all the right government solicitation portals (a.k.a., Single Point of Entry—SPOE, Government Point of Entry—GPE, etc.)?
* Do your company’s products and services align with the technical, quality, functional, etc., requirements synopsized (advertised) on these sites?

Learn to conduct research for government contracting opportunities using various Federal and State/Local contract search tools, i.e., Agency Annual Acquisition Forecasts, Military Supply Commands, SBIR/STTR Announcements, as well as SPOEs/GPEs, i.e., SAM, GSA/VA Schedules, Military Exchanges & MWRs, Delaware’s MyMarketPlace, NASPO, etc.

**Workshop V: Teaming Arrangements (Subcontracting, Mentor-Protégé, etc.)**

**OCT 16 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 14th, so you must be **registered NLT 0800 on 14 OCT 24**.

When your company decides to submit a proposal on a government solicitation, will make-or-buy decisions necessitate developing teaming arrangements, i.e., subcontracting, joint ventures, or partnerships, to satisfy all the requirements specified in a solicitation’s Scope of Work (SOW)? A teaming arrangement decision may be the only way the company can cover the complete performance requirements of the SOW in its proposal.

Learn to research several government websites to find prime contractors seeking subcontractors (subs) and subs seeking primes, i.e., SBA DSBS, Thomas Registry, SBA SubNet, SBA Prime and Subcontracting, DoD Subcontracting for Small Business, GSA Subcontracting Directory, and more.

**Workshop VI: Proposal & Evaluation**

**OCT 30 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 28th, so you must be **registered NLT 0800 on 28 OCT 24**.

* How does your company prepare, organize, and write a proposal?

Government solicitations describe proposal writing requirements such as; what is required to be included in the proposal, format of the proposal, what proposal elements will be evaluated; applicable terms and conditions that will be include in any resultant contract; cost and pricing template, etc.

* How does the government evaluate proposals to make awards?

Proposal evaluation elements include such factors as; technical approach, management approach, key personnel, staffing plans, past performance (relevant and recent), and cost/price analysis. Understanding how the government evaluates proposals for awards will help the company successfully prepare its proposals.

Learn differences and similarities between Federal and State/Local solicitation/contract requirements, developing capability statements, preparing unsolicited Federal government proposals (FAR 15.6), government evaluation procedures (technical, management, past performance relevancy & quality, etc.), cost & pricing analysis (allocable, allowable, reasonable), prime & sub government privity of contract, and much more.

**Workshop VII: Contract Award, Performance, and Administration**

**NOV 06 2024** (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 4th, so you must be **registered NLT 0800 on 04 NOV 24**.

After award, the real work begins:

Postaward Orientation, Monitor Subcontract Management, Contract Modification and Adjustment, Options, Performance Management, Documenting Past Performance, Assignment of Claims, Administering Financing Terms, etc.

Government focuses heavily on:

* Meeting specified requirements,
* On-time delivery/performance,
* Quality of performance, Quality Assurance/Control Plan (QAP/QCP). Quality Assurance Surveillance Plan (QASP), and
* Budget/cost control.

Learn the roles of DCMA and DCAA, FAR 42 Contract Administration, CPARS, eSRS, and more.

**Workshop Registration Information**

To register for each workshop:

Click on the following link to access registrations for all upcoming seminars. You will need to register for each one separately.

<https://deptac.ecenterdirect.com/events>

Registration deadline is **NLT 0800 the Monday prior to each scheduled workshop**.

Registrants can choose specific workshops to attend, however since this is a continuing series, it is highly recommended that those individuals in the company who are primarily responsible for government contracting attend all seven (7) workshops to gain the most benefit.

Contact Ms. Dana Reece ([dmreece@udel.edu](mailto:dmreece@udel.edu)) if you need assistance.

**Workshop Facilitator: Dr. Walt Blaney**

Dr. Walt Blaney is the Delaware State APEX Accelerator Program Director. Walt has 45+ years of experience in Federal government acquisition and contracting, both as a Federal government civilian and a Naval Officer. Walt’s professional contracting experience includes; contract specialist, contract negotiator, Contracting Officer (CO/KO), and procurement analyst with agencies i.e., Department of Defense, Coast Guard, Department of Labor, and Treasury. Walt is a former university adjunct professor with Temple and Penn State where he taught both graduate and undergraduate courses in Federal government procurement policy, procurement and materials management, and post-award contract administration/management. Walt is a Certified Professional Contract Manager (CPCM) and FELLOW with the National Contract Management Association (NCMA), and he was certified by the US Navy and Coast Guard as a Defense Acquisition Workforce Improvement Act (DAWIA) Level III Contracting Career Field professional.