

2015 Small Business Government
Contracting Series

LET'S TALK ABOUT MONEY

June 16, 2015



**Providing expert technical
assistance to
FEDERAL, STATE and LOCAL
GOVERNMENT
Contractors
And Subcontractors**

**A Procurement Technical
Assistance Center (PTAC)
Serving the Wisconsin Business
Community**

WPI Offices located at:

Milwaukee County Research Park

10437 Innovation Drive, Suite 320

Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

Juneau County Economic Development Corp.

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

Western Dairyland EOC, Inc.

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

Fox Valley Technical College – DJ Bordini Center

5 Systems Drive – Appleton WI 54912

920-840-3771 FAX: 414-270-3610

Racine County Economic Development Corporation – Launch Box

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

Madison Enterprise Center

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

Food Enterprise & Economic Development (FEED)

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

Wausau Region Chamber of Commerce

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

www.wispro.org - info@wispro.org

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UPCOMING EVENTS

02/26/2015
FEDERAL PRIME CONTRACTOR GROUP MEETING
ST. FRANCIS (MILWAUKEE) »

03/03/2015
SMALL BUSINESS GOVERNMENT CONTRACTING
SERIES: SELLING TO THE DEPARTMENT OF VETERANS
AFFAIRS
WAUWATOSA »

03/04/2015
ACQUISITION HOUR: LEARNING ABOUT WAWF - IRAPT
WEBINAR »

03/09/2015
ENTERING THE GOVERNMENT MARKET - A PRIMER
RACINE »

03/11/2015
ACQUISITION HOUR: PREPARING FOR CSPR AUDIT
WEBINAR »

CURRENT OPPORTUNITIES (7)

GET STARTED WITH THE BASICS

Questions & answers on how to get started.

[GET STARTED](#)

SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

[SIGN UP](#)

HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

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SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
 - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
 - State
 - Local
 - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

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What we will Cover Today

- Contract Payment Requirements
- SBA Business Loans
- Loan Eligibility
- Available Lenders



Payments and the FAR

- The contract and the Federal Acquisition Regulations (FAR) addresses invoicing and payments.
- There are 39 separate FAR clauses covering payments.
- Different types of contracts have different applicable clauses and payment requirements. Read the contract.
- Standard payment terms are 30 days in arrears upon receipt of a complete invoice.

How do you Obtain Payment?

- Invoice in accordance with the terms of the contract.
- Know when and how often you can invoice.
- Know what to include to generate a complete invoice.
- Submit required supporting documentation, i.e. payrolls, reports.

What is on an Invoice?

- Name and address of Contractor, include contact information
- Invoice date and number
- Contract number, contract line item number, and purchase order number
- Description, quantity, unit of measure, unit price and extended price of the items delivered
- Shipping number and date of shipment, include bill of lading and weight if shipped on Government bill of lading
- Discount terms
- Payment name and address, TIN number if required by the contract

Specific FAR Clauses

- **52.232-1 Payments (Apr 1984)** Allows payment for partial deliveries.
- **52.232-8 Discounts for Prompt Payment (Feb 2002)** Prompt payment discounts are not evaluated, however Government will take them.
- **52.232-16 Progress Payments (Apr 2012)** Allows for payments as work progresses ,usually every 30 days.
- **52.232-18 Availability of Funds (Apr 1984)** Government currently lacks funds for this contract.
- **52.232-19 Availability of Funds for the Next Fiscal Year (Apr 1984)** Government does not have contract funds past September 30.

Specific FAR Clauses

- **52.232-25 Prompt Payment (Jul 2013)** Government required to pay in 30 days, food products shorter time frame, past 30 days Government pays interest .
- **52.232-33 Payment by Electronic Funds Transfer-System for Award Management (Jul 2013)** Payment made by Electronic Funds Transfer
- **52.232-40 Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)** Requires Prime Contractors to accelerate payments to small business subcontractors including commercial item acquisitions.

Resources:

- FAR: <http://www.acquisition.gov/far/>
- Federal Business Opportunities (FedBizOpps) website - <https://www.fbo.gov/>
- Wisconsin Procurement Institute
Phone: 414-270-3600
www.wispro.org



Upcoming WPI Events

- ***Acquisition Hour (Weekly Webinar) through July, 2015***
- ***Federal Acquisition Regulations (FAR) – The Basics – June 17, 2015 – Appleton, WI***
- ***Doing Business with the National Park Service – June 23, 2015 – Ashland, WI***
- ***Women in Business – Growing through Opportunities – June 24, 2015 – Milwaukee, WI and June 25, 2015 – Madison, WI***
- ***Government Contracting Opportunities for Small Business – June 25, 2015 – Rhinelander, WI***
- ***How to Do Business with the Department of Veterans Affairs – July 21, 2015 – Green Bay, WI and July 22, 2015 – Iron Mountain, MI***
- ***9th Annual Volk Field Small Business Conference – July 29 – 30, 2015 – Camp Douglas, WI***
- ***Marketplace 2015 – October 29-30, 2015 – Milwaukee, WI***

9TH ANNUAL VOLK FIELD SMALL BUSINESS CONFERENCE –

CONTRACTING IN TIMES OF EMERGENCY, DISASTERS AND CRISIS

July 29 – 30, 2015 – Camp Douglas, WI



Sponsored and Hosted by:

- Volk Field Air National Guard Base
- Juneau County Economic Development Corporation
- US Small Business Administration
- Western Dairyland
- Wisconsin Procurement Institute
- Monroe County Economic Development
- SBDC – UW La Crosse
- Northwest Michigan PTAC

PROGRAM HIGHLIGHTS:

Current Issues in Government Contracting
Contracting Opportunities in Emergency
Preparedness and Disaster Relief
Networking and Individual Meetings
Capabilities Statement Exhibit
Capabilities Presentation Competition
Financing and Bonding for your Small
Businesses
Social Media

UPDATED information will be posted to

<http://tinyurl.com/Volk2015> or contact David Olson at 608-427-2455 or davido@wispro.org

For Assistance or Additional Information - Contact

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