

# PROGRAM ANNOUNCEMENT



## DEPARTMENT OF DEFENSE (DoD)

### Procurement Technical Assistance Program (PTAP)

#### Supplemental Funding for Existing Award Recipients Only

**Announcement Type:** New

**Funding Opportunity Number:** DOD-202203

**Assistance Listing Number:** 12.002

**Anticipated Funding Purpose:** Community development – assistance to existing businesses

**Key Dates:** This announcement will be open to receive applications until 5:00PM Eastern Time, September 2, 2022

**Agency Contact:** Sherry Savage, PTAP Program Manager: [sherry.savage@dla.mil](mailto:sherry.savage@dla.mil)

**Date Issued:** 18 Aug 2022

## I. Program Description

### A. Short Description of Funding Opportunity

The Department of Defense (DoD) seeks applications from existing PTAC award recipients to provide additional Procurement Technical Assistance (PTA) services, not already included in their awards. This opportunity may only result in a modification to an existing award and will not result in any new awards. The terms and conditions, including cost cost matching requirements of the award will apply to supplemental funding modifications. The federal funding limitation may be increased to the statutory federal limit, which is listed below. (Statewide and multi-BIA regions were already at the statutory limit, Regionals and those serving within one BIA region may propose an increase) Unilateral modifications (only the Grants Officer signs the modification) will be issued based on funds availability. The recipient's submission of the application in grants.gov indicates their willingness, ability, and intent to meet the cost matching requirements associated with the additional federal funds.

Applications should include funding detail and a short description describing what the additional funds will be used for, and how the funds will benefit US businesses. Proposals should generally not exceed one page and may be as concise as one paragraph.

## B. Background:

The Procurement Technical Assistance Program (PTAP) was established by section 1241 of the Department of Defense (DoD) Authorization Act for Fiscal Year 1985 (Public Law 98-525) in an effort to expand the number of businesses capable of participating in government contracts. Under this announcement, the Department of Defense will award cost sharing cooperative agreements to eligible program participants who will establish and maintain Procurement Technical Assistance Centers (PTACs). The PTACs serve as a resource for businesses to obtain information and training related to contracting opportunities with DoD, other federal agencies, state and local governments and with government prime contractors. Procurement professionals at the PTACs provide critical assistance to businesses seeking to participate in government contracts and most of the assistance they provide is free.

## C. Program Description/Objective:

Award recipients must establish and maintain a Procurement Technical Assistance Center (PTAC) with physical location(s) to serve as a resource for large and small 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, and other DoD-funded instruments, with DoD, other Federal agencies, State and/or local governments, and 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. 2411. Innovation and technology grants refer to awards issued pursuant to the Small Business Innovation Research and/or Small Business Technology Transfer programs. You must collaborate with DoD and other Federal agencies and work cooperatively with them to accomplish the work under this award.

## D. Authorization

The authorization to make awards under this funding opportunity may be found via the Assistance Listing (CFDA) Number on sam.gov and at 10 USC Chapter 388.

## E. Legal Requirements

Each modification awarded under this announcement will be governed by the general terms and conditions in effect at the time of the award that conform to DoD’s implementation of OMB guidance applicable to financial assistance in 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” as implemented by 2 CFR 1100.

This is generally 2 CFR 1100 Subchapter D—Administrative Requirements Terms and Conditions for Cost-Type Grants and Cooperative Agreements to Nonprofit and Governmental Entities. PTAP General Terms and Conditions Version 1.5 which are located at <https://www.dla.mil/SmallBusiness/PTAP/Resources/>, are incorporated by reference in this announcement.

## II. Federal Award Information

The following information applies to modifications issued under this announcement:

We expect to issue approximately \$1.5M in cost sharing cooperative agreement modifications as a result of this announcement; however, we are not obligated to make any modifications and reserve the right to revise or cancel this announcement.

The Federal funding limitations are listed below:

\$750,000 in the case of an entity that operates a PTAC providing less than statewide coverage;

\$1,000,000 in the case of an entity that operates a PTAC providing statewide coverage;

\$1,000,000 in the case of an entity that operates a PTAC wholly within more than one service area of the Bureau of Indian Affairs (BIA). This means a PTAC that provides procurement technical assistance to all of the federally recognized Indian tribes or Alaska Native entities in one of the BIA regions and at least half of the tribes or Alaska Native entities in a second BIA region; or

\$450,000 in the case of an entity that operates a PTAC wholly within one service area of the BIA. This means a PTAC that provides procurement technical assistance to federally recognized Indian tribes and/or Alaska Native entities, but does not meet the standard in subparagraph D.8.c above.

## III. Eligibility Information

### A. Eligible Applicants

Existing PTAC award recipients.

### B. Cost Sharing or Matching

Cost sharing requirements remain those listed on the award..

### C. Conflict of Interest

#### a) General Requirement for Disclosure

You and your organization must disclose any potential or actual scientific or nonscientific conflict of interest(s) to us. You must also disclose any potential or actual conflict(s) of interest for any identified sub recipient you include in your application. We may have to ask you more questions if we need more information.

At our discretion, we may ask you for a conflict of interest mitigation plan after you submit your application. Your plan is subject to our approval.

## D. Other

### a) Licensure or Certification

#### i. Certifications, representations, and assurances

1. To apply for grants and other funding opportunities the applicant entity must have an active registration in the System for Award Management (SAM). Applications will not be accepted through Grants.gov or other methods unless the entity is registered in SAM. Registration in SAM now includes the acceptance of Certifications and Assurances. See <https://www.grants.gov/web/grants/grantors/grantor-standard-language.html> for details on how to register in SAM, and Grants.gov
2. The Federal Assistance Certifications Report is an attestation that the entity will abide by the requirements of the various laws and regulations; therefore, as applicable, you are still required to submit any documentation, including the SF-LLL Disclosure of Lobbying Activities (if applicable), and informing DoD of unpaid delinquent tax liability or a felony conviction under any Federal law.
3. When you check “I Agree” on the SF-424 Block 21 you certify compliance with the following DoD requirements:

As the duly authorized agent for my organization I certify that said organization does not require any of its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, subrecipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information;

As the duly authorized agent for my organization, I certify that all key personnel have disclosed the amount, type, and source of all current and pending research support received by, or expected to be received by, the individual as of the time of the disclosure;

As the duly authorized agent for my organization I certify that the disclosure is current, accurate, complete;

As the duly authorized agent for my organization I agree to update such disclosure at the request of the agency prior to the award of support and at any subsequent time the agency determines appropriate during the term of the award;

As the duly authorized agent for my organization I agree to update such disclosure at the request of the Department of Defense prior to the award of support and at any subsequent time the Department determines appropriate during the term of the award; and

As the duly authorized agent for my organization I certify that any entity applying for such award has been made aware of the certification requirements above.

## **IV. Application and Submission Information**

### **A. Submission Date and Time:**

DoD may limit consideration to those applications submitted on or before 2 September, 2022, 5:00PM Eastern Time (ET) but may also consider applications submitted after that date/time

### **B. Address to Request Application Package**

The application package for Notice of Funding Opportunity is available on Grants.gov.

### **C. Application Procedures and Requirements**

Organizations must have a Unique Entity Identifier (UEI), active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. Please see <https://www.grants.gov/web/grants/grantors/grantor-standard-language.html> for details on how to go through this process.

To ensure consideration, application packages must be submitted electronically to Grants.gov no later than 5:00 p.m. Eastern Time on 2 September, 2022.

### **D. Application Withdrawal:**

An applicant may withdraw an application at any time before award by email.

### **E. Intergovernmental Review**

If the funding opportunity is subject to Executive Order 12372, "Intergovernmental Review of Federal Programs," the notice must say so and applicants must contact their state's Single Point of Contact (SPOC) to find out about and comply with the state's process under Executive Order 12372, it may be useful to inform potential applicants that the names and addresses of the SPOCs are listed in the Office of Management and Budget's website.

### **F. Content and Form of Submission:**

See <https://www.grants.gov/web/grants/grantors/grantor-standard-language.html> for information on how to complete the application using Workspace on Grants.gov.

- Documentation submitted under this NoFO are expected to be unclassified; classified applications are not permitted.

#### A. Component-specific requirements.

##### a) Application

- Early submission is welcomed and encouraged.

## V. Application Review Information

### A. Selection Criteria

Evaluation factors. We will use the factors below to evaluate your application. We will make awards to the applicants whose applications we determine to be the best value, cost and other factors considered. The factors past performance, technical capability, management, and cost are of equal importance.

Past performance.

Technical capability.

Management.

Cost.

Description of evaluation factors.

i. Past performance. We will evaluate your past performance to determine how relevant recent work you accomplished is to the work required by Program Requirements and the degree to which you satisfied your previous customers. You are responsible for identifying recent and relevant work you accomplished and for providing references so that we may obtain information regarding customer satisfaction. We may also consider past performance information that we obtain from sources other than you, including Federal, State, and local government agencies, Better Business Bureaus, published media and electronic databases. The lack of recent and relevant past performance information will result in our assignment of a neutral rating (i.e. neither favorable nor unfavorable) for this factor.

Pursuant to 10 U.S.C. 2413(d), we will give significant weight to past performance of entities operating PTACs established by this program and will consider successful past performance under cooperative agreements with us to be more meritorious than other, comparable past performance. More meritorious past performance includes that of two or more PTACs that combine and apply as a single entity, even if the resulting entity is new; however, it does not include the past performance of subrecipients or other sub elements/organizations of a PTAC that breakaway and apply separately.

ii. Technical capability.

1) Personnel. We will evaluate your application to ascertain the degree to which your

proposed personnel meet Program Requirements. Our evaluation will consider qualifications, including relevant experience and education, as well as the availability of the proposed personnel.

2) Facilities. We will evaluate your application to ascertain the degree to which the facilities you propose meet Program Requirements. We will also consider the availability of your facilities.

iii. Management.

1) Technical understanding. We will evaluate your understanding of Program Requirements. We will not consider a simple statement of understanding or playback of Program Requirements to demonstrate your understanding.

We will evaluate the soundness of your approach to implementing a program pursuant to Program Requirements. In addition, your application must demonstrate credibility, realism, and logic in providing procurement technical assistance to businesses and the required deliverables to us under a cooperative agreement.

2) Program management. We will evaluate how you intend to manage and coordinate the effort under a cooperative agreement, including planning, assigning responsibility, controlling personnel, controlling utilization of resources, tracking deliverables, monitoring performance and obtaining feedback from your clients. Our evaluation will also consider your proposed performance goals, your procedures for monitoring and controlling costs; your procedures for identifying problems, resolving them and ensuring that they do not reoccur; any proposed subrecipients and/or subcontractors and the degree to which you will use them; and your Program Implementation Plan, if applicable.

3) Cost sharing contributions. We will evaluate the nature and type of commitments you propose to satisfy cooperative agreement cost sharing requirements. We will consider the degree to which your commitments will contribute to the success of your proposed program, the significance of the commitments that you have made and whether those commitments demonstrate that you have taken a meaningful interest in the success of your proposed program.

iv. Cost. We will consider the proposed cost to us for the period of performance in conjunction with the other non-cost factors to determine best value. If your proposed costs appear unrealistic, you are cautioned that we may infer a lack of understanding of Program Requirements, increased risk of performance or lack of credibility on your part. The cost per counseling hour is calculated by dividing the total program cost by the number of counseling hours proposed and is usually expected to be less than \$417.

## **B. Review and Selection Process:**

Review of applications. We will review applications conforming to this announcement in accordance with the procedures in this section. We may provide you the opportunity to cure a deficiency resulting from an irregularity in your application or may waive the deficiency. We reserve the right to request any additional information we need to evaluate your application and your failure to provide the information in the time frame requested may result

in us rejecting your application.

Selection process. We contemplate that we will make multiple modifications; however, we may not issue modifications to all acceptable applicants. We will make award decisions to optimize the use of program funds while at the same time maximizing the availability of procurement technical assistance. We will make funding decisions on an agreement-by-agreement basis and in the best interest of the overall program.

#### **C. Anticipated Announcement and Federal Award Dates:**

Decisions are expected to be announced via email. Modifications are expected to be issued between September 2, 2022 and September 30, 2022.

### **VI.Federal Award Administration Information**

The notification e-mail regarding a selection is not authorization to commit or expend DoD funds. A DoD grants officer is the only person authorized to obligate and approve the use of Federal funds, This authorization is in the form of a signed modification. Applicants whose applications are recommended will be contacted by a DoD grants officer to discuss any additional information required.

### **VII.Reporting Requirements**

The terms and conditions of the award apply.

### **VIII.Other Administrative Requirements: Section not used.**

### **IX.Federal Contacts**

Questions regarding program policy, program content, administrative problems, grant administration or technical issues should be directed to:

DoD Program Manager: Sherry Savage  
PTAP Program Manager  
Sherry.Savage@dla.mil

Questions regarding Grants.gov should be directed to: the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov).

### **X.Other Information**

The Federal government is not obligated to make any Federal award as a result of the announcement. Only grants officers can bind the Federal government to the expenditure of fund.

Applicants are advised to monitor Grants.gov for potential amendments to this Notice of Funding



Opportunity. You can also elect to be automatically notified by Grants.gov whenever there is a change to the opportunity.

Applications must not include any information that has been identified as classified national security information under authorities established in Executive Order 12958, Classified National Security Information.