



Social Security

A Small Business Guide To Social Security Acquisition Opportunities

www.socialsecurity.gov

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The Social Security Administration (SSA) administers the nation's Social Security benefits for retirement, survivors, and disability insurance, and the Supplemental Security Income program. SSA strives to ensure that small businesses are fairly represented among the many contractors and vendors who do business with the agency.

SSA's headquarters operation is located in suburban Baltimore, and the agency has a field organization of 10 regional offices, six program service centers, and more than 1,300 local offices nationwide. This guide summarizes the basic services and products purchased by the agency each year and lets small business contractors and vendors know how to compete for that business.

Types of services and products SSA purchases

Commercially available services

- Architecture and engineering services
- Building repairs and alterations
- Employee training
- Relocation services
- Security services
- Transcription/translation services
- Building and grounds maintenance

- Disability program studies
- Information technology (IT)
- Hardware
- IT software
- IT support services
- Medical consultants
- Movers

Services available exclusively from blanket purchase agreements

- Express ground domestic delivery services
- Wireless services

Products available exclusively from blanket purchase agreements

- Business cards
- Color printers
- Desktop printers
- Fax machines
- Lexmark printers
- Disaster recovery software
- Envelopes
- Office supplies
- Dell notebooks

(These lists are representative of, but do not include all, services and products purchased by SSA.)

How to do business with the federal government

Enroll in the Central Contractor Registration

Enrollment in the Central Contractor Registration (CCR) is required for doing business with the federal government. CCR is a database designed to afford business owners the opportunity for fast payment of invoices. Government procurement officers routinely search the database to locate small businesses. To complete your online registration, visit www.ccr.gov.

Finding opportunities

Federal government contract opportunities worth more than \$25,000 are published on the Federal Business Opportunities website at www.fbo.gov. FedBizOpps.gov is the U.S. government's one-stop virtual marketplace.

Subcontracts

Large businesses must establish goals for small business subcontracting on prime contracts valued in excess of \$550,000. The federal government does not have the authority to require a prime contractor to use a particular small business.

Grants

Grants.gov is your source to find and apply for federal government grants. Grants.gov does not provide personal financial assistance. A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a U.S. law. Federal grants are not federal assistance or loans to individual business owners.

How to market your services, products to SSA

SSA's Office of Acquisition and Grants provides information regarding contracting opportunities for small businesses on its webpage at www.ssa.gov/oag/osdbu/osdbu.htm. For example, the webpage includes a link to a "*Small Business Subcontracting Directory*." SSA obtains the names and addresses for the subcontracting directory from subcontracting plans that are submitted to SSA when a large business receives a contract valued over \$550,000.

Also available from the above webpage is a link to the "*Forecast of SSA's Contracting Opportunities for Small Business*." The forecast is based on the best information available at the time it is posted online. The information is subject to change and is in no way binding on the government.

If you are interested in contacting SSA personnel who make micropurchases for the agency, there is a national list

of contacts accessible from the above website. Just go to the “FOIA” link and then go to “SSA Purchase Cardholder Roster—Active Purchase Card Listing by State.”

Contacting the Office of Small and Disadvantaged Business Utilization (OSDBU)

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