

Award Reporting Instructions

For new clients and clients with questions.

Please click the survey link in your email. Your email address login and password are automatically included in the link. There is no need to type them in!

If the link is highlighted, you can click the link. Otherwise, copy the link and, in your browser, click on "File" then "Open" and paste the link into the box and hit enter.

Click Yes if you have won awards.

CT PTAC Awards Survey - 09/01/2018 to 08/31/2019

Please let us know if you have won any prime or sub-contract awards with federal, state and local governments. Please click "No" and "Continue" if you have not won any awards so you will not receive multiple email requests. Please be sure to enter the correct award date as it defaults to today's date. Previously reported awards are listed for your convenience.

1. Did you win any prime and/or sub-contracts for the period 9/1/2018 to 8/31/2019?

- Yes
 No

[Continue](#)

Contract Award Information Entry

Please enter the appropriate information in each field.

Contract Type:*	<input type="text" value="Prime Contract Award"/> ?
Award Date:*	<input type="text" value="10/23/2019"/> ?
Agency Name:	<input type="text"/> ?
Agency Type:*	<input type="text" value="(Make selection)"/> ?
Contract Number:	<input type="text"/> ?
Amount:*	\$ <input type="text"/> ?
Number of Awards:	<input type="text" value="1"/>
Comments:	<input type="text"/>

[Save and Done](#) [Save and Add Another](#) | [Cancel](#)

Enter Award information and click *Save and Add Another*. When finished entering all Awards, click *Done*. Each award is sent to CT PTAC as you enter it.

Contract Type: Select Prime Contract Award, Sub-contract Award, SBIR Award or STTR Award.

Prime Contract Award: A contract entered into directly between a Local, State or Federal Agency and a company.

Award Reporting Instructions

Sub-contract Award: A contract entered into by your company for the purpose of supplying products or services to a Prime or other Sub Contractor under a Prime Contract that was awarded by a government entity to the Prime.

SBIR Award: A contract for Small Business Innovation Research.

STTR Award: A contract for Small Business Technology Transfer Research.

Award Date: Provide the date the **contract was awarded** to your company. Use this format - mm/dd/yyyy.

Agency/Prime Contractor Name: Provide name of the Local, State or Federal Government Agency that the work is being directly performed for. If Sub-contract – the name is the Prime Contractor. A Prime Contractor is business entering into a Prime Contract with a Local, State or Federal Government Agency.

Agency Type: Select, DoD, Other Federal, State/ Local.

DoD - Department of Defense: The Office of the Secretary of Defense, the military departments and the defense agencies.

Other Federal: U.S. Coast Guard, Department of Homeland Security, General Services Administration and any other non-military or non-defense agency or department.

State/ Local: State Governments and Municipal Governments

Contract Number: A number assigned by a contracting agency to identify a procurement action. If Sub-contract use the Contract number assigned by a Prime Contractor or another Subcontractor to identify the procurement action.

Award Amount (\$): **Do not enter the \$ sign.** For contracts of an on call/task order basis, please report actual dollar value of goods and services ordered in the reporting period. Please do not include the maximum or estimated value of order that may be placed under a contract at a future date - only dollars actually obligated may be included.

Number of Awards: Usually set to 1, but if you have totaled award dollars from a specific agency or contractor please input the total number of awards.

Comments: Enter any information you think appropriate.

Sample of How to Report Different Types of Awards

Subcontract Award:

Award Reporting Instructions

Your company subcontracted with a company (prime contractor) that won a government contract.

Contract Type: Sub-contract Award

Award Date: 06/14/2019

Agency/**Prime Contractor** Name: Pratt & Whitney Aircraft

Agency Type: DOD or Local or Other Federal or State

Contract Number: Either prime contract number or your subcontract number

Award Amount (\$): Dollar value of your contract – obligated dollars not potential

State or Municipal Contract:

Your company won an award from a State agency, city or town.

Award Date: 06/22/2019

Contract Type: Prime Contract Award

Agency/Prime Contractor Name: D.A.S., City of Bridgeport

Agency Type: State or Local

Contract Number: 03PSX0606

Award Amount (\$): Dollar value of your contract – obligated dollars not potential

Federal Contract:

Your company won an award from a Federal Agency.

Contract Type: Prime Contract Award

Award Date: 10/21/2019

Agency/Prime Contractor Name: Homeland Security

Agency Type: DOD or Other Federal

Contract Number: 70Z03820PC0000003

12/19/2019

Award Reporting Instructions

Award Amount (\$): Dollar value of your contract – obligated dollars not potential