



# AGREEMENT OF UNDERSTANDING

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

MO PTAC will provide general procurement assistance services listed below to the Client for \$300 per year:

- a. Assist with quote/bid/proposal preparation.
- b. Assist with the development of government marketing strategy
- c. Assist companies in becoming registered vendors with the government (in programs including Central Contractor Registration (CCR), The Small Business Dynamic Research, ORCA, State of Missouri Purchasing, Missouri Marketplace, and other applicable programs.
- d. Electronic bid leads
- e. Prices paid for items previously purchased by the federal government (items with national stock numbers (NSN)).
- f. Federal and military specifications and standards (fee applicable).
- g. Review bid package with client.
- h. Assist with explanation of procurement terms, procedures and requirements.
- i. Providing guidance and resources on Electronic Commerce/Electronic Data Interchange (EC/EDI).
- j. General procurement counseling.

The Client agrees to submit **MONTHLY CLIENT STATUS REPORTS** within 5 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, consideration received and 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 form(s) 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 <b>For MO PTAC Counselor's Use Only</b>	_____ Date
Database Headings:		
<input type="checkbox"/> FedBizOpps - Procurements	<input type="checkbox"/> DOD Blue Tops	<input type="checkbox"/> FedBizOpps - Awards
<input type="checkbox"/> FedBidOpps - Special Notes	<input type="checkbox"/> DOC Foreign Trade Opportunities	<input type="checkbox"/> CBD Foreign Standards
<input type="checkbox"/> Other Federal Procurement Small	<input type="checkbox"/> DLA Defense Supply Centers	

Product/Service (PSC, FSC): \_\_\_\_\_

Optional Restrictions:  
 Set-aside Only                       Non-set-aside Only  
 Agency States: \_\_\_\_\_                       Performance States: \_\_\_\_\_