

NJIT PTAC July Newsletter

[View this email in your browser](#)

Procurement Technical Assistance Center

NEW JERSEY'S SUPPLY CHAIN AUTHORITY

July 2019

NJIT PTAC Tip of the Month:

How to Improve Your Past Performance Scores

"Help! I'm frustrated, upset, annoyed, and don't understand this Past Performance game, which I never seem to win."

The Contract Performance Assessment Reporting (CPAR) is an assessment of a contractor's performance during a specific period. This evaluation is based on a myriad of data such as customer comments, quality reviews, performance and contract management data, and technical interchange meetings. The Contract Performance Assessment Reporting System (CPARS) is a web application that collects and manages the CPAR

reports. CPARS and other government evaluation systems are known to be complicated and full of issues.

One bad failure can keep a contractor from getting another job. So, what can you do to protect your company? How can you receive the evaluation you deserve?

Here are some suggestions to help you strengthen your position before the situation falls apart.

1. Prepare! Compile objective information and facts and keep track of them so you can present this information when requested to back up your write up or rebuttal. For example, "we conducted 34 safety meetings" or "out of 450 submittals, only two were late."
2. Don't rely on the government to take care of you. Take care of yourself by following the contract, identifying actions that require written approval, and putting together a plan for you and your team.
3. Build a checklist of items to review and track. This will help you stay organized and flexible.
4. If an adverse event occurs and is reflected in your performance evaluation, take the time to explain what happened, how you corrected the situation, what you learned, and what action you will take to make sure it does not happen again.
5. Work closely with the government individuals who are filling out your performance evaluation. Ask what you can do to help them – what data can you provide to speed the completion of the evaluation? If you complete the project and leave the worksite, chances are the evaluation will go to the bottom of the pile on someone's desk. Work with your government team and take an active part in the preparation of your evaluation.
6. Start early! Don't wait until the last week or even the last month of your project before you begin to work on your evaluation.

The Contracting Officer cannot award a contractor with a low CPARS regardless of price. The contractor must pass the responsibility requirements demonstrating that they pose a low performance risk. Otherwise, the award will go to other competitors despite the higher

price.

NJIT PTAC News You Can Use:

Social Rules and Etiquette in Today's Business World

Social rules and etiquette are changing as quickly as technology changes. Keeping up with social etiquette is vital as you want to make the right first impression.

In the past, you'd exchange business cards with a new contact during the initial introductions sealed with a friendly handshake. However, times have changed.

Let's think about the use of business cards for your next PTAC networking event.

1. Do not expect your business card to speak for you. Instead, project yourself as the leader of your company without being pretentious.
2. Don't rush to hand out your business card – especially to someone you've just met. This action can make people feel you're desperate to sell to them, particularly if you're networking at a conference.
3. Giving out 100 business cards does not mean you've made 100 contacts. In fact, you may have lost many of those potential contacts. Wait until there is a reason to give your card and ask for the other individual's card at the same time. This will help to establish the beginning of the relationship. Agree to the method of follow up (phone call, email, or meeting) and make sure you honor the commitment.
4. Keep your cards in a cardholder to ensure they look neat and are easy to retrieve. Such remarks as "Sorry, it's wrinkled," "It's the last one I have," and "Let me clean that little bit of gum off of it" do not represent you or your company well.

Did you know your PTAC counselor can help you review your marketing content such as Capability Statements, business cards, and your website? Before you go to a tradeshow, it's a good idea to schedule a marketing review meeting with your counselor well before the event. This will provide you with enough time to act on their suggestions, make edits, and have all your marketing collateral ready to go in time for your next networking event. And remember, your PTAC classes are not only a source of valuable information but also an opportunity to work on your marketing skills with other PTAC clients in a safe environment.

Events & Workshops

Next Steps After SAM: Preparation for Government Contracting

Date: 7/9/2019

Time: 8:30 AM - 11:30 AM (EDT)

Registration: <https://njitptac.ecenterdirect.com/events/1653>

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. Sign up for this webinar TODAY!

Webinars

Contact your NJIT PTAC Procurement Specialist for the FREE code.

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



Understanding and Obtaining HUBZone Certification

Date: July 11, 2019

Time: 1 p.m. EDT

Instructors: Matt Moriarty and Ian Patterson

[Click Here to Learn More](#)



DCAA Compliant Accounting for Government

Date: July 18, 2019

Time: 1 p.m. EDT

Instructors: Robert E. Jones and Melissa Metzger

[Click Here to Learn More](#)



How To Engage and Position During Government Prospect Meetings

Date: July 25, 2019

Time: 1 p.m. EDT

Instructor: Joshua Frank

[Click Here to Learn More](#)

Recommended Readings:

Guidance for the Contractor Performance Assessment Reporting System

Check out The 2018 Guidance for Contractor Performance Assessment Reporting System (CPARS) for additional information on time requirements and processing actions.

[Download the PDF here.](#)

SBA Proposes Certification Rule for Women-Owned Small Businesses

The SBA has proposed a certification rule for Woman-Owned Small Businesses, including a free online application process. The proposed certification rule has several changes, including the elimination of the self-certification option currently in place for Woman-Owned Small Businesses. [Check out this link](#) for all the details. If you feel strongly about the proposal, submit your comments by July 15, 2019.

An interesting article published on the [Federal News Network](#) addresses the issue of why past performance data is both more and less valuable at the same time. The author, Jason Miller, discusses potential future changes, including the use of AI (artificial intelligence) to make the process more meaningful and accurate.

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

Connect With Us



Copyright © 2019 NJIT PTAC, All rights reserved.

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#)

