

We help Georgia businesses identify, compete for and win government contracts. Our no-cost assistance comes in the forms of teaching, mentoring and coaching. We also provide our clients with a complete set of tools to research and identify government contracting opportunities.

### **Through Our Services, You'll Learn How To:**

- Conduct market research, find government opportunities, and establish relationships with agencies.
- Execute SAM and other governmental vendor registrations.
- Read and understand government bid and proposal solicitations.
- Locate firms – large and small – and form partnering agreements between firms.
- Prepare, review and finalize a bid or proposal.
- Locate technical information and pricing data.
- Understand RFID, UID, and packaging standards.
- Navigate 8(a), HUBZone, WOSB, EDWOSB, DBE certifications and Veteran-owned business verification.
- Prepare for pre-bid conferences, short-list interviews, debriefings, and pre-award meetings.
- Participate in electronic and other Internet-based bid opportunities.
- Properly submit an invoice, including Wide Area Work Flow.
- Handle post-award contract administration.

### **How to Get Started**

If you are interested in taking advantage of GTPAC's services, you are strongly encouraged to attend GTPAC's "Introduction to Government Contracting" class. This 3-hour class provides a complete orientation to doing business in the government marketplace and provides instruction on all the fundamentals to get started. As an alternative, you may choose to attend our 1-hour briefing entitled "Fundamentals of Working with the Government." Attending the "Intro" class or the "Fundamentals" briefing will qualify you to become registered as a GTPAC client and thereby benefit from our complete range of services.

GTPAC actively maintains offices in Albany, Athens, Atlanta, Gainesville, Carrollton, Savannah and Warner Robins, and service is available upon request in Augusta and Columbus. For contact information, and to register for our classes, visit our web site at [www.gtpac.org](http://www.gtpac.org).

### **Performance Statistics**

- GTPAC served 2,568 businesses across the State of Georgia in calendar year 2015. GTPAC provided representatives of these firms counseling, instruction, and bid opportunities.
- During 2015, GTPAC conducted 169 classes and participated in 52 events state-wide where more than 6,112 business people received instruction on how to effectively compete for government contracts.
- GTPAC staff members conducted 8,737 counseling sessions with Georgia-based small businesses in 2015 as well as 368 counseling sessions with large businesses.
- In calendar year 2015, GTPAC's clients won 4,526 government prime contracts and 764 subcontracts worth a total of \$1.2 billion.
- According to government standards, GTPAC's activity created or saved 12,383 jobs in 2015.

## ***GTPAC Classes***

The Georgia Tech Procurement Assistance Center (GTPAC) offers classes – on a whole range of topics having to do with government contracting – on a regular basis, all across the state.

You can see the locations and dates for these classes, and register for them, on-line at [www.gtpac.org](http://www.gtpac.org). Just click on the “Training” tab to search for classes by title, date or location.

All GTPAC classes are free. Here is a list of classes regularly offered:

***Introduction to Government Contracting***

***Fundamentals of Working with the Government***

***Selling to the Military***

***Marketing to State & Local Governments***

***Understanding the GSA Schedule Process***

***Small Business Certifications***

***Cost & Price Proposal Preparation***

***Contract Accounting***

***Understanding Wide Area Work Flow (WAWF)***

***Preparing Successful Bids & Proposals***

***Subcontracting with Large Prime Contractors***

***Using Your Computer To Win Government Contracts***

***How to Work Successfully with Small Business Specialists***

***SBA’s Woman Owned Small Business (WOSB) Program***

***The Federal Acquisition Regulation (4-part series)***

***Construction 101***

***... in addition, GTPAC regularly conducts live webinars and partners with government agencies to disseminate the latest information about upcoming contracting opportunities and requirements. Be sure to check [www.gtpac.org](http://www.gtpac.org) regularly for scheduled events.***

