

**Checklist for Doing Business With
The Missile Defense Agency (MDA)**

1. Make an appointment with your local Procurement Technical Assistance Center (PTAC)

PTACs teach small businesses how to sell to Federal government customers. You can locate a PTAC near you on the [Association of Procurement Technical Assistance Centers Website](#).

Small Business Development Centers (SBDCs) provide management advice and assistance to small businesses. They can help you incorporate, setup your accounting system, write a business plan, *etc.* You can locate an SBDC near you on the [Association of Small Business Development Centers Website](#).

2. Identify your product or service

Determine the North American Industry Classification System ([NAICS](#)) code(s) for your business establishment and the Federal Supply Classification ([FSC](#)) code(s) for your product or service.

Note: Most Federal government product/service listings and procurements are identified by NAICS and/or FSC codes.

3. Confirm your small business size standards

Contact the Small Business Administration to determine whether the NAICS industry code(s) for your business falls within the established table of [small business size standards](#).

4. Determine if your business qualifies for the following certifications:

Historically Underutilized Business Zone (HUBZone); Small Business 8(a); Small Disadvantaged Business (SDB) (Self Certify).

The Federal government sometimes sets aside procurements or offers preferences to service-disabled veteran-owned small businesses or 8(a), HUBZone certified business concerns, or SDBs. 16

Please refer to the following link for definitions and detailed instructions to certify for HUBZone, 8(a): [SBA's Small Business Certification](#)

5. Obtain a Data Universal Numbering System (DUNS) number.

The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal government's contractor identification code for all procurement-related activities. This is a business identification number used similar to a personal social security number.

To obtain a number please contact [Dun & Bradstreet](#) at (866) 705-5711, Monday – Friday between the hours of 7am to 8 pm CST.

6. Register in the Central Contractor Registration (CCR) System.

A DUNS is required before registering in CCR. CCR is the primary registrant database for the U.S. Federal Government. To be awarded a contract, you must be registered in [CCR](#) (there are very few exceptions).

7. Register in Online Representations and Certifications Application (ORCA)

[ORCA](#) is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process, and is the primary Federal government repository for all of your company's required representations and certifications.

8. Become familiar with Government contracting procedures.

Be familiar with Federal Acquisition Regulations ([FAR](#)) and the Defense Federal Acquisition Regulation Supplement ([DFARS](#)).

9. Become familiar with MDA and how your establishment can help the agency accomplish its mission.

Go to the [MDA Website](#) and become familiar with MDA's mission, the Ballistic Missile Defense System, its component elements and various supporting efforts. Be prepared to articulate how your business can help MDA accomplish its mission, achieve its goals, solve technical problems, address BMD system gaps, or foster new BMDS capabilities. 17

10. Investigate MDA Small Business Programs

There are several programs that may be of interest to you, such as the MDA Mentor-Protégé Program, the Small Business Innovation Research Program and Small Business Technology Transfer Programs (SBIR/STTR). Information on these and other programs is available on the [MDA Office of Small Business Programs website](#).

11. Create a Profile in the MDA Small Business Directory and MiDAESS Marketplace.

The [OSBP Small Business Directory](#) maintains profiles of small businesses and is used by MDA and other buyers to conduct market research.

MiDAESS Marketplace allows business to search profiles for potential partners for MDA Engineering and Support Services (MiDAESS) Acquisitions. Any organization may join the listing.

12. Search for current and prospective MDA procurement opportunities.

Federal Business Opportunities (FedBizOpps) is the Federal Civilian and Military government single point of entry for businesses to find posted Federal business opportunities across all departments and agencies.

To identify current procurement opportunities matching your product or service criteria, visit the [FedBizOpps](#) web site.

The Missile Defense Agency's [Business Opportunities](#) section of the website provides a consolidated source of public information about current and prospective solicitations. There you will find announcements about new procurement opportunities, showing target dates for draft and final requests for proposals, and other pertinent information about the procurements.

13. Investigate GSA Schedule Program.

Federal agencies can use Government-Wide Acquisition Contracts (GWACs) and General Services Administration's ([GSA](#)) Federal Supply Service (FSS) Schedule Contracts to make purchases. These pre-approved contracts are used to buy commonly used products, services, and solutions needed to fulfill missions and day-to-day operations.

These opportunities are rarely announced on the FedBizOpps site, but are normally competed among pre-qualified vendors already under contract. 18

14. Explore subcontracting and joint venture / teaming opportunities.

Regardless of your product or service it is important that you do not neglect subcontracting opportunities, our very large secondary market. Information regarding subcontracting opportunities with Department of Defense (DoD) Prime Contractors can be found at (<http://www.acq.osd.mil/osbp>). This website lists all major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm. The Small Business Administration also hosts a [Subcontracting Opportunities Directory](#). In addition to subcontracting, we also encourage you to learn about joint ventures and teaming, and investigate potential opportunities with the firms under contract with MDA. (See the [DoD OSBP Guidebook for Facilitating Small Business Team Arrangements \(Sept 2007\)](#)).

15. Make an appointment to speak with the Director of MDA Office of Small Business Programs.

After you have identified your customers, researched their requirements, and familiarized yourself with MDA and DoD procurement regulations and strategies, it is time to market your product or service to MDA. Present your capabilities directly to the Director of MDA Office of Small Business Programs.

Call (256) 450-2872 for an appointment.