



The **Government Contracting Institute** offers you the best opportunity to receive instruction from leaders in the federal government contracting market on topics like getting registered as a contractor, business development, market research, accounting and legal issues, project and security clearances. The on-demand webinar format is used to ensure an optimal learning environment. This webinar series is sponsored by Howard County Center for Business and Technology Development in partnership with TargetGov.

Webinar Class 101: Introduction to Government Contracting

This session is geared to existing and new businesses that want to sell their products or services to federal government agencies nationwide. This is a \$500+ billion market with the world's fortune one customer. The course is a concise introduction to government contracting. Participants will learn the required registrations, rules, what is different about selling to the federal government and the key players involved in contracting.

Webinar Class 201: Getting and Using Your GSA Schedule

The GSA Schedule is one of the most powerful business tools you can have when doing business with the federal government. In this class, we will give you the information you need to know about the GSA schedule process and how to win the contract.

Specific topics to be covered are:

- Overview of the GSA Schedule
- Scope of Services and Products
- The Importance of the GSA Schedule
- Benefits of the GSA Schedule for Agencies/Contractors
- The GSA Schedule Process
- GSA Schedule Pricing Strategies

Webinar Class 301: Marketing Your Business to Win Government Contracts

This class is focused on a specifically detailed process of identifying your target market and learning about the strategies involved in being a prime contractor or a subcontractor. Teaming, mentor-protégé programs, evaluation of opportunities, including Requests for Information, Requests for Quotes, Requests for Bids, Sole Source Contracts, and the bid/no bid decision making process, purchase thresholds, simplified acquisitions and how market intelligence can build your pipeline are also discussed.



Webinar Class 401: Accounting for Government Contractors

Government contracting requires very specific setup, systems, reports, processes and tracking. Register for this webinar to understand government cost accounting standards and pricing strategies, software applications including QuickBooks and other alternatives, and audit preparation. Who should register: Accountants, CPAs, bookkeepers, CFOs, and any business owner who wants to win government contracts, be profitable and satisfy federal accounting requirements.

Webinar Class 501: Legal Requirements for Government Contractors

The federal government has incorporated very specific legal requirements into every aspect of government contracting from the initial budget process through identifying the acquisition process, methods of payment, contractor eligibility, prime and subcontracting issues, small business programs, communications during the lifecycle of an opportunity, contractor debarment procedures and more. In this webinar we will discuss how to translate legalese into understandable terminology, how the FAR clauses can cost you the contract or worse, put you out of business, and most importantly, how to perform within the legal limits of a proposal and contract.

Webinar Class 601: Security Clearances

Registrants will learn what a security clearance is, types of clearances, the procedures and requirements for obtaining facility and personnel security clearances, which agencies require clearances, differing application processes required by various agencies, related timelines, what to do if you do not pass the first time, and what conditions disqualify someone from receiving a security clearance.