

# How to do business with the FAA William J. Hughes Technical Center

Office of Small and Disadvantaged Business Utilization (OSDBU)

## *Twelve ways to do business with the FAA William J. Hughes Technical Center*

### **CONTRACTING METHODS**

#### **I. RECEIVE A PRIME CONTRACT:**

You can do business directly with us through a contract between your firm and the FAA. When we need something that we think will cost at least \$100,000, one of our contracting officers notifies the business community by advertising on the Internet. We make notification even if we believe there is only one qualified vendor and are proposing a "single source" award. We advertise prospective contracts at the Internet address: <http://www.asu.faa.gov/faaco>. You can check this site frequently, or you can access this site to request that an electronic mail message be sent to you whenever a new advertisement is posted. The Contracts Branch also acquires goods and services through the General Services Administration (GSA) and commercial and simplified purchases (including credit card purchases and purchase orders).

#### **2. RECEIVE A SUBCONTRACT FROM AN FAA PRIME CONTRACTOR OR ANOTHER SUBCONTRACTOR:**

Most of our larger contracts allow for support from subcontractors. Since firms make subcontractor agreements before bidding, you should market your capabilities to other vendors who might have subcontracting opportunities. In higher dollar procurements, we require large businesses to select subcontractors competitively. You can get information on contracts with subcontracting opportunities from the advertisement on the Internet or from individual contracting officers listed in the announcement.

#### **3. BE A PRIME OR SUB TO ANOTHER GOVERNMENT AGENCY AND RECEIVE A CONTRACT THROUGH AN INTER-AGENCY AGREEMENT:**

We sometimes obtain goods and services through other Government agencies using "interagency agreements." We do this most often because the other agency has a contract with a firm doing the type of work that meets our needs. Telling us about your activities with other Federal Agencies could result in business for you through the other agency's contract.

#### **4. TEAM WITH ANOTHER FIRM ON A CONTRACT:**

Two or more companies can form a team to bid on a contract. The team can be set up as a partnership or joint venture or as a prime with one or more subcontractors. Companies normally make such arrangements before bidding. Teams of contractors may be desirable from both a Government and industry standpoint if the companies complement each other's unique capabilities. Teaming is particularly appropriate in complex research and development acquisitions.

#### **5. RECEIVE A CREDIT CARD PURCHASE:**

The number of purchases we've placed through government credit cards is increasing steadily. Credit card purchases do not require a contracting officer, although some contracting officers make credit card purchases themselves. If your company accepts credit card purchases, you may wish to learn which FAA employees are authorized to make them.



**6. RECEIVE A SET-ASIDE CONTRACT:**

See <http://www.faa.gov/sbo/index.htm>, which is the FAA Office of Small Business Utilization website. From this site you can register in the Small Business Database "Source-Net" which is accessible to FAA Headquarters, Regions and Centers. FAA contracting officers use this database when determining availability of contractors for set-aside requirements.

**7. GET ON A GSA FEDERAL SUPPLY SCHEDULE (FSS):**

See <http://www.gsa.gov/regions.htm> and <http://www.gsa.gov/fssintro.htm>

**8. RECEIVE A TASK ORDER CONTRACT/ SUBCONTRACT UNDER THE INFORMATION TECHNOLOGY OMNIBUS PROCUREMENT (ITOP):**

See <http://itop.dot.gov/itop/>

**9. RECEIVE A TASK ORDER CONTRACT/ SUBCONTRACT UNDER THE BROAD INFORMATION TECHNOLOGY SERVICES (BITS):** See <http://www.faa.gov/ait/bits/>

**10. RECEIVE A GRANT:**

The FAA William J. Hughes Technical Center operates our research grants program. Grants are generally awarded for research and unlike contracts, which require the delivery of a specific product, grants have the flexibility to allow the recipient the freedom to explore the research concepts that provide the most innovative results. More information is available at the following web site: <http://www.tc.faa.gov/contracts/grants/grants.htm>

**11. MENTOR/PROTÉGÉ PROGRAM:**

We designed the FAA Mentor-Protégé Program to encourage large, established firms to assist smaller ones in an FAA contract. Socially and Economically Disadvantaged Businesses (SEDB), Historically Black Colleges and Universities (HBCU), Minority Institutions (MI) and Women-Owned (WO) Small Businesses are eligible. Our aim is to foster the establishment of long-term business relationships between large and small firms, and to increase the overall number of firms capable of doing business with us. You can get complete information on this program on the internet at <http://www.faa.gov/sbo/men2.htm>.

**12. SUBMIT AN UNSOLICITED PROPOSAL:**

Contact the Federal Aviation Administration, Office of Acquisitions, ASU-10, 800 Independence Avenue, SW, Washington, DC 20591, (202) 267-7414 to request "Guidelines for Submitting an Unsolicited Proposal to the DOT FAA."

**PROCUREMENT RELATED WEB SITES:**

For access to the latest edition of the FAA's Acquisition Management System (AMS), procurement guidance and clauses, go to <http://fast.faa.gov>.

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