Government/Federal Contracting

Step 1-Research

- Know where you’re going
  - Who purchases your products/service?
  - NAICS Codes [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics)
- Federal Resources (Opportunities/Match)
  - Federal Procurement Data System (FPDS)
    - [www.fpds.gov](http://www.fpds.gov)
  - DLA-BSM Internet Bid Board System (under $25,000)
    - [www.dibbs.bsm.dla.mil](http://www.dibbs.bsm.dla.mil)
  - Federal Business Opportunities (over $25,000)
    - [www.fbo.gov](http://www.fbo.gov)
  - Procurement Forecasts (History)
    - [www.sba.gov/gc/forecast.html](http://www.sba.gov/gc/forecast.html)
- Most of Ohio’s Agencies Contracts
  - [https://procure.ohio.gov/proc/currentcontracts.asp](https://procure.ohio.gov/proc/currentcontracts.asp)
- Ohio’s Telecommunication Contracts
- ODOT (Ohio Department of Transportation)
  - Current Purchasing Contracts
    - Visit [transportation.ohio.gov](http://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](http://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](http://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](http://fedgov.dnb.com/webform)
- SAM (Systems for Award Management)
  - No charge
  - [SAM.gov](http://www.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
- Service-Disabled Veteran-Owned
- Hub Zone
  - https://www.sba.gov/contracting/government-contracting-programs/hubzone-program

- State Certifications required for possible use with State Contracts
  - MBE/EDGE Program
  - Veteran Friendly Business Program

**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

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