

Government Contractor Services

A Premier Government Contracts Consulting Firm



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Government Contractor Services was founded by Marcus Carter in 1995 to help government contractors to succeed in their contracting effort. Mr Carter has served his country in the military and in non-military civilian agencies including the White House. Our personnel come from government backgrounds and bring their experience into the marketplace to help our clientele to build strong business relationships with government.

A Message From The President

“Our large industrial base and global military make us a nation second to none. I like to view our effort at Government Contractors Services as an integral part of this mix because we act as facilitators to bridge the gap in understanding between our private sector contractors and government personnel.

As a child, I grew up on military installations around the world. I vividly remember watching my father in his Air Force flight line office as he struggled to acquire material and personnel to keep our aircraft airworthy. I draw upon that memory daily and try to help our clientele understand the need to provide superior products and services to our military and to non-military civilian government agencies – so that they in turn can complete their missions.”



Marcus Carter
President, CEO



Contract Administration

Contract Vehicles

Grants

Marketing

Proposal Writing

Registrations & Certifications

Security Clearances

Training

Government Contractor Services
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CONTRACT ADMINISTRATION

Over the years many companies have come to GCS for help in administering and maintaining long term contract vehicles on their behalf because they either do not have the resources to do so themselves or because they simply want to be assured that the administration of their valuable contract vehicle is in capable hands and will be done properly. Even the largest of companies

have made huge and costly mistakes by not complying with contract terms and conditions. There are many areas in which costly errors can occur including violation of the established pricing discount structure granted to GSA customers or violating the Trade Agreements Act. Each of these two errors carries a financial penalty and could result in the cancellation of the contract.

GCS personnel can administer your contract vehicle for you or train your personnel in the correct procedures. Our personnel have years of experience in understanding government regulations and administering contracts. Our admin services extend to GSA, GWAC's, Grants and Subcontract Plans.

CONTRACT VEHICLES / GSA, GWAC

A long term contract vehicle like GSA or GWAC is perhaps the single best mechanism for conducting business with the federal government. Why? Because it simplifies the buyers job, significantly reduces lead time for procuring the product or service and lowers agency acquisition costs associated with managing complex bid procedures. Purchasing procedures are governed by Federal Acquisition Regulations (FAR). The terms and conditions of a GSA

or GWAC contract comply with these FAR regulations. However, the terms & conditions of a GSA or GWAC are negotiated one time. Once the pre-negotiated contract is in place, federal buyers around the world can purchase directly from it at any time by simply issuing a purchase order against it. The life of a GSA contract is 5 years and can be extended to 20 years. The ease of use for the buyer translates to dollars for the vendor who has gone through the effort to

acquire a GSA or GWAC contract. GSA contracts are continuously open for new vendors to apply. Open season for a GWAC contract closes once the managing agency feels that sufficient vendors are on board who can provide the products and services needed by the participating agencies.

GRANTS / SBIR, STTR PROGRAM

The Small Business Innovation Research Program (SBIR) and the Small Business Technology Transfer Program (STTR) grants are set aside for small business. Eleven cabinet level agencies participate and administer their respective programs. These programs have been very successful over the years and have been expanded by Congress. The goal of the SBIR program is to award federal dollars to small businesses to: investigate the feasibility of a concept

that can benefit government, develop a prototype, and eventually commercialize an end product. Each participating agency periodically releases public solicitations containing Topics of concern to the agency. Contracting agencies like DoD have very specific topics that detail a problem that the small business should solve for the agency. Awards are generally made to the business that presents the most innovative and sound solution. Grant agencies like the National

Institute of Health (NIH) usually have broader topics and are open for a small business to suggest a topic. The STTR program differs from SBIR in that an initial concept is developed by a federal lab and the resulting technology is eventually transferred to a small qualifying business for commercialization.

MARKETING / BUSINESS DEVELOPMENT

Certifications and Contract Vehicles are essential in the government marketplace for companies that qualify. However a desire to maximize government opportunity should also involve active marketing. Most of our personnel come from government backgrounds. We utilize our knowledge, experience and contacts to help our clientele to succeed. We use

4 marketing strategies for presenting clientele to the government marketplace: General Market, Focus Sector, Focus Client and Business Development. General Market gets our personnel into many doors as we are marketing our group of clientele as a block. Focus Sector is reserved for clientele in the Facilities Maintenance, Engineering, IT and Medical

Sectors. Focus Client is reserved for individual client marketing effort. Business Development is our most comprehensive service and wraps Focus Client marketing efforts around other services that might include Advertising and Public Relations.

PROPOSAL WRITING SERVICE

Service companies that do not hold a pre-negotiated contract vehicle must respond to Request For Proposals (RFP's) in order to obtain government work greater in value than the Micro Purchase Threshold of \$2,500. After reviewing the RFP for qualifiers such as socio

economic set aside or security clearance requirements in order to be certain that your firm qualifies to submit an offer, we will be happy to work with you on preparing a responsive offer. We will help you to prepare an in-depth technical proposal along with supporting docu-

mentation. Our goal will not only be to prepare a winning proposal, but also to build a proposal library that you can draw from for future RFP's. Our Proposal Writing service also includes the SBIR/STTR Grant programs.

REGISTRATIONS & CERTIFICATIONS

Government entities recognize their responsibility to treat tax paying companies fairly and attempt to spend purchasing dollars in a manner designed to level the playing field between disadvantaged groups and large business. To accomplish this goal, the federal government has developed set aside purchasing programs for small businesses that meet certain socio economic criteria.

State and local governments generally follow the feds lead in utilizing similar programs. These programs include Section 8(a) which is concerned with helping to develop the small disadvantaged business, HubZone which gives contracting preference to businesses located in Historically Underutilized Business Zones, Minority Business Enterprise (MBE), Small Disadvantaged Business

(SDB), Service Disabled Veteran Owned Small Business (SDVOSB), Veteran Owned Small Business (VOSB), Women Business Enterprise (WBE) and Woman Owned Small Business (WOSB). Companies that qualify for these programs benefit because they are only competing for the program dollars with other small companies similar in size and qualification.

SECURITY CLEARANCE

Since 9-11, the number of government contracts requiring security clearances has increased. At the same time, the difficulty level in acquiring a security clearance has also increased. New rules require that a facility or individual seeking a security clearance be sponsored by a government agency or a Prime working on a contract for a government agency. Facility clear-

ances are designed to assure agencies that the facility premises can be secured to safeguard documents of a restrictive nature. The company seeking a facility clearance must demonstrate to the government that safe handling procedures have been put into place for any personnel who will be exposed to sensitive documents. Individual clearances are designed to assure

government agencies that the person holding the clearance has been cleared to be exposed to documents or perform work of a confidential, secret or top secret nature. Our service involves helping you to acquire a sponsor and assisting you with the documentation required to be completed and submitted.



TRAINING

If your return on investment in the government marketplace is below your expectations, the problem might be due to the level of experience and knowledge of your personnel. We offer classroom training in the areas of government marketing, finding and responding to bid opportunities, as well as understanding regulations and terminology. Classes are periodically offered on how to complete certifications and registrations. Recently, we learned that an employee of one of our large business client firms had spent a month bidding on contracts solely based upon the work to be performed

without regard to set aside status or "Respond By Dates". Much of the employee's bid effort was wasted because the firm did not qualify to bid on many of the contracts and some of the solicitations were closed out and no longer open for bid. In another instance, we were made aware of a firm who had used low cost goods from overseas in a bid. The firm was awarded the contract and later learned that the Trade Agreements clause applied. They were forced to substitute higher cost goods from America and had to eat the difference in pricing or face the likelihood of debarment from

government contracting. Little mistakes can become huge mistakes. We also provide training on proposal writing. We help the student to find a bid opportunity with a well written Statement of Work (SOW). We then show the student how to pick apart the elements within the SOW and to organize them into an outline for the response. We encourage them to develop a comprehensive response as parts of it can be used to build an RFP library for future bid opportunities.