

UH Procurement Technical Assistance Center Client Engagement Agreement

We are looking forward to working with you to help you achieve your objective of winning government contracts. But first, we need to let you know how our program operates and how we will work together.

Who we are

We are a non-profit organization that provides education and guidance in federal, state, and local government procurement to business owners in 32 counties surrounding the Greater Houston Area. We work with for-profit companies pursuing government contract opportunities. The only grant assistance we can provide is for the Small Business Innovation Research (SBIR) and the Small Business Technology Transfer (STTR) Programs. We cannot provide any other grant assistance under our program agreement.

We receive funding from the Department of Defense (DoD) as well as from the State of Texas through the University of Houston. Since we receive external funding, we must periodically report on our performance to our funding agencies. We are required to report on customer satisfaction, the number of clients we see, and the number and dollar of amount of prime and sub-contracts awarded.

How we help you

The program we developed to educate and guide you in selling your goods and services to government agencies is called the Three “R”s of Government Contracting – Register, Research, and Respond. The program provides you a structured process to prepare you to sell your goods and services to federal, state, and local government in the most expeditious manner. Some of the services we provide, but not limited to are:

- Registrations,
- Certifications (program for minorities, women, and persons with disabilities including Service Disabled Veterans),
- Locating Opportunities,
- Marketing to the Government,
- Solicitation and Offer Review,
- Subcontracting,
- Contract Pricing, and
- Accounting principles for government contracts

The UH PTAC is responsible for providing no-cost services to business owners within 32 counties surrounding Houston. We have a high demand for our program, making it a challenge to schedule one-on-one meetings with each client.

Once you become a client, our approach is to use a combination of one-on-one advising and training workshops to educate and guide you in selling to the government. You are assigned a lead advisor who will guide you through our process and inform you of the workshops you should attend to complement your learning and understanding of selling to government agencies.

Your advisor is your point of contact for all issues relating to selling to government. If you have any questions about selling to federal, state, and local government, you should contact your advisor by email or phone. Our goal is to return your email or call within 24 hours.

If additional areas of assistance are necessary outside your lead advisor's technical expertise, he or she will coordinate a meeting with a specialty advisor to provide your assistance.

If you are unable to locate your advisor's contact information, contact us at 713-752-8477 and we will provide the information.

At any time you cannot reach your lead advisor or if you feel it is necessary to talk with me, you can reach me by email at tdscarborough@uh.edu.

Program Limitations – What we cannot do

- We cannot do the work for you.
- We cannot provide legal advice.

Some government subjects you may address have legal implications that are outside the scope of our services. Your advisor will inform you when these situations arise and will try to refer you to another agency to provide assistance. Referrals may be cost or no-cost options for you to consider.

When we make a referral it is your responsibility to conduct due diligence to determine if you want to use the services of the referral provided.

- We cannot recommend you or your company to other individuals.
- We cannot recommend the purchase of goods or services from any sources.

Winning Government Contracts

There are numerous factors impacting your success in doing business with government. Our Three Rs of Government Contracting Program – Register, Research, and Respond, was developed to educate and guide you through the process to position yourself for success. Through this program, our advisors will provide you the training and information necessary to locate and respond to solicitations, but we cannot make any guarantee that you will receive a contract.

How Long Can You Continue to Receive UH PTAC Services?

There is no limit to how long you can use our no-cost services, but if you reach three years without using our services for a minimum of 1/2 hour, your record will be closed. In order for us to provide you services after that period, you will need to submit a new application.

If you are new to government contracting it may take you some time before you win a government contract. Some of our clients find success quickly while others take longer. You may also find that your goods and services are not bought frequently by government agencies; leading you to decide not to invest your time in the government area.

You will learn doing business with the government does take time, resources, perseverance, and dedication to the effort in order to be successful. If the government has a need for your goods and services and you are driven to succeed, you can be successful!

Now that you have submitted an application for our services, you will become an active client for a period of 12 months. As long you as use our service for at least 30 minutes every year, you will remain an active client. If you go 12 months and we have not provided you at least 30 minutes of service, your record will go inactive and you will no longer receive opportunity notices from us that are reserved for active clients.

Reporting Prime Contract and Subcontract Awards to Your UH PTAC Advisor

Our program is to help you achieve your objective of winning government contracts. If you receive a government prime or sub-contract award (including purchase orders, delivery orders, and task orders), I ask that you email your advisor and provide the award information. DLA (our funding agency) requires us to report this information quarterly. We need your help reporting your awards, so we can include them in our report to DLA. When emailing your advisor, provide the following:

1. The name of the government agency or company that awarded you the contract.
2. Whether it is a prime or sub-contract.
3. The date of the contract award.
4. The total dollar amount of the award.

The information we collect from you is consolidated into an overall report that does not contain any information identifying you or your business. It is anonymous and we only report information related to the contract you were awarded.

Your reporting prime and sub-contract awards is essential to our program's continued funding and our ability to provide you with free government contracting education and guidance. Thank you in advance for taking the time to report contract awards.

Client Spotlight

Periodically, we want to spotlight some of our client successes in various forums. If you are selected for a client spotlight story, we will contact you in advance to discuss the opportunity, request your approval in writing, and collaborate with you on the content of the information we include.

Summary

The UH PTAC provides no-cost service to educate and guide you in selling to federal, state, and local government. Now that you are a client, you should consider your advisor as your first choice of contact for any subjects or questions relating to government procurement.

The program we have designed to help you succeed (Three "R"s of Government Contracting) is comprehensive and was developed considering the most effective way to prepare you to do business with government.

At the conclusion of your initial meeting with your lead advisor you should have a complete understanding of the recommendations made, along with action items to move you closer to your objective of winning government contracts.

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If you have any questions about how our program operates, please contact us at 713-752-8477 or uhptac@uh.edu.