

Session I – 9:00 a.m. to 11:00 a.m. Wednesday, February 3, 2010

Maine PTAC Training at KVCOG - Introduction to Government Contracting and Conducting Market Research in the Federal Marketplace

The commercial market is often where many small businesses first make their mark, but with a down economy, many small businesses may want to augment their market approach by expanding into government sales. But before investing time and energy pursuing the government market, a small business should first understand the basics of government contracting and next determine whether federal government contracting is a good fit for its business capabilities and marketing strategy.

This workshop will provide an introductory overview of government contracting and provide participants with the market research tools necessary to help them determine whether the federal government purchases the products and/or services that their business offers.

Note: There is no fee to attend this workshop, but advance registration is required.

Place: KVCOG, 17 Main Street, Fairfield, ME 04937

Date: Wednesday, February 3, 2010

Time: 9:00 a.m. to 11:00 a.m.

Presenters: Ed Dahl and Jaci Hancock of Maine PTAC

Registration: Heather Carey, KVCOG, (207) 453-4258 ext. 11. Please provide Company name, name(s) of attendee(s), applicable email address/telephone number, and specify the name of the workshop.

SESSION II -- 9:00 a.m. to 11:00 a.m. Wednesday, March 3, 2010

Maine PTAC Training at KVCOG - Understanding the Federal Contracting Proposal Process

Responding to a federal solicitation may appear daunting at first. This workshop is designed to break the solicitation down into its constituent parts so that the business can understand each one. Some of the pricing models or contract types such as fixed price, time and materials, cost reimbursement and indefinite delivery indefinite quantity will be reviewed as well as some typical contract formats.

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SESSION III – 9:00 a.m. to 11:00 a.m. Tuesday, March 23, 2010

Maine PTAC Training at KVCOG - Introduction to General Services Administration (GSA) Schedule Contracts

One of the major ways that the federal government buys products and services is through General Service Administration (GSA) Schedules. Oftentimes, a federal buyer will tell a business to “please get on the ‘Schedule’.” This is because it makes it easier for the contracting officer to place an order from a business that is a GSA Schedule holder. However, not all businesses should or need to devote the time and effort to get on a GSA Schedule. This workshop will provide participants with an introduction to GSA Schedule contracts and provide the tools to help them determine whether a GSA Schedule contract might be a good fit for their business.

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Date: Tuesday, March 23, 2010

Time: 9:00 a.m. to 11:00 a.m.

Presenters: Ed Dahl of Maine PTAC

Registration: Heather Carey, KVCOG, (207) 453-4258 ext. 11. Please provide Company name, name(s) of attendee(s), applicable email address/telephone number, and specify the name of the workshop.

