



SMALL BUSINESS GUIDE TO CONTRACTING WITH MOUNTAIN HOME AIR FORCE BASE



**366TH CONTRACTING SQUADRON
366 GUNFIGHTER AVENUE, SUITE 498
MOUNTAIN HOME AIR FORCE BASE, IDAHO 83648-5258**

TO: PROSPECTIVE VENDORS

The information contained in this guide was prepared to provide you with general information related to doing business with the Mountain Home Air Force Base Contracting Squadron. It is intended to be general information; it is not all-inclusive. Please call our contracting officers and contract specialists if you have specific questions. Individual names may change from time to time, particularly the military contract specialists, but there will always be someone to answer your questions.

If you have suggestions regarding information you would like to see included in this guide or if you have any questions, I would appreciate a telephone call.

**My telephone number is (208)828-3100, FAX (208)828-2485. For other information, our Internet address: <http://www.mountainhome.af.mil/library/contractingsquadron/index.asp>
E-Mail: karen.campbell@mountainhome.af.mil**

KAREN L. CAMPBELL
Small Business Specialist

INTRODUCTION

The Contracting Squadron at Mountain Home AFB, Idaho, is responsible for purchasing supplies, construction, and services necessary to support the mission of the 366th Fighter Wing. This program involves buying all supply items not available through depot channels and the purchase of services/construction necessary to sustain the base.

Mountain Home AFB is just as interested in doing business with you as you are in doing business with us. Owners, managers, and other personnel of business firms are government taxpayers, and all of us at Mountain Home AFB work for you, the taxpayers. All firms have an equal opportunity to share in supplying the needs of the government. The bottom line is, we try to get the best deal for our customers at Mountain Home AFB and the taxpayer. If we get a better deal outside the local community, then we take it. If you want to help us keep dollars in this area, then be competitive and deliver on time. Public Law 95-507 requires all Department of Defense activities to spend a "fair" portion of their contracting dollars with small business firms. Our regulation states that purchases between \$3,000 and \$100,000 must be made from small businesses unless competitive offers are not expected from at least two small businesses. As members of the Department of Defense, we must enhance and protect fairness and impartiality. When customers recommend a source of supply and the contracting agent does not use it, our small business programs could be the reason. In addition to the Small Business Program, there are numerous other programs established by law or executive order which offset our source selection, such as the Buy American Act and programs for purchasing from the National Industries for the Severely Handicapped (NISH).

Location of Mountain Home AFB. Mountain Home AFB is located approximately 50 miles southeast of Boise, Idaho, off Interstate 84, Exit 90. This will take you to Air Base Road off SR 51 and 67. The base is located ten miles from the Mountain Home city limits.

CONTRACTING WITH THE GOVERNMENT

The 366th Contracting Squadron at Mountain Home AFB is always looking for competitive and competent small business firms who can supply the products and services we need. Interested businesses must begin by learning how the Department of Defense conducts its business and by seeking out those military purchasing offices which need the supplies and services they can furnish. There isn't anything mysterious about selling your products or services to the military. Basic principles followed in selling within the commercial business field apply in dealing with the Air Force. Some principles that are appropriate in establishing and keeping good working relationships with the contracting office are:

- Provide a product or service that the Air Force needs at a fair price.
- Learn your customer's needs and buying policies and practices.
- Follow up with buyers and remember: **ONLY PEOPLE WORKING IN THE CONTRACTING OFFICE AND HOLDERS OF GOVERNMENT VISA CARDS HAVE THE AUTHORITY TO OBLIGATE THE GOVERNMENT.**

How to Get Started:

1. Complete the Central Contractor Registration (CCR) process (see page 4).
2. Introduce yourself to the appropriate contracting officers and buyers.
3. For requirements estimated to cost over \$25,000, Federal Business Opportunities includes a summary of upcoming solicitations for products and services that Mountain Home AFB and other federal agencies are planning to buy. In addition, large contract awards are advertised in this publication which may afford subcontracting opportunities to small businesses. FedBizOpps is available at www.fbo.gov.
4. Local trade organizations, especially for construction, may maintain lists of projects.
5. Valuable information on doing business with the government, and the Air Force specifically, is available online at www.selltoairforce.org

Government Purchase Card (GPC): GPC is the government-wide commercial purchase card (VISA) that may be used to obtain supplies, equipment, and services valued at \$3,000 or less. The GPC program allows base organizations to purchase exactly what they need, when they need it, with the VISA card. The unique GPC (VISA) card has the cardholder's name embossed on it and may be used ONLY by that person, and is imprinted with the Great Seal of the United States and the words "United States of America" to avoid being mistaken for a personal credit card. If you want this business, then you need to make a business decision on whether you want to honor credit cards. Mountain Home AFB uses this method for all purchases under \$3,000.

Requests for Proposals--Competitive Acquisitions: By law, when requirements are estimated to exceed \$3,000, the government is required to accomplish its purchasing through the use of competitive procedures. Accordingly, contracting is generally done by soliciting proposals from as many qualified sources of supply, construction, or services as deemed necessary to assure competition.

Contracting Officer: Certain individuals are authorized to enter into contracts for supplies, construction, or services on behalf of the government and in the name of the United States of America. These persons are contracting officers. They are the only people authorized to financially obligate the government. The contracting officer can delegate specific tasks to contracting squadron representatives; however, he/she cannot delegate his/her authority. It will behoove all business representatives to become familiar with the personnel of the Mountain Home AFB Contracting Squadron to ensure these delegations are understood before entering into contractual agreements. **NEVER** agree to send a product or provide a service to Mountain Home AFB unless ordered by a contracting officer or holder of a GPC (VISA) card. To do so will be strictly at your own expense. We will not be able to pay you since this would be an unauthorized order. If approached by anyone who claims to represent Mountain Home AFB, please get his or her name, organization, and phone number, then contact us immediately. I emphasize again, if

not authorized by the Contracting Squadron or a GPC (VISA) cardholder, then you are operating at your own expense.

Central Contractor Registration (CCR): CCR is the “single DoD registration for contractors who conduct business or who are interested in conducting business with the Department.” Defense procurement and finance policies require contractors be registered in CCR for consideration of solicitations, awards, and payment. To register in CCR, you may use any one of the following methods:

- a. Input directly to CCR through the Internet at <http://www.ccr.gov>
- b. Call CCR Customer Service at (888)227-2423
- c. If you are a company located in Idaho, contact Idaho Department of Commerce, Ms. Sundi Neely, Phone: (208)334-2650, FAX (208)334-2631

If you have any questions, please call the Plans and Programs Flight at (208)828-3128.

Wide Area Workflow (WAWF): The Department of Defense requires that invoices be submitted electronically through WAWF for all purchases except those using GPC (VISA). WAWF is a secure Web-based system for electronic invoicing, receipt, and acceptance. All payments are also made electronically. Additional information regarding WAWF is available at <https://wawf.eb.mil/>.

Small Business Policy: Our office fully supports the Department of Defense policy to place a fair proportion of its total purchases and contracts for supplies and services (including maintenance, repair, and construction) with small business concerns. At Mountain Home AFB, every effort is made to encourage small business firms to participate in competition for our requirements. Whenever we can, we set aside our purchases for small business firms.

Definition of Small Business: The Small Business Administration (SBA) gives us the definition of a small business. A general definition of a small business is a concern, including its affiliates, that is independently owned and operated, is not dominant in the field in which it is offering on government contracts, and can further qualify under the criteria set forth in SBA regulations (Code of Federal Regulations, Title 13, Section 121.3-8). In addition to meeting these criteria, a manufacturer or a regular dealer submitting offers in its own name must agree to furnish, in the performance of the contract, end items manufactured or produced by small business concerns. That requirement does not apply in connection with construction or service contracts. A small business concern must also meet the criteria established in specific industries. When a firm is in doubt as to the specific small business definition that should apply to a particular procurement, advice may be requested from the contracting officer, the Small Business Specialist in the Contracting Squadron, or from the SBA regional office. The maximum number of employees determines the size status for suppliers of commodities, and annual receipts of the firm determines size status for services and construction firms. Some general examples follow:

Type Business

Size

Most Manufacturers/Distributors of Supplies	500 employees*
General Construction Contractors	\$33,500,000**
Special Construction Trade Contractors	\$14,000,000**
Miscellaneous Services	\$ 7,000,000**

The examples are general and may be modified from time to time. Size limitations may be accessed at www.sba.gov/size.

*"Number of employees" is a measure of the average employment of a business concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12-months. If a business hasn't been in existence for 12-months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence.

**"Annual Receipts" of a concern is gross receipts averaged over a three-year period. If a firm has been in business less than three years, the figure would be total receipts for the period it has been in business, divided by the number of weeks including fractions of a week, and multiplied by 52.

Small Disadvantaged Business (SDB): A SDB concern means a small business concern, (1) which is at least 51% unconditionally owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the voting stock is unconditionally owned by one or more such individuals; and (2) whose management and daily business operations are controlled by such individuals.

Socially Disadvantaged Individuals: Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities. Socially and economically disadvantaged individuals include Asian Americans, Black Americans, Hispanic Americans, Native Americans, and other minorities or individuals found to be disadvantaged by the SBA pursuant to Section 8(a) of the Small Business Act.

Economically Disadvantaged Individuals: Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities, the SBA shall consider, but not be limited to, the assets and net worth of such socially disadvantaged individuals.

Woman-Owned Business: A woman-owned business is a business which is at least 51% owned, controlled, and operated by a woman or women. Controlled is defined as exercising the

power to make policy decisions. Operated is defined as actively involved in the day-to-day management.

Historically Underutilized Business Zone (HUBZone) Program: The purpose of this program is to provide federal contracting assistance for qualified small business concerns located in historically underutilized business zones in an effort to increase employment opportunities, investment, and economic development in those areas. Status as a qualified HUBZone small business concern is determined by the SBA.

Service-Disabled Veteran Owned Small Business Concern: A service-disabled veteran owned small business concern means a small business concern which is at least 51% owned by one or more service-disabled veterans or, in the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled veterans, and whose management and daily business operations are controlled by one or more such individuals. Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

POINTS OF INTEREST

Simplified Acquisitions: Simplified acquisition procedures are normally used for supplies, services, or construction requirements estimated under \$100,000. Our buyer may send a simple "Request for Quotations" to potential vendors or call them on the telephone for price quotations, and award to the company who quotes the low price for the requirement. In addition, purchase requests above \$25,000 will be posted on the Internet at www.fbo.gov. The document most often used to award a small purchase is the SF Form 1449, Order for Commercial Items.

Shipments: Make sure shipments are properly marked on the outside of shipping containers to include the purchase order or contract number, and are directed to the correct location. This may be different from one order to another. Block 15 of the SF Form 1449 specifies the shipping address and "mark for" number.

Invoices: Invoices are submitted electronically through Wide Area Work Flow (WAWF) in accordance with Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports. Information regarding WAWF is available on the Internet at <https://wawf.eb.mil>. Include the purchase order/contract number on your electronic invoice.

If you offer a prompt payment discount, remember that short-term discounts (less than 15 days) cannot be accepted. Contractors are currently paid only by electronic funds transfer (EFT). Ensure your EFT information is correct and complete on your CCR registration. In no case should invoices be submitted before an item or service is received.

Delivery/Performance Dates: Deliver no later than the date promised to avoid being delinquent. In some cases, particularly on construction contracts, you can be charged liquidated damages for late performance.

Set-Asides: All purchases estimated less than \$100,000 are set-aside, by law, for small business. We track awards to small disadvantaged or minority owned businesses and women-owned businesses; however, presently there are no provisions that allow set-asides to such business concerns. For detailed information, contact the Small Business Specialist.

Formal Contracts:

Negotiated Acquisitions. Most of our acquisitions over \$100,000 are solicited electronically by Requests for Proposals (RFP) and are awarded based on past performance and price. Offerors must carefully follow instructions in the solicitation package. Proposals must be submitted no later than the time and date stated in the RFP.

Some common mistakes in submitting proposals are:

- Failure to sign proposal
- Late proposals (contractors who hand-carry proposals need to be aware that extra time may be required to get clearance to enter the base)
- Qualifying offers (If there is a question of whether the government has misstated its requirements or if terms are not clear, offerors should make this known to the buyer or contracting officer early in the solicitation stage. This allows time to issue clarifications before the proposal due date.)
- Failure to provide required past performance information
- Failure to comply with all terms of the RFP and submit all required information/documents

Prospective offerors are expected to attend site visits/pre-proposal conferences. This is not a requirement for submitting a proposal, but offerors may see something at the site visit that will have a major impact on their proposal or on performance.

If you are new at competing for government contracts, do not hesitate to call the buyer, contracting officer, or the Small Business Specialist to go over the solicitation package and answer your questions.

Set-Asides. Each requirement for commodities, miscellaneous services, and construction is considered for participation in the SBA 8(a) Program, or HUBZone or service-disabled veteran owned small business set-aside program when appropriate. Prospective contractors should talk to the contracting officer or the Small Business Specialist for specific information on set-asides.

Miscellaneous. Invoice procedures, safety requirements, base passes for employees and their vehicles, and other subjects are normally discussed at a pre-performance conference when a formal contract is awarded to your firm.

FLIGHT A- FLIGHT CHIEF- MS. TERRY OAKLAND

ACQUISITION FLIGHT A--TEAM 1 (SERVICES)

This team is responsible for various contract services over \$100,000 required at Mountain Home AFB, including custodial, library operation, refuse/recycling collection, packing and crating of household goods, etc.

TEAM LEAD/CONTRACTING OFFICER

MS. CINDY TORTOLANO

TELEPHONE

(208)828-3102 FAX 828-6486

E-Mail:

cindy.tortolano@mountainhome.af.mil

MAILING ADDRESS

366TH CONTRACTING SQUADRON

366 GUNFIGHTER AVE

SUITE 498

MOUNTAIN HOME AFB ID 83648

ACQUISITION FLIGHT A--TEAM 2 (COMMODITIES)

This flight is responsible for acquiring and administering a variety of service contracts under \$100,000, and supply and equipment contracts at any dollar amount.

FLIGHT CHIEF/CONTRACTING OFFICER

MR. TODD NOVINGER

TELEPHONE

(208)828-6477 FAX 828-2658

E-Mail:

todd.novinger@mountainhome.af.mil

MAILING ADDRESS

366TH CONTRACTING SQUADRON

366 GUNFIGHTER AVE

SUITE 498

MOUNTAIN HOME AFB ID 83648

ACQUISITION FLIGHT B (CONSTRUCTION)

This team is responsible for purchasing and administering construction and architect-engineering (A-E) contracts. For the most part, these are renovations and additions to existing buildings.

FLIGHT CHIEF/CONTRACTING OFFICER

MS BECKY BRIGGS

TELEPHONE

(208)828-2664 FAX 828-4031

E-Mail:

becky.briggs@mountainhome.af.mil

MAILING ADDRESS:

366TH CONTRACTING SQUADRON

366 GUNFIGHTER AVENUE

SUITE 498

MOUNTAIN HOME AFB ID 83648

PLANS AND PROGRAMS FLIGHT

This flight operates and monitors our computer system, analyzes data, and recommends improvements to management procedures. If you need assistance with Central Contractor Registration or have questions about the GPC (VISA) program, you may want to contact someone in this flight.

FLIGHT CHIEF

MR. JEFFREY MCGINLEY

TELEPHONE

(208)828-3128 FAX 828-3246

E-Mail:

jeff.mcginley@mountainhome.af.mil

ADDRESS

366TH CONTRACTING SQUADRON

366 GUNFIGHTER AVE

SUITE 498

MOUNTAIN HOME AFB ID 83648

Small Business Key Websites

REGISTRATION INFORMATION

Central Contractor Registration - www.ccr.gov
North American Industry Classification System (NAICS) - www.census.gov/eos/www/naics/
Dun & Bradstreet - www.dnb.com

GENERAL SMALL BUSINESS INFORMATION

Size Standards - www.sba.gov/size
Federal Acquisition Regulations (FAR) - <http://farsite.hill.af.mil/vffar1.htm>
Small Disadvantaged Business (SDB) - www.sba.gov/sdb/
8(a) Business Development Programs - www.sba.gov/8abd

WHERE TO FIND OPPORTUNITIES

Federal Business Opportunities - www.fbo.gov
General Services Administration - www.gsa.gov
NASA Office of Procurement - www.hq.nasa.gov/office/procurement
Office of Personnel Management Procurement - www.opm.gov/procure/index.htm
US Air Force - www.selltoairforce.org
US Dept of Agriculture Procurement - www.usda.gov/procurement
US Dept of Defense–Business Opps - www.dodbusopps.com
US Dept of Energy Procurement Asst - www.pr.doe.gov
US Dept HUD Contracting - www.hud.gov/offices/cpo/index.cfm
US Dept of Transportation - www.dot.gov/business.html
US Dept of Treasury Procurement - www.ustreas.gov/procurement
US Environmental Protection Agency - www.epa.gov/oam
US State Dept Contracting Opportunities - www.state.gov/www/services_admin.html
Women Owned Businesses Selling to the Government - www.womenbiz.gov
Defense Commissary Agency - www.commissaries.com

SMALL BUSINESS ASSISTANCE CENTERS

Procurement Technical Assistance Centers - www.dla.mil/db/procurem.htm
Small Business Development Centers - www.asbdc-us.org
US Dept of Commerce Minority Business Development - www.mbda.gov
Idaho Business Network, Idaho Dept. of Commerce - www.idahoworks.com

OFFICES OF SMALL & DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

US Air Force OSDBU - www.selltoairforce.org
US Army Corps of Engineers - www.usace.army.mil/CESB
Defense Logistics Agency OSDBU - www.dla.mil/db
US Dept of Veteran's Affairs OSDBU - www.va.gov/OSDBU
US Dept of Agriculture OSDBU - www.usda.gov/osdbu
US Dept of Commerce OSDBU - www.doc.gov/osdbu
US Dept of Health & Human Services OSDBU - www.hhs.gov/osdbu
US Dept of Justice OSDBU - www.usdoj.gov/jmd/osdbu
US State Dept OSDBU - www.state.gov/m/a/sdbu