



The Procurement Technical Assistance Center (PTAC) of Schoolcraft College Presents

How to Become a Government Contractor

2010 Dates

January 7
March 11

February 11
April 22

Seminar: 9 a.m. – Noon

\$40/person

REGISTRATION REQUIRED
See back for more information.

What does it take to become a successful government contractor? What services and resources are available to a small business pursuing the government market? If your company has been considering the field of government contracting, this seminar will give you the insight you need.

Did you know the federal government purchases more than \$415 billion of goods and services a year and the State of Michigan has a diverse portfolio valued at more than \$16 billion? Find out what it takes to sell your goods and services to the federal government and the State of Michigan. In addition, learn about the services and continuous support the Procurement Technical Assistance Center (PTAC) has available to help your company with the contracting process.

Federal Government Contracting 101

- ★ **Classifying your Product or Service (NAICS, SIC Codes, PSC/FSCs)**
- ★ **Getting Registered: CCR and Dynamic Small Business Search**
- ★ **Small Business Programs: Set-asides, Small Business, Small Disadvantaged Business, 8(a), Veteran Owned, etc.**
- ★ **Finding Opportunities**
- ★ **Types of Solicitations**
- ★ **Marketing Strategies: Finding Opportunities, Subcontracting**
- ★ **Laws and Regulations**
- ★ **The Bid Process**
- ★ **Debriefing**

State of Michigan Contracting 101

- ★ **What Products and Services does the State of Michigan buy?**
- ★ **Vendor Registration**
- ★ **Obtaining Bidding Information**
- ★ **Planning and Researching for State Procurement Opportunities**
- ★ **Marketing Your Product or Service**
- ★ **Freedom of Information Act (FOIA)**

Who Should Attend? Management and key players who will support and facilitate government contracting within your company.

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P T A C
Procurement Technical Assistance Center
of Schoolcraft College

Note: During inclement weather, if Schoolcraft College is closed, any event taking place at the college will be cancelled. Please tune to your local radio/TV station or www.schoolcraft.edu for information on college closings.

How to Become a Government Contractor

CES2 1539 Section No. 910704	Thursday, January 7, 2010 Fee: \$40.00	9:00 am–Noon Location: VT 425
CES2 1539 Section No. 910705	Thursday, February 11, 2010 Fee: \$40.00	9:00 am–Noon Location: VT 425
CES2 1539 Section No. 910706	Thursday, March 11, 2010 Fee: \$40.00	9:00 am–Noon Location: VT 425
CES2 1539 Section No. 910707	Thursday, April 22, 2010 Fee: \$40.00	9:00 am–Noon Location: VT 425

Register Online!

- Click [here](https://webadvisor.schoolcraft.edu) to access WebAdvisor or enter the following URL in your browser window: <https://webadvisor.schoolcraft.edu>
- Click on Continuing Education (Non-Credit)
- Click on “Register and Pay for Continuing Education Classes”
- Choose the subject line: *Small Business/Entrepreneur*
- Insert appropriate CES and Section Number for the date of the class you want to attend.
- Credit card payment is required when registering via the Web. Please have your credit card information at hand.
- If you experience problems registering, contact the Admissions and Enrollment Center at 734-462-4426 before proceeding.
- Online registration hours are

Monday–Friday	3 a.m. to 10 p.m.
Saturday	3 a.m. to 11 p.m.
Sunday	3 a.m. to 9 p.m.

Registration for classes is currently open and continues until the day before the class first meets. Register early for best class selection!

For more information, please call Continuing Education and Professional Development at 734-462-4448, email continueed@schoolcraft.edu, or visit our web site www.schoolcraft.edu.

Refunds are issued in accordance with college policy.

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.