



*Connecticut
Procurement Technical Assistance Center*

December 12, 2019

Mr. John Doe
ABC Company
19 B Thames Street
Groton, CT 06040

Dear Mr. Doe,

The Connecticut Procurement Technical Assistance Center (PTAC) provides free government marketing assistance to more than 500 Connecticut businesses such as yours with selected market leads and business opportunities. We are funded by the State of Connecticut and the federal government. Our goal is to help your business succeed in the government marketplace.

More specifically, the Connecticut Procurement Technical Assistance Center helps you identify which agencies may need your products and services. Further, we assist you with the process of registration applications and provide you with automatic, customized, electronic database searches for business leads and solicitations. These bidding opportunities are delivered to your office via e-mail. If needed, we also assist you with proposal development and help guide you through the procurement regulation processes, both Federal and State. We also provide to our clients, free of charge, pricing histories for millions of commodities. After award of a Government contract, we provide post award assistance in areas such as invoicing, tracking contract deliverables, quality system requirements and many other aspects of contract administration.

PTAC offers an experienced staff of contract and procurement specialists and would welcome the opportunity to discuss how your company might benefit from doing business (or increasing your existing business) with federal, state and local governments.

If you would like to learn more about the Connecticut Procurement Technical Assistance Program, please visit <http://ctptac.org/> and click on Counseling Service or feel free to call me anytime.

Sincerely,