

## SSA Vendor Information Repository

### **Introduction:**

Thank you for your interest in SSA's ongoing market research efforts and contracting opportunities. The most effective way to market your goods and services to the Social Security Administration (SSA) is to send an electronic version of your capability statement that demonstrates your company's ability to provide quality products or services.

### **Background:**

Your capabilities statement will prove more useful to the Agency if it relates to our core business and technology needs. Therefore, we recommend that prior to submitting your capabilities statement you review information at our website ([www.ssa.gov](http://www.ssa.gov)). Specifically, at the "About Our Agency" section there is information on our Budget & Performance. There you will find the Agency's Strategic Plan, Annual Performance Plan, as well as information technology related plans and reports. In addition, SSA's Office of Acquisition and Grants (OAG) website ([www.ssa.gov/oag](http://www.ssa.gov/oag)) provides general information about current and previous acquisitions, and about contracting opportunities. Lastly, we encourage you to review [www.fedbizopps.gov](http://www.fedbizopps.gov) where SSA posts acquisition opportunities.

### **Submittal Instructions:**

Please send your capabilities statement to SSA in an e-mail to: [VendorRepository@ssa.gov](mailto:VendorRepository@ssa.gov).

The subject line of your e-mail should be as follows: vendor name – subject of message –and up to three tags related to your business. This format best fits the data structure in our vendor information repository database. Do not use the subject line to identify yourself as a small business or any of the other categories of small business. Try to limit the size of the body of your e-mail by using hyperlinks. Your e-mail may include attachments in any commonly accepted format (e.g., MS Office files, PDF files, etc...). The size of your e-mail, inclusive of all attachments, should not exceed 5MB. Failure to follow these instructions may result in rejection of your e-mail by our system.

### **Disclaimer:**

The vendor repository does not constitute a "vendor's bidding list". Because SSA awards contracts through competitive procedures, your providing information to the repository will not give you an advantage in any SSA procurement activity and does not guarantee that you will receive a contract from SSA.

We will add your information into the repository so that SSA personnel may review it when conducting market research. The repository will be available to all SSA components. Personnel conducting market research may contact your company directly at the phone number or e-mail address you provide as to further their market research activities. However, SSA's placing of your information in its repository does not guarantee that you will receive a follow-up contact from SSA.

Your information will remain in the repository for approximately one-year, and then it will be deleted. If you wish to maintain your information after this period, you will need to re-submit it in another e-mail to the same address.

### **Contact:**

I hope this helps you in your efforts to do business with the Federal Government, particularly SSA. Please direct any questions to Mr. Wayne McDonald at (410) 965-7467 or via e-mail at [Wayne.McDonald@ssa.gov](mailto:Wayne.McDonald@ssa.gov).