



- Capacity Building Training and One on One Counseling
- Procurement Training, Matchmaking, Networking and Other Support
- Financial Preparation and Projections, Debt/Equity Placements and Direct Lending
- WBE Certification
- Planning and Positioning Business for Succession
- General Technical Assistance

Access to Contracts, Connections, Capacity Building and Capital

What is a PTAC?

A Procurement Technical Assistance Center is:

- Your resource for government contracting assistance
- Federal, State, County, City and Municipal
- Workshops, webinars, free individual counseling, procurement events, business matchmaking and more...

- **One-on-one business counseling at no charge**
- Understanding and navigating the government procurement process
- Bid Matching - a free service that notifies companies of government procurement opportunities
- Locating and understanding government specifications and standards
- Understanding and applying for the different types of public sector certifications
- Identification of sub-contracting opportunities
- Review of proposals in response to solicitations
- *...and more*

Government Certifications



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Certification	Agency	How to Apply	Cost
BEP	State of Illinois	Application	No charge
DBE	Metra, Pace, IDOT, Chicago, CTA	Application	No charge
HUBZone	Federal	Application	No charge
MBE	Chicago, Cook County, *NMSDC	Application	\$250, \$250, \$500
8(a)	Federal	Application	No charge
SDVOSB	Federal	Application	No charge
WBE	Chicago, Cook County, WBENC*	Application	\$250, \$250, \$350
WOSB/ EDWOSB	Federal	Legislation in process for 3 rd party application	Charges may apply – pending legislation
CVE	Veteran's Affairs	Application	No charge
<p>*WBENC: Women's Business Enterprise National Council – WBDC is a proud WBENC certifying partner *NMSDC – National Minority Supplier Development Council – Chicago Minority Supplier Development Council is a local certifying partner</p>			

Doing Business with the Government



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Doing Business with the Government	<i>Basics of City of Chicago contracting</i>	
	Identify NAICS codes and keywords	http://www.census.gov/eos/www/naics/
	Register on DPS alert	https://www.cityofchicago.org/city/en/depts/dps/provdrs/events/svcs/dpsalerts.html
	Search City of Chicago upcoming contracts	https://www.cityofchicago.org/city/en/depts/dps/provdrs/contract/svcs/current_bid_opportunities.html
	Research City of Chicago awarded contracts	https://www.cityofchicago.org/city/en/depts/dps/provdrs/contract/svcs/awarded_contracts.html
	<i>Basics of Cook County contracting</i>	
	Identify NAICS codes and keywords	http://www.census.gov/eos/www/naics/
	Register with the Cook County Office of the Purchasing Agent	http://legacy.cookcountygov.com/purchasing/public/index.php
	Search Cook County upcoming contracts	https://www.cookcountylil.gov/service/annual-buying-plan
	Research Cook County awarded contracts	https://www.cookcountylil.gov/service/awarded-contracts-amendments
	<i>Basics of State of Illinois contracting</i>	
	Obtain IDHR (15+ employees)	https://www.illinois.gov/dhr/PublicContracts/Pages/IDHR_Number.aspx
Register business with Board of Elections (BOE) and obtain BOE number	https://berep.elections.il.gov/login.aspx?ReturnUrl=%2fdefault.aspx	
Register Illinois Procurement Gateway (IPG)	https://ipg.vendorreg.com/	
Search upcoming and awarded contracts	https://www.cityofchicago.org/city/en/depts/dps/provdrs/events/svcs/dpsalerts.html	
<i>Basics of Federal government contracting</i>		
Identify NAICS codes and keywords	http://www.census.gov/eos/www/naics/	
Get DUNS number (Free)	https://iupdate.dnb.com/iUpdate/confirmSource.htm	
Register business in SAM.gov (continue on to DSBS at the end)	https://www.sam.gov/portal/SAM/##11	
Conduct competitive research in DSBS	http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm	
Search upcoming and awarded contracts	https://www.fbo.gov/	

Marketing to the Government



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Capability Statement

Example Template

Each section of your capability statement should be clearly titled

Core Competencies

Add a brief introduction statement indicating how your company's key offerings will fit the customer's needs. Answer the customer's question: "What's in it for me?"

- Use bullet points and keywords
- List your key offerings relevant to your customer's needs.
- Avoid superlatives (i.e. "the best," "the most," "everything")
- No paragraphs

Company Logo

Add your logo and branding here. Throughout the rest of the capability statement use one standard, readable font and keep the design plain; bear in mind that this is a **content-based** document.

Past Performance

- Your capability statement is a living, breathing document that should be updated to reflect your company's current offerings and tailored to fit each of your customers' needs.
- It is recommended that your capability statement is kept to one side of one page.
- Add projects that are similar in scope to those that are sought out by the customer
- Avoid listing unrelated work
- Provide a brief – one sentence description of work
- Remember that the customer may check your website, be sure to keep it updated

Differentiators

- How is your business different from your competitors?
- Do you have a niche in a particular area?
- What is it about your staff or offerings that create solutions for your customer in a way that your competitors cannot?
- List here any special awards, honors or accolades your company has received (i.e. Fortune 1000 Company, Enterprising Women "Woman of the Year")

Contact Information

Company Name	Acme Widgets, Inc.
Owner Name	Jane Doe
Phone	(800) 555-5555
Fax	(866) 555- 5555
Email	name@domain.com
Website	www.domain.com

Company Data

NAICS Code	123456, 654321
Corporate/ Government Certifications	WBENC, HUBZone, 8(a), WOSB, etc.
Industry and Other Certifications	Six Sigma, ISO 9001, CPA, etc.
Company Footprint	Project experience in the U.S. and Canada
Accept Credit and Purchase Cards	Yes
GSA Schedule Contract Number	Schedule 70
Employees	20 F/T, 3 P/T

Need assistance with creating a capability statement? Call 312.833.3477

Or visit us at www.WBDC.org.

8 S. Michigan Ave. | 4th Floor | Chicago, IL 60603



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- Pre-Bid Meetings
- Proposal Review
- Contract Management
- Contract Debrief
- FOIA



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Women's Business Development Center

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THANK YOU!