



## 102d Intelligence Wing – Contracting Office

Presents

# PREPARING YOUR COMPANY (OR YOURSELF) FOR FEDERAL BUSINESS OPPORTUNITIES AND MORE . . . . .

### **A: GETTING STARTED – Seeking Opportunities as a Government Contractor:**

The government advertises business opportunities, solicits potential vendors, processes invoices, and makes payments all electronically. Automation has resulted in significant cost savings due to reduction in labor hours and paper consumption. Interest vendors that want to compete for federal business opportunities must now be ready and capable of competing in the electronic arena.

- Vendors wishing to compete for government contracts must obtain:
  - Dun & Bradstreet Number (DUNS). Register DUNS at: [www.dnb.com/us/](http://www.dnb.com/us/)
  - Register with the Central Contractor Registration (CCR) and obtain a CAGE CODE. Register at: [www.ccr.gov](http://www.ccr.gov)  
Information and instructional guides are available on the website. Mandatory data fields are:
    - GENERAL INFORMATION
      - i. Legal Business Name or Doing Business As (DBA) Information
      - ii. City, State, and Zip Code of Business
      - iii. Date business was started
      - iv. Average Number of Employees and Annual Revenue
      - v. DUNS (see above)
      - vi. US Federal Tax Identification Number
      - vii. Country
      - viii. Fiscal Year End Close Date
    - CORPORATE INFORMATION
      - i. Type of relationship with the US Federal Government
      - ii. Type of Organization
      - iii. Business Type. Check all that apply to your business. Size standards for industries can be found at [http://www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_sstd\\_tablepdf.pdf](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf)
      - iv. Contact your local Small Business Administration (SBA) for assistance at [www.sba.gov](http://www.sba.gov)
      - v. Business banking information for electronic funds transfer information. The government makes all payments electronically.
    - GOODS/SERVICES
      - i. Input all applicable North American Industry Classification System (NAICS) Codes. Research on codes that pertain to your business at [www.naics.com/search.htm](http://www.naics.com/search.htm)
    - POINT OF CONTACT (POC)
      - i. Registrant name/CCR POC Information
      - ii. Alternate Contact Information

- Websites for assistance in getting set up to receive government contracts:
  - Small Business Administration: [www.sba.gov](http://www.sba.gov)
  - Small and Disadvantaged Business Utilization Offices: [http://permanent.access.gpo.gov/lps57820/www.acq.osd.mil/sadbu/links/dod\\_sadbu.htm](http://permanent.access.gpo.gov/lps57820/www.acq.osd.mil/sadbu/links/dod_sadbu.htm)
  - Procurement Technical Assistance Center (PTAC) - <http://www.aptac-us.org/new/>
- Websites for federal business opportunities (requirements for supplies, services, construction):
  - Federal Business Opportunities (FedBizOpss – where federal solicitations over \$25,000 are publically posted) - [www.fedbizopps.gov](http://www.fedbizopps.gov)
  - GSA Federal Supply Service - [www.gsa.gov](http://www.gsa.gov) GSA Customer Service, 10 Causeway Street, Boston MA. 02222-1076 (617-565-7303)
  - Government Business – [www.business.gov](http://www.business.gov)
  - Opportunities with Government - [www.nationalguardcontracting.org](http://www.nationalguardcontracting.org)
  - Opportunities with 102d Intelligence Wing (supplies & services: \$10,000-\$24,999) – [www.102iw.ang.af.mil](http://www.102iw.ang.af.mil)

## **B. GETTING STARTED – Seeking Opportunities as a Government Employee:**

For individuals that are interested in starting a career as a federal “employee” the following websites are available for your use – there are many others out there (search the web) but here are a few of our favorites:

1. Websites for federal “MILITARY” employment opportunities:
  - Air National Guard - [www.goang.com](http://www.goang.com)
  - Army National Guard – [www.nationalguard.com](http://www.nationalguard.com)
  - United States Coast Guard - [www.gocoastguard.com](http://www.gocoastguard.com)
2. Websites for federal “CIVILIAN” employment opportunities:
  - USA JOBS - [www.usajobs.gov](http://www.usajobs.gov)
  - Federal Jobs Net - <http://federaljobs.net/employe.htm>
  - Massachusetts Government Job Search - <http://www.federaljobsearch.com/Massachusetts.asp>
  - JobBank USA - Massachusetts - <http://www.jobbankusa.com/FederalJobs/federal-government-jobs-in-massachusetts.html>

## **C. Websites for Massachusetts Commonwealth/State Business & Employment Opportunities:**

- Massachusetts Administration & Finance Operational Services Division - [www.mass.gov/osd](http://www.mass.gov/osd)
- Massachusetts Municipal Association - [www.mma.org](http://www.mma.org)
- Massachusetts Commonwealth Committees - [www.state.ma.us/cc/](http://www.state.ma.us/cc/)
- Massachusetts Public Sector Jobs – [www.mass.gov/](http://www.mass.gov/) (search: public sector jobs)
- Massachusetts Human Resources Division – <https://jobs.hrd.state.ma.us/recruit/public/3111/index.do>