



U.S. Small Business Administration



*Your Small Business Resource*

***SBA Twelve Step Program for Federal Procurement  
Contracts***

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February 1, 2013



# Why Do Business With the Government?

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- The Federal Government is the largest buyer of goods and services in the **WORLD!!**
- The Government spends over **\$500 Billion** for goods and services per year
- Small Businesses receive approximately **\$106 Billion** in contracts and orders from Federal customers annually (SB goal is 23%)



# Twelve Step Program for Federal Procurement Contracts

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Dealing with the Federal Government can seem like a difficult task. However, with a little patience, persistence and perseverance on your part -- your efforts can be rewarded in the long run. To assist you, we developed a procedural step-by-step process that will enhance your potential for success.



# Step One

## Become familiar with the following websites for Government Contracting:

- SBA Office of Government Contracting (GC):  
<http://www.sba.gov/about-offices-content/1/2467>;
- Title 13 of the Code of Federal Regulations (Part 125):  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=b9312ac169f6f8ad9a370861048d716a&rgn=div5&view=text&node=13:1.0.1.1.19&idno=13>
- Federal Acquisition Regulation (FAR) SB Programs – (Part 19):  
<https://www.acquisition.gov/far/loadmainre.html>



## Step Two

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### **Obtain a DUNS Number, register in the System for Award Management (SAM) and Dynamic Small Business Search (DSBS) Database.**

- Contact Dun & Bradstreet (D&B) for a free DUNS number  
<http://fedgov.dnb.com/webform>
- Determine which Federal Supply Classification Codes (FSC) and North American Industry Classification System (NAICS) Codes apply to your business.  
<http://www.dispositionservices.dla.mil/asset/fsclist.html>  
<http://www.census.gov/eos/www/naics>



## Step Two (Continued)

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- Register for an account with the System for Award Management (**SAM**) by going to **www.sam.gov** and clicking on the “create account” or “register” buttons.
- When you see “Registration Complete” at the end of the SAM registration page, you will see two SBA symbols. Click on the one on the right that says “SBA Register or Update your SBA Profile”. Once you click on this, you will be taken to the SBA’s Dynamic Small Business Search (**DSBS**) profile registration and update page.  
[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)



## Quick Start Guide for Updating/Renewing Registrations that Were Previously in CCR and Are Now in SAM



### How to update or renew your entity record in SAM:

Before you start, you need to know the following:



#### REGISTERING IN SAM IS FREE



#### What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity".

- If you were registered in CCR and ORCA, your organization's information is already in SAM. You just need to set up a SAM account and migrate your CCR roles. See the "Migrating Roles" Quick Start Guide.



#### Viewing Your Entity Record

How you view your entity record depends on several factors

- If you chose to make your record public, you can view your entity record by going to [www.sam.gov](http://www.sam.gov) and searching for your DUNS number or Entity Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS number or Entity Name, clicking on the "Inactive" box, and clicking the "Apply Filters" button
- If you opted out of the public search, log into SAM, migrate your roles, and then click on "Register/Update Entity" and "Complete Registrations" to view your record



#### Requirements for Submitting Your Registration

Federal regulation requires a complete review of your record

- To submit your update, you must review the entire record in one sitting
- Review each page, validating the accuracy of the content, and clicking on "Save and Confirm" or "Save and Continue" on every screen -- and "Submit" at the end.
- If your registration requires Reqs & Certs (formerly ORCA), make sure you select the box certifying to the accuracy of the data on the "Review Reqs & Certs" page



#### Steps for Updating/Renewing Your Entity Record in SAM

1. Go to [www.sam.gov](http://www.sam.gov) and login with your SAM username and password
2. Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")

3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)
6. Validate/Update "Core Data"
  - ✓ Your DUNS information (if you need to update this information, go to <http://fdgov.dnb.com/webform>). If you have updated your information with D&B, click the "Refresh D&B Data" button on SAM's "Verify DUNS information" page for the updates to appear in SAM.
  - ✓ Business Information (TIN, etc.)
  - ✓ IRS Consent Information (optional for foreign registrants)
  - ✓ CAGE/NCAGE code
  - ✓ General Information (business types, organization structure, etc)
  - ✓ Financial Information (Electronic Funds Transfer (EFT) information)
  - ✓ Executive Compensation
  - ✓ Proceedings Details
  - ✓ Information Opt Out (Select whether to authorize your entity to be displayed in SAM's public search)
7. Validate/Update "Assertions" (not required to be eligible for Grants only)
  - ✓ Goods and Services (NAICS, PSC, etc.) – be sure to select a primary NAICS
  - ✓ Size Metrics
  - ✓ EDI Information (optional)
  - ✓ Disaster Relief Information (optional)
8. Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)
  - ✓ FAR Responses
  - ✓ Architect-Engineer Responses
  - ✓ DFARS Responses
9. Validate/Update "Points of Contact", including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification on the "SBA Supplemental" page.
11. Click Submit! Note: If your update/renewal requires IRS or CAGE re-validation, it will take 3-5 business days for it to become active and replace your previous registration.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: [www.sam.gov](http://www.sam.gov)



Contact the SAM Help Desk: [www.fsd.gov](http://www.fsd.gov)



[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](#)

File Edit View Favorites Tools Help

Favorites Suggested Sites SBA Employee Gateway...

SBA - Dynamic Small Business Search



DSBS

- [Skip Navigation](#)   [Accessibility Options](#)  
[Print](#)   [Exit](#)   [Help](#)  
[DSBS](#)   [Quick Market Search](#)   [TM OnLine](#)

Welcome to the Dynamic Small Business Search All search form hotlinks open a new browser window.

NEW MARKETING FEATURE FOR CONTRACTING OFFICERS:  
 Use the "Quick Market Search" button above to go to the **Quick Market Search**

**This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data certifications relating to 8(a) Business Development, HUBZone or Small Disadvantaged Business status. The SBA strongly encourages contracting officers diligently review a bidder's small business self-certification before awarding a contract.**

All form fields that require typing in data have "tooltips" with data format information.

### Location of Profile

State(s):

[\(How to make multiple selections.\)](#)

- (any state)
- AL - Alabama
- AK - Alaska
- AA - American Atlantic (APO/FPO)
- AE - American Europe (APO/FPO)
- AP - American Pacific (APO/FPO)
- AS - American Samoa
- AZ - Arizona

Searching within a State:

*(Requires exactly one state from the list at left.)*

Congressional District:  [Help](#)



## Step Three

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### **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. Small Businesses self-certify at SAM and DSBS.
- SBA has three contracts-related certification programs:
  - 8(a) Business Development,
  - HUBZone and
  - Economically Disadvantaged/Women-Owned Small Business Programs (EDWOSB/WOSB).



## Step Four

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### **Identify your product or service.**

- To identify Federal Supply Classification Codes (FSC) applicable to your company, log onto **<http://www.dispositionsservices.dla.mil/asset/fsc/ist.html>**.
- Detailed information regarding the North American Industry Classification System (NAICS) can be found at: **<http://www.census.gov/eos/www/naics/>**

### **Identify current federal procurement opportunities.**

- Federal Business Opportunities (**FedBizOps**) is the designated government-wide point of entry and the exclusive official source for public access to notices of federal contracting actions over \$25,000. (Agencies are also encouraged to use FedBizOpps to provide notices for actions of \$25,000 or less).  
<https://www.fbo.gov/>
- To learn about the government's Buy Green/Comprehensive Procurement Guideline, log onto <http://www.sba.gov/content/green-contracting-opportunities>.



Search more than **35,200\*** active federal opportunities.

Posted Date:  Set-Aside Code:

Place of Performance:  Type:

Keyword / Solicitation #:  Agency:

Search

Additional criteria and multiple selections are available on the [advanced search form](#).

*\* Notices posted within the last 90 days.*



**DID YOU KNOW?**

Registered vendors and citizens can save searches and receive search results in a daily email.

## Buyers / Engineers

Government users may post, manage, and award opportunities.

Username

Password

Login

▶ [View Opportunities](#)

No login is required to view opportunities.

▶ [Register How](#)

▶ [Password Reminder](#)

▶ [Recovery FAQs](#)

## Vendors / Citizens

Vendors and citizens may search, monitor, and retrieve opportunities.

Username

Password

Login

▶ [Find Opportunities](#)

No login is required to view opportunities.

▶ [Register How](#)

▶ [Password Reminder](#)

▶ [Recovery FAQs](#)



## RECOVERY

FBO now contains Recovery and Reinvestment Act actions.

[SEARCH RECOVERY OPPORTUNITIES](#)

[SEARCH RECOVERY AWARDS](#)



### FBO RECOVERY REPORTS

- [Click here for Opportunities](#)
- [Click here for Awards](#)

Click [here](#) to learn more.



### USER GUIDES

- [Buyer](#)
- [Vendor](#)
- [Engineer](#)
- [Location / Agency Admin](#)

Use [Adobe Acrobat Reader](#) to view files in PDF format.



### DEMONSTRATION VIDEOS

Watch demonstration videos designed to familiarize you with the features and functionality of the new FBO.

[Watch the Videos](#)

## Location / Agency Administrators

### ADDITIONAL RESOURCES

- [FAQs](#)
- [Federal Agency Business Forecasts](#)

### **Familiarize yourself with the government's contracting procedures.**

- Federal Acquisition Regulations (**FAR**) (<https://www.acquisition.gov/far/index.html>) and the Defense Federal Acquisition Regulation Supplement (**DFARS**) <http://www.acq.osd.mil/dpap/dars/index.html> .
- Acquisition.gov is an E-Gov Initiative that aggregates federal acquisition content by providing one website for regulations, systems, resources, opportunities, and training. <https://www.acquisition.gov/>

# ACQUISITION CENTRAL

www.acquisition.gov



Acquisition Systems

Acquisition Workforce

For Buyers

For Citizens

For Sellers

Frequently Asked Questions

## Policy & Regulations



Federal Acquisition Regulation (FAR)

General Services Acquisition Manual (GSAM)

Office of Federal Procurement Policy (OFPP)

Code of Federal Regulations

Agency Supplemental Regs

Federal Register

Regulations.gov

Acquisition Center of Excellence (ACE) for Services

Civilian Agency Acquisition Council (CAAC)

Acquisition.gov is maintained by Integrated Acquisition Environment (IAE), the E-Gov Initiative that aggregates federal acquisition content by providing one website for regulations, systems, resources, opportunities, and training.

This website was designed to create an easily navigable resource to share the efforts of IAE as it works to achieve its vision of more efficient and transparent practices through better use of information, people, processes and technology.

Users are encouraged to [contact us](#) to let us know if the website has proven useful and/or to offer comments on how we can improve.

## Announcements

System for Award Management (SAM) is coming your way!

## Advisory Panels

Acquisition Advisory Panel (SARA Panel)

Multiple Award Schedules Advisory Panel (MASAP)

Office of Federal Procurement Policy (OFPP)

## Other Information

Emergency Contracting Information

Federal Agency Procurement



## Step Seven

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### **Investigate Federal Supply Schedule (FSS) contracts.**

- The General Services Administration (GSA) manages Multiple Award Schedule (MAS) contracts, also known as Federal Supply Schedule (FSS) contracts.

**<http://www.gsa.gov/portal/content/198005>**

- 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 contractor.



## Step Eight

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### **Seek additional assistance as needed in the federal marketplace.**

- **SBA Procurement Center Representatives (PCRs)** assist small firms interested in doing business as prime contractors directly with federal agency buying offices.
- **Commercial Market Representatives (CMRs)** work with those small firms interested in identifying subcontracting opportunities with large businesses that have been awarded a federal contract.
- To identify your nearest PCR or CMR  
<http://www.sba.gov/content/government-contracting-field-staff-directory>



## Step Eight (Continued)

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- **Procurement Technical Assistance Centers (PTACS)**
- PTACS are located in most states. They are funded by the Department of Defense to provide no-cost and low cost “hands-on” technical contracting and marketing assistance to small businesses wishing to do business with any federal agency.  
**<http://www.dla.mil/SmallBusiness/Pages/ProcurementTechnicalAssistanceCenters.aspx>**



## Step Eight (Continued)

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- ***Small Business Development Centers (SBDC)*** offer free, one-on-one consulting, and training programs to small businesses on a variety of issues, including marketing, regulatory compliance and international trade.

<http://www.sba.gov/content/small-business-development-centers-sbdcs>

- ***Small Business Specialists*** are located at each federal buying office and can provide assistance on how to market to that Agency. A complete listing of Small Business Specialists can be obtained from each agency's website.



## Step Eight (Continued)

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- Links to the homepages of every military activity/agency can be found on the DOD website at <http://www.defense.gov/>. This information is invaluable when identifying your target market (those buying office that buy your products and services).
- Links to ***Agency Recurring Procurement Forecasts*** are located at [http://acquisition.gov/comp/procurement\\_forecasts/index.html](http://acquisition.gov/comp/procurement_forecasts/index.html).



## Step Eight (Continued)

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- Directors of Federal Agency Office of Small and Disadvantaged Business Utilization (**OSDBU**)/Directors of the Office of Small Business Programs (**OSBP**) at DoD agencies  
<http://www.osdbu.gov/>
- Located 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 prime contracting opportunities.



## Step Eight (Continued)

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- SBA's Women Business Centers (**WBC**) is a national network of WBC's providing business training, counseling and other resources to help women start and grow successful businesses.

**<http://www.sba.gov/content/womens-business-centers>**

- ***SCORE – Counselors to America's Small Business*** – a nonprofit association dedicated to the formation, growth and success of small businesses. All counseling is provided free of charge.

**[www.score.org](http://www.score.org)**



## Step Eight (Continued)

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- Veterans Business Outreach Program (**VBOP**) is designed to provide services such as business training, counseling and mentoring for eligible veterans owning or considering starting a small business. The SBA has 16 organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (**VBOC**).

**<http://www.sba.gov/content/veteran-business-outreach-centers>**



## Step Nine

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### **Explore subcontracting opportunities.**

- Subcontracting Opportunities with Federal Prime Contractors - Do not neglect this very large secondary market.  
**<http://www.sba.gov/category/navigation-structure/contracting/contracting-opportunities/subcontracting/subcontracting-opportunities-directory>**
- Prime Contractor websites for Subcontracting opportunities
- Small Business Liaison Officers (SBLOS)



## Step Nine (Continued)

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- **SUB-Net** - Major large business prime contractors post subcontract opportunities here:  
<http://web.sba.gov/subnet/search/index.cfm>.
- **Supplier Connection** - an online portal created by the IBM Foundation to make it easier for small businesses to sell to large prime contractors. The participating 15 companies have a combined supply chain of more than \$300 billion – and they are looking to work with small businesses.  
<https://www.supplier-connection.net/SupplierConnection/index.html>



## Step Ten

### **Investigate other federal, state and local programs.**

- Individual agency Mentor-Protégé Programs  
<http://www.sba.gov/content/mentor-prot%C3%A9g%C3%A9-program>
- SBA's Small Business Innovation Research Program (SBIR)  
<http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-innovation-research>
- Contact your state and local government contracting agencies to learn more about how they do business.

## **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).

**<http://www.gsa.gov/portal/content/1046>**



## Step Twelve

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### **Market, Market, Market!**

- The three most important words to remember in order to be successful in the Federal Procurement Arena.
- Present your capabilities directly to those buying offices that purchase your products or services. 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.



# Contact Information

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