

HOW TO DO BUSINESS WITH THE U.S. AIR FORCE

**IS YOUR PRODUCT OR SERVICE
SOMETHING THE AIR FORCE BUYS?**



AIR FORCE SMALL BUSINESS IN SUPPORT OF THE WARFIGHTER

INFORMATION ABOUT SELLING TO THE AIR FORCE IS FOUND ONLINE AT www.AirForceSmallBiz.org

The locator section provides the name and contact information for the Air Force Small Business Specialist for every Air Force activity with a contracting function.

FIND OUT HOW YOUR PRODUCT/SERVICE IS TYPICALLY PURCHASED.

Is it done locally, or in large quantities for distribution throughout the Air Force?

- If purchased locally, marketing to the Air Force Small Business Specialist and local contracting offices is necessary. When marketing to the Small Business Specialist, first call and make an appointment to meet with them.
- If purchased for the entire Air Force, you need to find any and all solicitations for that product or service by going to www.fedbizopps.gov. This Web site is the single posting site for all federal procurements over \$25,000.
- In the case of both local and Air Force-wide purchases, it is your responsibility to demonstrate to potential customers that you are a capable supplier. It is likely you will be competing with other firms.

DEMONSTRATE YOUR CAPABILITIES IF YOU HAVE THE OPPORTUNITY.

Provide prospective Air Force clients:

- A capability package (ask your Small Business Specialist what to include, e.g., brochures, pamphlets or other materials)
- A product demonstration or presentation if requested

KEEP INFORMATION FRESH.

- Keep your Small Business Specialist informed about changes in your business.
- Follow up. Ask your Small Business Specialist about new or projected requirements.



How to do business with the U.S. Air Force (cont.)

YOU MUST BE REGISTERED.

The Small Business Administration or a Small Business Specialist can help you through this process.

- Central Contractor Registration (CCR) is mandatory. To register, visit www.ccr.gov or call 1-888-227-2423.
- Contractor And Government Entity (CAGE) codes are necessary for all businesses. Your CAGE Code will be given when you register with CCR at 1-888-352-9333 or at www.dlis.dla.mil/cageserv.asp.
- Dun & Bradstreet (D&B) numbers are required. Get your D&B number at www.dnb.com or 1-800-333-0505.
- The government identifies your product or service with a 6-digit code called the North American Industry Classification System (NAICS). Information is available at www.census.gov/epcd/www/naics.html.
- Online Representations and Certifications Application (ORCA) is an e-Government initiative that was designed by the Integrated Acquisition Environment to replace the paper-based Representations and Certifications (Reps and Certs) process. To apply, visit <https://orca.bpn.gov/>.
- Wide Area Work Flow (WAWF) is a paperless contracting DoD-wide application designed to support the goal of moving to a paperless acquisition process. The secure Web-based system brings invoicing, receipt and acceptance together in a virtual folder. For more information, visit <https://wawf.eb.mil/>.

The Small Business Administration (SBA) is a great resource to help you with the intricacies of government contracting. Your local SBA office can be found in the phone book or at www.sba.gov.

Helpful Web Sites

Air Force Office of Small Business Programs

www.AirForceSmallBiz.org

Air Force Contracting

ww3.safaq.hq.af.mil/contracting

Size Standards

www.sba.gov/size

Federal Acquisition Regulations

farsite.hill.af.mil/vffar1.htm

Small Business Development Centers

www.asbdc-us.org

Procurement Technical Assistance Centers

www.dla.mil/db/procurem.htm

DoD Office of Small Business Programs

www.acq.osd.mil/sadbu

General Services Administration

www.gsa.gov

Federal Business Opportunities

www.fbo.gov

U.S. Department of Defense Business Opportunities

www.dodbusops.com

Defense Procurement Page

www.acq.osd.mil/dpap

