



Small Business Conference

Getting In The Door

**Small Business Program Office
NAVFAC Washington**

Topics



- **Getting Started**
- **Finding Opportunities**
- **Navy Commands Small Business Offices**
- **Naval Facility Engineering Command (NAVFAC)**
- **NAVFAC Small Business Goals**
- **NAVFAC Washington Area of Responsibility (AOR) & Small Business Specialist**
- **Procurement Process**
- **Template and Aides**

Market to the Federal Government

WEBSITES

D&B Data Universal Numbering System (DUNS)

<http://dnb.com>





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January 11-24, 2011

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your everyday applications.

Resources

[Get a D&B D-U-N-S® Number](#)

[Update Your Company's D&B Profile](#)

[Manage Your Business Credit](#)

[Build Your Business Credit](#)

Register your Business with SAM



SAM
SYSTEM FOR AWARD MANAGEMENT

USERNAME: PASSWORD: LOG IN

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#) FONT SIZE

HOME SEARCH REPORTS SAM HELP

Search SAM

Even if you do not wish to register at this time, you can still Search SAM.

Please enter your search criteria to find registered vendors.

WHAT IS SAM?

The System for Award Management (SAM) is a free web-site which consolidates Federal procurement systems and the Catalog of Federal Domestic Assistance. Currently CCR, FedReg, ORCA and EPLS have been migrated to SAM.

REGISTER WITH SAM

Why Register? Registering with SAM will allow you to access the full functionality of the system. Learn more [About SAM](#).

What will you need? You only need your personal information to create an account on SAM.

[Create an Account](#)

NEWS AND ANNOUNCEMENTS

[Click on a header to see complete details](#)

SAM BY THE NUMBERS

10,241 Registered Users

Create Account: Personal

- » [Personal Information](#)
- » [Account Information](#)
- » [Summary](#)
- » [Confirmation](#)

Personal Information

Page Description
Please provide your personal information requested below. Fields marked with an asterisk (*) are mandatory.

Title:

First Name* :

Middle Initial :

Last Name* :

Suffix :

Email Address* :

Confirm Email Address* :

Phone :

Phone Extension :

Fax :

Address Line 1 :

Address Line 2 :

City :

State/Province:

Country:

ZIP :

Register your Business with SAM (continued)



Mukur Hazari

Logout

MY SAM SEARCH REPORTS SAM HELP

MY SAM

Manage My User Roles

- » [My User Roles](#)
- » [Migrate Legacy Account](#)
- » [Request Role with New Entity](#)
- » [View Invitations](#)

Manage Entity Users

- » [Entity Users](#)
- » [Invite User](#)
- » [Pending Invitations](#)
- » [Pending Roles Requests](#)

Manage Entity

- » [Register New Entity](#)
- » [Active Registrations](#)
- » [Draft/In Progress](#)



North American Industrial Classification (NAICS)

<http://www.census.gov/eos/www/naics/>



U.S. Census Bureau

[People](#) | [Business](#) | [Geography](#) | [Newsroom](#) | [Subjects A to Z](#) | [Search@Census](#)

North American Industry Classification System (NAICS)



[Main](#) | [FAQs](#) | [History](#) | [Development Partners](#) | [Federal Register Notices](#) | [Product Classification](#)

OMB's final decisions on [ECPC recommendations for NAICS 2012](#) coming soon

NAICS SEARCH

Enter keyword or 2-6 digit code

2007 NAICS Search

Enter keyword or 2-6 digit code

2002 NAICS Search

[DOWNLOADS / REFERENCE
FILES / TOOLS](#)

INTRODUCTION

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the [Standard Industrial Classification \(SIC\) system](#). It was developed jointly by the [U.S. Economic Classification Policy Committee \(ECPC\)](#), [Statistics Canada](#) , and Mexico's [Instituto Nacional de Estadística y Geografía](#) , to allow for a high level of comparability in business statistics among the North American countries.

This official U.S. Government Web site provides the latest information on plans for NAICS revisions, as well as access to various

Small Business Administration

<http://www.sba.gov>



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Starting & Managing a Business

Loans & Grants

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SBA Direct

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Small Business Jobs Act

New Tools and Resources
to Help Your Business
Grow and Create Jobs.

Learn More ▶



Small business owner Trapper Clark, of ALCOM,
with SBA Administrator Mills and President Obama

Featured Tasks

Most Visited

Top Rated

- ▶ Get a Small Business Loan...
- ▶ Register Your Business...
- ▶ Apply for HUBZone Status...
- ▶ Apply for 8(a) Certification...
- ▶ Apply for a Surety Bond...
- ▶ Apply for a Disaster Loan...
- ▶ Find Exporting Opportunities...

Procurement Technical Assistance Centers (PTAC)

<http://www.dla.mil/db/procurem.htm>



DEPARTMENT OF DEFENSE

Procurement Technical Assistance Centers



The Defense Logistics Agency, on behalf of the Secretary of Defense, administers the DoD Procurement Technical Assistance Program (PTAP). PTA Centers are a local resource available at no or nominal cost that can provide assistance to business firms in marketing products and services to the Federal, state and local governments .

[CURRENT LISTING OF PROCUREMENT TECHNICAL ASSISTANCE CENTERS](#)

Click on a State or U.S. Territory below for the location of the nearest PTAC.

Click [here](#) for the location of the nearest Native American PTAC.

ALABAMA	ALASKA	ARIZONA	ARKANSAS	CALIFORNIA
COLORADO	CONNECTICUT	DELAWARE	DISTRICT OF COLUMBIA	FLORIDA

Wide Area Workflow (WAWF)

<https://wawf.eb.mil>



The screenshot shows the WAWF website interface. On the left is a navigation sidebar with the Business Transformation Agency logo and various links. The main content area features a header with the text "Wide Area Workflow" and a sub-header "Wide Area Workflow (21)". Below this, the version "4.2.1.1" is displayed. A "System Messages" section contains two announcements: one dated 11 Jan 11 regarding a vendor's inactive status, and another dated 28 Dec 10 about the upcoming WAWF 5.0 release. A final message dated 16 Dec 10 provides information about invoice processing for specific DODAACs.

[1. Hide Menu](#)

Wide Area Workflow

Wide Area Workflow (21)

Version 4.2.1.1

System Messages:

(11 Jan 11) Vendors: Pay Office DoDAAC N45924 is no longer active in WAWF. You should now use the paying office of DFAS Cleveland, N68732. Although the paying office was closed, that does not mean the Authorized Accounting Activity (AAA) is not still available for use.

(28 Dec 10) Breaking News! ... Get Ready for WAWF 5.0!

Wide Area Work Flow is undergoing a facelift! That's right! Wide Area Work Flow will have a new look in Release 5.0. The unveiling of the new look is currently scheduled for 14 February 2011. In preparation for this change of scenario we have updated the training site to include Release 5.0 training. It is highly encouraged for all users to view the training as we have made significant changes. Also, all FTP/EDI vendors should review the FTP/EDI changes related to Release 5.0. All updates to FTP/EDI can be found at [here](#). The Release 5.0 training can be accessed at <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary.xhtml>.

(16 Dec 10) Please note that effective 10/1/2010 all invoices sent to Pay Office DODAACs, N0024B, N3902B, N0463B, N6896B, N4553B, N6283B,

Finding Opportunities

WEBSITES

Small Business Program Offices – DoD

<https://www.acq.osd.mil/osbp>



[FAQS](#) | [CONTACT](#) | [EXTRANET](#) | [SITE MAP](#)

[Home](#) | [About](#) | [for Small Businesses](#) | [for Small Business Specialists](#) | [for Government](#) | [DoD Small Business Offices](#)



Welcome! We're the DoD Office of Small Business Programs

We advise the Secretary of Defense on all matters related to small business and are committed to maximizing the contributions of small business in DoD acquisitions. We provide leadership and governance to the Military Departments and Defense Agencies to meet the needs of the nations' Warfighters, creating opportunities for small businesses while ensuring each tax dollar is spent responsibly.



PLANS & PERFORMANCE

In order to fulfill our strategic goals and mission, we seek out opportunities and strategic activities to increase small business dollars competitively awarded by DoD military departments and



LEGISLATION, REGULATIONS, POLICY

Small business' contributions to the Warfighter are maximized through legislation, regulations, Executive Orders and policy directives. These laws, rules, policies, orders and related



RESOURCES

There are a number of reference materials, guides, training resources as well as professional counseling available to DoD Small Business Specialists. This includes a link to the

DoD Small Business Offices



FAQS CONTACT EXTRANET SITE MAP

- Army Small Business Programs
- Navy Small Business Programs
- Air Force Small Business Programs
- Other Defense Agencies SB Program Offices

- DoD Small Business Offices | ▾
- Army Small Business Programs ▾
- Navy Small Business Programs ▾
- Air Force Small Business Programs ▾
- Other Defense Agencies Small Business Program Offices

We advise the Secretary of Defense on all matters related to small business and are committed to maximizing the contributions of small business in DoD acquisitions. We provide leadership and governance to the Military Departments and Defense Agencies to meet the needs of the nation's Warfighters, creating opportunities for small businesses while ensuring each tax dollar is spent responsibly.

DoD Small Business Offices



The Department of the Navy
Office of Small Business Programs

Navy's Small Business Offices

NAVY'S ELEVEN MAJOR SMALL BUSINESS OFFICES

- Headquarters, U.S. Marine Corps
- Marine Corps Systems Command
- Military Sealift Command
- Naval Air Systems Command
- Naval Facilities Engineering Command
- Naval Inventory Control Point
- Naval Sea Systems Command
- Naval Supply Systems

MARINE CORPS I&L RECEIVES NAVY SMALL BUSINESS PROGRAMS FY 2009 SECRETARY'S CUP

Office of Small Business Programs
BUILDING THE FUTURE OF THE ARMY THROUGH SMALL BUSINESS

Army's Small Business Office

Home Business Opps Register Tools Locations Login Search

SMALL BUSINESS SDB / 8(A)

Welcome
The Office of Small Business Programs, Business Development

Other Defense Agencies Small Business Program Offices



Defense Information Systems Agency
Office of Small Business Programs
P.O. Box 4502
Arlington VA 22204-4502
Phone: (703) 607-6436
Fax: (703) 607-4173

Other Defense Agencies Small Business Offices



Office of Small Business Programs
8725 John J. Kingman Blvd.
Stop 2533
Fort Belvoir, VA 22060-6221
Phone: (703) 767-1669

U.S. AIR FORCE SMALL BUSINESS BEYOND GOALS
PUTTING INNOVATION, EFFICIENCY & AGILITY TO WORK IN SUPPORT OF THE AIR FORCE MISSION

Air Force's Small Business Office

Home Doing Business About Air Force Small Business Support Programs Newsroom Resources Contact Us

BEYOND GOALS

"Beyond Goals" is a strategy to bring the innovation, agility and efficiency of small business to the mission of the Air Force

Locate a Small Business Specialist

Use the Air Force Office of Small Business Programs Locator to find the right Small Business Specialist for your opportunity.

Navy Commands

Eleven Major Small Business Offices





Our Mission: The Installation and Logistics Department stages logistics plans and policies to sustain excellence in war fighting. The focus of efforts is to increase Marine Air Ground Task Force lethality by providing superior support through modernizing Marine Corps systems Command (MARCORSSBDM).

What we buy: Plates used for mounting M240 and M249 and other secured weapons on vehicles; Tactical gear; Medical equipment; Reverse Osmosis Membranes; General Purpose Electronic Test Equipment; Metal Cutting Machine Tools; Electrical Measuring & Testing Instruments; Winches, hoists, cranes, and derrick; Services for Protection Against & Recovery from Nuclear, Biological, Chemical & Radiological Threats

Contact: Mr. Stanley Daise, Associate Director of Small Business, Phone: 708-614-6810



Our Mission: To serve as the Commandant's principal agent for acquisition and sustainment of system and equipment used by the Operating Forces to accomplish their war fighting mission.

What we buy: Electronic systems, Control equipment and support systems, Training and Support Systems.

Contact: Mr. David Dawson, Associate Director of Small Business, Phone: 708-482-8946



Our Mission: To provide fast, efficient and innovative ocean transportation services and ships to meet the operational demands of U.S. forces worldwide. MSC delivers logistics solutions for the movement, prepositioning and sustainment of equipment, fuel, provisions and ammunition worldwide during peacetime and in war.

What we buy: Marine Engineering

Contact: Mr. Brad Taylor, Associate Director of Small Business, Military Sealift Command, Phone: 202-685-5562; Ms Sandra Tyree, Deputy, Small Business Program Manager, Military Sealift Fleet Support Command, Phone: 757-448-2717



Our Mission: To provide program and supply support for the weapons systems that keep our Naval forces mission ready. As part of the U.S. Naval Supply System, NAVSUP is to provide the Navy and Marine Corps with the support needed to maintain and shipboard weapons, radar, and communications systems to name a few. NAVSUP - Philadelphia manages the Navy inventory of spare parts and components that have unique application to Naval aircraft, aircraft weapons systems, and related maintenance and test equipment.

What we buy: Spares Procurement; Repairs; Transportation; IT hardware, software, and peripherals.

Contact: Ms Katherine Rachtarski, Associate Director of Small Business, Phone: 215-697-2806

DEPARTMENT OF THE NAVY

NAVY AND MARINE CORPS SYSTEMS COMMANDS

www.sellingtonavy.org

OFFICE OF SMALL BUSINESS PROGRAMS INFORMATION

YOUR CONNECTION TO NAVY PROCUREMENT

A sea of contracting opportunities

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Headquarters,
U.S. Marine Corp

Military Sealift
Command

Marine Corps
System Command

Naval Inventory
Control Point

Navy Commands Eleven Major Small Business Offices



The collage features six distinct pages, each representing a different Navy command's small business office. Each page includes the command's logo, a mission statement, a list of services provided, and contact information for the Small Business Office Director. The highlighted titles are:

- Naval Facilities Engineering Command** (top left)
- Naval Supply System Command** (top middle)
- Naval Air System Command** (top right)
- Space and Naval Warfare System Command** (middle)
- Naval Sea System Command** (bottom left)
- Strategic System Programs** (bottom middle)
- Office of Naval Research** (bottom right)

Finding Other Opportunities



NAVFAC
Naval Facilities Engineering Command

About Us | Document Library | Business

NAVFAC: For Businesses: Small Business: NAVFAC

- NAVFAC Small Business Programs
- NAVFAC Small Business Contacts
- NAVFAC Achievements
- Opportunities
- Small Business Directories
- Contracting Guidelines
- Events Calendar

DEPARTMENT OF DEFENSE
OSBP
OFFICE OF SMALL BUSINESS PROGRAMS

Home | About | for Small Businesses | for Small Business Specialists | for Government

- Doing Business with the DoD
- Programs
- Initiatives
- Training
- Conferences
- e-SRS
- FAQs

DoD Office of Small Business Programs

...all matters related to small business and ... solutions of small businesses in DoD ... governance to the Military Departments ... of the nations' Warfighters, creating ... ensuring each tax dollar is spent responsibly.

Small Business Conference
Presented by
NAVFAC Washington
On
Wednesday
January 26, 2011

ADVANCE REGISTRATION
REGISTRATION
Complete the an
Que

Google Search | I'm Feeling Lucky

**Remember NETWORK –
Give and Get Business Cards
Follow up email within a week**

Naval Facilities Engineering Command (NAVFAC)

Worldwide Facilities Engineering Expertise



- Global Engineering Acquisition Command
- DoN's Facilities Engineering SYSCOM
- DoD Construction Agent
- Full Facilities Lifecycle Support at all Levels

**NAVFAC HQ
Washington, D.C.**
★ ★



ECH III Commands (5)

ECH IV Commands (10)

ROICCs (32)

PWDs (67)

OICCs (3)

NAVFAC Business Lines



• Capital Improvements

- Construction
- Design A&E/In-House
- Specialized Technical Engineering and Services
- Ocean Engineering

• Environmental

- Environmental Restoration
- Environmental Quality

• Asset Management

- Facilities Planning
- Project Development
- Real Property Acquisition, Mgmt and Disposal

• Public Works

- Facility Sustainment & Services
- Utilities and Energy Management
- Base Support Vehicles and Equipment
- Facilities Support Contract Management

• Contingency Engineering

- Disaster Recovery
- Emergent Operations

• Expeditionary Programs

- Support Military Operations
- Equipment/Systems Acquisition

Acquisition Tools



- A&E Contracts
 - IDIQ Contracts for planning and design
 - Stand Alone
- Multiple Award Construction Contracts (MACC)
- Job Order Contract (JOC)
- Facility Service Contracts (FSC)
- Single Award Unique and Larger Construction Contracts



NAVFAC

Small Business Goals

**Two Ways of Achieving
the Goals**

(1) As Prime Contractor



•Award to Small Business as Prime Contractor

–Prime Contracting Goals FY 2013

•SB	38%
•SDB	24%
•WOSB	7%
•HUBZone	9.5%
•VOSB	----
•SDVOSB	3%

(2) As Subcontractor

•Large Business

- Per FAR 19.702(a)(11) contracts over \$650K for services and \$1.5M for construction must submit subcontracting plan.
- Contractor's Small Business Liaison Officer administers the plan.

–Subcontracting Goals FY 2013

–SB	66.54%
–SDB	16.93%
–WOSB	15%
–HUBZone	8.76%
–VOSB	3%
–SDVOSB	3%

NAVFAC Washington FY 2012 Accomplishments



Program	Target	Achieved
SB	34 %	46%
SDB	23 %	34%
HUBZone	2.3%	4.7%
WOSB	6.6%	12.4%
VOSB	----%	4.3%
SDVOSB	2.5%	3.6%

Total FY 2012 Dollars \$482M



**NAVFAC Washington
Area of Responsibility (AOR)
and
Small Business Specialists**



Procurement Process

Sole Source Awards

Competitive Awards

Sole Source Award



- **Memorandum Of Understanding (MOU)**

- **DoD and SBA**

- **Expires 10/31/2012**

- **Authorized DoD Commands**

- **Sole Source Award to 8(a) Companies via**

- **Offering/Acceptance letter**

- **Limitation \$4M**

Competitive Awards



•Setting Aside Projects:

–Several Steps

- Market Research (Sources Sought)
 - Need to be completed
- Post Sources Sought Notices
 - Neco flow up to FedBizOpps
- Evaluate the results
 - Determine if enough qualified Small Business to set aside the procurement
- Rule of Two
 - Far 19.502-2(b)(1) & (2)
 - Obtain offers from at least two responsible SB concerns and
 - Award will be made at fair market price.

Competitive Awards



- **Set-Aside Categories**

- **Small Business (SB)**

- **8(a) Competitive**

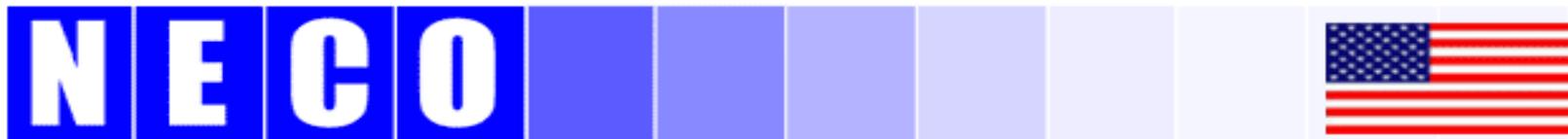
- **HUBZone Small Business (HUBZone)**

- **Women-Owned Small Business (WOSB)**

- **Service-Disabled Veteran-Owned Small Business (SDVOSB)**

Navy Electronic Commerce Online (NECO)

<https://www.neco.navy.mil>



Navy Electronic Commerce Online

This is an official US Navy web site. Please read our [Privacy Policy](#) and [External Links](#) Disclaimer. This site is your link to the world of Navy Electronic Business Opportunities. NECO is the centerpiece of the Navy's paperless process strategy (GILS Number: 001482).



Vendors should register with NECO to Submit Bids and receive Daily Procurement Opportunities. NECO Registration requires a valid CAGE Code, which can be obtained from the [CCR](#) System. Vendors may complete their online reps and certs on the [ORCA](#) website. See our [Vendor Guide](#). Contact Info: 800-503-6326 (8am-5pm ET) or [NECO Support](#)



- REGISTER WITH NECO
- MODIFY REGISTRATION
- SEARCH SYNOPSIS
-  RECOVERY SYNOPSIS
- BUSINESS OPPORTUNITIES
- SUBMIT A BID
- FAQ
- SUBMIT FEEDBACK

FedBizOpps

<https://www.fbo.gov>



The screenshot shows the FedBizOpps website interface. At the top, the logo "FEDBIZOPPS.GOV" is displayed with the text "Federal Business Opportunities" to its right. Below the logo is a navigation menu with tabs for "Home", "Getting Started", "General Info", "Opportunities", and "Agencies". The "Home" tab is highlighted in green. Below the navigation menu is a search area with a magnifying glass icon and the text "Search more than 19,100* active federal opportunities." The search area contains several input fields: "Posted Date" (set to "Last 90 Days"), "Set-Aside Code" (set to "Any"), "Place of Performance" (set to "Any State or Territory"), "Type" (set to "Any"), "Keyword / Solicitation #" (set to "N40080"), and "Agency" (with a magnifying glass icon). A "Search" button is located below the input fields. To the right of the search area is a "RECOVERY" section with a logo and the text "FBO now contains Recovery and Reinvestment Act actions." Below this are two buttons: "SEARCH RECOVERY OPPORTUNITIES" and "SEARCH RECOVERY AWARDS". Further down is a section for "FBO RECOVERY REPORTS" with two links: "Click here for Opportunities" and "Click here for Awards". At the bottom of the recovery section is a link "Click here to learn more."

Sources Sought = Market Research



PURPOSE: is to have Small Business respond to our sources sought announcements. So we can have the procurement Set-aside for Small Businesses.

Opportunity	Agency/Office/Location ▼	Type ▼ / Set-aside ▼	Posted On ▲
Y--P-621 Embassy Security Group Facilities at Marine Corps Base Quantico, Virginia N4008012R0216 Y -- Construction of structures and facilities	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington	Sources Sought	Jan 04, 2012
F--BIOLOGICAL ENVIRONMENTAL SERVICES N4008011R0350 F -- Natural resources & conservation services	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington	Award / Total Small Business	Jan 03, 2012
99--REGIONAL INFECTIOUS WASTE COLLECTION SERVICE, NAVAL DISTRICT WASHINGTON - Synopsis N4008011R0471 99 -- Miscellaneous	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington	Solicitation (Modified) / Competitive 8(a)	Dec 30, 2011
Z--N40080-12-R-3002 - Base Operating Services (BOS),NAS Patuxent River, Solomons Annex and Webster Field, Maryland N4008012R3002 Z -- Maintenance, repair, and alteration of real property	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington, ROICC Pax River	Solicitation	Dec 21, 2011
Y--P541 MCU RESEARCH CENTER ADDITION AND THE P632 MCU ACADEMIC INSTRUCTION FACILITY AT MARINE CORPS BASE, QUANTICO, VIRGINIA N4008011R2119 Y -- Construction of structures and facilities	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington	Presolicitation	Dec 19, 2011
N--Installation of Warning Signs Around Base Perimeter N4008012M1603 N -- Installation of equipment	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington, PWD Joint Base Anacostia-Bolling	Sources Sought	Dec 15, 2011
Z--Advanced Metering Systems: Electrical Meters Marine Corps Base Quantico N4008012R1237 Z -- Maintenance, repair, and alteration of real property	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington, Chesapeake, ROICC Quantico	Sources Sought	Nov 09, 2011
Z--Advanced Metering Systems: Water Meters Marine Corps Base Quantico N4008012R1239 Z -- Maintenance, repair, and alteration of real property	Department of the Navy Naval Facilities Engineering Command NAVFAC Washington, Chesapeake, ROICC Quantico	Sources Sought	Nov 09, 2011

Sources Sought Template



- Block 1: Sources Sought Number:
 - N40080-11-X-XXXX
- Block 2: Company's Name:
 - Provide Name of Company,
 - Phone/Fax Numbers
 - Email Address
- Block 3: Relevant Experience:
 - Discuss later
- Block 4: Company's Profile:
 - Number of Employees,
 - Office Location,
 - DUNS Number,
 - Cage Code
 - Statement regarding SB designation & Status (use Fed SB Category Codes)
- Block 5: Bonding Capabilities:
 - Both Single and Aggregate Amounts

Relevant Experience



- If 3 experiences are asked for then give them 3 examples.
 - If you have more experience give the best 3.
- Experience should contain the same
 - size,
 - scope,
 - relevancy
 - and complexity based on the description in sources sought.
- 3 Ways to obtain Relevant Experience is
 - Experience as a Prime
 - Experience as a subcontractor to a prime
 - Experience of your key personnel

Helpful Hints



- Pay attention to the **page limitations**
 - **DO NOT GO OVER**

- **Update CCR frequently**
 - Bonding limits change
 - NAICS code added
 - Current data is correct

- **Bottom Line**
 - Read the instructions and follow them diligently.
 - Once you are done, walk away and come back another day and review your response making sure your answered all the requirements.
 - Submit them on time to correct POC.

How You Can Help Us!



- Email the sources sought notice to your competitors because:
 - Maximize the chances of procurement being set-aside for small businesses.
 - The more qualified Small Businesses the better the chance of having the requirement set-aside for small businesses.

.....Goal is to have procurement set-aside for SB

Competitive Process - Continue



• **Results of Sources Sought Notice:**

- **Once all responses are received by the deadline:**
 - Responses are evaluated
 - Market Survey Report is generated.
 - Determine if the procurement will be a small business set-aside
 - If two or more qualified Small Businesses can do the work, it will be set-aside for SB pending SBA final approval.
- **Set-aside program – SB, 8(a), HUBZone, WOSB, and SDVOSB**
- **No debriefing will take place.**
- **Companies will not be notified.**
- **Only way to check is to follow FedBizOpps**
 - Sources Sought number is the Solicitation number
 - Most of the time.

Competitive Process - Continue



- **Synopsis will be posted**

- **FAR 15.202**

- **Agency may post a pre-solicitation notice**

- Provides general description of scope or purpose of acquisition

- **Posted for 15 days**

- **Request for Proposal (RFP) or Solicitation**

- **FAR 15.203**

- RFP/Solicitation –

- Communicates government requirements to prospective contractors and solicit proposals.

- » Government requirements

- » Anticipated terms and conditions that apply

- » Information required in offeror's proposal

- » Factors & significant subfactors that will be used to evaluate the proposal and their relative importance.

- Give the proposal due date, time, location, and POC.

- **Posted for 30 days**

- **Proposal Evaluated – complete to award.**



Templates

Other Helpful Aides

One page Capability Statement Template



Company's Name
LOGO
Federal SB
Classification(s)
SB, SDB, WOSB
HUBZone, VOSB,
SDVOSB, 8(a)

NAICS Codes:
(top 5)

Point of Contact:
Name
Address

Corporate Business Overview
Possible Mission Statement

Products and Services
(1) Products (2) Services

Clients/Past Performance

More Information

Other Helpful Aides

Sources Sought Template



Sources Sought Number: N40080-XX-X-XXXX
Company's Name Address Phone/Fax Number Email Address
Relevant Experience: 1. 2. 3.
Company's Profile: <ul style="list-style-type: none">• Number of Employees• Office location• DUNS Number• Cage Code• Statement regarding SB designation & Status<ul style="list-style-type: none">◦ Federal Codes
Bonding Capabilities: Our bonding capabilities is \$_____ Single and \$_____ Aggregate

Unit Identification Codes (UIC)



<u>NAVFAC Activities</u>	<u>UIC</u>	<u>Area Of Responsibility</u>
• Headquarters	N00025	DC
• Atlantic	N62470	CONUS, Europe and SW Asia
• Midlant	N40085	CT, ME, NH, NJ, NC, PA, RI, VA(Southern), VT, NY and WV
• Midwest	N40083	IL, IN, MN, MI, OH, MO, KY, TN, AR, MO, OK, KS, WI, NE, ND,SD and IA
• Northwest	N44255	WA, OR, MT, ID, WY and AK
• SE-Jacksonville	N69450	FL, GA, LA, MS, TX, SC, AL and Cuba
• Southwest	N62473	AZ, CA, NV and NM
• Washington	N40080	DC, VA(Northern) and MD
• Pacific/Hawaii	N62742	Hawaii
• Marianas	N40192	Guam
<u>Specialties</u>		
• ESC – SCAN	N62583	CA

Contact



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- **In summary we presented**
 - **Websites**
 - **Tools**
 - **Templates**
 - **Ways to Market to Federal Government**
 - **Point of Contacts**

**We look forward to your business and
Good Luck!**

Questions ? ? ?