

Training Catalog

North Carolina Military Business Center



PO Box 1748
Fayetteville, NC 28302
877-245-5520

Websites:

www.ncmbc.us
www.MatchForce.org

Basic Level Training (Non-Industry Specific)

Doing Business with the Federal Government: “Contracting 101”

Description. This training is an introduction to doing business with the federal government. Topics trained include: levels of federal purchasing - how the federal government buys products, construction and engineering and non-personal services; marketing a business to the federal government; socio-economic small business programs; registering as a federal contractor; locating, identifying and responding to federal business opportunities; and resources available to assist federal contractors in North Carolina. Duration: 90 minutes (if a computer lab is available, add an optional additional 30 to 60 minutes to register attendees on MatchForce.org, to review MatchForce.org profiles and to view key government acquisition websites).

Finding and Understanding Federal Solicitations

Description: A follow on to “Doing Business with the Federal Government,” this training focuses on identifying federal websites used by government agencies to advertise current opportunities for goods and services and long range procurement forecasts. Examples include, but are not limited to FedBizOpps, FedBid, GSA, DoD E-mall, and Army, Navy, Air Force and other agency-specific websites. The training also addresses how businesses can connect with prime contractors, and web-based resources to identify current federal contractors and potential teaming partners. Duration: 3 hours.

Introduction to Proposal Writing: Part 1 – Technical Volume

Description. Upon completion of this training, attendees will be able to develop the technical volume of a response to a federal solicitation. Topics covered include: reading and understanding a Request for Proposal (RFP) or Request for Quotation (RFQ), proposal development teams for writing a RFP/RFQ response, capabilities matrix development, team selection, developing a proposal schedule, developing a compliance matrix, developing a proposal outline, responsiveness and compliance. Attendees will develop a proposal outline during this workshop. A laptop or tablet with wireless internet connection is needed for this training. Duration: 3 hours.

Introduction to Proposal Writing: Part 2 – Pricing Volume

Description. Upon completion of this training, attendees will be able to develop the pricing volume of a response to a federal solicitation. Topics covered include: direct costs vs. indirect costs, finding pricing requirements, describing RFP team actions, developing a timeline for developing the pricing volume, finding compliance and responsiveness information, identifying RFP tasks and deliverables and developing final pricing. Attendees will develop pricing for an RFP/RFQ during this training. A laptop or tablet with wireless internet connection is needed for this training. Duration: 3 hours.

Doing Business with GSA

Description. GSA Schedule contracts can be ideal for small businesses that sell products or services that government agencies buy using these contract vehicles. The Schedules program reduces competition and allows vendors to avoid public bids and to close deals quickly, and GSA influences nearly 20% of the government's total annual procurement dollars. Upon completion of this workshop, attendees will be able to respond to a GSA solicitation. Topics include: review of a GSA solicitation, requisite GSA training, and the GSA Vendor Toolbox. Students will start their Readiness Assessment as part of this workshop. A laptop or tablet with wireless internet connection is needed for this training. Duration: 2 hours.

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Wide Area Work Flow: Getting Paid as a Federal Contractor

Description. Upon completion of this training, attendees will be able to describe and utilize the federal government's Wide Area Work Flow (WAWF) system. Topics will include: accessing the WAWF, developing an invoice on WAWF, submitting the invoice, and receiving payment. Duration: 90 minutes.

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Intermediate Level Training

Non-Industry Specific Training

Defense Contractor Academy

Description: *The Defense Contractor Academy (DCA) is the capstone of the NCMBC's intermediate training program. A three-day, resident training event presented at community colleges across the state, the DCA combines many of the intermediate level classes listed below (designated by "DCA" following the course title), which can also be taught as stand-alone classes. Targeted at businesses that are already doing some defense contracting – perhaps through the Government Purchase Card system, in simplified acquisitions or as a subcontractor – intermediate level courses provide the tools businesses need to "move to the next level" in federal contracting. Duration: 3 days (27 hours)*

Effectively Marketing Your Business to the Government, Military & Prime Contractors* (DCA)

Description: *This training focuses on real world tips, tricks, tools and lessons learned on how to effectively market a business to federal customers. It also focuses on techniques to market a business to federal prime contractors, in anticipation of teaming on current and future opportunities. Duration: 2 hours.*

Government Contract Opportunities & Contractor Responses* (DCA)

Description. *This training provides information on the different types of federal opportunity notifications, from both the government and business perspectives. Topics include: the key components of various opportunity notifications; what the government is stating or implying within the notifications; what actions a business should take upon receipt of notifications; and how businesses should respond to the government for various types of notifications. Duration: 2 hours.*

Leveraging Non-Competitive and Limited Competition Acquisitions and Sources of Supply: MACC/MATOC/SATOCs, GSA, Ability One, GWAC, FEDBID* (DCA)

Description. *This training addresses: federal sources of supply other than competitive commercial acquisitions; analyzing GSA to determine applicability for a small business; GSA schedules and first steps in responding to a GSA solicitation; leveraging FEDBID for micro-purchase opportunities; and capabilities of and the opportunity to team with Ability One agencies and Federal Prison Industries (FPI) for products and services procured by federal agencies through these sources. Duration: 2 hours.*

Cost Estimating & Developing Pricing Proposals* (DCA)

Description: *Upon completion of this presentation attendees will be able to develop the pricing response to a federal proposal. Topics covered in the class include: direct cost vs. indirect, where to find pricing requirements, RFP team actions for price development, a timeline for developing RFP pricing and pricing development. Duration: 90 minutes.*

Financing Government Contracts* (DCA)

Description. *This session provides information about the lending spectrum and discussion of specific contract financing options for federal contractors (private lending and equity; accounts receivable financing, or factoring; asset-based lending; commercial bank lending and SBA guarantee programs; and commercial bonds). Duration: 90 minutes.*

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Cost Accounting Standards & Contract Audits* (DCA)

Description. This session provides information about and discussion of Federal Acquisition Regulations (FAR) regarding cost accounting standards; introduction to the Defense Contract Audit Agency (DCAA) and DCAA audits. Duration: 2 hours.

Teaming Arrangements that Work: Joint Ventures, Mentor-Protégé Programs and Limitations on Subcontracting* (DCA)

Description. This session provides a review and comparison of the four major team building strategies and relationships; assessment of the pros and cons and differences of each; review of various federal agency mentor protégé programs; processes to develop strategies to team successfully with companies that can help you win work; understand the limitations on subcontracting and the requirements for performance by the prime contractor in various teaming relationships and for various types of small business acquisitions; avoiding legal issues and protecting the company's rights as a government contractor. Duration: 2 hours.

HR Considerations and Labor Laws Related to Executing Federal Contracts* (DCA)

Description. This session provides an introduction to key federal labor laws for government contractors, particularly those that typically apply to construction/A&E contracts, manufacturing contracts and service contracts; locating related regulations in the CFR and/or FAR; discussion of how these laws and regulations are typically imposed on federal contracts, the implications of knowingly or unknowingly failing to abide by these laws and the cost implications of abiding by these laws in terms of contract cost and performance. Duration: 2 hours.

Debriefings, Protests & Contract Administration Issues* (DCA)

Description. This session provides: a review of the federal contracting post-award protest process; rights to proposal debriefings for non-selected vendors guaranteed by Federal Acquisition Regulations; and discussion of other post award contract administrative issues (invoicing, Wide Area Workflow, Miller Act, payment for subcontractors; DD 250's etc.) Duration: 2 hours.

Small Business Programs, Set Asides & Limitations on Subcontracting

Description: The session focuses on what it means to be a small business in the federal market and the process to leverage small business status as a prime or subcontractor in government contracting. Instruction addresses: four pre-award set-aside programs (HUBZone, 8(a), Service Disabled Veteran Small Business and Woman Owned Small Business), review and application of small business size standards; review of pre-award and post-award SBA programs and resources for small businesses; techniques to market to prime contractors and government representatives; limitations on subcontracting applicable to each small business program; and challenges for small business, including increased competition. Duration: 2 hours.

Project Management for Government Contracts*

Description. This session provides an overview of the basic concepts for managing a project to provide the desired results on-time and on-budget. This course links the general concepts of project management and quality assurance in government contracting. Participants will learn the tools and techniques for defining, planning, implementing, and controlling projects. Hands-on exercises ensure that participants gain practical skills they can apply to projects of any nature within their company or agency. Participants should bring a copy of a current (or proposed) government contract with them to class. Duration: 90 minutes.

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Quality Assurance Requirements & Resources for Federal/DoD Contractors

Description: This session provides a review of: major federal agencies' / DoD's Quality Assurance (QA) requirements (e.g., ISO 9001, AS 9100); identifying QA training requirements and resources; and introduction to the QA certification and registration process. Duration: 90 minutes.

Packaging, RFID, Labeling & Shipping Requirements for Federal/DoD Contractors

Description: This training provides an introduction / review of military specification (MILSPEC) packaging, piece marking, labeling and shipping requirements, and an introduction to the Radio Frequency Identifier (RFID) program, requirements and specifications. Duration: 90 minutes.

Technical Data Specifications & Requirements

Description: Review technical data specifications and requirements for DOD / federal product manufacturers (use DLA DSCR tech data pack template; introduction to the National Stock Number (NSN) system). This class will also cover creating a user account on DLA's Dibbs website, solicitation searches by category, DLA Collaboration Folders (cFolders), DoD Specifications and Standards, Technical Data at DLA Supported Depot Level Repairables, and related marking/packing requirements. Duration: 90 minutes.

Clothing and Textile Industry Training

Bidding on Federal Textile Opportunities: What You Need to Know

Description: Textiles bids have many steps that can take years from issuance of a Sources Sought notice to a contract award. Training will address: some of the steps needed and pitfalls to watch during the bidding process; the solicitation process for textiles; and where to find textile opportunities. Participants will learn why it is important to build relationships with the different buying offices, and will learn how to find past award information to help with future bids. Duration: 90 minutes.

Selling Textile Products to the U.S. and Foreign Military Markets

Description: This training addresses: how to think "outside the box" in order to sell textile products in both the U.S. and/or overseas markets; the Berry Amendment, and its relevance to textile opportunities and bids; the importance of reading and comprehending the total solicitation package; and where to find patterns and military specifications for certain textile products. Duration: 90 minutes.

Construction, Architectural and Engineering Industry Training

Identifying MILCON Opportunities and Leveraging Resources to Win Contracts

Description: The session includes a presentation and discussion of tools, resources and techniques available from the NCMBC to help North Carolina businesses to identify, pre-position and market themselves for construction opportunities, and to compete for and win federal construction business. The session will include a demonstration and discussion of market intelligence resources on www.ncmbc.us, and other business development and proposal development resources available from the NCMBC. Duration: 2 hours.

Military Construction Subcontractor Training

Description: This training session is oriented at construction subcontractors interested in working in the federal marketplace. Topics of discussion include: identifying construction subcontracting opportunities in the federal construction market, understanding regulatory requirements (including certified payroll reporting), knowing a business's rights and responsibilities as a subcontractor, and understanding expectations of the Government and its prime contractors. Duration: 2 hours.

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Source Selection for Federal Construction Contracts

Description: This session will provide participants a basic understanding of the federal source selection process. Training will address: understanding what the Government is asking for in the RFP; how the government identifies evaluation factors and rates contractor proposals; how the government evaluates contractors; how the government completes a competitive range determination; debriefing opportunities for non-selected bidders and what to ask the Government regarding the proposal during the debriefing; The training will address the two phased source selection, Best Value tradeoff and Low Price Technically Acceptable (LPTA) methodologies. Duration: 2 hours.

Quality Control, Quality Assurance & Safety on Federal Construction Projects

Description. This training familiarizes contractors' project management team personnel with the Naval Facilities Engineering Command's (NAVFAC) and US Army Corps of Engineers' Construction (USACE) Quality Management concepts and USACE Safety and Health EM 385 project requirements and procedures. This course is a facilitated through visual media and lecture instruction. The course is divided into two major sections: Quality Control and Safety Program management. This course is designed to involve the student in the learning and teaching process by interaction with relevant examples and active participation. Practical interactive exercises are included where students are divided into teams, which then hold a preparatory control phase meeting and develop a thorough activity hazard analysis. Duration: 2 hours.

Building Green: What does this mean?

Description: This session will include a discussion of the basic requirements of LEED and "building green", what it is, and how both prime and subcontractors contribute to the process. The panel will discuss sustainable approaches during planning, design, procurement, and execution, and the types of products and services that companies can utilize to participate in the process. Duration: 90 minutes.

Green Subcontracting: It's Not Just for Primes Anymore

Description: Green Subcontracting brings a simple integrated strategy to achieve sustainability – use sustainable technologies and environmentally preferable materials, equipment and services to help federal agency facility customers to conserve energy, decrease their use of non-renewable energy and increase their use of renewable energy. Training will address techniques to market your company to fit the needs of the prime contractor(s), as they work to meet the mandates included in the large contracts they are receiving. Duration: 90 minutes.

Flow Down Requirements: Federal Regulations and Subcontractors

Description: The session explores the rights and responsibilities of subcontractors in the federal construction marketplace, including provisions of the Miller Act, Davis-Bacon Act, Copeland Act, and Prompt Payment Act, the NC Sales and Use Tax, certified payrolls and other requirements. Duration: 90 minutes.

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Advanced Level Training (Non-Industry Specific)

Proposal Preparation and Development Workshop*

Description: *Participants in this training become members of a Capture and Proposal Development Team competing for a federal government contract. Participants build on prior experience to: engage customers, gather intelligence, conduct competitive analysis and develop a win strategy; make informed bid/no-bid decisions; develop a technical proposal response to a sample solicitation; develop a pricing estimate for a sample solicitation; present an oral presentation of their proposal; and participate in mock source selection – ultimately resulting in award of a “contract” to the winning team. Duration: 2 days (12 hours class plus 2 hours homework).*

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