



## *Washington Headquarters Services (WHS)*

### *Small Business Database*

<https://prwebdb.whs.mil/sb/SB-Default.asp>

The WHS Small Business Database is a repository of small businesses which have an interest in WHS acquisitions. The database serves multiple purposes. First, our contracting officers, prime contractors, and potential offerors for our solicitations can use the database as a tool to locate interested small businesses which can fill their requirements. Secondly, it serves as a marketing tool for the small business firms registered in the database. It is also used by the WHS Small Business Office as a mailing list to notify registered businesses of new/upcoming acquisition opportunities and various other small business functions (conferences, seminars, expos, etc.).

(Note: Registration in the WHS Small Business Database requires that your internet browser have 128-bit encryption capability. If your browser does not already have that capability, it can be downloaded from: [http://www.microsoft.com/windows/ie/downloads/recommended/.](http://www.microsoft.com/windows/ie/downloads/recommended/))

In addition to registering in the database, please forward your company's capability statement or brochure to the WHS Small Business Office. If available, please send both a hard copy and an electronic copy.

Mail hard copy to: WHS Acquisition & Procurement Office  
Small Business Program  
1155 Defense Pentagon  
Rosslyn Plaza North, Suite 12063  
Washington DC 20301-1155

Email electronic copy to: [smallbusinessprogram@whs.mil](mailto:smallbusinessprogram@whs.mil) (email file size is limited to 5 MB).

#### **DATABASE REGISTRATION PROCEDURES**

This database is intended for small business contractors only, as defined in the SBA's online size standard reference ([Small Business Size Standards matched to North American Industry Classification System \(NAICS\) Codes](#)), which have not been debarred from furnishing materials, supplies, or services to the Federal Government, and which are interested in contracting opportunities with WHS. (For additional information on determining your business size, please refer to the [SBA Guide to Definitions of Small Business](#)).

We suggest that you print the blank profile form in advance and use it as a guide in assembling the information needed to complete the registration. (**Note: When registering your company or updating your company's profile, your active session in the database is limited to approximately 20 minutes.**)

Be sure to fill in the MANDATORY fields and use the formats shown on the right side of the form. The MANDATORY fields are:

- **User ID:** 4-10 characters
- **Password:** 8-10 characters
- **Name of Firm:** Up to 80 characters
- **Address, line 1:** Up to 60 characters
- **City:** Up to 30 characters
- **State:** 2-letter US Postal Service code
- **Zip or Zip+4 Code:** 99999 or 99999-9999
- **Phone Number:** 999-999-9999 (ext 9999)
- **Fax Number:** 999-999-9999
- **E-mail Address:** Up to 200 characters (You may enter multiple email addresses as long as they are separated by a semicolon (;) with no blank spaces in between.)
- **Capabilities:** Up to 500 characters each. Insert words or phrases that identify what your company sells or services provided. Do not waste space by writing complete sentences. This area is used primarily for text string searches and sentences are not necessary. (Example: "ELECTRICAL, PLUMBING, INSTALLATION, REPAIR")

**Primary Capabilities** (text) include the basic or core products or services in which your company specializes.

**Secondary Capabilities** (text) include other products or services which your company also provides.

- **NAICS Codes:** Up to 25 NAICS codes, separated by commas, each consisting of **exactly** 6 digits. To look up codes pertinent to your business, visit the SBA's [NAICS Search Page](#). NAICS codes are often used to search for companies.

**Primary NAICS codes** (numeric) include basic or core services, in which your company specializes.

**Secondary NAICS codes** (numeric) include other services, which your company also provides.

- **Security Clearance Information:** Highest level of Facility Security Clearance currently held by your company and highest level of Personal Security Clearance held by any employee of your company.