

OKPTAC FUNDING ANNOUNCEMENT

SUMMARY OF FUNDING OPPORTUNITY ANNOUNCEMENT

State Awarding Agency

Oklahoma Dept of CareerTech
(CAGE: 0CF98)
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Stillwater, OK 74074
405-743-5571
okptac@careertech.ok.gov

Federal Awarding Agency

Defense Logistics Agency, OSBP
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Fort Belvoir, VA 22060-6221
PTAP@dla.mil

Funding Opportunity Title

Procurement Technical Assistance Program

Announcement Type

Initial

Funding Opportunity Number (www.grants.gov)

DLA-202101A (Step 1)
DLA-202101B (Step 2)

Catalog of Federal Domestic Assistance (CFDA) Number and Title

CFDA 12.002 - Procurement Technical Assistance for Business Firms

Key Dates

Your application is due by end of day January 29, 2021. See submission details below.

Section A. PROGRAM DESCRIPTION

- 1. Authority.** This program is authorized by Title 10 United States Code, Chapter 142, "Procurement Technical Assistance Cooperative Agreement Program".
- 2. Funding instrument.** Awards resulting from this announcement will be cost sharing cooperative agreements.
- 3. Regulations.** Cooperative agreements resulting from this announcement will be governed by the regulations published in Chapter I, Subchapter C of Title 32, Code of Federal Regulations (CFR) and in Chapter XI of Title 2, CFR, which are referred to collectively as the DoD Grant and Agreement Regulations (DoDGARs).
- 4. PTAP General Terms and Conditions.** The general terms and conditions that will apply to cooperative agreements resulting from this announcement are posted at www.dla.mil/SmallBusiness/PTAP/Resources/. These terms and conditions are referred to as the "PTAP General Terms and Conditions Version 1.4".

5. Background and purpose of cooperative agreements. 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 Defense Logistic Agency (DLA) will award cooperative agreements to eligible program participants who will establish or 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.

Section B. AWARD INFORMATION

- 1. Anticipated awards.** We expect to award cost sharing cooperative agreements as a result of this announcement. We are not obligated to make any awards and reserve the right to revise or cancel this announcement. Existing subrecipients of the Oklahoma PTAC award will receive preference in awards so long as past performance is maintained.
- 2. Cooperative agreements.** Cooperative agreements differ from grants in that substantial involvement is expected between the recipient and the Federal agency when carrying out the award. Should you receive an award, we expect you to collaborate with DoD and other Federal agencies to accomplish the work set out in the PTAP General Terms and Conditions.
- 3. Funding period.** Oklahoma technology centers should propose a one-year period of performance that starts August 1, 2021.

Section C. ELIGIBILITY INFORMATION

- 1. Eligible applicants.** Only technology center districts as defined by the Oklahoma Department of Career and Technology Education are eligible to apply
- 2. Cost sharing or matching.** All awards we make as a result of this announcement require you to provide cost sharing, without which your application is ineligible for an award. Applicants are required to match at a minimum half of each dollar sent by the state program. Matching funds beyond this minimum may be necessary to maintain a credible and compliant program. All funds, federal, state and local, expended on the bid assistance program are subject to the program Terms and Conditions and National Policy Requirements.

Section D. APPLICATION AND SUBMISSION INFORMATION

- 1. Address to request application package.** Application forms and other materials needed to apply are available to any eligible entity upon request made by email to okptac@careertech.ok.gov.
- 2. Content and form of application submission.** Applications must follow the instructions provided by ODCTE, including format and means of submission. Details provided in Instructions for Application. *Submission must be made by email attachments to okptac@careertech.ok.gov.* Please call 405-743-5571 after submitting to confirm we received your submission.
- 3. Unique entity identifier and System for Award Management (SAM).** You must (1) be registered in SAM before receiving an award under this program and should be fully registered and active in SAM at time of application; (2) provide a valid unique entity identifier in your application (currently your DUNS number); and (3) continue to maintain an active SAM registration with current information at all times during which you have an active Federal award or subaward, an application, or plan under consideration by ODCTE. We may not make an award to you until you have complied with all applicable unique entity identifier and SAM requirements and, if you have not fully complied with the requirements by the time we are ready to make an award, we may determine that you are not qualified to receive the award and use that determination as a basis for making an award to another applicant.
- 4. Submission dates and times.** *Your application is due no later than 5:00 p.m. on January 29, 2021.* The application includes all application components described in the application instructions. The application instructions also describe the acceptable method of submission.
- 5. Certifications and assurances.** Your application includes your certification and assurance that you are an eligible applicant as described in C1 of this announcement, that you will comply with the “National Policy Requirements” part of the PTAP General Terms and Conditions, and that you agree to the certification regarding lobbying at Appendix A to 32 CFR Part 28.
- 6. Funding limitations.** State funding to any one recipient is capped at half of your budgeted total program cost. The final amount offered by the state may be less depending on funds available and the requests and needs across the state to meet coverage obligations for the program. The amount awarded to each subrecipient will be communicated to you once DLA awards our funding and ahead of making our award to you. We anticipate that to be in July, 2021.

Section E. APPLICATION REVIEW INFORMATION

When used in this section, the term “Program Requirements” means the requirements in the “Program Requirements” part of the PTAP General Terms and Conditions.

1. Criteria.

- a. **Evaluation factors.** We will use the factors and subfactors 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.
 - i. **Past performance.**
 - ii. **Technical capability.**
 - iii. **Management.**
 - iv. **Cost.**

b. 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.

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, managing 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.
- 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, we may infer a lack of understanding of Program Requirements, increased risk of performance or lack of credibility on your part.

2. Review and selection process.

- a. **Review of applications.** We will review applications conforming to this announcement in accordance with the procedures in this section and with risk requirements in 2 CFR 200.206. 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.
- b. **Duplicate coverage.** Duplicate coverage of primary service areas exists when the proposed service areas of two or more applicants overlap. We will make a determination on a case-by-case basis as to the acceptability of duplicate coverage.
- c. **Selection process.** We contemplate that we will make multiple awards; however, we may not make awards 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. In making selections among otherwise acceptable applicants, we will generally give funding priority to those applicants that are operating established PTACs and have a successful performance record (refer to 10 U.S.C. 2413(d)).
- d. **Other pre-award procedures.** On a case-by-case basis, we may request a pre-award credit report, audit, survey or other review to determine if you meet the standards in 32 CFR 22.415. We may delay an award decision until all necessary reviews are complete. Based on the results of a review, we may decide not to make an award, make an award subject to additional conditions or may delay an award until after you resolve any deficiencies identified.

Section F. FEDERAL AWARD ADMINISTRATION INFORMATION

- 1. Award notices.** Awards resulting from this announcement will be bilateral (i.e., we both sign) cooperative agreements.
- 2. Administrative and national policy requirements.** Refer to the “National Policy Requirements” part of the PTAP General Terms and Conditions for national policy requirements that will apply to awards. Among others, these requirements include disclosures by you required in Subpart C of 2 CFR Part 180, as adopted by DoD at 2 CFR Part 1125.
- 3. Reporting.** Refer to the “Financial, Programmatic, And Property Reporting” part and the “Submitting and maintaining recipient information” article in the PTAP General Terms and Conditions for reporting requirements that will apply to awards. Refer to paragraph [F.2](#) above for disclosures that also apply.

Section G. OPTION TO EXTEND THE TERM OF THE AWARD

- 1. Duration.** This is an opportunity for a one-year option year awards. Among other things, options are contingent on the continuation of enabling legislation for this program, the availability of funds and your compliance with award terms and conditions and performance during prior periods. We may exercise an option by modifying a previous award or by making a new award. Either case requires both us and you to sign a supplemental agreement.

Section H. AGENCY CONTACTS

If you have any questions about this announcement you may contact us at the address or email on [page one](#).