

## APTAC Body of Knowledge Competency Guide

### B. General Business Knowledge

#### B.3.5 Business Assistance Resources

##### Description

The Defense Logistics Agency's Solicitation for Cooperative Agreement Applications (SCAA) prohibits PTAC counselors from providing general business training or small business development counseling on business topics other than those that are procurement related. So it is important that PTAC professionals have knowledge of resources that are beyond the scope of the PTAC mission and can refer clients appropriately.

The resources highlighted below are not all inclusive but constitute a concise list. These resources may be helpful for making referrals when businesses seek or need services such as financing, general business training, business plan development, pricing strategy, and developing marketing materials. There are also associations or professional groups related specifically to particular products and/or services. Some organizations charge a fee for service or are membership based requiring the payment of dues. Most, if not all, of these resources have web sites where detailed information about them can be found.

1. [White House Business Resources Guide](#)
2. [Business USA](#)
3. [VetBiz Vendor Information Pages, Dept of Veterans Affairs](#)
4. [DCAA Information for Contractors \(http://www.dcaa.mil/DCAAP\\_7641.90.pdf\)](http://www.dcaa.mil/DCAAP_7641.90.pdf)
5. Small Business Administration (SBA) Small Business Resources
  - [SBA Learning Center](#)
  - [SBA Loans](#)
  - Business Assistance Partners:
    - [SCORE](#)
    - [Small Business Development Centers](#)
    - [Women's Business Centers](#)
    - [Veterans Business Outreach Centers](#)
  - [Federal Contracting Resources](#)
6. Publications focused on Small Business
  - [Entrepreneur](#)
  - [Inc.](#)
  - [Set-Aside Alert](#)
  - [Fortune Small Business Magazine](#)
  - [Bloomberg Business Week Small Business Magazine](#)
  - [Small Business Today Magazine](#)

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7. Associations and Groups:

- National Association of Small Business Contractors
- National Contract Management Association
- National Federation of Independent Businesses
- National Minority Supplier Development Council
- Native American Contractors Association
- Professional Services Council
- U S Women's Chamber of Commerce
- WIPP-GiveME5
- WOSB National Council
- Associated General Contractors of America
- DCAA Information for Contractors at [http://www.dcaa.mil/DCAAP\\_7641.90.pdf](http://www.dcaa.mil/DCAAP_7641.90.pdf)

8. Local Government Agencies:

- Local contacts for DBE Support Services in DOT funded projects
- Most state departments of economic development have small business offices
- Many colleges & universities have small business or entrepreneurial programs

#### References:

1. SCAA issued April 12, 2013 Section III C. Method and Procedures pp. 17-18.