



**MISSION & INSTALLATION CONTRACTING  
COMMAND  
(MICC)**

**“Doing Business with MICC”  
*Step-By-Step Guide for Small Businesses***

**“CONTRACTING FOR SOLDIERS”**

## FOREWORD

The objective of this guide book is to assist small businesses with doing business with the Department of Army, Mission and Installation Contracting Command (MICC). At the Office of Small Business Programs (OSBP) it is our mission to reach out to small businesses and ensure maximum opportunity is afforded to all Small, Service-Disabled Veteran-Owned (SDVO), Historically Underutilized Business Zone (HUBZone), Small Disadvantaged Business (SDB), Women-Owned Small Business concerns (WOSB) and Historically Black Colleges and Universities/Minority Institutions/Tribal-Owned Colleges/Hispanic Institutions interested in contracting with the MICC. We will work diligently to ensure effective implementation of the Army's Small Business Programs and fulfillment of the MICC's mission.

The MICC, part of the Army's Generating Force, plans, integrates, awards, and administers contracts throughout the ARFORGEN Cycle supporting the Army Command, Direct Reporting Units, USARNORTH and other organizations to provide the best value for the mission, Soldiers and their Families.

MICC OSBP is dedicated to be an integral part of the acquisition team to meet the needs of America's Soldiers. To ensure maximum contracting opportunities are afforded to all small business socioeconomic categories, thus effectively implementing the MICC's Small Business Program.

We realize that entering into the government marketplace can be an overwhelming experience for a new small business. This guide book has been developed to assist your company during this journey.

You will find this guide an invaluable tool containing information, resources, and links to assist your company with doing business with MICC.

# Table of Contents

Section.....	Page
1. Getting Started.....	3
2. Small Business Administration (SBA).....	4
3. Small Business Programs .....	6
4. Counseling and Training Partnerships.....	8
5. Small Business Goals .....	11
6. Opportunities.....	12
7. Contracting Regulations .....	14
8. Frequently Asked Questions .....	15
Glossary .....	19
Acronyms .....	22
Website Directory .....	23
Appendix .....	24

# 1. Getting Started

## **Do you have a Commercial and Government Entity (CAGE) code and Data Universal Number System (DUNS)?**

a. In order to do business with the government, you must register with and receive specific numbers from each of these entities. This will assist the government with future tracking.

b. CAGE CODE: The code is used to support a variety of mechanized systems throughout the government. The code provides for a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, a pre-award survey, automated bidders Lists, pay processes, source of supply, etc. In some cases, prime contractors may require their sub-contractors to have a CAGE Code, also. To obtain a CAGE code:

[http://www.dlis.dla.mil/cage\\_welcome.asp](http://www.dlis.dla.mil/cage_welcome.asp)

c. DUNS: To obtain a DUNS number, go to [www.dnb.com](http://www.dnb.com) or you may call 1-800-333-0505 or (610) 882-7000.

## **Are you registered in the Central Contractor Registration (CCR)?**

CCR is where vendors must be registered in the Federal Central Contractor Registration in order to obtain contract awards or payments for goods or services provided to the Department of Defense (DoD). Information about CCR and registration is available through [www.ccr.gov](http://www.ccr.gov)

## **Do you have Electronic Funds Transfer (EFT) capability?**

Contractors need a bank fully capable of EFT. The Omnibus consolidated Rescissions and Appropriation Act of 1996 requires the federal government to make all payments to vendors by EFT. There are significant advantages to using EFT for both vendors and the government. For vendors, the most significant advantage is that EFT payments post directly to the vendor's financial institution account in two days or less after the voucher is processed. Payment by EFT is faster and more reliable since the risk of delayed, lost or misrouted checks is eliminated. For the government, cash management is improved, payments are faster, the disbursing process is streamlined and EFT operations are less costly.

## **What is your company's Size Standards per the North American Industry Classification System (NAICS)?**

The Small Business Administration (SBA) is responsible for establishing size standards for determining whether a business is small on any particular type of solicitation. The standards are numerous, therefore contacting SBA or the Contracting Office may be necessary for specific application except when dealing with a particular solicitation in which the size standard is always published. Size standard information may be found at the SBA website: [www.sba.gov](http://www.sba.gov) For additional NAICS info: [www.census.gov/naics](http://www.census.gov/naics)

## **Does your company accept the Government Purchase Card (GPC) Visa?**

Credit Card authorized purchases are a method of purchasing which allows selected individuals outside the contracting office to place orders for needed supplies under \$3,000, services under \$2,500, or construction under \$2,000.

## **Does your Small Business fall under one of the Small Business (SB) Classifications?**

To learn if your company may fall under a specialized small business program, go to [www.sba.gov](http://www.sba.gov). Here you will be able to find your answer and access a directory to find your

local SBA representative. SBA will work with you to determine if your company qualifies for one of the following: Service-Disabled Veteran-Owned (SDVO), Historically Underutilized Business Zone (HUBZone), Small Disadvantaged (SD), Women-Owned Small Business concerns (WOSB), and Historically Black Colleges and Universities/Minority Institutions/Tribal-Owned Colleges/Hispanic (HBCU/MI).

### **On-Line Representations and Certifications (ORCA).**

The site at <http://orca.bpn.gov> allows for submission of required representations and certifications electronically in conjunction with CCR. Businesses are required to update annually. Offerors shall provide any contract specific representations and certifications and updates as set forth in a specific acquisition.

### **Have you developed a capabilities statement/line card?**

**(Sample in Appendix)** It is highly recommended that you develop a one page synopsis of your company to forward to government officials in addition to introducing yourself to prospective prime contractors. The line card/capabilities statement may include –

- a. A brief description of your company and what products/services offered.
- b. Past Performance
- c. Point of Contact Info
- d. Website Address and Links
- e. All of the following, if applicable: General Services Administration (GSA) Schedule Contract Number, NAICS Code(s), DUNS Number, and CAGE Code.

The capabilities statement/line card is a critical component when entering into business with the government. It needs to include all relevant information, but in a summary format. Government officials have storage limits on their email accounts. If the email attachment is too large (e.g. too long in length, elaborate graphics, etc.) then it may not be received or it may lock up the email system of the receiver and may be deleted immediately in order to free up space.

It is also recommended that you put your company's NAICS on the back of business cards that are given to government officials. This will assist them when completing market research and determining if your company can fulfill a requirement.

### **Have you contacted your local MICC Small Business Specialist (SBS)?**

You may locate your local SBS by going to the OSBP homepage [www.sellingtoarmy.com](http://www.sellingtoarmy.com) and search, or you may go directly to <http://www.sellingtoarmy.com/User/Misc/SearchASBS.aspx> to locate your local SBS. They will be able to assist you with Installation-specific policies and procedures. Most of the Army's buying activities make purchases to support their individual base requirements and are considered local buys. Be prepared to provide a brief written summary of your products/services (e.g. capabilities statement/line card). You may also call the SBS to schedule a meeting to discuss the services/products that your company offers. MICC also has a tri fold that lists all of the Command's small business specialist – be sure to request one.

## **2. Small Business Administration (SBA)**

SBA was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. SBA recognizes

that small business is critical to economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. Although SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same.....The SBA helps Americans start, build, and grow businesses.

Since its founding, SBA has delivered millions of loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses.

- Section 2(a) of the Small Business Act of 1958 acknowledges the important role that SB play in America's freely competitive, private enterprise economic system. It declares a national policy of assisting and protecting the interests of SB concerns.
- National Policy requires "SB have the maximum practical opportunity to participate in the performance of contracts awarded by any Federal agency"
- Federal Acquisition Regulation (FAR) 19 follows the rules and guidance of the SBA. The Army must adhere to SBA rules and regulations. MICC and SBA team together to meet the small business goals of the Army.

Businesses are encouraged to visit SBA's website [www.sba.gov](http://www.sba.gov) They have multiple resources to assist Small Businesses such as: Small Business Planner, Free Online Training, Compliance Assistance, Local Resources, Financial Assistance/Grant Information, Marketing and Outreach, Statistical Data, Federal Forms, Publications, Laws and Regulations, Write a Business Plan, Manage Your Business, Obtain Licenses and Permits, Strategic Planning, Budget and Performance.

## **SBA's Guiding Principles**

---

### **Creativity**

Our people inspire creativity in the American economy by developing and supporting entrepreneurs through a vast network of resource partners.

### **Advocate**

We advocate for all small businesses by taking leadership in building a productive partnership between the American people and its government.

### **Results**

Our team focuses on delivering results for small business, being accountable, accessible and responsive.

### **Empower**

We empower the spirit of entrepreneurship within every community to promote and realize the American dream.

### **Success**

We facilitate the environment necessary for America's small businesses to succeed, measuring our performance by small business success

### 3. Small Business Programs

Program Type	Characterization	Basic Requirements	Key Eligibility Items	Classification Duration	Certification
Small Business	A small business is a concern that is organized for profit, with a place of business in the United States, and which operates primarily within the United States or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor.	<ul style="list-style-type: none"> <li>•500 employees for most manufacturing and mining industries</li> <li>•100 employees for all wholesale trade industries</li> <li>•\$6.5 million for most retail and service industries</li> <li>•\$31 million for most general &amp; heavy construction industries</li> <li>•\$13 million for all special trade contractors</li> <li>•\$0.75 million for most agricultural industries</li> </ul>	Size standard describes the numerical definition of a small business. A business is considered small if it meets or is below an established size standard.	Indefinite unless eligibility conditions are changed via the government or business	<a href="http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html">http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html</a>
Small Disadvantaged Business	SDB is extended to socially and economically disadvantaged individuals who are struggling to succeed in the small business environment. In general, socially disadvantaged individuals are those who have been subjected to racial, ethnic, or cultural bias within American society. Economically disadvantaged individuals are 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 or similar line of business who are not socially disadvantaged. A SDB certification increases access to Federal prime and subcontracting opportunities.	<ol style="list-style-type: none"> <li>1. must be a small business</li> <li>2. at least 51% unconditionally owned and controlled by one or more socially and economically disadvantaged individuals</li> <li>3. must demonstrate potential for success</li> </ol>	<ul style="list-style-type: none"> <li>•Net Worth must be \$250,000 or less (does not include the value of the business or personal residence)</li> <li>•Business must be in operation for at least two years</li> </ul>	Indefinite unless eligibility conditions are changed via the government or business	Self Certified (ORCA) <a href="http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html">http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html</a> <a href="http://www.sba.gov/ids/groups/public/documents/sba_homepage/form_tr1010.pdf">http://www.sba.gov/ids/groups/public/documents/sba_homepage/form_tr1010.pdf</a>
Veteran Owned Small Business	VOSBs are not eligible for sole source contracts and procurement set-asides however, federal agencies actively encourage their prime contractors to use VOSBs as subcontractors. All contracts valued at \$100,000 or more include a clause, which requires the prime contractor to provide the maximum practicable opportunity to VOSBs to compete for subcontracts.	<ol style="list-style-type: none"> <li>1. must be a small business</li> <li>2. 51% owned by one or more veterans; or, in the case of any publicly owned business, at least 51% of the stock is owned and controlled by one or more veterans</li> <li>3. management and daily business operations are controlled by one or more veterans</li> </ol>	The term "veteran" means a person who served in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable.	Indefinite unless classification successfully challenged	Self Certified (ORCA) <a href="http://www.acq.osd.mil/osbp/programs/veterans/index.htm">http://www.acq.osd.mil/osbp/programs/veterans/index.htm</a>
Service Disabled Veteran Owned Small Business	The purpose of the service-disabled veteran-owned small business concern procurement program is to provide procuring agencies with the authority to set acquisitions aside for exclusive competition among service-disabled veteran-owned small business concerns, as well as the authority to make sole source awards to service-disabled veteran-owned small business concerns if certain conditions are met.	<ol style="list-style-type: none"> <li>1. must be a small business</li> <li>2. 51% owned directly and unconditionally by a service-disabled veteran</li> <li>3. managed and controlled by a service-disabled veteran, or spouse or permanent caregiver of a service-disabled veteran with a permanent and severe disability</li> </ol>	Service-disabled veteran means a veteran with a disability that is service-connected; the disability was incurred in the line of duty while serving in the U.S. active military, naval or air service.	Indefinite unless classification successfully challenged	Self Certified (ORCA) <a href="http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html">http://www.sba.gov/aboutsba/sbaprograms/ovbd/index.html</a> <a href="http://www.acq.osd.mil/osbp/programs/veterans/index.htm">http://www.acq.osd.mil/osbp/programs/veterans/index.htm</a>

8(a)	8(a) is extended to socially disadvantaged individuals who have been subjected to racial prejudice or cultural bias due to their affiliations to certain groups. The social disadvantage must stem from circumstances beyond their control. Groups, such as African Americans, Native Americans, Hispanic Americans, and Asian Pacific Americans can be admitted to the program if they show they are disadvantaged because of race, ethnicity, gender, physical handicap, or residence.	<ol style="list-style-type: none"> <li>1. must be a small business</li> <li>2. must be unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States</li> <li>3. must demonstrate potential for success</li> </ol>	<ul style="list-style-type: none"> <li>•Net Worth must be \$250,000 or less (does not include the value of the business or personal residence)</li> <li>•Business must be in operation for at least two years</li> </ul>	<ul style="list-style-type: none"> <li>•Classification is to last no longer than nine years (Four year Developmental plus five year transitional phases completed)</li> <li>•Certification lost if company expands to large business classification</li> </ul>	<p>SBA Certified</p> <p><a href="http://www.sba.gov/aboutsba/sbaprograms/8abd/application/index.html">http://www.sba.gov/aboutsba/sbaprograms/8abd/application/index.html</a></p> <p><a href="http://www.sba.gov/idc/groups/public/documents/sba_homepage/form_tr1010.pdf">http://www.sba.gov/idc/groups/public/documents/sba_homepage/form_tr1010.pdf</a></p>
HUBZone	The HUBZone Empowerment Contracting Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone (Historically Underutilized Business Zone) certification in part by employing staff who live in a HUBZone.	<ol style="list-style-type: none"> <li>1. must be a small business</li> <li>2. principal office must be located within a HUBZone</li> <li>3. must be owned and controlled by one or more U.S. citizens</li> <li>4. at least 35% of its employees must reside in a HUBZone</li> </ol>	<ul style="list-style-type: none"> <li>•Residency means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely</li> </ul>	<p>Indefinite as long as HUBZone designation remains the same</p>	<p>SBA Certified</p> <p><a href="https://eweb1sp.sba.gov/hubzone/internet/index.cfm">https://eweb1sp.sba.gov/hubzone/internet/index.cfm</a></p> <p><a href="http://www.sba.gov/hubzone/">http://www.sba.gov/hubzone/</a></p>
Woman Owned Small Business	The Federal Acquisition Streamlining Act of 1994 established a government wide goal for participation by small business concerns owned and controlled by women at not less than 5% of the total value of all prime contract and subcontract awards for each fiscal year. There are no set-aside procurement programs or incentives for awarding a contract to a woman-owned small business.	<ol style="list-style-type: none"> <li>1. must be a small business</li> <li>2. 51% owned by one or more women; or, in the case of any publicly owned business, at least 51% of the stock is owned and controlled by one or more women</li> <li>3. management and daily business operations are controlled by one or more women</li> </ol>	<ul style="list-style-type: none"> <li>•No formal certification, however, company must self certify and submit to federal government</li> </ul>	<p>Indefinite as long as Woman Owned designation remains the same</p>	<p>Self Certified (ORCA)</p> <p><a href="http://www.wbenc.org/">http://www.wbenc.org/</a></p> <p><a href="http://www.nawbo.org/">http://www.nawbo.org/</a></p> <p><a href="http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html">http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index.html</a></p>

**Historically Black Colleges/Universities and Minority Institutions (HBCU/MI):**

The Historically Black Colleges/Universities and Minority Institutions (HBCUs/MIs) are a source of accomplishment and great pride for the African American community and the Nation. The Army initiated its HBCU/MI program in 1987 in response to Public Law 99-661, section 1207, which required a 5% contracting goal for Small Disadvantaged Businesses (SDB) and HBCU/MIs. Since implementing the contracting goal the Army has awarded \$578M in contract awards to HBCU/MI. The Army has worked diligently to strengthen the relationship between the Army Laboratories and Research Centers and the HBCU/MI community. The Army provides assistance through Technical Assistance Workshops and Infrastructure Assistance Programs. The Technical Assistance Workshops provides information on procurement policies, programs, processes and proposal preparations. The Infrastructure Assistance Programs offers educational programs, faculty development assignments, fellowships opportunities and laboratory equipment and renovation.

<http://www.sellingtoarmy.com/User/ShowPage.aspx?SectionID=15>



## 4. Counseling and Training Partnerships

There are multiple small business counseling and training partnerships available through a variety of programs strategically located around the country.

### **Procurement Technical Assistance Centers (PTAC):**

PTAC's mission is to maximize the number of capable U.S. companies participating in the government marketplace by providing businesses nationwide with an understanding of the requirements of government contracting and the marketing know-how they need to obtain and successfully perform federal, state, and local government contracts, and supporting government agencies in reaching and working with the suppliers they need. [www.aptac-us.org](http://www.aptac-us.org)

### **Small Business Administration (SBA) District Offices**

In addition to its resource partners, the SBA operates full service district offices in every state of the country. Locate the district office closest to you at the end of this guide or visit [www.sba.gov](http://www.sba.gov)

### **Service Corps of Retired Executives (SCORE)**

The SCORE Association is a resource partner of the SBA dedicated to entrepreneur education and the formation, growth and success of small businesses nationwide. There are more than 10,500 SCORE volunteers in 374 chapters operating in over 800 locations who assist small businesses with business counseling and training. SCORE also operates an active online counseling initiative. [www.score.org](http://www.score.org)

### **Small Business Development Centers (SBDC)**

The Office of Small Business Development Centers (SBDC) provides management assistance to current and prospective small business owners. SBDC offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort of the private sector, the educational community and federal, state and local governments and is an integral component of Entrepreneurial Development's network of training and counseling services. [www.asbdc-us.org](http://www.asbdc-us.org)

### **Women's Business Centers (WBCs)**

Women's Business Centers represent a national network of nearly 100 educational centers designed to assist women start and grow small businesses. WBCs operate with the mission to level the playing field for women entrepreneurs, who still face unique obstacles in the world of business. [http://www.sba.gov/idc/groups/public/documents/sba\\_program\\_office/sba\\_ro\\_do\\_wbc.pdf](http://www.sba.gov/idc/groups/public/documents/sba_program_office/sba_ro_do_wbc.pdf)

### **Veterans Business Outreach Program (VBOP)**

VBOP is designed to provide entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans owning or considering starting a small business. The SBA has eight organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC). <http://sba.gov/vets>

Center Locations and Areas of Coverage:

**Northeast Veterans Business Resource Center**

States Covered Massachusetts, Maine, Vermont, Rhode Island, Connecticut, New Hampshire

360 Merrimack St.

Building 9, Suite 209

Lawrence, MA 01843

Point of Contact: Louis Celli, Jr.

Phone: 617-938-3933 Fax: 617-507-7799

Email: [lcelli@nevbrc.org](mailto:lcelli@nevbrc.org) and Webpage: <http://www.nevbrc.org>

**The Research Foundation of the State University of New York SUNY @ Farmingdale SBDC**

States Covered New York, New Jersey, Puerto Rico, Virgin Islands

Campus Commons 350 Broadhollow Road

Farmingdale, NY 11735 -1006

Point of Contact: John Narciso

Phone: Toll-free at 1-800-732-7232 Fax: 631-370-8895

Email: [narcisja@farmingdale.edu](mailto:narcisja@farmingdale.edu) Webpage:

<http://www.nyssbdc.org/services/veterans/veterans.html>

**Robert Morris University**

States Covered Pennsylvania, Maryland, Virginia, West Virginia, Delaware, D.C.

600 Fifth Avenue Pittsburgh, PA 15219

Point of Contact: Lawrence Tomei

Phone: 412-397-6842 Fax: 412-227-6850

Email: [vboc@rmu.edu](mailto:vboc@rmu.edu) Webpage: <http://www.rmu.edu/vboc>

**The University of West Florida in Pensacola**

States Covered Florida, Georgia, Alabama, South Carolina, Mississippi, Kentucky, Tennessee, North Carolina

2500 Minnesota Avenue

Lynn Haven, FL 32444

Point of Contact: Tony Zacchio

Phone: 1-800-542-7232 or 850-271-1108 Fax: 850-271-1109

Email: [vets@vboc.org](mailto:vets@vboc.org) Webpage: <http://www.vboc.org>

**VetBiz Central, Inc**

States Covered Michigan, Minnesota, Wisconsin, Illinois, Ohio, Indiana

711 N. Saginaw St., Suite 206

Flint, MI 48503

Point of Contact: Edward Ronders/Matt Sherwood

Phone: 810-767-8387 Fax: 810-767-8662

Email: [ed@vetbizcentral.com](mailto:ed@vetbizcentral.com) or [matt@vetbizcentral.com](mailto:matt@vetbizcentral.com)

Webpage: <http://www.vetbizcentral.com>

**The University of Texas - Pan American**

States Covered Texas, New Mexico, Arkansas, Louisiana, Oklahoma  
1201 West University Dr.  
Edinburg, TX 78539-2999  
Point of Contact: Alonzo Gracia  
Phone: 956-292-7547 Fax: 956-292-7561  
Email: [vboc@panam.edu](mailto:vboc@panam.edu) Webpage: <http://www.utpa.edu/vboc>

**Veterans Advocacy Foundation, Inc. - Veterans Business Resource Center**

States Covered Missouri, Kansas, Iowa, Nebraska  
4236 Lindell Blvd., Suite 102  
Saint Louis, MO 63108  
Point of Contact: Darcella Craven  
Phone: 314-531-8387 Fax: 877-825-4190  
Email: [info@vetbiz.com](mailto:info@vetbiz.com) Webpage: <http://www.vetbiz.com>

**Vietnam Veterans of California - VBOC**

States Covered California, Arizona, Guam, Hawaii, Nevada  
7270 E. Southgate Dr., Suite 1  
Sacramento, Ca 95823  
Point of Contact: Coreena Conoley  
Phone: 916-393-1690 Fax: 916-393-1693  
Email: [admin@vboc-ca.org](mailto:admin@vboc-ca.org) Webpage: <http://www.vboc-ca.org>

## 5. Small Business Goals

Small Business Act requires that the President establish annual Government-wide goals for procurement awards.

- Each Federal agency has socio-economic policies to provide SBs, SDBs, 8(a) firms, SDVOSBs and WOSBs with the “Maximum practicable opportunities to participate in agency acquisitions at the prime contract level”

## ***MICC Small Business Achievement – FY11***

<b>Small Business Category</b>	<b>FY 2011 \$</b>	<b>FY 2011 Target %</b>	<b>FY 2011 Actual %</b>
<b>Total Small Business Eligible Dollars</b>	<b>6,492,517,732</b>		
<b>Small Business</b>	<b>2,882,471,774</b>	<b>47.00%</b>	<b>44.40%</b>
<b>Small Disadvantaged</b>	<b>1,444,631,863</b>	<b>24.00%</b>	<b>22.25%</b>
<b>Women-Owned</b>	<b>588,571,937</b>	<b>10.00%</b>	<b>9.07%</b>
<b>HUBZone</b>	<b>543,214,555</b>	<b>10.00%</b>	<b>8.37%</b>
<b>SDVOSB</b>	<b>472,780,430</b>	<b>6.00%</b>	<b>7.28%</b>
<b>8(a) (Goals captured under SDB)</b>	<b>887,734,582</b>		

## **MICC 2012 Small Business Goals**

<b>Small Business Category</b>	<b>FY 2012 %</b>
<b>Small Business</b>	<b>47.00%</b>
<b>Small Disadvantaged</b>	<b>24.00%</b>
<b>Women-Owned</b>	<b>10.00%</b>
<b>HUBZone</b>	<b>10.00%</b>
<b>SDVOSB</b>	<b>6.00%</b>

### **6. Opportunities**

There are numerous opportunities for a company seeking business.

#### **Federal Business Opportunities (FedBizOpps)**

Federal Business Opportunities are posted on [www.fbo.gov](http://www.fbo.gov). This is a single point of entry for the Federal Government and should be monitored daily. Vendors can learn about all federal opportunities greater than \$25,000 through this web site. Search options include key words, activity, solicitation number, etc.

Do you require general U.S. Government information? 1-800-333-4636

#### **General Services Administration (GSA)**

Various government agencies enter into open end or requirements-type contracts that may be used by other government agencies. An example of this type of contract is the Federal Supply Schedule contracts that are entered into by GSA with various manufacturers and service providers. Schedule contracts are awarded for products such

as tires and tubes, communications equipment, athletic equipment, etc. Those firms representing major manufacturers that have this type of contract with GSA should inquire as to the possibility of being the local distribution point for government orders. Interested firms may obtain more information at: [www.gsa.gov](http://www.gsa.gov).

GSA representative may be contacted at:

**Vendor Support Center**

(877) 495-4849 (toll-free)

(703) 605-9992

(703) 605-9886 (fax)

[vendor.support@gsa.gov](mailto:vendor.support@gsa.gov)

**Subcontracting**

Regardless of your product or service, it is important that you not neglect our very large secondary market. Subcontracting opportunities with DoD Prime Contractors [http://www.acq.osd.mil/osbp/doing\\_business/index.htm](http://www.acq.osd.mil/osbp/doing_business/index.htm) lists all of the major DoD prime contractors by state and provides a point of contact within each firm.

Many of DoD's requirements may be beyond the scope of a single small business. It is encouraged that prime contractors subcontract and team with small business concerns.

SBA also offers a website to search for or post subcontracting opportunities:

<http://www.sba.gov/subnet>

Participation as a subcontractor can be profitable if a prime contract job is not desired or if a business wants to gather experience and network with other companies. At many of the Army installations, when solicitations with subcontracting opportunities have been issued, prospective subcontractors and suppliers may download a copy of the list of plan holders or request this information from the local Small Business Specialist. The list will provide names and addresses of firms expected to bid as prime Contractors. Multiple installations also have available the current contracts on their specific installation's web site where companies may contact the contractors directly to inquire about subcontracting opportunities.

**Office Supplies**

Mandatory Office Supply Blanket Purchase Agreements (BPA): The Army has a suite of BPAs for the purchase of office supplies. The Army utilizes the DoD Electronic Mall (EMALL) to place orders against the BPAs. Office products are defined as consumable items that are routinely used in an office environment. Vendors may obtain additional information about this program by contacting 404-464-0901. Additional information is also available at [www.emall.dla.mil](http://www.emall.dla.mil).

**IT Equipment**

Information Technology, E-Commerce and Commercial Contracting Center (ITEC4): ITEC4 is responsible for soliciting and awarding contracts for information technology supplies, services and commercial products. Questions regarding the small business program may be addressed to: [SADBU@itec4.army.mil](mailto:SADBU@itec4.army.mil), or 703-325-3352.

MICC utilizes Computer Hardware, Enterprise Software and Solutions (CHESS) (formerly known as ASCP) as the primary source for information technology products and services.

Vendors may obtain information about CHESS, Information Technology (IT) Contracts, and Blanket Purchase Agreements at <https://chess.army.mil> , or at 703-325-3327.

### Other Areas of Interest:

**Copier Services** are contracted through the Regional Contracting Center, Fort McPherson, GA, 404-464-0901.

**Document Automation and Production Service (DAPS)**, a part of the Defense Logistics Agency, is the priority source for all printing needs. Interested vendors may obtain additional information at [www.daps.dla.mil](http://www.daps.dla.mil) or by calling 1-877-DAPS-CAN.

**Military Surface Deployment and Distribution Command (MSDDC)** is the contracting source for transportation requirements, to include movement of freight. Website is at [www.sddc.army.mil](http://www.sddc.army.mil).

**Defense Supply Center-Philadelphia (DSCP)** is the primary provider for subsistence, military clothing and textiles. Additional information may be found at [www.dscp.dla.mil](http://www.dscp.dla.mil). **Fort Lee, VA** [www.lee.army.mil](http://www.lee.army.mil) is the primary provider for food service equipment.

**Defense Logistics Agency (DLA)** Many military type items are available through the Government Supply System. Our customers must initially determine whether or not items are available through the Government Supply System. The DLA is the primary source for assignment of national Stock Numbers (NSNs) and procurement of items for availability through the Government Supply System.

**DLA has** a Small Business Counseling Center, which provides training and counseling to small businesses. Information is available at [www.dsccl.dla.mil/offices/smbusiness/index.html](http://www.dsccl.dla.mil/offices/smbusiness/index.html) , or you may contact the Office of Small Business Programs/Business Counseling Center, 1-800-262-3272, or e-mail [DSCC.BCC.Manager@dlamail.mil](mailto:DSCC.BCC.Manager@dlamail.mil)

**Veteran's Affairs (VA)** For information on doing business with the VA, go to the direct link for The Office of Acquisition website: <http://www1.va.gov/oamm/oa/dbwva/index.cfm>  
For for the direct homepage, visit: <http://www.vetbiz.gov>

**Veterans Business Outreach Program** Contact info for the 8 centers at the: [http://www.sba.gov/aboutsba/sbaprograms/ovbd/OVBD\\_VBOP.html](http://www.sba.gov/aboutsba/sbaprograms/ovbd/OVBD_VBOP.html)

## 7. Contracting Regulations

It is important that you become familiar with Federal contracting procedures and regulations. The following regulations govern the contracting procedures within the Army and are available online. NOTE: Small Business Programs are listed in FAR 19, Defense Federal Acquisition Regulation Supplement (DFARS) 219, and Army Federal Acquisition Regulation Supplement (AFARS) 5119. All three can be found at: <http://farsite.hill.af.mil/>

## 8. Frequently Asked Questions (OSBP)

1. **Question: What is the role of the U.S. Army OSBP?**

**Answer:** The Army OSBP is a small business advocacy organization committed to maximizing procurement opportunities for small businesses and minority-serving educational institutions in support of the Warfighter and the transformation of the Army.

2. **Question: Does the Army OSBP award contracts?**

**Answer:** No. The vast majority of Army contracts are awarded by the Army Buying Activity.

3. **Question: Does Army offer business loans or grants to start or expand a small business?**

**Answer:** The Army does not offer loans or grants to begin or expand a small business. For loans, please contact the U.S. Small Business Administration or call 1-800-827-5722.

4. **Question: How can I certify my company as a (small, small disadvantaged, woman-owned, veteran-owned, service-disabled veteran-owned, HUBZone) small business?**

**Answer:** The HUBZone and 8(a) programs require official certification from the Small Business Administration; you must apply for those certifications directly through SBA. The remaining categories are self-certifying and no formal certification is required; however a competitor or other interested party may protest a firm's self certification.

5. **Question: Who do I contact regarding my goods and/or services?**

**Answer:** Contact your nearest small business specialist. (Refer to website directory)

6. **Question: How is a small business defined or categorized?**

**Answer:** A small business concern is a business, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on contracts and qualified as a small business under the applicable size standards in 13 CFR Part 121 (FAR 19.102).

The size standard is based on the NAICS codes and is currently figured by either dollar revenue or number of employees.

7. **Question: What are NAICS and SIC codes?**

**Answer:** The United States has a new industry classification system, the North American Industry Classification System (NAICS), which replaced the U.S. Standard Industrial Classification (SIC) system. NAICS is the first-ever North American industry classification system. The system was developed by the U.S., Canada, and Mexico to provide comparable statistics across the three countries. For the first time, government and business analysts are able to directly compare industrial production statistics



collected and published in the three North American Free Trade Agreement (NAFTA) countries.

8. **Question: What entity established the size standards within a certain industry?**  
**Answer:** SBA is responsible for establishing size standards for the different industries in the economy. To determine your company's size standard:  
<http://www.sba.gov/contractingopportunities/officials/size/index.html>
9. **Question: How do I find out about upcoming events?**  
**Answer:** OSBP posts upcoming events of interest for small business vendors  
<http://www.sellingtoarmy.com/User/Misc/CalenderOfEvents.aspx>
10. **Question: What is the role of a small business specialist?**  
**Answer:** To act as an advocate to maximize small business opportunities in support of the mission of their organization.
11. **Question: How do I locate a small business in my area?**  
**Answer:** To locate a small business in your area, refer to the [www.ccr.gov](http://www.ccr.gov) website.
12. **Question: How can I view the opportunities available within the Army and Department of Defense (DoD) for small businesses?**  
**Answer:** The DoD and OSBP link to their procurement forecast opportunities.
  - DoD Small Business website at <http://www.acq.osd.mil/osbp/>
  - Doing Business With DoD:  
[http://www.acq.osd.mil/osbp/doing\\_business/index.htm](http://www.acq.osd.mil/osbp/doing_business/index.htm)
  - DoD's Subcontracting Opportunities:  
[http://www.acq.osd.mil/osbp/doing\\_business/subdir-2005-11.pdf](http://www.acq.osd.mil/osbp/doing_business/subdir-2005-11.pdf)
  - To review the Army Small Business Forecast Opportunities:  
<http://www.sellingtoarmy.com/User/ShowSpecialPage.aspx?PageID=350>
13. **Question: Who do I contact if I have questions about my contract?**  
**Answer:** For questions about your contract, contact the Contracting Officer assigned to the agency that awarded the contract. Vendors may also contact the small business specialist. *Note: Have the contract number available prior to calling the Contracting Officer or Small Business Specialist!*
14. **Question: As an IT service company, how can I get business with Army?**  
**Answer:** The Army Information Technology E-Commerce Commercial Contracting Center (ITEC4) specializes in procurement of commercially-available IT hardware and services. <http://www.itec4.army.mil>
15. **Question: How can I obtain assistance or training to prepare bid proposals?**  
**Answer:** The Small Business Administration provides valuable information on applicable training resources. Another resource is the Procurement Technical Assistance Centers (PTAC) or Small Business Development Centers (SBDC) which are all listed in this guide by state.

**16. Question: What is the definition of Historically Black Colleges and Universities and Minority Institutions?**

**ANSWER:** HBCUs/MIs are educational institutions that existed prior to 1964 with the primary purpose of educating African American, Hispanic and American Indian students.

**17. Question: How do I certify my company as a Veteran-Owned Small Business (VOSB)?**

**Answer:** To begin this process, the majority shareholder, who must own not less than 51% of the company, must be in receipt of the Department of the Defense Form 214 (DD Form 214) indicating that the shareholder received an Honorable discharge from his branch of service. The shareholder must contact the local Small Business Administration (SBA) representative to register the company as a VOSB. Next, the shareholder must visit the Central Contractor Registration (CCR) and each of the Army's and other services' vendor registration databases and register their company as a VOSB and begin receiving future procurement opportunities.

**18. Question: How do I certify my company as a Service-Disabled Veteran-Owned Small Business (SDVOSB)?**

**Answer:** To begin this process, the majority shareholder (must own not less than 51% of the company, the management and daily business operations of which are controlled by one or more service-disabled veterans, or in the case of a veteran with a permanent and severe disability, a spouse or permanent caregiver of such veteran) must be in receipt of the Veteran Administrative Certificate/document indicating that the shareholder is classified as a Service-Disabled Veteran (a veteran with a service-connected disability who has been determined by the U.S. Department of Veterans Affairs to have a permanent and total disability for the purposes of receiving disability compensation or a disability pension) and a copy of the Department of the Defense Form 214 (DD Form 214) indicating that the shareholder received an Honorable discharge from his branch of service. This certificate/document self-certifies the company as a SDVOSB. The shareholder must contact the local Small Business Administration (SBA) representative to register the company as a SDVOSB. Next, the shareholder must visit the Central Contractor Registration (CCR), each of the Army's and other services' vendor registration databases and register their company as a SDVOSB and begin receiving future procurement opportunities.

**19. Question: How does a firm qualify for the HUBZone program?**

**Answer:** To qualify for the program, a business (except tribally-owned concerns) must meet the following criteria:

- It must be a small business by SBA standards;
- It must be owned and controlled at least 51% by U.S. citizens, or a Community Development Corporation, or an agricultural cooperative or an Indian tribe;
- Its principal office must be located within a HUBZone, which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act; and
- At least 35% of its employees must reside in a HUBZone.

Existing businesses that choose to move to qualified areas are eligible. To fulfill the requirement that 35% of a HUBZone firm's employees reside in the HUBZone,

employees must live in a primary residence within that area for at least 180 days or be a currently registered voter in that area.

**20. How do I apply to the 8(a) SBD program?**

**ANSWER:** Contacting the local SBA district office serving your area is the first step. An SBA representative will answer general questions over the telephone. Some SBA District Offices (found at the end of this guide) may also have 8(a) orientation workshops to provide additional information regarding the eligibility requirements and to review various SBA forms.

**21. Question: What should a WOSB do to get started contracting with the Army?**

**Answer:** A firm should first determine if the Army buys their product or service. The Small Business Specialists located at our installations can assist firms in deciding if the Army has a requirement for the product that is being marketed. (See OSBP Directory at the end of this guide). A firm should contact the installation located in their geographic area and visit the Small Business Specialist for that particular installation. Firms should also monitor [www.fbo.gov](http://www.fbo.gov) the web site where solicitations and special announcements are made.

# Glossary

**8(a) Business Development Program** – An SBA program for small concerns owned by socially and economically disadvantaged persons. Firms admitted to the program can receive Federal contracts designated for 8(a) Business Development Program participants, as well as management and technical assistance. (See SDB Program, below).

**Affiliates** – Affiliation with another business concern is based on the power to control, whether exercised or not. Such factors as common ownership, common management and identity of interest (often found in members of the same family), among others, are indicators of affiliation. Power to control exists when a party or parties have 50 percent or more ownership. It may also exist with considerably less than 50 percent ownership by contractual arrangement or when one or more parties own a large share compared to other parties. Affiliated business concerns need not be in the same line of business. The calculation of a concern's size includes the employees or receipts of all affiliates.

**Business Concern** – A business concern eligible for assistance as a small business is a business entity organized for profit, with a place of business located in the United States, and which operates primarily within the United States or makes a significant contribution to the US economy through payment of taxes or use of American products, materials, or labor. A business concern can also be a small agricultural cooperative (See below).

**Central Contractor Registration (CCR)** – Central Contractor Registration (CCR) is the primary vendor database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions.

Both current and potential federal government vendors are required to register in CCR in order to be awarded contracts by the federal government. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration at least once per year to maintain an active status.

**Dynamic Small Business Search** – A Federal Government database for small businesses to register and increase their opportunities to provide goods and services to the Federal Government. It is part of the Central Contractor Registration (CCR) database. A small business only needs to enter its business information in CCR, which will then automatically populate the Dynamic Small Business Search. Concerns interested in receiving Small Disadvantaged Business, HUBZone, 8(a), or any other certification(s), must apply separately to SBA to complete that process. It is important to note that both current and potential federal government vendors must register in CCR to be awarded contracts by the Federal Government.

**Employees** – The number of employees of a concern is its average number of persons employed for each pay period over the concern's latest 12 months. Any person on the payroll must be included as one employee regardless of hours worked or temporary status. That is, it is a "head count." The number of employees of a concern in business under 12 months is based on the average for each pay period it has been in business.

**HUBZone** – The HUBZone Empowerment Contracting Program, which is included in the Small Business Reauthorization Act of 1997, stimulates economic development and creates jobs in urban and rural communities by providing contracting preferences to small businesses that are located in a HUBZone and that hire employees who live in a HUBZone. SBA is responsible for regulating and implementing the HUBZone Program. It certifies concerns for eligibility to receive HUBZone contracts and maintains a listing of qualified HUBZone small businesses federal agencies can use to locate prospective vendors.

**Industry** – Concerns primarily engaged in the same kind of economic activity are classified in the same industry regardless of their types of ownership (such as sole proprietorship, partnership or corporation). OMB classifies approximately 1,200 activities as industries under NAICS. For each industry, except those in the Public Administration Sector, SBA has established a size standard. Industries are described in detail in *North American Industry Classification System - United States, 2007*. It can be found in many libraries or purchased from the National Technical Information Service, by calling (800) 553-6847 or (703) 605-6000.

**Joint Venture** - If approved by SBA, a Participant may enter into a joint venture agreement with one or more other small business concerns, whether or not 8(a) Participants, for the purpose of performing a specific 8(a) contract. A joint venture agreement is permissible only where an 8(a) concern lacks the necessary capacity to perform the contract on its own, and the agreement is fair and equitable and will be of substantial benefit to the 8(a) concern. However, where SBA concludes that an 8(a) concern brings very little to the joint venture relationship in terms of resources and expertise other than its 8(a) status, SBA will not approve the joint venture arrangement.

**Mentor-Protégé** – The U.S. Small Business Administration's (SBA) Mentor-Protégé program enhances the capability of 8(a) participants to compete more successfully for federal government contracts. The program encourages private-sector relationships and expands SBA's efforts to identify and respond to the developmental needs of 8(a) clients.

Mentors provide technical and management assistance, financial assistance in the form of equity investments and/or loans, subcontract support, and assistance in performing prime contracts through joint venture arrangements with 8(a) firms.

**Nonmanufacturer** – For Federal government contracts, a concern that supplies a product it did not manufacture is termed a nonmanufacturer. To qualify for Federal government contracting, a nonmanufacturer must have 500 or fewer employees, be primarily in the wholesale or retail trade, and supply the product of a US small manufacturer, if the contract is set aside for a small business. This requirement is called the "nonmanufacturer rule." This rule does not apply to supply contracts of \$25,000 or less that are processed under Simplified Acquisition Procedures. The requirement may also be waived through formal procedure by the Associate Administrator for Government Contracting if there is no small manufacturer in the Federal market for a class of products. The nonmanufacturer rule is more detailed in paragraph (b) of 13 CFR §121.406.

**Not Dominant** – A concern is not dominant in its field of operation when it does not exercise a controlling or major influence on an industry. As part of its review of a size standard, SBA investigates if a concern at or below a particular standard would be dominant in the industry, on a national basis. Thus, a concern at or below the size standard is presumed not to be dominant in its field of operation.

**Service Disabled Veteran Owned Small Business (SDVOSB)** – A small business concern that is at least 51% unconditionally and directly owned by one or more service-disabled veterans may represent itself as a Service-Disabled Veteran-Owned Small Business Concern in the Central Contractor Registry at [www.ccr.gov](http://www.ccr.gov). To participate in the Federal marketplace, the Veteran must have a service-connected disability that has been determined by the Department of Veterans Affairs or his or her respective military branch of service. For more information, please go to [www.sba.gov/GC](http://www.sba.gov/GC) and [www.sba.gov/vets](http://www.sba.gov/vets).

**Set-aside Contract** – A "set-aside" is a Federal contract designated for small business bidding only.

**Small Business Specialist (SBS)** - Acts as an advocate to maximize small business opportunities in support of the mission of their organization.

**Small Disadvantaged Business (SDB) Certification** – To qualify as a small disadvantaged business, a firm must be owned and controlled by one or more individuals who are socially and economically disadvantaged. The certification process for firms seeking Small Disadvantaged Business (SDB) certification has changed. An Interim Final Rule published in the Federal Register on October 3, 2008, removes SBA from the SDB certification process. Firms seeking SDB designation may now self-certify. This includes SDB designation for Federal prime contracts and subcontracts.

To self-represent as a small disadvantaged business, firms should:

1. Update their Central Contractor Registration (CCR) profile, indicating that they are a self-certified Small Disadvantaged Business; and
2. Update their company's Online Representation and Certification Application – specifically, the Federal Acquisition Regulation clause at 52.219-1(b)(2), entitled, "Small disadvantaged business concern" and check the box indicating that they are a self-certified SDB.

Aside from the list of certified 8(a) firms, SBA will no longer maintain a list of certified SDB firms. The 8(a) Business Development Program is not affected by the rule. Firms may continue to apply for 8(a) Program certification.

**Wide Area Workflow (WAWF):** DoD now requires all commercial invoices to be submitted via the Wide Area Workflow web site in accordance with DFARS SUBPART 232.70—ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS, for payment other than credit card. Solicitations will specify WAWF applicability and requirements. Vendor registration is required for WAWF.

**Women owned small business (WOSB)** – Women business owners are critically important to the American economy. WOSB is classified as 51% owned by more than one woman and management and daily business operations controlled by more than one woman.

# Acronyms

ACC	Army Contracting Command
AFARS	Army Federal Acquisition Regulation Supplement
BPA	Blanket Purchase Agreement
CAGE	Commercial and Government Entity
CCR	Central Contractor Registration
CFR	Code of Federal Regulations
CHESS	Computer Hardware, Enterprise Software and Solutions
DAPS	Document Automation and Production Service
DFARS	Defense Federal Acquisition Regulation Supplement
DLA	Defense Logistics Agency
DoD	Department of Defense
DSCP	Defense Supply Center-Philadelphia
DUNS	Data Universal Number System
EFT	Electronic Funds Transfer
EMALL	Electronic Mall
FAR	Federal Acquisition Regulation
FBO	Federal Business Opportunities
GPC	Government Purchase Card
GSA	General Services Administration
HBCU/MI	Historically Black Colleges and Universities/Minority Institutions
HUBZone	Historically Underutilized Business Zone
ITEC-4	Information Technology, E-Commerce & Commercial Contracting Center
JV	Joint Venture
MICC	Mission and Installation Contracting Command
MSDDC	Military Surface Deployment and Distribution Command
NAICS	North American Industry Classification System
ORCA	Online Representations and Certifications
OSBP	Office of Small Business Programs
PTAC	Procurement Technical Assistance Center
SB	Small Business
SBA	Small Business Administration
SBDC	Small Business Development Center
SBS	Small Business Specialist
SCORE	Service Corps of Retired Executives
SDB	Small Disadvantaged Business
SDVO	Service Disabled Veteran Owned
SIC	Standard Industrial Classification
VA	Veterans Affairs
VBOC	Veterans Business Outreach Centers
VBOP	Veterans Business Outreach Program
WAWF	Wide Area Workflow
WBC	Women Business Center
WOSB	Women-Owned Small Business

# Website Directory

(To locate POCs in your area)

## **Office of Small Business Programs (OSBP)**

[www.sellingtoarmy.com](http://www.sellingtoarmy.com)

**MISSION of MICC OSBP**—To be an integral part of the acquisition team supporting America's Army in meeting the challenges of this century. The MICC Office of Small Business Programs is dedicated to ensuring maximum opportunity is afforded to all Small, Service-Disabled Veteran-Owned, Historically Underutilized Business Zone, Small Disadvantaged, and Women-Owned Small Business concerns and Historically Black Colleges and Universities/Minority Institutions/Tribal-Owned Colleges/Hispanic Institutions interested in contracting with the MICC. We will diligently work to ensure effective implementation of the Army's Small Business Programs and fulfillment of the MICC's mission.

## **Procurement Technical Assistance Center (PTAC)**

[www.aptac-us.org](http://www.aptac-us.org)

**Mission of PTAC** - To maximize the number of capable U.S. companies participating in the government marketplace by providing businesses nationwide with an understanding of the requirements of government contracting and the marketing know-how they need to obtain and successfully perform federal, state, and local government contracts, and supporting government agencies in reaching and working with the suppliers they need.

## **Small Business Administration (SBA)**

[www.sba.gov](http://www.sba.gov)

**Mission of SBA** - The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States, Puerto Rico, the U. S. Virgin Islands and Guam.

## **Small Business Development Center (SBDC)**

[www.asbdc-us.org](http://www.asbdc-us.org)

**Mission of SBDC** - The Office of Small Business Development Centers (SBDC) provides management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort of the private sector, the educational community and federal, state and local governments and is an integral component of Entrepreneurial Development's network of training and counseling services.



## **Appendix**

### **Sample of a Capabilities Statement**

#### **ABC Company, LLC.**

1234 My Street Blvd Nashville, TN. 31111  
931.555.1212  
[www.abc123.com](http://www.abc123.com)

### **Capabilities Statement**

#### **1. Overview**

ABC Company provides a comprehensive and professional tree care service using sound Arboricultural practices and techniques to solve your tree problems. All work is carried out by fully trained and experienced teams dedicated to providing quality service and workmanship. Our range of tree work services are utilized by a wide range of clients including Local Government bodies, Universities, Architects and Landscape Architects, Property Management Agencies, Developers, Golf and Sporting Clubs, Hospitals and Private Clients. ABC Company is a **Service Disabled Veteran Owned Small Business** in operation out of Nashville, Tennessee since 2004.

#### **2. Services**

Our qualified and experienced staff works closely with our customers, to deliver their expected outcomes. Our services include:

Tree Pruning	Tree Removals	Stump Grinding
Tree Care	Planting	Land Clearing
Weed Removal	Vegetation Management	Consultancy

#### **3. Products**

ABC Company not only **recycles** the tree waste produced by our tree crews, but we accept tree waste from several other tree service and land clearance companies in Clarksville, Tennessee. We process this material using our industrial grinders and produce high quality landscape and playground mulch.

#### **4. NAICS Code:**

**561730 Landscaping Services**

#### **5. Corporate Information**

ABC Company is owned and operated by Albert Smith and he is a disabled veteran who served 15 at Fort Knox. ABC Company is a privately held Tennessee Limited Liability Corporation headquartered in Nashville, Tennessee. The company location is highly accessible to Fort Campbell, KY and Fort Knox, KY.

Classification: **SBA Small Business, SDVOSB**

NAICS Code: 561730 Landscaping Services  
CCR: 1a2b3c  
DUNS: 12345678  
Corporate Status: LLC  
EIN: 12-3425789

## **6. Purchasing Information**

ABC Company products and services can be procured through typical business procurement methods including credit card, purchase orders, and small business set-aside.

## **7. Contact Information**

ABC Company, LLC.  
1234 My Street Blvd  
Nashville, TN 31111

[abc@company.com](mailto:abc@company.com)  
[www.abc123.com](http://www.abc123.com)  
931.555.1212 office  
931.123.4567 fax

**This will need to be tailored to your company dependent upon what your company offers; supplies, services, or construction ( e.g. Supplies / Services will want to include GSA # and product description(s) / services offered. Construction would contain past performance and a few contracts/projects that have been completed)**