



Oregon's Procurement
Technical Assistance Center

The Basics of Government Contracting

Presented by the Government Contract Assistance Program – GCAP

Federal, state, and local government agencies spend millions of dollars every year purchasing goods and services from the private sector. Small business owners are often afraid to tap into this lucrative market because it seems too complex. This free workshop will introduce participants to the basic tools for growing their business by selling to the government.

OBJECTIVES:

- Learn how to assess potential government markets for your business
- Find out how the government procures goods and services
- Know what certifications and registrations are necessary to sell to the Federal, State, or local governments
- Identify how a business finds relevant government procurement opportunities
- Recognize resources to help your businesses throughout the process—from market assessment to pursuing opportunities, and contract award, performance, and payment

Date, time, and location:

January 21, 2015

10:00am – 12:00pm - Training

One-on-One Counseling - Please annotate in the last block of the registration if you are interested in scheduling a 30-minute one-on-one counseling session with a Procurement Counselor prior to or following the training. We will follow-up to schedule a specific time.

PCC Climb Center

1626 SE Water Ave., room 307

Portland, OR

(Note: A permit is required for parking and the pay station is near the front entrance. Exact change or credit card is required. Machines do not give change.)

Registration Information:

[Click here to register](#)

Instructors:

Carley Dirks graduated from Eastern Washington University (BA) and the University of Oregon Law School (JD). Her previous experience includes working as a Contract Specialist for the University of Oregon's Capital Construction office and serving as a Procurement and Contract Specialist for the State of Oregon Department of Human Services (DHS). At DHS, Carley provided technical assistance by drafting solicitations, contracts, grants, and memoranda of understanding; facilitated proposal evaluations; and remained informed regarding pertinent federal and state procurement laws, Oregon Administrative Rules, and agency policies. Carley joined GCAP as Procurement Counselor in July 2014.

Barb Darling just recently joined the GCAP as a Procurement Counselor. She has 25 years' experience in contracting with the Air Force. Barb has been a contracting officer and most recently procurement analyst at a headquarters staff. She spent most of her time reviewing / approving solicitations and proposal evaluations for acquisitions from six contracting offices. She primarily worked services contracts ranging from non-complex custodial and grounds keeping requirements to complex defense space launch services. Her strengths are interpreting solicitations and proposal review. Having reviewed hundreds of solicitations and proposal evaluation documents, she has an understanding of what the government is looking for.