



U.S. Small Business Administration
 Office of Government Contracting Area III
 South Florida District Office

A PRACTICAL GUIDE TO DOING BUSINESS WITH THE FEDERAL GOVERNMENT

Alabama

Florida

Georgia

Kentucky

Mississippi

North
 Carolina

South
 Carolina

Tennessee

- Federal Procurement Assistance
- Procurement Technical Assistance Centers (PTAC)
- Small Business Development Centers (SBDC)
- How the Government Buys
- Government Marketing
- Twelve Step Program for Success
- Telephone Directory of Federal Procurement Offices (Area III)
- Area III Procurement Center Representative-(List of Covered Contracting Activities)
- Government Contracting Related Websites
- Other Useful Websites

Federal Procurement Assistance

The United States Government spends approximately \$350 billion on goods and services every year. Determining the segment of the government that is right for you is essential. When you are target marketing to the federal government, keep these important issues in mind:

- Assess your competitive edge.
- Know what the agency you are targeting purchases.
- Know how the agency contracts.
- Familiarize yourself with the agency's operating administration.
- Focus on opportunities in your niche and prioritize.
- Make appointments and attend contracting sessions. Network!
- Be persistent and do a follow-up on each activity.

Acquisition Central- www.acquisition.gov - is an excellent resource for learning about all of the markets that exist within the federal procurement system and providing links to each government agency.

General Services Administration- Portal for Contractors & Vendors - <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=8> - is an excellent resource for learning about how to do business with the General Services Administration.

Federal Procurement Data Service- <https://fpds.gov/> - is the repository of all Federal contracting data for contracts in excess of \$25,000. You can learn what agencies contracted with whom, what they bought, and find out which contractors have contracts. There are over 50 Standard Reports you can run, as well as Ad Hoc reports, which allow you to request information using over 160 customized fields. Many of the agencies publish a forecast of upcoming projects. There are several agencies that publish a calendar with events that would be helpful to you. Most procurement forecasts can be found on agency small business sites.

Although you might know which segment of the government is right for you, it can be an overwhelming task to find the opportunities that exist within it.

After you have targeted your market and determined which segment of the government is the right customer for you, selling to the government is just like selling to any private company. You have to know who the most likely customer is and then you need to figure out a way to sell to them.

Where do I start?

Register your business with Federal government contractor databases! The two main government registries are:

- Central Contractor Registration (CCR)
- Fedbizopps.gov (formerly Electronic Posting System (EPS))

IMPORTANT: Some Federal departments and agencies have their own contractor databases. You must contact each department or agency you want to do business with to determine if they have a separate contractor registry database.

Central Contractor Registry & Dynamic Small Business Search

CCR is THE contractor registry for all businesses that are doing or would like to do, business with the federal government. Registration is necessary for payment on federal contracts (your banking information, including electronic routing information and your account number, will be requested at registration).

Federal agencies, large prime contractors and others utilize CCR's Dynamic Small Business Search mechanism to perform market research and locate small businesses. Formerly, SBA's PRO-Net database, this portion of your registration is **VITAL!** It should be considered a free marketing site for your business and it should be **completed and update thoroughly**.

Your business will be instantly accessible to every Federal government contracting officer. Registering in CCR is just a few clicks away. Prior to registering you will need have or obtain a DUNS Number from Dun & Bradstreet. This can be accomplished for free by calling 1-866-705-5711. Go to www.ccr.gov to begin your registration.

FedBizOpps

All federal procurement opportunities over \$25,000 are posted on this website. Want to receive procurement announcements directly to your e-mail address? Then register for GSA's free multi-agency electronic posting service for solicitations, requirements, awards and other acquisition related documents.

When registering for this service, please keep in mind that if you elect to receive all procurement notices, it will result in the transmission of hundreds of e-mail messages per month. Go to www.fbo.gov to register with FedBizOpps.

Now that you've registered your business, you need to know how and where to find the bids. The following websites provide information on upcoming solicitations or requests for proposals through posted procurement forecasts:

General

- Agency Websites <http://prod.nais.nasa.gov/pub/fedproc/home.html>
- Agency Forecasts http://acquisition.gov/comp/procurement_forecasts/index.html

- Federal Contracting Opportunities WEB SITE – www.fbo.gov
- Sub-Contracting Opportunities & Contacts:
<http://www.sba.gov/businessop/basics/subcontracting.html>
- State Procurement Offices: <http://www.nigp.org/stwebsit.htm>
- Agencies' Offices of Small and Disadvantaged Business Utilization (OSDBU's) <http://www.sba.gov/yourgovt/osdbu.html>
- Small Business Administration <http://www.sba.gov/gcbd>

Calendar of Procurement Events - There are several government agencies that publish a list of upcoming procurement events. The following links are for various agencies' calendars.

- Small Business Administration, South Florida District Office - www.sba.gov/fl/south
- SBA Matchmaking <http://www.businessmatchmaking.com/>
- Department of the Air Force: <http://www.selltoairforce.org/>
- Department of the Army: <http://www.sellingtoarmy.info/>
- Department of Defense <http://www.acq.osd.mil/sadbu/conferences/>
- Department of the Navy <http://www.hq.navy.mil/sadbu/conf-web.doc>
- Department of State: <http://www.state.gov/m/a/sdbu/>
- Department of Transportation <http://osdbu.dot.gov/OSDBUNEWSEVENTS/>
- Department of the Treasury:
<http://www.treas.gov/offices/management/dcfo/osdbu/>

Specific Agencies

- Department of Defense – Acquisition, Technology and Logistics:
<http://www.acq.osd.mil/>
- Defense Business Transformation Agency:
<http://www.defenselink.mil/acq/ebusiness/>
- National Aeronautical and Space Administration (NASA)
<http://www.hq.nasa.gov/office/procurement/index.html>
- General Service Administration's (GSA) Small Business Portal
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-13325>
- Minority Business Development Agency- <http://www.mbda.gov/>

What are PTAC's?

The Procurement Technical Assistance Program (PTAP) was authorized by Congress in 1985 in an effort to expand the number of businesses capable of participating in the Government Marketplace. Administered by the Department of Defense and Defense Logistics Agency (DLA), the program provides matching funds through cooperative agreements with state and local governments and non-profit organizations for the establishment of Procurement Technical Assistance Centers (PTAC's) to provide procurement assistance.

PTAC's come in many different sizes and shapes, reflecting the needs, priorities and resources of the areas they serve. Some PTAC's are administered directly by state governments, while others partner with universities, community colleges, local economic development corporations or other local institutions. Some PTAC's operate within Bureau of Indian Affairs areas exclusively serving Native American owned businesses. Many are affiliated in some way with Small Business Development Centers and other small business programs. All PTAC's are staffed with counselors experienced in government contracting and provide a wide range of services including classes and seminars, individual counseling and easy access to bid opportunities, contract specifications, procurement histories, and other information necessary to successfully compete for government contracts.

Procurement Technical Assistance Centers provide a wide range of assistance -- most free of charge -- to businesses through one-on-one counseling sessions, classes, seminars and matchmaking events. Contact your local PTAC for help in these and other areas;

Determining Suitability for Contracting: The government marketplace poses unique challenges that can overwhelm or even ruin a company that does not have the maturity or resources to meet them. A PTAC counselor can help you determine if your company is ready for government opportunities and how to best position yourself to succeed.

Securing Necessary Registrations: Your PTAC can help make sure you are registered with the various databases necessary for you to participate in the government marketplace, including the Department of Defense's Central Contractor Registration (CCR), the SBA's Dynamic Small Business Search, and other government vendor databases.

SDB, 8(a), HUBZone and other certifications: Certain small businesses are eligible for preferred status in some government solicitations. A PTAC counselor can help you determine if your company is eligible for any of these certifications and guide you through the steps necessary to secure them.

Researching Procurement Histories: "What agencies have bought products like yours in the past? Which companies have been awarded these contracts? How much have they

been paid?" Answers to questions like these are necessary to guide your marketing strategy and give you a competitive edge. Your PTAC can help you ask the right questions and get the information you need to succeed.

Networking: Most PTAC's sponsor regular "matchmaking" events, providing critical opportunities to connect with agency buying officers, prime contractors and other businesses that may offer teaming or subcontracting opportunities.

Identifying Bid Opportunities: A PTAC can make sure that you are notified -- on a daily basis -- of all government contract opportunities that your company is eligible to bid on.

Proposal Preparation: A procurement specialist can help you navigate even the most difficult solicitation package, including securing necessary **specifications and drawings** and determining **pricing**. You will never need to pass up a great contract opportunity just because the solicitation is too complicated.

Contract Performance Issues: Even after you've been awarded a contract, your PTAC may be able to help with certain contract performance issues, such as

- **negotiating and interfacing with the agency**
- **developing a cost-accounting system**
- **bonding and interim financing**
- **developing environmental, quality control and accident prevention plans**

Preparing for Audit: When it is time for your contract audit, the PTAC can make sure you know what to expect and what ensure you have all of your documentation in order.

Florida Procurement Technical Assistance Centers

Statewide PTAC

University of West Florida

Florida SBDC Network

401 E. Chase Street, Suite 100

Pensacola, FL 32502

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Chamber of Commerce, Jacksonville

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Barbara English - Procurement Specialist

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FL Gulf Coast University

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Paul Briere - Procurement Specialist

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FLORIDA SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)

What is the FSBDC Network?

A network of Small Business Development Centers (SBDC's) in Florida referred to as the Florida Small Business Development Center Network. The FSBDC Network is administered from the FSBDC Network State Director's Office in Pensacola. Our SBDC's are hosted primarily by colleges and universities and located throughout Florida. Each SBDC provides counseling and business expertise in their area to small business owners or those who want to start a business in Florida. We are non-profit and are funded in part through a cooperative agreement with the U.S. Small Business Administration. Our purpose is to provide entrepreneurs with the one-on-one counseling, management training and the related information they need to start, grow and prosper in business.

Does the FSBDC Network or the local SBDC's lend money?

Neither the FSBDC nor the local SBDC's lend money. Your local SBDC can help you locate sources of financing and help you prepare the necessary business planning documents to apply for a loan. However, you must apply through the normal application process for a loan, and you must supply all the pertinent records required. All Small Business Administration (SBA) loans and loan guarantees are handled through banks.

What services do the local SBDC's offer?

The local SBDC's offer everything from extensive one-on-one counseling and small group workshops to large group meetings on important business topics. Training topics cover many areas of business operations including Business Start-up, Financial and Cash Flow Analysis, Accounting and Recordkeeping, Marketing and Sales, and Business Planning.

Do the SBDC's charge for services?

The SBDC's do not charge for counseling services but occasionally there are minimal small fees for seminars and workshops.

Does the FSBDC Network have an SBDC in my area?

There are many centers throughout Florida. Find the SBDC nearest you.

Where can I get information about starting a small business?

For information about starting a small business visit the SBDC in your area. They will provide you with the information and resources you need to start a small business.

Can I apply for services on-line?

Yes! Free and confidential **on-line business consulting** is available from every SBDC in Florida. A Certified Business Analyst (CBA) from an SBDC conducts the consulting via email.

Does the FSBDC Network sell business licenses, fictitious names, etc.?

The FSBDC Network does not sell business licenses, documents of incorporation or fictitious names, etc. Neither the FSBDC Network nor any of the SBDC's perform any licensing function at all. The **SBDC in your area** will assist you with this business function.

Where can I get loans, grants, or other financing for my business?

There are many sources for business financing including bank loans, SBA guaranteed loans, private money, and collateral money. The kind of financing most entrepreneurs seek through commercial lenders is debt financing. Most banks provide debt financing for existing and start-up businesses. **SBA loans**, which are guaranteed by the SBA, are made by private-sector lenders.

Grants given to business start-ups are very rare. An exception may be for high tech businesses or for businesses producing products that can be used by certain agencies or departments involved in our nation's defense.

Workshops, consulting, and publications to help you with locating and applying for financing are available from the local **SBDC in your area**.

Does the FSBDC Network provide legal patent searches?

The FSBDC Network is pleased to offer preliminary patent searches for Florida's inventors. This patent search process is not designed or guaranteed to replace a full legal search. First, Business Analysts at your local SBDC will guide you in business plan preparation and assess the market for your product idea. Then, if you determine that your idea has market potential, the SBDC will perform the preliminary Patent Search. If the report is positive, the SBDC will refer you to patent attorneys, agents or inventor assistance organizations while continuing to assist with your business plan development. The patent searches focus on the patent's abstract information. The patent database can be searched using key words and Boolean combinations. To request a preliminary patent search, contact the **SBDC in your area**.

Small Business Success Starts Here



FSBDCN Directory of Service Centers 33 Centers Serving Florida

*Less than 40 hours per week

State Director's Office

Jerry Cartwright, State Director
401 East Chase Street, Suite 100
Pensacola, Florida 32502-6160
850.473.7800 / Suncom 680.7800 / f 850.473.7813
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www.FloridaSBDC.org

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***SBDC at Florida A&M University**

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850.584.5366 / f 850.584.8030
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www.nfcc.edu/community-programs/sbdc

SBDC at the University of North Florida

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SBDC at Brevard Community College

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How the Government Buys

Unlike private sector buyers, the Federal Government has an extraordinarily transparent purchasing system. All of the rules and regulations are clear to everyone from the beginning.

FAR

When any Federal agency buys products or services, it must apply standardized procedures that conform to the Federal Acquisition Regulation ([FAR](#)). The FAR is a set of regulations that establish procedures for every step in the procurement process, from the time someone in the government discovers a need for a product or service to the time the purchase is complete.

FedBizOpps

Federal Business Opportunities ([FedBizOpps](#)) is the Federal Government's one-stop virtual marketplace. This Website allows commercial vendors to identify opportunities posted by the entire Federal contracting community. Agencies can communicate buying requirements for all contracts expected to exceed \$25,000.

Contracting Methods

When the government wants to purchase a certain product or service, it can use a variety of contracting methods. In many cases, contracting officials search the Central Contractor Registration ([CCR](#)) a government-maintained database of companies wanting to do business with the government, to identify qualified small business contractors. That's why it's important to register your business on CCR (see [Register Your Company](#)).

Simplified Purchases

Federal agencies can solicit and evaluate bids on government purchases of less than \$100,000 using simplified procedures that require fewer administrative details, lower approval levels, and less documentation. (Agencies are still required to advertise all planned purchases over \$25,000 in [FedBizOpps](#).)

All Federal purchases above \$3,000 but under \$100,000 must be reserved for small businesses, unless the contracting officer cannot obtain offers from two or more small businesses that are competitive on price, quality, and delivery.

Micro-Purchases

All purchases of up to \$3,000 in individual items, or multiple items whose aggregate amount does not exceed \$3,000, are classified as "micro-purchases" and can be made without obtaining competitive quotes. These purchases are not reserved for small businesses. Agencies can make micro-purchases using a government credit card. In addition, in support of contingency operations or to facilitate defense against or recovery from nuclear, biological, chemical or radiological attack, as determined by the head of the agency, the micro-purchase threshold has been established at \$15,000 for any contract purchased, awarded, or performed within the United States, or \$25,000 for any contract purchased, awarded, or performed outside of the United States.

Sealed Bidding

Sealed bidding, which used to be called "formal advertising," is a method of contracting that solicits the submission of competitive bids, followed by a public opening of bids. A contract is awarded to the responsive and responsible bidder whose bid is most advantageous to the government, considering price and price-related factors. This process involves an Invitation for Bid (IFB), which typically includes a description of the product or service to be acquired; instructions for preparing a bid; the conditions for purchase, packaging, delivery, shipping and payment; contract clauses to be included; and the deadline for submitting bids. Each sealed bid is opened in public at the purchasing office at the time designated in the invitation. All bids are read aloud and recorded. A contract is then awarded by the agency to the low bidder who is determined to be responsive to the government's needs. Government-wide IFBs and direct links to the invitation are available daily for review at [FedBizOpps](#).

Contract Negotiation

In certain cases, when the value of a government contract exceeds \$100,000 or when the product or service being acquired is highly technical, the government may issue a Request for Proposal (RFP). A typical RFP solicits proposals from prospective contractors on how they intend to deliver the requested product or service, and at what price. Proposals can be subject to negotiation after they have been submitted.

When the government is merely checking into the possibility of acquiring a product or service, it may issue a Request for Quotation (RFQ). A response to an RFQ by a prospective contractor is not considered an offer, and cannot be accepted by the government to form a binding contract. Government-wide RFPs and RFQs and direct links to them are available daily for review at [FedBizOpps](#).

One of the most significant changes in government acquisition is the increased importance of "best value." Rather than making awards to the lowest bidder, as it generally did in the past, the government can now make awards for the item that best satisfies its needs at a slightly higher price. If an agency is going to make a contract award based on best value, it must state its intent in the solicitation document and include

a description of the evaluation criteria, award factors, and factors other than price that will be considered in making the award.

Consolidated Purchasing Programs

Most government agencies have common purchasing needs for certain types of products or services, such as carpeting, furniture, office machine maintenance, and perishable food supplies. Sometimes the government can realize economies of scale by centralizing the purchasing of such items.

The government may use “acquisition vehicles,” such as multi-agency contracts and government-wide acquisition contracts (GWACs), to encourage long-term vendor agreements with fewer suppliers. The use of these acquisition vehicles (also called multiple award contracts) has increased significantly during the last few years, since they allow Federal buyers to quickly fill requirements by issuing orders against existing contracts without starting a new procurement action from scratch. Agencies can also award multiple task order contracts (which involve indefinite delivery and indefinite quantity) to allow more than one firm to deliver a particular product or service.

GOVERNMENT MARKETING

I. THRESHOLD FOR SUCCESS

A. **Develop or update your Business Plan.** The very first step that a company needs to take when considering the federal government as a target market is to ensure that the company's business plan supports the initiative. The most logical way to approach this is to analyze the corporate structure, financial status, administrative capabilities, production and distribution capabilities, and delivery methods.

B. **2-3 years of commercial experience.** The federal government is not for newly formed companies. Federal contracting officers want to ensure they are dealing with a company that has a successful commercial track record and can deliver on the goods or services they are seeking to procure.

C. **Computer capable.** Virtually all government contracts are advertised, negotiated, and awarded electronically. Additionally, all government payments, with the exception of income tax returns and social program payments are made electronically.

D. **Financial stability.** The government procurement process is not an inexpensive proposition and federal contracting officers are not in the business of helping companies come out of debt. They are looking to buy the best possible goods and services for the least expensive price. Ensure that your company is able to sustain the financial obligations required to work through the procurement process before entering the government marketplace.

E. **Good Customer mix.** To ensure corporate stability, it is recommended that the government market make up no more than 20%-30% of the total corporate sales.

F. **Credit card capable.** The federal government averages over \$18 billion in annual government sales. Many federal agencies have in excess of \$15,000 per credit card purchases. Often, simplified acquisition purchases will be done using credit cards.

II. GETTING STARTED

A. Know your primary and secondary NAICS. SBA size standards define whether a business is small and thus, eligible for government programs and preferences reserved for "small business" concerns. Size standards have been established for types of economic activities, or industry, generally under the North American Industry Classification System (NAICS). See www.census.gov/naics

B. **Know your Business size.** Often time people think a small business is defined as less than 500 employees. This might not be true for your industry sector. Many industries are determined by a dollar figure rather than by the number of employees. To determine your size please check SBA's website at www.sba.gov/size/sizetable2002.html

C. **Register with D & B.** Dun & Bradstreet (D&B) is a business specializing in providing credit and financial reports on registered companies for a fee. The identifier for registered companies is referred to as a DUNS number. In order to do business with the federal government you must obtain a DUNS number. This number can be obtained free of charge by registering online at DUNS number Request. For more information please refer to: <http://www.dnb.com/us>

D. **Register with CCR an ORCA**

a. **Central Contractors Registration.** In order to do business with the Defense Department and many other departments within the Federal government you must first register on the Central Contractors Registration (CCR). This registration provides government contractors with a profile of your company and necessary banking information required so that you can be paid electronically. Upon completion of this registration you are also provided a link to register on the Dynamic Small Business database (see below) which is very important for small businesses since this is where government agencies and large businesses search for companies. It is a free marketing tool for all small businesses. CCR Homepage: <http://www.ccr.gov>

b. **Dynamic Small Business Database.** Small business research can be accomplished by going to the CCR homepage and clicking on "Dynamic Small Business Search". Contracting officers and large business prime contractors may search this on-line registry for potential suppliers. To search the database go to: http://dsbs.sba.gov/dsbs/dsbs/dsp_dsbs.cfm

c. **Online Representations and Certifications Application (ORCA).** A company must be registered with ORCA if the solicitation it's responding to requires that it have an active Central Contractor Registration (CCR). This online Representations and Certifications application is an e-Government initiative that has been developed to replace most of the paper based Offer or Representations and Certifications (FAR 52-121-3). For additional assistance please refer to the ORCA website at: <http://orca.bpn.gov/>

E. **Learn the Rules**

a. **Federal Acquisition Regulations.** The Federal Acquisition Regulations (FAR) are the rules for government acquisition. Created by government and industry, these rules provide instruction, forms and guidance on government contracting. For additional information and to locate the FAR, please refer to <http://farsite.hill.af.mil/vffara.htm>

b. **Code of Federal Regulations.** The Code of Federal Regulations (CFR) is the collection of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Code of Federal Regulations (CFRs): <http://cfr.law.cornell.edu/cfr/index.php>

c. **United States Code.** The United States Code (USC) is the codification by subject matter of the general and permanent laws of the United States. It is divided into 50 titles and published by the Office of the Law Revision Counsel of the U.S. House of Representatives. United States Codes (USC): www.law.cornell.edu/uscode/#SECTIONS

III. **SMALL BUSINESS PROGRAMS**

Congress has established programs to help small businesses in general and some disadvantaged businesses compete in the Federal Government marketplace. These programs are meant to provide incentives for government agencies and large businesses to include small and disadvantaged businesses in the procurement process. It is important for all small businesses to understand these programs so they can take advantage of the opportunities that are available to them. See www.sba.gov

A. **Small Business Set Aside.** FAR 19.502-2 mandates that except for those acquisitions set aside for very small business concerns (see Subpart 19.9), in general each acquisition of supplies or services that has an anticipated dollar value exceeding 2,500 but not over \$100,000 is automatically reserved exclusively for small business concerns.

1) ***SBA 8(a) Program.*** The SBA's 8(a) BD Program, named for a section of the Small Business Act, it is a business development program created to help small disadvantaged businesses in a designated group compete in the federal procurement market. Individuals who are not a member of a designated group can claim social disadvantage, however, an individual who is not a member of a designated group must establish social disadvantage on the basis of a "preponderance of Evidence." For additional information visit: www.sba.gov/8abd/indexfaqs.html

2) ***SDB Program.*** SBA's minority development programs are intended to help small businesses be successful for the future. SBA no longer certifies businesses who meet the criteria but the business may now self certify at www.ccr.gov that they meet specific social, economic, ownership, and control eligibility criteria. Once the business is certified the firm is added to an on-line registry of SDB-certified firms maintained in the SBA's managed portion of the CCR which is called the "Dynamic Small Business Search" (DSBS) page. Self certified firms remain on the list for three years. Contracting Officers and large business prime contractors may search this on-line registry for potential suppliers. See www.sba.gov/sdb

3) ***HUBZone.*** The HUBZone (Historically Underutilized Business Zone) program is designed to stimulate economic development and creates jobs in underutilized communities by providing Federal contracting preferences to small businesses. These

preferences go to small businesses that obtain HUBZone certification in part by employing staff who live in a designated HUBZONE and by having their principle offices there. To determine if your business is in a HUBZone please refer to the following link. <http://map.sba.gov/hubzone/>

4) ***Service Disabled Veteran Owned Business.*** The Veterans Benefit Act of 2003 amended the Small Business Act to establish a procurement program for small business concerns owned and controlled by service disabled veterans. Contracting Officers may award a sole source or set-aside contracts for service disabled veterans if certain conditions are met. This is a self certifying process and you must register your business at www.vetbiz.gov to determine eligibility for the program. For further information please visit: www.vetbiz.gov or the Department of Veterans Affairs at www.va.gov

5) ***Veteran Owned Business.*** The Center for Veterans Enterprise is dedicated to serving the veteran entrepreneur by formulating, executing and promoting policies and programs of the agency that provides assistance to veterans seeking to start and develop small businesses. For additional information on veterans programs please refer to: www.vetiz.gov

6) ***Women Programs.*** The federal government is a very strong advocate for women entrepreneurs and offers many programs and services to help them succeed. Many resources offer unique opportunities and guidance for women entrepreneurs. Please refer to: www.sba/financing/special/women.html

7) ***Subcontracting Opportunities.*** Often it is easier for small businesses desiring to enter the federal government procurement market to begin by marketing to large federal prime contractors. Working with these prime contractors will give the small businesses the opportunity to become familiar with the procurement rules and regulations. Prime contractors with large federal contracts are required to have a subcontracting plan designating their sub contractors by size and socio-economic standards. A convenient way to locate these prime contractors is to register on SBA's subnet. Additional information can be found at: http://web.sba.gov/subet/dsp_about_subnet_option.cfm

IV. **FINDING BUSINESS OPPORTUNITIES**

A. ***FedBizOpps.*** Is the single government point-of-entry for Federal government procurement opportunities over \$25,000. Government buyers are required to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through this one portal, commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community. For additional information please refer to the following link: www.fbo.gov

B. **Procurement Gateway.** Is the internet site used by the Defense Logistics Agency's three Supply Centers (DSCC-Columbus, DSCP-Philadelphia & DSCR-Richmond) to electronically post and respond to solicitations. The procurement Gateway allows prospective government contractors to perform comprehensive and detailed searches against Request for Quotation (RFQ) and award documents. See <http://progate.daps.mil/home>

C. **DoD Email.** Designed to significantly simplify defense procurement of all items available through DoD. To get to the website, enter the following address: <http://www.emall.dla.mil/>

D. **GSA Schedule.** Under the GSA Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) Program, GSA establishes long-term government wide contracts with commercial firms to provide access to over 10 million commercial supplies and services that can be ordered directly from GSA Schedule contractors or through the GSA Advantage!® online shopping and ordering system. GSA Homepage: <http://www.gsa.gov>

V. MARKETING

A. **Conduct Market Research.** The United States government is the largest procuring activity in the world with more than 2,500 procuring activities. It is impossible to do business with every one of these activities. It is best to do your research and find one or two activities that are buying the largest portion of what you have to sell. Here is a good place to start your research: www.fpds.gov Also, www.acquisition.gov. www.fbo.gov is a good research site as well as <http://contracts.gsa.gov>. In addition, there are commercial sites available that have searchable database for more detailed research. These can be accessed through your Procurement Technical Assistance Centers. Contact your local PTAC for assistance by searching www.aptac-us.org

B. **Define your target market.** From your initial research, develop a list of target customers. Start with the ones that are more likely to do business with you. Don't expect overnight results. A good place to start is with the agencies' Small Business Liaison Officers for the agency you are targeting. These contacts can be found under the tab Small Business Contact at www.acquet.gov/acqnet/Fedbizopps/

C. **Develop Contact Lists.** Start with the small business personnel (SBLO, Supplier Diversity office, OSDBU office) at your target agency. They can lead you to the appropriate buyer or contracting officer. Engage these individuals early on in the development of your procurement program as they are there to assist you. Your ultimate goal is to provide solutions to the customer but first you need to move through the agency to determine how the procurements are managed. Again, a good place to start is with the agencies' Small Business Liaison Officers for the agency you are targeting. These contacts can be found under the tab Small Business Contacts at www.acquet.gov/acqnet/fedbizopps.

D. **Accumulate Procurement History.** Fully research your targeted customer's needs. The federal government maintains a procurement history on every item or service they procure. This historical data can be invaluable in helping you discover your competitors, price structuring, and developing points of contact. Procurement Technical Assistance Centers subscribe to data bases where this data can be retrieved. Contact your local PTAC for assistance by searching www.aptac-us.org



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/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, 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.

The SBA offers an on-line application process that makes it easier, faster and less expensive for small firms to apply for 8(a) Business Development, Small Disadvantaged Business (SDB) and HUBZone certification directly from SBA’s website, eliminating the need to download and complete a “paper” application. The applications are 100% Web-based, which incorporates context sensitive help, real-time validation, printer-ready versions and integrates with the Central Contractor Registration (CCR) database.

To learn more about these programs and to determine if your firm qualifies for 8(a), SDB, or HUBZone certification go to the appropriate SBA website (<http://www.sba.gov/8abd>;

<http://www.sba.gov/sdb>) and,

<http://www.sba.gov/hubzone>)

Although not a formal certification program, in May 2004, the SBA announced a new procurement program that will boost federal contract opportunities for service-disabled veteran-owned small business (SDVOSB) concerns. Under the new rule contracting officers *may* restrict contract awards to SDVOSBs where 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 rules allow for a sole-source award, if there is not a reasonable expectation of competitive bids/offers from 2 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 SVOSB 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 holds 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> On January 1, 2004, the SBA's Procurement and Marketing Access Network (PRO-Net) was integrated into CCR to provide a single portal to assist small businesses with marketing their goods and services to the Federal government. The CCR-PRO-Net linkage is part of a comprehensive strategy to transfer PRO-Net's functions to the E-Gov Business Partner Network (BPN) in order 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 <http://egov.gsa.gov>

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 NAICS code listed (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, by e-mail at: <http://www.ccr.gov/ContactCCR.aspx> or by phone at 1-888-227-2423.

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 over the web once and will then be able to submit them electronically from the web. This is a mandatory requirement and firms must review/update their data at least once annually or as circumstances change. The ORCA website can be found by going to <http://www.bpn.gov> and clicking on "Online Reps and Certs" on the left side of the screen.

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 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. To identify FSCs applicable to your company log onto <http://www.scrantonrtg.com/secrc/fsc-codes/fsc.html>. Detailed information regarding NAICS can be found on the SBA website by clicking onto: https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm. **NOTE:** 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/

5. Identify current Federal procurement opportunities.

Federal Business Opportunities (FedBizOpps) <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). Notices of proposed procurements were formerly publicized in the Commerce Business Daily (CBD). However, with FedBizOpps 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.

The Department of Defense website has links for small business opportunities in Iraq. Go to <http://www.acq.osd.mil/osbp/news/iraq.htm> for additional information.

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>.

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

Be 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.

7. 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 marketing information and CCR profile contains information on any MAS/FSS contracts held by your firm).

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 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 Development Centers

(http://www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/SBDC_LOCATOR.html) 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://www.sba.gov/GC/forecast.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/>***.

-The SBA's Women's On-Line Business Center at <http://www.onlinewbc.gov/> 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. 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 (***<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-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.

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 (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 <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.



Office of Government Contracting Area 3

Directory of Federal Procurement Offices (Area III)

Florida Federal Buying Agencies

BUYING AGENCY LOCATION

SMALL BUSINESS SPECIALIST

Bay Pines

U.S. Department of Veterans Affairs
Network 8
1000 Bay Pines Blvd.
Bay Pines, FL 33744

Deborah Mattingly
Network Contracts Manager
(727) 319-1036
Deborah.Mattingly@va.gov

Cape Canaveral

NASA, Kennedy Space Center
Mail Code OP-CIAO
Kennedy Space Center, FL 32899

Connie H. Wilcox
Small Business Specialist
(321) 867-7388
Connie.H.Wilcox@nasa.gov

Cocoa Beach

45th Space Wing/BZ
1201 Edward White II Street
Patrick AFB, FL 32925
<https://www.patrick.af.mil/45bc/SBindex/htm>

Alice Anderson
Small Business Specialist
(321) 494-2206
Alice.Anderson@patrick.af.mil

Doral

ACC 410th CSB
3511 NW 91st Avenue
Doral, FL 33172

Debbie Lampe
Directorate of Contracting
(305) 437-2661
Debbie.Lampe@hq.southcom.mil

Fort Lauderdale

Department of State
Regional Procurement Support Office
Florida Regional Center
4000 North Andrews Avenue
Fort Lauderdale, FL 33309

Robert Lloyd
Director
(954) 630-1146
(954) 630-1165 Fax
LLoydRE@state.gov

GSA, Miami Property Management Center
299 E. Broward Blvd., Suite 302
Fort Lauderdale, FL 33301

gerald.pimental@gsa.gov

Fort Walton Beach

Air Armament Center
Air Force Materiel Command
Mailstop AAC/BC
205 West D Avenue, Suite 449
Eglin AFB, FL 32542-6863

Gina Holman
Director, Small Business Office
(850) 882-2843, ext. 3
(850) 882-4836 Fax
gina.holman@eglin.af.mil

Gainesville

Department of Veterans Affairs
N Florida/S Georgia Veterans Healthcare Sys.
1601 SW Archer Road
Gainesville, FL 32608-1197

Sally Thomas
Contract Specialist
(352) 374-6086
(352) 374-6117 Fax

Homestead

Department of the Air Force
482nd Fighter Wing/Contracting Flight
29050 Coral Sea Blvd.
Homestead ARB, FL 33039-1299

Henry Burgains
Operational Contracting Officer &
Small Business Representative
(305) 224-7406
(305) 224-7055 Fax
henry.burgains@homestead.af.mil

Everglades National Park
Attn: Contracting Office
40001 State Road 9336
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Mary Esther

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Chris Wentworth

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Miami, FL 33132

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West Palm Beach

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Office of Government Contracting Area 3
Procurement Center Representative (PCR)

List of Covered Activities

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LIST OF COVERED ACTIVITIES

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(UPDATED 05/2009)

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NAVFAC SOUTHEAST, JACKSONVILLE, FL

AIR ARMAMENT CENTER – EGLIN AFB

NAVAL SURFACE WARFARE CENTER, PANAMA CITY, FL

TYNDALL AFB – PANAMA CITY, FL

NAVY FIELD ENGINEERING & ACQUISITION DIVISION, PENSACOLA, FL

HULBURT FIELD

WALT WALLACE

NAVAL AIR WARFARE CENTER

TRAINING SYSTEMS DIVISION

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MACDILL AFB, TAMPA, FL
VA MEDICAL CENTER, TAMPA, FL
U.S. SPECIAL OPERATIONS COMMAND, MACDILL AFB
NASA, KENNEDY SPACE CENTER
NAVIR TRAINING SYSTEMS DIVISION, ORLANDO, FL
U.S. ARMY PEO-STRI, ORLANDO, FL
PATRICK AFB, COCOA BEACH, FL
HURLBURT AFB, FL
NAVY SURFACE WARFARE CENTER, PANAMA CITY, FL
NAVFAC, JACKSONVILLE, FL
NAVAL SUBMARINE BASE, KINGS BAY, GA

Government Contracting Related Web Sites

Federal Procurement Regulations and Data

Acquisition Central	www.acquisition.gov	Find the Federal Acquisition Regulations, CCR, ORCA and much more at Acquisition Central
Federal Acquisition Jump Station	http://prod.nais.nasa.gov/pub/fedproc/home.html	Links to 124 Procurement & Acquisition Sites by Contracting Activity
Federal Acquisition Regulations	http://farsite.hill.af.mil http://www.acquisition.gov/far/	Two different sites where you can access the FAR
Defense Acquisition Regulations	http://www.acq.osd.mil/dpap/dars/dfars/index.htm	Defense Supplement to the FAR
Agency FAR Supplements	http://www.acquisition.gov/agency_supp_regs.cfm	All the Federal Agency Supplements to the FAR
Federal Procurement Data System	https://fpds.gov	Find out who buys what. Run many custom reports.
Federal Portals	www.fedworld.gov www.firstgov.gov	All kinds of Federal Information

Getting Started with Government Contracting

Dunn & Bradstreet	http://www.dnb.com/us/	Use this site to obtain a DUNS Number
Central Contractor Registration System	www.ccr.gov	Register here as a Federal Government contractor or potential contractor.
Online Representations and Certs	https://orca.bpn.gov/	Complete your Reps and Certs here

Federal Business Opportunities

FedBizOpps	www.fedbizopps.gov	All Federal Solicitations above \$25,000 are posted here
Department of Defense Sites		
Defense Logistics Agency Procurement Gateway and DSCC DIBBS BSM Opportunities Site	http://progate.daps.dla.mil/home/ https://www.dibbs.bsm.dla.mil/	Search for opportunities for the DLA. Note that under Business Systems Modernization, Stock Classes will be migrating to the DSCC DIBBS BSM Opportunities Site.
Navy Electronic Commerce Online	www.neco.navy.mil	Navy's Online opportunities and bidding site.
Army Single Face to Industry	https://acquisition.army.mil/asfi/	Army's Online opportunities and bidding site.
Air Force Small Business Site	http://www.selltoairforce.org/	Air Force Small Business Office
US Army Corps of Engineers Norfolk District & All Districts	http://www.nao.usace.army.mil/redesign/homepage.asp http://www.usace.army.mil/howdoi/where.html#States	The first site is the Norfolk District, the second is all Corps Districts
Naval Facilities Engineering Command	https://www.esol.navfac.navy.mil/default.cfm	NAVFAC's Electronic Solicitation Site
DoD Small & Disadvantaged Business Utilization Office	http://www.acq.osd.mil/osbp/	Department of Defense Small Business Office
Doing Business with DoD Information	http://www.acq.osd.mil/osbp/doing_business/index.htm	DoD Small Business Specialists and other Guides

Defense Acquisition University Acquisition Knowledge Sharing	http://akss.dau.mil/jsp/default.jsp	All kinds of great information on DoD Procurement
DoD Mentor-Protégé Program	http://www.acq.osd.mil/osbp/mentor_protege/	Defense Department's Mentor-Protégé Program Home Page
<i>Electronic Commerce</i>		
Federal Electronic Commerce Program	http://www.whitehouse.gov/omb/egov/	Information on government's Electronic Commerce efforts
Business Transformation Agency	http://www.defenselink.mil/acq/ebusiness/	DoD's Electronic Commerce efforts
<i>Energy, US Department of</i>		
Home Page	http://www.energy.gov/	Energy Home Page
Small Business	http://smallbusiness.doe.gov/	Small Business Site
<i>General Services Administration</i>		
Home Page	http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0	Main Portal
GSA Schedules E-Library	http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome	Find out if your commercial products and services have a schedule contract
GSA Advantage	https://www.gsaadvantage.gov/advgsa/advantage/main/start_page.do	The "Email" for the Schedules Program
GSA Vendor Support Center	http://vsc.gsa.gov/	Get all the support you need as a GSA Schedule Vendor

GSA Schedule Sales Query	http://ssq.gsa.gov/	Do Market Research and find out who's selling what on their GSA Schedule
GSA Schedule Steps to Success	http://vsc.gsa.gov/stepstosuccess.pdf	How to be a successful GSA Schedules Contractor
<i>Government Printing Office</i>		
Main Page	www.gpo.gov	Home Page of the Government Printing Office
Doing Business with the GPO	http://www.gpo.gov/business/index.html	How to do business with the Government Printing Office
<i>Health & Human Services</i>		
Small Business Office	http://www.hhs.gov/osdbu/	Learn about training, opportunities and procurement forecast from HHS
<i>NASA</i>		
NASA Small Business Office	http://www.hq.nasa.gov/office/codek/	All Small Business Info
NASA Procurement	http://www.hq.nasa.gov/office/procurement/index.html	Information on NASA's Procurement Opportunities
NASA Research Opportunities	http://research.hq.nasa.gov/research.cfm	Doing research for NASA
<i>Small Business Administration</i>		
Home Page	www.sba.gov	Home Page
Office of Government Contracting	www.sba.gov/GC	Lots of good info on Size Determination, Certificates of Competency and other SBA GC programs
Richmond	www.sba.gov/va	This page

District Office Home Page		should be bookmarked!
Small Business Training Network	http://www.sba.gov/training/	Lots of great online training-FREE!
SBA Library	http://www.sba.gov/lib/library.html	Publications, Forms, Laws, Regulations and More
Commercial Marketing Representatives and Procurement Center Representatives	http://www.sba.gov/GC/pcr.html	PCR's help increase the small business contracting share and CMR's help small businesses increase subcontracting share
<i>State Department</i>		
Acquisition Office	http://www.statebuy.state.gov/	State Department Acquisition Information
Small Business Office	http://www.state.gov/m/a/sdbu/	State Department's Small Business Office
<i>Subcontracting Opportunities</i>		
SUBNET	http://web.sba.gov/subnet	Search for or Post Subcontracting Opportunities
Subcontracting Opportunities Directory	http://www.sba.gov/GC/indexcontacts-sbsd.html	Search for Prime Contractors by State
<i>Treasury Department</i>		
Treasury Small Business Office	http://treasury.gov/offices/management/dcfo/osdbu/	US Treasury Small Business Office
<i>Transportation Department</i>		
Business Opportunities and Vendor Information	http://www.dot.gov/ost/m60/busopven.htm	USDOT Contractor Information

General Small Business Knowledge

CCH Business Owners Toolkit	http://www.toolkit.cch.com/BOTOC.asp	Good basic information on a variety of business topics
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OTHER USEFUL HOT LINKS

Links to helpful SBA web pages

Small Business Administration (SBA) Home Page: www.sba.gov
South Florida District Office: www.sba.gov/fl/south
South Florida District Resource Guide: www.smallbusiness3.com
SBA's role in the Recovery Act: www.sba.gov/recovery
Business Start-Up Guide: www.sba.gov/starting_business/startup/guide.html
E-Business Institute: www.sba.gov/training
Small Business Size Standards: www.sba.gov/size/sizetable2002.html
Office of Veterans Business Development: www.sba.gov/vets
Section 8(a) Business Development Program: www.sba.gov/8abd
HUBZone Program: www.sba.gov/hubzone
Native American Affairs: www.sba.gov/naa
Women's Programs: www.sba.gov/financing/special/women.html
Subcontracting Network: www.sba.gov/subnet

Links to business assistance sites and related organizations

Federal Business Opportunities (FedBizOpps): www.fbo.gov
Government Contractor Resource Center: www.govcon.com
Minority Business Development Agency: www.mbda.gov
National Contract Management Association (NCMA): www.ncmahq.org
Regional Alliance for Small Contractors: www.regional-alliance.org
VetBiz- Center for Veterans Enterprise: www.vetbiz.gov/
List of Veterans Business Advocates: www.vetbiz.gov/library/vetbusad.pdf
List of Corporate Veterans Advocates: www.vetbiz.gov/library/corp.htm
The Veterans Corporation: www.veteranscorp.org
Womenbiz.gov: www.womenbiz.gov/

Other procurement-related sites

Federal Business Opportunities (FedBizOpps): www.fbo.gov
FedBizOpps Vendor Notification Service:
www.FedBizOpps.gov/EPSTVendorRegistration.html
Acquisition Central: <http://acquisition.gov/>
Central Contractor Registration (CCR): www.ccr.gov
Comprehensive Procurement Guidelines for Recovered Materials:
www.epa.gov/cpg/
Obtain DUNS Number: <http://fedgov.dnb.com/webform>

Electronic Subcontracting Reporting System (eSRS): www.esrs.gov
Excluded Parties List System: www.epls.gov
Federal Information Technology Accessibility Initiative:
www.section508.gov/
Federal Procurement Data System (FPDS): www.fpds.gov/
Federal Technical Data System (FedTeDS): www.fedteds.gov/
General Services Administration's (GSA) Federal Supply Schedules
Program: www.fss.gsa.gov
Javits' Wagner-O'Day (JWOD) Home Page: www.jwod.gov
Listing of Approved Sureties (Circular 570): www.fms.treas.gov/c570/c570.html
Online Representations and Certifications Application (ORCA): [https://ccr.gov/
orca.bpn.gov](https://ccr.gov/orca.bpn.gov)
Past Performance Information Retrieval System (PPIRS): www.ppirs.gov/
Wage Determinations On-Line: www.wdol.gov/

Federal Procurement Regulations and Policies

Code of Federal Regulations (CFR): www.gpoaccess.gov/cfr/index.html
Federal Acquisition Regulation (FAR): <http://acquisition.gov/comp/far/index.html>
Federal Register: www.gpoaccess.gov/fr/index.html
GAO/Comptroller General Bid Protest Decisions:
www.gao.gov/decisions/bidpro/bidpro.htm



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