

The Wonderful World of Federal Contracting



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Goals of Government Contracting



Getting Started

- Step 1: Register
- Step 2: Prepare
- Step 3: Look
- Step 4: Participate/Respond
- Step 5: Follow Up

Step 1: Register

**Operator, please
connect me to Dun
& Bradstreet!**



**I just went to
SAM.GOV...it was
quick and easy
to sign up!**



Dun & Bradstreet:

Contact and Registration Information

Contact Dun & Bradstreet to obtain a D-U-N-S Number (a unique nine-digit identification number for each physical location of your business):

- Phone: 1-866-705-5711
- Web site: fedgov.dnb.com/webform

System for Award Management (SAM): Contact and Registration Information



Register for SAM at:

- Web site: www.sam.gov
- 1-877-332-8277

Step 2: Prepare

I wonder whether
this organization is
a good fit?



Tips on Preparation

- Prepare a presentation package that can be easily tailored
- Ensure you have an acceptable/audited or adequate accounting system
- Do your homework (learn about the organization before you market to them)
- Bring the right people to a meeting

HHS Office of Small & Disadvantaged Business Utilization (OSDBU)

- HHS' Small Business Program Web site:
www.hhs.gov/smallbusiness/
- HHS sponsors scheduled Vendor Outreach Sessions (VOS). Introduce your company's capabilities and discuss potential procurement opportunities.
- e-PIC is an e-business system designed to smartly capture the global marketplace and profile information about businesses providing products and services to HHS. To register in our e-Portals in Commerce (e-PIC) system, go to:
epic.od.nih.gov/index.asp

Step 3: Look

It looks like there are many great Web sites to visit for opportunities!



Web sites to Visit

- [FBO.gov/](https://www.fbo.gov/)
- [SBA.gov](https://www.sba.gov) and dsbs.sba.gov/dsbs
- [GSA.gov](https://www.gsa.gov)
- [USAspending.gov](https://www.usaspending.gov)
- [FPDS.gov](https://www.fpds.gov)

FedBizOpps Web site

The screenshot shows the FedBizOpps website interface. At the top, there is a blue header with the FedBizOpps logo (a star and the text 'FEDBIZOPPS.GOV') and the text 'Federal Business Opportunities'. To the right of the logo are logos for 'IAE', 'E-GOV', and 'USA.gov'. Below the header is a navigation menu with buttons for 'Home', 'Getting Started', 'General Info', 'Opportunities' (highlighted in green), 'Agencies', and 'Privacy'. Below the navigation menu is a search bar with the text 'Search For Opportunities' and a 'RETURN TO HOME' link. To the right of the search bar are links for 'Buyers: Login | Register' and 'Vendors: Login | Register', along with an 'Accessibility' icon. Below the search bar are three buttons: 'Opportunities List', 'Advanced Search' (highlighted in green), and 'Archives'. Below these buttons is the 'Advanced Search' section, which includes the text 'Enter your search criteria and click search to find opportunities'. Below this text are three buttons: 'Search', 'Clear', and 'Return To Opportunities List'. Below the buttons are four search criteria sections: 'Posted Date:' with a dropdown menu, 'Place of Performance State:' with a list of states (Alabama, Alaska, American Samoa, Arizona, Arkansas) and a note 'Hold CTRL to select multiple states', 'Place of Performance Zip Code:' with a text input field and a note 'Separate multiple zip codes by commas', and 'Documents To Search:' with three radio button options: 'Active Documents' (selected), 'Archived Documents', and 'Both'. Below these sections is the 'Set-Aside Code:' section, which includes a link 'More information about Set-Aside Codes' and three checkboxes: 'Competitive 8(a)', 'Partial HBCU / MI', and 'Total HBCU / MI'.

Federal Business Opportunities

IAE E-GOV USA.gov

Home Getting Started General Info Opportunities Agencies Privacy

Buyers: [Login](#) | [Register](#) Vendors: [Login](#) | [Register](#) Accessibility

Search For Opportunities

[RETURN TO HOME](#)

Opportunities List Advanced Search Archives

Advanced Search

Enter your search criteria and click search to find opportunities

Search Clear Return To Opportunities List

Posted Date:

Place of Performance State: Hold CTRL to select multiple states

Alabama
Alaska
American Samoa
Arizona
Arkansas

Place of Performance Zip Code: Separate multiple zip codes by commas

Documents To Search:

Active Documents

Archived Documents

Both

Set-Aside Code:

[More information about Set-Aside Codes](#)

Competitive 8(a) Partial HBCU / MI Total HBCU / MI

Dynamic Small Business Search (DSBS)

Key Point: Small businesses can complete a corporate profile addressing:

- Business Type (8A, Hubzone, etc.)
- North American Industry Classification System (NAICS) (what types of work your business performs)
- Performance History (work your business has done in the past)

Example of SBA Profile on www.dsbs.sba.gov

SBA Profile

[Privacy Statement](#)

Identification, Location & Contacts

This profile was last updated: 01/17/2011 Update quarterly if need be or at least once per year.

Name of Firm: MY BUSINESS, INC

Trade Name ("Doing Business As ..."):

Main office or branch office?: Main

Address, line 1: 1230 MY BUSINESS ADDRESS AVE

Address, line 2:

City: BALTIMORE

State: MD

Zip: 21201-001

Phone Number: 410-555-1234

Fax Number: 410-555-5678

E-mail Address: james@mybusiness.com

WWW Page: <http://www.mybusiness.com>

E-Mall (electronic mall selling firm's products): <http://www.mybusiness.com>

Contact Person: Shelia Monica James

County Code (3 digit): 510

Congressional District: 07

Metropolitan Statistical Area: 0720

DUNS Number: 123456789

CAGE Code: 68HW7

Year Established: 2003

Accepts Government Credit Card?: Yes No Missing procurement opportunities. \$20 billion purchased annually. Refer to www.GSA.gov for details on accepting the credit cards.

GSA Advantage Contract(s): Attend GSA-sponsored training. Dates and locations available at www.GSA.gov.

Organization, Ownership & Certifications

Legal Structure: Corporation

Example of SBA Profile on www.dsbs.sba.gov

Current Principals: Beverly Crawford-Watkins, CEO

Complete this information including title of principals

"Business Development Servicing Office"

(for certifications):

BALTIMORE DISTRICT OFFICE (SBA office code 0373)

8(a) Certification:

Apply to 8(a) BD Program; if eligible (see 13 C.F.R. 124)

SBA 8(a) Case Number:

SBA 8(a) Entrance Date:

SBA 8(a) Exit Date:

Small Disadvantaged Business Certification:

SDB Entrance Date:

SDB Exit Date:

HUBZone Certification:

Apply to HUBZone Program; if eligible (see 13 C.F.R. 126)

HUBZone Certified?: Yes No

HUBZone Certification Date: N/A

8(a) Joint Venture Certification:

8(a) JV Entrance Date:

8(a) JV Exit Date:

Refer to 13 C.F.R. 124.513 for details on the 8(a) BD Program Joint Venture requirements and 13 C.F.R. 124.520 for details on the SBA Mentor/Protégé Program.

DBE Certifications (and State):

(none)

These certifications indicate additional marketing efforts by the firm.

Non-Federal-Government Certifications:

(none given)

al Certifications and/or
ocal government
ns

Products & Services

Capabilities Narrative:

(none given)

Special Equipment/Materials:

(none given)

Promotional equipment, training equipment, duplicators, software, licenses.

Provide brief statements on the type of services or supplies the firm provides using key action/buzz words. No acronyms.

Example of SBA Profile on www.dsbs.sba.gov

Business Type Percentages Service (100%)

Bonding Levels

Construction Bonding Level (per contract) unknown

Construction Bonding Level (aggregate) unknown

Service Bonding Level (per contract) unknown

Service Bonding Level (aggregate) unknown

NAICS Codes and Keywords:

Primary?	Code	NAICS Code's Description	"Buy Green"? ⁽¹⁾	Small? ⁽²⁾	Emerging? ⁽³⁾
YES	541211	Offices of Certified Public Accountants		Yes	No

(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.
 (2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.
 (3) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's special small business size standard for the Compositeness Demonstration Program (FAR 19-10). Note, not all NAICS codes are applicable to this program.
 (4) "Pending" means that the firm's size for the NAICS code is pending a manual determination by the SBA.

Keywords: Include keywords, spell out acronyms used. This is a search tool assistant.

Miscellaneous:

Quality Assurance Standards: ISO-9000

Electronic Data Interchange capable?: Yes No

Export Profile (Trade Mission Online)

Exporter?: (firm hasn't answered this question yet)

- Export Business Activities: (none given)
- Exporting to: (none given)
- Desired Export Business Relationships: (none given)
- Description of Export Objective(s):

Include the business type and percentage for each (Service, Construction, Research and Development, Manufacturing)

Complete if applicable. Consider acquiring bonding, provides a competitive edge.

Indicate primary NAICS. Limit NAICS to relative industries.

ANSI; ISO; ASQ; Mil-Q-9858, etc.

EDI is used by some agencies to transmit procurement information.

Answer "Yes, No or Want to." If interested, contact SBA's Office of International Trade at www.sba.gov. Another avenue for marketing.

Example of SBA Profile on www.dsbs.sba.gov

Performance History (References)

References

Name:	IBM
Contract:	01-02-CONT
Start:	10/28/2007
End:	04/01/2008
Value:	\$120,000
Contact:	John. Jones
Phone:	410-555-5555

Name:	US Department of State
Contract:	01-03-CONT
Start:	01/01/2005
End:	05/01/2009
Value:	\$500,000
Contact:	Joe Smith
Phone:	202-555-4240

Name:	Department of Veterans Affairs
Contract:	DCCA AUDIT TRAINING
Start:	02/20/2009
End:	03/20/2009
Value:	\$25,000
Contact:	Mary Smith Jones
Phone:	202-555-5000

Include name of contracting entity, contact information, contract number, dollar value, period, etc. for current federal and commercial prime and subcontracts. Blanks leave too many questions for contracting officers. Always include references, even if subcontracting work performed.

SBA Regional Offices



U.S. Small Business Administration

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[Loans & Grants](#)

[Contracting](#)

[Counseling & Training](#)

[SBA Direct](#)

[For Lenders](#)

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About SBA

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- [Local Offices](#)
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- [Headquarters Offices](#)

[Our History](#)

[SBA Programs](#)

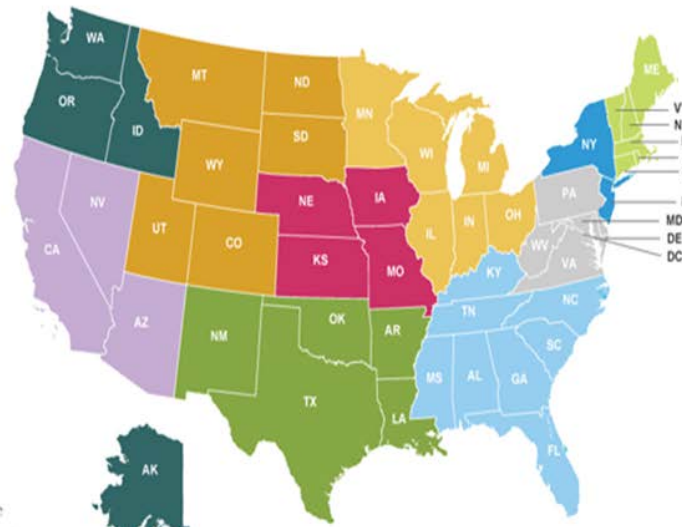
[Loan Programs](#)

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[Technology \(SBIR/STTR\)](#)

[Goaling Program](#)

Regional Offices



SBA Newsroom

- ▶ [Small Business Feedback Sparks Popular Changes To SBA's Website and Social Media Tools](#)
- ▶ [Five Things You May Not Know About SBA Disaster Assistance](#)
- ▶ [SBA Announces Second Round of Grants under State Trade and Export Promotion Program](#)

Join Our Team!

Federal Procurement Data System – Next Generation

The screenshot displays the homepage of the Federal Procurement Data System - Next Generation. At the top left is the system logo, a stylized 'F' and 'D' in blue and red. To its right is the title 'Federal Procurement Data System - Next Generation'. Below the title is a navigation menu with links: Home, Newsroom, Reports, Status, Worksite, Archives, Training, and Help. On the right side of the navigation bar are three font size icons: a plus sign, a standard 'A', and a minus sign.

The main content area is divided into several sections:

- Login:** A section on the left with a 'Log In' button, a 'Log-In:' text box, and a 'Password:' text box. Below the login fields are links for 'Forgot Your Password?', 'Security and Privacy', and 'Contact Help Desk'.
- ezSearch:** A central search box with the 'ezSearch' logo. Below the logo is a search input field with the placeholder text 'Google-like search to help you find federal contracts...'. A note below the search box states: 'ezSearch contains procurement data as well as additional NASA data (for example, financial assistance actions)'.
- Registration:** A section on the left with a 'Registration' header and links for 'Register' and 'Who Should Register?'.
- FAQs:** A section on the left with a 'FAQs' header and a link for 'FPDS-NG'.
- Top Requests:** A section on the right with a 'Top Requests' header and a list of links: 'Recovery Report', 'Hurricane Irene Report', 'Pacific Earthquake/Tsunami', 'Hurricane Earl Report', 'Gulf Oil Spill Report', 'Haiti Earthquake Report', 'Hurricane Katrina Report', 'Hurricane Rita Report', and 'Other Hurricane/Disaster Relief'.
- Latest News:** A section on the right with a 'Latest News' header and a list of links: 'Upcoming Releases', 'Top 100 Contractors Report', 'Multiple or Single Award IDV Correction Requests', 'Software Releases', 'Data Archives', and 'Operation Enduring Freedom (OEF)'.

The main content area also features two news articles:

- Operation Enduring Freedom (OEF):** A new National Interest Action value 'Operation Enduring Freedom (OEF)' has been added to track the OEF contracts. For Web Portal users the value 'Operation Enduring Freedom (OEF)' is available for selection in the National Interest Action field dropdown. The Contract Writing systems shall use the code 'O12F' when creating/updating documents through Business Services. National Interest Action value 'Operation Enduring Freedom (OEF)' is valid from 10/01/2011 to 09/30/2014.
- NIA Expiration Date Extended:** A list of two items: 1. National Interest Action value 'Gulf Oil Spill 0410' expiration date has been extended from 02/24/2012 to 08/23/2013 on FPDS-NG Production system. National Interest Action value 'Gulf Oil Spill 0410' is valid from 04/25/2010 to 08/23/2013. 2. National Interest Action value 'Hurricane Irene 2011' expiration date has been extended from 02/21/2012 to 10/22/2012 on FPDS-NG Production system. National Interest Action value 'Hurricane Irene 2011' is valid from 08/22/2011 to 10/22/2012.

At the bottom of the page, there is a section for 'Enhanced Standard Reports' with a printer icon.

Step 4: Participate/Respond



Suggestions for Getting Involved!

- Respond to RFIs, Sources Sought Notices, RFPs, and RFQs
- Attend Industry Days
- Reach out to business partners for teaming/subcontracting arrangements

Where to Look for Subcontracting Opportunities

- SBA Web site: sba.gov/category/navigation-structure/contracting/contracting-opportunities/sub-contracting
- SUB-Net
- Subcontracting Opportunities Directory

Make Sure You:

- Understand and comply with FAR/HHSAR/Agency-specific provisions/clauses/terms
- Understand and comply with auditing standards, FISMA standards, and other Federal requirements
- Understand the players and comply with the procurement rules to conduct business appropriate to the Federal Government

Step 5: Follow Up

How can I keep up this great progress?



Easy Steps to Follow Up

1. Visit OSDBU's Web site (hhs.gov/smallbusiness/) to review the following links:
 - HHS Operating Divisions (OPDIVs) Forecast of Procurement/Contracting Opportunities
 - OPDIV Active Contracts Listing
 - "How To Do Business" Guide
 - Register to attend a Vendor Outreach Session
2. Update your company's information on the SAM & Dynamic Small Business Search
3. Respond to applicable Request for Proposals (RFP) and Sources Sought notices

Final Thought



“You have to strike the right balance between appropriate asking and aggressive demanding.”

Questions?



Our Contact Information

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