

Keep in Mind...

When you are reviewing a solicitation, note the closing date and time and how the bid needs to be delivered. These requirements are firm and will not be waived. In order for your bid to be considered it must be properly submitted and arrive on time.

Also, carefully read the evaluation factors in the request for proposals (RFP), and ensure your proposal answers all the questions and provides all the information.

Different RFPs will emphasize different factors – past performance, cost, technical proposal, personnel. You want to emphasize the right factors in your submission to give yourself the best chance of success.

NOTE: If a Government employee requests that you deliver a product or service, ensure that they are an **AUTHORIZED CONTRACTING OFFICER**. You will know this because they will give you a valid Contract number. If they can not give you a number, they do not have authorization and if you provide products or services, you may not be reimbursed.

Questions?

For questions regarding construction and building contracts, contact the ROICC office at 760-830-7414.

For questions regarding any other type of contract, contact the Chief Contracting Officer at 760-830-5118 or the Procurement Chief at 760-830-5124.

Marine Corps Community Services also acquires services through contracting.

MCCS Contracting Office:
760-830-6163 x 208

<http://www.mccs29palms.com/pages/misc/PnC.html#contracts>



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How to Contract with the Marine Corps

Did you know the Marine Corps uses many small businesses to provide products or services to installations all over the country? Your small business could be next. Here are ten simple steps to follow to get you started on the path to helping the Marine Corps, your country and your business' bottom line.

1 Identify Your Product or Service

Each product or service has its own Federal Supply Classification Code (FSC) code or North American Industry Classification System (NAICS) Code. To find out what your codes are, visit the FSC and NAICS Web sites.

FSC: <http://www.dlis.dla.mil/h2/>

NAICS: <http://www.census.gov/eos/www/naics/>

2 Obtain a DUNS Number and Register with the CCR System

To obtain a DUNS number, you can call 877-753-1444 or visit the Dun and Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do>.

You will also need to register for a Contractor and Government Entity (CAGE) code and an Employer Identification Number (EIN). You can obtain a CAGE code on the Central Contractor Registration site (www.ccr.gov) and an EIN at www.irs.gov. Your representations and certifications can be added online at <https://orca.bpn.gov>.

3 Do Your Reading

Become familiar with the following documents to ensure you are familiar with the Marine Corps' procurement policies and procedures.

1. Federal Acquisition Regulations (FAR)
2. Defense Federal Acquisition (DFAR)
3. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
4. Marine Corps Acquisition Procedures Supplement (MAPS)

4 Identify Who Needs Your Product or Service

Each Marine Corps buying activity purchases services and supplies which support a specific mission. The contracting office at the Combat Center can be contacted at 760-830-5118.

5 Find Current and Future Opportunities

There are several Web sites which guide you towards finding a procurement opportunity that fits with your business. They include Federal Business Opportunities (FedBizOpps), the DoD EMALL, Navy Electronic Commerce Online (NECO), and SeaPort-e.

FedBizOpps: www.fbo.gov

DoD EMALL: <https://dod-EMAIL.dla.mil/acct/>

NECO: <https://www.neco.navy.mil>

SeaPort-e: <http://www.seaport.navy.mil>

6 Consider a Federal Supply Schedule (FSS) Contract

Visit the General Services Administration at www.gsa.gov to learn more about providing a product or service through an FSS contract.

7 Small Business Opportunities Abound

The government prefers to award contracts to small businesses. Several programs exist solely to assist small businesses with contracting opportunities. For more information, visit the Web sites of the Small Business Administration, DoD Office of Small Business Programs (OSBP) and the DoN Office of Small Business Programs (OSBP).

Small Business Administration: www.sba.gov

DoD OSBP: <http://www.acq.osd.mil/osbp/programs/index.htm>

DoN OSBP: <http://www.donhq.navy.mil/OSBP/>

8 Subcontracting Might Be Another Way to Go

If you are unable to be the primary business on a contract, consider subcontracting with a larger business which has a good track record with the Marine Corps.

Another valuable option would be to join with other small businesses to form a team which will best meet the contract's need. Many contracts require more than one business to fulfill the contract.

9 It's OK to Get Help

Seek assistance if you start to feel overwhelmed with the process. You can contact the Marine Corps Small Business Programs Office to receive information and assistance. The Procurement Technical Assistance Centers can also be contacted for help. The nearest one to Twentynine Palms is in Los Angeles and can be reached at 323-881-3964.

10 Respond to Inquiries from Field Contracting Offices

Someone may contact you regarding your product or service. This does not necessarily mean you will get a contract but may open up an opportunity.

To access all the Web sites discussed in this brochure, and for more comprehensive instructions, visit:
http://www.marines.mil/unit/logistics/Documents/Doing_Business/default.htm