



## 102d Intelligence Wing – Contracting Office

Presents

### PREPARING YOUR COMPANY (OR YOURSELF) FOR FEDERAL BUSINESS OPPORTUNITIES AND MORE . . . . .

#### **A: GETTING STARTED – Seeking Business Opportunities as a Government Contractor:**

The government advertises business opportunities, solicits potential vendors, processes invoices, and makes payments all electronically. Automation has resulted in significant cost savings due to reduction in labor hours and paper consumption. Interested vendors that want to compete for federal business opportunities must now be ready and capable of competing in the electronic arena.

- Vendors wishing to compete for government contracts must obtain:
  - Dun & Bradstreet Number (DUNS). Register DUNS at: [www.dnb.com/us/](http://www.dnb.com/us/)
  - Register with the System for Award Management (SAM) and obtain a CAGE CODE. Register at: <https://www.sam.gov> Information and instructional guides are available on the website. Mandatory data fields are:
    - GENERAL INFORMATION
      - i. Legal Business Name or Doing Business As (DBA) Information
      - ii. City, State, and Zip Code of Business
      - iii. Date business was started
      - iv. Average Number of Employees and Annual Revenue
      - v. DUNS (see above)
      - vi. US Federal Tax Identification Number
      - vii. Country
      - viii. Fiscal Year End Close Date
    - CORPORATE INFORMATION
      - i. Type of relationship with the US Federal Government
      - ii. Type of Organization
      - iii. Business Type. Check all that apply to your business. Size standards for industries can be found at <https://www.sba.gov/content/small-business-size-standards>
      - iv. Contact your local Small Business Administration (SBA) for assistance at [www.sba.gov](http://www.sba.gov)
      - v. Business banking information for electronic funds transfer information. The government makes all payments electronically.

- GOODS/SERVICES
  - i. Input all applicable North American Industry Classification System (NAICS) Codes. Research on codes that pertain to your business at <http://support.outreachsystems.com/resources/tables/pscs/>
- POINT OF CONTACT (POC)
  - i. Registrant name/CCR POC Information
  - ii. Alternate Contact Information
- Websites for assistance in getting set up to receive government contracts:
  - Small Business Administration: [www.sba.gov](http://www.sba.gov)
  - Small and Disadvantaged Business Utilization Offices: [http://permanent.access.gpo.gov/lps57820/www.acq.osd.mil/sadbu/links/dod\\_sadbu.htm](http://permanent.access.gpo.gov/lps57820/www.acq.osd.mil/sadbu/links/dod_sadbu.htm)
  - Procurement Technical Assistance Center (PTAC) - <https://www.sba.gov/tools/local-assistance/ptac>
- Websites for federal business opportunities (requirements for supplies, services, construction):
  - Federal Business Opportunities (FedBizOpps – where ALL federal solicitations over \$25,000 are publically posted) - [www.fedbizopps.gov](http://www.fedbizopps.gov)
  - FEDBID. This site is an avenue for vendors compete for the best price on line (reverse auctioning). <http://www.fedbid.com/>
  - GSA Federal Supply Service - [www.gsa.gov](http://www.gsa.gov) GSA Customer Service, 10 Causeway Street, Boston MA. 02222-1076 (617-565-7303)
  - Government Business – [www.business.usa.gov](http://www.business.usa.gov)

## **B. GETTING STARTED – Seeking Opportunities as a Government Employee:**

For individuals that are interested in starting a career as a federal “employee” the following websites are available for your use – there are many others out there (search the web) but here are a few of our favorites:

1. Websites for federal “MILITARY” employment opportunities:
  - Air National Guard - [www.goang.com](http://www.goang.com)
  - Army National Guard – [www.nationalguard.com](http://www.nationalguard.com)
  - United States Coast Guard - [www.gocoastguard.com](http://www.gocoastguard.com)
2. Websites for federal “CIVILIAN” employment opportunities:
  - USA JOBS - [www.usajobs.gov](http://www.usajobs.gov)
  - Massachusetts Government Job Search - <http://www.americajobs.com/federal/l-massachusetts>
  - JobBank USA - Massachusetts - <http://www.jobbankusa.com/FederalJobs/federal-government-jobs-in-massachusetts.html>

## **C. Websites for Massachusetts Commonwealth/State Business & Employment Opportunities:**

- Massachusetts Administration & Finance Operational Services Division - [www.mass.gov/osd](http://www.mass.gov/osd)
- Massachusetts Municipal Association - [www.mma.org](http://www.mma.org)
- Massachusetts Public Sector Jobs – [www.mass.gov/](http://www.mass.gov/) (search: public sector jobs)
- Massachusetts Human Resources Division – <https://jobs.hrd.state.ma.us/recruit/public/3111/index.do>

## D. Narrative and General Information for Obtaining Government Business Opportunities:

This handout is provided to you to by the 102d Intelligence Wing Contracting Office in order to assist your company in obtaining federal government business opportunities. Understanding the rules, processes and procedures will significantly increase your competitive edge for obtaining government contracts. This handout will address useful websites, vendor requirements, competition and threshold requirements for conducting business with the federal government. These significant facts are based on the Federal Acquisition Regulation (FAR), and the Department of Defense FAR Supplement (DFARS).

This handout is not all-inclusive and is only intended as a training document – current editions of the above-mentioned regulations will always prevail, and are available for your viewing at ([www.farsite.hill.af.mil](http://www.farsite.hill.af.mil) )

### **VENDOR REQUIREMENTS:**

IAW DOD Policy all vendors wishing to do business with the government (\$0 +) must not be on the debarred list – <https://www.sam.gov>

The first step in competing for federal business opportunities is ensuring your company is ready! Vendors must:

Possess a DUNS number. To register for a Dun & Bradstreet Number the website is: [www.dnb.com/us](http://www.dnb.com/us).

Have Electronic Fund Transfer (EFT) capabilities through their financial institution.

Obtain a CAGE CODE. Vendors wishing to conduct business with the federal government (\$2,500 +) must be registered in the System for Award Management (SAM) where they will be issued a CAGE CODE. Vendors self-register via [www.sam.gov](http://www.sam.gov). Annual re-certification with SAM is required. The website maintains a comprehensive instruction on completing this registration. 102d Interceptor Wing personnel are not authorized to provide assistance in this registration, as registration requires the input of personal financial information.

Clearly identify to the government what types of goods and services they can provide. This is accomplished by reviewing the North American Industry Classification System (NAICS). To search for a NAICS code the website is: <http://support.outreachsystems.com/resources/tables/pscs/>

In accordance with the Federal Acquisition Regulation <http://farsite.hill.af.mil/> (FAR) 5.102 Government procurements anticipated to be over \$25,000.00 are advertised on a single point of entry called FEDBIZOPPS <http://www.fedbizopps.gov>.

Another site that identifies government requirements is FEDBID. This site is an avenue for vendors compete for the best price on line (reverse auctioning). <http://www.fedbid.com/>

“Open Market” or “Off the Economy” procurement requirements with an anticipated dollar amount of \$2,500 (for services) \$3,500 (for supplies) through \$150,000 is automatically reserved exclusively for small business concerns and shall be set aside for small business unless the contracting officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery. (Ref FAR 19.502-2)

### **SMALL BUSINESS ADMINISTRATION:**

Other useful websites for research regarding doing business with the government is the Business Small Business Administration <https://www.sba.gov/offices/district/ma/boston/about-us>

SBA develops small business loan and assistance programs, special outreach efforts and initiatives to aid and inform small businesses. **The 7J Program is a free of charge program**; they will come to your site to train you on government processes, etc. their goal is to ensure you are capable and ready to seek federal contracts. The Small Business Administration also offer a learning center which provides a multitude of business savvy technical assistance to businesses that want to sell products and services to federal, state, and/or local governments through their Procurement Technical Assistance Centers (PTACs) <https://www.sba.gov/tools/local-assistance/ptac> .

PTACs provide local, in-person counseling and training services for the small business owner. PTAC services are available either free of charge or at a nominal cost. The PTAC program is administered by the Defense Logistics Agency

### **MARKETING THROUGH GSA:** <http://www.gsa.gov/portal/category/108067>

The GSA Office of Small Business Utilization connects small business with people and resources to help them grow. Let them be your advocates. Before you begin the journey to become a GSA or federal vendor, make sure it's right for your small business. It's like the private sector, only – different. Advice, resources, training, guidance, and recommendations are some ways GSA can assist you in getting started.

### **CONTRACTUAL AUTHORITY:**

As a vendor it is extremely important that you understand the flow of acquisition authority or who is legally authorized to issue you a contract. Accepting work from an unauthorized person put the vendor at risk.

In accordance with FAR 1.602, only contracting officers have the authority to enter into, administer, or terminate contracts and make related determinations and findings. Contracting officers may only bind the government only to the extent of the authority delegated to them. Contracting officers are responsible for ensuring performance of all necessary actions for effective contracting, ensuring compliance with the terms of the contract, and safeguarding the interests of the United States in its contractual relationships. It is the responsibility of each contractor to ensure that all business dealing are conducted with the contracting officer, failure to do so will not legally bind the government to any unauthorized business agreements.

### **COMPETITION REQUIREMENTS:**

IAW FAR Subpart 6.3 – Other than Full and Open Competition. There are several conditions for fulfilling requirements without obtaining competition. For the purposes of this handout there are two specific conditions that an organization would normally cite. Those two conditions are based on FAR Subpart 6.302-1 - Only one responsible source and no other supplies or services will satisfy agency requirements, and 6.302-2 - Unusual and Compelling Urgency.

It is the requiring agency's responsibility for researching the FAR to determine which one out of the six circumstances best identifies the circumstance requiring procuring items without full and open competition.

6.301 (a) states in part: Contracting without providing for full and open competition or full and open competition after exclusion of sources is a violation of statute, unless permitted by one of the exceptions in [6.302](#).

6.301 (c) states in part: Contracting without providing for full and open competition shall not be justified on the basis of:

- 1) **lack of advance planning** by the requiring activity, or
- 2) concerns **related to the amount of funds available** (e.g., funds will expire) to the agency or activity for the acquisition of supplies/services.

We hope that this guide has been helpful, and we wish you the very best in your endeavors to establish government opportunities for your business!