

Washington Headquarters Services (WHS)

Office of Small Business Programs

**SMALL
BUSINESS
GUIDE**

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TABLE OF CONTENTS

	Page
WASHINGTON HEADQUARTERS SERVICES (WHS) SMALL BUSINESS DATABASE	4
WHS SMALL BUSINESS ASSISTANCE & INFORMATION.....	5
FEDERAL BUSINESS OPPORTUNITIES (FEDBIZOPPS)	5
FIRSTGov	5
FEDERAL ACQUISITION JUMPSTATION	6
US DEPARTMENT OF COMMERCE MINORITY BUSINESS DEVELOPMENT AGENCY	6
DOING BUSINESS WITH DoD	6
AIR FORCE SMALL BUSINESS ONLINE LEARNING CENTER	6
CENTRAL CONTRACTOR REGISTRATION	6
CATALOG OF FEDERAL DOMESTIC ASSISTANCE	7
DoD PROCUREMENT TECHNICAL ASSISTANCE PROGRAM (PTAP):.....	7
US SMALL BUSINESS ADMINISTRATION	7
<i>Office of Advocacy</i>	7
<i>Dynamic Small Business Search (DSBS)</i>	8
<i>Updating Your Company's Profile Information in the SBA Dynamic Small Business Search</i>	8
<i>Government Information Locator Service (GILS)</i>	9
<i>Non-Profit</i>	9
<i>Small Business Investment Companies (SBIC) Program</i>	9
<i>SUB-Net</i>	9
<i>TECH-Net</i>	9
<i>Export.gov</i>	10
<i>Trade Mission OnLine</i>	10
<i>Business.gov</i>	10
<i>BusinessLaw.gov</i>	10
<i>OnLine Women's Business Center</i>	11
<i>Office of Federal Contract Assistance to Women Business Owners (CAWBO)</i>	11
<i>Small Business Development Centers</i>	11
<i>Office of Veterans Business Development</i>	12
GENERAL SERVICES ADMINISTRATION	12
<i>Office of Small Business Utilization</i>	12
<i>The Mid-Atlantic Regional Office of Small Business Utilization</i>	12
<i>GSA Subcontracting Directory</i>	12
<i>Federal Procurement Data Center-Next Generation (FPDC-NG)</i>	13
FACILITY (CORPORATE) AND PERSONNEL SECURITY CLEARANCES.....	13
<i>Facility Security Clearances</i>	13
<i>Personnel Security Clearances</i>	14
SMALL BUSINESS INNOVATION RESEARCH PROGRAM (SBIR).....	15
SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM (STTR)	17
UNITED STATES POSTAL SERVICE.....	18
DEPARTMENT OF VETERANS AFFAIRS -- CENTER FOR VETERANS ENTERPRISE	18
NATIONAL VETERANS BUSINESS DEVELOPMENT CORPORATION.....	18
DEPARTMENT OF LABOR ELAWS	19
CONTRACTING OPPORTUNITY LISTINGS AND FORECASTS	20
U.S. GOVERNMENT LISTINGS	20
REGIONAL GOVERNMENT CONTRACTING OPPORTUNITY LISTINGS	21
COMMERCIAL WEBSITES LISTING GOVERNMENT BUSINESS OPPORTUNITIES	21
LISTING OF FEDERAL OFFICES OF SMALL & DISADVANTAGED BUSINESS UTILIZATION (OSDBU)	22

GUIDE TO DOD CONTRACTING OPPORTUNITIES26

CONTRACTING OFFICERS’ TIPS FOR INCREASING THE ODDS WHEN COMPETING FOR FEDERAL AGENCY CONTRACTS28

MENTOR-PROTÉGÉ PROGRAMS31

 US SMALL BUSINESS ADMINISTRATION 31

 DEPARTMENT OF DEFENSE (DOD) 32

 DIFFERENCES 33

INSTRUCTIONS FOR EDITING KEYWORDS AND CAPABILITIES NARRATIVE IN THE SBA DYNAMIC SMALL BUSINESS SEARCH DATABASE (FORMERLY PRO-NET)35

WHS SMALL BUSINESS OFFICE CONTACT INFORMATION36



**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** (email file size is limited to 5 MB).

WHS SMALL BUSINESS ASSISTANCE & INFORMATION

Federal Business Opportunities (FedBizOpps)

The FedBizOpps website (<http://www.fedbizopps.gov>) can be an invaluable source of information on US Federal Government contract opportunities. FedBizOpps is the single Government Point-of-Entry for all Federal Government procurement opportunities over \$25,000 -- including the Department of Defense. Government buyers publicize their business opportunities by posting information directly to FedBizOpps via the internet. Through this single internet portal, commercial vendors seeking federal markets for their products and services can search, monitor, and retrieve opportunities solicited by the entire federal contracting community.

- (1) Help vendors find opportunities. FedBizOpps is an electronic portal for vendors to identify business opportunities within the Federal Government.
- (2) Help vendors begin the procurement process. Once an opportunity is found, FedBizOpps helps vendors bid on and win business by providing links to resources such as the Central Contractor Registration (CCR), the Federal Agency's technical data sites, and on-line bidding modules.
- (3) Educate vendors on selling to the Federal Government. Even the most seasoned vendor knows that federal procurement regulations are ever changing and new sources of information appear daily. They strive to help educate vendors on federal e-procurement and direct them to online informational resources.
- (4) FedBizOpps Solicitation Notification Program. You can sign up for automatic email alerts notifying you when a pre-solicitation or solicitation relating to your business is made available and released by FedBizOpps.

Located elsewhere on the WHS Small Business Office website is a guide to locating WHS contract opportunities in FedBizOpps and instructions on how to sign-up for the automatic email notifications whenever new WHS postings are made. Click [here](#) to go to the guide now.

FirstGov

Whatever you want or need from the U.S. Government, it's listed on the FirstGov website (<http://www.firstgov.com/index.shtml>). FirstGov is the official U.S. gateway to all government information. The website transcends the traditional boundaries of government and it is global, connecting the world to all U.S. Government information and services. The FirstGov search engine and ever-growing collection of topical and customer-focused links connects to millions of web pages from the Federal Government, local and tribal governments, and foreign nations around the world. On FirstGov, you can search more than 51 million web pages from federal and state governments, the District of Columbia, and U.S. territories. Most of these pages are not available on commercial websites. FirstGov has the most comprehensive search of government anywhere on the Internet. FirstGov can help you find and do business with governments online, on the phone, by mail, or in person. By selecting customer gateways (citizens, business, and government) you can find exactly what you need.

Federal Acquisition Jumpstation

The Federal Acquisition Jumpstation (<http://prod.nais.nasa.gov/pub/fedproc/home.html>) links you to internet sites of federal procurement information. The site is designed to provide the business community a central starting point to quickly access federal procurement documents and establishing a "single face" for federal acquisitions. At destinations linked from this page, you can retrieve acquisition forecasts, announcements of upcoming and current acquisitions, solicitations, small business assistance information, plus federal acquisition regulations.

US Department of Commerce Minority Business Development Agency

The Minority Business Development Agency website (<http://www.mbda.gov/>) has a wealth of information for small businesses. There is information available regarding access to markets, access to capital, management and technical assistance, and education & training.

Of particular interest to minority-owned businesses is the Phoenix minority business opportunity matching system. Once you register your company in Phoenix, you will receive information, by email or fax, about business opportunities available to Minority Businesses Enterprises (MBEs) matching your company profile. The information includes details regarding the business opportunity and information on who to contact to apply (i.e., one-time request for quote on chairs for elementary schools, or a long-term contract for highway construction). Phoenix eligibility is limited to Minority Business Enterprises (MBEs), which are defined as companies owned by someone belonging to one of the following groups: African American, Aleuts, Asian Indian, Asian Pacific American, Eskimo, Hasidic Jew, Native American, Puerto Rican, Spanish - Speaking Americans. (Firms owned by women who do not belong to one of these groups are not eligible.)

Doing Business With DoD

(http://www.acq.osd.mil/osbp/doing_business/DoD_Contracting_Guide.htm) A general outline and guide to the process of doing business with the U.S Department of Defense (DoD). The guide contains links to many good sources of acquisition information and contacts.

Air Force Small Business Online Learning Center

(http://www.selltoairforce.org/sell2af_sb1c) This online learning center provides a wide range of information useful to small businesses for not only selling to the U.S. Air Force, but for selling to the U.S. Government in general. It contains online tutorials on many useful business topics.

Central Contractor Registration

If your company is seeking a contract of any type or size with the Department of Defense (DoD) or any agency thereof, your company should be registered in the Central Contractor Registration (CCR) Database (<https://www.bpn.gov/CCR/scripts/index.html>). Registration in CCR is mandatory prior to award of most contracts with DoD or an agency thereof in accordance with the Defense Federal Acquisition Regulation Supplement (DFARS) (<http://www.acq.osd.mil/dpap/dfars/>). Many other US Federal Government agencies and departments outside DoD also require CCR registration.

Catalog of Federal Domestic Assistance

(Popular Name: Counseling on Doing Business with the Federal Government)

The catalog (<http://12.46.245.173/cfda/cfda.html>) is designed to promote the interest and participation of business concerns, especially small businesses and small disadvantaged businesses, women-owned small businesses, and businesses located in HUBZones in government procurement, and to provide publications to assist businesses in their marketing efforts.

DoD Procurement Technical Assistance Program (PTAP):

The DoD PTAP was established by Congress in 1985 to assist state and local governments and other private nonprofit entities in establishing and maintaining procurement technical assistance activities to help business firms market their goods and services to DoD. In 1991, the PTAP was expanded to offer assistance to firms wishing to market to any Federal agency. The Defense Logistics Agency, on behalf of the Secretary of Defense, administers the DoD Procurement Technical Assistance (PTA) Cooperative Agreement Program. PTAP can help you find bidding opportunities, write winning proposals, and turn those proposals into revenue-producing business.

Procurement Technical Assistance Centers (PTACs) (<http://www.aptac-us.org/>) are a local resource that can provide assistance to business firms in marketing products and services to the federal, state, and local governments. PTACs are also funded by the Defense Logistics Agency (DLA) and local or state governments, and for the most part, the services are free to businesses. Cooperative agreement awards are made and administered by the Defense Contract Management District (DCMD) Small Business Offices. All awards are made competitively for a twelve-month period unless extended. PTAC assistance is provided through telephone calls, correspondence, or personal discussions. PTAC services include, but are not limited to, providing advice and assistance regarding marketing opportunities or technical assistance in areas such as:

- Matching the firm's products and/or services with that being purchased by federal agencies
- Obtaining specifications
- Preparing requests to be placed on solicitation mailing lists
- Preparing offers
- Providing post-award assistance in areas such as production, quality system requirements, finance, engineering, and transportation
- Distribution of publications and referring firms to other sources for advice and assistance

US Small Business Administration

The Small Business Administration (SBA) (<http://www.sba.gov/index.html>) has an almost endless list of resources of great interest and value to any small business. Among them are:

Office of Advocacy

Created by Congress in 1976, the Office of Advocacy of the U.S. Small Business Administration (SBA) is an independent voice for small business within the federal government. Appointed by the President and confirmed by the U.S. Senate, the Chief Counsel for Advocacy directs the office. The

Chief Counsel advances the views, concerns, and interests of small business before Congress, the White House, federal agencies, federal courts, and state policy makers. Economic research, policy analyses, and small business outreach help identify issues of concern. Regional Advocates and an office in Washington DC support the Chief Counsel's efforts.

The Office of Advocacy website (<http://www.sba.gov/advo/>) is an almost endless source of information useful to small businesses. It contains a "News Room", access to statistics, business laws and regulations, contact information for regional SBA offices, and dozens of links to other useful business-related websites.

Dynamic Small Business Search (DSBS)

(http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm) (formerly known as PRO-Net) is an electronic gateway of procurement information for and about small businesses. It is used as a search engine by contracting officers and acquisition specialists to locate small businesses and as a marketing tool for small businesses.

DSBS is an internet-based database of information on more than 195,000 small, disadvantaged, 8(a), HUBZone, and women-owned businesses. It is free to federal and state government agencies as well as prime and other contractors seeking small business contractors, subcontractors, and/or partnership opportunities. DSBS is open to all small firms seeking federal, state and private contracts.

Business profiles in the DSBS system include data from SBA's files and other data bases, plus additional business and marketing information on individual firms. Profiles are structured like executive business summaries, with specific data search fields that are user-friendly and designed to meet the needs of contracting officers and other potential users searching for small businesses. The company profiles afford vendors an opportunity to put a controlled "marketing spin" on their businesses. Companies with "home-pages" can link their web site to their DSBS profile, creating a very powerful marketing tool.

Updating Your Company's Profile Information in the SBA Dynamic Small Business Search

Many government and corporate contracting offices use the U.S. Small Business Administration Dynamic Small Business Search (http://dsbs.sba.gov/pro-net/dsp_dsbs.cfm), formerly known as PRO-Net, to perform market research. To maximize the chance of your small business being selected to fill a contract requirement through this process, it is imperative that your company's profile in the database 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
- Bonding Information (if applicable)
- Contact Information (Phone, Email, etc.)

Searches in this database often initially produce lists with dozens or even hundreds of small businesses on them. In many cases, the first businesses eliminated from the lists are those with nothing in the Capabilities Narrative or Keywords data fields.

To update your company's profile information in the SBA Dynamic Small Business Search, see Attachment 6 to this guide and follow the instructions. Click [here](#) to go there now.

Government Information Locator Service (GILS)

(<http://www.sba.gov/gils/>) is a decentralized collection of agency-based information locators and associated information services. GILS is intended to identify public information resources throughout the U.S. Federal Government, describe the information available in those resources, and provide assistance in obtaining the information.

Non-Profit

This new area of SBA's web site (<http://www.sba.gov/nonprofit/>) is designed to help nonprofit organizations by presenting nonprofit information pertinent to small businesses, as well as to providing access to online Federal information and services. The site is linked to official Federal Departments and agencies that contain information about grants, regulations, taxes, and other services.

Small Business Investment Companies (SBIC) Program

(<http://www.sba.gov/INV/forentre.html>). Whether your business is in the early stages of development or already thriving and seeking growth capital, the SBIC Program can help you determine if venture capital financing is right for your company – and, if so, who in the SBIC community might be willing to consider an investment. As the nation's largest fund of funds, the SBIC Program does not invest directly in small businesses. Instead, SBA puts its confidence in premier venture capital funds to evaluate and invest in promising small companies.

Entrepreneurs have three sources to search for active SBICs. The first is the SBIC directory -- a U.S. map on the SBIC homepage at www.sba.gov/inv. Just click on the state or states where your company is located. (Coming soon, SBA will be adding more search capabilities so entrepreneurs can look for SBICs according to investment stage, geographic, or industry focus). The second source of SBIC information is under the member listing of the National Association of Small Business Investment Companies (NASBIC) at www.nasbic.org. The third source is the National Association of Investment Companies (NAIC) website at www.naicvc.com, which dedicates financial resources to investment in an ethnically diverse marketplace.

SUB-Net

(<http://web.sba.gov/subnet/>) is used by prime contractors to post subcontracting opportunities. These may or may not be reserved for small business, and they may include solicitations or other notices (i.e., notices of sources sought for teaming partners and subcontractors on future contracts). The web site is designed primarily as a place for large businesses to post solicitations and notices, however, it is also used by federal agencies, state and local governments, non-profit organizations, colleges and universities, and even foreign governments for the same purpose. A redesign of the web site has shifted the traditional marketing strategy from the shotgun approach to one that is more focused and sophisticated. Instead of marketing blindly to hundreds of prime contractors with no certainty that any given company has a need for a product or service, small businesses can use their limited resources to identify concrete, tangible opportunities and then bid on them.

TECH-Net

[\(http://tech-net.sba.gov/\)](http://tech-net.sba.gov/) is an electronic gateway of technology information and resources for and about small high tech businesses. It is a search engine for researchers, scientists, state, federal and local government officials, a marketing tool for small firms, and a potential "link" to investment opportunities for investors and other sources of capital. TECH-Net is a database of information containing Small Business Innovation Research (SBIR) awards, Small Business Technology Transfer (STTR) awards, Advanced Technology Program (ATP) awards, and Manufacturing Extension Partners (MEP) centers. It is a free service for those seeking small business partners, small business contractors and subcontractors, leading edge technology research, research partners (small businesses, universities, federal labs, and non-profit organizations), manufacturing centers, and investment opportunities.

Export.gov.

[\(http://www.export.gov/index.asp\)](http://www.export.gov/index.asp) provides a wealth of information on international business.

Trade Mission OnLine

[\(http://www.sba.gov/tmonline/\)](http://www.sba.gov/tmonline/) is a database of U.S. small businesses that seek to export their products. To be included in this database, a U.S. small business must first register its company and export information and receive a password for future reentry to update their exporter profile. TM OnLine is also a search engine for foreign firms and U.S. businesses seeking a U.S. business partner or supplier through such means as direct product sales, licensing, or franchising agreements. TM OnLine will also be used by the SBA to recruit for foreign trade missions and to provide trade leads to registered companies.

Business.gov

[\(http://www.business.gov\)](http://www.business.gov). Over 40 different Federal agencies assist or regulate businesses. With so many sources of information, finding what you want can be complicated and time-consuming. Business.gov is one of the E-Government initiatives in the President's Management Agenda. It was developed to provide better customer service for small businesses interacting with the Federal Government. Business.gov provides a one-stop, common access point for Federal Government services and information needed to assist with starting, running, and growing a business.

Business.gov is a collaborative effort managed by the U.S. Small Business Administration. Partner executive departments include Department of Commerce (DOC), Department of Energy (DOE), Department of Health and Human Services (HHS), Department of Homeland Security (DHS), Department of the Interior (DOI), Department of Justice (DOJ), Department of Labor (DOL), and Department of Transportation (DOT). They also partner with the following independent agencies and government corporations: Environmental Protection Agency (EPA), General Services Administration (GSA), and the Social Security Administration (SSA).

BusinessLaw.gov

[\(http://www.business.gov/topics/business_laws/\)](http://www.business.gov/topics/business_laws/) a part of Business.gov (above). It is an online resource guide designed to provide legal and regulatory information to America's small businesses. Because laws and regulations affect every aspect of business strategy, topics covered on the site range from the most basic and crucial, such as choosing a business structure or hiring a lawyer, to highly specialized issues such as e-commerce and exporting. The site also acts as a gateway to federal, state, and local information that affects small businesses. From the site, business owners can quickly check zoning codes for their local area, or file a complaint with the Office of the National Ombudsman. One

of the main reasons small businesses fail is because they don't seek legal help at critical development stages. BusinessLaw.gov assumes that every business stage is a critical one. Its goal is to provide knowledge of basic legal issues so that businesses can identify potential problems early and take preventative action.

OnLine Women's Business Center

(<http://www.onlinewbc.gov/>) promotes the growth of women-owned businesses through programs that address business training and technical assistance and provide access to credit, capital, federal contracts, and international trade opportunities. With a women's business ownership representative in every SBA district office, a nationwide network of mentoring roundtables, women's business centers in nearly every state and territory, women-owned venture capital companies, and the Online Women's Business Center, the SBA's Office of Women's Business Ownership is helping women start and build successful businesses. At every stage of developing and expanding a successful business, the Office of Women's Business Ownership's function is to counsel, teach, encourage, and inspire.

Office of Federal Contract Assistance to Women Business Owners (CAWBO)

(<http://www.womenbiz.gov>). Established at the SBA in October 2000. Its mission is to assist Women-Owned Small Businesses (WOSBs) in reaching or surpassing the established goals of five percent of awards in both federal contract and subcontract dollars. CAWBO works with federal agencies and with federal prime contractors.

To aid new or established WOSBs seeking more federal-related business, CAWBO and the National Women's Business Council developed the website. It provides over 100 links to federal procurement and subcontracting information, opportunities, and registration sites for bidder's lists. It also contains information on obtaining WOSB federal or private certifications and a list of the Offices of Small & Disadvantaged Business Utilization (OSDBUs) at various federal agencies.

Small Business Development Centers

(<http://www.sba.gov/sbdc/>) offer one-stop assistance to small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort of the private sector, the educational community, and federal, state and local governments. It enhances economic development by providing small businesses with management and technical assistance.

There are 58 SBDCs across the nation with a network of nearly 1,000 service locations. In each state there is a lead organization which sponsors the SBDC and manages the program. The lead organization coordinates program services offered to small businesses through a network of subcenters and satellite locations in each state. Subcenters are located at colleges, universities, community colleges, vocational schools, chambers of commerce and economic development corporations. Each center develops services in cooperation with local SBA district offices to ensure statewide coordination with other available resources.

The SBDC Program is designed to deliver up-to-date counseling, training, and technical assistance in all aspects of small business management. SBDC services include, but are not limited to, assisting small businesses with financial, marketing, production, organization, engineering and technical problems, and feasibility studies. Special SBDC programs and

economic development activities include international trade assistance, technical assistance, procurement assistance, venture capital formation, and rural development.

Assistance from an SBDC is available to anyone interested in beginning a small business for the first time or improving or expanding an existing small business, who cannot afford the services of a private consultant.

The SBA has offices located throughout the country. For the one nearest you, consult the telephone directory under "U.S. Government", or call the Small Business Answer Desk at 1-800-8-ASK-SBA or (202) 205-7064 (fax). For the hearing impaired, the TDD number is (202) 205-7333.

Office of Veterans Business Development

(<http://www.sba.gov/VETS/>) is dedicated to serving the veteran entrepreneur by formulating, executing, and promoting policies and programs of the agency that provide assistance to veterans seeking to start and develop small businesses.

General Services Administration

Office of Small Business Utilization

(Web page is accessed through the GSA home page at <http://www.gsa.gov>.) is GSA's advocate for small, minority, and women business owners. Their mission is to promote increased access to GSA's nationwide procurement opportunities. Small business activities are supported by program experts at GSA headquarters, through Small Business Centers in 11 regional offices, by Small Business Technical Advisors in the GSA Federal Supply Service, the GSA Federal Technology Service, and the GSA Public Buildings Service (the web pages for all three are accessible through the GSA home page (<http://www.gsa.gov>)). GSA's small business programs nurture entrepreneurial opportunities, open doors to new business horizons, and enhance technological capabilities. Their outreach activities make it possible for small businesses to meet key contracting experts and be counseled on the GSA procurement process. This includes procurement networking sessions, marketing strategies and techniques workshops, electronic commerce/electronic data interchange training sessions, interagency networking breakfasts, trade missions, roundtables, workshops for historically black colleges and universities, and procurement conferences. For further information about GSA's small business programs, contact them at small.business@gsa.gov.

The Mid-Atlantic Regional Office of Small Business Utilization

(<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelPage=%252Fep%252Fchannel%252FgsaOverview.jsp&channelId=-13382>) serves the small business community in the states of Pennsylvania, Delaware, southern New Jersey, West Virginia, Maryland, and Virginia, excluding Washington DC, and the surrounding jurisdictions of Montgomery County and Prince Georges's County in Maryland, and Alexandria City, Arlington County, Fairfax County, and Loudon County in Virginia. The National Capital Region, located in Washington DC, serves these jurisdictions.

GSA Subcontracting Directory

(http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=13765&noc=T) is published as an aid to small business concerns seeking subcontracting opportunities with General Services Administration (GSA) prime contractors.

Large business prime contractors receiving federal contracts valued at over \$1 million for construction, \$550,000 for all other contracts, are required to establish plans and goals for subcontracting with small business firms. This directory is a listing of GSA contractors with subcontracting plans and goals.

Companies are listed alphabetically by name within each of the eleven GSA regions. Each listing contains the company's name, products or services, address, and the name and telephone number of the small business contact within the company, in that order.

Small business concerns should not overlook procurement opportunities existing on a prime contract award basis with GSA. The eleven GSA Small Business Centers, offer information regarding these opportunities. See the accompanying list of Small Business Centers for the one nearest you.

Questions about the GSA subcontract requirements may be addressed to the regional office nearest you or the OSBU National Office at 1800 F Street NW, Washington DC 20405, telephone (202) 501-1021.

Federal Procurement Data Center-Next Generation (FPDC-NG)

The FPDC, part of the U.S. General Services Administration (GSA), operates and maintains the Federal Procurement Data System-Next Generation (FPDS-NG) (<https://www.fpds.gov/>). The FPDS-NG is the central repository of statistical information on Federal contracting. The system contains detailed information on contract actions over \$25,000 and summary data on procurements of less than \$25,000. The Executive departments and agencies award over \$200 billion annually for goods and services. The system can identify who bought what, from whom, for how much, when and where.

Facility (Corporate) and Personnel Security Clearances

Facility Security Clearances

The Defense Security Service (DSS) clears approximately 800,000 industry personnel under the National Industrial Security Program (NISP) on behalf of DoD and 21 other government agencies. The DSS Facility Clearance Branch processes contractors for Facility Security Clearance (FCL) based upon procurement need, issues FCLs, and monitors the contractors' continued eligibility in the NISP. The term facility is used within the NISP as a common designation for an operating entity consisting of a plant, laboratory, office, college, university, or commercial structure with associated warehouse, storage areas, utilities, and components, which are related by function or location. The term is not used to refer to Government installations.

A facility security clearance (FCL) is an administrative determination that a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted. The FCL may be granted at the Confidential, Secret, or Top Secret level. The FCL includes the execution of a Department of Defense Security Agreement (DD Form 441). Under the terms of the agreement, the Government agrees to issue the FCL and inform the contractor as to the security classification of information to which the contractor will have access. The contractor, in turn, agrees to abide by the security requirements set forth in the National Industrial Security Program Operating Manual (NISPOM) (<http://www.dss.mil/isec/nispom.htm>).

A contractor or prospective contractor cannot apply for its own facility clearance. A procuring activity of the Government, or a cleared contractor in the case of subcontracting, may request the clearance when a definite, classified procurement need has been established.

To become eligible to be considered for a classified bid or quotation, the same process used in the case of an unclassified procurement is involved. The facility must qualify as a bidder to a Government procurement activity or to a prime contractor or subcontractor performing on a Government contract. If the bid or potential subcontract involves access to classified information, the procuring activity or cleared prime contractor submits a request to clear the prospective bidder. Personnel from the Facility Clearance Branch at Defense Industrial Security Clearance Office (DISCO) evaluate the request and assure that the request is valid.

When the Facility Clearance Branch at DISCO determines that the request is valid, processing information is relayed to the appropriate DSS Industrial Security Field Office. The facility is then assigned to a DSS Industrial Security Representative (IS Rep). The IS Rep will obtain information concerning the facility, provide the facility with instructions on completing the necessary forms, and provide basic information about the NISP. The IS Rep will also provide guidance to the facility in establishing an industrial security program.

There is no direct charge to the contractor for processing a facility security clearance. However, the contractor is responsible for security costs associated with participation in the NISP (such as classified storage containers, etc.). Accordingly, contractors should determine their security requirements and related costs and consider such costs when submitting a bid. The IS Rep can assist the facility in determining the necessary security requirements.

The facility clearance remains in effect as long as the Security Agreement, DD Form 441, is effective. This agreement may be terminated by either party by thirty days notice. Generally, most facility security clearances remain in effect as long as there is a need for the contractor to have access to classified information.

Personnel Security Clearances

The Department of Defense issues the personnel security clearances for U.S. citizen employees of a contractor who requires access to classified information. Requests for clearances are sent to the Defense Industrial Security Clearance Office (DISCO) which issues clearances for industry personnel on behalf of the DoD and User Agencies. Personnel security clearances must be kept to an absolute minimum and are based on contractual needs.

DISCO conducts personnel security investigations. The investigation generally includes inquiries of law enforcement files; a financial check; review of pertinent records; and interviews of your friends, coworkers, employers, neighbors, and other individuals, as appropriate. DSS conducts several different types of personnel security investigations depending on the type of clearance or access the individual requires. The types of investigations are as follows:

Single-Scope Background Investigation -- the basis for a Top Secret Clearance
Periodic Reinvestigations -- the basis for continuing access to information at the following clearance levels:

Top Secret

Secret

Confidential

National Agency Check, Local Agency Check (NAC/LAC) -- the basis for a Secret or a Confidential Clearance

Special Investigative Inquiry -- conducted when allegations are received about possible unsuitable conduct of a cleared individual

Trustworthiness Investigation -- the basis for access to unclassified, but sensitive positions (e.g., on individuals who will handle money)

A Personnel Security Investigation is initiated when DISCO receives the appropriate security forms electronically from their customers in the DoD and its contractors. To prevent delays in opening and processing investigations, the security forms should be sent to DISCO electronically. To learn more about the electronic version of the security forms used, please visit the Defense Security Service (DSS) Electronic Personnel Security Questionnaire (EPSQ) website (<http://www.dss.mil/epsq/index.htm>).

An individual may be processed for a personnel security clearance when employed by a cleared contractor in a job requiring access to classified information. As an exception, a candidate for employment may be processed for a personnel security clearance provided a written commitment for employment has been made by the contractor that prescribes a fixed date for employment within the ensuing 180 days, and the candidate has accepted the employment offer in writing.

Non-U.S. citizens are not eligible for a personnel security clearance. However, under rare circumstances, a non-U.S. citizen may be issued a Limited Access Authorization for access to classified information. Specific criteria and limitations are provided in the National Industrial Security Program Operating Manual, commonly referred to as the NISPOM.

Small Business Innovation Research Program (SBIR)

SBIR is a highly competitive program that encourages small business to explore their technological potential and provides an incentive to profit from commercialization. By including qualified small businesses in the nation's Research & Development (R&D) arena, high-tech innovation is stimulated and the United States meets its specific research and development needs. SBIR targets the entrepreneurial sector because that is where most innovation and innovators thrive. However, the risk and expense of conducting R&D efforts are often beyond the means of many small businesses. By reserving a specific percentage of federal R&D funds for small business, SBIR protects the small business and enables it to compete on the same level as larger businesses. SBIR funds the critical startup and development stages and encourages the commercialization of the technology, product, or service.

SBIR Qualifications. Small businesses must meet certain eligibility criteria to participate in the SBIR program. They are:

- American-owned and independently operated
- For-profit
- Principal researcher employed by business

- Company size limited to 500 employees

The SBIR System. Each year, ten federal departments and agencies are required by SBIR to reserve a portion of their R&D funds for award to small business. These agencies designate R&D topics and accept proposals. The ten agencies are:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Transportation
- Environmental Protection Agency
- National Aeronautics and Space Administration
- National Science Foundation

Following submission of proposals, the agencies make SBIR awards based on small business qualification, degree of innovation, technical merit, and future market potential. Small businesses that receive awards or grants then begin a three-phase program.

Phase I is the startup phase. Awards of up to \$100,000 for approximately 6 months support exploration of the technical merit or feasibility of an idea or technology. Phase II awards of up to \$750,000, for as many as 2 years, expand Phase I results. During this phase, the R&D work is performed and the developer evaluates commercialization potential. Only Phase I award winners are considered for Phase II. Phase III is the period during which Phase II innovation moves from the laboratory into the marketplace. No SBIR funds support this phase. The small business must find funding in the private sector or other non-SBIR federal agency funding.

The US Small Business Administration is the coordinating agency for the SBIR program. It directs the ten agencies' implementation of SBIR, reviews their progress, and reports annually to Congress on its operation. SBA is also the information link to SBIR. SBA collects solicitation information from all participating agencies and publishes it quarterly in a Pre-Solicitation Announcement (PSA). The PSA is the single source for the topics and anticipated release and closing dates for each agency's solicitations. For more information on the SBIR Program, contact the US Small Business Administration Office of Technology, 409 Third Street SW, Washington DC 20416, phone 202-205-6450.

The Department of Defense is one of the largest users and participants in the STTR Program. The DoD SBIR website (<http://www.acq.osd.mil/osbp/sbir/index.htm>) has additional information. You may also sign up to receive email notifications of all new solicitations (sbirlist@listserv.dodsbir.net?subject=SUBSCRIBE).

Small Business Technology Transfer Program (STTR)

STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions.

STTR is a highly competitive program that reserves a specific percentage of federal R&D funding for award to small business and nonprofit research institution partners. Nonprofit research laboratories are instrumental in developing high-tech innovations. But frequently, innovation is confined to the theoretical, not the practical. STTR combines the strengths of both entities by introducing entrepreneurial skills to high-tech research efforts. The technologies and products are transferred from the laboratory to the marketplace.

STTR Qualifications. Small businesses must meet certain eligibility criteria to participate in the STTR Program. They are:

- American-owned and independently operated
- For-profit
- Principal researcher need not be employed by small business
- Company size limited to 500 employees (No size limit for nonprofit research institution)

The nonprofit research institution must also meet certain eligibility criteria:

- Located in the US
- Meet one of three definitions
- Nonprofit college or university
- Domestic nonprofit research organization
- Federally funded R&D center (FFRDC)

Each year, five federal departments and agencies are required by STTR to reserve a portion of their R&D funds for award to small business/nonprofit research institution partnerships. These agencies designate R&D topics and accept proposals. The agencies are:

- Department of Defense
- Department of Energy
- Department of Health and Human Services
- National Aeronautics and Space Administration
- National Science Foundation

Following submission of proposals, the agencies make STTR awards based on small business/nonprofit research institution qualification, degree of innovation, and future market potential. Small businesses that receive awards or grants then begin a three-phase program. Phase I is the startup phase. Awards of up to \$100,000 for approximately one year fund the exploration of the

scientific, technical, and commercial feasibility of an idea or technology. Phase II awards of up to \$750,000, for as long as two years, expand the Phase I results. During Phase II, the R&D work is performed and the developer begins to consider commercial potential. Only Phase I award winners are considered for Phase II. Phase III is the period during which Phase II innovation moves from the laboratory into the marketplace. No STTR funds support this phase. The small business must find funding in the private sector or other non-STTR federal agency funding.

The US Small Business Administration plays the role of the coordinating agency for the STTR program. It helps the five agencies implement STTR, reviews their progress, and reports annually to Congress on its operation. SBA is also the information link to STTR. SBA collects solicitation information from all the participating agencies and publishes it periodically in a Pre-Solicitation Announcement (PSA). The PSA is the single source for the topics and anticipated release and closing dates for each agency's solicitations.

The Department of Defense is one of the largest users and participants in the STTR Program. The DoD SBIR website (<http://www.acq.osd.mil/osbp/sbir/index.htm>) has additional information. You may also sign up to receive email notifications of all new solicitations (sbirlist@listserv.dodsbir.net?subject=SUBSCRIBE).

United States Postal Service

The US Postal Service (USPS) website (<http://www.usps.com/>) offers a number of mailing, printing, bill paying services, etc., that can be very useful to a small business. Among others, they offer NetPost Mailing Online. It's a convenient way to send mail from a computer to someone's mailbox. Create and mail printed letters, self-mailers, invoices, newsletters, and postcards in full color, spot color, or black & white printing. They're printed and mailed the next day.

Department of Veterans Affairs -- Center for Veterans Enterprise

(<http://www.vetbiz.gov>) This website is designed to assist veteran-owned businesses and is part of a government-wide effort encompassing a number of federal departments, agencies, and allied organizations. Its purpose is to create new opportunities for veteran-owned and service-disabled veteran-owned businesses.

National Veterans Business Development Corporation

(<http://www.veteranscorp.org>) The National Veterans Business Development Corporation, or simply, "The Veterans Corporation" provides Veterans, including Service-Disabled Veterans, with the tools they need to be successful in business:

- Access to Capital
- Entrepreneurial Education
- Access to Markets
- Access to Services
- Business Networking

No other public or private organization provides this specific assistance to the 24-million-strong Veteran community. The Veterans Corporation, a 501(c)(3) non-profit corporation, was created in 1999

by Public Law 106-50, which also set a 3 percent goal for federal procurement to Veterans including Service-Disabled Veteran-Owned Small Businesses (SD-VOSB).

The Veterans Corporation serves transitioning military personnel and all Veterans of the U.S. Armed Forces, National Guard, and Reserve. They seek to link them with partners and purchasing agents in both the public and private sectors.

Department of Labor ELAWS

[\(http://www.dol.gov/elaws/\)](http://www.dol.gov/elaws/) The Employment Laws Assistance for Workers and Small Businesses (ELAWS) Advisors are interactive tools that provide information about Federal employment laws. Each Advisor simulates an interaction between you and an employment law expert. It asks questions and provides answers based on your responses.

Contracting Opportunity Listings and Forecasts

U.S. GOVERNMENT LISTINGS

A consolidated listing of federal government agency acquisition forecasts is available at the AcqNet website: <http://www.acqnet.gov/AcqNet/FedBusOpps/>.

Defense Advanced Research Projects Agency (DARPA)	http://www.darpa.mil/baa/
Defense Threat Reduction Agency	http://www.dtra.mil/business_opp/index.cfm
Dept of Agriculture	http://www.usda.gov/da/smallbus/sbonline1.htm
Dept of Commerce	http://www.osec.doc.gov/osdbu/Forecast.htm
Dept of Education	http://www.ed.gov/fund/contract/find/forecast.html
Dept of Energy	http://hqlnc.doe.gov/support/SmallBusUtil.nsf/
Dept of Health & Human Services	http://www.hhs.gov/grants/
Dept of Homeland Security	http://www.dhs.gov/dhspublic/display?theme=37&content=3607
Dept of Housing & Urban Development (HUD)	http://www.hud.gov/offices/osdbu/4cast.cfm
Dept of Justice	http://www.usdoj.gov/jmd/osdbu/
Dept of Labor	http://www.dol.gov/osbp/pubs/dolbuys/assist.htm#AF
Dept of State	http://www.statebuy.state.gov/busops.htm
Dept of Transportation	http://osdbu.dot.gov/osdbu_services/Procurement/forecast.cfm
Dept of Treasury	http://www.ustreas.gov/offices/management/dcfo/osdbu/index.html
Dept of Veterans Affairs	http://www.osdbu.va.gov/cgi-bin/WebObjects/FcoPublic.woa
Drug Enforcement Agency	http://128.121.209.186/rfps/rfplist.asp
Federal Aviation Administration	http://www.sbo.faa.gov/sbo/prc_frc_lst.asp?rqn=1
Federal Bureau of Investigation	http://www.fbi.gov/business/business.htm
Federal Business Opportunities	http://www.fedbizopps.gov
Federal Emergency Management Agency	http://www.fema.gov/ofm/business.shtm
Government Services Agency (GSA)	http://w3.gsa.gov/web/iion/con_opp.nsf/da34d87097c2b9358525632a004b48d1?OpenView&Start=1&Count=30&Collapse=1#1
Internal Revenue Service	http://www.irs.gov/opportunities/index.html
National Aeronautics & Space Administration (NASA)	http://procurement.nasa.gov/cgi-bin/nais/forecast.cgi
National Geospatial-Intelligence Agency	http://www.nga.mil/portal/site/nga01/?epi_menuItemID=c1480aea6bac354cdcc133449a27a759&epi_menuID=b7a9ba3525aee259dcc133449a27a759&epi_baseMenuID=b7a9ba3525aee259dcc133449a27a759
National Science Foundation	http://www.nsf.gov/home/about/contracting/index.cfm
Smithsonian Institute	http://www.si.edu/oeema/

Social Security Administration	http://www.ssa.gov/oag/acq/oag_acquisition.htm
Transportation Security Administration	http://www.tsa.gov/public/display?theme=3
US Air Force Long Range Acquisition Estimate	http://www.selltoairforce.org/Opportunities/lrae.asp
US Census Bureau	http://www.census.gov/procur/www/opportunities.html
US Environmental Protection Agency	http://www.epa.gov/oam/
US Geological Survey	http://www.usgs.gov/contracts/
US Nuclear Regulatory Commission	http://www.nrc.gov/who-we-are/forecast.html

Regional Government Contracting Opportunity Listings

State of Maryland	http://www.choosemaryland.org/state/index.asp
eVA -- Virginia's Total e-Procurement Solution	http://www.eva.state.va.us/
Northern Virginia	http://www.dba.state.va.us/smdev/northern/

Commercial Websites Listing Government Business Opportunities

- **FedMarket** (<http://www.fedmarket.com/>)
- **BidLine** (<http://www.bidline.com/>)
- **B2GMarket** (<http://www.b2gmarket.com/>)
- **Business Information and Development Services (BIDS)**
(<http://www.bidservices.com/home.html>)
- **Government Contracting Institute** (<http://www.gcionline.net/about.html>)
- **Loren Data Corp.** (<http://www.ld.com/>)
- **Savage Cyber Search** (<http://www.savagcybersearch.com/>)
- **DoD TechMatch** (<http://www.dodtechmatch.com>)

Listing of Federal Offices of Small & Disadvantaged Business Utilization (OSDBU)

Each federal procurement office and contract management office has the responsibility to counsel and assist small business firms on any problem they may have in understanding procurement regulations and practices, determining the appropriate buying office for their product, or acquiring pertinent data on present or future federal procurements.

Air Force

The Pentagon
SASSB 1060 Air Force
Washington, DC 20330-1060
Phone: (703) 696-1103
Fax: (703) 696-1170
<http://www.selltoairforce.org/sell2airforce/toc.htm>

Army

The Pentagon
Room 3B514
Washington, DC 20310-0106
Phone: (703) 697-2868
Fax: (703) 693-3898
<http://www.sellingtoarmy.info/>

Defense Contract Management Agency (DCMA)

6350 Walker Lane
Alexandria, VA 22310
Phone: (703) 428-0786
Fax: (703) 428-3578
<http://www.dcma.mil/DCMAHQ/dcma-sb/index.htm>

Defense Information Systems Agency (DISA)

701 S. Courthouse Road
D04 Room 1108B
Arlington, VA 22204-2199
Phone: (703) 607-6436
Fax: (703) 607-4173
<http://www.disa.mil/main/sadbu.html>

Defense Logistics Agency

8725 John J. Kingman Road
DB Room 1127
Ft. Belvoir, VA 22060-6221
Phone: (703) 767-1652
Fax: (703) 767-1670
<http://www.dla.mil/db/>

Department of Agriculture

14th & Independence Avenue, SW
1566 South Building
Washington, DC 20250-9501
Phone: (202) 720-7117
Fax: (202) 720-3001
<http://www.usda.gov/da/smallbus/>

Department of Commerce

14th & Constitution Avenue, NW
Room H-6411
Washington, DC 20230
Phone: (202) 482-1472
Fax: (202) 482-0501
<http://www.osec.doc.gov/osdbu/>

Department of Defense

201 12th Street South
Suite 406
Arlington, VA 22202
Phone: (703) 604-0157
Fax: (703) 604-0025
<http://www.acq.osd.mil/osbp/index.html>

Department of Education

400 Maryland Ave, SW
Room 3082, ROB#3
Washington, DC 20202-0521
Phone: 202-708-9820
Fax: 202-401-6477
http://www.ed.gov/about/offices/list/om/fs_po/osods/ods.html

Department of Energy

1000 Independence Avenue, S.W.
Room # 5B-148
Washington, D.C. 20585
Phone: (202) 586-7377
Fax: (202) 586-5488
<http://smallbusiness.doe.gov/>

Department of Health & Human Services

200 Independence Avenue, SW
Room 517D
Washington, DC 20201
Phone: (202) 690-7235 or (202) 690-6670
Fax: (202) 260-4872
<http://www.hhs.gov/osdbu/>

Department of Homeland Security

OSDBU/Room 3514
Washington, DC 20528
Phone: (202) 205-0050
Fax: (202) 777-8467
<http://www.dhs.gov/dhspublic/display?theme=37&content=3406>

Department of Housing & Urban Development

451 7th Street, SW
Room 3130
Washington, DC 20410-1000
Phone: (202) 708-1428
Fax: (202) 708-7642
<http://www.hud.gov/offices/osdbu/index.cfm>

Department of Interior

1849 C Street, NW
Room 5524
Washington, DC 20240
Phone: (202) 208-3493
Fax: (202) 219-2131
<http://www.doi.gov/osdbu/>

Department of Justice

1331 Pennsylvania Avenue, NW
National Place Building
Room 1010 (The Shops),
Washington, DC 20530
Phone: (202) 616-0521
Fax: (202) 616-1717
<http://www.usdoj.gov/jmd/osdbu/>

Department of Labor

200 Constitution Avenue, NW
Room C-2318
Washington, DC 20210
Phone: (202) 693-6460
Fax: (202) 693-6485
<http://www.dol.gov/osbp/welcome.html>

Department of State

SA-6, Room L500
Washington, DC 20522
Phone: (703) 875-6822
Fax: (703) 875-6825
<http://www.state.gov/m/a/sdbu/>

Department of Transportation

400 7th Street, SW
Room 9414
Washington, DC 20590
Phone: (202) 366-1930
Fax: (202) 366-7228
<http://osdbuweb.dot.gov/>

Department of Treasury

1500 Pennsylvania Ave., NW
Mail Code: 655 15th/6093
Washington, DC 20220
Phone: (202) 622-0530, (202) 622-8213, (202) 622-0793
Fax: (202) 622-4963
<http://www.treas.gov/offices/management/dcfo/osdbu/>

Department of Veterans Affairs

Mail Address:
OSDBU, 810 Vermont Avenue, NW
(Mail Stop 00SB)
Washington, DC 20420-0001

Physical Location:
TechWorld Plaza, Suite 1221
801 I Street, NW,
Washington, DC 20001
Phone: (202) 565-8124, (202) 303-3260
Fax: (202) 565-8156, (202) 254-0238
<http://www.va.gov/OSDBU/>

Environmental Protection Agency

1200 Pennsylvania Avenue, NW, Code 1230-A,
Washington, DC 20460
Phone: (202) 564-4100
Fax: (202) 501-0756
<http://www.epa.gov/osdbu/>

Federal Aviation Administration

800 Independence Avenue, SW
Room 712
Washington, DC 20591
Phone: (202) 267-8862
Fax: (202) 267-5058
<http://www.faa.gov/business/Help.cfm>

Federal Deposit Insurance Corporation

801 17th St., NW
Room 1250
Washington, DC 20434
Phone: (202) 416-2457 or 202-942-3779
Fax: (202) 416-2466
<http://www.fdic.gov/buying/goods/index.html>

Federal Emergency Management Agency

National Headquarters
500 C Street, SW
Washington DC 20472
Phone: (202) 566-1600

Region III (District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, and West Virginia)

615 Chestnut Street
Philadelphia PA 19106
Phone: (215) 931-5608

Food & Drug Administration

Office of Facilities, Acquisitions, & Central Services
Room 2074, HFA230
5600 Fishers Lane
Rockville MD 20857
Phone: (301) 827-7211
Fax: (301) 827-7228
<http://www.fda.gov/oc/ofacs/fdasbo/default.html>

Forest Service

Acquisition Management Staff
1400 Independence Avenue, S.W.
Washington DC 20250-1138
Phone: (703) 605-4744
Fax: (703) 605-5100
<http://www.fs.fed.us/business/>

General Services Administration

1800 F Street, NW
Washington, DC 20405
Phone: (202) 501-1021
Fax: (202) 208-5938
<http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeId=8199&channelId=-13325>

Internal Revenue Service

500 N. Capitol St. NW
Washington DC 20221
Phone: (202) 283-1350
Fax: (202) 283-1529
<http://www.irs.gov/irs/article/0,,id=125164,00.htm>

National Aeronautics and Space Administration

300 E Street, SW
Room 9K70, Code K
Washington, DC 20546
Phone: (202) 358-2088
Fax: (202) 358-3261
<http://www.hq.nasa.gov/office/codek/>

National Institute of Standards & Technology

100 Bureau Drive
Stop 3460
Gaithersburg MD 20899-3460
Phone: (301) 975-6478
<http://www.nist.gov/admin/od/contract/contract.htm>

National Science Foundation

Room 527
4201 Wilson Boulevard
Arlington, VA 22230
Phone: (703) 292-7082
Fax: (703) 292-9140
<http://www.nsf.gov/bfa/dcca/contracts/contproc.htm>

Navy

720 Kennon St., N.E.
Washington Navy Yard
Washington DC 20374-5015
Phone: (202) 685-6485
Fax: (202) 685-6865
<http://www.hq.navy.mil/sadbu/>

Nuclear Regulatory Commission

One White Flint North
11555 Rockville Pike
Rockville, MD 20852-2738
Phone: 301-415-7380
<http://www.nrc.gov/who-we-are/small-business.html>

Smithsonian Institute

Room 153, MRC 010
Washington, D.C. 20013-7012
Phone: 202.357.2700
<http://www.si.edu/oeema/sdbu.htm>
Individual Museum Contacts:
http://www.si.edu/oeema/liaison_contacts_web.html

Social Security

SSA Office of Small & Disadvantaged Business
Utilization
1710 Gwynn Oak Ave
Baltimore MD 21207-5279
Phone: (410) 965-7467
http://www.socialsecurity.gov/oag/acq/oagacq_smallbusiness.htm

Transportation Security Administration

TSA HQ-West Building
4th Floor, TSA-14
601 S. 12th Street
Arlington, VA 22202
Phone: (571) 227-2070
<http://www.tsa.gov/public/display?theme=84&content=09000519800732da>

U.S. Agency for International Development

Ronald Reagan Building, USAID/OSDBU/MRC
1300 Pennsylvania Ave., NW,
Room 7.8E
Washington, DC 20523-7800
Phone: (202) 712-1500
Fax: (202) 216-3056
http://www.usaid.gov/business/small_business/

U.S. Postal Service

475 L'Enfant Plaza SW
Room 4430
Washington, DC 20260-6204
Phone: (202) 268-4633
Fax: (202) 268-4012
<http://www.usps.com/purchasing/supplierdiversity/diversitymenu.htm>

GUIDE TO DoD CONTRACTING OPPORTUNITIES

A Step-By-Step Approach to the DoD Marketplace

1. Identify your product or service.

It is helpful to know the Federal Supply Classification (FSC) Code and North American Industry Classification System (NAICS) Code for your product or service. Many government product/service listings and future procurements are identified by FSC (<http://fpdcapp.gsa.gov/pls/fpdsweb/PscWiz>) or NAICS Code (<http://www.census.gov/epcd/www/naics.html>).

2. Obtain a DUNS Number and register in the DoD Central Contractor Registration (CCR).

If your company does not have a DUNS Number, contact Dun & Bradstreet (www.dnb.com) to obtain a number. Your company must be registered in CCR (<http://www.ccr.gov>) to be awarded a DoD contract. CCR is a database designed to hold information relevant to procurement and financial transactions. CCR affords the opportunity for fast electronic payment of invoices.

3. Identify current DoD procurement opportunities.

Identify current procurement opportunities in your product or service line by checking the Federal Business Opportunities website (www.FedBizOpps.gov).

4. Familiarize yourself with DoD contracting procedures.

Be familiar with the Federal Acquisition Regulation (FAR) (www.arnet.gov/far) and the Defense Federal Acquisition Regulation Supplement (DFARS) (<http://www.acq.osd.mil/dpap/dfars/index.htm>).

5. Investigate Federal Supply Schedule (FSS) contracts.

Many DoD purchases are, in fact, orders on FSS contracts. Contact the General Services Administration (GSA) (<http://www.gsa.gov/>) for information on how to obtain a FSS contract.

6. Seek additional assistance as needed in the DoD marketplace.

There are several important resources available to assist in the DoD marketplace:

Procurement Technical Assistance Centers (www.dla.mil/db) are located in most states and partially funded by DoD to provide small business concerns with information about how to do business with DoD. They provide training and counseling on marketing, financial, and contracting issues at minimal or no cost.

Electronic Business (eBusiness) (www.dod.mil/acq/ebusiness) provides assistance on getting started in the electronic marketplace.

Small Business Specialists (<http://www.acq.osd.mil/osbp/publications/sbs/sbs.html>) are located at each DoD buying activity and can provide assistance on how to market to DoD.

DefenseLink (<http://www.defenselink.mil/sites/>) provides links to the homepages of every DoD activity. This information can be invaluable in researching the DoD marketplace and identifying a target market.

DoD Procurement Forecast and other program information is available on the DoD OSBP website (http://www.acq.osd.mil/osbp/links/dod_procurement.htm).

7. Explore subcontracting opportunities.

Regardless of your product or service, it is important to not neglect the very large secondary DoD market. A DoD website, *Subcontracting Opportunities with DoD Prime Contractors* (http://www.acq.osd.mil/osbp/doing_business/index.htm), lists all major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm. You are encouraged to investigate potential opportunities with these firms. Many of the firms also have websites that may be useful.

SBA's SUB-Net (<http://web.sba.gov/subnet/>) is a valuable source of information on subcontracting opportunities. Solicitations or notices are posted by prime contractors as well as various government, commercial, and educational entities.

8. Investigate other DoD programs.

There are several other programs that may be of interest, such as the DoD Mentor-Protege' Program, the Small Business Innovation Research Program, and the Historically Black Colleges, Universities, & Minority Institutions Program. Information on those and other programs is available on the DoD Office of Small Business Programs website (<http://www.acq.osd.mil/osbp/>).

9. Market your firm well.

After you have identified your customers, researched their requirements, and familiarized yourself with DoD procurement regulations and strategies, it is time to market your produce or service. Present your capabilities to the DoD activities that buy your products or services. Realize that, like yours, their time is valuable and if the match is a good one, you can provide them with a cost-effective, quality solution to their requirements.

CONTRACTING OFFICERS' TIPS FOR INCREASING THE ODDS WHEN COMPETING FOR FEDERAL AGENCY CONTRACTS

1. Know what reasons can be used for throwing out your proposal. Study the instructions for proposal preparation (Section L in the Uniform Contract Format). Make sure your proposal cannot be rejected because of senseless opportunity killers like:

- Submitting more pages than is specified in the Request for Proposal (RFP)
- Proposal delivered one minute late -- don't wait until the last minute to submit your offer (If you can't follow instructions as simple as these, how can the agency expect you to be able to follow more complicated instructions in the performance of the contract?)

2. Contact each of your references to:

- check the accuracy of the contact information you're providing (It is often difficult (and annoying) to have to "track down" the reference if the contact data you provide is not current.)
- let them know that they may be contacted for an interview
- ensure that the references have a favorable opinion of your performance. (It always helps to have the reference at least be aware that an agency may be calling. On the other hand, it is shocking to find out that the reference either didn't think very highly of your work or couldn't specifically recall your performance -- it happens!)

3. Read the RFQ/RFP completely. Follow the instructions exactly as they are written. Evaluators should not have to sift through the proposal for information. If the evaluators have to dig for information, they may not find it, and/or, they may reduce your rating.

4. Dazzle the evaluators if you can -- but, only after accomplishing Tip #3. Don't do so much "dazzling" that tip #3 is violated.

5. If you are teaming with someone to put together your final package, have someone else QC it to ensure it does not look like a cut and paste job, for example: exact same font size, margins, etc..

6. Your proposal must be tailored to solicitation requirements -- a generic proposal is not sufficient. Look for clues to what the customer really wants.

7. Just saying you can "do it all" won't be sufficient. You must demonstrate that you can complete the effort on or ahead of schedule through detailed planning, understanding of the requirements and risks, etc..

8. Don't assume the evaluation team "knows I can do that" because of previous contracts. Your proposal should always:

- be easy to read
- have logical flow
- convey good ideas
- be clear and concise

9. You must focus on each individual factor and subfactor. Give them what they want -- not what you think they *should* want.

10. For the technical and management approach - - be innovative, but first, meet the requirements. Detail the benefits of your approach. Substantiate your claims with facts. Describe the deliverables.

11. If you are a new firm with little or no experience:

- Admit it up front and define, in detail, how you plan to perform the contract.
- If individuals in your company have experience with other companies, list their notable projects and the specific duties they performed. You may also include their references if the references can speak specifically to the performance of your employee.

12. Attend all pre-solicitation conferences, pre-proposal conferences, and project walk-throughs. Though all the information provided and the questions answered are supposed to be included in an amendment to the solicitation, you can't be sure you are getting it all unless you are there in person.

13. Evaluation criteria may be assigned values. If not, the evaluation factors are usually listed in order of precedence - - most important listed first.

14. A Request for Qualifications (RFQ) may be issued prior to the Request for Proposal (RFP). An RFQ generally requests past performance information so the evaluation panel can check references and determine which companies are within a competitive range. The RFP will then be issued only to those within the competitive range. This is to help reduce the amount of resources you have to expend if it turns out that your proposal is not competitive. (If your proposal is not competitive, request a debriefing to find out why it was not competitive and what you need to do to be competitive in the future.)

15. Pricing may be submitted in a separate package. That way, the price proposal and the technical proposal are evaluated independently (usually by different panels). Regardless of how low your price is, your technical proposal may be eliminated from consideration before anyone sees your price. Your technical proposal has to be competitive before price becomes a consideration.

16. ASK QUESTIONS, ASK QUESTIONS, ASK QUESTIONS, AND THEN.....ASK *MORE* QUESTIONS!

17. Review your proposal. Read it again. Give it to someone else to read. Give it to someone else to read. Read it again.

18. Even if you are successful, request a debriefing. There may have been a very close second that will be first next time. Find out what your strengths and weaknesses are so that you can continue to become more and more competitive in the future.

\$\$\$ GOOD LUCK! \$\$\$

Mentor-Protégé Programs

US Small Business Administration

The US Small Business Administration's (SBA) Mentor-Protégé Program is offered under the SBA's 8(a) Business Development Program. Under the SBA Mentor-Protégé Program, mentors provide technical and management assistance, financial assistance in the form of equity investments and/or loans, subcontract support, and assistance in performing prime contracts through joint venture arrangements with 8(a) firms.

Mentor and protégé firms enter into an SBA-approved written agreement outlining the protégé's needs and describing the assistance the mentor has committed to provide. The agreement must also provide for the termination of the agreement with 30 days advance notice to the other party and to the SBA. The SBA will not approve a Mentor-Protégé Agreement if the assistance to be provided is insufficient to promote any real developmental gains to the protégé; or, if the agreement is seen as merely a mechanism for non-8(a) firms to continue participation in 8(a) contract opportunities.

A joint venture between a protégé firm and its approved mentor will be deemed small provided the protégé qualifies as small for the size standard corresponding to the NAICS Code assigned to the procurement and has not reached the dollar limit designated for 8(a) sole source contracts.

The protégé's servicing SBA District Office evaluates the Mentor-Protégé Agreement. The SBA conducts annual reviews to determine the success of the mentor-protégé relationship. The relationship ends or is terminated upon completion of the goals and objectives of the agreement (within the nine-year program time frame). Additionally, the SBA can terminate the Mentor-Protégé Agreement during the annual review. Only the SBA Associate Administrator/8(a) BD can approve modifications, and all modifications must be submitted in advance.

The protégé must meet the following requirements to participate in the SBA program:

- Must be in the developmental stage of the 8(a) BD program,
- or have never received an 8(a) contract,
- or be of less than half the size standard for a small business based on its primary NAICS Code.
- It must be in good standing in the 8(a) BD program and be current with all reporting requirements.

The mentor can be a business that has graduated from the 8(a) Business Development Program, a firm in the transitional stage of the program, or, a small or large business. A mentor must have the capability to assist the protégé and must make a commitment for at least one year. In addition, the mentor must demonstrate the following:

- Have favorable financial health, including profitability for at least the last two years,
- be a federal contractor in good standing, and
- can provide valuable support to a protégé through lessons learned and practical experience gained from the 8(a) program, or through its general knowledge of government contracting.

When submitting the Mentor-Protégé Agreement to the SBA for initial approval, and when providing subsequent annual updates, the mentor must certify that it possesses a favorable financial position and possesses good character. A copy of the mentor's federal tax returns for the last two years, along with the most recent year-end and current financial statements, must be provided to the SBA with the annual update.

Protégés may have only one mentor at any given time in the SBA program. Generally, a mentor will not have more than one protégé at a time. While each protégé can have only one mentor at a time in the SBA program, participating protégés are not precluded from having other mentors through other programs outside the SBA. Likewise, mentors may have other protégés under other programs, but only one protégé through the SBA program, unless specifically approved otherwise by the SBA.

The SBA rules do not prohibit or forbid an 8(a) participant in the developmental stage of the program from also being a mentor in the program. Any business that demonstrates a commitment and the ability to assist developing 8(a) participants may act as a mentor and receive benefits. As long as a business can satisfy the qualifications for a mentor, it can serve as a mentor in the program.

The mentor and protégé may joint venture as a small business for any government contract. The benefits to the protégé of participating in the SBA Mentor-Protégé Program are:

- Expertise, resources, and capabilities of the mentor are made available to the protégé.
- To aid the protégé to raise capital (e.g., mentors may own an equity interest up to 40% in the protégé firm).
- The protégé, due to the additional capabilities gained from the mentor, may better qualify for other assistance as a small business, including SBA financial assistance.

To apply for the SBA program, contact the servicing SBA District Office. The SBA has offices located around the country. To find the nearest one, consult the telephone directory under US Government or contact the Small Business Answer Desk at 800-827-5722 or by fax at 202-205-7064. For the hearing impaired, the TDD number is (202) 205-7333. The SBA mentor-protégé website is:

<http://www.sba.gov/8abd/indexmentorprogram.html>

Department of Defense (DoD)

The DoD Mentor-Protégé Program was established to provide incentives for (major) DoD prime contractors (mentors) to help small disadvantaged businesses (SDBs) and qualified organizations that employ the severely disabled (protégés) develop technical and business capabilities. The goal of the program is to assist protégés to successfully compete for prime contract and subcontract awards within DoD.

Under the DoD program, a mentor firm must have at least one active subcontracting plan and be eligible for federal contracts. A protégé firm must be either a small disadvantaged business (SDB) certified by the Small Business Administration (Office of Small Disadvantaged Business Certification & Eligibility); or, a self-certified qualifying organization that employs the severely disabled (as defined in Section 8064A of Public Law 102-172); or, a small business concern owned and controlled by women (as defined in Section 8064A of Public Law 102-172); or, a service-disabled veteran-owned

small business (as defined in Section 8(d)(3) of the Small Business Act (15 U.S.C. 637(d)(3)); or, a HUBZone (as determined by the SBA in accordance with 13 CFR part 126).

When these requirements have been met, the mentor must complete the mentor application (if not already a D0D-certified mentor) and submit it prior to the agreement. Upon submitting the mentor application, the two parties should determine what each hopes to accomplish through the agreement and set goals for themselves before submitting the Mentor-Protégé Agreement Application.

A protégé firm may have only one active DoD Mentor-Protégé Agreement. Upon completion of an agreement, a protégé may commence a new agreement as a mentor.

A mentor firm must report on the progress made under active Mentor-Protégé Agreements semiannually, and the protégé firm must report annually. The protégé firm is also required to provide data on the firm for two fiscal years after expiration of the program participation term.

The period of performance of a DoD Mentor-Protégé Agreement may not exceed three years. Extensions beyond that period may be authorized, but the total period of performance cannot exceed five years.

Submit applications by either faxing or emailing to:

Attn: Mentor-Protégé Program Manager
Crystal Gateway North
Suite 406 – West Tower
201 12th Street South
Arlington, VA 22202
Tel: 703-604-0157
Fax: 703-604-0025
Mentor-Protégé Program: 800-540-8857
Send email inquiries to: publicrelationsmp@osd.mil

The DoD Mentor-Protégé website is: http://www.acq.osd.mil/osbp/mentor_protege/index.htm.

Differences

The SBA's Mentor-Protégé Program differs from DoD's Mentor-Protégé Program in the following ways:

- DoD's Mentor-Protégé Program is designed to develop the technical capabilities of small disadvantaged business (SDB) concerns and other eligible protégés so that these firms are better positioned to participate in the Defense marketplace as prime contractors, subcontractors, or both.
- Whereas, the SBA's Mentor-Protégé Program is designed to enhance the capabilities of the protégé and to improve its ability to successfully compete for government-wide contracts.
- The SBA program is for participants in the 8(a) Program with mentors coming from the more advanced stages of the 8(a) Program and/or other qualified business entities willing to serve.

- The benefits that can be derived from the two Mentor-Protégé Programs are very different. The SBA Program is for the development of the protégés to enhance their capabilities to compete in the federal procurement environment. The DoD Program, however, can result in tangible (or intangible) values to the mentors, along with capability development of the protégés.

There are a number of DoD departments and agencies which each have their own mentor-protégé programs. A listing of these departments and agencies can be found at the DoD Mentor-Protégé Home Page (http://www.acq.osd.mil/osbp/mentor_protege/links/index.htm). Contact those agencies directly for more information on their individual programs.

Instructions for Editing Keywords and Capabilities Narrative in the SBA Dynamic Small Business Search Database (Formerly PRO-Net)

After you (1) log on to CCR at <https://www.bpn.gov/ccr/scripts/indexTPIN.asp> with your DUNS and TPIN, you can update information such as number of employees, contacts, etc.. When finished with those updates (if any), (2) scroll down and click the "Validate/Save" button at the bottom of the page. You will then get the green screen shown below and you should (3) click the "Register or Update Your SBA Profile" button.

You have successfully finished your CCR Registration!!!

All of your CCR data has been saved, and is now being processed. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.

Note: Your firm's profile information indicates that it has qualified for one or more SBA Small Business Types. Select the [View your SBA Small Business Types] button for more details. Please select the [Register or Update your SBA Profile] button to complete SBA's supplemental page. If you are applying for certification as a HUBZone, Small Disadvantaged Business, or the 8(a) Business Development Program, you must complete the SBA Supplemental page.

View Your SBA
Small Business Types

Register or Update
Your SBA Profile



That will take you into the SBA Dynamic Small Business Search (formerly PRO-Net) database with the side menu shown below. On that side menu, (4) clicking the "Mandatory Data" link will take you to the area where you can update keywords and (5) clicking the "General" link will take you to the area where you can update the capabilities narrative.

SIDE MENU (below)

The following hotlinks jump to the named section after saving what's on the data entry side of the page.

[No Frames](#)

[Orientation/Help](#)

[Mandatory Data](#)



Identification

- [From CCR](#)
- [Other Web Presence](#)

Organization, Ownership and Certifications

- [From CCR and SBA](#)
- [Updatable by Firm](#)

Products & Services

- [General](#)
 - [Export Profile](#)
- 

References, Federal Government

- [National Institutes of Health](#)
- [National Institutes of Standards and Technology](#)
- [New Fed Reference](#)

References, Other

- [New Other Reference](#)

WHS Small Business Office Contact Information

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Rosslyn Plaza North
Suite 12063
Rosslyn, VA 22209

Email: smallbusinessprogram@whs.mil

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