Procurement Technical Assistance

**CLIENT APPLICATION**

**Legal Business Name:**

Native American Development Corp. Procurement Technical Assistance Center 17 N 26th St, Billings MT 59101

(406) 294-7994 FAX: (406) 259-4569

 [www.nadc-nabn.org](http://www.nadc-nabn.org)

**Doing Business As (DBA):**

**Division Name: Primary Contact Person:**

**Business Address:**

First Name Street

Middle Initial Last Name

PO Box

Title

**Mailing Address:** *Check if mailing address is same as business. If not,*

*provide mail address*

**Phone:**

City

Street City

**Fax:**

State

State

PO Box

**Email:**

Zip + 4

Zip + 4

**Company Website (URL): Total Employees #:** Full-time Part-time

**SAM Registered? ** **Yes ** **No ** **Ownership: ** Male  Female  Tribal DUNS?**:**

#### GOVERNMENT CONTRACTOR REGISTRATION EVALUATION

1. **Have you registered your firm with any State Vendor Websites? : (NO) (YES), if yes, what States and/or websites?:**
2. **Have you registered your firm with any Tribal TERO offices? (NO) (YES), if yes, what TERO offices?**

#### MARKET READINESS

1. **Does the business have a Marketing Strategy: (NO) (YES), if yes, which marketing activities does the business perform\* (\*place a checkmark next to the activity):**
2. **Cold Calling:**
3. **Advertising:**
4. **Networking:**
5. **E-mail blasts:**
6. **Other: .**
7. **Does the business have marketing tools: (NO) (YES), if yes, which marketing tools does the business already have developed\*(\*place a checkmark next to the tool/ resource):**
8. **Business cards:**
9. **Capability Statement:**
10. **Website:**
11. **Other: .**
12. **Has the business performed market research? (NO) (YES), If so, briefly describe this research:**
13. **Which activities does your firm execute to identify business opportunities?**

 **.**

* 1. **Is your firm registered in FedBizOpps? : (NO) (YES)**
	2. **Does your firm use a bid-matching service(s): : (NO) (YES), if yes, which service(s) does your firm use:**
	3. **Other Activities:**
	4. **Needs/What specific services/certifications would you like to prioritize?:**

***Contract Agreement***

The mission of NADC PTAC is to offer direct technical assistance to your company to sell products/services to federal, state, local and tribal governments. Our program’s performance in helping you make sales is a major evaluation factor for future funding for our program. For that reason, we ask for your cooperation in this effort by reporting any contract awards via a quarterly/annual survey. The survey is also an opportunity for you to evaluate our services and allow for us to improve our program. Your success is our success!

I request procurement technical assistance from the Native American Development Corporation Procurement Technical Assistance Center. I understand the services are free of charge.

I agree to cooperate to participate in surveys designed to evaluate this service. I authorize NADC PTAC to furnish relevant information to the assigned Procurement Specialist; I expect this information to be held in strict confidence by him/her. I further understand that any Procurement Specialist has agreed not to: 1) recommend goods or services from sources in which he/she has an interest; and 2) accept fees or commissions developing from this relationship.

In consideration of NADC PTAC’s furnishing technical assistance, I waive all claims against NADC PTAC and its host organization arising from this assistance.

As part of my support to the NADC PTAC program, I/we agree to report quarterly contract awards and respond to the annual end-of-year survey **All information I provide will be treated strictly confidential.**

Signature Date

 \_ NADC PTAC Counselor Date

Please sign and fax to 406-259-4569, or return this form to NADC-PTAC, Attn: Mary Walks Over Ice, 17 N 26th St, Billings, MT 59101 or scan and email to primary counselor in your area. If you have any questions, please call 406-294-7994 or refer to [www.nadc-nabn.org/about-nadc-ptac](http://www.nadc-nabn.org/about-nadc-ptac) for more information. Thank you in advance for your cooperation.