



APEX Accelerator Delaware Business-to-Government (B2G) 7-Part Contracting Workshop Series for Spring Semester 2025

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

29 JAN 2025 (0900-1100) The **Zoom invitation will be sent out circa. noon on Monday the 27th**, so you must be **registered NLT 0800 on 27 JAN 2025.**

Workshop Topics Include:

- North American Industry Classification System Codes (NAICS Codes)
- Small Business Administration (SBA) Table of Size Standards
- SBA Non-manufacturing Rule
- Product or Service Codes (PSCs)
- Standard Industrial Classification (SIC) Codes
- NAICS to/from SIC Code Crosswalks
- Federal Supply Classification (FSC) Codes

- National Stock Numbers (NSNs) and Cognizant Inventory Control Points (COG Codes)
- United Nations Standard Products and Services Codes (UNSPSCs)
- National Institute of Governmental Purchasing (NIGP) Commodity Codes
- National Association of State Procurement Officials (NASPO)

Workshop II: Market Research-Does Government Buy What Your Company Sells? If So...How Much? How Often?

05 FEB 2025 (0900-1100) The **Zoom invitation will be sent out circa. noon on Monday the 3rd**, so you must be **registered NLT 0800 on 03 FEB 2025**.

Workshop Topics Include:

- Researching Federal and State government agency marketplaces
- Annual Acquisition Forecasts (AAF)
- Acquisition Planning
- Supply Chain Management (SCM)
- Defense Internet Bid Board System (DIBBS)
- FEDCONNECT
- Office of Small Business Programs (OSBP)/Office of Small Disadvantaged Business Utilization (OSDBU)
- System for Award Management (SAM) Contracting Opportunities
- General Services Administration (GSA) Advantage; Federal Supply Schedules (FSS)
- Agency Mentor-Protégé Programs (MPPs)
- Research Federal Funding Opportunities (GRANTS.GOV)—Examples: Defense Production Act (DPA) TITLE III and Small Business Innovation Research and Technology Transfer (SBIR/STTR) Announcements
- Broad Agency Announcements (BAAs)
- Government Innovation Programs (GIP)—Examples:
 - Defense Innovation Unit (DIU),
 - Defense WERX Innovation Hubs
 - National Science Foundation (NSF) Master Government List of Federally Funded R&D Centers,
 - Federal Laboratory Consortium (FLC)
 - Industrial Base Analysis and Sustainment (IBAS) Program
 - Defense Advanced Research Projects Agency (DARPA)
- Non-appropriated Funds marketplaces—Examples: Army/Air Force Exchange (AAFES), Navy Exchange & Marine Corps Exchanges (NEX/MCX)
- State and Local government Procurement Portals—Example: Delaware's MyMarketPlace
- National Association of State Procurement Officials (NASPO)

SPECIAL NOTE: Workshops II and IV (19 FEB 2025) are combined Workshops.

Workshop III: Government Contracting Registrations & Certifications

12 FEB 2025 (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 10th, so you must be **registered NLT 0800 on 10 FEB 2025.**

Workshop Topics Include:

- LOGIN.GOV Account
- SAM Registration or Unique Entity ID (UEI)
- Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS)
- Procurement Integrated Enterprise Environment (PIEE)
- SBA Small Business Certifications:
 - 8(a) Program for small business that are socially and economically disadvantaged
 - Historically Underutilized Business Zone (HUBZone)
 - Woman Owned Small Business (WOSB)
 - Veteran Owned and/or Service Disabled Veteran Owned (VOSB/SDVOSB) Small Business
- Cybersecurity Maturity Model Certification (CMMC)
- Delaware State registrations and certifications; One Stop
- Department of Transportation Disadvantaged Business Enterprise (DBE)
- NASPO Out-of-State registrations and certifications

Workshop IV: Research Solicitations for Contracting Opportunities

19 FEB 2025 (0900-1100) The Zoom invitation will be sent out circa. noon on Monday the 17th, so you must be **registered NLT 0800 on 17 FEB 2025.**

SPECIAL NOTE: Workshops II (05 FEB 2025) and IV are combined Workshops.

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

05 MAR 2025 (0900-1100) The **Zoom invitation will be sent out circa. noon on Monday the 3rd**, so you must be **registered NLT 0800 on 03 MAR 2025.**

Workshop Topics Include:

- FAR 9.6 Teaming Arrangements
- Subcontractor v. Supplier/Vendor
- Prime Contractor background checks of potential Subcontractors—Examples: SAM Responsibility/Qualification Reports (formerly Federal Awardee Performance and Integrity Information System-FAPIIS), Excluded Parties List (EPLS), Dun & Bradstreet Report
- SBA Prime and Subcontractor Program
- SBA Dynamic Small Business Search (DSBS)
- SBA Sub-net
- SBA Directory of Federal Government Prime Contractors with Subcontracting Plans
- GSA Subcontracting and Other Partnerships
- Mentor-Protégé Programs

- USA Spending
- Thomas Registry

Workshop VI: Proposals & Evaluation Criteria

26 MAR 2025 (0900-1100) The **Zoom invitation will be sent out circa. noon on Monday the 24th**, so you must be **registered NLT 0800 on 24 MAR 2025.**

Workshop Topics Include:

- Developing a Technical Proposal
- Standard Uniform Contract Format Forms—Example: Standard Form (SF) 33
- Office of the Secretary of Defense (OSD) 01 APR 16 Memo Source Selection
- Technical Ratings
- Past Performance Relevancy and Quality
- Electronic Subcontracting Reporting System (eSRS)
- Contractor Performance Assessment Reporting System (CPARS)
- Performance Confidence Assessment (PCA)
- Small Business Rating Method
- Guidelines for Proposal Writing
- Unsolicited Proposals—FAR 15.6
- Cost Accounting Systems
- PREAWARD SURVEY OF PROSPECTIVE CONTRACTOR ACCOUNTING SYSTEM—SF 1408
- Cost and Price Negotiations/Discussions
- Common contract types
- Commercial contracts—Commercial Off-The-Shelf (COTS) items
- Prime-Sub Relationships; No privity of contract between government and subcontractors
- Delaware State proposals

Workshop VII: Contract Award, Performance and Administration

02 APR 2025 (0900-1100) The **Zoom invitation will be sent out circa. noon on Monday the 31st of March 2025**, so you must be **registered NLT 0800 on 31 MAR 2025.**

Workshop Topics Include:

- Contract Performance by Schedule, Clauses, and Attachments

PART I—Schedule

- (A) Bilateral Legal Document
- (B) Contract Line-Item Number (CLIN), item description, quantity, unit of issue, unit price, amount
- (C) Statement of Objectives (SOO), Performance Work Statement (PWS), Statement of Work (SOW), Drawing Package, Specification (MIL-SPEC, FED-SPEC), etc.
- (D) Packaging, Packing, & Preservation (PPP) Standards--Examples: MIL-STD-129P "Marking for Shipment and Storage," ASTM D3951-10, "Commercial Packaging," DLA J3 Packaging Guidelines, MIL-STD-130N, DEPARTMENT OF DEFENSE STANDARD PRACTICE: IDENTIFICATION MARKING OF U.S. MILITARY PROPERTY
- (E) Inspection, acceptance, quality assurance, and reliability requirements (FAR PART 46 Quality Assurance), Quality Assurance Surveillance Plan (QASP), Contractor Performance Assessment Reporting System (CPARS)—Record of Quality Performance
- (F) Specifies the requirements for time, place, and method of delivery or performance (see subpart 11.4, Delivery or Performance Schedules, and 47.301-1), Defense Department (DD) 1423 Contract Data Requirements List (CDRL), F.O.B Destination v. F.O.B Origin
- (G) FAR Part 42 Contract Administration, required accounting and appropriation data (Line of Accounting—LOA) and any required contract administration information, delegated contract administration (e.g., Defense Contract Management Agency—DCMA), Procurement Integrated Enterprise Environment (PIEE) and Wide Area Workflow (WAWF), DoD contract audits (e.g., Defense Contract Audit Agency—DCAA)
- (H) Special contract requirements that are not included in Section I, Contract clauses, or in other sections of the uniform contract format. Examples include:
 - Key Personnel Résumés
 - Teaming Arrangements
 - Minimum/Maximum Ordering Limits
 - Order Placement Procedures
 - Holidays (Include Leap Years)
 - Section 508
 - Travel Requirements

PART II—Clauses

- (I) The contracting officer shall include in Section (I) the clauses required by law or regulation and any additional clauses expected to be included in any resulting contract, if these clauses are not required in any other section of the uniform contract format. Clause may be by inserted pursuant to FAR Part 52 (and agency supplements) by reference or in full text.

PART III—Attachments

- (J) The contracting officer shall list the title, date, and number of pages for each attached document, exhibit, and other attachment. Cross-references to material in other sections may be inserted, as appropriate.

Workshop Registration Information

To register for each workshop, go to website link: <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) 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.