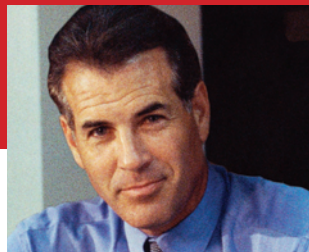


# DOING BUSINESS WITH THE U.S. DEPARTMENT OF LABOR

Federal Market Access for Small Business





**SECRETARY OF LABOR**  
**WASHINGTON, D.C. 20210**



Dear Friends:

It is a pleasure to present this edition of *Doing Business with the U.S. Department of Labor*. Building on the success of the Office of Small Business Programs at the U.S. Department of Labor, this publication is designed for American small businessmen and women interested in exploring federal procurement opportunities as part of their path to professional success.

We are pleased to support individuals with the talent and drive to launch small businesses, which are crucial to America's prosperity. To continue meeting the economic challenges ahead, our Nation's economy needs more men and women willing to reach out in new directions, help their enterprises grow, and create more jobs for American workers.

It is important for everyone interested in doing business with the federal government to gain a clear understanding of the federal procurement opportunities and the resources available to pursue them. We hope that *Doing Business with the U.S. Department of Labor* becomes a valuable resource for America's small business, and will help you continue to make an invaluable contribution to America's economy and workforce.

Sincerely,

A handwritten signature in black ink that reads "E.L. Chao". The signature is written in a cursive, flowing style.

Elaine L. Chao

**U.S. Department of Labor**

Office of Small Business Programs  
Washington, D.C. 20210



Dear Friends:

On behalf of the Office of Small Business Programs, I am pleased to present this edition of *Doing Business with the U.S. Department of Labor*. This publication highlights not only the efforts of the U.S. Department of Labor to reach out to the small business community, but the resources generally available for this important task throughout the federal government.

The message is clear: small businesses generate two-thirds of all new jobs in the United States, and we want to contribute to the success of the bright, accomplished and hard-working men and women who make it happen. American small businesses are second to none and willing to compete in any arena. Through their tireless enterprise, the small business community is now a driving force in a prosperous economy.

It is vital for government at all levels to promote policies offering small businesses every opportunity for continued success, and to make it easier to navigate the growing government procurement market. This publication is part of that effort.

Sincerely,

A handwritten signature in black ink that reads "José A. Lira". The signature is written in a cursive, flowing style.

José A. Lira  
Director

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“ Employment,  
job creation,  
innovation —  
that’s the value  
of small business  
to our country. ”

— U.S. Secretary of Labor Elaine L. Chao



## THE U.S. DEPARTMENT OF LABOR SUPPORTS SMALL BUSINESS

Small businesses are vital to the success of the American economy. Representing more than 99 percent of employers in the United States, they provide jobs to half of all private sector workers, and annually generate two-thirds of net new jobs. Small firms are also significant participants in the global marketplace, currently producing more than a quarter of U.S. export revenues.

The Department of Labor (DOL) knows that entrepreneurs like you are key to the nation's livelihood, and seeks a vigorous partnership with small business through its procurement programs. DOL's Office of Small Business Programs (OSBP) drives the Department's ongoing efforts to expand small businesses' access to contracting opportunities. OSBP encourages business owners—including minorities, women and veterans—to pursue the many avenues available for supplying DOL with the goods and services it needs to serve America's workforce.

OSBP is pleased to provide you with this guide to DOL's contracting process, and hopes it will help even more small enterprises grow their businesses by becoming valued suppliers to the Department of Labor. This guide describes the tools companies need to navigate the federal procurement system more quickly, efficiently and successfully. In addition, it provides information that is applicable to contracting with *all* federal agencies, and includes resources that will help you to:

1. Learn more about DOL and its purchasing needs;
2. Understand the steps necessary to qualify as a federal contractor, including:
  - a. Registering your business;
  - b. Navigating the federal procurement process, and
  - c. Determining eligibility for special set-aside contracts;
3. Locate viable business opportunities and market your company; and
4. Identify the rules and regulations governing federal contracting.

As DOL looks to the future, it continues to see a crucial role for the small business community. By leveraging its purchasing power and reaching out to employers who provide innovative ideas, valuable services and quality products, the DOL remains committed to the prosperity of small businesses.

### WHAT IS A SMALL BUSINESS?

Federal law defines a small business as a for-profit company that:

- > is located in the United States;
- > is independently owned and operated;
- > is not dominant in the field in which it is bidding on government contracts; and
- > meets Small Business Administration (SBA) size standards, in annual revenue and/or number of employees, as defined for its industry.



## DOL AGENCIES WITH THEIR OWN PROCUREMENT OFFICES

Office of the Assistant Secretary for Administration and Management (OASAM) (OASAM also services other DOL agencies' procurement needs.)

Employment and Training Administration (ETA)

Mine Safety and Health Administration (MSHA)

Office of the Inspector General (OIG)

Bureau of Labor Statistics (BLS)

## GETTING TO KNOW DOL: ITS MISSION AND PROCUREMENT OUTLOOK

DOL promotes the interests of America's workforce through a variety of measures, including: expanding employment opportunities, improving working conditions, fighting workplace discrimination, protecting employee benefits, and ensuring that workers have the skills to succeed in today's job market. DOL has more than 25 offices and agencies organized into major program areas to support its goal of safeguarding the welfare of American workers. Many of these agencies have unique procurement activities and maintain individual offices that purchase directly from contractors. Contact information for agency representatives is available on the Web under "Doing Business With the Department of Labor" at [www.dol.gov/dol/business.htm](http://www.dol.gov/dol/business.htm).

To help achieve its wide-ranging goals, DOL awards about \$1.7 billion to outside vendors every year, with approximately one third of that amount going to small businesses. The Department spends most of its procurement budget on services supportive of Job Corps, information technology services and equipment, socioeconomic studies, and administrative support. In addition, DOL vendors supply a variety of other materials and services, ranging from office supplies to video production. Companies can review the types of contracts DOL plans to award by reviewing its annual Procurement Forecast, one of the most valuable resources for anyone interested in doing business with the Department. DOL's Procurement Forecast is on the Web at [www.apps.dol.gov/contract\\_grant/report\\_inter.asp](http://www.apps.dol.gov/contract_grant/report_inter.asp).





## THE OFFICE OF SMALL BUSINESS PROGRAMS: YOUR GATEWAY TO DOING BUSINESS WITH DOL

All federal agencies ensure small business participation in government purchasing through specially created Offices of Small and Disadvantaged Business Utilization, or OSDBU. They are the primary resources for firms wishing to sell to the government. DOL's Office of Small Business Programs (OSBP) is the agency's OSDBU, and ensures small business procurement opportunities in the Department. OSBP is also DOL's advocate and ombudsman for current and potential small contractors. In addition, the OSBP is a resource for small businesses seeking information regarding the rules and regulations the Department administers.

OSBP staff are always happy to answer your questions. You can contact OSBP at (202) 693-6460 or online at [www.dol.gov/osbp](http://www.dol.gov/osbp).

### OSBP'S SMALL BUSINESS PROCUREMENT POWER PAGE

OSBP posts updated, in-depth information about DOL and federal procurement at its "Small Business Procurement Power Page," available at [www.dol.gov/osbp/regs/procurement.htm](http://www.dol.gov/osbp/regs/procurement.htm).

This portal site for small businesses includes links to procurement rules and regulations, contact information, contracting opportunities, and other vital resources for business owners.



## DOL-ATTENDED CONFERENCES AND EVENTS

- › The Secretary of Labor's Opportunity Conference and Business Expo
- › The National Minority Supplier Development Council Conference and Business Opportunity Fair
- › U.S. Department of Labor Job Corps Annual Small Business Seminar
- › The Native American Business Alliance Conference
- › The OSDBU's Directors Procurement Conference
- › The U.S. Pan Asian Chamber of Commerce procurement conference
- › The DOD's National Service-Disabled Veteran-Owned Small Business Conference
- › The U.S. Hispanic Chamber of Commerce annual conference
- › The Congressional Black Caucus Business Expo
- › The National Minority Enterprise Development Conference
- › The White House Initiative for Asian Americans & Pacific Islanders Technical Workshop
- › The New Mexico Department of Veteran Service SDVOSB Conference
- › The U.S. Women's Chamber of Commerce National Small Business federal Procurement Summit
- › The National Association of Professional Asian American Women National Training Conference & Business Expo
- › The Annual OSDBU Procurement Conference
- › The National Association of Women Business Owners Conference
- › Women Business Enterprise National Council Conference
- › The Hispano Chamber of Commerce Small Business Expo and Matchmaking Trade Fair
- › The Texas Association of Mexican American Chambers of Commerce

## VENDOR OUTREACH SESSIONS IN WASHINGTON, D.C.

As part of its mission to reach out to small businesses, OSBP offers regular Vendor Outreach Sessions in Washington, D.C. These sessions offer potential contractors the chance to market their products and services to the Department of Labor, and meet procurement decision makers face-to-face. They also provide an opportunity for business owners to learn about DOL's purchasing priorities, and introduce DOL buyers to the diverse resources available to them.

Vendor Outreach Sessions are held quarterly at the Department of Labor in Washington, D.C. Vendors should contact OSBP to confirm the date and time of scheduled Vendor Outreach Sessions before arriving at DOL. To allow all vendors an equal opportunity to introduce their companies, each company is limited to eight 15-minute appointments with DOL agency representatives per session. However, DOL has the option of scheduling follow-up meetings with vendors to discuss procurement needs in more detail.

Vendors may schedule their appearance at a Vendor Outreach Session, or simply show up as a "walk-in." While walk-ins are not guaranteed an appointment, they are generally able to meet with DOL staff due to last-minute cancellations and no-shows by previously scheduled vendors.

For more information about attending a Vendor Outreach Session, visit [www.dol.gov/osbp/sbis](http://www.dol.gov/osbp/sbis) or contact OSBP at (202) 693-6460.

## OSBP'S NATIONAL OUTREACH

OSBP also conducts small business outreach across the United States at conferences, procurement seminars, and other trade-related events throughout the year. Please contact OSBP for the office's most recent travel schedule.

## SECRETARY CHAO'S OPPORTUNITY CONFERENCE: BUILDING ON AMERICA'S PROMISE

The Department of Labor's annual Opportunity Conference is a major DOL outreach activity, the only government-sponsored event of its kind addressing the growing needs of America's largest minority communities and fastest growing sectors of the workforce: the Asian Pacific, Hispanic and African American communities.

Since 2003, the Opportunity Conference has encouraged the economic advancement of these communities and sought to address their special needs. Growing each year, the Conference welcomed more than 1,100 Asian Pacific, Hispanic and African Americans at the 2006 Conference in Philadelphia.

Under the theme "Building on America's Promise," the Opportunity Conference features presentations tailored to help minority communities navigate the ever-changing business climate, with workshops focusing on various components of economic development, including job training, access to capital, marketing, business startups, grants and procurement opportunities, and reaching out to workers with limited English proficiency. The goal is to ensure that minority Americans have the business and leadership skills needed by the 21st century workforce.

America's ethnic communities are among the greatest catalysts of growth in the nation's economy, opening record numbers of small- and medium-size businesses, creating new jobs, and generating billions of dollars in revenues every year. America's continued success will be tremendously enhanced by ensuring that Asian Pacific, Hispanic and African Americans are able to prosper and become even more integral to the U.S. economy. The Opportunity Conference is an important part of that effort.





## JOB CORPS: A MAJOR SOURCE OF DOL PROCUREMENTS

DOI's Job Corps program, founded in 1964, accounts for approximately 75 percent of Department's procurements. With 122 campuses nationwide, Job Corps has given more than two million at-promise youth, ages 16-24, the skills needed to succeed in the workplace. The program spends close to \$100 million per year on building and construction services alone. Contractors can also find opportunities in the areas of:

- > Job Corps center operations
- > Outreach admissions and placement
- > Program evaluation and support services

For an introduction to the Job Corps program, visit [www.jobcorps.dol.gov](http://www.jobcorps.dol.gov). Business owners can also inquire about subcontracting opportunities with Job Corps Center Operators. The operator directory is available at: [www.jobcorps.dol.gov/docs/operators.pdf](http://www.jobcorps.dol.gov/docs/operators.pdf).



## JOB CORPS SMALL BUSINESS ORIENTATION SESSIONS

Job Corps' annual Small Business Orientation Sessions give business owners the opportunity to learn about the Job Corps program's unique procurement requirements. Sessions cover such topics as the Job Corps procurement process, services and materials the program buys, and accessing the program's outsourcing resources. Announcements for upcoming Orientation Sessions are posted on [www.FedBizOpps.gov](http://www.FedBizOpps.gov).



## FIRST STEPS TOWARDS DOING BUSINESS WITH DOL: QUALIFYING YOUR COMPANY AS A FEDERAL CONTRACTOR

To encourage small businesses to compete in the procurement process and to level the playing field with large businesses, the federal government provides a variety of preferences for small businesses. The U.S. Small Business Administration (SBA) administers these preferences throughout the government, with a mandate to set aside at least 23 percent of all federal procurements for small firms. The Department of Labor sets its goal at 26 percent, while actual awards stand even higher at 34 percent.

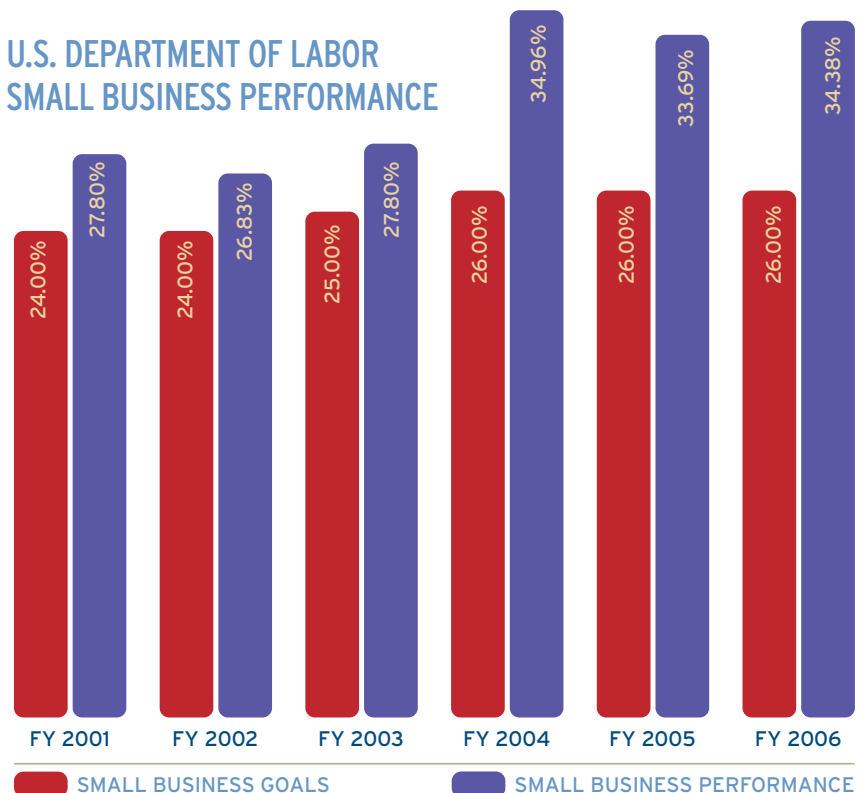
Before your firm can qualify for federal small business set-asides, you must first certify it with the government—or in some cases self-certify—and then register on the Central Contractor Registration (CCR) (prior to registering on CCR it is mandatory to acquire a Data Universal Numbering System (DUNS) identification number), in addition to completing the online Representations and Certifications Application (ORCA). This process is free of charge. To be certified as a small business, your firm must meet the SBA’s definition of “small business,” which requires that a company be independently owned and operated, not dominant in its field, and be at or below SBA’s size standards in annual revenue and/or number of employees.

### THE U.S. SMALL BUSINESS ADMINISTRATION (SBA)

The SBA was created in 1953 to foster and promote the welfare of America’s small businesses. As part of this mission, it administers the laws and programs for small business procurement government-wide.

The SBA also makes the federal rules defining “small business” for procurement purposes. The agency additionally defines the various subcategories of small business—small disadvantaged, woman-owned, veteran-owned—and issues the certifications business owners need to participate in government contracting. Small disadvantaged businesses (SDBs) can seek certification from the SBA at [www.sba.gov/sdb](http://www.sba.gov/sdb). (Women- and veteran-owned small businesses may self-certify.)

### U.S. DEPARTMENT OF LABOR SMALL BUSINESS PERFORMANCE



## CERTIFYING YOUR SMALL BUSINESS

Business Category	Type of Certification
Woman-Owned Small Business	Self-certify
Small Disadvantaged Business, including 8(a) businesses	SBA certify Eligible for 8(a) set-asides & limited sole source contracts
HUBZone Business	SBA certify Eligible for set-asides & limited sole source contracts; 10% price evaluation preference may apply
Service-Disabled Veteran-Owned Small Business	Self-certify Eligible for set-asides & limited sole source contracts



### INDUSTRY-BASED SIZE STANDARDS

Companies must meet certain size standards to be considered a “small business” for federal procurement purposes. The U.S. Small Business Administration determines these standards based on industry. To find your industry, you must know your six-digit industry code in the North American Industry Classification System, or NAICS, which categorizes different types of businesses in detail.

To find your business' NAICS code visit [www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html).

To search SBA size standards, visit [www.sba.gov/size](http://www.sba.gov/size).

## SMALL DISADVANTAGED, WOMAN-OWNED, AND SERVICE-DISABLED VETERAN-OWNED BUSINESSES

Small businesses owned by socially and economically disadvantaged individuals, women, or service-disabled veterans can qualify for additional preferences in federal procurement. Government agencies are required by law to award a percentage of contracts to small disadvantaged businesses. Agencies also set procurement goals for woman-owned and service-disabled veteran-owned small businesses.

To qualify as a small disadvantaged, woman- or service-disabled veteran-owned business, your company must fit the definitions set out by the SBA. Companies can be certified in more than one category if the owner fits more than one definition, e.g., small disadvantaged *and* woman-owned business.

**Small Disadvantaged Business (SDB).** An SDB is a small business that is unconditionally owned and operated by one or more persons considered socially and economically disadvantaged. SBA rules consider someone “socially disadvantaged” if they have been subjected to prejudice or bias based on their racial or ethnic identity. “Economically disadvantaged” individuals are those whose ability to compete in the economy has been impaired due to diminished capital and access to credit. African Americans, Native Americans, Hispanic Americans, Asian Pacific Americans and Subcontinent-Asian Americans are presumed to meet both these criteria. However, members of other groups may ask the SBA to certify them as socially and economically disadvantaged based on their particular circumstances. The SBA considers these requests on a case-by-case basis. SDBs must obtain certification from the SBA if they wish to receive SDB procurement preferences.

- > **The 8(a) Program for SDBs.** Some small disadvantaged businesses may qualify to participate in the SBA’s 8(a) Business Development Program (named for its section in federal law). It helps SDBs grow their capacity and revenue by setting aside contracts for them and assisting in their business development. More information about the program is available at [www.sba.gov/8abd](http://www.sba.gov/8abd).

The DOL has a long record of exceeding its procurement goals for small disadvantaged businesses, and looks forward to continuing this mutually rewarding relationship.

**Woman-Owned Small Business.** The SBA defines “woman-owned small business” as one that is at least 51 percent owned and operated by one or more women. Women business owners may self-certify their companies on the Central Contractor Registration (CCR). DOL is committed to providing opportunities for woman-owned businesses, and has exceeded its procurement goals for the past three years.

**Service-Disabled Veteran-Owned Small Business (SDVOSB).** An SDVOSB is a business that is at least 51 percent owned and operated by one or more service-disabled veterans. If a veteran has a permanent disability and the firm is run by a spouse or permanent caregiver, the firm can still qualify for this status. Self-certification for SDVOSBs can be obtained through Defense Department Form 214 and a letter from the Department of Veterans Affairs confirming the disability. All federal agencies, including DOL, are expected to award at least 3 percent of their annual procurement budget to SDVOSBs. President George W. Bush re-emphasized this goal in 2004, and DOL has made great strides in meeting it. The Department strongly encourages service-disabled veteran business owners to pursue procurement opportunities with DOL.

## ADDITIONAL OPPORTUNITIES FOR FIRMS IN HISTORICALLY UNDERUTILIZED BUSINESS ZONES (HUBZONES)

Small businesses in areas classified by the SBA as “historically underutilized business zones” can qualify as a HUBZone business. A firm can obtain certification from the SBA if it already qualifies as a small business, is owned and operated by a U.S. citizen, is located in a HUBZone, and if at least 35 percent of its employees live in a HUBZone. Federal agencies, including DOL, are required by law to set aside at least 3 percent of their annual procurement budgets to HUBZone businesses. DOL is working to increase these companies’ participation in Department contracting, and encourages HUBZone vendors to offer their services.

## REQUIRED REGISTRATIONS FOR PROCUREMENT PARTICIPATION

After you have certified or self-certified your small business, it is vital to register your business into the following three electronic database systems: Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS), Central Contractor Registration (CCR), and the Online Representations and Certifications Application (ORCA).

### ONLINE RESOURCES FOR WOMEN BUSINESS OWNERS

A service of The National Women’s Business Council:

[www.womenbiz.gov](http://www.womenbiz.gov)

Online portal of the SBA Office of Women’s Business Concerns:

[www.onlinewbc.gov](http://www.onlinewbc.gov)

### ONLINE RESOURCES FOR SERVICE-DISABLED VETERAN BUSINESS OWNERS

U.S. Small Business Administration’s Veterans and Service-Disabled Veterans Page:

[www.sba.gov/GC/indexprograms-vets.html](http://www.sba.gov/GC/indexprograms-vets.html)

U.S. Department of Veterans Affairs VetBiz Page:

[www.vetbiz.gov](http://www.vetbiz.gov)

### IS YOUR BUSINESS IN A HUBZONE?

The U.S. Small Business Administration runs the HUBZone program, and determines the areas in the United States that are “historically underutilized.” To find out if your business is located inside a HUBZone, visit [map.sba.gov/hubzone/init.asp](http://map.sba.gov/hubzone/init.asp).



## WEB SITES TO GET YOU STARTED

The following Web sites are essential to business owners starting the process of becoming a government contractor:

### CENTRAL CONTRACTOR REGISTRATION (CCR)

[www.ccr.gov](http://www.ccr.gov)

- > All businesses that sell to the government are required to register on the CCR. Registration is free, but it also requires a DUNS number from Dun & Bradstreet. If your company does not have one, you can obtain one free of charge by visiting [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform), or by calling Dun & Bradstreet at (866) 705-5711.

### BUSINESS.GOV: HELPING YOU DECIPHER GOVERNMENT REGULATIONS

[www.business.gov](http://www.business.gov)

- > Complying with government regulations can sometimes be a confusing process, especially for small business owners. Business.gov makes the process easier by letting you search compliance assistance information for the entire government from one central Web site. If you need more help, the site also lists contact information for compliance assistance staff for each federal agency.

### FEDBIZOPPS: YOUR FIRST STOP FOR BUSINESS OPPORTUNITIES

[www.FedBizOpps.gov](http://www.FedBizOpps.gov)

- > FedBizOpps.gov is the federal government's online portal for announcing most procurement opportunities over \$25,000. Vendors can use FedBizOpps.gov to search, monitor and retrieve opportunities solicited by the entire federal contracting community.

A D&B DUNS number is a unique nine digit sequence recognized as the universal standard for identifying and tracking over 100 million businesses world wide. It is mandatory to have a D&B DUNS number before registering your small business in CCR. If your business does not have a DUNS number Call D&B at (866) 705-5711 or visit D&B Customer Resources at [www.dnb.com/us](http://www.dnb.com/us).

The CCR is the primary vendor database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. Only those vendors registered in the CCR are eligible to receive federal contracts. The CCR also provides access to the SBA's database of small business contractors, the Dynamic Small Business Search (DSBS). The DSBS allows government buyers to research potential contractors and evaluate the business community's capacity to perform certain work. Vendors can also connect to the DSBS to identify small businesses as potential teaming partners or subcontractors. For more information on CCR or DSBS visit [www.ccr.gov](http://www.ccr.gov).

ORCA is an electronic system which replaces paper based representations and certifications that were required in solicitations. Effective January 1, 2005, the Federal Acquisition Registration (FAR) mandated prospective contractors to complete electronic annual representations & certifications via ORCA when registering in CCR. It is necessary to have an active CCR record and your business' Marketing Partner ID (MPIN) from CCR when registering in ORCA. For more information on how to register onto ORCA visit [www.orca.bpn.gov](http://www.orca.bpn.gov).

#### PROCESS FOR OPEN MARKET ACTIONS OVER \$100,000

**1** Acquisition Planning & Market Research

**2** Solicitation Advertised Electronically

**3** Solicitation Issued Electronically

**4** Submit Bids/Proposals Electronically/ Hard Copy

**5** Bids/Proposals Evaluated

**6** Oral Presentations (if required)

**7** Negotiations (if required)

**8** Subcontracting Plan Final Approval (Large business only, if required)

**9** Award

**10** Debriefing (Negotiated acquisitions, if requested)

**11** Performance & Successful Completion



## SELLING TO THE GOVERNMENT

Federal agencies, including the Department of Labor, can buy from outside vendors in a variety of ways, but competition is the most common method of awarding contracts. Procurements between \$3,000 and \$100,000 are competed among small businesses, while those above \$100,000 are open to all companies. Competition among multiple companies for federal procurement helps ensure that the government will obtain the highest quality work at the best value.

The acquisition process begins when an agency decides to seek goods or services from the private sector. The three most frequently used procurement methods utilized by the federal contracting community are:

- > Open Market Acquisitions (Unrestricted, and various small business set-aside competitions including 8(a) set-asides, are performed under this procurement method.)
- > Purchase Card Programs
- > Orders from pre-existing contracting vehicles such as GSA Federal Supply Schedules

Open market federal solicitations are published at *FedBizOpps.gov*, the federal government's procurement portal, which lists procurements worth \$25,000 or more. Companies wishing to compete for an open market contract submit a bid or proposal to do the work. The agency then selects the best offer and awards the contract to the successful firm.

The government may also award a contract to a company without holding a competition. This kind of award is called "sole source" and is available to all vendors, but only under special circumstances set out in federal law.

Federal government agencies began using the purchase card in the late 1980's as a way to acquire small-dollar items in a more efficient manner than open market acquisitions. The DOL (as many other federal agencies) established a Purchase Card Program (also known as Credit Card Program), which requires the use of the purchase card for all micro-purchases (micro-purchase is defined as any authorized purchase that does not exceed \$3,000). Under the DOL Purchase Card Program, purchase card holders can go directly to the supplier or service provider for their micro-purchase need. CCR registration for purchase card vendors is not mandatory and purchase card holders are required to rotate sources when acquiring goods and services under the DOL Purchase Card Program. For a list of Purchase Card Program Officials and contact information visit "Doing Business With the Department of Labor" at [www.dol.gov/dol/business.htm](http://www.dol.gov/dol/business.htm).

## POST-HURRICANE KATRINA BUSINESSES REBUILDING THE GULF COAST

Billions of dollars in contracts are available to suppliers, vendors, and businesses across all industry sectors in the Gulf Coast. U.S. agencies directly involved in that effort include the Department of Commerce, the Department of Defense, the General Services Administration, the Department of Homeland Security, and the Small Business Administration. Information on contracting opportunities is available at [www.rebuildingthegulfcoast.gov](http://www.rebuildingthegulfcoast.gov).



## TIPS FOR MARKETING YOUR BUSINESS TO DOL

### When researching procurement opportunities:

- > Contact program offices whose work relates to the products or services your firm offers. Identify key people to whom you can market your business.
- > Become familiar with DOL procurement requirements in preparation for contacting program offices.

### When meeting with DOL representatives:

- > Know your audience—market your company's strengths to the people who need them.
- > Prepare a one-page capability statement, including:
  - Company name, contact information, locations, small business categories, DUNS number
  - Certifications
  - NAICS code & capabilities
  - Federal, state & local contracts and/or subcontracts with contact info
  - GSA Contracts (if any)
  - Government References
- > Have three marketing “presentations” ready at all times:
  - “Elevator Speech”
  - One-page capability statement
  - Full capability presentation

## THE GSA SCHEDULES: ONE-STOP SHOPPING FOR MANY FEDERAL BUYERS

Federal agencies often select potential vendors from the GSA Schedules, also referred to as Multiple Award Schedules or Federal Supply Schedules. Administered by the U.S. General Services Administration, the schedules deliver millions of commercial supplies and services at volume discount pricing to government purchasers.

Whether your firm sells everyday items like cleaning supplies, or provides specialized services like language translation or event planning, the schedules likely have a contract category that fits your business. To be listed on the GSA Schedules, contractors must offer to sell their products or services to the government at what the GSA considers to be a “fair and reasonable price.” Federal agencies throughout the government may then buy from the vendor at the schedule-listed price or ask listed vendors to compete for specific procurements.

The GSA Schedules are one of the largest contracting tools in the federal government—DOL alone buys more than \$80 million of supplies per year from Federal Supply Schedule vendors. Becoming a schedule contractor requires a multi-step process, usually taking several weeks to complete. GSA offers free workshops on obtaining schedule contracts—many tailored to small businesses. For more information about GSA Schedules, visit: [www.gsa.gov](http://www.gsa.gov).

## SUBCONTRACTING: PARTNERING WITH PRIME CONTRACTORS TO SELL TO THE GOVERNMENT

To strengthen their proposals and bids, firms can partner with other companies that have a government contract or are bidding as a prime contractor. Smaller companies often fill niches that round out a prime contractor's services. The government also gives incentives to firms that subcontract work to small businesses. You can identify prime contractors who may be interested in working with your company by reviewing DOL's Procurement Forecast. SubNet is also a good resource for small businesses seeking partnerships with prime contractors. It is available on the Web at <https://eweb.sba.gov/subnet/search>.

## REFERENCES

### FEDERAL RULES AND REGULATIONS FOR SMALL BUSINESS

Some important federal rules and regulations affecting small businesses and procurement are described below. Please contact DOL's Office of Small Business Programs if you would like more information about how these laws apply to your business.

The Small Business Act of 1953 created the U.S. Small Business Administration (SBA) to foster and promote the welfare of America's small businesses. As part of this mission, it set out the rules for providing federal procurement opportunities to small firms.

Rules governing small businesses' eligibility for federal contracts are primarily set out by the Federal Acquisition Regulation (FAR) and Code of Federal Regulations (CFR). The FAR defines "small business" for federal contracting, and the CFR lists the rules for how the SBA determines size standards that small businesses must meet. Key sections of these rules are provided below.

### OSBP AUTHORITY

Federal agencies are required to promote procurement opportunities for small, small disadvantaged, and 8(a) businesses by the Small Business Act, as amended, (Public Law 95-507, Sections 8 and 15) and P.L. 100-656 (Sections 502 and 503). The Federal Acquisition Streamlining Act of 1994 (P.L. 103-355) mandates similar efforts for small woman-owned businesses. Public Law 106-50 created the program for service-disabled veteran-owned small businesses.

Public Law 105-135 established the HUBZone program. Public Law 108-183 and Executive Order 13360 respectively established and reinforced a similar program for small businesses owned by service-disabled veterans. The Small Business Regulatory Enforcement Fairness Act of 1996, or SBREFA (Public Law 104-121) requires federal agencies to make available to small businesses compliance guides and assistance.

Presidential Executive Orders 13256, 13230 and 13270 direct federal agencies to implement programs, respectively, regarding

Historically Black Colleges and Universities, Educational Excellence for Hispanic Americans, and Tribal Colleges and Universities that are administered by the respective White House Initiative offices (in the U.S. Department of Education). Executive Order 13216 directs federal agencies to ensure that Asian Americans and Pacific Islanders are afforded the opportunity to fully participate in federal programs.

For more information on the Small Business Act; the U.S. Small Business Administration; the 8(a) and HUBZone programs; women- and service-disabled veteran-owned businesses, visit [www.sba.gov/library/lawroom.html](http://www.sba.gov/library/lawroom.html).

For more information on the Small Business Regulatory Enforcement Fairness Act (SBREFA), visit [www.sba.gov/advo/laws/sbrefa.html](http://www.sba.gov/advo/laws/sbrefa.html).

To read the full text of Presidential Executive Orders, visit [www.archives.gov/federal-register/executive-orders](http://www.archives.gov/federal-register/executive-orders).

### FEDERAL ACQUISITION REGULATION (FAR): DEFINING SMALL BUSINESS

The FAR contains the basic regulations for federal procurements. It aims to ensure the best value for government customers while maintaining the public's trust and fulfilling public policy objectives. Part 19 of the FAR sets out the rules affecting small business contractors. The FAR Web site is available at [www.arnet.gov/far](http://www.arnet.gov/far), and the regulations affecting small business are available at [www.arnet.gov/far/current/html/FARTOCP19.html](http://www.arnet.gov/far/current/html/FARTOCP19.html).

### CODE OF FEDERAL REGULATIONS (CFR)

The Code of Federal Regulations contain the rules that federal agencies must follow. Chapters 1-199 of Title 13 of the CFR make up the rules governing the U.S. Small Business Administration. You can search the CFR at [www.gpoaccess.gov/cfr](http://www.gpoaccess.gov/cfr). Title 13, Part 121 of the CFR describes SBA size standards in detail, and is available at [www.access.gpo.gov/nara/cfr/waisidx\\_06/13cfr121\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/13cfr121_06.html). The CFR also contains the **Department of Labor Acquisition Regulation (DOLAR)**. DOLAR supplements the FAR with additional procurement rules that apply specifically to DOL activities. The full text of DOLAR is available at [www.dol.gov/oasam/regs/cfr/48cfr/toc\\_Part2900-2999/Part2900-2999\\_toc.htm](http://www.dol.gov/oasam/regs/cfr/48cfr/toc_Part2900-2999/Part2900-2999_toc.htm).



## PROCUREMENT TERMS USED IN THIS GUIDE

### CERTIFICATION

Confirmation that a firm meets the definition and size standards for small businesses in the federal procurement process. Small disadvantaged and HUBZone businesses must certify with the SBA, while woman- and service-disabled veteran-owned small businesses may self-certify.

### CONTRACTOR

A firm that sells goods or services to the government under contract. Another word for **vendor**.

### PREFERENCE

A special consideration the government gives to small businesses in the procurement process.

### PRIME CONTRACTOR

A company that contracts directly with the government to provide goods and/or services. A prime contractor may hire **subcontractors** to perform specific tasks within the overall contract.

### PROCUREMENT

Goods or services purchased or planned to be purchased by the government.

### SET-ASIDE

A contract that is reserved for competition only among small businesses. In general, federal contracts between \$3,000 (\$2,500 in some cases) and \$100,000 are set aside for small businesses. Certain categories of small business may qualify for additional set-asides.

### SUBCONTRACTOR

A company that performs specific tasks within a larger contract administered by a **prime contractor**.

### VENDOR

A firm that sells goods or services to the government under contract. Another word for **contractor**.

## DEPARTMENT-LEVEL OFFICES OF SMALL DISADVANTAGED BUSINESS UTILIZATION (OSDBUs) FOR THE COMPLETE LIST OF OSDBUs, VISIT [HTTP://WWW.OSDBU.GOV](http://www.osdbu.gov).

**U.S. Department of Labor**  
**Office of Small Business Programs**  
200 Constitution Avenue, NW  
Room C-2318  
Washington, DC 20210  
Director: José (Joe) A. Lira  
Phone: (202) 693-6460  
Fax: (202) 693-6485

**U.S. Department of Agriculture**  
14th & Independence Avenue, SW  
1566 South Building  
Washington, DC 20250-9501  
Director: James E. House  
Women Business Rep.: Sherry Cohen  
Veteran Business Rep.: Stella Hughes  
Phone: (202) 720-7117  
Fax: (202) 720-3001

**U.S. Department of Commerce**  
14th & Constitution Avenue, NW  
Room H-6411  
Washington, DC 20230  
Director: La Juene Desmukes  
Phone: (202) 482-1472  
Fax: (202) 482-0501

**U.S. Department of Defense**  
1777 North Kent Street, Suite 9100  
Arlington, VA 22209  
Director: Anthony Martoccia  
Deputy Director: Linda Oliver  
Phone: (703) 588-8620  
Fax: (703) 588-7561

**U.S. Department of Education**  
400 Maryland Ave., SW, Room 7048, PCP  
Washington, DC 20202-0521  
Director: Dr. Kristi Wilson  
kristi.wilson@ed.gov  
Women Business Rep.: Marcella Coverson  
marcella.coverson@ed.gov  
Phone: (202) 245-6300  
Fax: (202) 245-6304

**U.S. Department of Energy**  
1000 Independence Avenue, SW  
Room # 5B-148  
Washington, DC 20585  
Director: Theresa Speake  
Phone: (202) 586-7377  
Fax: (202) 586-5488

**U.S. Environmental Protection Agency**  
1200 Pennsylvania Avenue, NW  
Code 1230-A  
Washington, DC 20460  
Director: Jeanette L. Brown  
Phone: (202) 564-4100  
Fax: (202) 501-0756

**U.S. Department of Health and Human Services**  
200 Independence Avenue, SW  
Room 360-G  
Washington, DC 20201  
Director: Debbie Ridgely  
Phone: (202) 690-7300  
Women Business Rep.: Angel Graves  
Phone: (202) 690-6670  
Fax: (202) 260-4872

**U.S. Department of Homeland Security**  
Attn: OSDBU/Room 3124-A  
245 Murray Drive, SW  
Washington, DC 20528  
Director: Kevin Boshears  
Women Business Rep.: Angela Williams  
Phone: (202) 447-5555  
Fax: (202) 777-8467

**U.S. Department of Housing and Urban Development**  
451 7th Street, SW, Room 3130  
Washington, DC 20410-1000  
Acting Director: Valerie T. Hayes  
Phone: (202) 708-1428  
Fax: (202) 708-7642

**U.S. Department of the Interior**  
1849 C Street, NW, MS2252 MIB  
Washington, DC 20240  
Director: Mark Oliver  
Women Business Rep.: LaVanna Stevenson-Harris  
Phone: (202) 208-3493  
Fax: (202) 208-7444

**U.S. Department of Justice**  
1331 Pennsylvania Avenue, NW  
National Place Building, Room 1010  
Washington, DC 20530  
Director: David Sutton  
Women Business Rep.: Ramona Glover  
Phone: (202) 616-0521  
Fax: (202) 616-1717

**U.S. Department of State - A/SDBU**  
SA-6, Room L500  
Washington, DC 20522  
Acting Director: Gregory Mayberry  
Women Business Rep.: Patricia Culbreth  
HUBZone Advocate: Judith Thomas  
Veteran Business Advocate: Shapleigh Drisko  
Phone: (703) 875-6822  
Fax: (703) 875-6825

**U.S. Department of Transportation**  
400 7th Street, SW, Room 9414  
Washington, DC 20590  
Women Business Rep.: Ms. Pat Hodge  
Phone: (202) 366-1930  
Fax: (202) 366-7228

**U.S. Department of the Treasury**  
1500 Pennsylvania Ave., NW  
Mail Code: 655 15th/6099  
Washington, DC 20220  
General Office Phone: (202) 622-0530  
Fax: (202) 622-4963  
Director: Virginia Bellamy-Graham  
(202) 622-2826  
Women Business Rep.: Renee Fitzgerald  
(202) 622-0793  
Fax: (202) 622-4963

**U.S. Department of Veterans Affairs**  
OSDBU, 810 Vermont Avenue, NW  
(Mail Stop 00SB)  
Washington, DC 20420-0001  
Physical Location: TechWorld Plaza  
Suite 1221  
801 I Street, NW, Washington, DC  
Director: Scott F. Denniston  
Deputy Director for Small Business Programs: Wayne A. Simpson

## IMPORTANT WEB SITES

### DEPARTMENT OF LABOR

U.S. Department of Labor (DOL)  
[www.dol.gov](http://www.dol.gov)

Office of Small Business Programs (OSBP)  
[www.dol.gov/osbp](http://www.dol.gov/osbp)

DOL Job Corps program  
[www.jobcorps.dol.gov](http://www.jobcorps.dol.gov)

OSBP Small Business Procurement Power Page  
[www.dol.gov/osbp/regs/procurement.htm](http://www.dol.gov/osbp/regs/procurement.htm)

### SMALL BUSINESS RESOURCES

[www.sba.gov](http://www.sba.gov)

SBA 8(a) Business Development Program  
[www.sba.gov/8abd](http://www.sba.gov/8abd)

SBA Small Disadvantaged Business page  
[www.sba.gov/sdb/indexaboutsdb.html](http://www.sba.gov/sdb/indexaboutsdb.html)

SBA Office of Women's Business Ownership  
[www.onlineWBC.gov](http://www.onlineWBC.gov)

SBA Service-Disabled Veterans page  
[www.sba.gov/GC/indexprograms-vets.html](http://www.sba.gov/GC/indexprograms-vets.html)

SBA HUBZone page  
<https://eweb1.sba.gov/hubzone/internet>

Office of Small and Disadvantaged Business Utilization  
[www.osdbu.gov](http://www.osdbu.gov)

### PROCUREMENT RESOURCES

Government-wide compliance assistance site  
[www.business.gov](http://www.business.gov)

Integrated Acquisition Environment  
[www.acquisition.gov](http://www.acquisition.gov)

Central Contractor Registration  
[www.ccr.gov](http://www.ccr.gov)

Government-wide procurement portal  
[www.FedBizOpps.gov](http://www.FedBizOpps.gov)

General Services Administration  
[www.gsa.gov](http://www.gsa.gov)  
[www.rebuildingthegulfcoast.gov](http://www.rebuildingthegulfcoast.gov)

### LAWS, RULES AND REGULATIONS

Department of Labor Acquisition Regulation  
[www.dol.gov/oasam/regs/cfr/48cfr/toc\\_Part2900-2999/Part2900-2999\\_toc.htm](http://www.dol.gov/oasam/regs/cfr/48cfr/toc_Part2900-2999/Part2900-2999_toc.htm)

Code of Federal Regulations  
[www.gpoaccess.gov/cfr](http://www.gpoaccess.gov/cfr)

Federal Acquisition Regulation  
[www.arnet.gov/far](http://www.arnet.gov/far)

Small Business Regulatory Enforcement Fairness Act  
[www.sba.gov/advo/laws/sbrefa.html](http://www.sba.gov/advo/laws/sbrefa.html)

Collection of other laws affecting small businesses  
[www.sba.gov/library/lawroom.html](http://www.sba.gov/library/lawroom.html)

“ The role of government is not to create wealth, but to create an environment where entrepreneurs can flourish. ”

— President George W. Bush



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Office of Small Business Programs  
200 Constitution Avenue, NW  
Room C-2318  
Washington, DC 20210

[www.dol.gov/osbp/welcome.htm](http://www.dol.gov/osbp/welcome.htm)