



AGREEMENT OF UNDERSTANDING

This Agreement of Understanding is between the Missouri Procurement Technical Assistance Centers (MO PTAC) and

MO PTAC will provide the general procurement assistance services listed below:

- a. Assist with the development of government marketing strategy.
- b. Assist companies with government registrations including Central Contractor Registration (CCR), The Dynamic Small Business Search, ORCA, State of Missouri Purchasing, Missouri Marketplace, and other applicable programs).
- c. Assist companies with government certifications including (Section 8(a) of the Small Business Act, Historically Underutilized Business Zones (HUBZone), Woman Owned Small Business – Economically Disadvantaged Woman Owned Small Business (WOSB-EDWOSB), Service-Disabled Veteran-Owned Small Business (SDVOSB), Minority Business Enterprise (MBE), Women Business Enterprise (WBE) and Disadvantaged Business Enterprise (DBE).
- d. Assist with quote/bid/proposal preparation.
- e. Assist with explanation of procurement terms, procedures and requirements.
- f. Provide prices paid for items previously purchased by the federal government (items with national stock numbers (NSN)).
- g. Provide Federal and military specifications and standards.
- h. Provide guidance and resources on Electronic Commerce/Electronic Data Interchange (EC/EDI).
- i. Provide general procurement counseling.

Missouri PTAC will provide electronic government bidding opportunities to the client for \$300 per year with the first 3 months free of charge.

The Client agrees to submit **MONTHLY CLIENT STATUS REPORTS** via eCenter within 10 days after the end of the month reflecting contract(s)/subcontract(s) that the Client believes resulted directly or indirectly from resources or assistance provided by MO PTAC. **Failure to do so may result in your firm being removed from the bid matching service.** Client consents to the release of contract information to MO PTAC, its grantees or agents, or other interested parties, concerning Client’s name, type of business, the buying activity from which the contract is obtained to government buying offices and/or prime contractors possibly interested in doing business with them. This consent is given to satisfy Department of Defense reporting requirements and to promote MO PTAC.

The Client is encouraged to:

- a. Review bid leads provided by MO PTAC and order bid packages as applicable.
- b. Submit quote/bid/proposals on appropriate bidding opportunities.
- c. Contact targeted government customers and request to get on the solicitation mailing lists.
- d. Upon receipt of bid package, contact MO PTAC to set up appointment for review.
- e. Contact MO PTAC for procurement assistance when questions arise.

By signing this agreement of understanding, client certifies that neither the company nor any of its officers appear on the Excluded Parties List. Client realizes that no contracts or sales can be guaranteed from MO PTAC services. MO PTAC services are not to be considered legal advice or counsel. Completion of bids, offers and pricing are the sole responsibility of the Client. Resource material provided by MO PTAC is considered to be the best sources available, but MO PTAC is not responsible for the accuracy or completeness of such material. MO PTAC will provide procurement assistance and bid matching to the best of its ability.

In consideration of the services rendered, Client waives all claims and agrees to hold MO PTAC and its local host entities harmless from all claims arising from activities undertaken pursuant to this assistance. By signing, MO PTAC and the Client indicate that this Agreement is understood and accepted.

MO PTAC Counselor Signature

Client Signature

Date