Government Systems 101

By

Washington PTAC

NUWC Division Keyport

Industry Day

May 2016

Primary Learning Objective

Explore Government Systems critical to your sustained success:

- SAM
- DSBS
- FBO
- WAWF/iRAPT

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Washington PTAC Program

The Procurement Technical Assistance Center increase the number of government contracts won by Washington firms.

- Find
- Bid
- Win

We provide these **FREE** services through:

- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Optional Bid Match service

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Serves Washington State Businesses

A program of Thurston Economic Development Council

4220 6th Ave SE

Lacey WA 98503

P 360.754.6320 | F 360.407.3980

Contact: Tiffany Scroggs, Program Director

tscroggs@thurstonedc.com

1: Kitsap Economic Development Alliance

Mary Jo Juarez, Kathy Cocus, Theresa Mangrum

360.377.9499 | kitsap@washingtonptac.org

2: Thurston Economic Development Council

Wayne Wertz, Dale Colbert, Traci Hansen

360.754.6320 | thurston@washingtonptac.org

3: Greater Vancouver Chamber of Commerce

Jeannet Santiago, Jeremy Riley

360.567.1092 | swwa@washingtonptac.org

4: Economic Alliance Snohomish County

Cate Taylor

425.248.4223 | snohomish@washingtonptac.org

5: Green River College

Darrell Sundell

253.520.6267 | king@washingtonptac.org

6: Bates Technical College

Tom Westerlund

253.680.7054 | pierce@washingtonptac.org

7: Greater Spokane Incorporated

Jessica Kirk

509.321.3641 | spokane@washingtonptac.org

8: Tri-City Regional Chamber of Commerce

Ashley Coronado

509.491.3231 | tricity@washingtonptac.org

- Registrations

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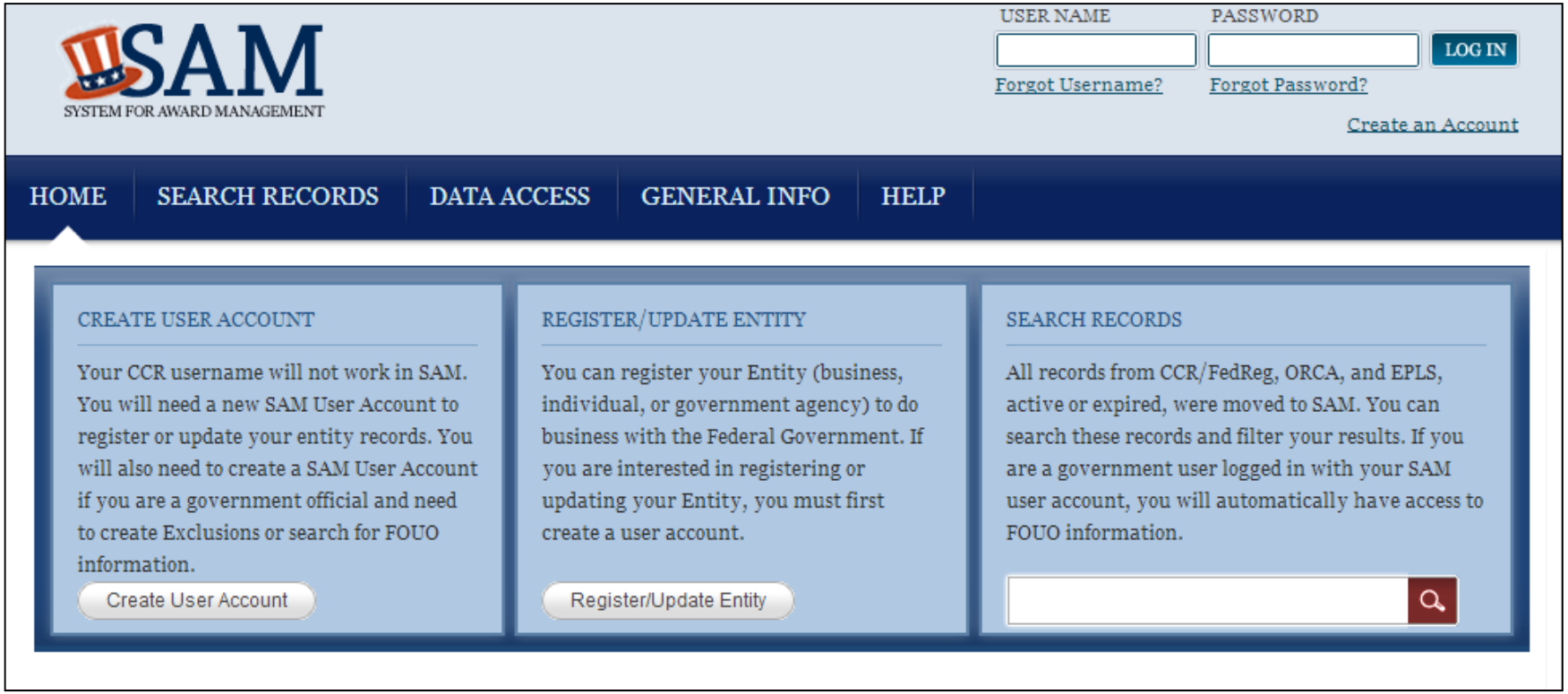
Getting Registered to Sell

Register your business at www.sam.gov. FREE!

Contact a PTAC counselor for a guide to help you register.



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SAM Top Tips

- Do not pay or outsource getting into SAM.
- Store your user name and password where you can find it
- Update when there are changes to average annual revenue, number of employees, naics, etc.
- Mandatory update: annually
- If small, complete your Dynamic Small Business Search / SBA Profile

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Dynamic Small Business Search/SBA Profile

- Your business resume
- Update through SAM
- Capabilities, keywords, bonding, references

"When I'm looking for small businesses for an RFQ, I rarely call the ones that don't take time to complete their SBA Profile."

~ ACOE Small Business Deputy

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Dynamic Small Business Search/SBA Profile

Sample search results from http://dsbs.sba.gov

Name and Trade Name of Firm	Contact	Capabilities Narrative
Progeny Consulting Group, LLC	Mark St. Marie	Industrial Hygiene Services OSHA Compliant Hazard Assessments OSHA Compliant Exposure OSHA Compliance Training HAZWOPER Training Indoor Air Quality Assessments
RITRONICS, INC.	Robert Mazzeo	
INVERSO ROBERT G	Robert Inverso	
ACCESS DEVELOPMENT CORPORATION ACCESS 3D	JOSEPH A. DEL VECCHIC	We are a SDVOSB owned Acrhitectural Practive. Joseph Del Vecchio, owner and principal of t paraplegic. We have been on the cutting edge of Adaptive, Universal, and Sustaintalbe Ergor

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Dynamic Small Business Search/SBA Profile

Sample search results from http://dsbs.sba.gov

Identification, Location & Contacts

This profile was last updated:	11/09/2015
Status:	Active
User ID:	P0239219
Name of Firm:	Sound & Sea Technology, Inc.
Trade Name ("Doing Business As ..."):	Sound & Sea Technology
DUNS Number:	118807259
Parent DUNS Number:	118807259
Address, line 1:	3507 Shelby Rd
Address, line 2:	
City:	Lynnwood
State:	WA
Zip:	98087-5524
Phone Number:	425-743-1282
Fax Number:	425-742-5643
E-mail Address:	dmeggitt@soundandsea.com
WWW Page:	http://www.soundandsea.com
E-Commerce Website:	http://www.soundandsea.com
Contact Person:	DALLAS J MEGGITT
County Code (3 digit):	061
Congressional District:	02
Metropolitan Statistical Area:	7600
CAGE Code:	1TQX3
Year Established:	

Dynamic Small Business Search/SBA Profile

Sample search results from http://dsbs.sba.gov

Products & Services

Sound & Sea Technology provides a complete range of ocean and marine engineering services worldwide for all related aspects. Examples of system design and engineering expertise include moorings, anchors, undersea power, fiber optic and acoustic cables (including horizontal directional drilling, route selection, installation), and renewable ocean energy device or system analysis, design and integration such as wave, offshore wind, tidal, and ocean thermal. SST provides all aspects of port, harbor and other marine related security system services for protection on and below the water and at the air-land-water interface from threat assessment to system design, installation and operation. SST provides management and professional development training for facility security professionals to apply protective measures to mitigate criminal and terrorist threats and renovate existing buildings or design new ones.

Performance History (References)

Market Research

Does NUWC Division Keyport buy what I sell?

- Know your customer
  - NUWC is NAVSEA, not NAVFAC, DLA, NAVSUP
  - Mission
  - Assets
  - Location

USS Nevada is one of 8 ballistic missile submarines stationed in the Pacific NW

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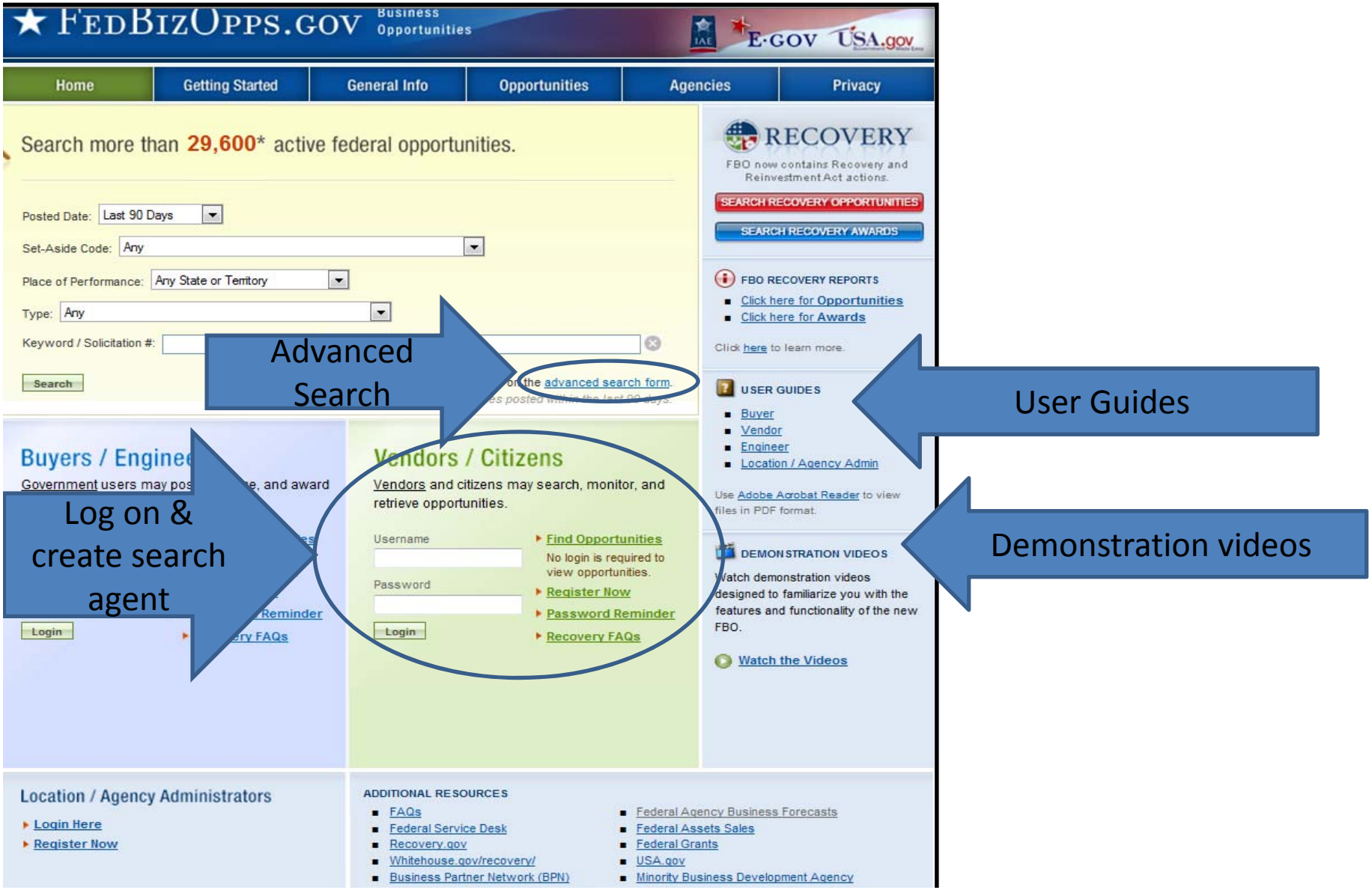
Finding Opportunities – FBO.gov

www.fbo.gov



Finding Opportunities – FBO.gov

www.fbo.gov sample search for N00253

N0025316T0319 N0025316T0319 S -- Utilities and housekeeping services	**Department of the Navy** Naval Sea Systems Command NUWC Keyport Division	Combined Synopsis/Solicitation / Total Business
N00253-16-T-0297 Laptops N00253-16-T-0297 70 -- General purpose information technology equipment	**Department of the Navy** Naval Sea Systems Command NUWC Keyport Division	Combined Synopsis/Solicitation (Modifi
N00253-16-T-0120--Barge Overhaul and Crane Installation N00253-16-T-0120 J -- Maintenance, repair & rebuilding of equipment	**Department of the Navy** Naval Sea Systems Command NUWC Keyport Division	Award
N00253-16-T-0301 --Heat Sink N00253-16-T-0301 59 -- Electrical and electronic equipment components	**Department of the Navy** Naval Sea Systems Command NUWC Keyport Division	Combined Synopsis/Solicitation / Total Business
Valve, Checked, Coolant Pump Heads N00253-16-R-0005 48 -- Valves	**Department of the Navy** Naval Sea Systems Command NUWC Keyport Division	Solicitation (Modified) / Total Small Bus

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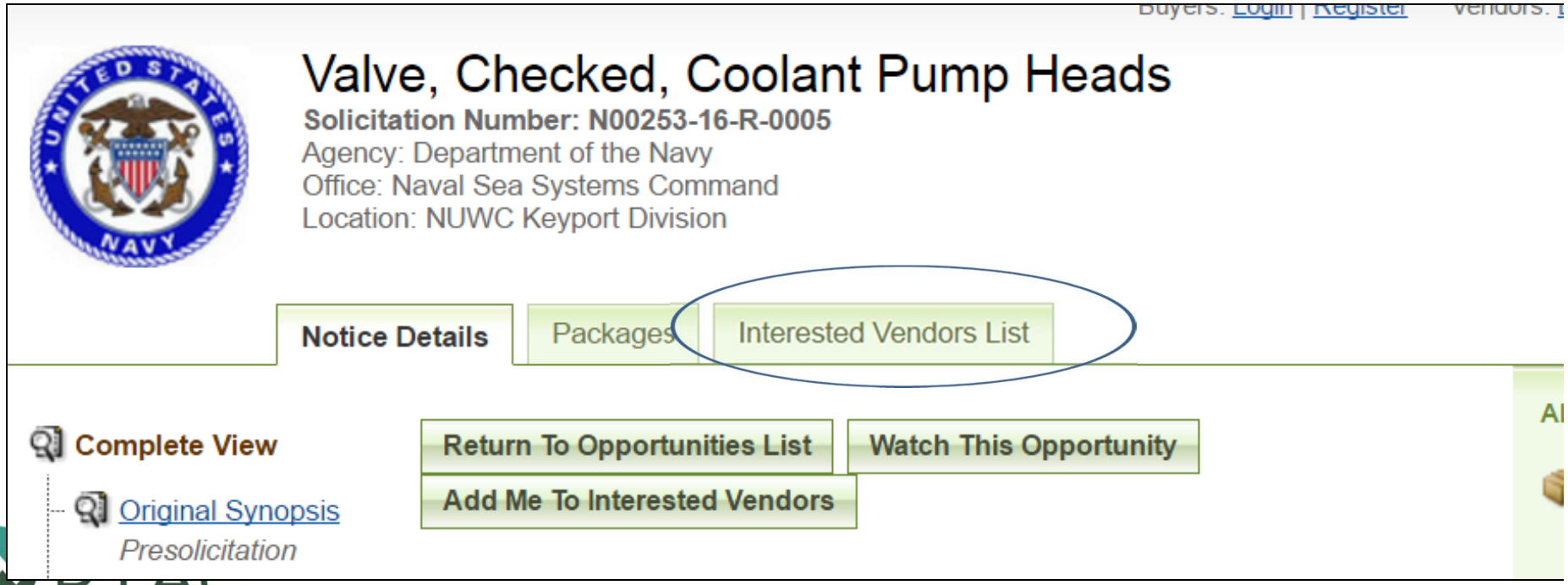
FBO Top Tips

- Set up search agents
- Conduct archived searches
- Respond to Sources Sought Notices
- Pay attention to “interested vendors tab”



More Market Research

- FBO.gov – What government has bought in the past, what they are buying now
- USASpending.gov and FPDS.gov – What government has bought from in the past, who they've purchased from.
- Your competition - who is registered to sell to government? www.sam.gov and http://dsbs.sba.gov
- Look for agency procurement forecasts at www.acquisition.gov (or Google)

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- WAWF

Wide Area Work Flow (**WAWF**) is now

Invoice, Receipt, Acceptance and Property Transfer (**iRAPT**)

- DoD's online invoicing & payment system
- Pays to bank information in SAM.gov
- Incorporates MyInvoice

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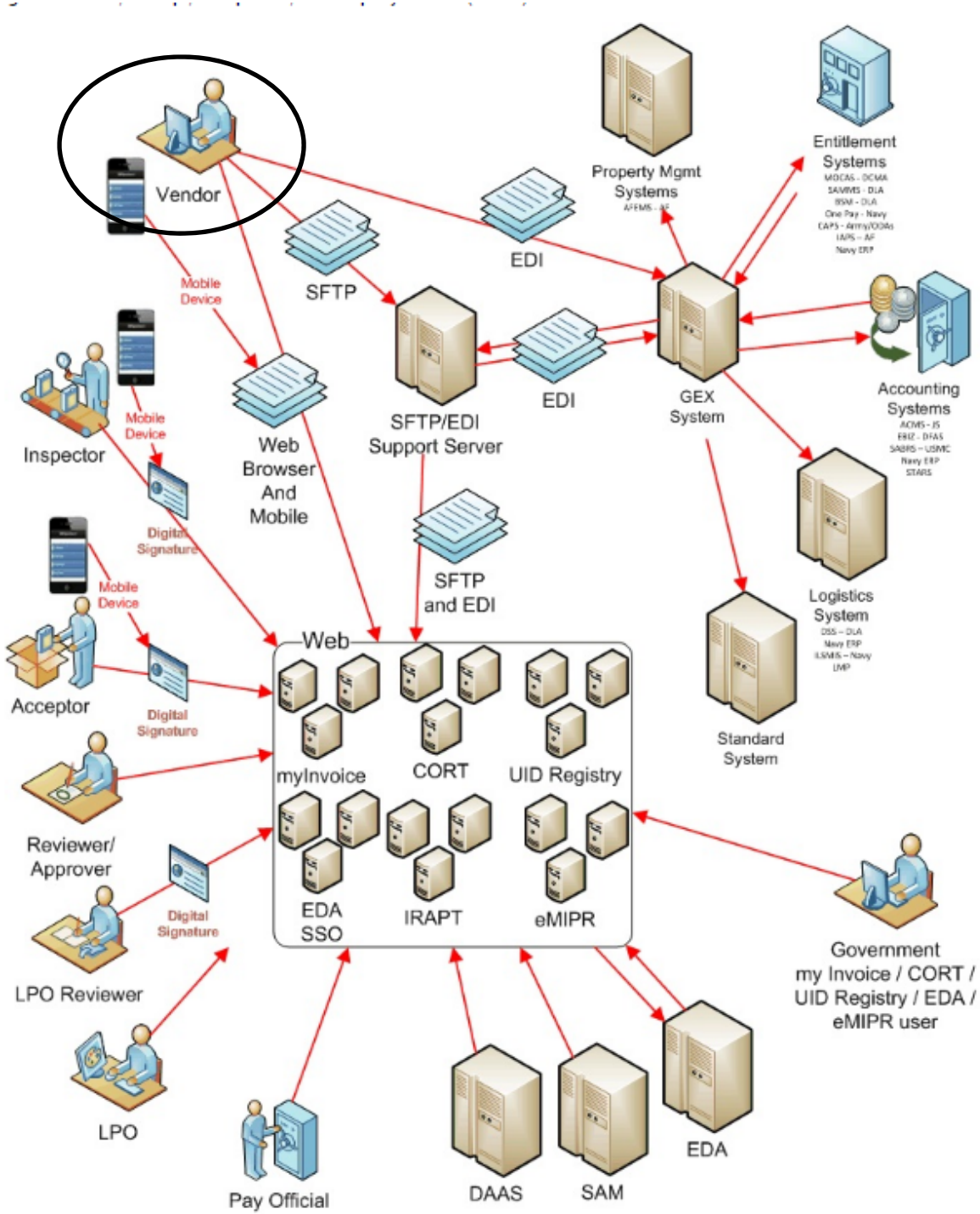

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Registration as a Vendor – 10 steps!
https://wawf.eb.mil

1. SAM.gov
2. Established Electronic Business POC in SAM
3. Call iRAPT Customer Support to add your CAGE Code to your Vendor Group Structure
4. Is the EPOC email working?
5. Designate a Group Administrator (GAM). Typically this is your EPOC, but doesn't have to be.
6. Determine if need batch feeds into system
7. "Machine Setup"

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8. GAM (Group Administrator) registers in WAWF and activates other user roles
9. Other users register
10. Get Training on how to use the system & learn the lingo

https://wawftraining.eb.mil/wbt/

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WAWF/iRAPT Lingo!

iRAPT	Invoice Receipt, Acceptance, and Property Transfer
CAGE	Commercial & Gov't Entity
GAM	Group Administrator
DoDAAC	DoD Activity Address Code
Invoice Type	Don't guess!

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Invoicing Types

iRAPT Documents

- Commercial Item Financing
- Construction Payment Invoice
- Cost Voucher
- Energy Invoice
- Energy Invoice and Energy Receiving Report (Combo)
- Energy Receiving Report
- Grant Voucher
- IGT Performance Evidence Receiving Report
- Invoice and Energy Receiving Report (Combo)
- Invoice and Reparables Receiving Report (Combo)
- Invoice as 2-in-1 (Services Only)
- Invoice
- Invoice Fast Pay
- Misc. Pay
- Navy Construction/Facilities Management Invoice
- Navy Shipbuilding Invoice
- Non Procurement Instruments (NPI) Voucher
- Performance Based Payment
- Progress Payment
- Property Transfer
- Receiving Report
- Reparables Receiving Report
- Telecom Invoice (Contractual and Non-Contractual)

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More iRAPT/WAWF Tips

- If there isn't an asterisk*, it's not required!
- Write instructions for yourself to reference next time you invoice. Include key #'s like your pay office codes and instructions from your contract.
- You must re-set your password every 60 days. After 3 incorrect attempts, locked out.
- Keep your SAM active
- The help desk is helpful! 1-866-615-5988

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ALLIANCE NW

- 100 booth tradeshow
- Over 750 attendees
- 9 high quality workshops
- One-on-one meetings with buyers
- Keynote speeches

March 9, 2017 www.alliancenorthwest.org

Questions, Comments?
Tiffany Scroggs
tscroggs@thurstonedc.com
360-464-6041
www.washingtonptac.org
Photos curtesy of