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## About the SBDC

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For over 25 years, the New York State Small Business Development Center has been providing New York 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 very much 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 could have gotten nowhere else. He was encouraging and frank."*



U.S. Small Business Administration



# SBDC

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## To Contact the SBDC

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### Regional Office

**Mohawk Valley  
Small Business Development Center**  
SUNY Institute of Technology  
Route 12 (North of US 90)  
P.O. Box 3050  
Utica, NY 13504-3050

**Phone:** 315/792-7547

**Fax:** 315/792-7554

**E-mail:** sbdc@sunyit.edu

**Internet:** <http://www.nyssbdc.org>

### Procurement Information:

[http://www.nyssbdc.org/  
services/procurement/procurement.html](http://www.nyssbdc.org/services/procurement/procurement.html)

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### SBDC Program Sponsorship

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## Procurement Assistance Center

- **Federal Contracting**
- **NYS Contracting**
- **Marketing Assistance**
- **Training**
- **Research**



THE STATE UNIVERSITY OF NEW YORK

**877-789-BIDS**



# Procurement Assistance Services

## Procurement Assistance

The New York State Small Business Development Centers provide specialized assistance to small and disadvantaged firms interested in supplying goods and services to federal, state and local government agencies and to participating commercial firms. This includes:

**Marketing assistance and counseling** to identify those government agencies that repetitively buy specific services or products. Advisors will assist clients in identifying summaries/market leads of opportunities extracted from national and state data banks. Detailed marketing assistance is also available.

**Counseling on how to analyze and respond** to an invitation for bid or request for proposal. Pricing history and pricing considerations including material, labor and overhead allocation relative to a specific opportunity are offered. Also, assistance in quality control, preaward surveys and contract administration is available.

**Specialized counseling** on bid, performance, and payment bonds including how to establish a bonding line and cost of bonding is offered. Also, implications of federal and state laws relating to wages and fringe benefits are available.

**A specialized library** of documents routinely referenced in federal government bids, proposals and contracts. The library is available to the statewide business community through the Mohawk Valley SBDC office in Utica. It includes federal standards and specifications, military standards and specifications, QPLS, and military bulletins, military handbooks, military standard drawings, **NASA** standards and **DOD** adopted industry standards.

## Procurement Services

- **Federal Government Contracting**
- **DoD Contracting**
- **NYS Contracting Opportunities**
- **Marketing**
- **Bid Preparation**
- **Specifications and Standards**
- **Training and Research**

## 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, as well as private and public consultants, agencies, and the NYS Small Business Development Center Research Network.

### SBDC Goal

*The Small Business Development Center's goal is to assist entrepreneurs, business, and industry 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.*

### SBDC Accomplishments

*Since its inception in 1984, the SBDC program has assisted over 295,000 clients statewide. The SBDC has helped clients acquire and invest over \$4 billion in private and public funding for their businesses, creating or saving nearly 138,000 jobs in New York State.*