

Connecting FAFB to Certified Small Businesses

Host:

Aleesha Roedel, PTAC

Guest Speakers:

John Dicus, SBA

and

MICHAEL P. GILBERT, GS-14, DAFC, 92d Contracting Squadron, Fairchild AFB



Together We're Greater

Agenda

- Welcome
- PTAC Introduction
- SBA Certifications for Selling to the Federal Government
- How to do Business with FAFB
- Q & A



Together We're Greater

ABOUT PTAC

- Congress established the Procurement Technical Assistance Cooperative Agreement Program in 1985 as part of the Department of Defense (DoD) Authorization Act
- PTAC was designed to assist businesses (focusing on small businesses) with **federal, state and local government contracting**
- The program is funded by the federal government through the United States Department of Defense's (DoD) Defense Logistics Agency and locally by Greater Spokane Inc.



Together We're Greater

Services

We assist small businesses who wish to sell to federal, state, and local governments.

- Certifications & registrations
- Finding opportunities to bid
- Interpreting solicitations and regulations
- Marketing to government buyers

...and much more

- We provide these services through:
- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Optional Bid Match service (fee-for service)



Upcoming Events

- **How to do Business with the Forest Service – VIPR**
 - December 22, 2021, 10:00 AM – 12:00 PM
- **Strategic Planning & Adaptive Strategy**
 - January 14, 2022, 9:00 AM – 11:00 AM

Washington PTAC Events:

<https://washingtonptac.ecenterdirect.com/events>



Speakers

John Dicus

Lead Business Opportunity Specialist
Seattle District Office / Spokane Branch Office
U.S. Small Business Administration
john.dicus@sba.gov

Michael P. Gilbert, GS-14, DAFC

Director of Business Operations
92d Contracting Squadron, Fairchild AFB
Michael.gilbert.3@us.af.mil



Together We're Greater

Questions?

Aleesha Roedel

aroedel@greaterspokane.org

509.321.3646

John Dicus

Michael P. Gilbert, GS-14, DAFC



Together We're Greater



U.S. Small Business
Administration



U.S. Small Business
Administration

SBA Certifications for Selling to the Federal Government

Presented by: John Dicus
SBA Seattle District Office

What Programs are available to Small Businesses in Federal Contracting?

The SBA provides several programs to help small businesses win federal contracts. Participating in these programs helps small businesses:

- Win a fair share of federal contracts
- Qualify for exclusive set-aside and sole-source contracts
- Partner with established contractors to win contracts
- Get business mentoring and education to learn how federal contracting works

What Programs are available to Small Businesses in the Federal Contracting Arena?

To promote maximum participation by small, disadvantaged, veteran-owned, or woman-owned businesses in federal government contract awards and large prime subcontract awards, The SBA assists Small Businesses through:

- Self Certifications
- Women-Owned Small Business Contracting Program
- Service Disabled Veteran-Owned Small Business Program
- 8(a) Business Development Program
- HUBZone Program
- SBA Mentor-Protégé Program
- Natural Resource Sales Assistance Program

SBA Federal Contracting Certifications:

Self Certifications:

- Small Business (determined by NAICS Codes)
 - <https://www.sba.gov/federal-contracting/contracting-guide/size-standards>
- Service-Disabled Veteran-Owned Small Business Businesses Program
 - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/service-disabled-veteran-owned-small-businesses-program>

SBA Certifications:

- 8(a) Business Development Program
 - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/8a-business-development-program>
- HUBZone
 - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>
- Woman-Owned Small Business Federal Contracting Program
 - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contracting-program>

Prime Contracting Government-wide Procurement Goals

Small Business (SB) - 23%

Small Disadvantaged Business (SDB) - 5%

Women-Owned Small Business - (WOSB)- 5%

HUBZone Small Business – 3%

Veteran-Owned Small Business (VOSB) - 3%



DSBS

[Skip Navigation](#) [Accessibility Options](#)
[Mobile View](#) [Print](#) [Exit](#) [Help](#)
[DSBS](#) [Quick Market Search](#) [TM OnLine](#)

Rea

Welcome to the Dynamic Small Business Search

All search form hotlinks open a new browser window.

All form fields that require typing in data have "tooltips" with data format information.



NEW FEATURES FOR MOBILE USERS:

Phone number hotlinks can be used to dial the number on mobile phones.
Address hotlinks can be used to show the address in Google Maps.

SBA has verified the following certifications in DSBS: HZ, WOSB, EDWOSB, SDB. Any other certification presented in DSBS (i.e., SDVOSB) is self-certified by a firm and not verified by SBA. Other than these SBA certifications, DSBS is generally a self-certifying database and SBA does not make any representation as to the accuracy of the data included. The SBA strongly recommends that contracting officers diligently review a bidder's small business self-certification before awarding a contract.

Location of Profile

States:

(any state)
AL - Alabama
AK - Alaska
AA - American Atlantic (APO/FPO)
AE - American Europe (APO/FPO)
AP - American Pacific (APO/FPO)
AS - American Samoa
AZ - Arizona
AR - Arkansas
CA - California

Searching within a State:

(Requires exactly one state from the State list at left.)

Congressional District: [Help](#)

County: Select 1 State, then press Lookup [Lookup Help](#)

[\(How to make multiple selections.\)](#)

<input type="text"/>	Area Code or Phone Number Initial Fragment
<input type="text"/>	Metropolitan Statistical Area Help
<input type="text"/>	SBA Servicing Office Help
<input type="text"/>	Zip Code or Zip Code Initial Fragment

What are “Size Standards”

The SBA’s size standards determine whether or not your business qualifies as small and are:

- Based on NAICS codes (North American Industry Classification System)
- Primary code is the one that represents largest portion of business.
- Currently over 1,000 NAICS codes in many different Industries
- Firm may be capable of performing in several NAICS code areas.
- <http://www.census.gov/eos/www/naics/>

Core Size Standards for Sectors

Service	<ul style="list-style-type: none">• < \$8.0 - \$16.5 Million
Construction	<ul style="list-style-type: none">• < \$16.5 Million – Special Trade Construction• < \$39.5 Million – General Construction
Manufacturing	<ul style="list-style-type: none">• < 1,000 Employees
Wholesalers	<ul style="list-style-type: none">• <100-250 Employees

Women-Owned Small Business Contracting Program

- To help provide a level playing field for women business owners, the government limits competition for certain contracts to businesses that participate in the women's contracting program.
- These set-aside contracts are for industries where women-owned small businesses (WOSB) are underrepresented. Some contracts are restricted further to economically disadvantaged women-owned small businesses (EDWOSB). The SBA maintains a list of those eligible industries and their corresponding NAICS codes.

Women's Contracting Program Eligibility Requirements

To be eligible for the women's contracting program, your business must:

- Be a [small business](#)
- Be at least 51% owned and controlled by women who are U.S. citizens
- Have women manage day-to-day operations and also make long-term decisions

To qualify as an economically disadvantaged business within the women's contracting program, your business must:

- Meet all the requirements of the women's contracting program
- Be owned and controlled by one or more women, each with a personal net worth less than \$750,000
- Be owned and controlled by one or more women, each whose average adjusted gross income for three years is \$350,000 or less
- Have \$6 million or less in business assets

You can also get a preliminary assessment of whether you qualify at the SBA's beta.certify.sba.gov website.

Get Certified as a Women-Owned Small Business

SBA Certification

- Before firms can compete for WOSB Federal Contracting Program set-aside contracts, they must apply for certification through the new process on beta.certify.sba.gov

Third-party certification

- There are four organizations approved by the SBA to provide third-party certification. Contact them to find out about their certification process. They are:

- [El Paso Hispanic Chamber of Commerce](#)
- [National Women Business Owners Corporation](#)
- [US Women's Chamber of Commerce](#)
- [Women's Business Enterprise National Council](#)

* Both methods will require that firms use the beta.certify.sba.gov website. For more information about the new application process, please review the following beta.certify.sba.gov [fact sheet](#).

WOSB and EDWOSB Set-Aside Contracts

Industry

WOSB

NAICS code assigned to contract is in an industry where WOSBs are **substantially underrepresented**.

EDWOSB

NAICS code assigned to contract is in an industry where WOSBs are **underrepresented**.

Rule of Two

Contracting officer has reasonable expectation that 2 or more WOSBs will submit an offer.

Award Price

Contract must be awarded at fair market price.

The 8(a) Business Development Program

Created to help small disadvantaged businesses compete in the federal procurement market.

- Provide viable contracts, financial, technical and management assistance to promote their competitive growth.
- The 8(a) Program is a “Business Development” program, not a contracting program. There are “no guarantees of contracts.”

The 8(a) Business Development Program Eligibility Requirements

To qualify for the 8(a) program, a firm must:

- Be a small business
- Not already have participated in the 8(a) program
- Be at least 51 percent owned and controlled by U.S. citizens who are economically and socially disadvantaged
- Have the owner manage day-to-day operations and also make long-term decisions
- Have all its principals demonstrate good character
- Show potential for success and be able to perform successfully on contracts

What is Social Disadvantaged?

Who are presumed socially disadvantaged individuals?

- Black Americans
- Hispanic Americans
- Native Americans (American Indians, Eskimos, Aleuts, and Native Hawaiians)
- Asian Pacific Americans

Members of non-designated groups

An individual who is not a member of a designated group may establish social disadvantage by a contributing factor such as race, ethnic origin, gender or physical handicap.

What is Economically Disadvantaged?

Who are economically disadvantaged individuals?

Individuals whose ability to compete in free enterprise has been impaired due to diminished capital and credit opportunities.

Determining factors include the applicant's:

- Adjusted net worth < \$750,000
- Average three year income < \$350,000
- Market value of assets < \$6 million
- Overall financial condition

Get Certified as an 8(a) Small Business

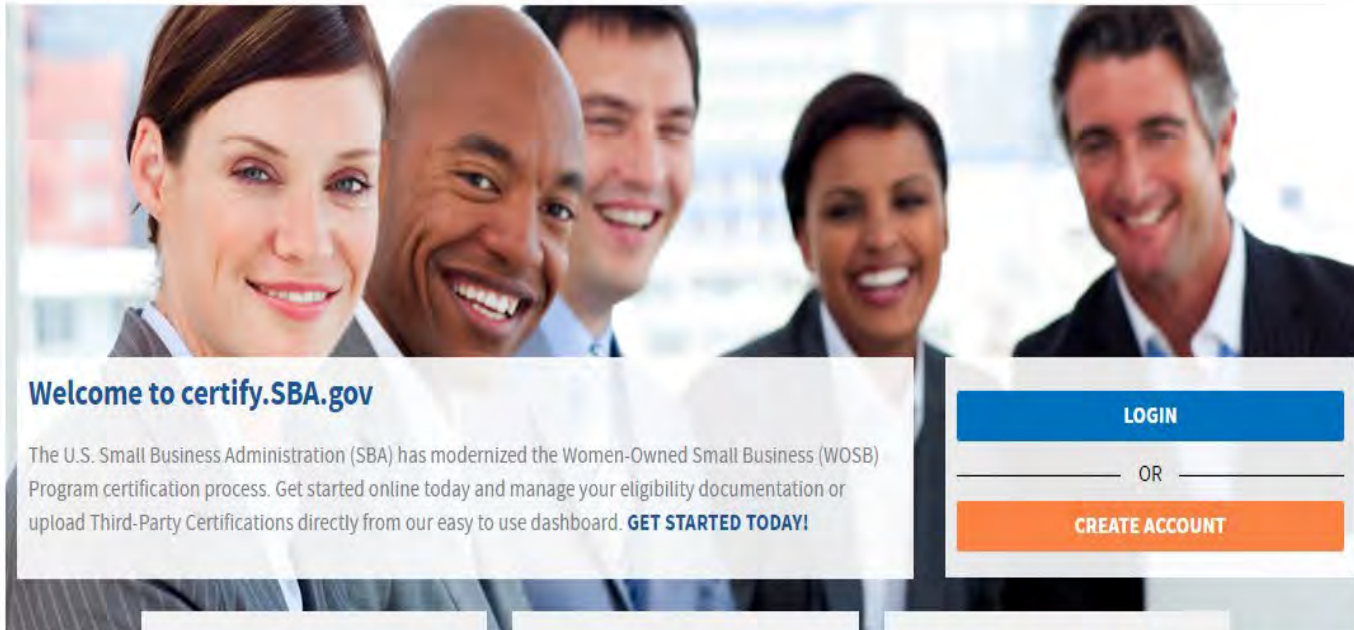
To get certified as an 8(a) business, simply use the [certify.SBA.gov](https://certify.sba.gov) website. You'll need to have a profile at SAM.gov before you can use the certification website.

- Submit on-line application with paper supporting documentation uploaded to certify.sba.gov
- You will have the opportunity to provide supplementary documentation
- Application is at least 120 days
- 9 year program
- One-time eligibility



certify.SBA.gov

[HOME](#) [AM I ELIGIBLE?](#) [LOGIN](#)



Welcome to certify.SBA.gov

The U.S. Small Business Administration (SBA) has modernized the Women-Owned Small Business (WOSB) Program certification process. Get started online today and manage your eligibility documentation or upload Third-Party Certifications directly from our easy to use dashboard. **GET STARTED TODAY!**

[LOGIN](#)

OR

[CREATE ACCOUNT](#)

New Features

Experience a unified SBA contracting program certification process and complete SBA forms directly online. Upload and manage your documents across multiple programs and receive email notifications such as expiration and renewal notices.

Am I Eligible?

Does your company meet the criteria to participate in the Women-Owned Small Business (WOSB) Program as a Women-Owned Small Business (WOSB) or as an Economically Disadvantaged Women-Owned Small Business?

Upcoming Activities

New programs will soon be incorporated onto certify.sba.gov including 8(a) Business Development Program (Fall 2016), HUBZone Program (Spring 2017) and Dynamic Small Business Search (DSBS) (Spring 2017).

[Find Out](#)

The HUBZone Program

(Historically Underutilized Business Zone)

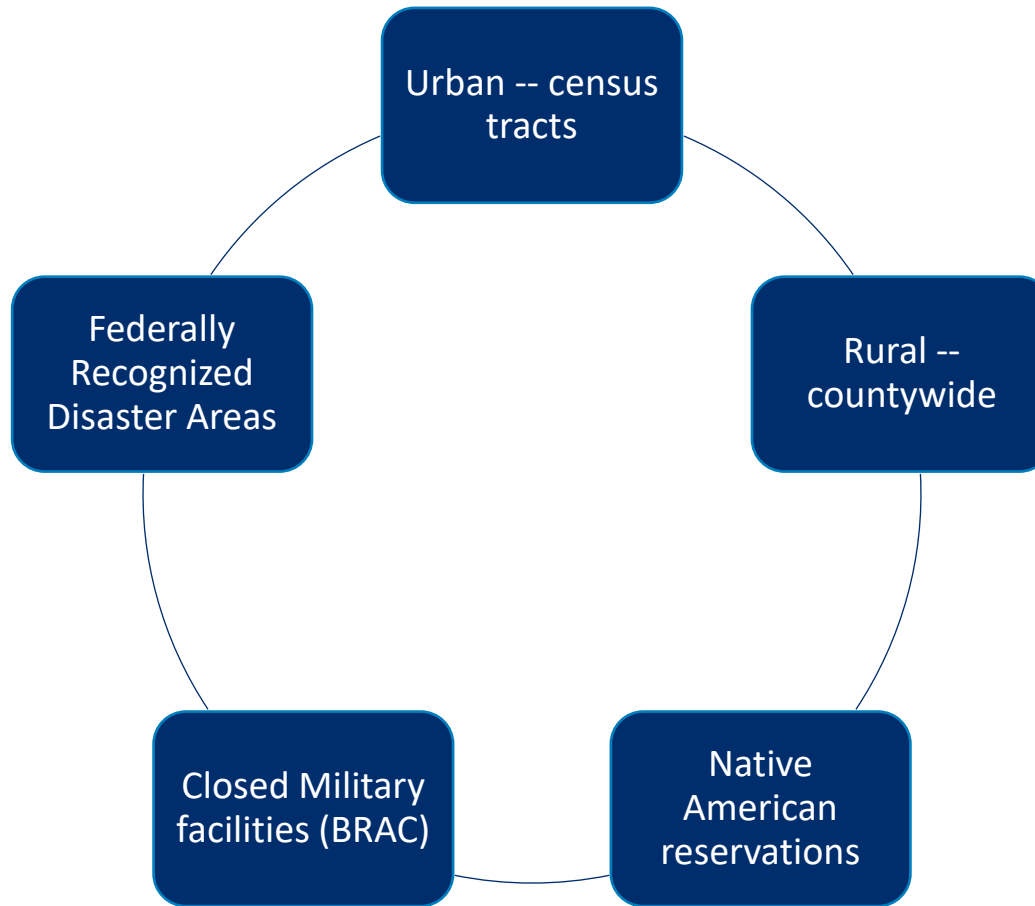
What is it?

- Economic Development Program
- Purpose is to create new jobs by awarding contracts to small businesses
- Areas of high unemployment or low per capita income

What are the Benefits?

- Joining the HUBZone program makes your business eligible to compete for the program's [set-aside contracts](#).
- HUBZone-certified businesses also get a 10 percent price evaluation preference in full and open contract competition

What can be designated as a HUBZone?



The HUBZone Program Eligibility Requirements

To qualify for the HUBZone Program, your business must:

- Be a small business
- Be at least 51 percent owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, a Native Hawaiian organization, or an Indian tribe
- Have its principal office located in a HUBZone
- Have at least 35 percent of its employees live in a HUBZone

You can also get a preliminary assessment of whether you qualify at the [SBA's Certify website](#).

Get Certified as a HUBZone Business

1. Make sure you have a [SAM.gov](https://sam.gov) account
2. Make sure you have a [General Login System](#) account
3. Apply for HUBZone certification using the [General Login System](#). Log in, select “Access” and then “HUBZone” before completing the prompts
4. Check your email for time-sensitive instructions to electronically verify your application within 10 business days
5. Submit any requested supporting documentation within 10 business days
6. Update your [SAM.gov](https://sam.gov) profile to indicate you are a HUBZone business after you get an email confirmation from the SBA

The SBA Mentor Protégé Program

Your small business can learn from an experienced government contractor through the mentor-protégé program.

SBA Mentor Program Benefits

Protégés can get valuable business development help from their mentors in several areas, including:

- Guidance on internal business management systems, accounting, marketing, manufacturing, and strategic planning
- Financial assistance in the form of equity investments, loans, and bonding
- Assistance navigating federal contract bidding, acquisition, and performance process
- Education about international trade, strategic planning, and finding markets
- Business development, including strategy and identifying contracting and partnership opportunities
- General and administrative assistance, like human resource sharing or security clearance support

Mentors and protégés in the program can form joint ventures. These joint ventures would qualify for set-aside contracts that the small business is eligible for

SBA Mentor Program Qualifications

To qualify as a protégé, your business must:

- Be a [small business](#) with industry experience
- Have a proposed mentor prior to applying for the program
- Be organized for profit or as an agricultural cooperative
- Have no more than two mentors in the business' lifetime

To qualify as a mentor, your business must:

- Be organized for profit or as an agricultural cooperative
- Have no more than three protégés at a time

For the SBA to approve the mentor-protégé agreement:

- The SBA must determine that the mentor-provided assistance will promote real developmental gains for the protégé, not just act as a vehicle to receive federal small business set-asides
- An SBA “determination of affiliation” must not exist between the mentor and the protégé

Apply to the Program

You must be approved by SBA to participate in its MPP. Your application must be submitted through [certify.SBA.gov](https://certify.sba.gov). You will need to have a profile in the System for Award Management ([SAM.gov](https://sam.gov)) before you can use the certification website.

Before you apply:

- Make sure both businesses are registered at [SAM.gov](https://sam.gov)
- Decide whether you are applying for an MPA using your primary or secondary NAICS Code
- Both businesses must complete [SBA's online tutorial](#) (save your completion certificates)
- Execute a [Mentor-Protégé Agreement](#) ([MPA Addendum](#))

When you are ready to apply, go to [certify.SBA.gov](https://certify.sba.gov) and apply to join the MPP using the protégé's DUNS number.

Legislative Action

Passed in the House—sent to Senate in NDAA FY22

[H.R. 4350](#), passed House on 9/23/21

Sec 861: Would raise the governmentwide small business goals to 25%, raise the SDVOSB and HUBZone goals to 4%, gradually increase the SDB goal to 15% (FY 25), and gradually increase the WOSB goal to 7% (FY 24).

Sec 864: Would exclude Category Management Tier 0 contracts in the 8(a), WOSB, HUBZone, and SDVOSBC programs from Category Management procedural requirements and from Category Management goals, as well as prevent agencies from removing 8(a) contracts from the 8(a) program in order to include them in Category Management. (Sec 864)

Introduced in the House

- [H.R. 4697](#), to strike section 8(a)(11), which is the basis of [bona-fide-office rule](#) in the 8(a) program
 - SBA has temporarily waived the requirement: [SBA Announces Moratorium on Bona Fide Place of Business Requirements for the 8\(a\) Business Development Program](#)
 - Moratorium applies to all 8(a) construction procurements offered to the 8(a) BD program between August 25, 2021, and September 30, 2022

Recent SBA and FAR Regulatory Action

Direct Final Rule: NDAA 2020 Changes to Sole-Source Thresholds

86 FR 61670

- Changes 8(a) sole-source J&A threshold to \$100 mil for DoD, \$25 mil for civilian
 - Applies to entity-owned (ANC/Tribe/NHO) firms and
 - Applies if only one eligible Participant would submit a fair-market offer
- Changes sole-source thresholds in 8(a), WOSB, and HUBZone to:
 - \$4.5 mil for nonmanufacturing (but still \$4 mil in SDVOSBC)
 - \$7 mil for manufacturing (same for SDVOSBC)

SBA Proposed Rule: Calculation of Employee-Based Size Standards

86 FR 60396

- Proposes to use a 24-month average to calculate a business's number of employees for eligibility purposes in all of SBA's programs (Sec 863, FY 21)
- Proposes to permit businesses in SBA's loan and SBIC programs to use a 5-year averaging period, in addition to the existing 3-year averaging period, for the purposes of calculating annual average receipts
- Comments due Dec. 2, 2021.

FAR Final Rule: Limitations on Subcontracting

86 FR 44233

- Applies across all small business programs
- Calculated as a percentage of the overall contract amount to be spent by the prime contractor on subcontractors.
- Adds concept of a “similarly situated entity”—a small business subcontractor that has the same small business program status as that which qualified the prime contractor for the prime contract
- Nonmanufacturer rule does not apply to small business set-asides at or below the simplified acquisition threshold
- Waivers of the nonmanufacturer rule allowed for procurements under the HUBZone Program
- CAAC [Letter No. 2021-02](#) authorizes agencies to issue a class deviation to apply LOS exclusions for
 - Certain direct costs not provided by small business concerns (e.g., airline travel, cloud computing, mass media)
 - Work performed outside the United States on awards made pursuant to the Foreign Assistance Act of 1961, or work performed outside the United States required to be performed by a local contractor.

Direct Final Rule: Extending HUBZone Map Freeze

[86 FR 23863](#)

- Extends the HUBZone Map freeze until June 30, 2023
 - Qualified census tract data using the 2020 Census results will not be available until late 2022.
 - Applies to all current Redesignated Areas and Qualified Base Closure Areas, and most current Qualified Disaster Areas.
 - The HUBZone Map has been updated to reflect the new expiration date for those areas.
 - After SBA receives the Census data from HUD, SBA will post a list identifying areas newly designated as Qualified Census Tracts, Qualified Non-metropolitan Counties, and Redesignated Areas, so that firms can plan accordingly.

SBA Proposed Rule: Past Performance Ratings for JV members and Subcontractors

86 FR 64410

- Proposes to let small business use past performance from a joint venture, provided it worked on the joint venture's contracts
- Proposes to let a small business use past performance from a first-tier subcontract to go after a prime contract
 - Requires a change to subcontracting plans to direct primes to provide a rating to the small business within 15 days
 - Requests comment on whether to require a time frame within which the small business must make the request (e.g., during the prime's period of performance)
- Comments due 60 days after Federal Register publication

Questions

Seattle District Office

**2401 4th Ave, Suite 450
Seattle, WA 98121**

<https://www.sba.gov/offices/district/wa/seattle>

(206) 553-7310
infosdo@sba.gov



DOING BUSINESS WITH FAIRCHILD AFB



Michael P. Gilbert
Small Business Specialist
(509)247-4880
michael.gilbert.3@us.af.mil

Professional Expeditionary Airmen!



OVERVIEW



- Fairchild AFB/92d Contracting Squadron
- Economic Impact
- Small Business Goals and Set-Asides
- Marketing
- Government Purchase Card Program
- Contracting Squadron Purchases
- Potential Customers
- Subcontracting Opportunities
- Air Force Small Business Web Site

Professional Expeditionary Airmen!



Economic Impact



- Largest Employer in Eastern, WA
 - 5,147 Military Members
 - 1,433 Civilian Employees
 - \$323M Payroll
- Fairchild Population of 11,800
- 9,200 Retirees
 - \$242M Payroll
- ~\$40M Annual Construction Program



Fairchild's Direct Economic Impact to the Local Area Every Year: Over \$523M!

Professional Expeditionary Airmen!



Fairchild AFB



■ Similar to self-contained city

- Shopping
- Hospital
- Lodging
- Outdoor recreation program
- Arts and crafts
- Business/industrial/maintenance shops

Professional Expeditionary Airmen!



92d Contracting Squadron



- **Currently 44 people headed by a military commander**
- **Director of Business Operations/Small Business Specialist**
- **Two buying teams**
 - Goods and Services**
 - **Includes Large Services (over \$250,000)**
 - Construction**
 - **Architect & Engineering Services**
 - **Multiple Award Construction Contract (MACC)**
 - **Multiple Award Task Order Contract (MATOC)**

Professional Expeditionary Airmen!



Funding



■ Contracting Squadron Purchases

- FY21: \$34M
- FY20: \$45M
- FY19: \$53M
- FY18: \$54M

■ Credit Card Purchases

- FY20: \$13M
- FY20: \$14M
- FY19: \$14M
- FY18: \$15M

Professional Expeditionary Airmen!



Design/Construction Program



■ Contracting Agencies

- 92d Contracting Squadron (Base Contracting)
- Air Force Civil Engineer Center (AFCEC)
- Washington Air National Guard
- Health Facilities Office (HFO)
- Army Air Force Exchange Service (AAFES)
- Defense Commissary Agency (DECA)
- U.S. Army Corps of Engineers, Seattle District

Professional Expeditionary Airmen!



Non-MILCON Contract Vehicles



■ Multiple Award Construction Contracts (MACCs)

- Five Year Contracts for Design-Build (D-B) & Design-Bid-Build (D-B-B) Projects Awarded 2020
 - NNAC (ID)
 - WHH Nisqually – GARCO JV (WA)
 - Alutiiq (AK)
 - Northcon (ID)
 - RORE (WA)
 - M. J. Takisaki (WA)
- Projects From \$1M – \$10M

Professional Expeditionary Airmen!



Non-MILCON Contract Vehicles



■ Multiple Award Task Order Contracts (MATOCs)

- Five Year Contracts for Design-Build (D-B) & Design-Bid-Build (D-B-B) Projects Awarded 2019
- 8(a) Set Aside
 - NNAC (ID)
 - Verdis-Takisaki JV (WA)
 - Imperial Construction (WA)
 - Sealaska (AK)
- Projects From \$50K – \$1M

Professional Expeditionary Airmen!



Set-Aside Programs



■ Allowed for:

- **Small Businesses (automatic under \$250,000)**
- **Service Disabled Veteran-Owned Small Businesses (SDVOSB)**
- **Historically Underutilized Business Zone (HUBZone) Concerns**
- **Women-Owned or Economically Disadvantaged Women-Owned Small Businesses (WOSB/EDWOSB) (only certain industries)**
- **SBA-Certified 8(a) Businesses (acquisition size determines whether competitive or non-competitive)**



Set-Aside Programs (continued)



- **Governed by Federal Acquisition Regulation (FAR) Part 19**
 - Based on SBA laws/regulations
 - Applies to most federal agencies
- **SDVOSB, HUBZone, WOSB/EDWOSB, and 8(a) considered equal--no preference**



Set-Aside Programs (continued)



- **Acquisitions between \$10,000 and \$250,000 are automatically set aside for small businesses**
- **General set-aside test:**
 - **Contracting officer must have a reasonable expectation that offers will be received from two or more responsible concerns in the category being considered for set-aside, AND**
 - **Award will be made at a fair market price**



Set-Aside Programs (continued)



- Set-aside decision based on market research
- Primary market research sources:
 - System for Award Management (SAM)
 - Sources Sought Notice on Federal Business Opportunities (www.fbo.gov)
 - Federal Procurement Data System – Next Generation (FPDS) (www.fpds.gov)
- Market research results analyzed; also consider
 - Maximizing competition while meeting small business goals



Small Business Goals



	FY 21 Goals	FY21 as of 9/30	FY20 as of 9/30	FY19 as of 9/30	FY18 as of 9/30
SMALL	84%	95.18%	94.32%	89.84%	87.55%
HUBZONE	6%	8.13%	1.69%	3.20%	7.66%
DISADVANTAGED	38%	58.3%	48.81%	42.05%	42.78%
WOMAN OWNED	17%	27.22%	47.47%	27.31%	25.94%
SERVICE DISABLED	7%	8.77%	6.26%	8.08%	10.98%

Professional Expeditionary Airmen!



Marketing

(How do we know you're there?)



- **SAM (<https://beta.sam.gov>)**
 - Most used market research tool for \$3,000-\$250,000 purchases
- **Watch Federal Business Opportunities (www.beta.sam.gov) for notices and solicitations**
- **Small Business Dynamic Search**
https://web.sba.gov/pro-net/search/dsp_dsbs.cfm
- **Create a Plan / Know your Niche**
- **Outreach Events - WA and ID State PTAC Annual Events**
- **Emails are most effective means of communication**
 - Attach capabilities statement/line card

Professional Expeditionary Airmen!



Government Purchase Card Program



- Users make purchases directly from vendors
- VISA Card
- Mandatory for all purchases under thresholds
 - \$10,000 for commodities
 - \$2,500 for services
 - \$2,000 for construction
 - \$25,000 for GSA purchases
- 250+ cardholders throughout the base
 - Wide variety of requirements

Professional Expeditionary Airmen!



Contracting Squadron Purchases



- Purchases in excess of card limits
- Competition is required, with few exceptions
- Post everything over \$15K
- Requirement Owners/Users:
 - Determine their requirements
 - Conduct some market research
 - Submit purchase request to our office

Professional Expeditionary Airmen!



Contracting Squadron Purchases (continued)



- **Solicitations \$250,000 or less**
 - **Simplified Acquisition Procedures**
 - **Request for Quotation--two methods**
 - ♦ Oral (phone call) – below \$15K
 - ♦ Written (email and/or BetaSam)
 - **Posted/issued on Federal Business Opportunities (www.beta.sam.gov) if over \$15,000**
 - **Usually results in purchase order**



Contracting Squadron Purchases (continued)



- **Solicitations over \$250,000**
 - **Request for Proposal (RFQ/RFP)**
 - ♦ Award based on price and other factors (i.e., past performance, technical proposal); best value
 - **Pre-proposal conference/site visit normally held**
 - **Posted/issued on Federal Business Opportunities (www.beta.sam.gov)**
 - **Usually results in formal contract**



Contracting Squadron Purchases (continued)



■ DOL Wage Determinations

- Service Contract Act (services over \$2,500)
- Davis-Bacon Act (construction over \$2,000)
- Provide minimum employees must be paid

■ MOST IMPORTANT TIP OF THIS BRIEFING

- Read and understand everything in solicitation before submitting an offer; after contract award is too late
 - ♦ Contact buyer and contracting officer with questions
 - ♦ Attend pre-proposal conference/site visit, if held

Professional Expeditionary Airmen!



Subcontracting Opportunities



- **LB Prime Contractors hunting for SB**
 - **Services**
 - **Construction**
 - **Attend pre-proposal conferences/site visits**
- **Look for State Subcontract Directories**
- **Contract Awards Over \$25,000**
 - **beta.sam.gov**



Air Force Small Business Opportunities



■ Air Force Small Business Web Site

- <https://www.airforcesmallbiz.af.mil>
- Air Force-wide small business information
- Procurement forecasts
- Current opportunities
- Training: Link to SBA's online classes
- Resources and helpful links
- Locator: Contact information for Air Force small business specialists



Checklist For Businesses to Get Started:



- ✓ **NAICS code determination**
- ✓ **Obtain a DUNS number**
- ✓ **Register with SAM**
- ✓ **Enter info into the Dynamic Small Business database**

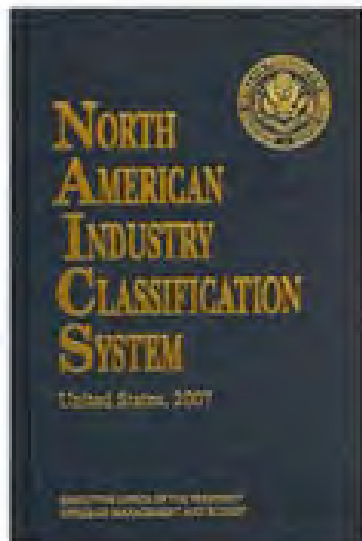


NAICS Codes (North American Industry Classification System)



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

- Example: Under “Construction” (Code 23)
 - 236210- Industrial Building Construction
 - 236220- Commercial and Institutional Building Construction
 - 237110- Water and Sewer Line Construction
 - 237120- Oil & Gas Pipeline Construction



It is possible to have multiple NAICS codes!

Professional Expeditionary Airmen!



DUNS number

Data Universal Numbering System



- System developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a DUNS number, to a single business entity. 9 digits
- <https://www.dnb.com/duns>



System for Award Management (SAM)



<https://www.sam.gov/portal/public/SAM/>

https://web.sba.gov/pro-net/search/dsp_dsbs.cfm

The Government's "Vendor Database"

- ***How you get paid!***
- ***Keep records of all your user ID's and passwords***
- ***Update your registration annually with financial and contact information to remain current.***
- ***This site is also how you access your profile in the SBA's "Dynamic Small Business Search"***
- ***Google Chrome***

Professional Expeditionary Airmen!



DSBS

Skip Navigation Accessibility Options

Mobile View Print Exit Help

DSBS Quick Market Search TM OnLine

Ready

Welcome to the Dynamic Small Business Search

Location of Profile

States:

- (any state)
- AL - Alabama
- AK - Alaska
- AA - American Atlantic (APO/FPO)
- AE - American Europe (APO/FPO)
- AP - American Pacific (APO/FPO)
- AS - American Samoa
- AZ - Arizona
- AR - Arkansas
- CA - California

[\(How to make multiple selections.\)](#)

Searching within a State:

(Requires exactly one state from the State list at left.)

Congressional District: [Help](#)

County: Select 1 State, then press Lookup [Lookup Help](#)

Area Code or Phone Number Initial Fragment

Metropolitan Statistical Area [Help](#)

SBA Servicing Office [Help](#)

Zip Code or Zip Code Initial Fragment

Government Certifications

8(a) Certified or 8(a) Joint Venture:

- ☐ Required (Active Certifications only)
- ☐ Required (Active Certifications and Previously Certified)
- ☐ Required (Previously Certified only)
- ☒ Not Required

Small Disadvantaged Business:

- ☐ Required (Active Certifications only)
- ☐ Required (Active Certifications and Previously Certified)
- ☐ Required (Previously Certified only)
- ☒ Not Required

Disadvantaged Business Enterprise, Certification States:

- Not Required
- AL - Alabama
- AK - Alaska
- AA - American Atlantic (APO/FPO)
- AE - American Europe (APO/FPO)

HUBZone Certification:

- ☐ Required (Active Certifications only)
- ☐ Required (Active Certifications and Previously Certified)
- ☐ Required (Previously Certified only)
- ☒ Not Required

Last modified: 07/13/2004 12:00:00 AM

[FirstGov](#) [E-Gov](#) [Regulations.gov](#) [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.185 seconds Version: SBSS 8.1.1
Session timeout in 58 minutes.

Skip Navigation Accessibility Options

Mobile View Exit

Back To Profile List



SBA Profile

Ready

Identification, Location & Contacts

This profile was last updated: 04/04/2014
Status: Active

Name of Firm: A 1 VENDING
Trade Name ("Doing Business As ..."):
DUNS Number: 051125727
Parent DUNS Number:
Address, line 1: 2127 LEMHI ST
Address, line 2:
City: BOISE
State: ID
Zip: 83705-4280
Phone Number: 208-334-2470
Fax Number: 208-334-2631
E-mail Address: lee.velten@commerce.idaho.gov
WWW Page:
E-Mail (electronic mail selling firm's products):
Contact Person: Lee Velten
Contact Title:
County Code (3 digit): 001
Congressional District: 02
Metropolitan Statistical Area: 1080
CAGE Code: 68MJ6
Year Established: 2005
Accepts Government Credit Card?: ☐ Yes ☒ No
GSA Advantage Contract(s):

(Note: Size information is now under "NAICS Codes with Size Determinations by NAICS", below.)

Last modified: 07/22/2013 12:00:00 AM

> [FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 2.076 seconds Version: SBSS 8.1.1
Session timeout in 59 minutes.



DEVELOP POWERFUL CAPABILITY STATEMENTS

Professional Expeditionary Airmen!



First Impressions are Critical



- **Be Professional**
 - Ex: email, website, typos
 - No clip art, stock graphics
- **Know Your Niche!**
- **Do Not Try To Be All Things**
- **Lead With Your Expertise**
- **Prove It!**
- **Mitigate Risk**

Professional Expeditionary Airmen!



A Poor Capability Statement



- Slams Doors On You
 - Highlights Your Weaknesses
 - Proves You Are Not Competent
 - Increases Risk To Hire You
 - Proves You Do Not Have A Clue
- ...and you DO NOT understand the customer
...or the market!

Professional Expeditionary Airmen!



Key Sections

- **Header**
 - **Mini Business Card**
- **Body**
 - **Core Competencies**
 - **List NAICS**
 - **Past Performance**
 - **Differentiators**
- **Footer**
 - **Company Data**



Tips for Success

- **Tailor the Capability Statement to the Target**
- **Use their Terminology**
- **Have Many Versions, One for Each Target**
- **Make Sure the File Size is Small, under 1MB**
- **Save in PDF as**
 YourCompanyNameCapStatement.pdf
- **Follow Similar Format for Your Website**
- **Follow Same Format for Capability Briefing**



Summary



- **Contracting with the government**
 - Complicated, difficult, frustrating, or confusing
- **Why do it? (\$50M to companies in WA!)**
 - It can be worthwhile, beneficial, profitable, AND
 - The government always needs trustworthy and competent contractors
- **There are resources available to help--please use them**



Upcoming Fairchild Requirements



- **Subcontract Work (\$20M+)**
- **Medical Staffing Services, 5yr**
- **Telecommunication Maintenance Services, 5yr**
- **Furniture Management Services, 7yr**
- **\$5-\$15M+ Yr-end spending in Aug/Sep, includes GPC**
- **Recurring Service Renewals – All posted to Beta.SAM**
 - **Chapel Services, Test Spec, Aerobics Trainer, Equip Maintenance, Referee Services, etc.**

Professional Expeditionary Airmen!



Industry Forums



- **WA PTAC – Alliance Conference in Puyallup**
- **On line – See links in “How To” Guide on Fairchild’s Public Webpage: <http://www.fairchild.af.mil/>**
- **Spokane PTAC Outreach Event – Virtual**



QUESTIONS?

Michael P. Gilbert
Small Business Specialist
(509)247-4880
michael.gilbert.3@us.af.mil

Professional Expeditionary Airmen!