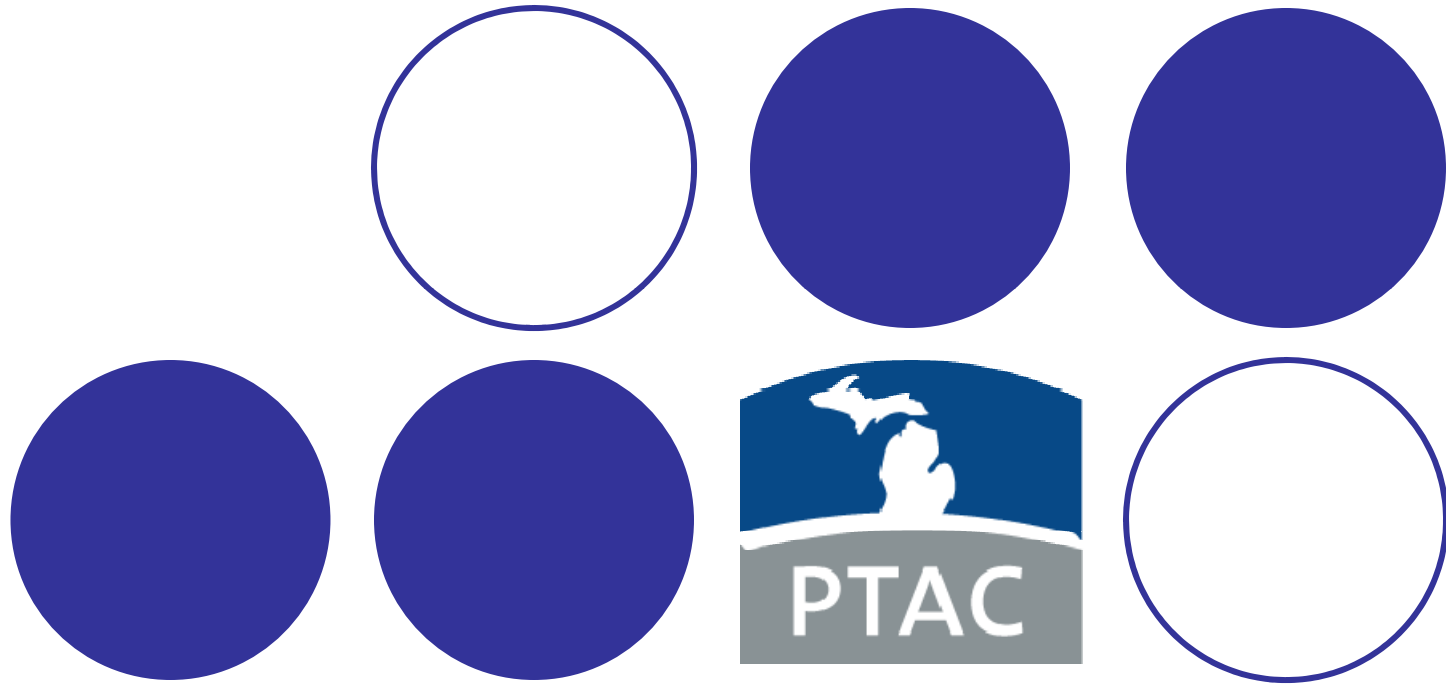
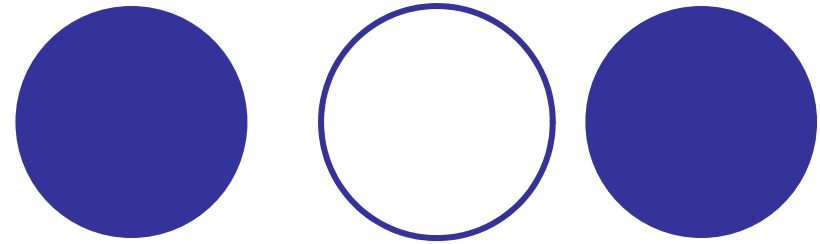
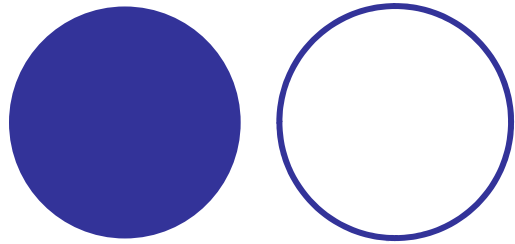


Federal Government Contracting 101



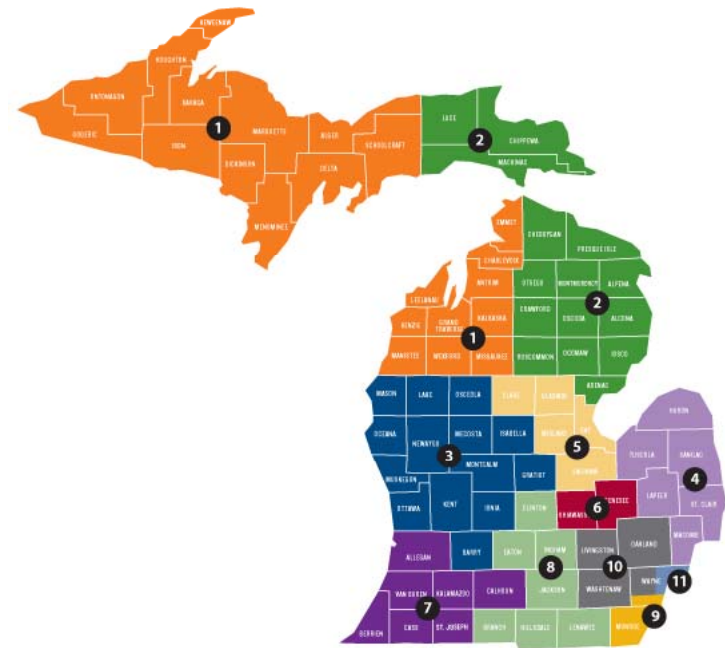
PTACs are not-for-profit organizations dually funded by the State of Michigan and Department of Defense/Defense Logistics Agency. Reproduction and / or distribution of documentation, in addition to the reselling of PTAC services, is strictly prohibited.



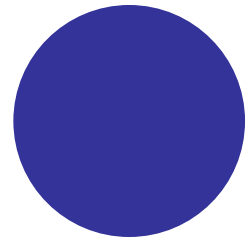
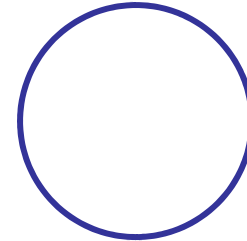
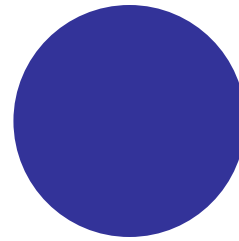
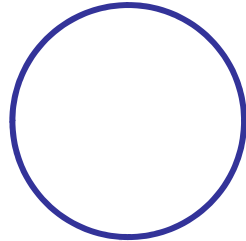
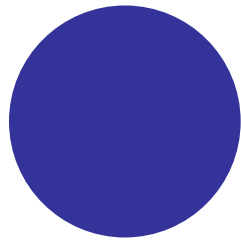
What is PTAC?

DoD & MEDC funded program to educate small businesses regarding government contracting

- ★ One-on-One Counseling
- ★ Troubleshooting
- ★ Price History Reports
- ★ Specifications & Standards
- ★ Training Events & Seminars
- ★ Bid Match
- ★ Agency Matches



<http://www.ptacsofmichigan.org>



Matthew Lesko's
Free Money
for
EVERYBODY

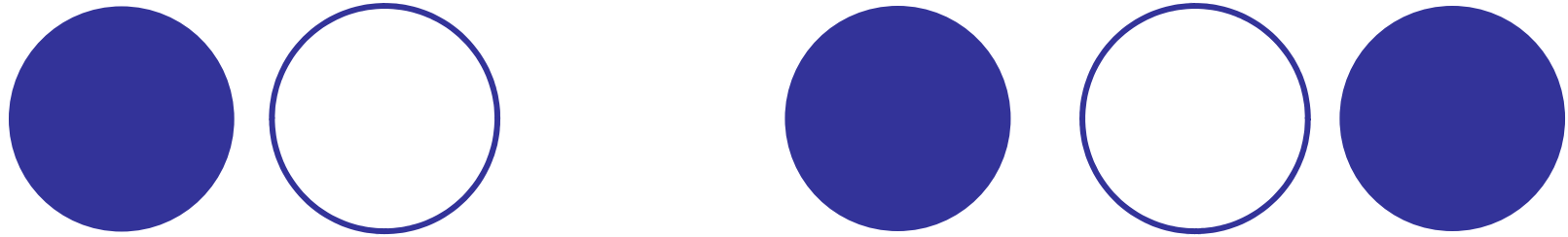
1,700 of the Best
Government Free
Money Programs
Your Tax Money
Can Buy

680 Pages
1,700 Programs

90 Minute DVD
Hot Linked To Web

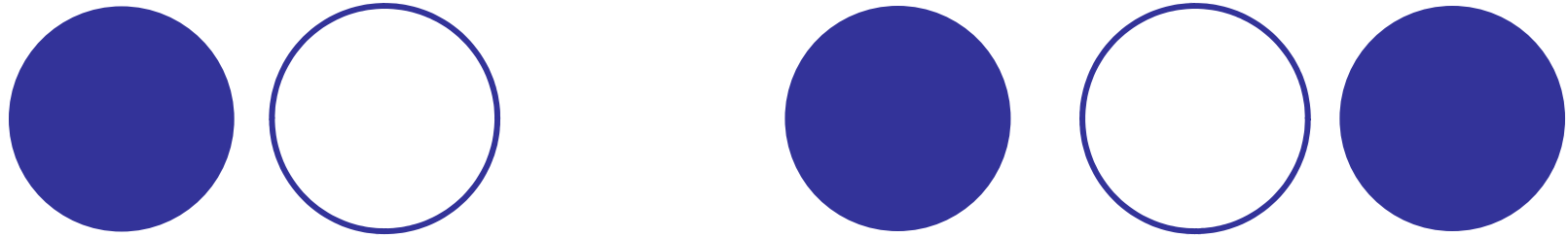
BOOK and DVD

EVERYBODY



Agenda

- ★ **Initial Considerations**
- ★ **Getting Registered – Your First Step**
- ★ **Small Business Programs**
- ★ **Finding Opportunities**
- ★ **Contract Preparation & Administration**
- ★ **Resources for Government Contractors**
- ★ **Checklist**



Initial Considerations

Why Sell to the Federal Government?

Statistics FY 2006/2007

★ **\$417 billion**

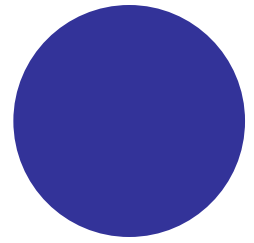
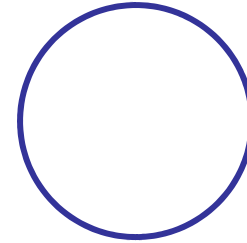
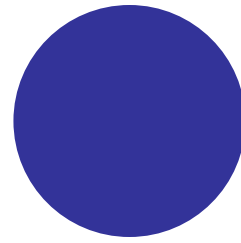
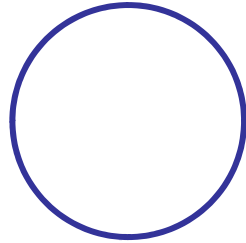
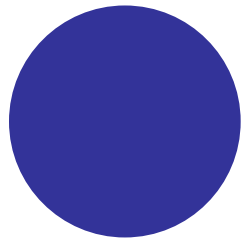
Total federal purchases of goods/services

★ **\$90.5 billion**

Total Federal purchases of goods/services to small businesses

Information obtained from:

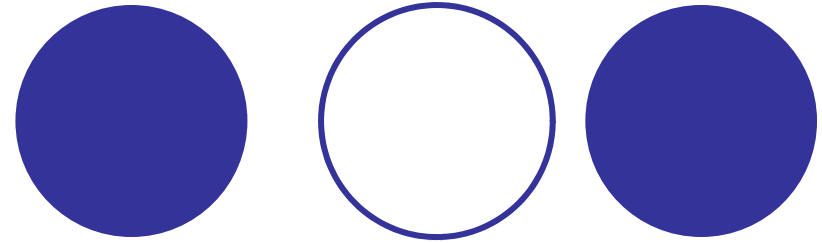
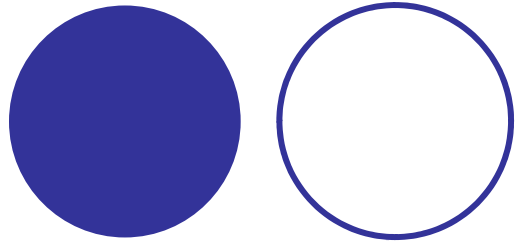
<http://www.usaspending.gov> and <http://www.fedspending.org>



Initial Considerations

Who Should Sell to the Government?

- ★ **Have an identifiable product/service**
- ★ **Successful/stable company**
- ★ **Looking for market expansion**
- ★ **Willing to dedicate time and effort**

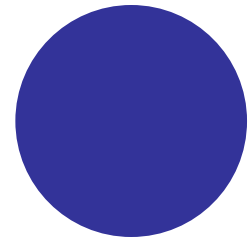
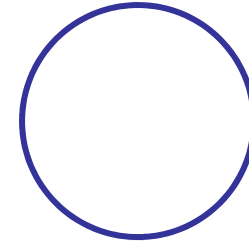
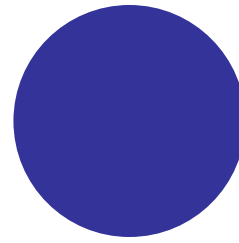
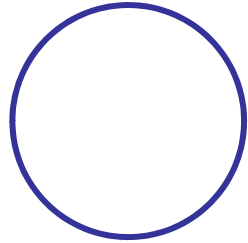
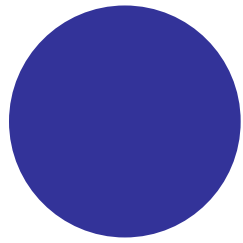


Initial Considerations

Online Access is Important!

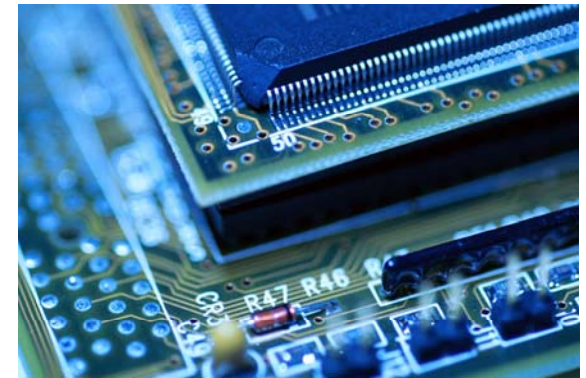
- ★ Registering as a vendor
- ★ Finding bid opportunities
- ★ Electronic invoicing
- ★ Bidding
- ★ Awards
- ★ Researching
- ★ Downloading drawings and specifications
- ★ Payment via electronic funds transfer

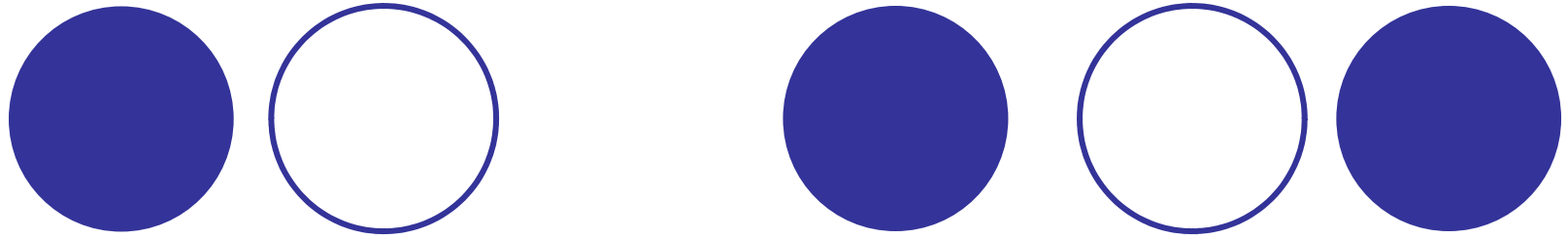




Initial Considerations

"Supporting the War Fighter" is DoD's Mission!

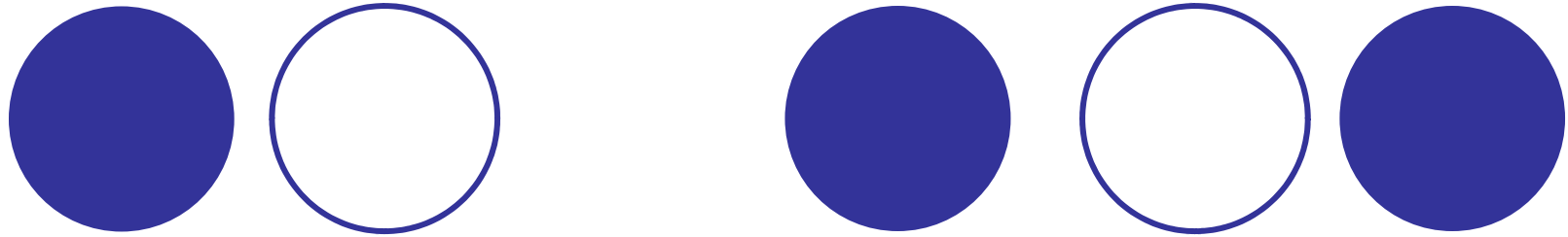




Getting Registered

Your First Step





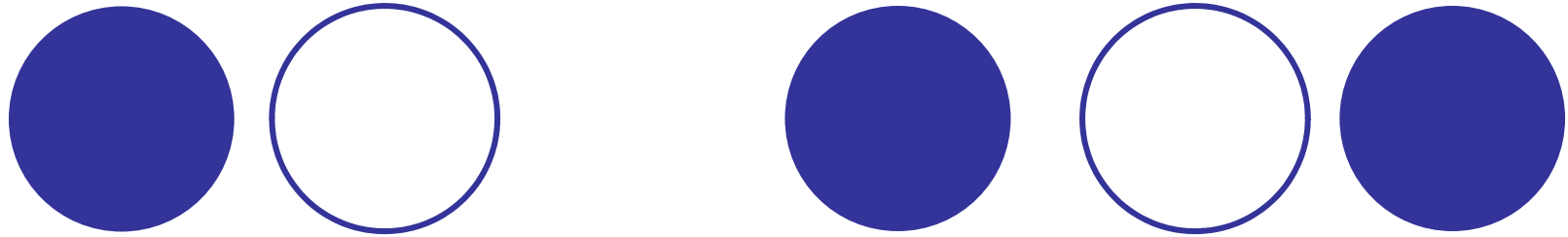
Getting Registered – Your First Step

Obtain a DUNS Number

Dun & Bradstreet Number

- ★ Required to register with the federal government
- ★ To obtain a DUNS#, call (866) 705-5711 or go to <http://fedgov.dnb.com/webform/displayHomePage.do>

Be sure to use phone number or web site above to avoid being charged to obtain a DUNS number.



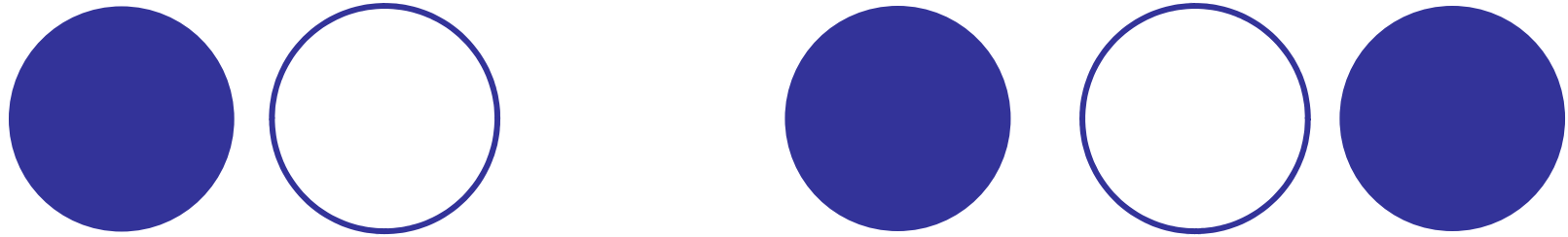
Getting Registered – Your First Step

Central Contractor Registration (CCR)

- ★ Required to do business with the federal government or receive a contract award
- ★ Get paid (Electronic Funds Transfer)
- ★ Merge vital information in SBA database
- ★ Assigns Commercial and Government Entity Code (CAGE)
- ★ Spam alert
- ★ Does not sign a company up to receive procurement opportunities

<http://www.ccr.gov>

Note: Periodically, the CCR web site is off-line for updates.



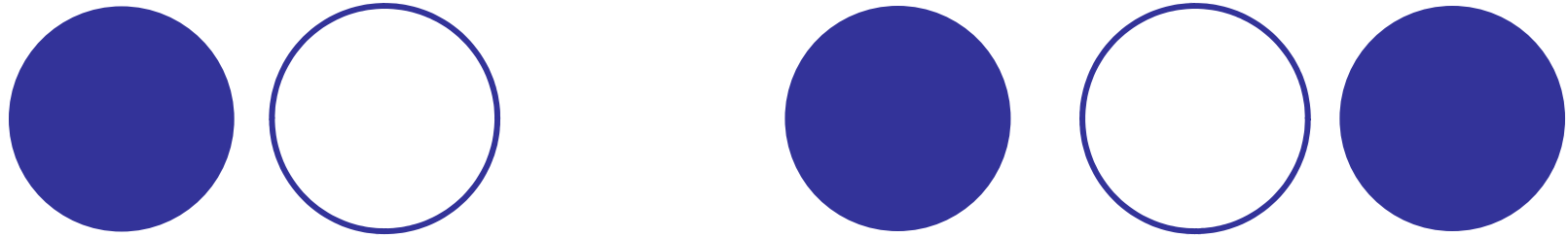
Getting Registered – Your First Step

ORCA

Online Representations and Certifications is an e-Government initiative designed to replace the paper based Representations and Certifications (Reps and Certs) process.

- ★ Prior to ORCA, vendors had to submit Reps and Certs for each large contract.
- ★ You must be registered in ORCA if the solicitation you are responding to requires that you have an active registration in CCR.
- ★ Wait 24-48 hours after completing CCR.
- ★ ORCA FAQs and Questionnaire: <https://orca.bpn.gov/help/help.aspx>.

<http://orca.bpn.gov/>



Getting Registered – Your First Step

Classifying Products /Services

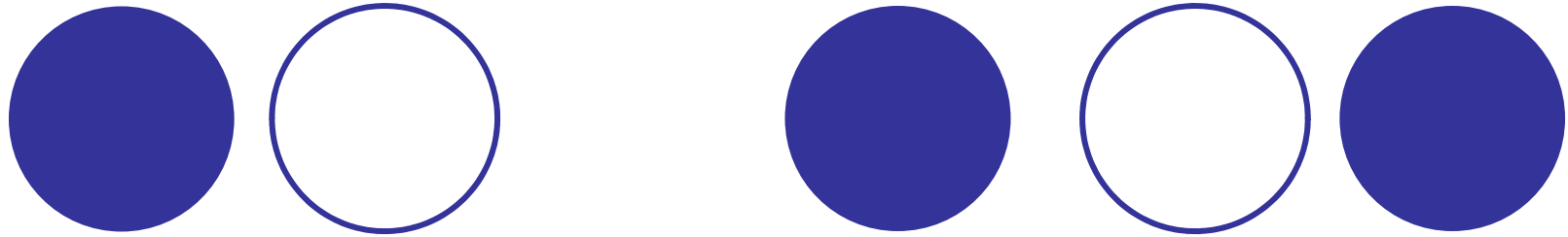
Industry Product/Service Classification Codes

- ★ **North American Industry Classification System (NAICS)**
- ★ **Standard Industrial Classification (SIC) code**

To look up NAICS and SIC codes, go to:

<http://www.census.gov/epcd/naics02/>

Refer to Registration Assistance Checklist (in your packet)
for web links to the codes above!



Getting Registered – Your First Step

Classifying Products /Services

Government Product/Service Classification Codes

- ★ **Federal Supply Group (FSG) - 2 digits → 10-99, A-Z**
- ★ **Federal Supply Classification (FSC) - 4 digits**
- ★ **National Stock Number (NSN) - 13 digit governmental part number**

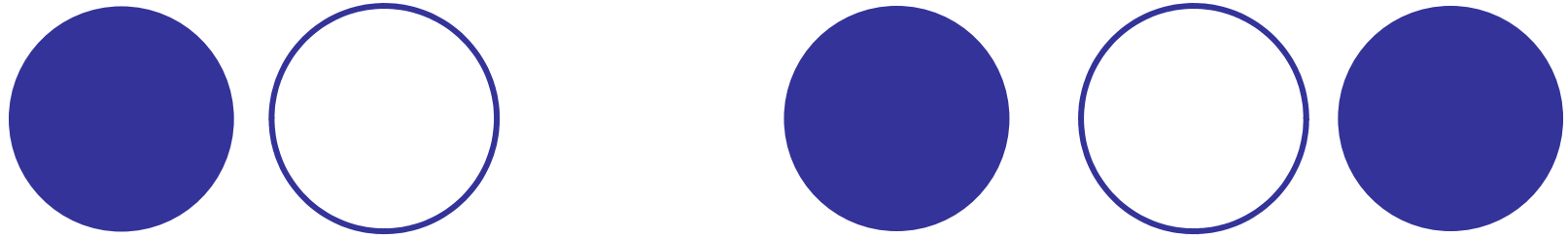
NSN = valve, ball

FSG = valves

4820-01-477-2791

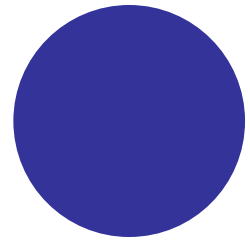
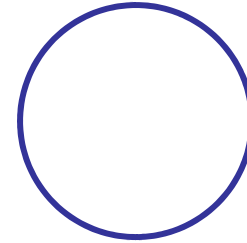
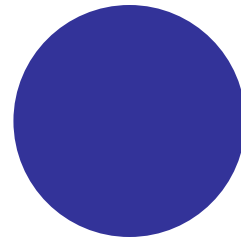
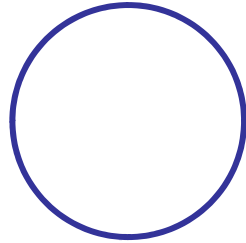
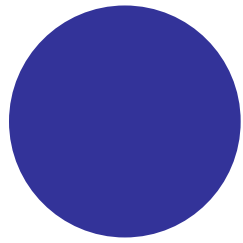
FSC = valves, nonpowered

Refer to [Registration Assistance Checklist](#) (in your packet)
for web links to the codes above!



Small Business Programs





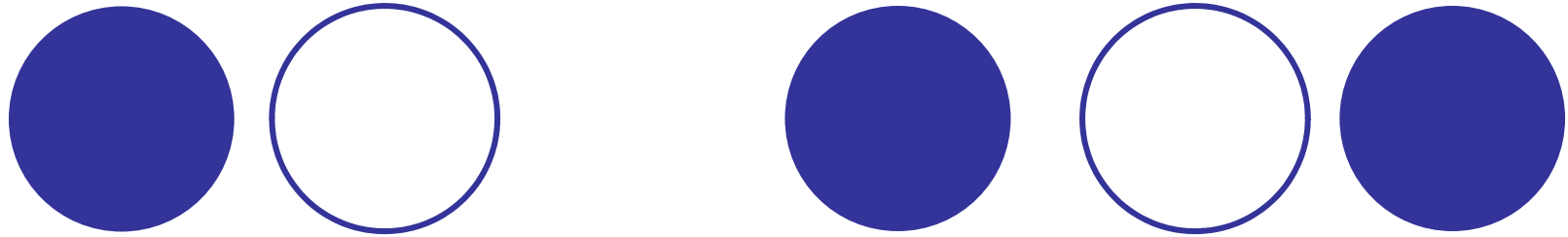
Small Business Programs

SBA Government-Wide procurement

Small Business Act states that *all* small businesses shall have the opportunity to participate in **providing goods and services to the government.**

To ensure that small businesses get their fair share, the **SBA negotiates** procurement **preferences** with each **federal agency.**

Those requirements are also passed on to **prime contractors through their subcontracting plans.**



Small Business Programs

What Defines a Small Business?

- ★ Organized for profit, with a place of business in the U.S.
- ★ Operates primarily within the U.S. or makes a significant contribution to the U.S. economy (taxes or use of American products, materials or labor)
- ★ Falls within the size standard for small business in its industry: <http://www.sba.gov/size/index/tableofsize.html>

(click "Table of Size Standards" on the right hand side)

500 employees for most manufacturing and mining industries

100 employees for all wholesale trade industries

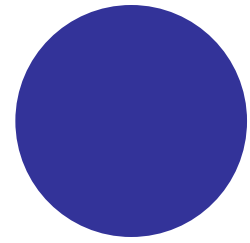
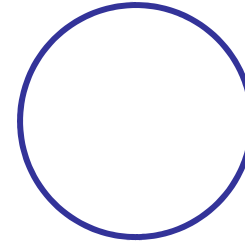
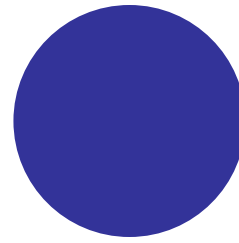
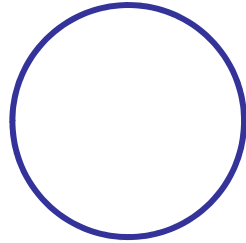
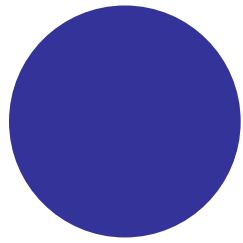
\$6.5 million for most retail and service industries

\$31 million for most general & heavy construction industries

\$13 million for all special trade contractors

\$0.75 million for most agricultural industries

23% set-aside goal for federal agencies



Small Business Programs

8(a) and SDB

The SBA has two business assistance/certification programs for companies owned and controlled by socially and economically disadvantaged individuals:

- ★ **8(a) Business Development Program (3% set-aside goal)**
- ★ **Small Disadvantaged Business Certification program (5% goal)**

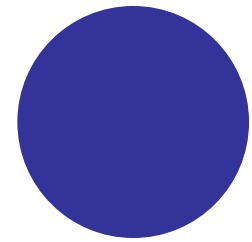
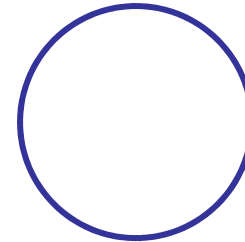
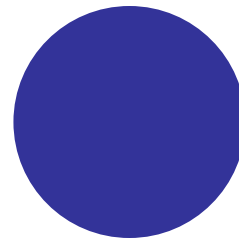
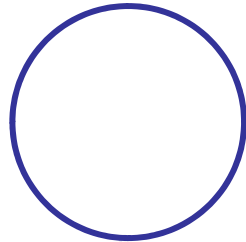
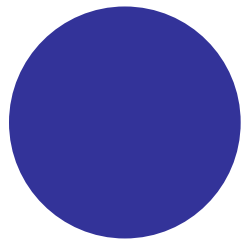
8 (a) and SDB workshops: Sponsored by SBA in Detroit.

The first Wednesday of every month - 9:00 am to 11:00 am

515 McNamara Building, 477 Michigan Avenue, Detroit, MI 48226

Room 895 (8th floor)

**Questions? Call (313) 226-6075
x253 Tom Vargo or x256 Conrad Valle**



Small Business Programs

HUBZone

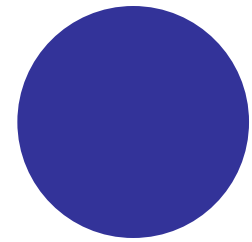
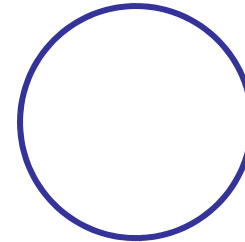
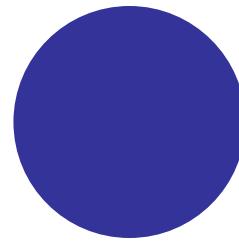
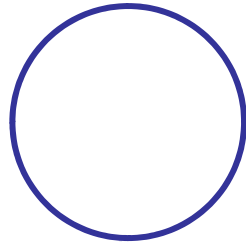
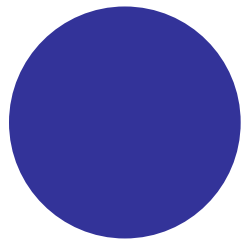
Historically Underutilized Business Zones (HUBZone).

A federal program focusing on communities with low income or high unemployment.

- ★ Principal office located in a HUBZone
- ★ Company owned and controlled by one or more U.S. citizens
- ★ At least 35% of the company's employees must be HUBZone residents
- ★ Formal certification completed

<http://www.sba.gov/hubzone>

3% set-aside goal for federal agencies



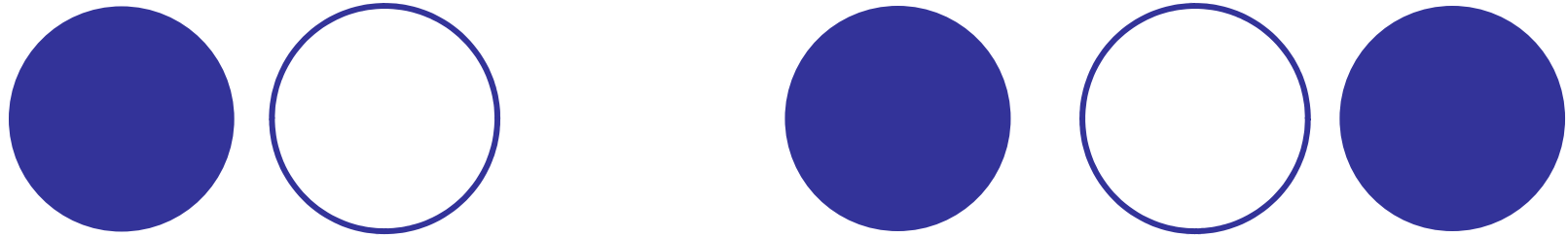
Small Business Programs

Women Owned

A small business concern which is at least 51% owned by one or more women

- ★ No formal certification required by federal government, however one is coming
- ★ Self-certify in CCR
- ★ Woman-owned small businesses in four industries would be eligible for set-aside contracts under a proposed rule issued January 2, 2008 by the Small Business Administration:
 - NAICS 9281 - National Security and International Affairs
 - NAICS 3328 - Coating, Engraving, Heat Treating, and Allied Activities
 - NAICS 3371 - Household and Institutional Furniture and Kitchen Cabinet Manufacturing
 - NAICS 4412 - Other Motor Vehicle Dealers

5% goals for federal agencies



Small Business Programs

Service-Disabled Veteran-Owned

Veterans with a service connected disability are eligible to self-represent as a Service Disabled Veteran.

**3% set-aside goal and sole source opportunities
with federal agencies**

SDV's must meet the eligibility requirements for submitting an offer on a SDBO SBC contract in accordance with Title 13 of the United States Code of Federal Regulations, Section 125.15(a) and they must have their DD-214 or Letter of Adjudication from the VA prior to submitting their initial offer on a procurement.

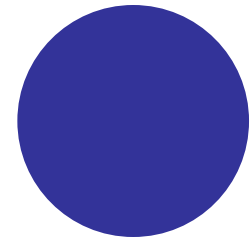
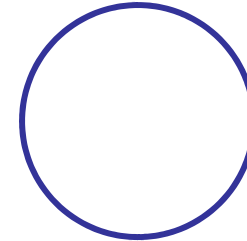
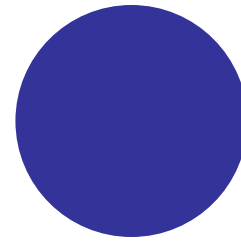
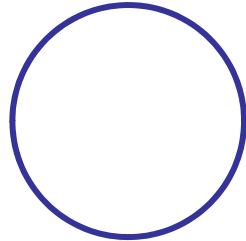
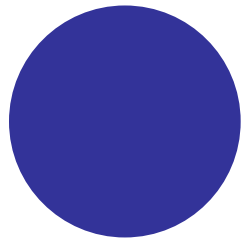
To obtain a copy of military records (DD 214), go to:

<http://www.archives.gov/veterans/military-service-records/get-service-records.html>

Center for Veterans Enterprise

<http://www.vip.vetbiz.gov/>

***Veteran-owned and service-disabled veteran-owned business are encouraged to registered here since federal agencies search the database for qualified veteran-owned and service-disabled veteran-owned companies.**



Small Business Programs

Set-Asides and Goals

Federal Agency goals and requirements concerning contracting with small businesses

Set asides

- 23% Small Businesses
- 3% 8(a) Set-asides
- 3% Service Disabled Veteran-Owned Small Businesses (SDVOB)
- 3% HUB Zone Businesses

Goals (Encouraged)

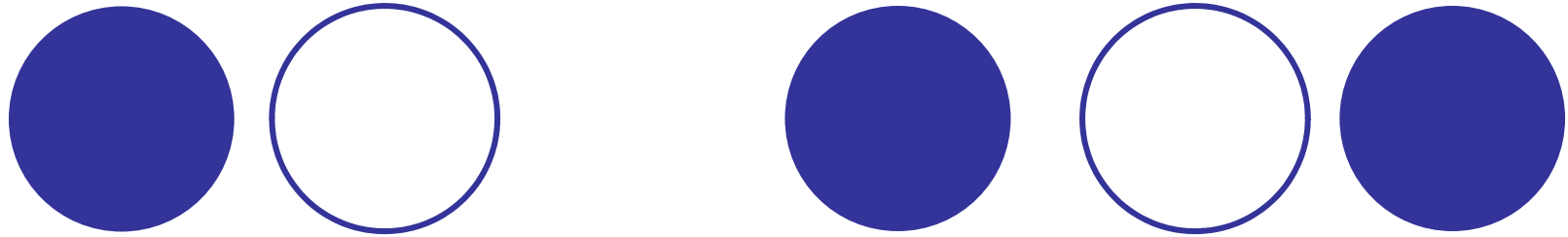
- 5% Small Disadvantaged Businesses (SDB)
- 5% Women-Owned Small Businesses

Best Effort

Veteran Owned

To monitor agency's achievements
Toward their goals, go to:

<http://www.sba.gov/aboutsba/sbaprograms/goals/index.html>



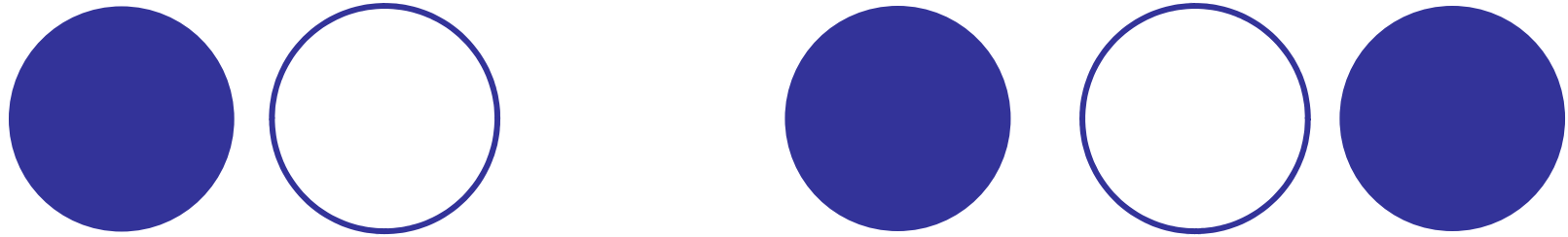
Small Business Programs

Subcontracting Opportunities

Help Small businesses get a Piece of the Pie

- ★ Prime contracts over \$550,000 require a subcontracting plan
- ★ Prime Contracts over \$1 million for construction require a subcontracting plan

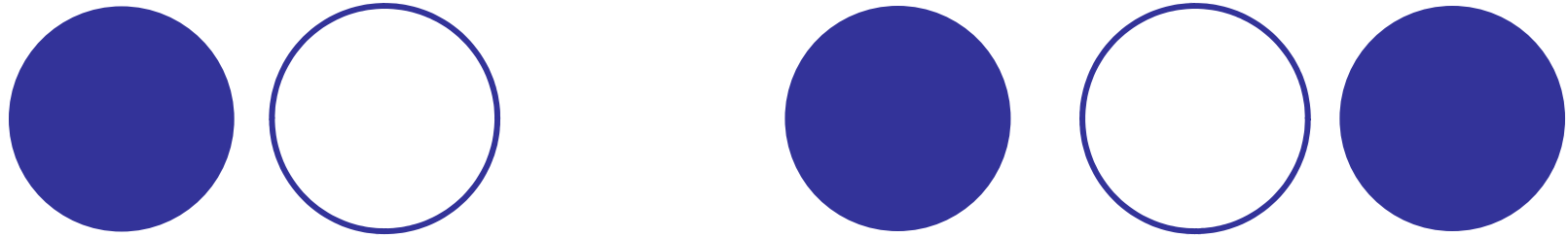
(Small Business are not required to do Subcontracting Plans.)



Small Business Programs

Subcontracting Opportunities

- ★ Research which primes may need *your* product or service
- ★ Go to their website, learn about them, register as a vendor with them
- ★ Market to them, let them know *they* need YOU
- ★ SUB-Net http://web.sba.gov/subnet/search/dsp_search_option.cfm or Google "SBA Sub-Net" (usually construction contracts)
- ★ Become a Vendor of prime contractors by filling out prime contractor vendor registrations (usually on their web site)



Small Business Programs

Advocates for Small Businesses

Advocates within Government Agencies

- ★ Small and Disadvantage Business Utilization Specialists (SADBUS)

http://www.osdbu.gov/Member_List.htm

http://acquisition.gov/comp/procurement_forecasts/index.html

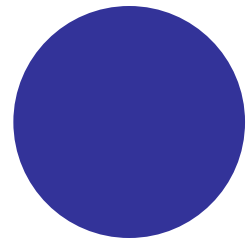
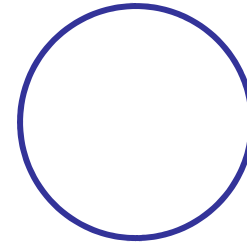
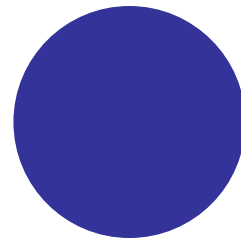
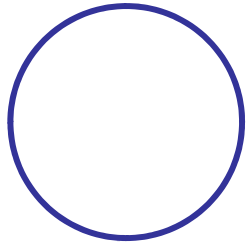
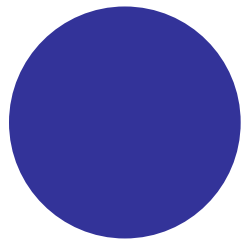
- ★ Annual OSDBU Conference held every spring:

<http://www.fbcinc.com/osdbu/default.asp>

Advocates within Prime Contractors

- ★ Small Business Liaison Officers (SBLO)

(The above specialists are also known as Small Business Specialists,
Competition Advocates, Ombudsman)

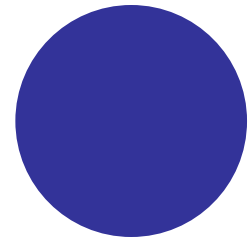
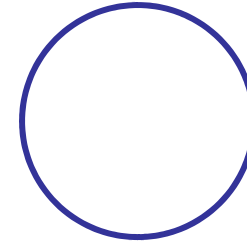
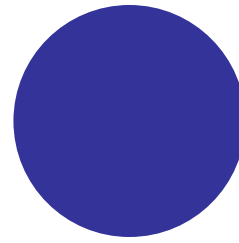
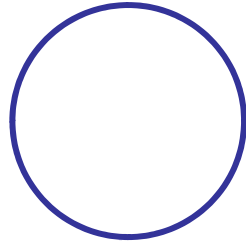
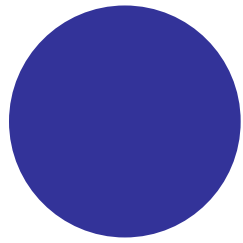


Finding Opportunities

The Search Is On!

Solicitations, Bids, Purchases





Finding Opportunities

What Does the Government Buy?

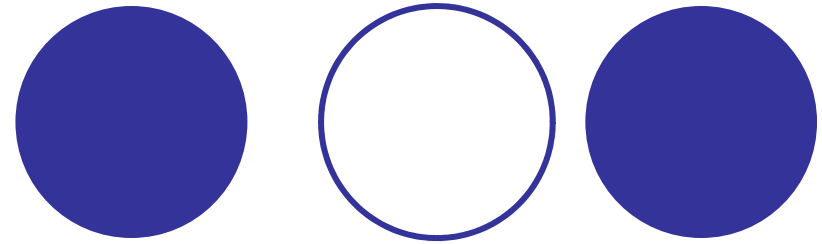
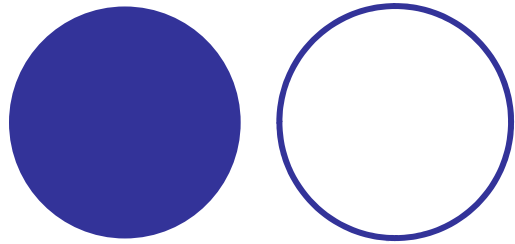
The Department of Defense

Defense Supply Center Philadelphia, Philadelphia, PA., is the contracting agency

\$14,494,000 Award for, *"meals ready to eat" chocolate, mint, orange, lemon, pineapple, and vanilla pound cake to Sterling Foods, Inc., Texas.*

Fifty eight proposals were solicited, and ONE was received

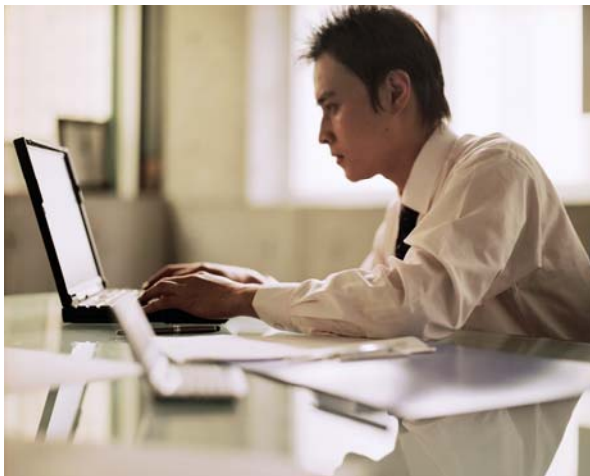


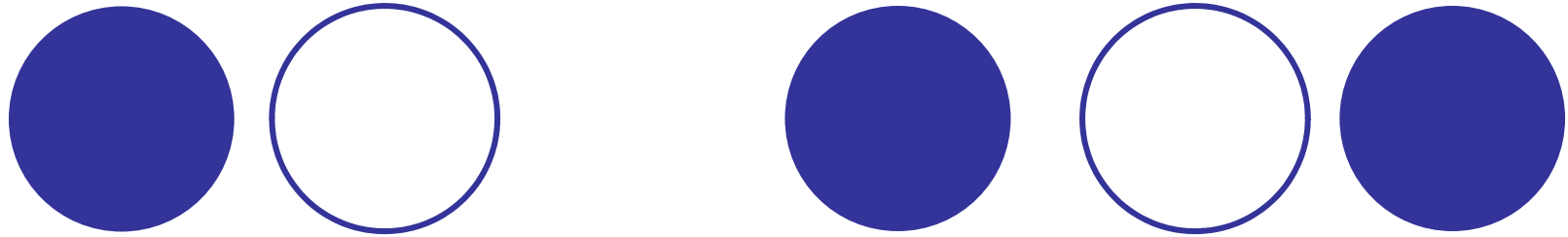


Finding Opportunities

What Does the Government Buy?

Air Force at Scott AFB, IL, seeks a small business to provide a keyboardist. NAICS code: 711130. SOL Reference-Number-F7321922610100 DUE 9/27/02. Contact Stacey Summerfield, 618-256-9246.





Finding Opportunities

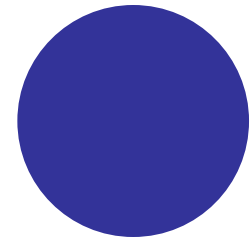
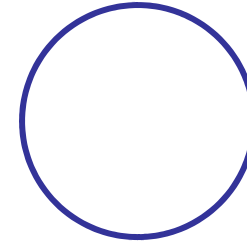
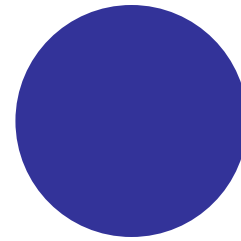
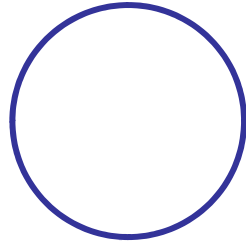
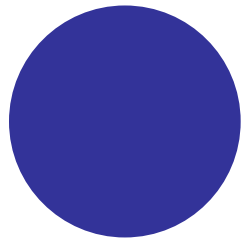
Federal Business Opportunities

- ★ Solicitations
- ★ Presolicitation Notices
- ★ Amendments
- ★ Requests for Information (RFIs)
- ★ Information deemed necessary by the contracting officer (i.e. sources sought)
- ★ Use as a market research tool!

<http://www.fbo.gov>

Users Guide: **http://www1.fbo.gov/FBO_Vendor_Manual.pdf**

Agencies are *encouraged* to provide access to notices for actions under \$25,000.



Finding Opportunities

Types of Solicitations

All Bids Must Arrive on Time

Request for Quotation (RFQ)

Products or services
\$25,000 or less

Price

Request for Proposal (RFP)

Products or services
\$25,000 - \$100,000

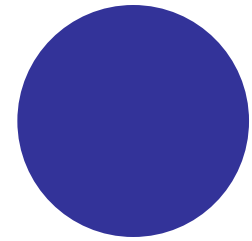
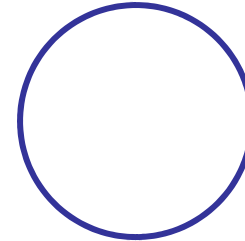
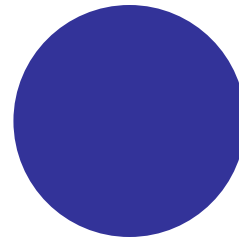
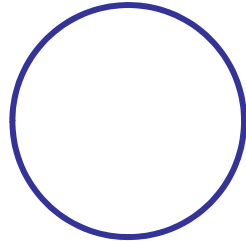
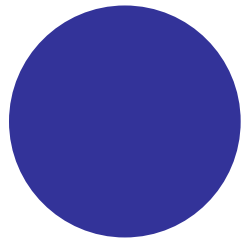
Negotiate pricing,
Specific terms &
Conditions, technical
Requirements, delivery
Schedules, etc.

Value added and past
performance

Invitation to Bid (ITBs)

Non-commercial supply
or service that exceeds the
\$100,000 simplified
Acquisition threshold

Contracting officers
Decides which bid is most
Advantageous to
Government – lowest bid
Does not ALWAYS win!



Finding Opportunities

Sole Source Contracts

43--Brand Name Only. Lakos Model #JSK-0085-V/FL Centrifugal-Action Separator, 100GPM, 1 each and Lakos Model #JSK-0130-V/FL Centrifugal-Action Separator, 200GPM, 2 each.

General Information

Document Type: Sources Sought Notice
Solicitation Number: W9127S08T0015
Posted Date: Nov 19, 2007
Original Response Date: Nov 26, 2007
Current Response Date: Nov 26, 2007

Original Archive Date: Jan 25, 2008
Current Archive Date: Jan 25, 2008
Classification Code: 43 -- Pumps & compressors
Set Aside: Total Small Business
Naics Code: 333996 -- Fluid Power Pump and Motor Manufacturing

Contracting Office Address: USACE Little Rock District, 700 West Capitol, Little Rock, AR 72201

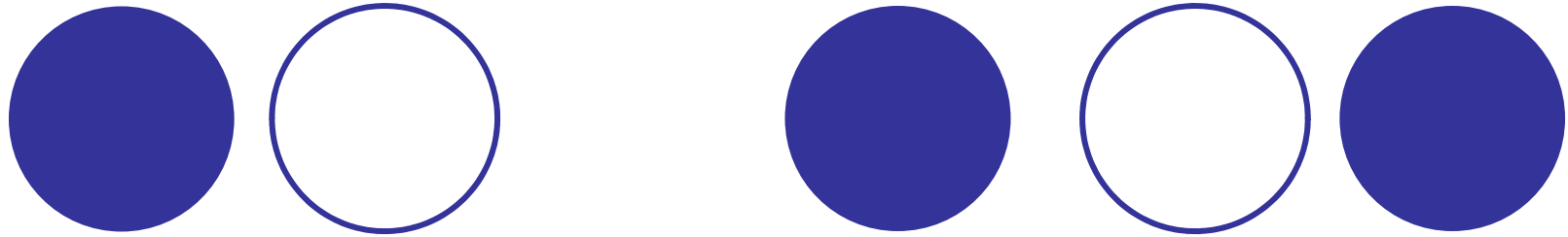
Description: The Little Rock District, Corps of Engineers is seeking sources for Brand Name Lakos Separator Filtration Pumps. **It is the governments intent to award as a Sole Source to the authorized Lakos dealer Condit Company, 7895 Stage Hills Blvd, Suite 101, Bartlett, TN 38133. If other available sources are eligible to quote, your response is requested by 26 November 2007.** Contact Juanita Granger, Purchasing Agent at nita.a.granger@usace.army.mil.

Point of Contact: juanita a. granger, 501-324-5720

Email your questions to USACE Little Rock District at nita.a.granger@usace.army.mil

Place of Performance

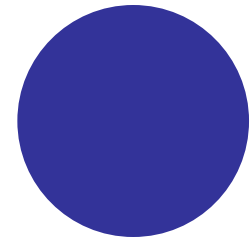
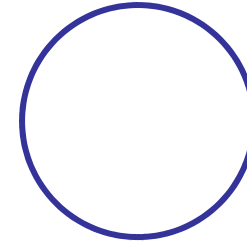
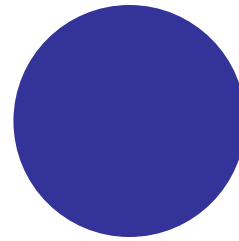
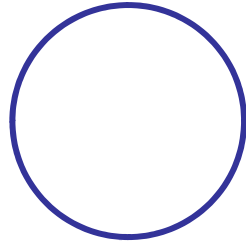
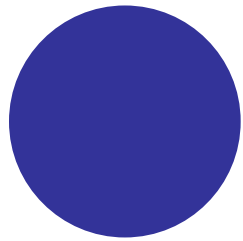
Address: USACE Ozark Power Plant PO Box 507 Hwy 309 South Ozark/Webb City AR Postal Code: 72949 Country: US



Finding Opportunities

Tips When Reviewing Solicitations

- ★ Read the solicitation carefully – Read it again!
- ★ Know your market for pricing.
- ★ Obtain a procurement history report from PTAC or agency – if available.
- ★ Who was awarded the contract previously?
- ★ Attend pre-bid meeting and/or walk-through (construction and service contracts)
- ★ Get clarification, in writing, of ambiguities or mistakes in the bid package from the contracting officer.
- ★ Consider costs for: packaging, shipping, marking, RFID, delivery, overhead, material, labor, transportation, travel
- ★ Direct questions to contracting officer
- ★ Proof read!
- ★ Contact the PTAC for assistance/advice



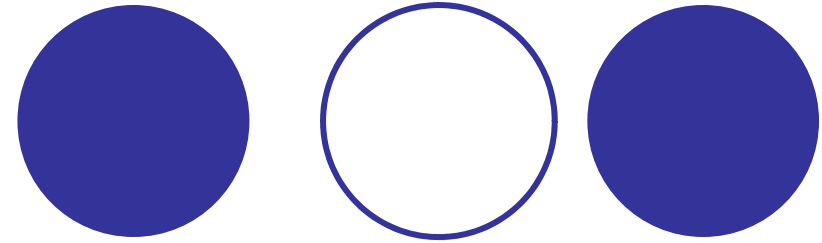
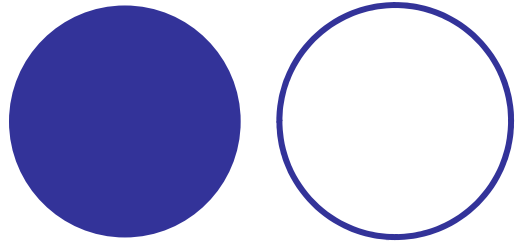
Finding Opportunities

RFID (Radio Frequency Identification)

Passive RFID tagging is required in all contracts that contain DFARS clause 252.211-7006. Contractors must check the solicitation and/or contract for this clause.



- ★ RFID – a technology or system for capturing data about material items, shipments, etc.
- ★ Passive RFID tags at the case and palletized unit load
- ★ The type of commodities affected by the DoD RFID initiative is based on the Classes of Supply, which have been further categorized by Federal Supply Classification (FSC):
http://www.acq.osd.mil/log/rfid/Class_of_supply_lookup_tool.htm

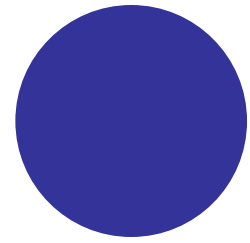
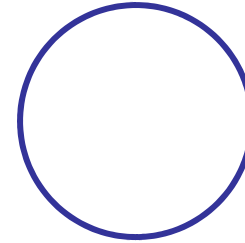
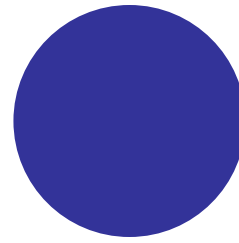
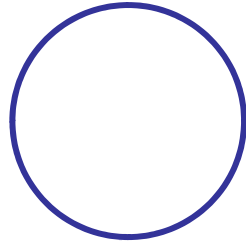
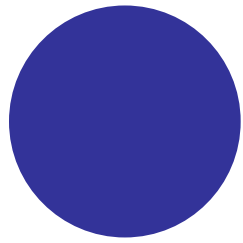
<http://www.acq.osd.mil/log/rfid/index.htm>



Finding Opportunities

Contract Purchasing Guidelines

<p>Credit Card</p> <p>Card holder's purchasing power is determined by their level of authority.</p>  	<p>\$3,000 to \$25,000</p> <p>Agencies must solicit competitive quotes</p> <p>(non credit card purchases, ex: DIBBS/BSM)</p>
<p>Greater than \$25,000</p> <p>Must be advertised on fedbizopps.gov</p>	<p>Greater than \$550,000</p> <p>Subcontracting Opportunities with Primes</p>



Finding Opportunities

Marketing Strategies

Government Contracting *is* Business

- ★ Agency match/search and Agency web sites
- ★ Agency forecasts
- ★ Competitor searches
- ★ Attend conferences and seminars

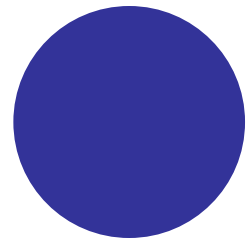
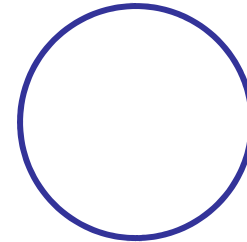
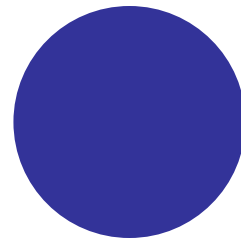
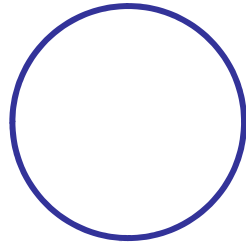
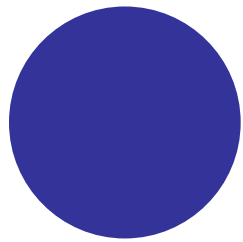
PTAC events/seminars <http://www.ptacsofmichigan.org>

SADBU Office conferences/seminars

- ★ **Network**

Contracting associations:

- Association of United State Army (AUSA) <http://www.ausa.org/>
- National Contract Management Association (NCMA) <http://www.ncmahq.org/> or <http://intranet.ncmahq.org/detroit/default.aspx>
- National Defense Industry Association (NDIA) <http://www.ndia.org/> or <http://www.ndia-mich.org/about.htm>
- Society of American Military Engineers (SAME) <http://www.same.org> or <http://www.same-DETROIT.org/>

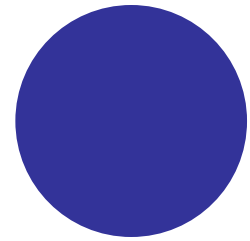
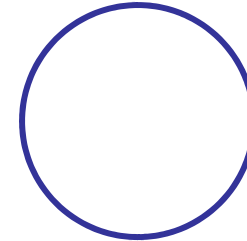
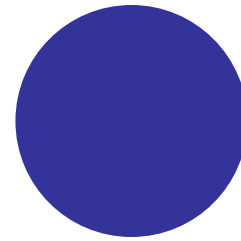
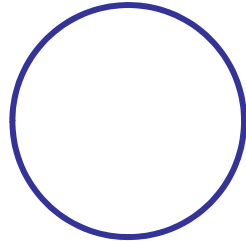
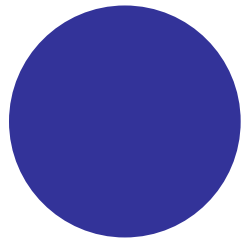


Finding Opportunities

Federal Acquisition Jumpstation

The Federal Acquisition Jumpstation can be used as a market research tool to link to federal agency buying commands:

<http://prod.nais.nasa.gov/pub/fedproc/home.html>



Finding Opportunities

The DLA Buying Centers

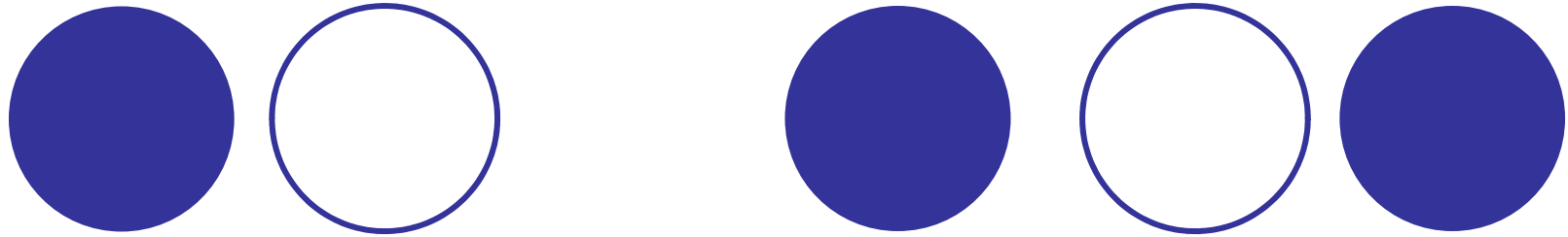
Procures, manages, stores, and distributes **4.1 million items** for U.S. military customers, other U.S. federal agencies, and allied forces throughout the world.

Online Course: Doing Business with DLA

<http://www.dtc.dla.mil/dsBusiness/Default.htm>

What DLA Buys

<http://www.supply.dla.mil/itemsear.asp>



Finding Opportunities

The DLA Buying Centers

Defense Supply Center Columbus (DSCC)

<http://www.dsccl.dla.mil/>

Center for maritime & Land-Based weapon systems spare parts and end items

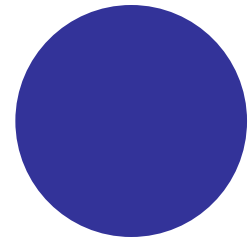
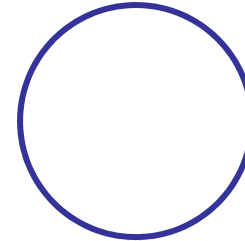
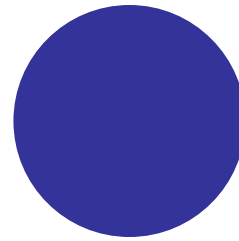
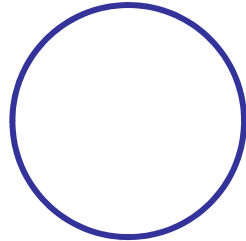
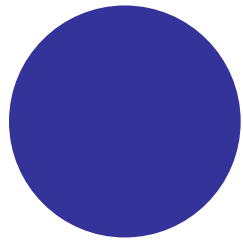
- Small Business Office: <http://www.dsccl.dla.mil/offices/smbusiness/>

Defense Supply Center Richmond (DSCR)

<http://www.dscr.dla.mil>

Center for aircraft weapon systems spare parts & end item, maps, environmental products, industrial plant equipment

- Small Business Office: <http://www.dscr.dla.mil/sbo/>



Finding Opportunities

The DLA Buying Centers

Defense Supply Center Philadelphia (DSCP)

<http://www.dscp.dla.mil/>

Food, clothing, textiles, pharmaceuticals, medical supplies, and general hardware to support warfighters world wide.

- Small Business Office: <http://www.dscp.dla.mil/sbo/index.htm>

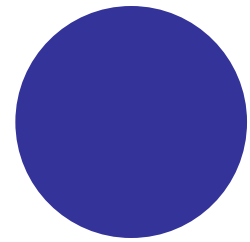
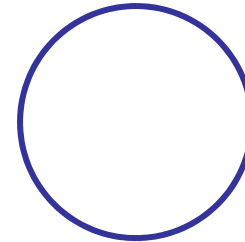
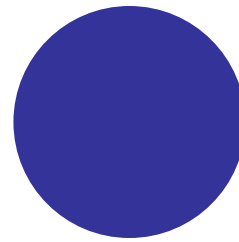
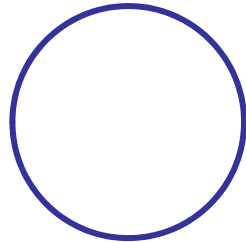
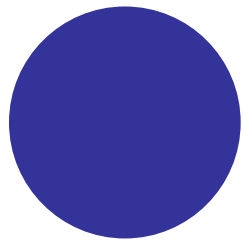
Defense Energy Support Center (DESC)

<http://www.desc.dla.mil/>

Manages all petroleum resources used by the Military, buys/sells deregulated electricity and natural gas to DoD and other federal agencies

- Small Business Office:

<http://www.desc.dla.mil/DCM/DCMPage.asp?LinkID=pgeSmallBusiness>



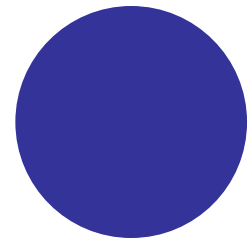
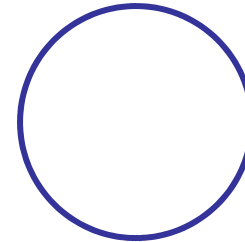
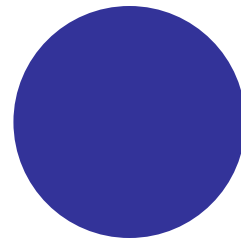
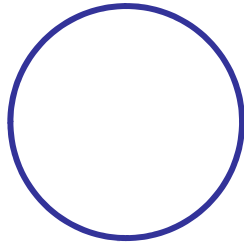
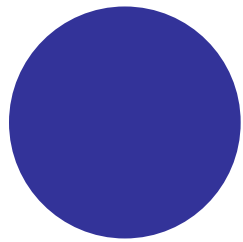
Finding Opportunities

The DLA Buying Centers

DLA Business Systems Modernization (BSM)

- ★ View solicitations and submit quotes
- ★ View RFPs
- ★ View Long Term Contracts & EMail Opportunities
- ★ Access award information

<https://www.dibbs.bsm.dla.mil>

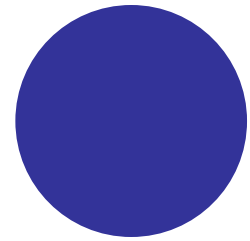
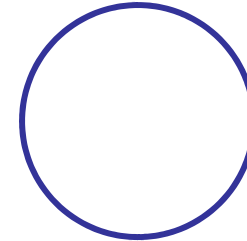
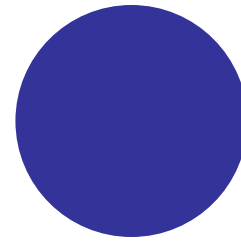
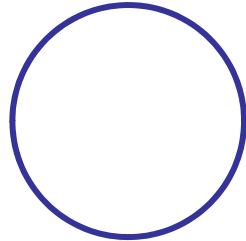
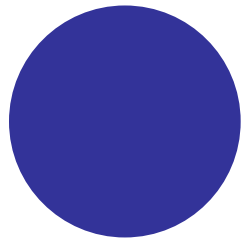


Finding Opportunities

Department of Defense

Products and Service bought by:

- ★ **Department of Army** Major Purchasing Offices:
<https://acquisition.army.mil/asfi/> (This is the Army Single Face to Industry (ASFI) Acquisition Business Web Site.)
- ★ **Department of Navy** Major Purchasing Offices:
<http://www.hq.navy.mil/sadbu/Marketinfo.htm>
- ★ **Department of Air Force** Major Purchasing Offices:
<http://selltoairforce.org>



Finding Opportunities

Department of the Navy

Office of Small Business Programs

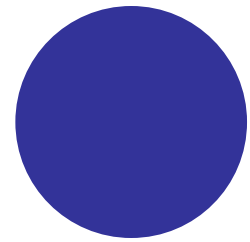
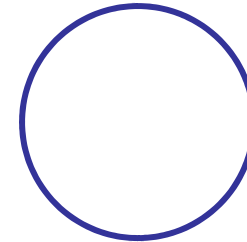
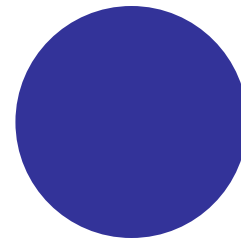
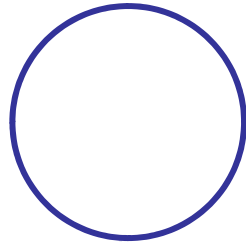
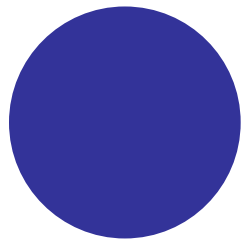
Visit <http://www.donhq.navy.mil/OSBP/> for a list of Navy installations and the requirements they have for contractors

Navy Electronic Commerce Online (NECO)

Navy procurement opportunities:

<https://www.neco.navy.mil/>





Finding Opportunities

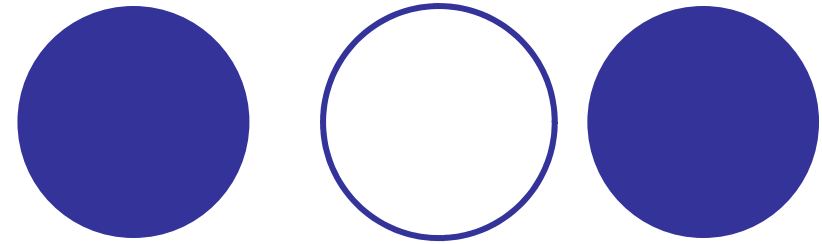
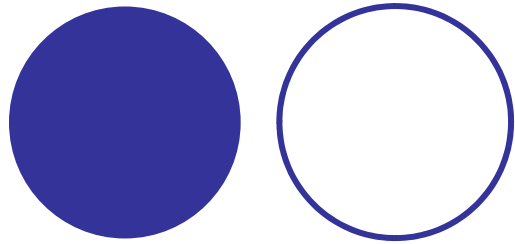
Department of the Air Force

U.S. Air Force Small Business Office

<http://selltoairforce.org/>

- ★ Procurement Opportunities
- ★ Procurement Forecast (LRAE)
- ★ Online Training
- ★ Small Business Contact Information
<http://selltoairforce.org/general/Staff/AFOPStaff.aspx>





Finding Opportunities
TACOM LCMC

Managing and Supporting the Army's

Weapon Systems

Vehicles Spares

Services

Solicitations are issue from five different locations

Anniston Army Depot

ARDEC

Red River Army Depot

Rock Island

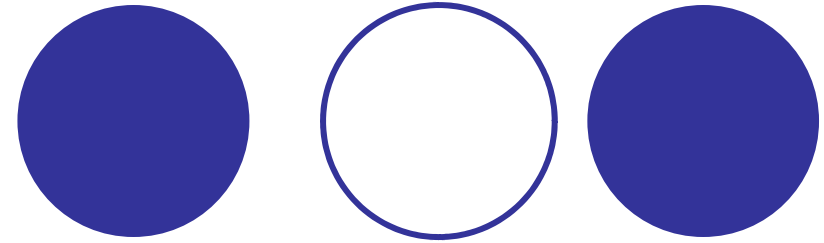
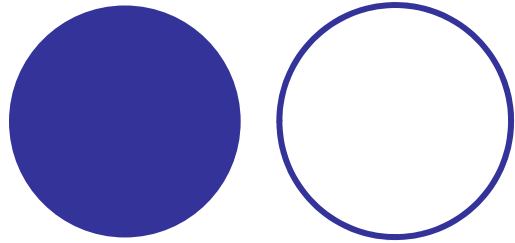
Warren



Procurement Network

<http://contracting.tacom.army.mil/>





Finding Opportunities

NASA

National Aeronautics and Space Administration

NASA Acquisition Internet Services (NAIS)

Links to various NASA sites

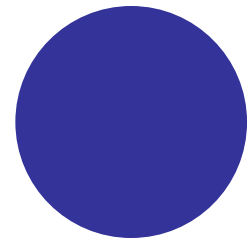
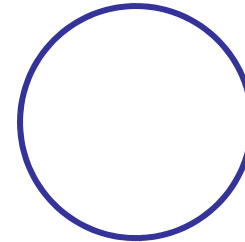
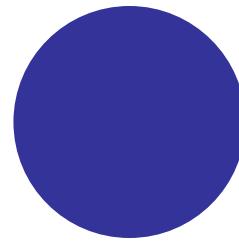
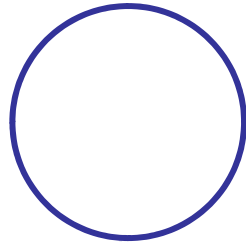
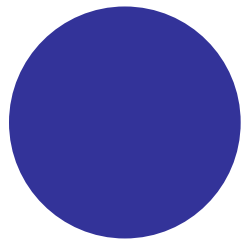
<http://prod.nais.nasa.gov/cgi-bin/nais/index.cgi>



NASA Home Page

<http://www.nasa.gov/>





Finding Opportunities

Other Federal Agencies

★ **Army Corps of Engineers:**

http://www.lre.usace.army.mil/index.cfm?chn_id=1081

★ **Department of Homeland Security:**

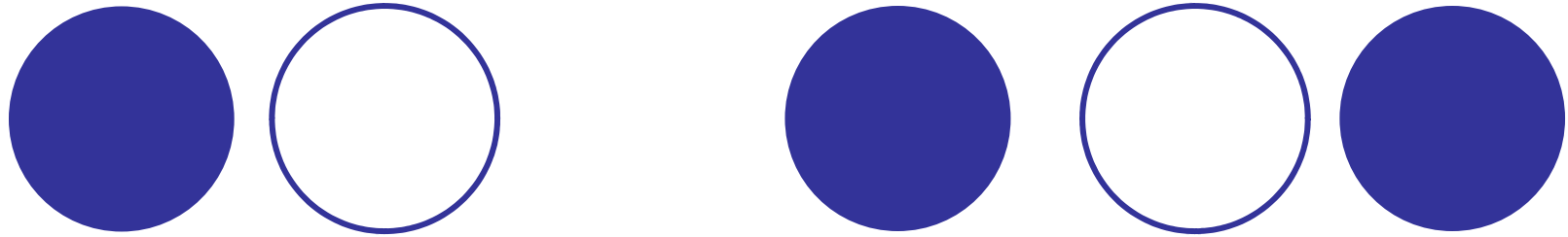
<http://www.dhs.gov/dhspublic/display?theme=37>

★ **Veterans Administration:**

<http://www1.va.gov/oamm/oa/dbwva/index.cfm>

★ **National Guard:**

<http://www.nationalguardcontracting.org/ebs/advertisedsollicitations.asp>



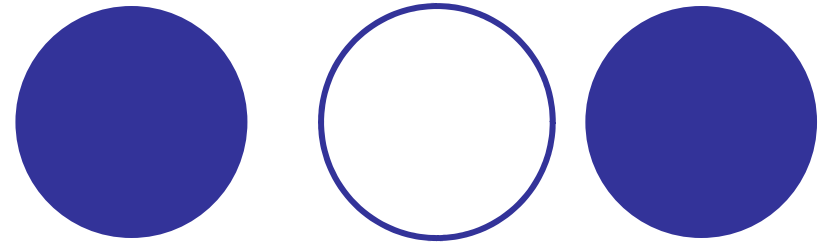
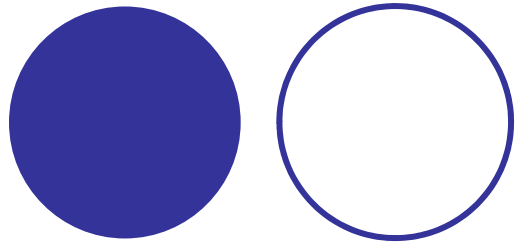
Finding Opportunities

General Services Administration (GSA)

GSA is the contract source for billions of dollars worth of products and services for federal agencies. GSA rents, builds, furnishes and maintains Government offices.

- ★ Service: Consulting, staffing, IT
- ★ Products: Toners, state of the art computers, motor vehicles, tools, carpets, and blinds
- ★ Obtain a GSA *Schedule* to be a GSA "vendor"

<http://www.gsa.gov>



Finding Opportunities

DoD EMail

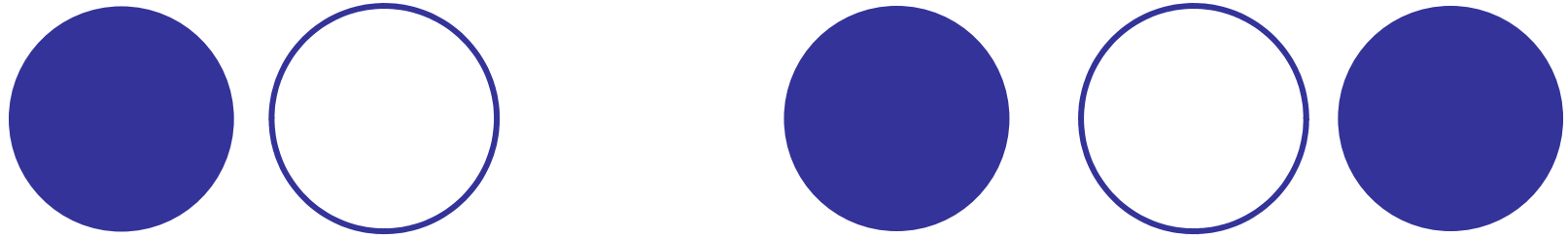
A company may post their products/services on EMail if it:

- ★ **Has a contract with a DoD agency**
- ★ **Is on a GSA schedule**
- ★ **Has a sponsor from a DoD agency**
- ★ **Chooses to have an open market agreement (only purchases under \$2,500)**

Certain DoD agencies are required to buy products/services off DoD EMail.

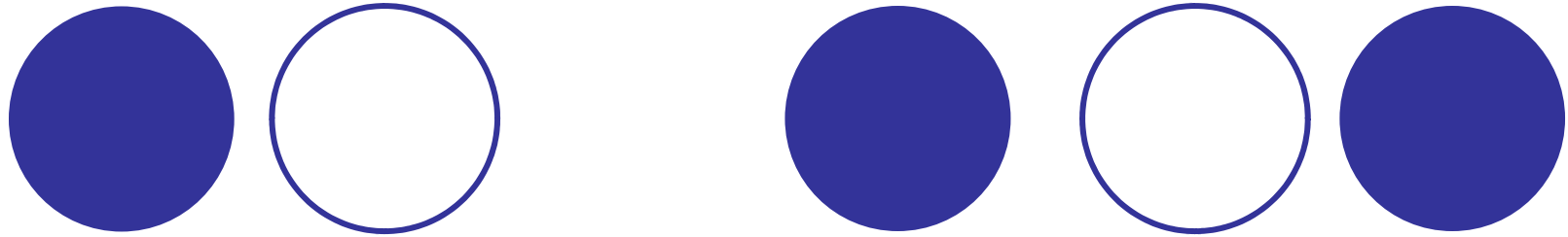
<http://www.emall.dla.mil>





Contract Preparation & Administration





Contract Preparation & Administration

Federal Acquisition Regulations (FARs)

“The Federal Acquisition Regulations System is established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies.”

- ★ **Always be familiar with the FAR clauses in your solicitations and contracts!**

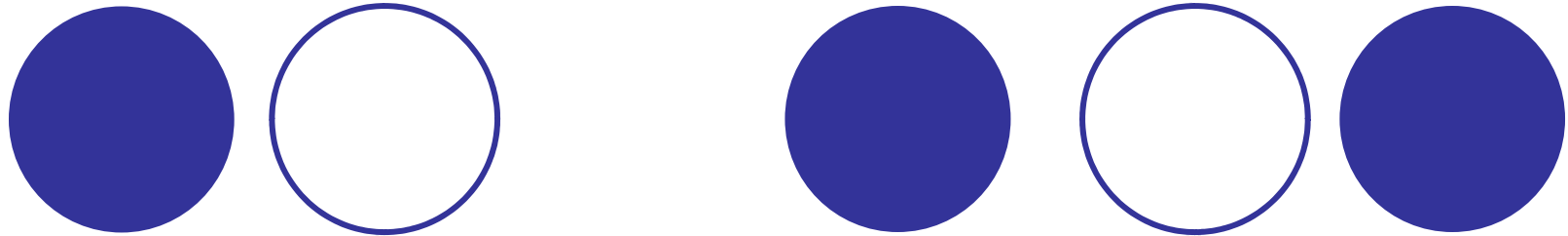
FARS

<http://acquisition.gov/far/index.html>

(under Current FAR, click HTML format)

Regulations for other agencies:

<http://farsite.hill.af.mil/VFDFARA.HTM>

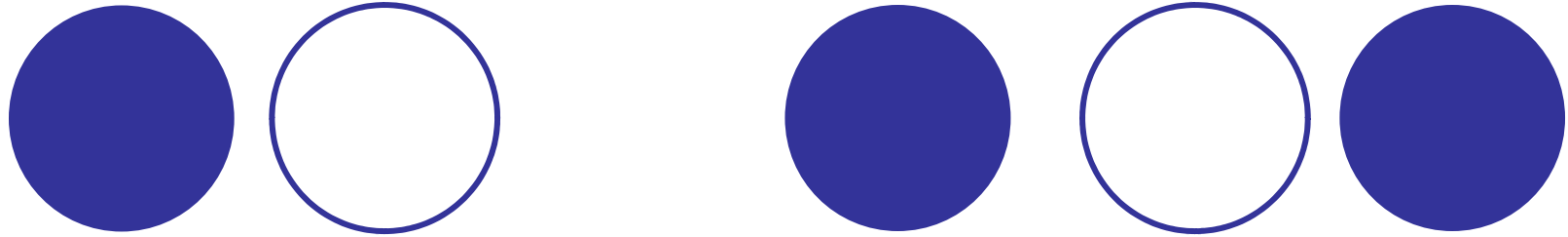


Contract Preparation & Administration

Federal Acquisition Regulations (FARs)

Understand Laws & Statues via the FAR

- ★ **Small Business Act:** FAR Part 19 - Small Business Programs
contracting opportunities for small businesses in federal contracting
- ★ **Davis Bacon Act:** FAR 52.222-6 – Davis Bacon Act
requirement for paying prevailing wages
- ★ **Service Contract Act:** FAR Part 22.10 - Service Contract Act of 1965, as Amended
monetary wage requirements and fringe benefits requirements on services contracts with the federal government
- ★ **Buy American Act:** FAR Part 25 – Foreign Acquisition
restrictions on non domestic products sold to the federal government

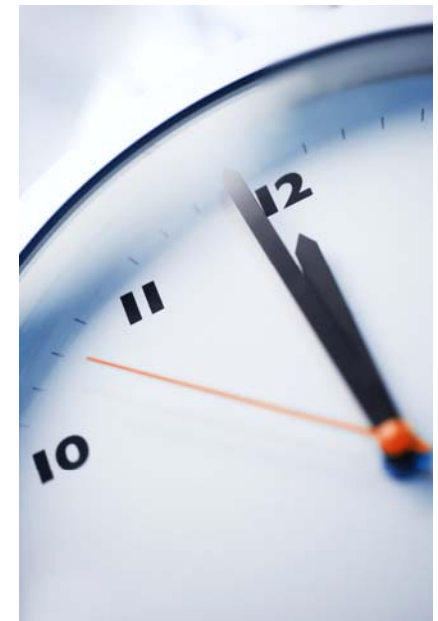


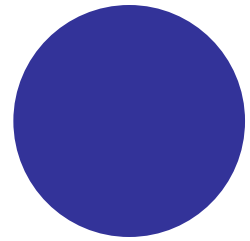
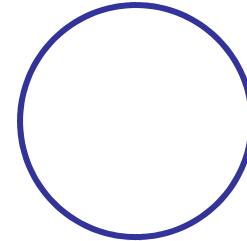
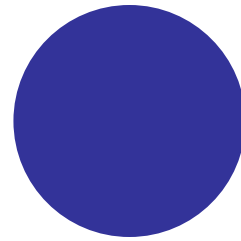
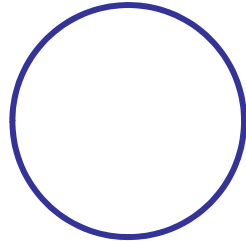
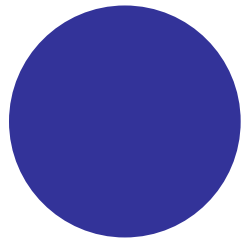
Contract Preparation & Administration

How the Government Makes Awards

Is the bidder responsive?

- ★ Did you fill in all the blanks?
- ★ Did you submit a sample, if requested?
- ★ Did you acknowledge the amendments?
- ★ Did you dot your I's and cross your T's?
- ★ Did you submit your bid on time?



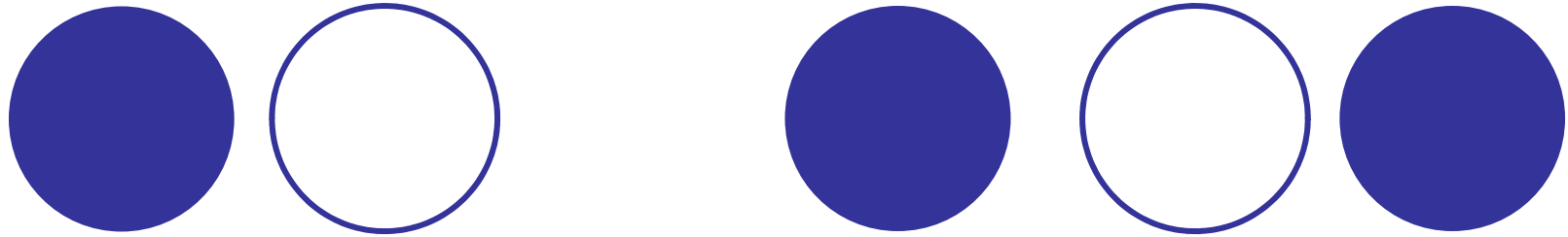


Contract Preparation & Administration

How the Government Makes Awards

Is the bidder responsible?

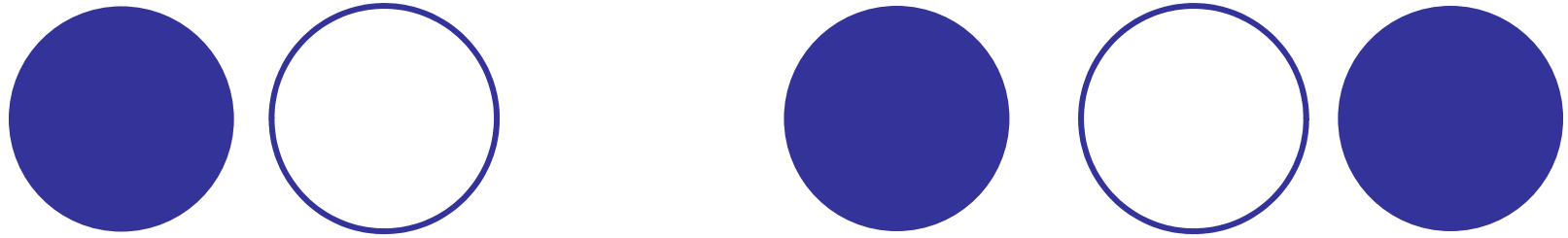
- ★ **Past Performance**
- ★ **What is your likelihood for success?**
- ★ **What are your financial capabilities?**
- ★ **Have you performed the same type of work before?**



Contract Preparation & Administration

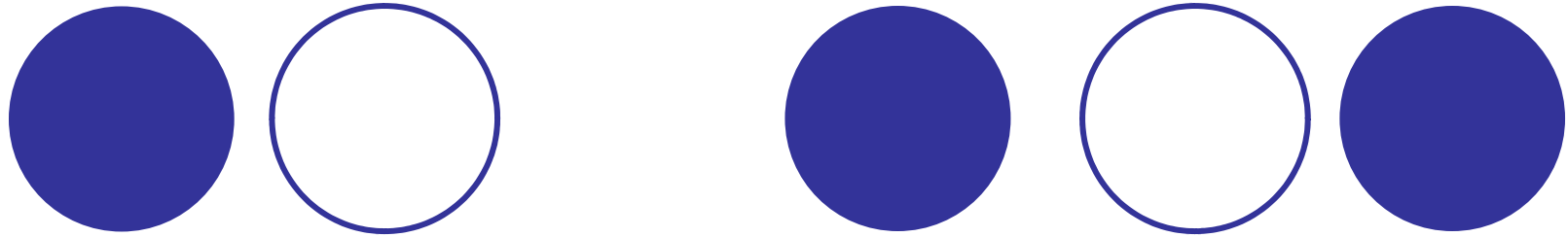
Payment

- ★ **CCR is required**
- ★ **Wide Area WorkFlow (WAWF)** – supports DoD efforts to reduce unmatched disbursements in the DoD receipt, acceptance, entitlement, and payment process <https://wawftraining.eb.mil/>
- ★ **Prompt Payment** – (FAR Subpart 32.9) The due date for the Government to make an invoice payment is the 30th day after the designated billing office receives a proper invoice from the contractor: <http://acquisition.gov/comp/far/index.html>



Resources for Government Contractors





Resources for Government Contractors

If You are *Not* Awarded the Contract

Timeliness is Imperative!

★ **Debriefing**

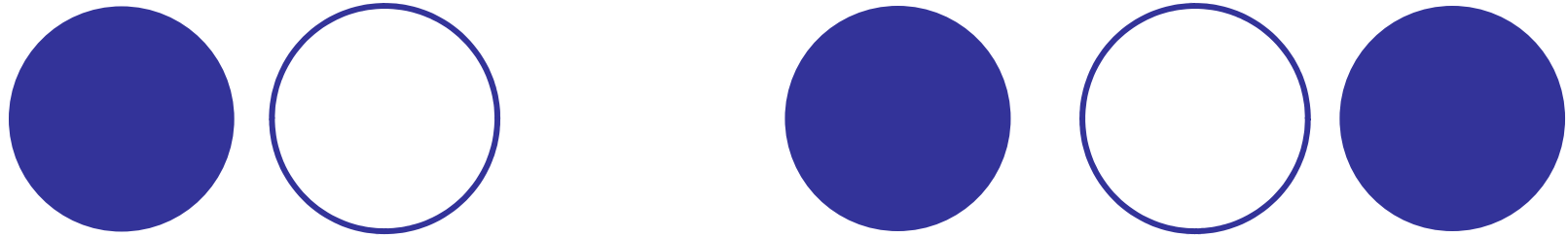
According to FAR 15.506 Contact the contracting officer within 3 days!

★ **Bid Protest**

Improper award

<http://www.gao.gov/decisions/bidpro/bid/intro.html>

(General Accounting Office)



Resources for Government Contractors

Freedom of Information Act (FOIA)

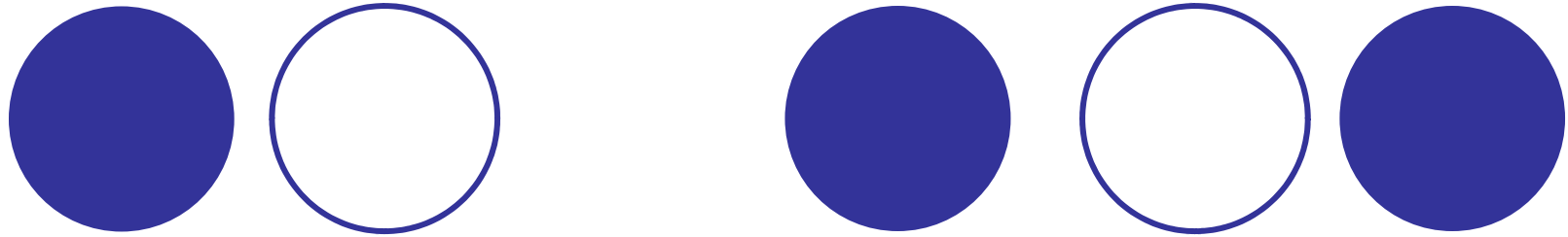
Note:

- ★ An agency has **20 working days** to respond to a FOIA request
- ★ An agency may charge for responding to the FOIA request

How to file a FOIA request:

<http://www.firstamendmentcenter.org> (search "FOIA")





Resources for Government Contractors

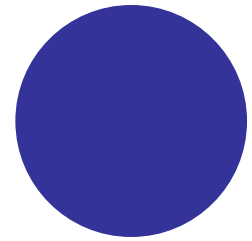
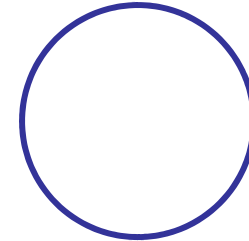
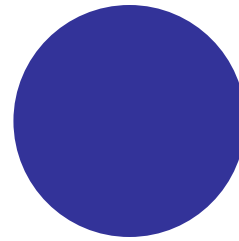
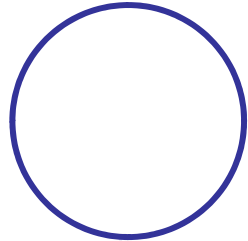
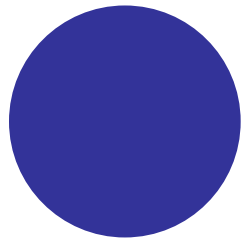
SBIR and STTR

Small Business Innovation Research (SBIR)

Small Business Technology Transfer (STTR)

The U.S. Small Business Administration (SBA) Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Eleven federal departments participate in the SBIR program; five departments participate in the STTR program awarding \$2 billion to small high-tech businesses.

<http://www.sbir.gov/>
<http://www.zyn.com/sbir/>

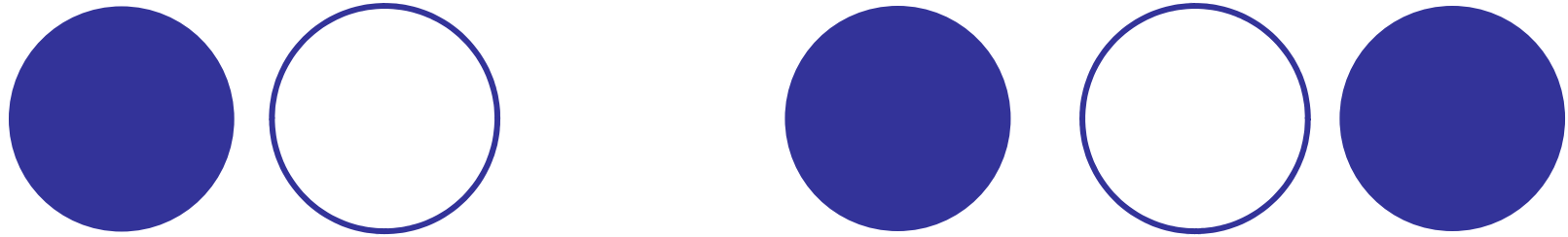


Resources for Government Contractors

Forms Needed by Contractors



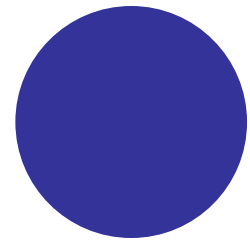
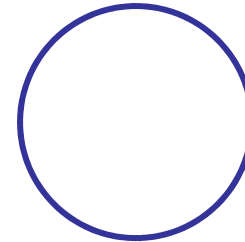
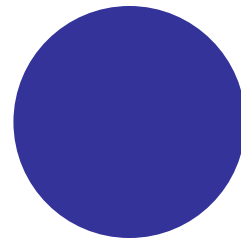
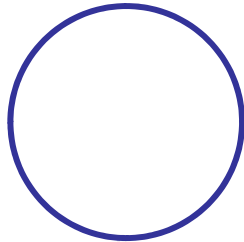
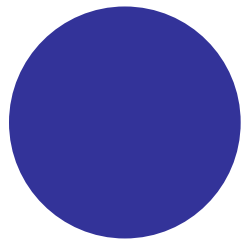
<http://fedforms.gov/>



Resources for Government Contractors

Current Events/News

- ★ **Global Security** <http://www.globalsecurity.org>
- ★ **Federal Computer Week** <http://www.fcw.com>
- ★ **Government Executive** <http://www.govexec.com>
- ★ **Government Computer News** <http://www.gcn.com>
- ★ **Washington Technology** <http://www.wtonline.com>
- ★ **Government Technology** <http://www.govtech.net>
- ★ **The Washington Post** <http://www.washingtonpost.com/>
- ★ **Defense News** <http://www.defensenews.com/>



Resources for Government Contractors

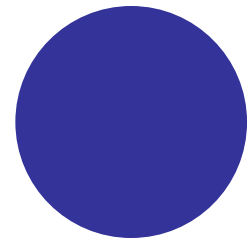
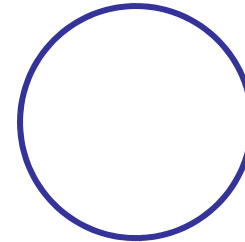
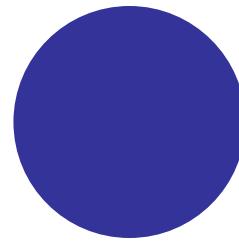
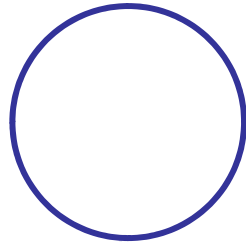
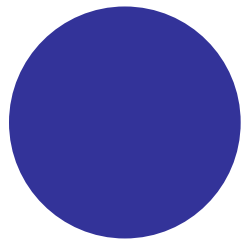
PTACs of Michigan

DoD funded program to educate small businesses regarding
government contracting

- ★ One-on-One Counseling
- ★ Troubleshooting
- ★ Price History Reports
- ★ Specifications & Standards
- ★ Training Events & Seminars
- ★ Bid Match

<http://www.ptacsofmichigan.org>





Resources for Government Contractors

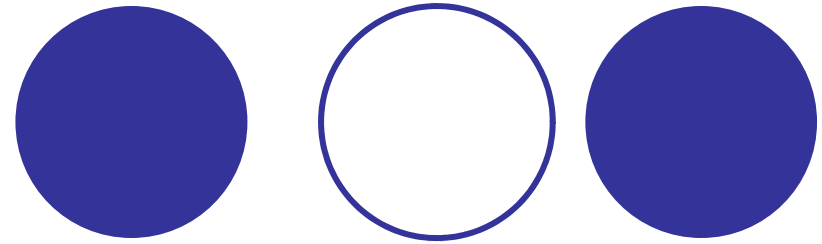
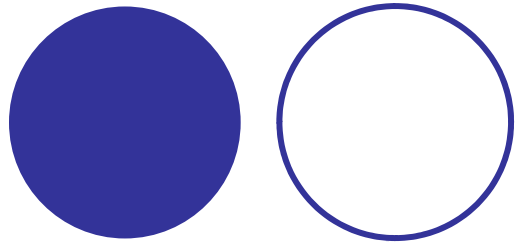
Support your PTAC

Be sure to submit your quarterly survey!

Our funding agencies require our office to collect contract award information from companies we provide assistance. Receiving this information from you is vital to the continuation of our program.

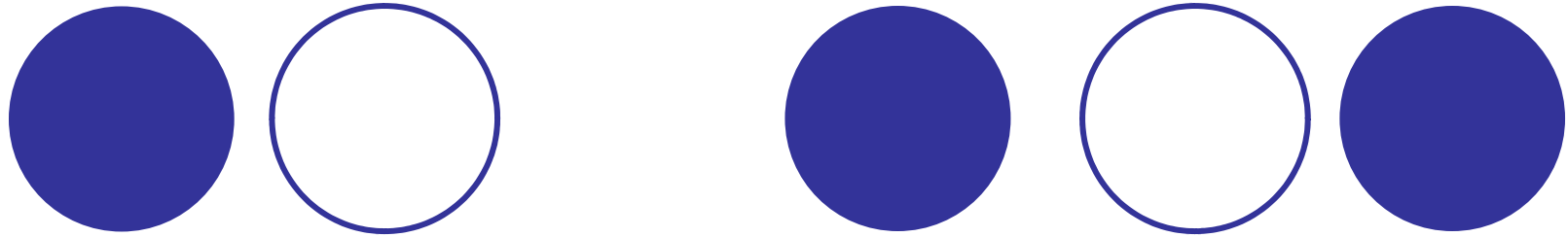
We will notify you each quarter to submit your survey.

Thank you.



Checklist...

- ★ Identify commodity codes
- ★ Register in CCR
- ★ Perform market research
- ★ Search for opportunities
- ★ Bid
- ★ Debrief



PTAC Contact Information

For more information on today's presentation or to schedule an appointment, please contact:

Traverse City PTAC

231-929-5076

<http://www.ptacsofmichigan.org>



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