

GOVERNMENT CONTRACTING

Where to start



THE BASICS

- Register with Dun & Bradstreet
 - Website: fedgov.dnb.com/webform
 - Company is assigned a DUNS number
 - Cost: \$0 (you are registering for government contracting)
- Register with the System for Award Management (SAM)
 - Website: sam.gov
 - Cost: \$0 (remember, you are a government contractor now!)
 - Self-certify for federal small business certifications
 - Know your North American Industry Classification System (NAICS) codes
 - A Commercial and Government Entity Code (CAGE) will be assigned
 - You'll read and agree to numerous Federal Acquisition Regulations (FAR)
 - Create your Dynamic Small Business Search profile (only small, for-profit businesses)
 - Maintain by updating password every six months and updating account annually



CERTIFICATIONS? SET-ASIDES?

- Federal agencies prioritize buying from small businesses
 - Look at the “size standard” for your NAICS codes to know if you are “small”
 - 23% of federal contract dollars go to small businesses
- How do they prioritize?
 - Through set-asides - an opportunity where the federal government restricts a contract exclusively for small businesses or a sub group of small businesses.

8(a)

Small Disadvantaged Business (SDB)

Women-Owned Small Business (WOSB)

Economically Disadvantaged Women-Owned Small Business (EDWOSB)

Veteran-Owned Small Business

Service Disabled Veteran-Owned Small Business

Historically Underutilized Business Zone (HUBZone)



8(a)

- Requirements
 - Small business
 - In business two years
 - Majority owned & controlled full-time by a Socially AND Economically Disadvantaged individual
 - Owner is a U.S. citizen
 - 51% or more ownership & full-time devotion
 - Good character
 - Potential for success
- Potential to receive non-competitive federal contracts or to compete only among other 8(a) firms
- Cannot just self-certify in SAM – apply to SBA



WHO ARE CONSIDERED “SOCIALLY DISADVANTAGED?”

- African Americans
- Asian Pacific Americans
- Hispanic Americans (*including individuals of Spanish & Portuguese descent*)
- Native Americans
- Subcontinent Asian Americans
- Individuals who can prove socially disadvantaged status through Preponderance of Evidence (i.e.: woman in a male-dominated industry)



WHAT ABOUT “ECONOMICALLY DISADVANTAGED?”

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities.

- Requirements:
 - Assets cannot exceed \$4 million
 - Personal income below \$250,000, averaged over three years
 - Adjusted net worth less than \$250,000 (excludes value of primary home, business equity, and requirement accounts)



SMALL DISADVANTAGED BUSINESS (SDB)

- Requirements:
 - Small business
 - Majority owned, controlled & managed by Socially & Economically Disadvantaged individual(s)
 - Owner is a U.S. citizen
 - 51% or more ownership
 - Good character
- Set aside opportunities (5% of overall federal prime contract spending must go to SDBs)
- Subcontracting opportunities with large prime contractors



WOMAN OWNED SMALL BUSINESS (WOSB)

- Requirements
 - Small business
 - Woman/women own at least 51% of firm
 - Woman/women control and manage the firm on a daily basis
 - Woman/women are U.S. citizens
 - Woman/women hold highest officer position
 - Woman/women must work at business full-time during normal working hours
- 5% of all federal prime contracts must go to WOSB firms
- Set aside opportunities and potential for non-competitive contracts (if certain conditions apply)
- EDWOSBs can participate in WOSB set asides (but WOSBs cannot participate in EDWOSB set asides)
- Limited to certain NAICS codes



ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)

- Same eligibility requirements as WOSB plus:
 - WOSB owner(s) must have adjusted personal net worth below \$750,000
 - Adjusted gross income averaged over three years is less than \$350,000
 - Total assets worth less than \$6 million
- Also limited to certain NAICS codes



VETERAN-OWNED SMALL BUSINESS

- Requirements:
 - Small business
 - At least 51% owned AND controlled by a veteran
 - Veteran received general or better discharge from U.S. military



SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)

- Same as VOSB program plus:
 - Veteran has a documented service-connected disability
 - Veteran holds the highest officer position in the firm
- 3% of all federal prime contracts must go to SDVOSBs
- Agencies like the VA have a strong commitment to contract with SDVOSB
- SDVOSB firms are eligible for VOSB opportunities

NOTE TWO WAYS TO CERTIFY/VERIFY

- SAM.gov – self-certification sufficient for most federal agencies
- Center for Veterans Enterprise (CVE) – verification required for VA and FAA SDVOSB set-asides



HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZONE)

- Requirements:
 - Small business
 - U.S. Citizen
 - Principal office located in a HUBZone
 - At least 35% of its employees live in HUBZones
- Check the HUBZone map at www.sba.gov/hubzone
- Why certify:
 - 3% of all federal prime contract awards must go to HUBZone firms
 - 10% price evaluation preference in favor of HUBZone firms can be made in Full & Open competitions (not small business set asides)
 - Potential for non-competitive contracts under certain conditions



DO I APPLY, CERTIFY, OR VERIFY?

APPLY for:

8(a): [www.sba.gov/8\(a\)](http://www.sba.gov/8(a))

HUBZone:
www.sba.gov/hubzone

SELF-CERTIFY for:

SDB: www.sba.gov/sdb

WOSB/EDWOSB: certify.sba.gov
(SBA approved third parties can also certify the firm)

VOSB: www.sba.gov/vosb

SDVOSB: www.sba.gov/sdvosb

VERIFY for:

SDVOSB:
www.va.gov/osdbu/verification



LOOK FOR CONTRACTING OPPORTUNITIES

- Federal Business Opportunities: FBO.gov
 - Most federal contracting opportunities
- DLA Internet Bid Board System: dibbs.bsm.dla.mil
 - Defense Logistics Agency (DLA) contracting opportunities
- FedBid: fedbid.com
 - Reverse auction website
- FedConnect: fedconnect.net
 - Reverse auction website and full procurement lifecycle support
- Do market research on USASpending.gov and fpds.gov



NEED HELP? PTAC TO THE RESCUE!

Oregon firms

Government Contract Assistance Program (GCAP)



Oregon's Procurement
Technical Assistance Center

www.gcap.org

Washington firms

WA Procurement Technical Assistance Center (PTAC)



WASHINGTON
PTAC

www.washingtonptac.org



PTAC RESOURCES

■ Technical Assistance – FREE!!!

- Government Database Registrations
 - Duns & Bradstreet (DUNS number)
 - System for Award Management (SAM)
 - Small Business Administration (SBA)
 - Dynamic Small Business Search
- Government Certifications
- Federal Acquisition Regulations (FAR)
- Market Research
- Solicitation Interpretation
- Proposal Guidance and Review
- Contract Administration
- Invoicing

■ Training – FREE or Low Cost!

- Workshops, seminars, webinars, and individual business training
- Selling to the government
 - The basics
 - Marketing
- General Services Administration (GSA)
- Solicitation interpretation and proposal development
- And more!

■ Bid match

Searches federal, state, and local contracting opportunities for you



SUMMARY

- Register with Dun & Bradstreet (update information when it changes)
- Register with SAM
 - Certify!
 - Change password every six months
 - Update registration annually
 - Ignore third-party marketing
- Apply/verify if applicable (SBA and CVE)
 - Remember to update your SAM
- Look for contracting opportunities
- Do some market research
- Market to agencies and primes
- Work with your PTAC!

