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