



# IL PTAC Bulletin

IL PTAC at ICC

Volume 1, Issue 2

May-June 2008

## Letter From the Editor

Dear Clients:

During this beautiful Spring season, change is in the air. On June 30th, I will complete twenty years of service with the IL PTAC @ Illinois Central College and will move on from this position to do consulting work related to government contracting that will complement the continuing work of our IL PTAC on behalf of businesses in our region. Illinois Central College is currently working to advertise and fill the Director's position. Additionally, our IL PTAC team members are working together to prepare for the new Director's arrival and for a seamless continuation of our customized customer services to help your business win more government contracts and create and retain more jobs in our region. Watch for

more details in the upcoming weeks.

Our IL PTAC team has been working to plan for additional monthly workshops to increase your government contracting knowledge base, save you time and money, provide networking opportunities with buyers, small business specialists and business owners and to increase communication with our IL PTAC team members to help you win more contracts. We have three workshops scheduled on May 14th, June 11th, and July 23rd which are outlined in the Save the Date section below. Register for these workshops early and call Stephanie with any questions or requests for additional information. She can be reached at 309-999-4592 or [Stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu).

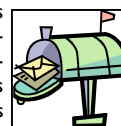
Be sure to check out the Terrific

Tips and Tools Section on Page 5 to learn more about Doing Business with the DoD. Register on CCR which has a link to Dynamic Small Business Search. Buyers from industry and government search the site for subcontractors, teaming partners, and small business classifications.

Finally, tell us about your successes—your government prime contracts and subcontracts related to government jobs and new jobs and retained jobs. Please see Page 4 for details.

Best regards,

Susan Gorman, Director



## Inside this issue:

Calendar of Events 2

General Registration Sheet 3

Contracts Are the Cornerstone 4

Reporting Your Contracts 4

Terrific Tips & Tools 5

Moment of Inspiration 5

Note-worthy Website 5

PTAC Team Members & Contact Information 5

## Save the Date! IL PTAC at ICC Presents:

### May 14th: Unlock Success! Business Processes from the Ground-Up

This information-filled workshop will include: Revenue Opportunities, Mentor-Protégé Benefits, Better Business Processes, and PDI Training Opportunities

- Tips for Doing Business with John Deere – Kathy Ramp, SBLO
- Benefits of Mentor-Protégé Program - John Deere and International Filter Manufacturing M-P Agreement
- Developing Better Business Processes – CMA Cindy Miller Associates
- Training Opportunities with the Professional Development Institute – Ellen George, Associate Dean

### June 11th: The Web & Computer: A Business Owner's Toolbox

This Technology-based workshop will include:

- Web Tips & Tools and Search Engines - Ross Miller, Assistant Director, IL Small Business Development Center, Bradley University
- John Quatto, Account Manager, Novanis Enterprise Solutions
- Effective Business Processes: Part II– CMA Cindy Miller Associates

Sponsored By: **Novanis Enterprise Solutions**

### July 23rd: Small Business Resource Showcase with special Success Story Presentation by JM Industrial...

This informational workshop will introduce and inform attendees of the following programs, agencies, and companies:

- US Small Business Administration (SBA)
- IL Small Business Development Center (SBDC) at Bradley University
- Bradley University International Trade Center (ITC)
- NAFTA Opportunity Center at Bradley University
- SCORE: Counselors to America's Small Business
- NOVUS: Entrepreneurial Networking
- Economic Development Council for Central Illinois (EDC)
- IL PTAC @ Illinois Central College
- Peoria Chamber of Commerce
- Illinois Business Financial Services (IBFS)
- JM Industrial

**Workshop Fee Information:**  
\$35 per attendee per workshop

## Workshop Registration

To register for any of the events listed on this page please contact Stephanie Hiltsley-MacMillan:

**By Phone:**

309-999-4592

**By Email:**

[stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu)

**By Fax:**

Fill out general registration form, which can be found on page 4 of this publication and fax to:

309-999-4538



### Schedule of Events

For more information on the following events, please refer to appropriate website.

- May 14th - IL PTAC @ ICC presents: Unlock Success! With special presentation by JOHN DEERE  
Contact Stephanie if interested:  
Phone: 309-999-4592.  
Email: [stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu)  
PTAC Website:  
[www.icc.edu/ptac](http://www.icc.edu/ptac)

- June 11th - IL PTAC @ ICC Presents: The Web and Computer: A Business Owner's "Toolbox".  
Contact Stephanie if interested:  
Phone: 309-999-4592.  
Email: [stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu)  
PTAC Website:  
[www.icc.edu/ptac](http://www.icc.edu/ptac)

- July 23rd - IL PTAC @ ICC Presents: Small Business Resource Showcase  
Contact Stephanie if interested:  
Phone: 309-999-4592.  
Email: [stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu)  
PTAC Website:  
[www.icc.edu/ptac](http://www.icc.edu/ptac)

- October 1st - Heart of Illinois Trade Fair, ISU, Normal, Illinois  
[www.suppliercouncil.org](http://www.suppliercouncil.org)

- Oct. 26th-29th - National Minority Supplier Development Council (NMSDC) Conference & Business Opportunity Fair, Las Vegas Convention Center, Las Vegas, Nevada

Do you know of an event that we have failed to list? Please let us know! Email or phone Stephanie at [stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu) or (309) 999-4592

#### MAY 2008

Su	Mo	Tu	We	Th	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### JUNE 2008

Su	Mo	Tu	We	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

#### JULY 2008

Su	Mo	Tu	We	Th	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### AUGUST 2008

Su	Mo	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

#### SEPTEMBER 2008

Su	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### OCTOBER 2008

Su	Mo	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

#### NOVEMBER 2008

Su	Mo	Tu	We	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### DECEMBER 2008

Su	Mo	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# IL PTAC at Illinois Central College

General Registration Form for May 14th, June 11th, and  
July 23rd Workshops



To register for an event, please fill out this form and return it to Stephanie Hilt-  
sley-MacMillan. You may register by mail, fax, phone or email.

## Registration Form

Please email or fax registrations to Stephanie at Stephanie.hiltsley@icc.edu or FAX: 309-999-4538.

Event Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2008

Attendee Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

### Attendee Fee:

**\$35 per attendee**

Includes refreshments and  
classroom materials

**No Refunds or  
Cancellations within 48  
hours of event.**

**Parking Not Included.**

### Payment Method:

Check made out to  
PTAC \_\_\_\_\_  Visa  MasterCard  Discover

Credit Card # \_\_\_\_\_

Exp. date \_\_\_\_\_

TOTAL # of Attendees: \_\_\_\_\_

TOTAL Payment of: \$ \_\_\_\_\_

### IL PTAC at ICC

115 S.W. Adams Street  
Perley Building, Suite 120  
Peoria, IL 61602

Phone: 309-999-4592

Fax: 309-999-4538

E-mail:

stephanie.hiltsley@icc.edu

If you prefer to pay by check, you may mail your payment ahead [ATTN:  
Stephanie Hiltsley] to the address at left or bring it with you the day of the  
event; we must, however, have the payment by the event date. **Also, please  
be sure to include the name and date of the event you are register-  
ing for!** Thank you!



# Contracts are the Cornerstone

As a recipient of federal funding, we must document the government prime contracts and subcontracts that our clients secure, and our funding dollars for our no-charge services are based on annual goals we must either meet or exceed. In order for us to continue to provide that support and continue to provide you with free services, it is necessary to collect certain data each month.

Below is an example of what we are looking for. It is a simple form listing the contracts you have won. We are only asking you to send us an email or quick fax to let us know about your company's contract award suc-

cesses. **Please help us help you!** Reporting your successes will open doors to additional prime and subcontracting opportunities for Central Illinois as a whole.

Thank you in advance for your feedback.

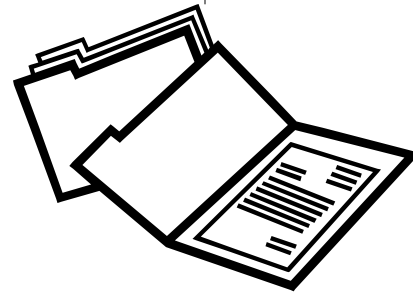
Please send your contract information to Stephanie or Jeri. They can be reached by either faxing or emailing:

Stephanie MacMillan  
Administrative Assistant  
Stephanie.hiltsley@icc.edu  
Phone: 309-999-4592  
Fax: 309-999-4538

OR

Jeri Dietrich-Clark  
Program Specialist  
Jeri.dietrich@icc.edu  
Phone: 309-999-4591  
Fax: 309-999-4538

Report your government contracts and **NEW** jobs created & retained! **HELP US HELP YOU** find additional opportunities for your business!



## Reporting Your Contracts

This is an example of a completed Contract Reporting Form. This form is an easy fill-in-the-blank form that we provide to you once every two weeks by email.

EXAMPLE: As a result of assistance given to our company by the Illinois Procurement Technical Assistance Center, I am pleased to inform you that we have received the following government contract(s) for the time period of: [Type Date Here].

(If subcontracted, please list the purchasing agency and the prime contractor)

Purchasing Agency / Contract Number	\$ Amount	Contract Type	Product / Service	Agency Type	Date of Award	Jobs Created	Jobs Retained
[Enter Purchasing Agency & Contract #]	\$7900	P	Drywall	S	07/15/2008	1	1
[Enter Purchasing Agency & Contract #]	\$20000	P	Chain link fence	F	07/23/2008	2	1
[Enter Purchasing Agency & Contract #]	\$2500	P	painting	O	07/01/2008	0	1
[Enter Purchasing Agency & Contract #]	\$2500	S	Carpet cleaning	D	08/02/2008	1	1
[Enter Purchasing Agency & Contract #]	\$2300	S	posts	S	08/20/2008	0	1
<b>TOTAL</b>	\$35,200						

**Number of BIDS submitted:**

11

**Authorized Signature & Title**

**Bob The Builder** owner

**Company: Bob's Co.**

**Contract Type Classification:**

P - Prime Contractor / S - Subcontractor

**Agency Type Classification:**

D - DoD / O - Other / F - Federal / S - State

## IL PTAC at ICC

### IL PTAC at ICC

115 S.W. Adams Street  
Perley Building, Suite 120  
Peoria, IL 61602

Phone: 309-999-4592

Fax: 309-999-4538

E-mail: [stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu)



[www.icc.edu/ptac](http://www.icc.edu/ptac)

## Terrific Tips & Tools

Visit this website for a wealth of information to help you sell to the government—the Basics of Marketing; Subcontracting; DoD Small Business Specialists; Prime Contractor Directory, and more.

[http://www.acq.osd.mil/osbp/doing\\_business/index.htm](http://www.acq.osd.mil/osbp/doing_business/index.htm)

The site will show you:

- How to register on (CCR) and Dynamic Small Business Search (DSBS) at [www.ccr.gov](http://www.ccr.gov)—Industry uses DSBS to locate subcontractors/teaming partners; government uses to perform market research to locate targeted suppliers
- How to register on Online Reqs and Certs Application (ORCA) at [www.bpn.gov](http://www.bpn.gov)—mandated for contractors on 1/1/2005
- The importance of developing three marketing presentations & having them available at all times—"elevator speech," one-page capability sheet, and a full capability presentation

## Moment of Inspiration



"All men seek one goal: success or happiness. The only way to achieve true success is to express yourself completely in service to society. First, have a definite, clear, practical ideal—a goal, an objective. Second, have the necessary means to achieve your ends—wisdom, money, material and methods. Third, adjust all your means to that end."

-Aristotle

## Note-worthy Website: [www.fedmarket.com](http://www.fedmarket.com)

Cracking the \$500 Billion Federal Market - The Small Business Guide to Federal Sales" examines the challenges faced by small businesses hoping to break into the federal market. Many small businesses have watched the federal market from the sidelines with envy. Why not get off the sidelines and join the game? All you need to figure out is how the game is played. It is not that difficult once you clear away the fog of red tape. See through the haze and win your share of federal business. Fedmarket.com has been featured in the [Wall Street Journal](#), the [Washington Post](#), and other trade publications. Our customer testimonials speak to our competence and expertise in helping customers win federal business. We have been singled out by public and private organizations - - including the Small Business Administration and federally-funded Procurement Technical Assistance Centers - - as the most comprehensive government contracting resource in the industry. Our free web site content includes weekly newsletters on GSA Schedules, Proposal Writing and Federal Sales. To learn more, please visit their website at: [www.fedmarket.com](http://www.fedmarket.com)

## Is Something Missing?

Let us know! If there is anything you would like to see us include in our newsletter, let us know about it. Contact Stephanie MacMillan at (309) 999-4592 or email her at [stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu). Thank you!



Illinois  
Central  
College | PTAC  
Procurement Technical Assistance Center

### Susan Gorman

Director

[sgorman@icc.edu](mailto:sgorman@icc.edu)

Phone: 309/999-4590

Fax: 309/999-4538

### Jeri Dietrich-Clark

Program Specialist

[jeri.dietrich@icc.edu](mailto:jeri.dietrich@icc.edu)

Phone: 309/999-4591

Fax: 309/999-4538

### Stephanie MacMillan

Administrative Assistant

[stephanie.hiltsley@icc.edu](mailto:stephanie.hiltsley@icc.edu)

Phone: 309/999-4592

Fax: 309/999-4538

The IL PTAC at Illinois Central College provides government contracting services to Central Illinois businesses including manufacturers, engineers, and other businesses. Primary industries served include Manufacturing, Information Technology, Construction, and A & E Services and other Professional Services, and the IL PTAC assists them in selling their products and services to government and large business prime contractor markets.