



Procurement Technical Assistance Center

NEW JERSEY'S SUPPLY CHAIN AUTHORITY

August 2019

Meet the NJIT PTAC Team!

PTACs are the bridge between buyer and supplier, bringing to bear their knowledge of both government contracting and the capabilities of contractors to maximize fast, reliable service to our government with better quality and at lower costs.



**Special notice affecting all small businesses.
Be sure to read the PTAC News You Can Use segment.**

Tip of the Month:

**Protecting Your Company With an Ethics
and Compliance Program**

On April 30, 2019, the Department of Justice Criminal Division published new guidance for corporate compliance programs, providing factors for evaluating their effectiveness. Although meant for prosecutors, this guidance offers companies a better understanding of the Department of Justice's views on the design, implementation, and operation of effective compliance programs. For a detailed overview of the new guidance, please [click here](#).

So, what does this mean for your company? How can you ensure that your corporate compliance program meets the Department of Justice criteria of effectiveness?

To begin, let's consider why a company needs a compliance program in the first place. Most common legal violations in government contracting such as misrepresentation of certification status, conflicts of interest, mishandling of funds, and fraudulent billings stem from unethical beliefs that permeate the company's organizational culture. Ethics are the compass or moral principles that govern an organization's behavior; and in their absence, the organization is at high risk of taking illegal actions. What's worse is that many legal violations can happen quietly, without management realizing what has taken place.

Unfortunately, the cost of such behaviors to the business can range from lost revenue to loss of reputation, and even prosecution. Additionally, the damage to the human capital of the company can impact morale, productivity, reputation, relationships, future projects, and income.

However, a solid ethics and compliance program can help prevent illegal behaviors and is required in some contracting circumstances. Here are a few suggestions to help you set up an ethics and compliance program in your business.

- It always starts at the top! Clearly communicate leadership commitment to ethics, and secure the buy-in from everyone in the organization.
- Designate someone to be the company's Ethics and Compliance Officer to lead the effort and ensure that everyone in the organization supports this person.
- Review the [Department of Justice guidance for corporate compliance programs](#). Make a note of areas where your company is not meeting the criteria for an effective compliance program.
- Get your team together and look at what you have in place, including existing controls. Discuss where improvements may be necessary.
- As a company, look for areas at risk and identify controls to improve these risks.
- Hold regular ethics training for all employees and make it part of onboarding new employees.
- Research other companies' ethics and compliance programs - many post them on their website.
- Reach out to your government contracts attorney and ask if they have any resources for setting up a corporate compliance program.
- Watch the on-demand course "[Government Contracting Ethics](#)" on govology.com. Contact your PTAC counselor for a code to register for this course at no cost.

In the current regulatory climate, having an effective ethics and compliance program has become a prerequisite to doing business. Without it, the company may face harsh penalties if it ever finds itself in trouble.

News You Can Use:

New SBA Small Business Size Standards Taking Effect On August 19th, 2019

On July 18, 2019, the SBA Administrator posted a notice to the Federal Register announcing changes to the small business size standards to adjust for inflation. Though this is an interim rule, the changes will take effect on August 19, 2019, and will allow small businesses to remain "small" longer. They will also help some companies, which are currently just outside the small-business range, to move back within the range thus making them eligible to compete for small business set-aside contracts if the proposal due date is on or after August 19, 2019.

If you're an agricultural firm, you'll be pleased to know that the SBA has increased size standards for agricultural industries. But that's not all! The NAICS codes relevant to agricultural industries are now included in the SBA's rolling review for inflation, which occurs every five years. Before this change, the size standards for these NAICS codes were set by statute.

For more information about this interim rule, including the comment period that ends on September 16, 2019, or to review the new size standards table, [click here](#) to read the full notice in the Federal Register. If you have questions about the new size standards, whether they impact your business, how to certify your eligibility as a small business, or just want to gain a better understanding of these changes, contact your local PTAC counselor for further guidance.

Events & Workshops

SHCCNJ Annual Diversity Expo & Breakfast

Date: 8/6/2019

Time: 9:00 AM - 12:00 PM (EDT)

Registration: <https://njitptac.ecenterdirect.com/events/1697>

The spice of life is in its variety. Diversity in the workplace opens businesses to new markets with exponential growth potential. The Expo showcases a broad range of businesses with a commitment to diversity. Attendees can expect invaluable information pertaining to how to start a business, grow their existing business or simply how to get more work. The Chamber puts attendees in direct contact with Procurement officers from all levels of business and opens the discourse on how we can all grow as a "familia" (family).

Webinars

Contact your NJIT PTAC Procurement Specialist for the FREE code.

For contact information go to <http://www.njit.edu/ptac/contacts>



FAR Overview: Types of Government Contracts

Date: August 1, 2019

Time: 1:00 p.m. EDT

Instructor: Scott Cook

[Click Here to Learn More](#)



Evaluating Subcontractor Accounting Systems & Rates

Date: August 14, 2019

Time: 1 p.m. EDT

Instructors: Robert E. Jones and Melissa Metzger

[Click Here to Learn More](#)



How to Effectively Take Advantage of Your Socio-Economic Status: It's Not What You Think

Date: August 22, 2019

Time: 1 p.m. EDT

Instructor: Joshua Frank

[Click Here to Learn More](#)

Recommended Readings:

CVE Verification Pointer: Remember to Provide Truthful Information

In a recent article, published on SmallGovCon, the government contracts attorney Matthew Schoonover discusses the SBA Office of Hearings and Appeals' decision to cancel a contractor's SDVOSB verification on the grounds that the contractor provided false information. [Click here](#) to read the full article.

GSA Begins Pilot Using OTA-Like Streamlined Acquisition Process

The General Services Administration (GSA) announced this week that they are using a streamlined process to procure innovative, commercial solutions. [Click here](#) to read the

article.

About Your PTAC:

The New Jersey Institute of Technology Procurement Technical Assistance Center (NJIT PTAC) is funded in part through a cooperative agreement with the Defense Logistics Agency's Office of Small Business Programs. Our mission is to help small businesses succeed in the government marketplace. To get assistance and support from the NJIT PTAC, you must first become a client by completing our online client application at <http://njitptac.ecenterdirect.com/signup>.

You can also contact us via phone at (973) 596-3105.

For additional information online, please visit our website at www.njit.edu/ptac.

Client Prerequisites:

Any business seeking to become an NJIT PTAC client must meet the following requirements:

1. New Jersey-based small business (excluding Union County businesses)
2. Established at least two years
3. Customer base that demonstrates past performance
4. Must not be delinquent with child support or taxes
5. Creditworthy
6. Business bank account
7. Computer literate
8. Company website and email preferred

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