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PTAC

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The Procurement Technical Assistance Center was established to generate employment and improve the general economy of Louisiana by assisting business firms in obtaining and performing under the U.S. Department of Defense, other federal agencies, state and local government contracts. SLEC is the local partner for bringing PTAC's extensive services to bare for local companies.

The Louisiana Procurement Technical Assistance Center (LA PTAC) was established in 1989. By increasing the U.S. Department of Defense, federal, state and local government contracting awards to companies located in the state, LA PTAC strengthens the competitive position of Louisiana businesses and industries.

In 1998, LA PTAC was chosen as the outstanding procurement technical assistance center out of 86 programs across the country. Both the program manager and staff received special commendations from the Department of Veteran Affairs for Champions of Veterans Enterprise in 2002.

LA PTAC receives funding from the University of Louisiana at Lafayette and the U.S. Department of Defense. The state administrative office is located on the UL Lafayette campus and oversees four sub-recipient centers located strategically throughout the state of Louisiana. These sub-recipient centers provide marketing and procurement assistance, outreach, and training to Louisiana-based companies and individuals located in their respective service areas. Procurement specialists determine if businesses can compete in the government marketplace, guide companies through the marketing and bidding process, and assist with post-award and contract management.

Since 1989, LA PTAC has helped Louisiana businesses located in 54 parishes to secure more than \$2.5 billion in government contracts.

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Services

Procurement Technical assistance includes, but is not limited to:

Acquisition Forecasting
Solicitation Review
Bid and Proposal Assistance
Bid Matching
Negotiation Support
Contract Administration & Management
Cost Accounting
E-Procurement
Federal Acquisition Regulations
GSA Federal Supply Schedules
Government Codes and Requirements
Registration in Government Databases
(CCR, Pro-net, D&B, Others)

Research and Contracting Issues
Marketing
Packaging, Marking, and Transportation
Pre- and Post-Award Surveys
Pricing Principles
Quality Assurance
Small Business Programs
(Small Business, Woman-Owned, Small Disadvantaged,
Veteran-Owned, Service Disabled Veteran-Owned, HUBZone)
Subcontracting
Supplier Certification
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Our Mission and Focus

Provides specialized and professional assistance to individuals and businesses wanting to learn about, actively seeking or currently performing under contracts and subcontracts with the U.S. Department of Defense and other federal agencies, state, and local governments.

Stimulates the economy and increases competitiveness and profitability of Louisiana businesses by assisting them in market diversification with an emphasis on federal, state, and local markets.

Assists the U.S. Department of Defense, other federal agencies, the State of Louisiana and local agencies with identification of vendors.

Helps increase the business base for the U.S. Department of Defense, federal, state, and local contracts with emphasis on identifying and documenting the capabilities of small businesses.

Educates the business community on technical assistance available from LA PTAC.

Supports clients in DoD and federal agency Electronic Commerce programs.

Provides one-on-one counseling for identifying contracting opportunities, reviewing bidding opportunities, preparing proposals, contract implementation and administration.

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PTAC Courses

THE BASICS OF FEDERAL CONTRACTS – This seminar is designed for the new contractor and as an update to the performing contractor in the Federal Contract environment. Topics discussed will be the Acquisition process, Federal Acquisition Regulations (The FAR) System, acquisition methods (Credit Cards, Simplified Acquisitions, Sealed Bids, Negotiation) and types of contracts (firm fixed-price, cost-type), socio-economic programs, and the rules for competition and the rules for competition in

emergency situations. (2 Hrs)

MARKETING YOUR BUSINESS TO THE FEDERAL GOVERNMENT – This seminar is designed to assist businesses in determining who is the Government customer, locating Government Markets, proven strategies for marketing success, and so much more.(2 Hrs.)

CONTRACT ADMINISTRATION – The now you “got it,” what do you do with “it” session. Discussions will focus on preaward surveys, postaward orientations, performance requirements, types of modifications, change orders, subcontracting, and the contractor’s rights.(2 Hrs.)

SUBMITTING RESPOSNES TO AN IFB OR A RFP – In this session, we will focus on types of solicitations (commercial, noncommercial), price evaluation factors, sealed bid, negotiated procurements, proposal preparation, selection procedures (best value, technically acceptable – lowest price, etc.) and how to obtain bid/proposal information.(2 Hrs.)

WAGE RATES REQUIRED IN FEDERAL CONTRACTS – A most important session that will deal with the labor laws in Federal Contracts. The Walsh-Healy Public Contracts Act for commodities and supplies, the Davis-Bacon Act (DBA) for wages in construction contracts and the McNamara – O’Hara Service Contracts Act (SCA) will be thoroughly explored to ensure understanding of how wages must be paid. (2 Hrs.)

CONSTRUCTION CONTRACTING WITH THE FEDERAL GOVERNMENT – An in-depth discussion on Construction solicitations. Areas of discussion will be in – Award procedures, postaward and preconstruction meetings, performance requirements, liquidated damages, errors and omissions, change orders, claims, disputes, request for equitable adjustments (REA), bonds, wages, insurance, invoices and payment. (2 Hrs.)

A-E CONTRACTING WITH THE FEDERAL GOVERNMENT – An in-depth discussion on A-E solicitations. Areas of discussion will be in – Award procedures, post award and preconstruction meetings, performance requirements, liquidated damages, errors and omissions, change orders, claims, disputes, request for equitable adjustments (REA), wages, insurance, invoices and payment.(2 Hrs.)

BONDING REQUIREMENTS IN GOVERNMENT CONTRACTING – When, what type and how much bonding is required in a federal government contract. Different types of bonding and where to locate assistance. (2Hrs.)

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