Procurement Technical Assistance Program

Award-Specific Terms and Conditions

Version 2.0

PREAMBLE

Order of precedence. These award-specific terms and conditions will not take precedence over any Federal statute or Federal regulation published in the Code of Federal Regulations (CFR). The order of precedence of sources of requirements, if applicable to your award, is as follows: Federal statutes; Federal regulations in the CFR; OMB guidance in the CFR, at 2 CFR Part 200; award-specific and general terms and conditions.

Process for improvement. Except for Part 10, "For-Profit Recipients," these terms and conditions are designed to conform to OMB guidance, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," published at 2 CFR Part 200 and implemented by DoD at 2 CFR Part 1103. If a conflict arises between these terms and conditions and any requirement in Federal statute, Federal regulation in the CFR, or OMB guidance at 2 CFR Part 200, please contact the awarding office so that we may resolve the conflict. As recipients gain operating experience with these terms and conditions, we may find areas requiring clarification or correction. By you alerting us to potential issues, it will help us improve both these terms and conditions and DoD's regulatory implementation of the OMB guidance at 2 CFR Part 200.

Use of plain language. These award-specific terms and conditions use plain language to communicate requirements, including personal pronouns "you" to denote the recipient and "we" or "us" to denote the PTAP program office.

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PART 2: PROGRAM REQUIREMENTS

Section A. Purpose of this award. You must establish and maintain a Procurement Technical Assistance Center (PTAC) with physical location(s) to serve as a resource for large and small businesses, including newly started businesses, to obtain procurement technical assistance. Procurement technical assistance means professional, specialized assistance provided to clients that enables them to identify potential contractual opportunities and obtain or perform under contracts, innovation and technology grants or contracts, and other federally funded instruments, with DoD, other Federal agencies, State and/or local governments, and/or with Federal, State and/or local government contractors. Clients may include any business pursuing or performing these types of contracts or subcontracts at any tier. As used in this part, the terms "State" and "local government" have the meanings provided in 10 U.S.C. 4951.

Innovation and technology grants or contracts refer to awards issued pursuant to the Small Business Innovation Research and/or Small Business Technology Transfer programs or other prototyping agreements. You must collaborate with DoD and other Federal agencies and work cooperatively with them to accomplish the work under this award. You must not limit services to businesses based solely on business size, time in business, or number of employees.

Section B. Assistance to small business. You must make a concerted effort to seek out and assist small business concerns, Small Disadvantaged Businesses concerns (SDB), Women-Owned Small Businesses concerns (WOSB), HUBZone small business concerns, and Service- Disabled Veteran-Owned Small Business concerns (SDVOSB). These terms are defined in Part 2 of the FAR.

To maximize the effectiveness of PTACS' efforts and avoid duplication of products and services within a service area, under 2 CFR § 200.405, PTACs are encouraged to coordinate with OSD and other recipients of federal grants, including Small Business Development Centers, Women's Business Centers, Veteran Business Outreach Centers, Manufacturing Innovation Institutes or SCORE, where appropriate to benefit this Federal award. This may include, among other things, joint programmatic training sessions and/or outreach events.

Section C. Methods and procedures.

1. Outreach effort. You must have ongoing outreach procedures in place to make the public aware of your PTAC. Advertising costs for this purpose are allowable (refer to 2 CFR 200.421 or 48 CFR 31.205-1, as applicable). Information you disseminate through your outreach efforts must include:

a. The types of assistance you offer to clients;

b. What is required to become your client; and

c. Information about events, including workshops, seminars, matchmakers, or other training, that you plan to offer or participate in.

2. Technical assistance. You must provide your clients with individual and group training regarding marketing their products and services to DoD, other Federal agencies, and State and local governments. You must provide this technical assistance free of charge. You must assist, as appropriate, your clients with understanding Federal, State and local government requirements applicable to contracting for services, manufacturing, construction or other markets. PTAC client data should usually only be used to comply with the award's terms and conditions and to support the client in areas related to their desire and capacity to pursue government contract opportunities. This may include, but is not limited to, sending lists inclusive of client contact and capability information to government procurement offices and government prime contractors in response to their market survey requests. The following are core services you must offer:

a. Identifying marketing opportunities and techniques for clients consistent with the client's products and services. Marketing techniques may include advice and assistance on contents of capability statements, websites and other materials used to market to government agencies, and how to find and approach government agencies and government prime contractors.

b. Advising and assisting clients in the preparation and proper submission of applications, certifications, registrations, bids, proposals, and other assistance clients may require to be ready to do business with Federal, State and local government entities.

c. Advising and assisting clients concerning post-award functions.

d. You must advise and assist clients in pursuing and securing subcontracting opportunities from Federal, State and local government prime contractors and subcontractors at any tier.

e. As a minimum, the PTAC must make available, advice and assistance on the following topics at no-cost to businesses:

i. Federal, State and local government contracting laws, policies and procedures. Emphasis must be placed on requirements and procedures used by DoD and other Federal agencies, including registration in systems such as the System for Award Management (SAM).
ii. The DoD Mentor-Protégé Program (MPP) and similar Government programs.
iii. Accounting system requirements and contract payments;
iv. The Procurement Integrated Enterprise Environment (PIEE) and Wide Area Work Flow (WAWF)
v. Subcontracting;
vi. DLA Internet Bid Board System (DIBBS)
vii. Small Business (SB) Innovative Research (SBIR) / SB Technology Transfer (STTR)
viii. Existing federal government and DoD cybersecurity regulation compliance. PTACs are also encouraged to refer businesses to Project Spectrum for additional assistance with cybersecurity preparedness. (projectspectrum.io)
ix. Obtaining federal contract data from data repositories (e.g. SAM.gov)
x. Finding federal procurement opportunities
xi. Business size and type (socioeconomic) certifications
xii. Information about contract-related risks related to Foreign Ownership, Control, and Influence (FOCI)

f. You may charge businesses exhibitor, sponsorship, and advertising fees for specific outreach events to generate program income when that activity does not conflict or interfere with the PTAP's purpose and intent. The focus must remain on maximizing quality service to clients and not on generating income. You must make it clear to clients that optional, fee-based, services are not required to receive other no-cost services. You may charge up to $50 per month ($600 per year) for each subscription type service, such as electronic bid match delivery. You may charge for optional customized reports that provide clients with historical contract data. For events, you must limit charges to event attendees to the minimum amount anticipated necessary to cover the facilities and food costs of that event. PTACs must collaborate with each other or other entities such as those listed in Section B, to minimize expenses and maximize value to the program. When charging another PTAC is necessary, you may only charge a fee designed to be the minimum necessary to cover the actual cost of the other PTAC's participation. The gross program income generated must be reported, see General Terms and Conditions FMS Article VII for more information

3. You must include links on the PTAC website to help prospective and active clients find information needed to contract with local, state, and Federal government. (e.g. business.defense.gov, Defense Pricing and Contracting, Acquisition.gov, SBA, SBIR/STTR, Assist.dla.mil, DHS/FEMA, SAM, DIBBS, PIEE, WAWF, projectspectrum.io, etc...)

4. You must operate within the scope of this award. Procurement technical assistance does not include:

a. General business training or financial assessments including assistance with business plans or marketing, except marketing to the government. For example, you must not offer clients training, advice, or assistance on topics such as access to loans, human resources, hiring, retention, health care, quality certifications, Lean, Six Sigma, or manufacturing, except where the assistance specifically relates to compliance with Federal, State and/or local government-specific contract requirements. If these items are needed in order to be competitive for or in compliance with government contracting requirements, PTACs may provide referrals to other training providers.;

b. Acting as the client's representative. (e.g. you must not call a contracting officer and assert that you speak for the client, or call a help desk and act as if you are the client.) You must always maintain your role as an advisor to, and not a representative of, the client). However, PTACs may facilitate information exchanges (e.g. you may send client(s)' contact and capability information to government, government prime contractors, or subcontractors when they request a list of potentially interested suppliers, you may make introductions in-person, or participate in three-way conversations among clients, government or prime contractors); or

c. Employee development related training (e.g., vocational type training, basic writing skills, program management) for client personnel.

d. The PTAC may educate clients regarding their rights to file protests and claims, including the applicable time limits and venues for these processes. The PTAC must not advise or participate in clients' decisions to protest or file claims. Once a client has filed a protest or claim, the PTAC must not provide further counseling on matters that are the subject of the specific protest or claim.

Section D. Resources. You must maintain the resources necessary to carry out the program. As a minimum, these resources must consist of:

1. Personnel.

a. Program Manager. You must have a Program Manager (PM) employed on a full- time basis (i.e., must devote 100% of his/her time to the PTAC). The PM must direct and administer the operations of the PTAC and must have full authority to make expenditures under the PTAC's budget as well as to manage the program activities. The PM is considered key to the effectiveness of the PTAC in meeting its objectives and must have appropriate management qualifications and a thorough understanding of the requirements of this award. The PM should also have knowledge and understanding of Federal, State and local government contracting policies and procedures gained from direct experience and/or formal training. The PM is required to receive a minimum of 40 hours of management, leadership, and/or contracting training each year. The PM will be the PTAP program office's primary point of contact. Any individual listed in the SF424 may be contacted as a secondary point of contact.

b. PTAC Staff including Subrecipients. Except for personnel whose duties do not include counseling or training clients, you must employ personnel consisting of individuals who are qualified to counsel and advise business firms/clients on how to seek, obtain and perform on Federal, State and local government prime contracts and subcontracts). These employees must remain current in their knowledge of Federal, State and local government contracting laws, regulations, policies and procedures. In addition to technical competency, they must have interpersonal skills and counseling abilities such as translating government contracting requirements into plain language, teaching clients how to do things for themselves, and able to foster the trust of the client through listening, empathy, and their willingness to assist. You must have appropriate professional development and training programs in place to address this requirement; ensure employees receive training from a variety of sources, including appropriate federal sources (including Federal employees presenting at non-federal venues, and virtual training such as that offered at DAU.mil and via SBA webinars), and report training achievements to the PTAP program office (Grants Officer):

i. Full-time personnel are required to obtain 40 hours of training per year, 30 of which must be on Federal contracting laws, regulations, systems, and procedures, a minimum of 20 of those hours must be from a Federal source (including Federal employees presenting at non-federal venues, and virtual training such as that offered at DAU.mil and via SBA webinars). They are also encouraged to additionally obtain a minimum of 20 hours of training in the areas of interpersonal skills or counseling.

ii. Part-time employees charging 20 or more hours per week to the PTAC must obtain 20 hours of training per year on Federal contracting laws, regulations, systems, and procedures, a minimum of 10 of those hours must be from a Federal source (including Federal employees presenting at non-federal venues, and virtual training). These personnel are also encouraged to additionally obtain a minimum of 20 hours of training in the areas of interpersonal skills and counseling.

iv. Part-time employees charging fewer than 20 hours per week to the PTAC must obtain 10 hours of training per year on Federal contracting laws, regulations, systems, and procedures., a minimum of 5 of those hours must be from a Federal source (including Federal employees presenting at non-federal venues, and virtual training).

v. Hours of training are calculated according to actual hours participating in the training.

vi. You must fill any vacant positions included in your approved budget promptly.

vii. With the exception of clerical personnel, you must maintain resumes and evidence of training compliance for all recipient and subrecipient personnel that are charged to the program. The training log available on the Resources for PTACs web page contains the minimum data that must be maintained and reported. Customer relationship management software (i.e. Neoserra, PTAssist, etc.) reports that meet the minimum requirement are also acceptable.

You must require personnel, including those of subrecipients and consultants, to adhere to a code of generally accepted standards of professional conduct. Personnel must perform their PTAC duties with ethics and integrity and avoid any real or perceived conflict of interest. Recipients with PTAC employees, subaward personnel, or consultants who perform labor for more than one PTAC must report details of the work performed for or sold to other PTACs. PTACs should usually invest in full- time employees. Costs of consultants must not exceed 10% of the total program cost.

2. Facilities. You and any subrecipients, as applicable, must have a facility(s) for providing assistance to clients that is readily identifiable as a PTAC by signage and easily accessible to the public. At a minimum, PTAC location(s) must be open to the public during the normal business hours of the recipient organization. You must be able to provide various methods of assisting clients in a confidential environment but must not have extravagant or excessive facilities or facility costs that are beyond the type generally recognized as ordinary and necessary for the operation of a PTAC. PTACs may employ a strategy incorporating some employees who work remotely some or all of the time.

3. Website, Social Media, and email.

a. You must maintain a website that prominently includes identification as a PTAC and provides, at minimum:

i. A description of the services offered by the PTAC;

ii. Email and phone point of contact for potential PTAC clients;

iii. The PTAC's service area (e.g., list of counties serviced);

iv. Links to government regulations and other contracting-related sites (e.g. business.defense.gov, Defense Pricing and Contracting, Acquisition.gov, SBA, SBIR/STTR, Assist.dla.mil, DHS/FEMA, SAM, DIBBS, PIEE, WAWF, projectspectrum.io, etc...)

v. PTAC events and other events of potential interest to clients. PTAC-affiliated events, those events that incur any expense to the PTAC award, must indicate the PTAC's participation (e.g. hosted by PTAC, PTAC and MEP partnership, co-hosted by PTAC and GSA, etc...)

1. Your website may be a standalone website, or may consist of a dedicated, PTAC- specific web page that is separate and distinct, but accessible via a link from the recipient organization's website. When the PTAC is referenced on other than the PTAC-specific web page, this statement must be used: "The Procurement Technical Assistance Center is funded in part through a cooperative agreement with the Department of Defense". When one is available, you must share the URL for the webpage feedback form. The URL is: https://www.dla.mil/SmallBusiness/PTAPFeedback/

   The recipient must ensure their websites do not create the impression that the PTAC is part of any other Federal program and must not create the appearance that the PTAC is affiliated in any way with any non-DoD Federal agency. (e.g. Powered by SBA, PTAC employees listed among employees of other Federal programs as if PTAC is part of the other program(s))

b. The PTAC must have a social media account on LinkedIn and should also have a presence on other social media platforms determined to reach the target market for PTAC services. This is a form of outreach and advertising of PTAC services. The social media account content must be managed such that postings can be made quickly and with content determined appropriate by the PM to further the objectives of the PTAC and no other program. Social Media accounts must meet the requirements listed in Section E.

c. In addition to person specific email addresses, you must establish an email address for the PTAC that is not tied to a specific person. For example, PTAC@non-profit.org

2. Email and other correspondence generated by recipient and subrecipient PTAC employees must include clear information identifying them as PTAC employees <u>when performing activities that are covered by the cooperative agreement</u> (i.e. email signature line, signature block, etc...). The employee's signature block may also include the name of the recipient or subrecipient listed on the award and must not include the name or acronym of another federal assistance program such as Small Business Development Center, Manufacturing Extension Partnership, Small Business and Technology Development Center, Minority Business Development Center unless the employee is co-located with one of those service providers, in which case "Co-located with..." may be used. When one is available, you must share the URL for the webpage feedback form. The URL is: https://www.dla.mil/SmallBusiness/PTAPFeedback/

Section E. Naming, acknowledgement of support and use of logos.

2. You must use the designation "Procurement Technical Assistance Center" as part of your name. Your doing so will help promote the PTAC brand and build awareness that you operate as part of the larger program. Your name must not include the name or acronym of

another federal assistance program such as Small Business Development Center, Manufacturing Extension Partnership, Small Business and Technology Development Center, Minority Business Development Center, etc. Logos must include "PTAC" and/or "Procurement Technical Assistance Center" and must not include the name or acronym of another federal assistance program.

3. Except for business cards, materials you produce for the public including but not limited to, event flyers, press releases, brochures, advertisements, training booklets, websites and social media accounts must acknowledge DoD support using the following statement: "This procurement technical assistance center is funded in part through a cooperative agreement with the Department of Defense." You must not alter the statement. You may acknowledge support of other resource partners in a separate sentence but must not at any time indicate the PTAC is part of, offered, or hosted, by any other federal program or any entity whose name is the same as a federal program. You must not create the appearance that any other federal program provides funding to the PTAC. You may use language that indicates the PTAC is co- located with other federal programs. You may include in your materials the logo and link to the association currently known as the Association of Procurement Technical Assistance Centers (APTAC), of which the majority of its members are PTACs. Business cards are not required to acknowledge DoD support but must adhere to all other terms and conditions in paragraphs 1-3 of Section E and may only include the PTAC and recipient's logos.

4. You must not use any DoD logos.

Section F. Service area. You must usually limit the clients you assist to those located within the service area specified in the award. Subject to the limitations below, you may provide assistance to clients outside your service area if you notify the PTAC, if any, that is responsible for that client's area. This may include assisting US firms who are actively seeking subcontracts from foreign firms performing on US government contracts.

1. You must not charge the cost of assisting clients from areas that are not distressed areas to an award when the service area is identified as a distressed area. Similarly, if the award includes both a distressed and non-distressed area budget, you must not charge the cost of assisting clients from areas that are not distressed areas to the budget specified for service to a distressed area.

2. If your service area is identified by Bureau of Indian Affairs' regions, your service area includes all federally recognized Indian tribes and Alaska Native entities, their members and reservations in the regions specified. All contractors that are tribal, Native or Indian-owned are distressed area concerns.

Section G. Success stories. You must maintain success stories attesting to the assistance provided to your clients during the period of performance specified in this award and you must make these stories available to us upon our request. A success story is one that demonstrates a direct effort of the PTAC that generated employment and/or helped to improve the economy of a locality by assisting a client(s) in obtaining or performing under a Federal, State, or local government prime contract(s) or subcontract(s). Each success story must have a clear means to verify (such as a letter or email from your client stating that the story is true) that the success resulted from assistance provided by the PTAC. Each success story should include the following, as applicable:

1. Client name;
2. Client address;
3. Client point of contact;
4. Contracting agency point of contact, telephone, contract number and dollar value of award;
5. Narrative description of the issue(s); and
6. Narrative describing the PTAC's contribution to the success story and the tangible results to include jobs generated and/or retained.

3. **Section H. Client surveys.** You must have a process in place to frequently survey your clients and prospective clients' satisfaction with your PTAC. Requirements for you to conduct surveys and report the results to us are in Appendix A to these general terms and conditions, "DLA Form 1806". When one is available, you must share the URL for the webpage feedback form. The URL is: https://www.dla.mil/SmallBusiness/PTAPFeedback/

Section I. Allowability of certain costs and cost sharing contributions. The allowability of certain costs and cost sharing or matching contributions is addressed in this Section. The allowability of costs and cost sharing or matching contributions is addressed more generally in FMS Articles III and VI, respectively.

1. Third-party in-kind contributions. Among other things, contributions must be allowable under the applicable cost principles. With regard to third-party in-kind contributions, this means that contributions are allowable only if they are items that would have been necessary to include in the budget as direct costs had they not been donated.

   Acceptable third-party in-kind contributions are performed by the third party for the direct benefit of the PTAC. Activities performed by third parties in their ordinary course of business, in pursuit of their own organization's mission, are usually not acceptable as in-kind contributions just because those activities coincidentally support the PTAC.

   Anything that is normally available free of charge to the PTAC or clients is not acceptable as a third-party in-kind contribution (e.g., use of a public library). "Discounts" are never acceptable third-party in-kind contributions. You may count a third-party in-kind contribution towards the award's cost sharing or matching requirement only after you receive and use it. You must not count third-party contributions or donations that were made available for you to use, but that you do not actually use. An optional use in-kind log is available on the Resources for PTACs web page.

2. Food and beverages. With the exception of non-local travel for PTAC personnel, any cost related to providing food and/or beverages for PTAC personnel, government representatives, or clients is unallowable for either reimbursement or towards your cost sharing or matching, including use as a third-party in-kind contribution. This does not prohibit the charging of reasonable fees to attendees of PTAC events, such as a conference or workshop, to pay for

necessary refreshments (See Part 2, Section C(2)(g)). These fees constitute program income and must be accounted for as such (refer to FMS Article VII or 32 CFR 34.14, as applicable).

3. Memberships. The cost of individual memberships (e.g., personal memberships for PTAC staff) in any business, technical, and professional organization is not allowable. Full-time PTAC employees are eligible to charge the program for up to 120 hours per year to perform voluntary work as a Committee or Board member of the Association of Procurement Technical Assistance Centers (APTAC), the association formed by PTACs to benefit PTACs. APTAC is primarily operated using PTAC award recipient labor and is funded using fees charged to PTAC award recipients. Travel expenses and time spent working for APTAC must be documented and reported quarterly with the name of the employee(s), the number of hours worked, travel costs, and a concise explanation of the work performed, on the DLA 1806. PTACs must not charge any other costs of operating APTAC to the program and must not lobby or engage in fundraising while donating time to APTAC. APTAC membership dues charged to a PTAC award must not exceed .004 of a PTAC's total program cost not including voluntary overmatch, determined at time of award. PTAC employees are encouraged to volunteer their expertise to maintain and enhance the services APTAC makes available to members.

4. The PTAP program office expects that APTAC membership includes the following minimum benefits:

i. Internet accessible means to communicate with other members in a group forum such as the APTAC Connect tool.

ii. Internet accessible collection of training materials such as the Body of Knowledge.

iii. Website that includes current contact information for all PTAC primary and sub- centers.

iv. Newsletter issued to members at least once per month and including technical news, best practices, success stories and other information of interest and value to members.

v. Cost for APTAC conference and seminar registration lower than that charged to non-members.

vi. PTAC Counselor training and certification program. Curriculum must include online training offered by the Defense Acquisition University.

vii. Recommended Program Manager training curriculum including online training offered by the Defense Acquisition University.

viii. To be considered a reasonable cost, the PTAP program office expects APTAC Conference registration fees charged to APTAC members should not exceed $1,300 per person and every APTAC conference should provide the following:

ix. Draft agenda, provided to the PTAP PM for review no later than 45 days prior to conference start date, and

x. A minimum of 12 hours of live Federal contracting-related training provided by a Federal employee, and

xi. A minimum of 5 hours of program management, management or leadership training, and

xii. Conferences should be structured such that attendees can attain 16 hours of Federal contracting-related training and 5 hours of management or leadership training at each conference.

xiii. Attendance documented after each session and provided to attendees and their PM to facilitate reporting of employee training achievements.

5. Costs incurred to assist clients in pursuing claims or protests against the Government are not allowable.

6. Indirect costs. Amounts for indirect costs and/or indirect rates (also known as "Facilities and Administrative," or F&A, costs or rates) incorporated into any specific award are subject to downward revision only.

Section J. Additional guidance on program income. General Terms and Conditions FMS Article VII permits you to earn program income under this award when doing so does not interfere with the program the award supports. Charging clients anything other than amounts listed in Section C for the assistance the PTAC provides is inconsistent with this requirement.

Section K. Distressed and non-distressed area budgets. If the award includes both a distressed and non-distressed area budget:

1. The applicable cost principles establish the standards for the allowability of costs, including the requirement that the cost is allocable to the particular cost objective. In the case of an award that includes both a distressed and non-distressed area budget, this means allocable to providing procurement technical assistance in a distressed or a non- distressed area.

2. You must segregate and accumulate costs in each of the two budget areas and you are responsible for ensuring that the costs charged to either budget are allocable in accordance with the principles and methods provided in the applicable cost principles. The award does not imply the approval of a predetermined ratio or apportionment of incurred cost to be charged to the award as "distressed" or "non-distressed".

3. You may submit combined payment requests; however, the request must segregate the amounts charged to each the distressed and non-distressed area budget and show the Federal and non-Federal shares of each amount.

4. General Terms and Conditions FMS Article IV addresses prior approval requirements for the transfer of funds among direct cost categories (i.e., personnel, fringe benefits, travel, etc.) when the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget. In the case of an award that includes a distressed and non-distressed area budget, this requirement applies to each of the two budgets individually.

Section L. Requests for Payment.

1. You may submit requests for payment monthly, but must submit requests for payment at least once each quarter with a period ending date matching the financial and performance reports so that at least once each quarter the grant voucher, the SF425, and the DLA 1806 align.

2. Each request for payment must include the approximate portion of the recipient's cost matching share of expenses listed on the award unless the Grants Officer has authorized the recipient to request reimbursement for the Federal share, prior to contributing the recipient share. In this case approximate is used to allow flexibility while expressing the expectation that recipients pay their share along with the Federal share as the period of performance progresses. The amount requested for payment each quarter should match the respective values reported in the SF425.

3. You must submit requests for payment using Wide Area Workflow (WAWF) accessible at **https://wawf.eb.mil**.

a. The required voucher type selection is Grant Voucher.

b. To ensure DFAS can process the payment, your voucher (invoice) number should not exceed 10 characters. (i.e. BVN0001, BVN0002, etc..)

c. For the Contract Number Type, select Cooperative Agreement.

d. For Contract Number, enter the Agreement Number listed in the award.

e. For the Issue By DoDAAC enter the DoDAAC listed in the award, Issued by block.

f. For the Admin by DoDAAC enter the DoDAAC listed in the award, Administered by block.

g. For the Pay Official, enter the DoDAAC listed in the award, Payment will be made by block.

h. Use the Attachments tab to attach the DLA Form 1806 and SF425. Although you must maintain supporting documents to substantiate costs included in the voucher, in accordance with the DoD FMR Volume 10, Chapter 19, Section 190404, you need not submit them with your payment request.

The Prompt Payment Act does not apply; Interest should not accrue on late payments.

Appendix A

A. DLA 1806

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PROCUREMENT TECHNICAL ASSISTANCE CENTER COOPERATIVE AGREEMENT PERFORMANCE REPORT		Prescribed by: Procurement Technical Assistance Program Sponsor: DLA Small Business (DB)	Form Approved OMB No. 0704-0320 Expires 12/31/2024

The public reporting burden for this collection of information, 0704-0320, is estimated to average 5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

1. Cooperative Agreement Number	2. Recipient's Name and Address	3. Unique Entity Identifier	5. Cooperative Agreement Period of Performance Starts: ______ Ends: ______
		4. Report Type (Select)	6. Reporting Period: From: To:

7. New Clients	
7.a. Number of small business concerns in block 7	
7.b. Number of distressed area concerns in block 7	
7.c. Number of covered small businesses in block 7	
8. Active Clients	
8.a. Number of small business concerns in block 8	
8.b. Number of distressed area concerns in block 8	
8.c. Number of covered small businesses in block 8	
9. Counseling Time	
9.a. Counseling time with small business concerns in block 9	
9.b. Counseling time with distressed area concerns in block 9	
9.c. Counseling time with covered small businesses in block 9	
10. Participated events	

11. Discuss progress made towards the achievement of performance goals including successes and/or difficulties experienced. If applicable, discuss action you have taken, or contemplate taking, to resolve problems.

12. Discuss any development that has a significant impact, positive or negative, on the PTAC including problems, delays, or adverse conditions which will impair your ability to mee any of the cooperative agreement's requirements.

13. Discuss any noteworthy client success stories facilitated by the PTAC's assistance and/or other significant programmatic accomplishments. Share any notable lessons learned and discuss promising practices that have improved program outcomes.

14. Contract Awards by Federal Agencies	
14.a. Number of prime contract awards received by active clients that were awarded by Federal agencies	
14.b. Dollar value of awards in block 14.a.	
14.c. Number of awards received by active clients that are small business concerns in block 14.a.	
14.d. Dollar value of awards in block 14.c.	
14.e. Number of awards received by active clients that are covered small businesses in block 14.a.	
14.f. Dollar value of awards in block 14.e.	
15. Contract Awards by State and Local Governments	
15.a. Number of prime contract awards received by active clients that were awarded by State and local governments	
15.b. Dollar value of awards in block 15.a.	
15.c. Number of awards received by active clients that are small business concerns in block 15.a.	
15.d. Dollar value of awards in block 15.c.	
16. Subcontract Awards	
16.a. Number of subcontract awards received by active clients	
16.b. Dollar value of awards in block 16.a.	
16.c. Number of awards received by active clients that are small business concerns in block 16.a.	
16.d. Dollar value of awards in block 16.c.	
17. Number of survey respondents	
18. Results: survey question #1	
19. Results: survey question #2	
20. Results: survey question #3	

21. CERTIFICATION: By submitting this report, I certify that it is true, complete, and accurate to the best of my knowledge.

21.a. Name and Title of Authorized Certifying Official	21.b. Telephone Number	21.c. Email Address
21.d. Date Report Submitted (mm/dd/yyyy)	21.e. Signature	

DLA FORM 1806, MAY 2022

B. PERFORMANCE REPORTING

You must collect and maintain current, complete and accurate information in order to complete and submit the DLA Form 1806. Performance achieved (including contract awards reported) under this award may not be reported as an achievement on any other federal award.

C. REPORT SUBMISSION AND DUE DATES

You must submit interim reports for the periods ending on March 31, June 30, September 30 and December 31. The exception is if your cooperative agreement ends on one of these dates, in which case the report you submit for the period ending on that date will be your final report, as opposed to an interim report.

Interim reports are due no later than 30 days after the end of each reporting period. You must also submit a final report, which is due 120 days after the end of your cooperative agreement's period of performance. If a due date falls on a Saturday, Sunday, or holiday when Government offices are closed, the due date is extended until the following business day.

Reports must be submitted along with a grant voucher in the Procurement Integrated Enterprise Environment's Wide Area Workflow (WAWF) application.

D. DEFINITIONS AND DOCUMENTATION REQUIREMENTS

1. Active client means a contractor with which the PTAC has recorded at least 30 minutes of individual or group training during the previous 12 month period. You can determine whether a client is active or not by counting back 12 months from any particular day; for reporting purposes, you must calculate your number of active clients as of the end of each reporting period. All contractors that you count as active clients must have provided information sufficient to satisfy the documentation standards below, including having explicitly stated intent to become a PTAC client. For example, having completed a PTAC enrollment form or similar document.

   For the purpose of the active client standard, individual or group training is counted cumulatively, which means that the 30 minute standard can be satisfied using the collective amount of time spent in training during a number of shorter periods. Apply the 12-month standard when designating active clients even if part or all of the training occurred during a previous cooperative agreement. You must carry forward active clients from one cooperative agreement to another if the client continues to meet the 12-month standard regardless of when one cooperative agreement ends and another begins.

   DOCUMENTATION STANDARDS: You must maintain documentation to substantiate the active clients you report, which must include 1) the contractor's name, 2) the physical address of the contractor's primary location (you may rely on a client's representation as to what address it considers its primary location.), 3) a point of contact with contact information (e.g., phone number or email address), 4) if applicable, designation in any category of small business provided in the Federal Acquisition Regulation (FAR) for which the contractor qualifies (i.e., small disadvantaged businesses, women-owned small business, etc.), 5) evidence that the contractor has explicitly stated intent to become a PTAC client and 6) information that substantiates the contractor's status as an active client, such as a record of technical assistance provided to the client.

2. Contract has the meaning provided in Part 2 of the FAR, <u>and for the purposes of reporting contracts in Block 14 of the 1806, also includes innovation and technology grants and other "DoD-funded instruments."</u> The buyer may be a Federal agency, a State or a local government. Subcontract means a contract entered into by a subcontractor for performance of a prime contract or a higher-tier subcontract. The contract or subcontract is reportable if the contractor or subcontractor that received it was an active client on the date of the award.

   You must only report obligated dollars. You must not report a maximum contract value or an estimated value of orders that may be placed under a contract at a future date. You must have a process in place to collect and report information on contracts and subcontracts received by your active clients. Your process must be ongoing so that it allows you to collect information continually and to report up-to-date figures in each of your performance reports (i.e., interim and final). Report contracts and subcontracts as promptly as you can.

   DOCUMENTATION STANDARDS: You must maintain documentation to substantiate the contracts and subcontracts you report, which must include 1) the client's name, 2) the date of the award, 3) designation as a contract or subcontract, 4) designation as an award (or subcontract as a result of an award) by a Federal agency, a State or a local government, 5) the obligated dollar value of the award, 6) a description of where you obtained information about the award 7) evidence of the award such as a copy of the contract, correspondence from the client or a copy of information you obtained from another source, and 8) in the case of a contract or subcontract received by a client that is not a small business concern, a statement from the client that the award was obtained as a result of assistance rendered by the PTAC.

3. Counseling time is PTAC staff time spent one-on-one interacting with a client, providing individual training and includes any preparation time that is attributable to the specific interaction. Counseling time is time that is attributable to an individual client during which technical assistance specific to the needs of the clients is provided. The interaction with the client may be in person or via electronic means (e.g., telephone or computer).

   You must track counseling time as the actual number of qualifying minutes and hours. Multiple PTAC staff members or individuals representing the client may participate simultaneously; however, you must not count any particular period of time more than once. For example, if two PTAC staff members hold a one hour meeting with a client that is represented by several individuals, this counts as one hour of counseling time.

   With regard to email, PTAC staff time spent reading and/or responding to a specific inquiry received from a client is counseling time. You must not count any other type of email correspondence as counseling time. For example, you must not count sending a newsletter or a system-generated bid match as counseling time.

You must only report counseling time with active clients. This means that the client must have been active when the counseling time occurred; it does not mean that the client has to still be active when you report the counseling time. The only exception to this rule is that you may report counseling time spent with a new client before the client met the active client standard. For example, although a client is not active until you meet the 30 minute counseling time standard, you may report the full 30 minutes once the standard is met. The only exception to the requirement that counseling time is spent one-on-one with a client is counseling with regard to a specific teaming relationship between two (2) clients, such as a partnership under the DoD Mentor-Protégé Program or an opportunity for a subcontract. In this case, you must divide the total amount of counseling time by two and attribute it equally to each of the two clients participating.

You must not count travel time or time spent on administrative matters such as referrals to other sources of information or between numerous members of the PTAC staff as counseling time.

DOCUMENTATION STANDARDS: You must maintain documentation to substantiate the counseling time you report, which must include 1) the amount of counseling time, 2) the client's name, 3) the date of the counseling time, 3) the name of the PTAC staff member(s) that logged the counseling time and 4) a brief description of the assistance provided to the client. 4. Covered small business means a small business concern that received a DoD contract pursuant to a solicitation that included the provision at 252.219–7000, Advancing Small Business Growth.

4. Distressed area concern means a client located in a distressed area, which is based on the physical address of the client's primary location. Distressed areas are identified in the cooperative agreement. The PTAC may rely on the client's representation as to what address it considers its primary location. If your service area is identified by Bureau of Indian Affairs' regions, all contractors that are tribal, Native or Indian-owned are distressed area concerns. If the cooperative agreement does not specify distressed areas you are not required to track, segregate or report data concerning distressed area concerns.

5. New client means a contractor that meets the standard for "active client", which did not meet the standard for the previous reporting period and was not reported as an active client for that period.

   DOCUMENTATION STANDARDS: You must maintain documentation to substantiate the new clients you report. Documentation standards for new clients are the same as those for active clients.

6. Participated event means a conference, workshop, matchmaker, or seminar in which PTAC staff provided contracting-related technical assistance to a group. To be reportable, the PTAC's participation in the event must have been recognized by its organizers.

   Only events attended by (or reasonably expected to be attended by) firms that are clients or prospective clients are reportable. PTACs are expected to host and participate in a variety of the aforementioned events accomplishing at least 15 per year. Of the 15 minimum events, PTACs must facilitate/offer group training on a contracting-related topic at least twelve times per year through their center or subcenter(s)(the presenter does not have to be a PTAC employee). (i.e. PTAC employee or government SB representative teaches "How to invoice using WAWF" or "How to find government procurement opportunities" at/from your PTAC, not "What the PTAC can do for you" or hosting an exhibit booth at a conference, both of which are outreach). A participated event may be conducted in person or via electronic means (e.g. a live-streamed virtual meeting training class/webinar); however, PTAC staff must have been present and participating in the event. You must only report live events as participated events. You may report an event that you cohost if it meets the standards for a participated event. You must not report a single event comprised of multiple breakout sessions as more than one event unless the event is multiple days, in which case each day may count as one event.

DOCUMENTATION STANDARDS: You must maintain documentation to substantiate the participated events you report, which must include 1) the name of the event, 2) the date of the event, 3) the event's agenda, program or similar document, 4) the location of the event, 5) a brief description of the PTAC's participation in the event, and 6) list of attendees when reasonably possible to create or obtain. When attendee list is not available, approximate number of attendees must be documented. 7) For events hosted by the PTAC or their subrecipients, PTACs must maintain documentation to substantiate the business size or type (SB, LB, or Government) of attendees when that information may be gained from registration forms, sign in sheets, attendee lists, etc... For this purpose, the PTAC may rely on the business' assertion of their business size. 8) Number of hours the PTAC employee(s) spent preparing for and providing the group training. 9) The cost of the event not including PTAC employee labor and fringe costs.

7. Outreach means activities undertaken to increase awareness of the technical assistance the PTAC provides to clients and the secondary benefits received by government agencies. Outreach includes but is not limited to paid advertising, social media posts, meeting with government personnel, conference presentations (e.g. What the PTAC can do for businesses or government agencies), and conference exhibits.

8. PTAC staff means individuals employed by the recipient or a subrecipient including individuals obtained under contract and third party volunteers acting on behalf of the PTAC. For the purposes of reporting counseling time or participated events conducted by third party volunteers, you may only report the contributions if the time spent either counseling clients or participating in a group training event, as applicable, represents a contribution that has been approved as a cost sharing contribution pursuant to the terms of your cooperative agreement. PTAC staff members that share time between the PTAC and other programs or that do other work are only considered PTAC staff when working on behalf of the PTAC.

9. Small business concern has the meaning provided in Part 2 of the FAR. Size standards are established on an industry-by-industry basis and the products or services offered by a particular client might be classified in two or more industries with different size standards; however, for the purpose of performance reporting you must designate clients only once as either a small business or not a small business. A client may qualify as a small business by meeting the size standard for any of its products or services. You must use this single

designation in all areas of the performance report calling for information that pertains to clients that are small business concerns. For the purpose of the performance report, you may rely on an adequately informed client's representation that it meets the size standard, which is not meant to represent your small business status advisory opinion.

E. CLIENT SATISFACTION SURVEY

You must have a process in place to survey your clients and prospective clients' satisfaction with your PTAC. Your process must be ongoing so that it allows you to receive surveys continually (at least once per quarter) and to report up-to-date figures in each of your performance reports (i.e., interim and final).

Your survey must include the questions below and solicit feedback from respondents using the scale (5) Strongly agree; (4) Agree; (3) Neither agree nor disagree; (2) Disagree; (1) Strongly disagree. Survey respondents must also be provided the opportunity to opt out of answering a particular question by responding that the question is not applicable (N/A).

You must calculate and report the average rating provided by survey respondents. In calculating the average, only count respondents that answered the particular question, which may be less than total survey respondents. Do not count respondents that answer "N/A" when you make this calculation. You must count a particular survey respondent's feedback more than once if the respondent returned more than one survey and you must count all surveys returned regardless of the whether the respondent is an active client or not. Report survey results as promptly as you can.

Mandatory survey statement and questions follow -

Question #1 –

PTACs are required to help businesses understand how to sell goods and services to U.S. governments.

<u>(name of the PTAC)</u> provided me with information about contracting-related processes and procedures used by Federal, State and/or local governments and/or assisted me by hosting an event where I was able to network with other businesses or government personnel to learn about government contracting or subcontracting opportunities or procedures.

Question #2 -

<u>(name of the PTAC)</u> staff is knowledgeable with regard to the terms, conditions, procedures, rules and regulations relating to contracts with Federal agencies, State and/or local governments.

Question #3 -

If requested, I was offered a one-on-one (in-person, via phone or online) counseling session within 30 days of my request.

DOCUMENTATION STANDARDS: You must maintain documentation to substantiate the survey results you report, which must include copies of all returned surveys.

F. GOALS

Performance goals coincide with the cooperative agreement's period of performance. Goals are established for the following standard metrics –

1. Number of new clients;

2. Amount of counseling time; and

3. Number of participated events.

Appendix A
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G. INSTRUCTIONS
Detailed report preparation instructions follow

G. DLA 1806 COMPLETION INSTRUCTIONS

BLOCK	REPORTING ITEM	INSTRUCTIONS
1	Cooperative Agreement Number	self explanatory
2	Recipient's name and address	self explanatory
3	Unique Entity Identifier	Enter the recipient's Unique Entity Identification number.
4	Report Type	Enter "Interim" or "Final".
5	Period of Performance	Enter the start and end dates of the period of performance specified in the cooperative agreement.
6	Reporting Period Start and End Date	Enter the start and ending date of the reporting period. For all PTACs, interim reports are due for the following reporting period end dates: March 31, June 30, September 30, and December 31. The exception is if your cooperative agreement ends on one of these dates, in which case you must submit your final report,as opposed to an interim report. In any case, you must also submit a final report for the reporting period that ends on the cooperative agreement's end date.
7	New clients -	Enter your number of new clients since the previous interim report, or, if this is the first interim report, since the award start date.
7.a.	Number of small business concerns in block 7	Of the total in block 7., enter the number of clients that are small business concerns.
7.b.	Number of distressed area concerns in block 7	Of the total in block 7., enter the number of clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
7.c.	Number of covered small businesses in block 7	Of the total in block 7., enter the number of clients that are covered small businesses.
8	Number of active clients	Enter your number of active clients as of the date in block 6.
8.a.	Number of small business concerns in block 8	Of the total in block 8., enter the number of clients that are small business concerns.
8.b.	Number of distressed area concerns in block 8	Of the total in block 8., enter the number of clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
8.c.	Number of covered small businesses in block 8	Of the total in block 8., enter the number of clients that are covered small businesses.
9	Counseling time -	Enter the total amount of counseling time you have recorded since the previous interim report, or, if this is the first interim report, since the award start date Sum the actual number of qualifying minutes and hours and report the total rounded to the nearest whole hour.
9.a.	Counseling time with small business concerns in block 9	Of the total in block 9., enter the amount of counseling time recorded with clients that are small business concerns. Round the reported amount to the nearest whole hour.
9.b.	Counseling time with distressed area concerns in block 9	Of the total in block 9., enter the amount of counseling time recorded with clients that are distressed area concerns. Round the reported amount to the nearest whole hour. Leave this block blank if the cooperative agreement does not specify distressed areas.
9.c.	Counseling time with covered small businesses in block 9	Of the total in block 9., enter the amount of counseling time recorded with clients that are covered small businesses. Round the reported amount to the nearest whole hour.
10	Participated events -	Enter the total number of participated events you conducted since the previous interim report, or, if this is the first interim report, since the award start date
11	Discussion (use a continuation sheet if necessary)	self explanatory. May also report report travel expenses and time spent working for APTAC here in accordance with PTAP Terms and Conditions, Part 2, Section I, Paragraph 3, "Memberships".
12	Discussion (use a continuation sheet if necessary)	Self explanatory. May also report travel expenses and time spent working for APTAC here in accordance with PTAP Terms and Conditions, Part 2, Section I, Paragraph 3, "Memberships".
13	Discussion (use a continuation sheet if necessary)	self explanatory. May also report travel expenses and time spent working for APTAC here in accordance with PTAP Terms and Conditions, Part 2, Section I, Paragraph 3, "Memberships".

BLOCK	REPORTING ITEM	INSTRUCTIONS
14	Contract Awards by Federal Agencies -	
14.a.	Number of prime contract awards received by active clients that were awarded by Federal agencies	Enter the number of prime contract awards by Federal agencies that were received by active clients since the previous interim report, or, if this is the first interim report, since the award start date.
14.b.	Dollar value of awards in block 14.a.	Enter the dollar value of the awards in block 14.a.
14.c.	Number of awards received by small business concerns in block 14.a.	Of the total in block 14.a., enter the number of awards received by active clients that are small business concerns.
14.d.	Dollar value of awards in block 14.c.	Enter the dollar value of the awards in block 14.c.
14.e.	Number of awards received by covered small businesses in block 14.a.	Of the total in block 14.a., enter the number of awards received by active clients that are covered small businesses.
14.f.	Dollar value of awards in block 14.e.	Enter the dollar value of the awards in block 14.e.
15	Contract awards by State and local governments -	
15.a.	Number of prime contract awards received by active clients that were awarded by State and local governments	Enter the number of prime contract awards by State and local governments that were received by active clients since the previous interim report, or, if this is the first interim report, since the award start date..
15.b.	Dollar value of awards in block 15.a.	Enter the dollar value of the awards in block 15.a.
15.c.	Number of awards received by small business concerns in block 15.a.	Of the total in block 15.a., enter the number of awards received by active clients that are small business concerns.
15.d.	Dollar value of awards in block 15.c.	Enter the dollar value of the awards in block 15.c.
16	Subcontract awards -	
16.a.	Number of subcontract awards received by active clients	Enter the number of subcontract awards resulting from prime contracts with Federal agencies, State and local governments received by active clients since the previous interim report, or, if this is the first interim report, since the award start date
16.b.	Dollar value of awards in block 16.a.	Enter the dollar value of the awards in block 16.a.
16.c.	Number of awards received by small business concerns in block 16.a.	Of the total in block 16.a., enter the number of awards received by active clients that are small business concerns.
16.d.	Dollar value of awards in block 16.c.	Enter the dollar value of the awards in block 16.c.
	Blocks 17, 18, 19 and 20 - report surveys returned since the previous interim report, or, if this is the first interim report, since the award start date.	
17	Number of survey respondents	Enter the total number of surveys counted in making the calculations for blocks 18, 19 and 20. Although a single returned survey might be used to make more than one of the calculations, do not count a survey more than once in showing this total.
18	Results: survey question #1	Enter the average rating provided for the first mandatory question, rounded to two decimal places (i.e., N.NN). Only count respondents that answered the question.
19	Results: survey question #2	Enter the average rating provided for the second mandatory question, rounded to two decimal places (i.e., N.NN). Only count respondents that answered the question.
20	Results: survey question #3	Enter the average rating provided for the third mandatory question, rounded to two decimal places (i.e., N.NN). Only count respondents that answered the question.
21	Certification	self explanatory