

**Native American Development Corporation
Procurement Technical Assistance Center
(NADC PTAC)
Client Expectation Form**

The NADC PTA Center is part of the PTA Cooperative Agreement Program established by Congress in 1985 in the Department of Defense (DoD) Authorization Act.

MISSION: To maximize capable Native American owned small businesses to market their goods and services to DoD, other Federal government agencies, state and local governments and large corporations.

GOAL: To improve local economies by helping Native American owned small businesses successfully compete for and perform government contracts.

NADC PTAC ~ Primary Intake Services:

- *Free and confidential one-on-one counseling
- *Electronic Bid-Match service
- *Registration/certification assistance
- *Technical assistance as it relates to government contracting i.e. government marketing, solicitation review, etc.

NADC PTAC ~ Other Services:

- *Assistance identifying government markets
- * Research assistance on government contracts
- * Advice on procurement policies and trends
- * Help finding bidding partners
- * Training on government contracting
- * Provide key contacts at government agencies and commercial companies.

NADC PTAC ~ Client Responsibilities:

- *Complete and sign our Client Expectation Form, Intake Form and Contract Agreement
- *Provide federal, state, local, and commercial contracting activity to NADC PTAC on a semi-annual basis using the Online Survey.
- *Give NADC PTAC permission to acquire client's federal, state, local and commercial contracting activity from other sources.
- *Notify us of email, phone, address and contact changes.
- * Complete End-Of-Year Survey to evaluate the PTAC services provided.

What NADC PTAC clients cannot expect:

- *Direct marketing of their products or services
- *Business Plans *Grant Writing

I acknowledge that I have reviewed and accept the NADC PTAC services and conditions, as outlined in this form.

Name : _____ (Please Print)

Signed: _____ Date: _____