



Government/Federal Contracting

Step 1-Research

- Know where you're going
 - Who purchases your products/service?
 - NAICS Codes www.census.gov/eos/www/naics
- Federal Resources (Opportunities/Match)
 - Federal Procurement Data System (FPDS)
 - www.fpds.gov
 - DLA-BSM Internet Bid Board System (under \$25,000)
 - www.dibbs.bsm.dla.mil
 - Federal Business Opportunities (over \$25,000)
 - www.fbo.gov
 - Procurement Forecasts (History)
 - www.sba.gov/gc/forecast.html
- Most of Ohio's Agencies Contracts
 - <https://procure.ohio.gov/proc/currentcontracts.asp>
- Ohio's Telecommunication Contracts
 - <http://das.ohio.gov/Divisions/InformationTechnology/TelecommunicationsServices/tabid/123/Default.aspx>
- ODOT (Ohio Department of Transportation)
 - Current Purchasing Contracts
 - Visit transportation.ohio.gov
 - Click on 'Divisions'
 - On the left side of the page, click on 'Construction Management/Contract Sales'
 - Click on 'Purchasing Contracts'
 - Click on 'Current Contracts'
 - Column 'Invitation No' lists terms and conditions
 - Column 'Award Tab' lists award pricing and vendors currently on contract
 - MBE Set-Aside Contracts
 - '800' series are ODOT MBE Set-Aside contracts where only State Certified MBE's are eligible
 - Upcoming Opportunities
 - Visit transportation.ohio.gov
 - Click on 'Divisions'
 - On left side of page, click on 'Construction Management/Contract Sales'
 - Click on 'Purchasing Contracts'
 - Click on 'Upcoming ITBs'
 - Quote Opportunities
 - Information for suppliers on where to find and submit quotes for non-contract ODOT goods and services purchased through the IonWave application
 - Visit transportation.ohio.gov
 - Click on 'Divisions'
 - On the left side of page, click on 'Construction Management/Contract Sales'
 - Click on 'ODOT Quote Opportunities (Goods and Services)'
 - Click on 'Current Bid Opportunities'



Step 2- Required Registrations (these may vary depending upon your area of contracting)

- DUNS Number – call 1-866-705-5711
 - No charge for government applicants
 - <http://fedgov.dnb.com/webform>
- SAM (Systems for Award Management)
 - No charge
 - SAM.gov

Step 3- Certifications

- Federal Certifications required for possible use with Federal Contracts
 - Woman Owned Business

- www.sba.gov/wosb
 - Questions call 1- 800-U-ASK-SBA
- 8a Minority Certification
 - <https://www.sba.gov/contracting/government-contracting-programs/8a-business-development-program>
- Veteran Owned
 - <https://www.sba.gov/business-guide/grow/veteran-owned-businesses-programs>
- Service-Disabled Veteran-Owned
 - <https://www.sba.gov/contracting/government-contracting-programs/service-disabled-veteran-owned-businesses>
- Hub Zone
 - <https://www.sba.gov/contracting/government-contracting-programs/hubzone-program>
- State Certifications required for possible use with State Contracts
 - MBE/EDGE Program
 - <http://das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification.aspx>
 - Veteran Friendly Business Program
 - [http://das.ohio.gov/Divisions/EqualOpportunity/BusinessCertification/Veteran-FriendlyBusinessEnterprise\(VBE\)Program.aspx](http://das.ohio.gov/Divisions/EqualOpportunity/BusinessCertification/Veteran-FriendlyBusinessEnterprise(VBE)Program.aspx)

Step 4 – Procurement Methods

- Open competition
- Direct Purchase
- GSA Schedule
 - Pre-approval of product/service and price (general merchandise)
- DoD E-mail
 - Internet Electronic Mail

Step 5 – RFP Response Rules

- READ the solicitation
- Re-read the solicitation
- Understand exactly what is being requested
 - Statement of Work(SOW)
 - Quantity – unit of issue
 - Packaging, RFID (Radio Frequency Identification), Delivery
- Have all specs, drawings, FAR's, etc.
- Calculate price carefully- including all costs (packaging, overhead, etc)
- Read the solicitation
- Make sure documents are signed
- Submit timely and properly

Marketing Every Step

Create a Capability Statement

- Company Background (Expertise)
- Products/Services offered
- Facility/Equipment
- Quality Control
- Current/Previous Customers
 - Past Performance
- CAGE, Corp Status, Certifications, etc.
- Research Agency or Prime's website
- Small Business Liaison, Doing Business With Us, etc.
- Look for events
 - Vendor Days
 - Networking Opportunities
 - Match Maker Events

Google Government Website

- <http://Search.usa.gov>

PTAC Services

PTAC Provides assistance with procurement process

- Bid matching (2000 sites)

- Bid preparation
- Website training
- Certification assistance
- Registration assistance
- Capability Statement assistance
- Ask, always free stuff available

Mahoning Valley Contacts

Mahoning Valley Economic Development Corporation

Covers Trumbull, Mahoning, Columbiana counties

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Small Business Administration Cleveland Contact

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