



Office of Government Contracting – Area VI

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A PRACTICAL GUIDE TO DOING BUSINESS WITH
THE FEDERAL GOVERNMENT

AND

Directory of Federal Procurement Offices

Message from the Area Director-

Last year the Federal Government bought more than **\$235 Billion** in goods and services ranging from paper clips and janitorial services to space shuttles and advanced scientific research - and pretty much everything in between. While dealing with the Federal Government can be a formidable task at times, I believe that the Small Business Administration (SBA), through our Office of Government Contracting (GC) can assist you to market your firm's products and services.

Knowledge is power! We hope this guide and directory will help you overcome any uncertainties that you may have and be a useful tool for you. Best wishes and Good Luck!

Robert S. Paccione

SBA GC Area VI -

Providing Small Business with the competitive edge

A Twelve Step Program for Success

1. Become familiar with the SBA/GC Internet Homepage.

The SBA offers a wide array of programs and “hands-on” assistance to small businesses considering the federal marketplace. Go to our website at <http://www.sba.gov/GC/> and familiarize yourself with the services we offer. From this site you can identify local SBA contracting experts who can be an invaluable resource to you, whether you are new to government contracting or are currently doing business with the Government and are seeking advice on how to deal with a particular issue. From the “Resources and Opportunities” section on our website, you will find links to additional procurement-related programs and assistance. In addition, this site provides information about other SBA resources including Small Business Development Centers, Service Corps of Retired Executives (SCORE), and Women’s Business Development Centers. Log onto the SBA/GC website today and find out why we believe that it is truly the entrance ramp to the Government’s procurement Super-Highway.

2. Determine if your firm qualifies for one of SBA’s Certification Programs.

Formal certification by small business concerns is not required to bid on Federal contracts. Firms self-certify that they are small at the time of bid/proposal submission. The SBA currently has 3 contracts-related certification programs. Our 8(a) Business Development program assists eligible small businesses to compete through business development assistance. Although primarily a business development program, there are certain contracts restricted to certified 8(a) concerns. Certification in our Small Disadvantaged Business (SDB) and Historically Underutilized Business Zone (HUBZone) programs entitles qualified firms to special bidding benefits in the Federal-contracting arena. To learn more about these programs and to determine if your firm qualifies for 8(a), SDB, or HUBZone certification go to the SBA website (<http://www.sba.gov/gcbd>).

3. Register in the SBA’s Procurement Marketing and Access Network (PRO-Net) system.

The SBA (<http://pro-net.sba.gov/>) manages the PRO-Net database of small business concerns. PRO-Net is an Internet-based database, accessible to anyone with a computer and a modem. PRO-Net is a database for and about small businesses that is used extensively by Federal Government buying offices as well as many large prime contractors to identify firms for prime and subcontracting opportunities. It’s *f-r-e-e* to register your firm and could be your ticket to a contract or subcontract. Your firm’s profile is only as good as the information that’s contained in it. So it’s in your best interest to periodically review your profile to ensure that it is current, up-to-date and accurately reflects your firm’s capabilities. Also, be sure to checkout the SUB-Net function where you will find information about potential subcontracting opportunities specifically for small businesses. Not only do prime contractors post solicitations or notices, but SUB-Net is also used by other government (i.e., state or local), commercial, and educational entities (<http://web.sba.gov/subnet/>). **NOTE: ALL NEW PRO-NET REGISTRATIONS ARE NOW BEING HANDLED BY THE DEPARTMENT OF DEFENSE’S CENTRAL CONTRACTOR REGISTRATION (CCR).** In addition, all updates to CCR-collected fields must also go through CCR at www.ccr.dlis.dla.mil. If in your CCR registration or update, you specified that you wanted to be in PRO-Net, CCR will take you to the “PRO-Net Supplemental Page”, which gathers information specific to PRO-Net that CCR does not collect.

4. Identify your product or service.

It is helpful to know the Federal Supply Classification Code (FSC) and North American Industry Classification System (NAICS) Code for your product or service. Many government product/service listings and future procurements are identified by FSC at www.dodbusopps.com/othersearch/fscsearch.asp. Detailed information regarding NAICs can be found on the SBA website by clicking onto: https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm. **NOTE:** Effective October 1, 2000, Small Business Size Standards for all Federal Government programs formerly associated with Standard Industrial Classification (SIC) codes were replaced by those that SBA has established for industries as described in the North American Industry Classification System (NAICS). SBA has established a new table of small business size standards based on NAICS (www.sba.gov/size/)

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5. Obtain a DUNS Number, and register in the Centralized Contractor Registration (CCR) System.

There are links from PRO-Net to both Dun and Bradstreet (D&B) and the Central Contractor Registration (CCR) System. If you do not have a “DUNS Number,” contact D&B at <http://www.dnb.com/> to obtain one. CCR is a database designed to hold information relevant to procurement and financial transactions. CCR affords you the opportunity for fast electronic payment of your invoices. You must be registered in CCR to be awarded a contract from the Department of Defense (DOD) and certain other Federal agencies. To learn more about CCR log onto the website at <http://www.ccr.gov/index.cfm>.

6. Identify current Federal procurement opportunities.

As of January 2, 2002 Federal Business Opportunities (FedBizOps) <http://www.fedbizopps.gov/> – the designated governmentwide point of entry- is the exclusive official source for public access to notices of Federal contracting actions over \$25,000. (Agencies are encouraged to use FedBizOps to provide notices for actions of \$25,000 or less). Notices of proposed procurements were formerly publicized in the Commerce Business Daily (CBD). However, with FedBizOps designation as the one-stop Internet gateway to procurement opportunities, the CBD has ceased publication. Once you identify those Agencies and buying offices that purchase your products and services, it's a good idea to contact them directly to learn more about upcoming procurements (i.e., procurement forecasts) posted on websites or electronic bulletin boards. For example, to identify current DOD procurement opportunities in your product or service area, check the DOD Business Opportunities website: <http://www.dodbusopps.com/>.

7. Familiarize yourself with the Government's contracting procedures

Be familiar with Federal Acquisition Regulations (FAR) (<http://www.arnet.gov/far>) and the Defense Federal Acquisition Regulation Supplement (DFARS) <http://www.acq.osd.mil/dp/dars/>. You can also get access to other Federal agency FAR supplements from their respective webpages.

8. Investigate Federal Supply Schedule (FSS) contracts.

The General Services Administration (GSA) manages Multiple Award Schedules (MAS) contracts, also known as Federal Supply Schedule (FSS) contracts. Under MAS/FSS, contracts are awarded to multiple companies supplying comparable products and services at pre-negotiated prices, terms and conditions. Once GSA awards the contracts, Federal contracting officers and other authorized users order directly from the Schedule contractor. Many Federal purchases are, in fact, orders on MAS/FSS contracts. Contact the General Services Administration (GSA) for information on how to obtain a MAS/FSS contract: <http://www.fss.gsa.gov/> (Be sure that your PRO-Net profile contains information on any MAS/FSS contracts held by your firm).

9. Seek additional assistance as needed in the Federal marketplace.

There are a number of important resources that are available to provide you with “hands-on” assistance in the Federal marketplace:

-SBA Procurement Center Representatives (PCRs) and Commercial Marketing Representatives (CMRs) SBA has a nationwide cadre of procurement professionals who are charged with assisting small businesses and acting as their advocates at both the prime and subcontracting levels. PCRs assist small firms interested in doing business, as prime contractors, directly with Federal agency buying offices. Our CMRs work with those small firms interested in identifying subcontracting opportunities with large businesses that have been awarded a Federal contract. To identify the PCR or CMR located nearest to you go to <http://www.sba.gov/gc/indexcontacts.html>.

Procurement Technical Assistance Centers (www.dla.mil/db/procurem.htm) are located in most states. Procurement Technical Assistance Centers, while funded by the Department of Defense, provide technical contracting and marketing assistance to small businesses wishing to do business with any federal agencies. They provide training and counseling on marketing, financial, and contracting issues at minimal or no cost.

-Small Business Specialists are located at each Federal buying office and can provide assistance on how to market to that Agency. An addendum to this document contains a listing of Small Business Specialists (sometimes referred to as

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SADBUS) in your state. A complete listing of Small Business Specialists can be obtained from each Agency's website. For example, links to the homepages of every DOD activity can be found on the *DefenseLink website*: <http://www.defenselink.mil/>. This information can be invaluable in researching the Federal marketplace and identifying your target market. Links to *Agency Procurement Forecasts* (<http://www.sba.gov/GC/forecast.html>) and other program information are available on their individual websites.

10. Explore subcontracting opportunities/ Accept credit cards

Regardless of your product or service it is important that you do not neglect our very large secondary market, Subcontracting Opportunities with Federal Prime Contractors. Be sure to check out our website at <http://www.sba.gov/GC/indexcontacts-sbsd.html>. The SBA/GC Subcontracting Opportunities Directory lists, by state, large business Federal prime contractors along with the name and telephone number of each firm's Small Business Liaison Officer (SBLO). We encourage you to investigate potential opportunities with these firms. Many of these firms also have websites that may be useful and we encourage you to contact their respective SBLO for subcontracting and teaming opportunities. The SBA's SUB-Net (www.sba.gov/subnet/) is a valuable source for obtaining information on subcontracting opportunities.

More than 250,000 Federal employees are using the GSA Smartpay cards. As a vendor you can maximize your ability to capture government sales by accepting credit cards (Visa, MasterCard and Voyager). If you already accept these cards, you have no additional work to do. If you do not accept these cards contact a bank to establish a merchant account. For more information, visit GSA's website at estrategy.gov/smartgov/smart_card.cfm.

11. Investigate other Federal programs.

There are several other programs that may be of interest to you, such as individual Agency Mentor-Protégé Programs, the SBA's Small Business Innovation Research Program <http://www.sba.gov/sbir/indexsbir-sttr.html>, etc. Information on these and other programs is available on Agency websites <http://www.sba.gov/gc/indexresources.html>, and "click on" miscellaneous links to other Federal Government Acquisition sites.

12. Market, Market, Market!

The 3 most important words to remember in order to be successful in the Federal Procurement Arena is market, market, market. Hopefully, this guide will have given you some good ideas on how to market your firm. After you have identified your customers, researched their requirements, and familiarized yourself with the Government's procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to those buying offices that purchase your products or services. Realize that, like you, their time is valuable and if the match is a good one and you can provide them with a cost-effective, quality solution to their requirements the contract could be yours. Good luck and remember – you're not alone.

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