About the SBDC
For more than 25 years, the New York State Small Business Development Center has provided entrepreneurs and small businesses with pro-bono confidential business counseling, training and industry-specific business research of the highest quality:

- “I simply couldn’t have succeeded without the preparation and help of my SBDC business advisor.”

- “Thank you for making this invaluable service available. My counselor has been, and continues to be, extremely helpful. She has brought my dream within reach.”

- “My SBDC business advisor provided many valuable insights that I couldn’t have gotten anywhere else. He was encouraging and frank.”

For more information, contact:
Mohawk Valley SBDC
Procurement Assistance Center
(Toll-Free) 877-789-BIDS

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Procurement Assistance
The New York State Small Business Development Center provides specialized assistance to small and/or disadvantaged firms interested in supplying goods and services to federal, state and local government agencies and to participating commercial firms. This includes counseling and research to:

- **Understand** the bid process, including federal and state regulations such as the Federal Acquisition Regulations (FAR). Learn about bid, performance, and payment bonds, including how to establish a bonding line and the associated cost factors. Counseling is also available on state/federal law requirements relating to wages and fringe benefits.

- **Market** to those government agencies that buy your products or services. Advisors will assist you in identifying synopses and market leads of bid opportunities extracted from national and state data banks. Strategic market planning assistance is also available.

- **Prepare** documentation and interpret regulations referenced in federal/NYS government bids, proposals and contracts. This includes federal standards and specifications, military standards, specifications, and drawings, DoD adopted industry standards, NYS backdrop contracts, NYS OGS and much more.

- **Analyze** and respond to an invitation for bid (IFB) or request for proposal (RFP). This incorporates cost considerations and pricing history including material, labor and overhead allocation relative to a specific opportunity. Also, assistance in quality control, pre-award surveys and contract administration is available.

- **Win** and fulfill contracts profitably.

SBDC Staff
The SBDC is staffed by certified professionals with the knowledge and experience to provide expert counseling and training to address the myriad of problems inherent in doing business with government agencies.

SBDC staff has access to faculty, staff, students, and the vast resources of the State University of New York, City University of New York, as well as private and public educational institutions, consultants, agencies, and the NYS Small Business Development Center Research Network.

SBDC Goal
The Small Business Development Center’s goal is to assist entrepreneurs, businesses, and industries in the solution of their problems, which leads to increased profitability for the entrepreneur and increased investment and job creation for the community.

By assisting new and existing small business firms, the SBDC contributes to the stability and growth of the small business sector of the economy in New York State.