

## **PTAC Sub Center Manager**

**Overall Responsibility:** The PTAC (Procurement Technical Assistance Center) Sub Center Manager assists clients with understanding federal, state and local government requirements that apply to contracting for services, manufacturing, engineering, construction or other markets.

**Qualifications:** The Manager will have a business background along with an understanding of the requirements to do business with federal, state and local governments. Knowledge of Federal Acquisition Regulations is critical. The Manager must also be versed in Prime Sub Contract Sub-contracting requirements and required sub-contracting plans. Experience with technology and manufacturing companies is helpful. Attention to detail, research ability and strong communication skills is essential. A Bachelor's degree is required.

### **Specific Responsibilities:**

- Evaluate and assess service referrals to determine company's appropriateness for PTAC services and viability of company's interest in government contracting. Screen out inappropriate referrals.
- Advise and assist clients in preparing and submitting RPP's, IFB's, RFQ's and other electronic bid processes.
- Advise and assist clients in preparing and submitting applications, certifications, registrations, etc., as required for them to do business with governmental entities.
- Provide consultation to the client on the required applications, certifications, registrations and E-Business tools related to marketing to Federal, state and local governments.
- Identify requirements for invoicing processes both hard copy and electronic.
- Provide direction to clients as to where to market goods and services to various government buyers, where to locate opportunities and how to determine which markets are most appropriate for each business's goods or services.
- Advise and assist clients in pursuing and securing subcontracting opportunities from prime contractors that have subcontracting plan obligations.

**Networking and Partnerships:** The Sub Center Manager is responsible for developing and maintaining effective partnerships with: other PTAC's around the State and Country, TechLink, Miltech, MMEC and Big Sky EDA. The success of the Bozeman PTAC will be dependent on referrals and support from all of these agencies.