

APTAC BODY OF KNOWLEDGE (BOK) TOPIC OUTLINE

- A. Program Requirements and Management
 - A.1 PTAP Information and History
 - A.2 Ethics
 - A.3 Client Intake
 - A.4 Client Counseling
 - A.5 Administrative and Reporting
 - A.6 APTAC Resources for PTACS
 - A.7 Native American PTACS
 - A.8 PTAC Staff Management
 - A.9 Program Metrics
 - A.10 Budgeting and Funding

- B. General Business Knowledge/Readiness for Government Procurements
 - B.1 Marketing
 - B.2 Financial Accounting
 - B.3 Operations Management
 - B.3.1 Supply Chain Management
 - B.3.2 Manufacturing
 - B.3.3 Quality Systems
 - B.3.4 Personnel Management
 - B.3.5 Business Assistance Resources
 - B.4 Disaster Preparedness

- C. Basics of Contracting with Government Entities
 - C.1 Acquisition Law, Statutes and Regulations
 - C.1.1 Federal Acquisition Regulations (FAR)
 - C.1.2 Other than FAR
 - C.1.3 Contract Law Fundamentals
 - C.2 Registrations, System for Award Management (SAM)
 - C.2.1 Registrations other than SAM
 - C.3 Representations and Certifications
 - C.4 Past Performance Process and Reporting Procedures
 - C.5 Government Buying Cycle
 - C.6 Electronic Business, E-Business Procurement
 - C.7 Commercial Items Acquisition
 - C.8 Source Selection
 - C.9 Bids and Solicitations
 - C.10 Transportation and Shipping
 - C.11 Packaging
 - C.12 Financial Controls
 - C.13 Post Award Administration
 - C.14 Subcontracting - General Principles
 - C.14.1 Subcontracting Laws and Regulations
 - C.14.2 Flow-Down Clauses

- C.14.3 Subcontract Management Issues
- C.14.4 Special Subcontracting Relationships
- C.14.5 Finding Subcontract Opportunities
- C.15 Property Management
- C.16 Government Entities Other than Federal
 - C.16.1 State Governments
 - C.16.2 Tribal/Native American Governments
 - C.16.3 Local (Municipal) Governments
 - C.16.4 Inter-government Transactions
- C.17 Socio-Economic Programs
- C.18 Contract Types
- C.19 Contract Compliance Issues
- C.20 Contract Vehicles
- C.21 Marketing to Government Agencies
- C.22 Protests, Disputes, and Appeals

- D. Specialized Knowledge
 - D.1 SBIR and STTR
 - D.2 Buy American Act/Trade Agreement Act
 - D.3 ITAR/Export Compliance
 - D.4 Construction Contracting
 - D.5 Service Contracting
 - D.6 Mentor Protégé Program
 - D.7 Teaming Arrangements, Agreements and Joint Ventures
 - D.8 Negotiation of Government Contracts, Skills and Techniques
 - D.9 Green Procurement
 - D.10 GSA Schedule Contracting
 - D.11 Disaster Relief
 - D.12 Intellectual Property
 - D.13 Architecture and Engineering
 - D.14 Cyber Security
 - D.15 Acquisition of Information Technology

- E. Government vs. Private Sector Procurement
 - E.1 FAR vs Uniform Commercial Code
 - E.2 Government Contract Formats

- F. Communication Skills
 - F.1 Counseling Skills
 - F.2 Teaching Skills
 - F.3 Presentation and Public Speaking Skills