



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-

In Fiscal Year 2009, the Federal Government bought more than **\$483 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. Small businesses received contracts totaling **\$83.7 billion**. 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!

James A. Gambardella

SBA GC Area VI -

Providing Small Business with the Competitive Edge

Twelve Step Program for Success

Dealing with the Federal Government can seem like a formidable task at times. However, with a little patience, persistence and perseverance on your part -- your efforts will be rewarded in the long run. To assist you, we developed a series of procedural steps essential for success. Good Luck!

1. Become familiar with the SBA and Office of Government Contracting (GC) webpages: [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/bussinessop/index.html> and familiarize yourself with the programs and 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 ([SBDC](#)), [SCORE](#), and [Women’s Business 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.

The SBA also offers excellent on-line courses and training resources thru our Small Business Training Network (SBTN). The SBTN is a virtual campus providing quality and targeted online training to meet the information needs of prospective and existing small business owners. Go to <http://www.sba.gov/services/training/index.html>.

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 two contract-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 Historically Underutilized Business Zone (HUBZone) program entitles qualified firms to special bidding benefits in the federal contracting arena.

The SBA offers an online application process that makes it easier, faster and less expensive for small firms to apply for [8\(a\) Business Development](#) and [HUBZone certification](#) directly from SBA’s website, eliminating the need to download and complete a “paper” application. The applications incorporate context sensitive help, real-time validation, printer-ready versions and integrates with the [Central Contractor Registration \(CCR\)](#) database.

(Note: On September 22, 2008, the SBA announced that it was indefinitely suspending formal certification for the [Small Disadvantaged Business \(SDB\) Program](#). A firm may self-certify that it qualifies as an SDB if – in good faith – it believes that it meets the qualifications as an SDB; Reference: 13 CFR 124.1002). The SBA will continue to process protests of SDB eligibility in connection with specific Government contracts or subcontracts during the suspension.)

Although not a formal certification program, there is a procurement program to boost federal contract opportunities for service-disabled veteran-owned small business (SDVOSB) concerns. Under the rule, contracting officers may restrict contract awards to SDVOSBs when there is a reasonable expectation that two or more SDVOSB concerns will submit bids at a fair market price. If the anticipated contract price will not exceed \$3 million (or \$5 million for manufacturing contracts), the new rule allows for a sole-source award, if there is not a reasonable expectation of receiving competitive bids/offers from two or more SDVOSB concerns. The rule allows SDVOSB concerns to self-certify. Any challenge to a concern’s status as a small business or as a SDVOSB must be referred to the SBA for resolution.

3. Obtain a DUNS Number and register in the Central Contractor Registration (CCR) System.

If you do not already have a “DUNS Number,” contact Dun & Bradstreet (D&B) at <http://www.dnb.com/> to obtain one. Your DUNS Number is an important “identifier”, used for a multitude of purposes by the Government in the contracting arena.

The Government’s Central Contractor Registration (CCR) database contains 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 Federal contract. To learn more about CCR, log onto the website at <http://www.ccr.gov>. CCR is part of the E-Gov Business Partner Network (BPN) developed to simplify government-wide vendor registration. The BPN is part of the Integrated Acquisition Environment (IAE), one of the e-government initiatives to create integrated business processes for buyers and sellers in the federal marketplace. For more information about IAE, visit the website at: [IAE](#)

If, based on the information you enter into CCR, your firm appears to meet the definition of a small business concern; you will automatically be directed to the Dynamic Small Business Search (DSBS) database. Your CCR/DSBS database profile is important to your marketing efforts as Government contracting officers will search that as part of their market research effort to determine small business capability for contract opportunities.

Effective April 2005, CCR made changes to firm's Trading Partner Profile (TPP) to display a firm's small business size status according to each North American Industry Classification System (NAICS) code listed (i.e., CCR will use 2002 NAICS codes), based on the firm's inputted revenue and/or employee size information. The SBA's small business size logic will populate fields indicating if a firm is certified as an 8(a) Business Development, small disadvantaged business (SDB) or historically underutilized business zone (HUBZone) program participant. Questions concerning your CCR registration should be directed to the CCR Assistance Center at: <https://www.bpn.gov/ccr/help.aspx> or by phone at 1-866-606-8220 (Toll Free) or 334-206-7828.

The Government has implemented the Online Certifications and Representations Application (ORCA) initiative to replace the paper based representations and certifications (more commonly referred to as "reps and certs") process required with the submission of each sealed bid (IFB) or request for proposal (RFP). Now using ORCA, a prospective contractor can enter their reps and certs information into ORCA via the Internet and will then be able to submit them electronically from the web. This is a mandatory requirement and firms must review/update their reps and certs data at least once annually or as circumstances change. The ORCA website can be found at <https://orca.bpn.gov/login.aspx>.

The SBA manages the Business.gov website which has a search engine that can find forms, such as wage and tax statements by their identifying number, or by keywords, in a database of 5,400 documents. Federal forms used by companies are only a click away at <http://www.business.gov>.

4. Identify your product or service.

It is helpful to know the Federal Supply Group and Class (FSG/FSC) codes 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. To identify FSCs applicable to your company log onto <http://www.dlis.dla.mil/hcfsch21.asp>. Detailed information regarding NAICS codes can be found at: <http://www.census.gov/eos/www/naics/index.html>. **NOTE:** Small Business Size Standards for all Federal Government programs formerly associated with Standard Industrial Classification (SIC) codes were migrated by SBA into size standards for industries as described in the North American Industry Classification System (NAICS) manual. SBA publishes a table of small business size standards based on NAICS codes which can be found at [Size Table](#).

5. Identify current Federal procurement opportunities.

Federal Business Opportunities (FedBizOps or FBO) <http://www.fedbizopps.gov/> – the designated government-wide 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 FedBizOpps to provide notices for actions of \$25,000 or less). 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, electronic bulletin boards or the Federal Office of Small and Disadvantaged Business Utilization <http://www.osdbu.gov/offices.html>. These websites will direct you to Procurement Forecasts for each agency.

The Department of Defense (DOD) website has links for small business opportunities in Iraq. Go to <http://www.acq.osd.mil/osbp/news/iraq.htm> for additional information. For guidance on doing business with the (DOD) go to: http://www.acq.osd.mil/osbp/doing_business/index.htm.

The Government is encouraging agencies to utilize environmentally-friendly oriented products and services (Buy Green). To learn more about the Government's Buy Green/Comprehensive Procurement Guideline, log onto <http://www.epa.gov/cpg>.

The SBA has established a Disaster Contracting Assistance Center (DCAC) to provide a central point of reference for small businesses, particularly minority, women and veteran-owned businesses, to register for and learn about federal contracting opportunities related to disaster related contracting opportunities. Business owners can visit the website at www.disastercontractingassistance.gov for a detailed look at how to seek federal government disaster contracts.

Also on the main page is a link to FedBizOpps, which allows businesses to sign up for email notification of open contracts related to specified fields. In addition, steps on how to register for a Data Universal Number System (DUNS) number from Dun & Bradstreet, and information on how to sign up with the Central Contractor Registration – which establishes a company's eligibility to seek federal contracts – are provided on the DCAC site. The site also provides information on prevailing wages in construction contracts, subcontractor information and federal acquisitions regulations.

The DCAC can be contacted by phone at 1-888-4USADOC (1-888-487-2362) Monday through Friday 8 a.m. to 9 p.m. EST. Contact the center by email at disastercustomerservice@sba.gov.

6. Familiarize yourself with the Government's contracting procedures.

Become familiar with Federal Acquisition Regulations (FAR) (<http://www.acqnet.gov/far>) and the Defense Federal Acquisition Regulation Supplement (DFARS) <http://www.acq.osd.mil/dpap/>. You can also get access to other Federal agency FAR supplements from their respective web pages. The "Where in Federal Contracting (WIFCON)" website, which can be accessed at www.wifcon.com

provides quick access to acquisition information such as contracting laws and pending legislation, current and proposed regulations, guidance, courts and boards of contract appeals, bid protest decisions, contracting newsletters, and selected analysis of federal acquisition issues.

7. Investigate Federal Supply Schedule (FSS) and Recovery Act 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 GSA for information on how to obtain a MAS/FSS contract: [GSA MAS/FSS](#). (Be sure that your marketing information and CCR/DSBS profile contains information on any MAS/FSS contracts held by your firm).

The SBA is committed to helping small businesses get connected with contracting opportunities resulting from the American Recovery and Reinvestment Act (ARRA or Recovery Act). Although some of the contracts are being awarded by Federal buying offices, in many cases Recovery Act dollars have been provided directly to the states and localities. To learn more about contracting opportunities associated with the Recovery Act, go to www.recovery.gov. Each states website can be reached through the Recovery.gov site.

The SBA has developed an online, self-paced training course, "Recovery Act Opportunities: How to Win Federal Contracts," to assist small firms to learn more about ARRA-related contract opportunities (<http://training.sba.gov:8000/contracts>).

8. 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 Market 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/aboutsba/sbaprograms/gc/contacts/index.html>.

-Procurement Technical Assistance Centers (www.dla.mil/db/procurem.htm) are located in most States. Procurement Technical Assistance Centers (PTACs), 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 Development Centers (http://www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/SBDC_LOCATOR.html) (SBDCs) offer training and counseling services to small businesses and would-be entrepreneurs. They offer free one-on-one consulting, and training programs on a variety of issues, including marketing, regulatory compliance and international trade.

-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 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://acquisition.gov/comp/procurement_forecasts/index.html and other program information are available on their individual websites.

-Directors of Federal Agency Office of Small and Disadvantaged Business Utilization (OSDBU)/Directors of the Office of Small Business Programs (OSBP) for Defense agencies, are in place at the headquarters level of each Federal agency and department. They are responsible for ensuring that small businesses are afforded an equitable opportunity to compete for their agency's/ department's prime contracting opportunities. The OSDBU Directors have formed an Interagency Council which meets regularly to, among other functions, identify procurement practices that will enhance small business participation for the Government's procurement opportunities. A listing of each of the OSDBU directors can be found at: <http://www.osdbu.gov/offices.html>.

-The SBA's Women's Online Business Center at <http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html> and the *Gateway for Women-owned Businesses Selling to the Federal Government* at <http://www.womenbiz.gov/> are excellent resources for women-owned firms seeking to do business with the Government.

9. Explore subcontracting opportunities.

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. Subcontracting with large prime contractors can be an effective way to introduce your firm to the Government marketplace. It can allow you to build a past performance "track record," which can be useful if you decide to pursue contract opportunities directly with the Government. Be sure to check out our website at [SBA Subcontracting Opportunity](#)

Directory. 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 (<http://web.sba.gov/subnet>) is a valuable source for obtaining information on subcontracting opportunities.

10. 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-str.html>, etc. Information on these and other programs is available on Agency websites <http://www.sba.gov/gc/indexresources.html>, and "click on" Resources/Opportunities" for other government resources.

11. Accept credit cards.

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; i.e., Visa or MasterCard for purchases or travel, and Voyager or Wright Express for specialized fleet card services. 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 <http://www.gsa-smartpay.com/>.

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.

SBA's Government Contracting Area VI –

Providing the Nation's Small Businesses with the competitive edge

The SBA's Office of Government Contracting Area VI office covers the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming and the Territory of Guam. The Area Office is located in San Francisco with field representatives in Los Angeles, Santa Ana, San Diego (California), Phoenix, Arizona, Las Vegas, Nevada, Ogden, Utah, Honolulu, Hawaii, Seattle and Auburn (Washington) and Anchorage, Alaska.

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