

## **MEMORANDUM OF UNDERSTANDING**

**Between**

**U.S. DEPARTMENT OF VETERANS AFFAIRS**

**And**

**THE ASSOCIATION OF PROCUREMENT  
TECHNICAL ASSISTANCE CENTERS**

### **BACKGROUND**

The mission of the Department of Veterans Affairs (VA) is to serve America's veterans and their families with dignity and compassion and to be their principal advocate in ensuring that they receive the care, support and recognition earned while in service to the nation.

The Association of Procurement Technical Assistance Centers (APTAC) is an organization comprised primarily of Department of Defense (DoD) funded Procurement Technical Assistance Programs, other Government-funded assistance programs, as well as non-funded procurement assistance programs. The purpose of these programs is to assist businesses in doing business with the DoD, other Federal agencies, State and local governments.

The mission of APTAC is to establish and maintain a national forum to conduct training and provide for the exchange of information and ideas among all operators of government marketing assistance programs and other related programs, for the purpose of inter-state and intra-state communication, program development and professional enhancement. APTAC's mission is to represent the interests of its members and to promote procurement technical assistance to business owners interested in doing business with Federal, State and local agencies. The primary goal of the members is to increase competition for government contracts and thereby expand the Federal Government's industrial base.

Since Congress has mandated the Federal Government to do more to assist veterans of the U.S. Armed Forces, particularly service-disabled veterans, it behooves VA and APTAC to form a partnership whereby technical business assistance can be provided to these veterans.

With assistance from VA and APTAC (together the Parties), these veterans can play a greater role in the American economy by creating new and expanding existing small businesses, thereby realizing the American dream that they fought to protect.

## **PURPOSE**

In support of Public Law (P.L.) 106-50 and Title VII, the "Veterans Entrepreneurship and Small Business Development Act of 1999," the Parties hereby agree to enter into a Memorandum of Understanding (MOU) to provide procurement technical assistance and support to veterans, including service-disabled veterans.

## **RESPONSIBILITIES**

APTAC and VA will promote the services provided under this MOU.

### **APTAC will:**

- Provide training and counseling to veterans concerning how to do business with the Federal Government. Assistance will include, but not be limited to: Government marketing, bid and proposal preparation, government codes, pre-award surveys, post-award administration, subcontracting, socio-economic programs, Federal Acquisition Regulations, and electronic commerce.
- Acquire, preserve and disseminate data and other information regarding Government procurement policies and practices.
- Request of the membership on an annual basis, a list of all veteran and service-disabled veteran-owned businesses to be submitted in hard copy or electronically to VA for inclusion in a master database, for identifying veteran-owned small businesses.

### **VA will:**

- Make VA facilities available where possible in which Procurement Technical Assistance Center (PTAC) training can be conducted.
- Refer veteran and service-disabled veteran businesses to the PTACs.
- Make available to the PTACs lists of Government and prime contractor veteran advocates.

**TERMS AND TERMINATION**

This MOU will take effect at the time of execution and will remain in effect indefinitely. Both Parties have the right of termination with 60 days prior written notice given to the other.

The Parties agree to consult each other regarding any amendments or issues to be addressed. The Parties may modify this MOU by written mutual consent.

The signatories of this MOU represent that they have the authority to make such commitments on behalf of their respective organizations

**ADMINISTRATION**

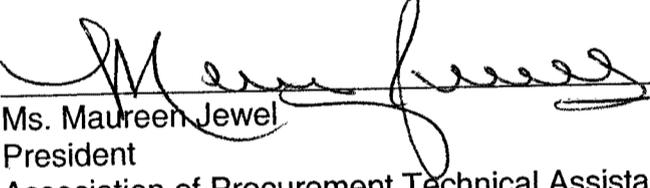
The administrative points of contact for the Parties pertaining to this MOU are:

For the Department of Veterans Affairs:

  
\_\_\_\_\_  
Mr. Scott Denniston  
Director, Office of Small and Disadvantaged Business Utilization  
U.S. Department of Veterans Affairs

3/30/04  
Date

For The Association of Procurement Technical Assistance Centers:

  
\_\_\_\_\_  
Ms. Maureen Jewel  
President  
Association of Procurement Technical Assistance Centers

4/30/04  
Date