

HOW TO DO BUSINESS WITH NASA

1. Identify Your Product or Service

It is essential to know the Federal Supply Class or Service FSC/SVC codes and North American Industry Classification System (NAICS) codes for your products or services.

2. Register Your Business

- Obtain a DUNS Number
- Register with Centralized Contractor Registration (CCR/*PRO-Net*)
- Register with NASA Master Vendor List (website under construction)

3. Identify Your Target Market within NASA

- Identify what each NASA Center procures
- Federal Technical Data Solutions (FedTeDS) An on-line system which Federal Agencies can share technical data with approved business partners.
- NASA Acquisition Forecast

4. Identify Current NASA Procurement Opportunities

Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities website or the NASA Procurement website, which can assist you in identifying NASA as well as other Federal procurement opportunities.

5. Familiarize Yourself with NASA Contracting Procedures

Be familiar with Federal Acquisition Regulations (FAR) and the NASA Federal Acquisition Regulation Supplement.

6. Investigate Federal Supply Schedule (FSS) Contracts

Many NASA purchases are, in fact, orders on Federal Supply Schedule (FSS) contracts. Contact the General Services Administration (GSA) for information on how to obtain an FSS contract.

7. Seek Additional Assistance as Needed

- Procurement Technical Assistance Centers (PTACs) are located in most states and are partially funded by DoD to provide small business concerns with information on how to do business with DoD and other Government Agencies. They provide training and counseling on marketing, financial, and contracting issues at minimal or no cost.
- Small Business Specialists (SBS) are located at each NASA Center and can

provide assistance on how to do business with that particular NASA center.

8. Explore Subcontracting Opportunities

The SBA's SUB-Net is another valuable resource for obtaining information on subcontracting opportunities. Solicitations or notices are posted by prime contractors. NASA's list of Prime Vendors is located on the NASA Office of Small Business Programs.

9. Investigate NASA Small-Business Programs

There are several programs that may be of interest to you, such as the NASA Mentor-Protégé Program, the Small Business Innovative Research Program, and the Historically Black Colleges and Universities and Minority Institutions Program. Information on these and other programs is available on the NASA Office of Small Business Programs website.

10. Market Your Firm Well!!!

After you have identified your customers, researched their requirements, and familiarized yourself with NASA procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the NASA Centers that buy your products or services. Realize that, as with you, their time is valuable. If the match is a good one, you can provide them with a cost-effective, quality solution to their requirements. Good luck!