

How can I find out about WHS acquisitions?

WHS acquisitions to be competed in a "full and open" competition (open to businesses of all sizes, large and small) or to be competed as a "small business set aside" (open to only small businesses) are posted in FebBizOpps (<http://www.febbizopps.gov/>).

How can I put my small business on the WHS "bidders list"?

The WHS Small Business Program maintains an online database of small businesses interested in pursuing WHS acquisitions. As WHS acquisitions arise, an email notification is sent to all the small businesses registered in the database. Small businesses may register in the database at: <https://secureweb.hqda.pentagon.mil/penren/SB/SB-Default.asp>.

The WHS Small Business Program also uses the database to notify registrants of acquisitions by agencies outside WHS that may be of benefit to small businesses. Registrants will also be notified of small business "events" (conferences, seminars, industry days, workshops, etc.).

The database also serves as a marketing tool for registered small businesses. WHS acquisition officials often use the database as a source of small businesses with potential to fill acquisitions.

What's the difference between WHS acquisitions and acquisitions by "The Pentagon"?

WHS is an "Other Defense Agency" within the Department of Defense. WHS is focused mainly on the day-to-day operation and maintenance of the Pentagon building itself and the surrounding grounds, including the ongoing renovation of the Pentagon (scheduled for completion in 2010). WHS also administers other acquisitions as directed by the Office of the Secretary of Defense on an as-needed basis. WHS is just one of the many dozens of acquisition/contracting offices within and throughout the Department of Defense.

What role does the WHS Small Business Office play in WHS acquisitions?

The WHS Small Business Office reviews all WHS acquisitions over \$25,000 to determine whether or not the acquisition can be set aside for small businesses.

For sole-source/direct-award acquisitions being set aside for small businesses, WHS Contracting Officers and Contract Specialists often seek the assistance of the WHS Small Business Office in locating small businesses capable of filling the particular requirement. The Small Business Office performs market research to locate qualified small businesses and passes a list of those businesses to the Contracting Officer or Specialist. The Contracting Officer or Specialist then initiates contact with the small businesses being considered to fill the acquisition.

How can I ensure that my small business is being considered/included in the market research performed by the WHS Small Business Office to fill WHS sole-source/direct-award acquisitions?

The WHS Small Business Office uses two primary sources for its market research -- the U.S. Small Business Administration Dynamic Small Business Search (http://dsbs.sba.gov/pro-net/dsp_dsbs.cfm), formerly known as PRO-Net, and/or the WHS Small Business Database (<https://secureweb.hqda.pentagon.mil/penren/SB/SB-Default.asp>).

To maximize the chance of your small business being selected to fill a WHS requirement through this process, it is imperative that your company's profiles in these two databases be 100% complete and accurate at all times. Pay particular attention to these data fields:

- Capabilities Narrative
- Keywords
- Average Number of Employees
- Average Gross Revenue
- Contact Information (Phone, Email, etc.)

Searches in these databases often initially produce lists with dozens or even hundreds of small businesses on them. The first businesses eliminated from the lists are those with nothing in the Capabilities Narrative or Keywords data fields.

What is the role/function of the WHS Small Business Program/Office?

The WHS Small Business Office is one of many such offices located throughout the Department of Defense. Each contracting/acquisition office within DoD has one or more persons in it that perform the same or similar duties. The primary role of each of these offices is to monitor their organization's acquisitions and to ensure the use of small businesses to fill those requirements to the maximum extent possible. There are also a number of other associated responsibilities. Among them are outreach and education.

The WHS Small Business Office has several outreach programs designed to publicize WHS acquisitions amongst small businesses. This allows small businesses to determine whether or not they provide products and/or services utilized by WHS and whether or not it could be beneficial for them to market their company to WHS. By way of education, the WHS Small Business Office offers general advice and guidance on all federal small business programs, but they also provide more detailed

information on the federal acquisition process and how small businesses can utilize and benefit from the federal programs available to them.

Please direct all questions, comments, suggestions, and requests for additional information to the WHS Small Business Office via email: smallbusinessprogram@whs.mil.