



NORTH COUNTRY
PROCUREMENT
TECHNICAL ASSISTANCE
CENTER

Steve Barr, Program Manager
North Country PTAC

The DoD Procurement Technical Assistance Programs were authorized by Congress in 1985 to provide a free assistance in understanding government contracting, and to increase the number of businesses capable of participating in the government marketplace.

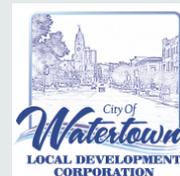
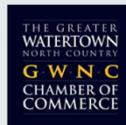


Procurement Technical Assistance Centers are a Department of Defense grant funded program administered by the Defense Logistics Agency, which provides matching funds through a cooperative agreement.

The North Country PTAC, which serves as a Procurement Technical Assistance Center (PTAC), is funded in part through a cooperative agreement from the Department of Defense (DOD) through a program that is administered by the Defense Logistics Agency (DLA). The content of any written materials or verbal communications of the PTAC does not necessarily reflect the official views of or imply endorsement by DOD or DLA.

The North Country PTAC is hosted by the Greater Watertown – North Country Chamber of Commerce, with the support of:

- ✓ Drum Country Business
- ✓ NY Business Development Corporation
- ✓ Purcell Construction Corporation
- ✓ City of Watertown Local Development Corporation
- ✓ Wladis Law Firm
- ✓ Defense Logistics Agency, Dept. of Defense

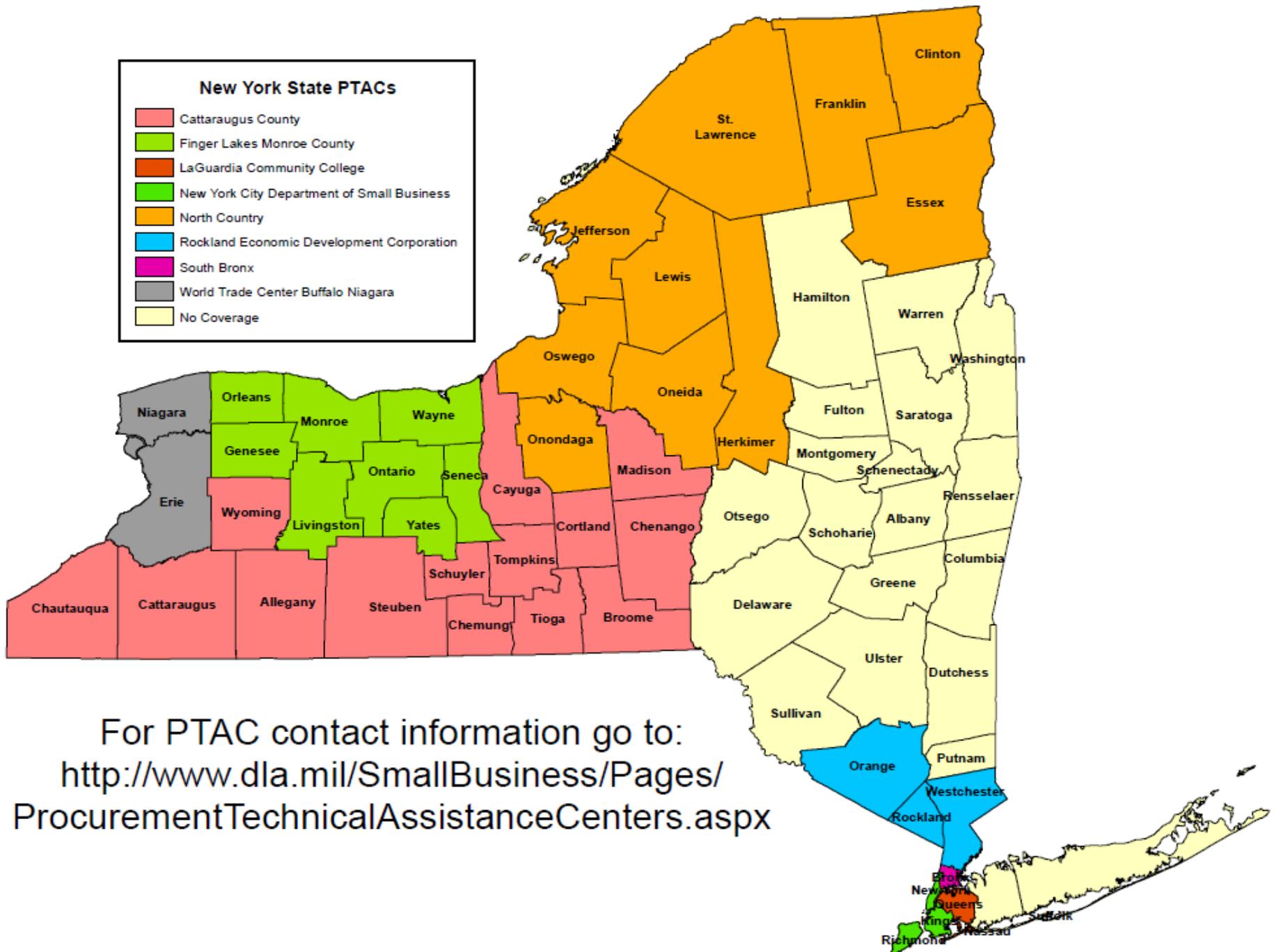


The North Country PTAC has a primary service area covering Jefferson, Lewis, St. Lawrence, Oswego, Oneida, Franklin, Clinton, Essex, Herkimer, Onondaga Counties

The PTAC also services any other county in New York that is not covered by another PTAC.

New York State PTACs

- Cattaraugus County
- Finger Lakes Monroe County
- LaGuardia Community College
- New York City Department of Small Business
- North Country
- Rockland Economic Development Corporation
- South Bronx
- World Trade Center Buffalo Niagara
- No Coverage



For PTAC contact information go to:
<http://www.dla.mil/SmallBusiness/Pages/ProcurementTechnicalAssistanceCenters.aspx>

- ✓ Understand Government Contracting
- ✓ Complete registrations and certifications to get started with contracting
- ✓ Learn about bid solicitations, proposals and other contracting topics
- ✓ Market your business to agencies
- ✓ Participate in the government marketplace
- ✓ Grow your business by generating sales and creating jobs

- ✓ one-on-one client counseling
- ✓ easy access to electronic bid opportunities
- ✓ access to contract specifications
- ✓ procurement histories
- ✓ classes and training seminars
- ✓ online training and counseling session if needed

- ✓ The US Government is the largest purchaser in the world
- ✓ Over 17 million different commercial items are purchased
- ✓ The Government pays its bills
- ✓ They have many types of contracting
- ✓ They can reward good performers
- ✓ They also sell internationally

Small Businesses

- ✓ *Determine suitability for contracting*
- ✓ *Secure necessary registration*
- ✓ *Determine eligibility for- and secure- certifications*
- ✓ *Network with potential buyers, prime contractors and teaming partners*
- ✓ *Find subcontracting opportunities*
- ✓ *Free Bid Matching*
- ✓ *Prepare bid proposals*
- ✓ *Navigate post-award contract performance issues*

Large Prime Contractors

- ✓ *Find Potential Contracts*
- ✓ *Prepare subcontracting plans*
- ✓ *Identify qualified small business subcontractors*

Government Agencies

- ✓ *Outreach to small businesses*
- ✓ *Identify potential vendors to meet contracting goals*
- ✓ *Partner for innovative acquisition strategies*

Sign Up for PTAC Services

By going online to:

www.northcountryptac.com

And click on PTAC Sign Up
Then on New Client Sign Up
Then fill out the online form

FREQUENTLY ASKED QUESTIONS

- ▶ What can PTAC do for you?
- ▶ What is PTAC?
- ▶ How much does it cost to be a...
- ▶ Do I have to become a register...

▶ [READ MORE](#)

CLIENT TESTIMONIALS

The projects that the PTAC provides on a daily basis has helped my company find projects within the local area and surrounding areas. We have successfully won over 22 million dollars worth of work as a result.

General Contractor
Watertown, NY

▶ [READ MORE](#)



PTAC SIGNUP

Apply to become a client.
SIGN UP TODAY!



EXISTING CLIENTS

[CLICK HERE](#) to login to the eCenter.

Existing clients login to the eCenter to report contract awards, schedule a counseling session, register for workshops/seminars, or take the client survey.

[PTAC](#) • [PTAC SERVICES](#) • [WEBSITES/CONTACTS](#) • [SEMINARS & SERVICES](#) • [SITEMAP](#)

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The DoD Procurement Technical Assistance Program is the only government sponsored program that has the sole intension to provide individually tailored guidance through the federal procurement system.

**GOVERNMENT CONTRACTING IS OUR ONLY
BUSINESS**

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or

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NORTH COUNTRY
PROCUREMENT
TECHNICAL ASSISTANCE
CENTER

A,B, Cs of Government Contracting

Are you ready for government contracting?

- What are the steps?
- How do I get registered?
- How does the government purchase my products?

What are the steps?

Develop a business plan

- Local SBA office or SBDC can assist with this

Identify opportunities

Get registered and contact your PTAC

- your PTAC can assist you with registration

Market your goods/services

Bid on open contracts

Registrations:

D&B

System for Awards Management (SAM)

-Formerly the CCR and ORCA

The next side will walk you through what is needed.

Dun & Bradstreet (D&B) provides a free, unique, 9-digit identification number for each physical location of your business. Visit <http://fedgov.dnb.com/webform> to obtain a number or to check to see if you already have a number. You will be asked for legal name, headquarters and names and address for your organization, doing business as (dba), physical and mailing addresses, telephone number, contact name and title, and number of employees at your location. The reason you need this information is that it will be pulled into the SAM and forms the basis for your record in that database.

Requesting a DUNS should take about 15 minutes to complete and you should receive the DUNS number in 24-48 hours.

Sole Proprietors must register with Dun & Bradstreet as a DBA. Your legal business name is YOUR NAME, your business name is the DBA.



Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to D&B. This site and online request form is dedicated to assisting customers doing business with the US Federal Government.

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from govt@dnb.com. Adding govt@dnb.com to your address book may help prevent our emails from being inadvertently blocked.



Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

[Company Lookup >](#) [Search >](#)

Search

[D&B D-U-N-S Request
Home Page](#)

[About the D&B
D-U-N-S Number](#)

[Frequently Asked
Questions \(FAQ\)](#)

[D&B, CCR, Grants
Contacts](#)

[D&B's Privacy
and Data Policy](#)

[Accessibility](#)

Please select the country or territory where your company is physically located, then click continue. If you do not see your country or territory listed, please contact govt@dnb.com

UNITED STATES OF AMERICA

Dun & Bradstreet (D&B) is pleased to announce that a new authentication security protocol, to further safeguard your business identity, has been added to the D-U-N-S Number request process for entities doing business with the US Federal Government.

Our updated site:

- Establishes an association between you and the business(es) you select
- Authenticates you "are who you say you are" by asking you to answer a few individual based challenge questions
- Still requires that you be a principal, owner, officer or responsible manager of the entity for which you are:
 - o Viewing an existing D-U-N-S
 - o Requesting a new D-U-N-S
 - o Requesting changes to an existing D-U-N-S

Authentication is a one-time process and once completed, you are given an ID and PW so you may easily re-enter the system when needed. If you should have any additional questions, please review the FAQ's or email us at govt@dnb.com. Click **Continue to Government iUpdate** to begin.

Return to Webform

Continue to Government iUpdate



Welcome to Government iUpdate - The easy way to manage D&B's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to D&B's information on their business. Registered users can view, print, and submit updates to their D&B record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

[Start Now](#)

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

[Start Now](#)



Already Registered? – Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password

[Start Now](#)

| [Forgot your password?](#)



Message Board

Certain features and functionality within this web site are launched in popup windows. If you are experiencing any problems in using these features, D&B recommends you disable any popup blockers you have on your system.

[Home](#) » [Personal Info.](#)

STEP **1** 2 3 4 5 **0% Completed**
 Personal Info. Company Info. Review Details Request Confirmation Order Complete

User Registration and Authentication ?

* Denotes required fields

Note: The information on this page will be used to validate your identity and create your user profile. The data on this page will not appear in your business report.

Your Information:

* Full Legal First Name: * Title at this Business:

* Full Legal Last Name: Professional License:

Contact Information:

Note: Enter the preferred business email and business phone number you can be reached at if we need to contact you regarding this new D-U-N-S Number request. Your new D-U-N-S Number will be sent to the Business Email provided upon completion.

* Business Email: * Business Phone:

Identity Validation Details: ?

Note: The information in this section will be used to authenticate your identity only. Failure to enter accurate information may cause your request to fail. Home information will not be used for marketing or displayed in your company credit report. Please provide your physical home address and phone number in the following section.

* Home Address 1: Suite/Apt #:

* Home City: * Home State: * Home Zip: * Home Country:

* Home Phone:

Company Information:

Note: Legal Business Name of the business is how the business is registered with the IRS, Secretary of State, or used for legal purposes. Sole Proprietorships must use the owner's full legal name. E.g. John H Smith Junior should be entered as Smith Jr, John H.

* Name of the Business:
 (Full legal name. Proprietorships must use the owner's full legal name)

Note: Company Address is the primary physical location of the business. Includes suites and/or floor numbers. Does not include APOs, FPOs or Personal Mailboxes. Abbreviate street types. No punctuation. Example: 123 E. Main Street, Suite 24 should be formatted to 123 E Main St Ste 24. For correct formatting please go to [USPS website](#).

* Company Address: (No APO, FPO, Personal Mail Box)

* Company City: * Company State: * Company Zip:

* Company Phone:

Complete ReCaptcha:



SAM.GOV

First you will need to create a user account. This will require a verification on your email to activate.

Once logged in, click on register entity.

WHAT IS SAM?

The **System for Award Management** (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated into SAM. Over the coming years, additional system migrations will be completed.

REGISTER WITH SAM

Why Register? Registering with SAM will allow you to access the full functionality of the system. Learn more [About SAM](#).

What will you need? You only need your personal information to create an account on SAM.

[Create an Account](#)

SEARCH SAM

Even if you do not want to register at this time, you can still Search SAM.

Please enter your search criteria above to view registered vendors.

NEWS AND ANNOUNCEMENTS

SAM is still experiencing some performance issues which may result in a slowness of page loading or maybe even a web page error. We are working to improve these issues as quickly as possible. We appreciate your patience.

USER GUIDES

- [PDF SAM Users Guide](#)
- [PDF Grants Registrations](#)
- [PDF Federal Administrators](#)
- [PDF Federal Employees](#)
- [PDF Exclusions](#)
- [PDF Non-Federal Administrators](#)
- [PDF Contract Registrations](#)

Create an Account

Choose Account Type

Individual Account Details

Create an Individual User Account

- * To perform tasks such as register/update your entity (legacy CCR/FedReg and ORCA functionality).
- * To create and manage exclusion records (legacy EPLS functionality).
- * To view FOUO level data for entity management registration records and exclusion records (Same as government user CCR Tools functionality).



System Account Details

Create a System User Account

- * If you need system-to-system communication or you are automating your system pull of the data.
- * If you are performing data transfer from SAM to your government database system.

Create Account: Individual

- ▶ Personal Information
- ▶ Account Information
- ▶ Summary

Personal Information

Page Description

Please provide your personal information requested below.
Fields marked with an asterisk (*) are mandatory.

Title :	<input type="text" value="Mr."/>
First Name* :	<input type="text"/>
Middle Initial :	<input type="text"/>
Last Name* :	<input type="text"/>
Suffix :	<input type="text"/>
Email Address* :	<input type="text"/>
Confirm Email Address* :	<input type="text"/>
Phone* :	<input type="text"/> (xxx)xxx-xxxx
Phone Extension :	<input type="text"/>
Fax :	<input type="text"/> (xxx)xxx-xxxx
Address Line 1 :	<input type="text"/>
Address Line 2 :	<input type="text"/>
City :	<input type="text"/>
State/Province:	<input type="text" value="Please select a value"/>
Country* :	<input type="text" value="UNITED STATES"/>
ZIP/Postal Code:	<input type="text"/> <input type="text"/>

CANCEL

NEXT

Content Glossary

Status Indicators:

- ▶ Legacy System Name
- ▶ Legacy Account Email Address
- ▶ Legacy Account Username

Create Account: Individual

- ▶ Personal Information
- ▶ [Account Information](#)
- ▶ Summary

Account Information

Page Description

Please enter the following information for your SAM account.

Username* :

Warning: Once created, username cannot be changed in SAM.

Password* :

Confirm Password* :

Security Question 1* :

Security Answer 1* :

Security Question 2* :

Security Answer 2* :

Security Question 3* :

Security Answer 3* :

[CANCEL](#)[BACK](#)[NEXT](#)

Content Glossary

Status Indicators:

Core Data:

DUNS/DoDAAC:

Name:

Address:

System for Award Management

The following slides are a list of the information needed in order to complete the registration.

(This information is the new replacement to the CCR and ORCA.)

MY SAM

Manage My User Roles

Manage Entity Users

Manage Entity

Complete Registrations

Incomplete Registrations

Register New Entity

Account Settings

Data Access

General

Welcome, Stephen Barr

Would you like to migrate a legacy system account?

YES

HIDE MESSAGE

Welcome to SAM!

The page you are on now is your "My SAM" page. This is the first page that you will see when you login. From here you can access the functionality that you need to do your job.

If you had an account in CCR, EPLS, or FedReg, you should first migrate your permissions from your old account to your new SAM account. Click the "YES" button above to begin the process. Please note that all entity registrations (such as your CCR and ORCA registration) and records have already been migrated from the legacy systems to SAM.

Along the left side of the page are your navigation links. These links give you access to different parts of SAM. As you gain permissions in SAM, new ones will appear. These links are grouped by category.

Click on a category to see the related links.

"Manage My User Roles" - Links under here allow you to manage your roles. You can request new roles or manage the ones that you have.

"Manage Entity" - Here you will find the links to manage your entity registrations (formerly CCR, ORCA or FedReg registrations).

"Data Access" - If you need access to extracts or want to view sensitive data (such as TIN or banking information) through search, this section will contain all the information you need to get started.

Once again, welcome to SAM. If you have any questions or issues click the "SAM Help" tab above for training materials, FAQs, and SAM Help Desk information.

CANCEL

PREVIOUS

SAVE AND CONTINUE

Register Entity

Verify DUNS Information

GREATER WATERTOWN-NORTH COUNTR...

DUNS: 166535252 CAGE Code: 50Q38

Registration Overview

Purpose of Registration

Core Data

- ✓ DUNS Information
- ✓ Verify DUNS Information
- ✓ Business Information
- ✓ IRS Consent
- ✓ CAGE or NCAGE Code
- ✓ General Information
- ✓ Financial Information
- ✓ Executive Compensation Questions
- ✓ Proceedings Questions
- ✓ Information Opt-Out
- Review Core Data

Assertions

Representations and Certifications

Points of Contact

Small Business Certification

Submit Certification

Page Description

Please review the information retrieved from Dun & Bradstreet (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

If you've received confirmation from D&B that your requested updates were completed over 24 hours ago, and that information is not yet displayed under "Details returned from D&B", click the button to refresh your data.

REFRESH D&B DATA

Details Entered by the user

DUNS: 166535252

Legal Business Name: GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

Doing Business As: (none)

Address Line 1: 1241 COFFEEN ST

Address Line 2:

City: WATERTOWN

State: NY

ZIP/Postal Code: 13601-1821

Country: UNITED STATES

Details returned from D&B

DUNS: 166535252

Legal Business Name: GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

Doing Business As: (none)

Address Line 1: 1241 COFFEEN ST

Address Line 2:

City: WATERTOWN

State: NY

ZIP/Postal Code: 13601-1821

Country: UNITED STATES

Content Glossary

Status Indicators:

Core Data:

DUNS/DoDAAC:

Name:

Address:

BACK TO USER DASHBOARD

CANCEL

PREVIOUS

SAVE AND CONFIRM

Business Information

DUNS Number

Business Start Date

Fiscal Year End Date

Company Division name and number (if applicable)

Company's Website (if applicable)

Mailing Address

Tax Identification Number (TIN)*

IRS / TIN Consent

Taxpayer Name

Taxpayer Address

Tax Year

Name and Title of Individual Executing Consent

Signature (MPIN)

CAGE Code

The Commercial and Government Entity (CAGE) code is a five-character ID number which is assigned to entities located in the United States by the Defense Logistics Agency's (DLA's) Logistics Information Services, under North Atlantic Treaty Organization (NATO) procedures, and used within the Federal Government. All U.S. entities must pass a CAGE code validation process.

General Information Page (General Information Page)

Country of Incorporation

State of Incorporation

Company's security level and highest employee (if applicable)

Business or Organization

Organization Type

Profit Structure

Socio-Economic Categories

Financial Information

Delinquent Federal Debt (DFD)

Enter your Electronic Funds Transfer information

Enter your American Bankers Association (ABA)
routing number

Provide information about the Automated Clearing
House (ACH)*

Executive Compensation Questions*

Information Opt-Out

Goods and Services*

Point of Contacts (POCs)

Size Metrics

Total Receipts (average or the last 3 years)

Average number of Employees over the last 12 months

Bonding Levels

Entering Representations and Certifications

Questionnaire (31 questions)

FAR Responses

Submit !!!

Dynamic Small Business Search Link

Types of Procurements

Firm Fixed Price Contract (FFP)

Fixed Price Incentive Fee Contract (FPIF)

Cost Plus Fixed Fee (CPFF)

Cost Sharing Contract (C/SC)

Cost Plus Award Fee Contract (CPAF)

Cost Plus Incentive Fee Contract (CPIF)

IDIQ

BPA

Reverse Auction

Purchase Cards

GSA

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