



FEDERAL GOVERNMENT CONTRACTING: *THE BASIC STEPS*

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*All SBA programs and services
are provided on a nondiscrimina-
tory basis.*

1. Determine if your business provides goods or services the government needs. One way to do this is by contacting buyers at various federal agencies. You can find a list of federal buying activities at www.sba.gov/idc/groups/public/documents/sc_columbia/sc_agency_sb_specialists.pdf.
2. Obtain a Dun and Bradstreet Credit Number at no charge by calling 866-705-5711. State that you are a government contractor.
3. Register with Central Contractor Registration at www.ccr.gov.
4. Register with On-Line Certifications & Representations (ORCA) at <https://orca.bpn.gov/>. (At this point, you are now ready eligible to receive federal contracts.)
5. Look up your SBA Profile (created when registering at www.ccr.gov) using your DUNS number at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm. This profile is essentially your marketing resume.
6. Register as a vendor at Fed Biz Opps, located at www.fbo.gov, and set parameters for the types and locations of contracts you are interested in.
7. Start searching for contract opportunities at FedBizOps.
8. When a contract opportunity arises that you are interested in bidding on, then download the solicitation, make sure you read and understand it, and then respond by submitting your bid.

PREFERENTIAL CONTRACTS AND CONTRACTING PROGRAMS:

Small Business: Federal agencies can restrict contracts to small business bidders. To find out if you qualify as a small business, see www.sba.gov/contractingopportunities/officials/size/index.html.

Service-Connected Disabled Veteran Owned Business (SCDVOB): Federal agencies can restrict contracts to small businesses owned by service-connected disabled veterans. Visit www.acquisition.gov/far/current/html/Subpart%2019_14.html to learn more.

Women Owned Business (WOB): Currently, there are no mandated set-asides or preferences, but the SBA has proposed a rule for set-aside contracts viewable at www.regulations.gov/search/Regs/home.html#documentDetail?R=0900006480ab485a. In the meantime, federal agencies are encouraged to recruit, solicit and award contracts to women-owned businesses.

8(a) Business Development Program: Provides technical and management assistance and set-aside contracts to qualified firms owned by socially & economically disadvantaged individuals. See www.sba.gov/8abd to learn more about the 8(a) program and eligibility requirements.

Historically Underutilized Business Zones (HUBZone) Program: Provides price preferential and set-aside contracts to firms that are located within and hire employees from qualifying geographic areas (high unemployment and low income). Learn about HUBZone certification at <https://eweb1sp.sba.gov/hubzone/internet/index.cfm>.

Find out more information at www.sba.gov/contractingopportunities/index.html