

Small Business Procurement

Contracting with the Government



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Business Plan



- Mission and Vision Statement
- Product or Service Description
- Market Analysis
- Management Description
- Marketing Plan
- Opportunities and Challenges
- Cash Flow Statement and Revenue Projections

Other Essentials

- Location Selection
- Business Operations
- Business Registration
- Business Finance
- Business Lending
- Business Funding (Grants)
- Human Resources
- Marketing & Sales
- Taxes

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Mary Turner Illinois PTAC of Central Illinois

Mary is a level 3 Certified Contracting Specialist through the Association of Procurement Technical Assistance Centers (APTAC), and holds a Level 1 Federal Contracting Certificate.

Mary has been with the PTAC program since November 2004.

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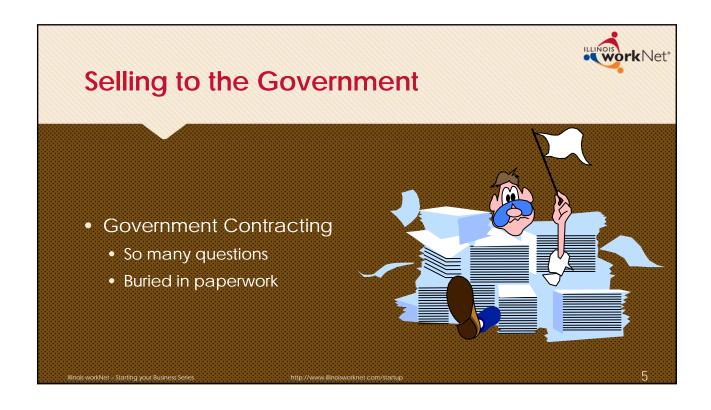
Webinar Objectives



- Learn SOME of the FEDERAL and STATE government contracting basics
- Intro to Registrations
- Intro to Certifications

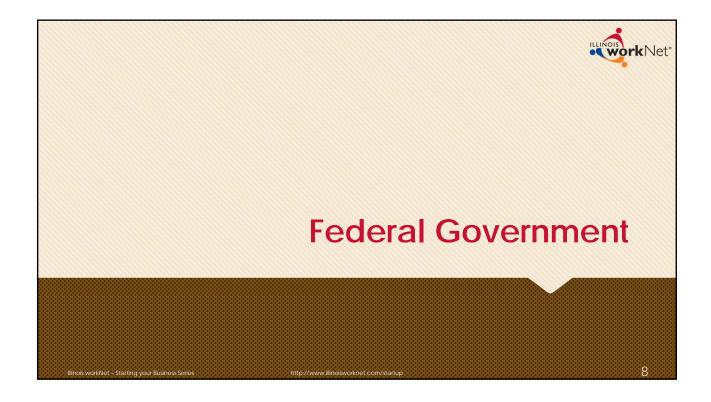
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The Government Objective The goal is... A quality product or service, Delivered on time, At a competitive cost.



Size of the Federal Government Market

- Total Federal Acquisition Spending
 - \$500+ Billion
- Small Business Market Share
 - SB (Small Business) Goal 23%
 - Small Disadvantaged Business Goal 7%
 - WOSB (Woman-Owned Small Business) Goal 5%
 - HUBZone (Historically Underutilized Business) Goal 5%
 - SDVOB (Service Disabled Veteran Owned Business) Goal 3%



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Federal Dollar "Thresholds"



- \$3000/Under: Micro Purchase unrestricted, credit cards, "off the shelf"
- \$3000 \$150,000: Simplified Acquisition
 - Procedures; Small Business Set-Asides; use of credit cards and electronic commerce are maximized
- Above \$150,000: Large Dollar Purchase

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Electronic Commerce - Internet

- FEDBIZOPPS (All buys over \$25,000. Can download solicitation, drawings)
 - http://www.fedbizopps.gov
- Bid opportunities are posted to agency web sites: Federal Acquisition Jumpstation
 - http://nais.nasa.gov/fedproc/home.html

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Federal Registration - Things You Need

- Things you need to get started -
 - Identify your codes:
 - NAICS codes (North American Industrial Classification Code):
 - Classifies the type of product or service you provide, identifies primary line of business
 - http://www.census.gov/epcd/www/naics.html
 - SIC Codes (Standard Industrial Classification Code)
 - http://www.osha.gov/oshstats/sicser.html

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Federal Registration - Codes

- PRODUCT SERVICE CODES (PSC)
 - PSC uses a lettering system (A-Z) to provide product and service codes for Federal Procurement Data System
- FEDERAL SUPPLY CLASSIFICATION (FSC)
 - FSC uses a numeric system (10-99) to represent classification of supplies/equipment

http://www.outreachsystems.com/resources/tables/pscs/

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Federal Registration - Codes



- TAXPAYER IDENTIFICATION NUMBER (TIN)
 - Required for SAM registration and other government forms
 - TIN/FEIN or SSN required on most contracting forms
 - For TIN Call IRS: 800-829-1040, or obtain #0997 Form W-7A from their website:
 - http://www.irs.gov/pub/irs-pdf/fw/a.pdf

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DUNS Number

- DUNS is the Data Universal Numbering System
 - Required on government forms and applications
 - Contact Dun and Bradstreet at
 - 1-866-705-5711 OR
 - http://fedgov.dnb/webform
 - No charge for DUNS number if obtaining by phone indicate the number is for a federal contract

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System for Award Management - SAM



 Register in the SAM vendor database that is used for electronic funds transfer information –

NO COST TO REGISTER - DON'T GET MISLED

Access registration on the Internet - <u>www.sam.gov</u>

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Dynamic Small Business Search - DSBS



- DSBS when registering in SAM
 - SBA profile separate database
 - http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

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CAGE – Commercial & Government Entity

- CAGE Commercial and Government Entity Code assigned through SAM
 - Five position code that identifies companies that do or wish to do business with federal government.
 - Supports mechanized systems throughout government; standardized method of identifying a facility at a specific location.
 - Required by some large prime contractors.

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Certifications

- FEDERAL LEVEL
 - Small Business (according to NAICS code/size standards, Self-certify)
 - http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf
 - * revenue or employee based depending on code

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Certifications



- Socioeconomic Programs through the SBA (Small Business Administration)
 - 8(a) Program
 - https://sba8a.symplicity.com/applicants/guide
 - HUBZone Program
 - http://map.sba.gov/hubzone/init.asp#address
 - Woman-Owned Small Business SBA repository: must fall under specific NAICS codes

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Self-Certifications in SAM

- WOSB (Woman Owned Small Business)
- DSB (Disadvantaged Small Business)
- VOSB or SDVOSB (Vet or Service Disabled Vet Owned Small Business)

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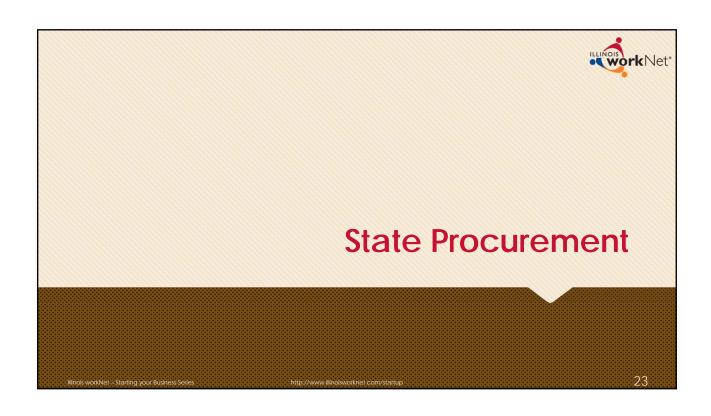
Federal Verification



- CVE Verification
 - Currently needed if selling to the Department of Veteran Affairs only.

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State Procurement



- IPG (Illinois Procurement Gateway)
 - www.ipg.vendorreg.com
- CMS (Central Management Services)
- SBSP (Small Business Set-Aside Program)
 - Within the IPG application
- IPB (Illinois Procurement Bulletin)
 - www.purchase.state.il.us

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State Procurement

- Illinois State Universities
 - www.procure.stateuniv.state.il.us
- IDOT (Illinois Dept. of Transportation)
 - www.idot.illinois.gov
- CDB (Capital Development Board)
 - www.cdb.state.il.us

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State Size Standards

To be considered Small Business -

- Wholesale: below \$13 million
- Retail/Service: below \$8 million
- Manufacturing: less than 250 employees
- Construction: below \$14 million

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State Certifications

- BEP (Business Enterprise Program) for Females, Minorities and Persons with Disabilities
- VOB (Veteran Owned Businesses (includes Service Disabled Vets)

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Illinois PTAC Centers



- PTAC Procurement Technical Assistance Centers
 - Grant funded in joint cooperation with DoD / DLA, Illinois DCEO plus local host institutions
 - Services free of charge
 - One-on-one counseling
 - Assistance with selling to federal, state and local government
 - Customized bid matching

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Illinois SBDC Network



- Small Business Development Centers
- International Trade Centers
- NAFTA Opportunity Centers
- Small Business Incubators
- Illinois Manufacturing Excellence Centers
- Procurement Technical Assistance Centers

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http://www.aptac-us.org

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Thanks to Mary Turner for sharing her expertise and knowledge with Illinois workNet users!

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