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## Procurement Technical Assistance Center

NEW JERSEY'S SUPPLY CHAIN AUTHORITY

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*February 2020*

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### PTAC News:

#### **NJIT is Expanding!**

We are happy to announce NJIT PTAC has added a new office location in Passaic County. The office is located at: 999 Riverview Drive, Suite 201, Totowa, NJ 07512

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### Tip of the Month:

#### **Understand the Importance of Past Performance**

Lack of government past performance should not deter new small businesses from entering the government marketplace. If your business is new to the government market, it's important to realize that the government does not see your lack of past performance as either good or bad. With that said, however, if you just completed the process of setting up your LLC, S-Corp, etc, you should focus on building your commercial business before entering the government market. While having core competencies listed on your company's capability statement is crucial, what's more important is that you show the government that your business has performed those core competencies, with high-quality results.

When considering your company's past performance, you may want to think about adding a point of contact from each of the jobs listed on your capability statement, who will speak favorably regarding your work. Similar to providing a prospective employer with your personal and professional references, you'll want to make sure that those points of contact

agree to be listed as references for your past performance, and that they'll speak highly of your company's work.

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## **News You Can Use:**

### **Cybersecurity Maturity Model Certification – Level One**

As mentioned in last month's newsletter, 2020 is going to be a year of big changes in the government contracting world. One of those changes is the introduction of the Department of Defense's new Cybersecurity Maturity Model Certification (CMMC) for all small business defense contractors. CMMC will eventually have five levels of compliance; however, the first level of certification was slated to be introduced in January 2020. CMMC Level One certification is considered "basic cybersecurity hygiene," and consists of 35 practices to ensure compliance among all of the contractor's systems and infrastructure.

[Click here or on the image to obtain a printable PDF of the CMMC Level One Certification.](#)

**DEPARTMENT OF DEFENSE'S NEW CYBERSECURITY  
MATURITY MODEL CERTIFICATION (CMMC)**

**CYBERSECURITY MATURITY MODEL  
CERTIFICATION – LEVEL ONE**

**CMMC Level One certification is considered “basic cybersecurity hygiene,” and consists of 35 practices to ensure compliance among all of the contractor’s systems and infrastructure.**

1. Limit Physical Access
2. Control Physical Access
3. Maintain Physical Access Log
4. Always Escort and Monitor Visitors
5. Identify Authorized Users, Processes and Devices
6. Screen People Before Giving Access to Controlled Unclassified Information (CUI)
7. Authenticate System Access

8. Limit Unsuccessful Logon Attempts
9. Limit System Access to Authorized Users
10. Limit System Access to Approved Activity
11. Separate Public Facing Systems from Internal Systems
12. Protect CUI During Personnel Actions
13. Guidelines in Place
14. CUI is Identified and Controlled

15. Assets are Tracked
16. Software Supported by Original Vendor
17. Protect Communications at System Boundaries
18. Audit Logs Retained
19. Audit Logs Reviewed
20. System Configuration Baselines in Place
21. System Configuration Management Performed

22. System Maintenance is Performed
23. Cybersecurity Objectives Defined
24. Cybersecurity Objectives Implemented
25. Events are Reported
26. Incidents are Declared
27. Incidents are Resolved
28. System Flaws are Corrected

29. Properly Sanitize Media Containing CUI
30. Define Security Controls
31. Install Anti-Virus Protection
32. Keep Anti-Virus Protection Updated
33. Use Anti-Virus Protection in Real-Time
34. Stay Informed on Cyber Threats
35. Share Cyber Threat Information with Team

Contact your local PTAC to learn more about how to comply with CMMC Level One.

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**Upcoming Events:**

## **2020 NJEDA Small Business Resources Workshop Series - Cape May**

**Date:** 2/4/2020

**Time:** 12:00 PM - 2:00 PM (EST)

[Register Here](#)

## **SAM Registration Workshop (Beginners) NWK**

**Date:** 2/11/2020

**Time:** 9:00 AM - 12:00 PM (EST)

[Register Here](#)

WHY IS SAM REGISTRATION IMPORTANT? The System for Award Management (SAM) is the federal government's primary source for identifying prospective suppliers, and is a vital component to access procurement opportunities and for receiving payment once you have been awarded a contract. Many state, and local government agencies, as well as prime contractors rely on SAM to identify vendors and subcontractors for awarding contracts. In addition, all federal government contractors must be registered in SAM before receiving payments and disbursements. Incomplete and inaccurate registrations are the primary reason why many small businesses keep themselves out of the procurement cycle.

## **Next Steps After SAM: Preparation for Government Contracting (Beginners - Intermediate)**

**Date:** 2/18/2020

**Time:** 9:00 AM - 11:00 AM (EST)

[Register Here](#)

This seminar will provide the insight needed to better prepare your business for government contracting. The guidance and direction provided in this session include: How to find business opportunities in your field How to conduct market research Capability statements and why you need them The importance of keywords, NAICS, and PCS /FSC codes How to identify relevant resources, training, and events

## **2020 NJEDA Small Business Resources Workshop Series - Atlantic City**

**Date:** 2/20/2020

**Time:** 12:00 PM - 2:00 PM (EST)

[Register Here](#)

## **Water and Sewer Operations and Maintenance Vendor Open House**

**Date:** 2/27/2020

**Time:** 8:00 AM - 6:00 PM (EST)

**Location:** Thayer Hotel 674 Thayer Road, West Point NY 10996

Subcontracting opportunities with American Water for projects at West Point Military

Academy and Picatinny Arsenal in New Jersey. Questions: [kelly.jackson@amwater.com](mailto:kelly.jackson@amwater.com)

Phone: 856-955-4395

[Register Here](#)

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## Webinars

Contact Your PTAC Counselor for the (FREE or low cost) code  
For contact information go to <http://www.njit.edu/ptac/contacts>



### Coaching Your Government Proposal Team

**Date:** February 6, 2020  
**Time:** 1:00 p.m. EST  
**Instructor:** Carrie Ann Williams  
[Click Here to Learn More](#)



### Who are you and why should the Government Care?

**Date:** February 20, 2020  
**Time:** 1:00 p.m. EST  
**Instructor:** Dr. James Phillips  
[Click Here to Learn More](#)



### Creating a Step by Step Government Sales Strategy

**Date:** February 27, 2020  
**Time:** 1:00 p.m. EST  
**Instructor:** Joshua Frank  
[Click Here to Learn More](#)

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## Recommended Readings:

### Is Your Business Ready for the Government Marketplace?

One of the hardest questions for small business owners to answer is whether or not they are ready to enter a new market. Recently, Steve Meredith, from the Southwestern Pennsylvania Commission PTAC, published an article about the two questions small business owners should ask themselves before entering the government marketplace.

[Click here](#) to read more.

### Cybersecurity Maturity Model Certification

Starting in January 2020, all small business defense contractors will be required to comply with the Department of Defense's new Cybersecurity Maturity Model Certification (CMMC), which will consist of five levels of compliance, from basic cybersecurity hygiene to advanced. CMMC Level One was scheduled to be introduced in January 2020, and by June of 2020, small business defense contractors should begin to see CMMC requirements noted in Requests for Information. [Click here](#) to read some Frequently Asked

Questions about the CMMC, and learn more about how small business defense contractors can obtain this certification.

## **Government Contractors Cannot “Erase” Negative Past-Performance**

Recently, the Government Accountability Office (GAO) upheld a protest on a Navy contract, which was awarded to a company that had revised its initial proposal and removed any mention of a high turnover rate, which was originally seen as a significant weakness in the awardee's proposal. GAO ruled that the Navy's evaluation of the revised proposal was unreasonable, as the high turnover rate was previously known to the Navy's proposal evaluators. This case goes to show small business government contractors that they need to ensure they perform well on contracts, as their past performance will stick with them. [Click here](#) to read more.

## **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](http://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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