

# FOR MANUFACTURERS: Bid Process & Requirements

## July 29, 2015

### 9<sup>th</sup> Annual Small Business Conference

Presented by:





Providing expert technical assistance to  
**FEDERAL, STATE and LOCAL GOVERNMENT Contractors And Subcontractors**

**A Procurement Technical Assistance Center (PTAC)  
Serving the Wisconsin Business Community**

## WPI Offices located at:

### Milwaukee County Research Park

10437 Innovation Drive, Suite 320  
Milwaukee, WI 53226

414-270-3600 FAX: 414-270-3610

### Juneau County Economic Development Corp.

122 Main St - Camp Douglas, WI 54618

608-427-2455 FAX: 608-427-2086

### Western Dairyland EOC, Inc.

418 Wisconsin St. - Eau Claire WI 54703

608-427-2455 FAX: 608-427-2086

### Fox Valley Technical College – DJ Bordini Center

5 Systems Drive – Appleton WI 54912

920-840-3771 FAX: 414-270-3610

### Racine County Economic Development Corporation – Launch Box

141 Main Street, Suite 2, Racine, WI 53403

414-270-3600 FAX: 414-270-3610

### Madison Enterprise Center

100 S. Baldwin St., Madison, WI 53703

608-444-0047 FAX: 414-270-3610

### Food Enterprise & Economic Development (FEED)

1219 N. Sherman Ave., Madison, WI 53704

608-444-0047 FAX: 414-270-3610

### Wausau Region Chamber of Commerce

200 Washington Street, Wausau, WI 54403

920-456-9990 FAX: 414-270-3610

[www.wispro.org](http://www.wispro.org) - [info@wispro.org](mailto:info@wispro.org)

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[LOCAL GOVERNMENT](#)

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[FAQS](#)

## 8 WAYS A SHUTDOWN WOULD DAMAGE HOMELAND SECURITY

[www.wispro.org](http://www.wispro.org)

### UPCOMING EVENTS →

02/26/2015  
FEDERAL PRIME CONTRACTOR GROUP MEETING  
ST. FRANCIS (MILWAUKEE) »

03/03/2015  
SMALL BUSINESS GOVERNMENT CONTRACTING SERIES: SELLING TO THE DEPARTMENT OF VETERANS AFFAIRS  
WAUWATOSA »

03/04/2015  
ACQUISITION HOUR: LEARNING ABOUT WAWF - IRAPT WEBINAR »

03/09/2015  
ENTERING THE GOVERNMENT MARKET - A PRIMER  
RACINE »

03/11/2015  
ACQUISITION HOUR: PREPARING FOR CSPR AUDIT  
WEBINAR »

### CURRENT OPPORTUNITIES (7) →

#### GET STARTED WITH THE BASICS

Questions & answers on how to get started.

[GET STARTED](#)

#### SIGN-UP FOR OUR NEWSLETTER

Stay up-to-date with the latest WPI news.

[SIGN UP](#)

#### HAVE A QUESTION? WE'RE HERE TO HELP.

One of our staff of experts is available to answer your questions.

[GET HELP](#)



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[GET HELP](#)

## SERVICES OFFERED BY WPI

- FREE Bid Matching Services
- Individual Counseling and Assistance
- Locating Local, State and Federal Opportunities
- Government Market Strategy Development
- Training in use of Government websites and tools
- Assistance with System for Award Management (SAM) Registration
- Assisting in Market Research Process
- Development of Market Profile
- Small Business Subcontracting Plans-Development, Outreach and Reporting
- Small Group Training
- Outreach and training with Local, State and Federal agencies
- Assist with Pre and Post Award Functions
- Assistance with Agency Specific Contracting Requirements
- Assistance with Contracting Regulations and Requirements, including FAR, DFAR, CFR
- Assistance with GSA Schedule Preparation and Administration
- Assistance with Local, State and Federal Certifications, including:
  - Service Disabled & Veteran Owned Small Business, HUBZone, Woman Owned Small Business, 8(a) Business Development Program
  - State
  - Local
  - DBE
- Bid Review and Submission Assistance
- Proposal and Assistance, Review and Submission Assistance
- Capabilities Statement and Related Government Marketing Material Development
- Assistance in Locating and Developing Teaming Partners and Subcontractors
- Updated Government Market Information

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Wisconsin Procurement Institute  
10437 Innovation Dr., Suite 320  
Milwaukee, WI 53226  
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[www.wispro.org](http://www.wispro.org)  
Executive Director – Aina Vilumsons  
[info@wispro.org](mailto:info@wispro.org)

# AGENDA

- **Locate and qualify for manufacturing opportunities**
- **How the Federal government buys**
- **Basic Contracting Concepts**
- **What it takes to WIN**



# Overview of the Market

- Who is buying
- Who is selling
- What is being purchased

## STATE PROFILE: WISCONSIN

Wisconsin

Fiscal Year 2014

Go

### CONTRACTS DATA

Total Contract Funds Awarded - 2014

**\$2,200,207,100**

Total Number of Contract Transactions - 2014

**23,978**

Total Contract Funds to SubAwardees - 2014

**\$111,279,607**

Total Contract Transactions to SubAwardees - 2014

**320**

#### TOP PRIME RECIPIENTS

1. OSHKOSH CORPORATION	\$531,348,369
2. GREAT LAKES HIGHER EDUCATION CORPORATION	\$184,414,944
3. WISCONSIN PHYSICIANS SERVICE INSURANCE CORPORATION	\$163,362,060
4. NATIONAL PRESTO INDUSTRIES INC.	\$73,010,918
5. SNAP-ON INCORPORATED	\$52,666,442

[Text View and More Details on All Prime Recipients](#)

#### TOP CONTRACTOR SUB-AWARDEES

1. DERCO AEROSPACE, INC.	\$83,989,885
2. WASTE MANAGEMENT, INC.	\$4,378,218
3. DEDICATED COMPUTING LLC	\$2,975,117
4. ARC COMMUNITY SERVICES INC	\$2,935,040
5. DERCO AEROSPACE, INC.	\$1,957,004

[Text View and More Details on All Contractor Sub-Awardees](#)

Agencies	TOTAL MANUFACTURING DOLLARS Obligated Aggregated, Actual Figures					
	2015 - YTD	2014	2013	2012	2011	2010
1700 - NAVY	149,400,431	48,336,677,235	43,259,057,754	50,923,143,333	59,147,072,096	48,236,587,308
5700 - AIR FORCE	1,036,199,267	26,000,405,571	23,152,711,839	37,622,610,361	32,402,746,038	32,347,180,852
97AS - DEFENSE LOGISTICS AGENCY	1,142,599,921	23,927,647,007	19,419,209,472	29,857,801,447	28,354,164,776	20,341,092,162
2100 - ARMY	111,298,444	23,320,943,025	19,552,646,170	33,322,839,969	45,228,168,175	53,116,435,640
3600 - VETERANS AFFAIRS	3,343,079,358	8,130,279,813	7,451,550,401	3,628,110,009	2,960,884,355	2,747,869,724
9700 - DEFENSE	40,361,280	6,627,389,511	4,585,555,115	6,662,179,934	5,531,150,148	4,499,406,552
7500 - HEALTH AND HUMAN SERVI	2,638,101,343	5,413,654,610	5,671,122,963	5,375,978,506	5,444,425,817	5,065,375,719
8000 - NATIONAL AERONAUTICS AN	2,649,471,154	3,704,637,241	2,941,517,408	2,425,055,496	2,680,891,513	2,266,651,795
7000 - HOMELAND SECURITY	1,177,871,899	2,808,831,215	2,570,344,844	2,343,002,221	3,611,667,722	2,645,089,307
1200 - AGRICULTURE	1,053,718,927	2,498,349,236	2,210,237,811	2,126,776,344	2,288,736,653	2,651,611,369
4700 - GENERAL SERVICES ADMINIS	661,884,158	2,044,421,717	1,598,413,942	973,175,078	832,347,622	1,783,998,698
1500 - JUSTICE	409,910,666	989,711,953	822,257,951	732,501,202	688,312,934	578,412,015
2000 - TREASURY	399,188,676	887,158,415	921,390,418	754,493,413	758,120,018	2,516,816,153
6900 - TRANSPORTATION	320,953,054	608,908,675	799,055,566	669,861,755	526,698,416	693,501,108
1900 - STATE	107,041,840	572,751,929	245,737,126	1,177,720,197	1,226,352,313	1,217,636,981

# Readiness for the Department of Defense Supply Chain

- Capabilities
- Capacity

# Capabilities

1. Quote – Bid
2. Administer contracts / awards
3. Manage your supply chain
4. Appropriate quality level
5. Business Management Process (ERP etc...)
6. Accounting system that can identify, segregate and analyze
7. Appropriate certification – technical expertise and talent
8. Understanding of DoD process, requirements and concepts
9. Electronic-capabilities vs. paper



# Capacity

1. Financial resources
2. Trained labor force
3. Solid supply chain
4. Facilities
5. Contingency Plan



# How the Government Buys - Searches for Current Procurement Opportunities

- Federal agencies
- Federal prime contractors
- Teaming & Partnering

# Locating Opportunities



9th Annual Volk Field Small Business Conference

# [www.USASPENDING.gov](http://www.USASPENDING.gov)

- **Some guidance**

- Look up MANUFACTURERS with FEDERAL AWARDS
- Identify MANUFACTURERS by NAICS codes – 31,32,33
  - You can search for NAIC codes at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch>
  - Identify other attributes in USASPENDING search that could narrow your search – location, agency.....
  - Export your search to a CVS file (look at in EXCEL)– this will give you the ability to see detail including number of contracts, dollar value, subcontracting plan requirement, contracting agency and much more

# Federal Agencies

DIBBS: <https://www.dibbs.bsm.dla.mil/>

The screenshot shows the DLA Internet Bid Board System (DIBBS) website. At the top, there is a navigation bar with links for Home, Solicitations, RFQs, RFP/IFB/Non-Quotable RFQs, Tech Data, Downloads, and Awards. Below this is a search bar with a 'Database Search' dropdown and a 'GO' button. A notice section contains two items: one about TKO Webinars and another about a canceled forum. Below the notice is a 'Location: Home' indicator and a 'LOGGED OFF' status with a timestamp of [ 273 ] 9/30/2014 2:40:29 PM. The main content area describes the DIBBS system as a web-based application for searching, viewing, and submitting quotes for RFQs, RFPs, and IFBs. To the right of this text is a 'Registered User Log In' button with a key icon. Below the main text are four boxes containing links for Help, Vendor Registration, Solicitations, and Awards.

**DEFENSE LOGISTICS AGENCY**  
ENTERPRISE BUSINESS SOLUTIONS  
**DLA INTERNET BID BOARD SYSTEM**

Home | Solicitations | RFQs | RFP/IFB/Non-Quotable RFQs | Tech Data | Downloads | Awards

Navigation: Navigation/Documents - - - - - GO Database Search: Choose Search Value: GO

**Notice:** · Connect and Learn with our Training, Knowledge and Opportunities (TKO) Webinars! » [Read Notice](#)  
· The Combat and Wheeled Vehicle Industry Outreach Forum to be hosted by DLA Land and Maritime on Thursday October 23, 2014 has been canceled. Information about future forums will be forthcoming. » [Read Notice](#)

Please read notices posted on the [Notices page](#).

Location: **Home** LOGGED OFF [ 273 ] 9/30/2014 2:40:29 PM

The DLA Internet Bid Board System (DIBBS) is a web-based application that provides the capability to search for, view, and submit secure quotes on Requests For Quotations (RFQs) for [Defense Logistics Agency \(DLA\)](#) items of supply. DIBBS also allows users to search and view Request For Proposals (RFPs), Invitations For Bid (IFBs), Awards and other procurement information related to DLA.

*Registered User Log In*

- Help**
  - [On-Line Help](#)
    - [Frequently Asked Questions ~ FAQ](#)
    - [DIBBS On-Line Quoting Help](#)
    - [Batch Quoting Help](#)
  - [Contact Us](#)
- Solicitations**
  - [Requests for Quotation \(RFQ\)](#)
    - [Batch Quoting](#)
    - [Submitted Quote Searching](#)
- Vendor Registration**
  - [Vendor Registration](#)
  - [Registration Guidelines](#)
  - [DLA Small Business Programs](#)
- Awards**
  - [Awards](#)
  - [Subsistence Market Ready Orders](#)

# Joint Certification Program:

<http://www.dlis.dla.mil/JCP/>

<http://www.dlis.dla.mil/jcp/>

**Defense Logistics Information Service**  
"A Defense Logistics Agency Activity"

**Joint Certification Program (JCP)**

DLIS Home | Products | Services | Programs | Cataloging | Log Tools | Supplier | Training | Library

**Federal Agencies**

Questions?  
Ask Phyllis, Our Virtual Rep!

- JCP Home
- Search
- Provinces
- FAQs
- Disclaimers
- Links
- Documents
- Government Industry Data Mart (GIDM)

**United States / Canada**  
**Joint Certification Program**

Welcome to the Defense Logistics Information Service (DLIS) lookup service of the U.S./Canada Joint Certification Program System via the World Wide Web. DLIS is the only source for the administration and functionality of the Certification process.

The data contained herein is for informational purposes only. If your company is listed with incorrect or incomplete data, please contact us at once at the e-mail addresses shown at the end of this paragraph for instructions on how to update the information. If your company has a Certification Number which is not reflected herein, please e-mail us for confirmation of that code at [jcp-admin@dla.mil](mailto:jcp-admin@dla.mil).

**GUIDELINES FOR SYSTEMS USAGE:**

- The data contained herein is government owned information, and as such may not be reused or marketed for commercial use
- Searches are free; however, DLIS reserves the right to restrict access if unreasonable use of the system is made.
- Check out the [FAQs](#) area for basic information regarding U.S./Canada Joint Certification Program.

Start your [Search](#)

# Federal Agencies

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



**Navy Electronic Commerce Online**

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 [SAM](#) System. Vendors may complete their online Reqs and Certs on the [SAM](#) System. 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  
ASSOCIATED LINKS

HOME | REGISTER | SYNOPSIS | BUSINESS OPPORTUNITIES | SUBMIT BID | FEEDBACK



FAQ | Links | Classification Codes | Abbreviations | Numbered Notes | Classes

# Federal Agencies

FBO – [www.FBO.gov](http://www.FBO.gov)



Training Videos  
Guides  
FAQs

The screenshot shows the FedBizOpps.gov website interface. At the top, there is a navigation bar with the following tabs: Getting Started, General Info, Opportunities, Agencies, and Privacy. The 'Getting Started' tab is circled in red. Below the navigation bar, there are links for Buyers (Login | Register) and Vendors (Login | Register), along with an Accessibility icon. The main content area features a U.S. Army logo and a contract opportunity titled '59--Subject: Wiring Harness, Bran. Direct your requests and communications ATTN: CCAM-AL-L, Michael Haywood, Contracting Officer, via email: Michael.haywood1@us.army.mil or FAX 256-955-9237. No telephone requests will be accepted'. Below the title, the solicitation number is W31P4Q10R0123, and the agency is the Department of the Army, Army Contracting Command, located at AMCOM Contracting Center - Missile (AMCOM-CC). There are buttons for 'Notice Details', 'Packages', and 'Interested Vendors List'. On the right side, there are 'Print' and 'Link' icons. Below the main content, there are buttons for 'Return To Opportunities List', 'Watch This Opportunity', and 'Add Me To Interested Vendors'. A 'Complete View' section shows 'Original Synopsis' with a 'Presolicitation' date of Mar 30, 2010. An 'ALL FILES' section lists 'Amendment 1' dated Apr 13, 2010, and a 'See Solicitation' link.

Federal regulations require that contracting officers publicize proposed contract actions expected to exceed \$25,000 through the on-line Government point of entry, [FedBizOpps](http://www.FedBizOpps.gov)

# Federal Agencies

PROCNET: <http://contracting.tacom.army.mil/>

ARMATI  
COMPARATOR  
CUSTOS

## ProcNet

ACC - Warren Procurement Network  
Serving the TACOM LCMC Enterprise

- Army Contracting Command-Warren
- Anniston
- Red River
- Sierra
- Warren
- Watervliet
- Other Opportunities
- Army Single Face to Industry
- FedBizOpps
- Other Links
- Freedom of Information Act
- ACC Warren Mission and Vision
- Locations and Major Partners
- US Army Contracting Command
- Competition Advocate
- TACOM Small Business Office

Sierra Army Depot CA

Red River Army Depot TX

Anniston Army Depot AL

Warren MI

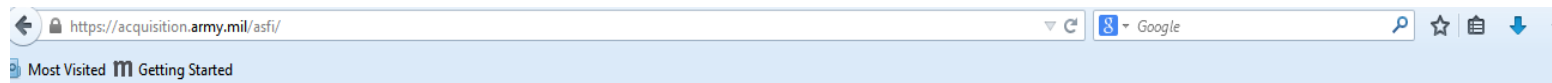
Watervliet Arsenal NY

transferring data from contracting.tacom.army.mil...

Accessibility

# Federal Agencies

ASFI: <https://acquisition.army.mil/asfi/>



## Army Single Face to Industry (ASFI) Acquisition Business Web Site

"Serving the U.S. Army Acquisition Community"

Please visit [What's New \(.doc\)](#) (last updated August 21, 2014) to learn about recent additions to our website.

[Privacy & Security Notice](#)

[Accessibility Information Notice](#)

[Freedom of Information Act \(FOIA\) Notice \(E\)](#)

[iSALUTE - Suspicious Activity Reporting \(E\)](#)

ASFI Business Opportunities

Acquisition Tool Set

ASFI for Industry

[Contracting Opportunities Search](#)

[Closed Solicitation Search](#) **New**

[ASFI Frequently Asked Questions](#)

[ASFI for Government Personnel](#)

[Web Browser Plugins/Certificates](#)

[ASFI Users Guide \(.doc\)](#)

[Vendor Notification Service](#)

[Vendor Bid History](#)

[Procurement Notifications](#)

[System for Award Management \(SAM\) \(E\)](#)

# Federal Agencies

## BIDMATCHING

Client Last Viewed RFQ's on 2014-06-04

Bid Count Reports

Records 1 thru 13 out of 13

Company Profile

<u>RFQ Date</u>	<u>FBO</u>	<u>DLA</u>	<u>Other Fed</u>	<u>Web</u>	<u>Intl</u>	<u>Local</u>	<u>NonFed</u>	<u>Awards</u>	
2014-10-10	2	0	0	3	0	0	0	0	<a href="#">List_All</a>
2014-10-08	1	0	0	0	0	0	0	0	<a href="#">List_All</a>
2014-10-07	2	0	0	0	0	0	0	0	<a href="#">List_All</a>
2014-10-03	1	0	3	1	0	0	0	0	<a href="#">List_All</a>
2014-10-02	0	0	6	0	0	0	0	0	<a href="#">List_All</a>
2014-10-01	0	0	7	0	0	0	0	0	<a href="#">List_All</a>
2014-09-30	0	0	0	2	0	0	0	0	<a href="#">List_All</a>
2014-09-25	0	0	0	1	0	0	0	0	<a href="#">List_All</a>
2014-09-22	2	0	0	0	0	0	0	0	<a href="#">List_All</a>
2014-09-18	2	0	0	0	0	0	0	0	<a href="#">List_All</a>
2014-09-17	2	0	0	0	0	0	0	0	<a href="#">List_All</a>
2014-09-15	10	0	0	0	0	0	0	0	<a href="#">List_All</a>
2014-09-11	2	0	0	0	0	0	0	0	<a href="#">List_All</a>

# How to Become a Subcontractor to a Prime

- Register in the Prime's supplier portal
- Attend Events
- Why do Primes pursue small business subcontractors?

# Federal Prime Contractors

<http://osn.oshkoshcorp.com/>

The screenshot shows the Oshkosh Supplier Network website. The header features the Oshkosh logo and the text "ONE SYSTEM. ONE TEAM. OSHKOSH SUPPLIER NETWORK". The "Our Vision" section states: "To develop a world-class procurement and supply chain organization providing the best in logistics, quality, NPD and competitiveness to the Oshkosh family of companies on a global basis." Below this is a navigation bar with links for "Index", "Links", "Support Center", and "Supplier Quality Manual and Forms".

The "Supplier Standards Guide" section includes a table of contents with the following information:

Table of Contents  
Revised: 08-20-14

\* ALL SECTIONS OF YOUR MANUAL SHOULD BE UPDATED WITH THE REVISION LISTED IN THE CURRENT REVISION COLUMN.

<u>Section</u>	<u>Title</u>	<u>Current Revision</u>
PO Notes	<a href="#">PO Notes</a> Per the Note Reference on the purchase order, this section references the contract, contract number, DPAS priority rating and technical drawing furnished against a Purchase Order, as well as applicable Supplier Standards Guide sections incorporated by reference.	08-20-14
A	<a href="#">SUPPLIER QUALITY MANUAL</a> This section provides information on certification requirements and how you will be rated as a supplier.	<a href="#">See OSN</a>

# Federal Prime Contractors

<http://www.lockheedmartin.com/us/suppliers.html>

www.lockheedmartin.com/us/suppliers.html

Most Visited **m** Getting Started

**LOCKHEED MARTIN** INVESTORS MEDIA SUPPLIERS EMPLOYEES

WHO WE ARE WHAT WE DO NEWS & EVENTS INNOVATIONS CAREERS

Home → Suppliers

SUPPLIERS

Business Unit Procurement Information

Doing Business with Lockheed Martin

Cyber Security

Ethics

Sustainable Supply Chain Management

REACH

Resources

Prompt Payments

## Suppliers

Like 28 Tweet 18

+1 4 Share 17

**LOCKHEED MARTIN**  
**Supplier Wire**  
*Opening Doors to Opportunity and Innovation*

**Think Small, Win Big**  
Lockheed Martin Supplier Diversity

What We Buy

# Federal Prime Contractors

<http://sensing.honeywell.com/suppliers>

www.honeywellsportal.com//suppliers

Most Visited **m** Getting Started

**Honeywell** | Sensing and Control Supplier Microsite

→ Honeywell.com → Sensing & Control → Test & Measurement

Search the Entire Sensing & Control Supplier Site

sensing.honeywell.com/suppliers Search

Home Product Portfolio Contact

Welcome to the Honeywell Sensing and Control Global Supply Management Microsite.

**S&C Global Supply Management**

- > Code of Business Conduct
- > S&C Oracle iSupplier Portal
- > S&C Terms & Conditions
- > Logistics Routing Guide
- > STEP Manual
- > Corrective Action (e-Cats)
- > Vendor Scorecard

**Welcome**

Welcome to the Honeywell Sensing and Control (S&C) Global Supply Management page. This site is your portal to guidelines and detailed information for working closely with us. You will find links to our Code of Conduct, Purchase Order T&C's, Logistics, Quality and other aspects of our integrated Supply Chain relationship that may apply to an order you have received from Honeywell S&C.

We plan to expand this page to include a password protected interface to your account where you will have access to our supplier scorecard summarizing important monthly metrics such as On-Time delivery, PPM and other critical performance data. By sharing information in a more convenient

# Federal Prime Contractors

<https://www.fincantieri-suppliers.com/fcsuppliers/app?service=page&page=Home>

The screenshot shows a web browser window with the URL <https://www.fincantieri-suppliers.com/fcsuppliers/app?service=page&page=Home>. The browser's address bar shows the URL and a search engine icon for Google. Below the address bar is a navigation bar with the text "Most Visited" and "Getting Started". The main header features the "FINCANTIERI - Suppliers" logo on the left, and "home" and "ita" links on the right. A left sidebar contains a menu with the following items: "Company", "About the system", "What we buy", and "Registration". The main content area displays the text "Welcome to FINCANTIERI e-procurement system" above a large graphic of blue water splashing. The text "The sea ahead" is overlaid on the water graphic. In the bottom left corner of the page, there is a login section with the text "Enter", a label "Username", an input field, a label "Password", another input field, and a "go" button.

# Teaming & Partnering

- **Teaming Agreements**
  - Private contract between two or more parties
  - Prime/Sub Contractor Team
  - Alliance with one Prime Contractor & one or more Subcontractors
  - Joint Venture Team
  - Partnership of two or more businesses that applies to contract opportunity collectively

# Federal Agency Goals

- 23 percent of prime contracts for small businesses;
- 5 percent of prime and subcontracts for women-owned small businesses;
- 5 percent of prime contracts and subcontracts for Small Disadvantaged Businesses;
- 3 percent of prime contracts and subcontracts for HUBZone small businesses;
- 3 percent of prime and subcontracts for service-disabled veteran-owned small businesses.

# Basics of Federal Contracting

1. Identification of your NAICS and PSC/FSC codes
2. Registering as a contractor – SAM
3. BASICS contracting concepts to be aware of
  - a. Locating Standards
  - b. Unique packaging requirement
  - c. Understanding your contract requirements
  - d. TINA
  - e. Buy American Act
  - f. Subcontractors plans
  - g. Non Commercial Contracts
  - h. Flow-down Clauses
  - i. Defense Contract Management Agency
  - j. Defense Contract Audit Agency

# Identifying your NAICS Codes – PCS Codes FSC codes

U.S. Department of Commerce | Blogs | Index A-Z | Glossary | FAQ

United States Census Bureau

Search

Topics: Population, Economy | Geography: Maps, Geographic Data | Library: Infographics, Publications | Data: Tools, Developers | About the Bureau: Research, Surveys | Newsroom: News, Events, Blogs

you are here: [Census.gov](#) > [Business & Industry](#) > NAICS

## North American Industry Classification System

Main | History | Development Partners | Federal Register Notices | NAPCS | FAQs

**NAICS Search:**

Enter keyword or 2-6 digit code  
2012 NAICS Search

Enter keyword or 2-6 digit code  
2007 NAICS Search

Enter keyword or 2-6 digit code  
2002 NAICS Search

### Introduction to NAICS

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 NAICS reference files and tools.

The official 2012 U.S. NAICS Manual includes definitions for each industry, background information, tables showing changes between 2007 and 2012, and a comprehensive index. The official 2012 U.S. NAICS Manual is available in print and on CD-ROM from the National Technical Information Service (NTIS) at (800) 553-6847 or (703) 605-6000, or


Additional information on the ba <http://www.census.gov/eos/www/naics/>

<https://www.acquisition.gov/PSC%20Manual%20-%20Final%20-%202011%20August%202011.pdf>

<https://www.acquisition.gov/>

# Registering as a Contractor

System for Award Management (DUNS # required prior to register)



USER NAME  PASSWORD

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

## Search Records

Looking for entity registration records or entity exclusion records in SAM?

\* Use **Quick Search** if you know an entity's Business Name, DUNS number or

\* Use **Advanced Search** to structure your search using multiple categories and

[www.SAM.gov](http://www.SAM.gov)

Are you a Federal government employee?

\* Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.

Conducting small business-focused market research?

\* In addition to what is contained in SAM, small businesses may supplement information about themselves in the SBA's [Dynamic Small Business Search](#).

QUICK SEARCH: Use one of the search bars below.

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

ADVANCED SEARCH: Use specific criteria in multiple categories to structure your search.

# Registering as a Contractor

## DYNAMIC SMALL BUSINESS SEARCH

[http://dsbs.sba.gov/  
dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)

**SBA** DSBS [Print](#) [Exit](#) [Help](#)  
[DSBS](#) [Quick Market Search](#) [TM OnLine](#)

**Disadvantaged Business Enterprise, Certification States:** [HUBZone Certification:](#)

Not Required	<input type="checkbox"/> Required (Active Certifications only)
AL - Alabama	<input type="checkbox"/> Required (Active Certifications and Previously Certified)
AK - Alaska	<input type="checkbox"/> Required (Previously Certified only)
AA - American Atlantic (APO/FPO)	<input checked="" type="checkbox"/> Not Required
AE - American Europe (APO/FPO)	

The SBA's 8(a), HUBZone and SDB certifications are also made available to external software via: [SBS Public Web Services](#).  
For more information, see also [SBA Certifications](#) in the search help page.

**Ownership and Self-Certifications**

Any Minority Owned:

- Any Native American Owned:
  - Tribally Owned
  - Alaskan Native Corp (ANC) Owned
  - Native Hawaiian Org (NHO) Owned
  - Other Native American
- Other Minority Owned
- Community Development Corporation (CDC) Owned
- Self-Certified Small Disadvantaged Business
- Service Disabled Veteran Owned
- Veteran Owned (including Service Disabled Veteran Owned)
- Any Women-Owned Small Business: [search help](#)
  - Women-Owned Small Business under the Women-Owned Small Business Program [more information](#)
  - Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program
  - Women-Owned Small Business Joint Venture
  - Economically Disadvantaged Women-Owned Small Business Joint Venture

(To start over in this section, if you like, you can use this hotlink: [Clear These Checkboxes](#))

**Specific Nature of Business**

NAICS Code(s):  Any  All (slower) [Help](#)

"Buy Green" NAICS Code(s):  Any  All (slower) [Help](#)

Keywords:  Any  All (slower) [Help](#)

**General Nature of Business**

Manufacturing  Construction  Research & Development  Services

Has TECH-Net Award(s).

(Note: [TECH-Net](#) is an SBA web site related to Research & Development. But "Has TECH-Net Award(s)" is independent of "Research & Development".)

**Minimum Acceptable Bonding Levels**

Construction Bonding Level (per contract)

Construction Bonding Level (aggregate)

Service Bonding Level (per contract)

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

# Contract Administration – KNOW YOUR RESPONSIBILITIES

- **Meeting prime contractor requirements**
  - Marking, packaged, shipped, invoiced
  - Possible inspection requirements
- **Flow down clauses**
  - How to search the FAR –
    - <http://farsite.hill.af.mil/>
      - Far part [25.1102](#)(e) **Clause** *52.225-21*

# **BASIC Contracting Concepts**

- 1. Locating specifications/  
standards/drawings**
- 2. Unique packaging requirement**
- 3. Understanding your contract  
requirements**
- 4. TINA**
- 5. Buy American act/Berry Amendment**
- 6. Subcontractors plans**
- 7. Non Commercial**
- 8. Flow-down Clauses**
- 9. Defense Contract Management Agency**
- 10. Defense Contract Audit Agency**

# BASIC Contracting Concepts

## Locating specifications/standards/drawings

- ASTM <http://www.astm.org/>
- ANSI <http://www.ansi.org/>
- DOD Specifications and Standards <http://quicksearch.dla.mil/>
- Defense Standardization Program  
[http://www.dsp.dla.mil/APP\\_UI/SpecsAndStandards.aspx?action=content&accounttype=displaySpecs&contentid=40](http://www.dsp.dla.mil/APP_UI/SpecsAndStandards.aspx?action=content&accounttype=displaySpecs&contentid=40)

# BASIC Contracting Concepts

## Unique packaging requirement

1. Military preservation and packaging ([MIL-STD-2073-1E](#))
2. Commercial packaging ([ASTM D 3951](#))
3. Special Packaging Instructions or Supplemental Packaging
4. Hazardous Materials item as defined in the Code of Federal Regulations, Title 49
5. Marking and labeling ([MIL-STD-129P](#))
6. Military Shipping Labels
7. Special markings such as shelf life, project codes, and expedited handling codes RFID [DFARS Clause 252.211-7006](#) (Feb 2007)
8. Palletization clauses
9. Treatment of Wood Packaging Material (WPM)
10. Other contract Section D packaging clauses

# BASIC Contracting Concepts

## Understanding your contract requirements

<b>Part I</b>	<b>The Schedule</b>
A	Solicitation/Contract Form
B	Supplies or Services & Prices or Costs
C	Specification/SOW/SOO/ORD
D	Packaging & Marking
E	Inspection & Acceptance
F	Deliveries or Performance
G	Contract Administration Data
H	Special Contract Requirements
<b>Part II</b>	<b>Contract Clauses</b>
I	Contract Clauses
<b>Part III</b>	<b>List of Documents, Exhibits, &amp; Other Attachments</b>
J	List of Attachments
<b>Part IV</b>	<b>Representations &amp; Instructions</b>
K	Representations, Certifications, & Other Statements
L	Instructions, Conditions, & Notices to Offerors or Quoters
M	Evaluation Factors for Award

# BASIC Contracting Concepts

Truth In Negotiation Act : 10 U.S.C. §2306(a) (changing to  
"Truthful Cost or Pricing Data" – "TCPD")

Federal Law whose purpose is to protect the Government from defective pricing

TINA: If the contract value is \$700,000.00 or greater you will have to certify your cost and Pricing data. Contractor certifies that cost data is current, accurate & complete to a date prior to contract award.

Cost data is factual & verifiable

Includes data used to determine estimated future costs or projections

If the contract value is less than \$700,000.00 you may still have to submit cost data.

What factors support your price: Material costs, rate of production, learning curve, packaging and freight requirements, rates and profit?

# BASIC Contracting Concepts

- **Buy American Act**
  - Provide preferential treatment for domestic sources of unmanufactured articles, manufactured goods, and construction material for public use
  - Requires the federal government to purchase domestic supplies for use in the United States under certain circumstances
- **Berry Amendment**
  - Requires the Department of Defense to give preference in procurement to domestically produced, manufactured, or home-grown products, most notably food, clothing, fabrics and specialty metals
- **Qualifying Countries**
- **Exceptions**

# **BASIC Contracting Concepts**

**Subcontracting Plans: Obligation for the prime to subcontracts part of its DOD contracts to SMALL BUSINESS**

**Subcontracting plans are required for:**

- **Contracts and Modifications > \$650K (\$1.5M construction) AND subcontract opportunities exist – goals are negotiated – follow small business program as on earlier slide**
- **Multi-year contracts / contracts with options**
  - **Cumulative value of base contract & all options**
  - **SEPARATE goals for base & each option**
- **Individual plans approved prior to contract award – explanation required on why you did not meet mandated goals**

# **BASIC Contracting Concepts**

**Subcontracting Plans, Large Businesses Only**

## **Contractor Semi-Annual Reporting**

**Required at the contract level with explanation of why you did not meet a goal in your plan**

**Government tracking at the Company level (overall goals)**

# BASIC Contracting Concepts

## Non-Commercial

- Non Commercial Contract:
- Far Part 15
- Sole Source / Competitive
- Many required clauses

# **BASIC Contracting Concepts**

## **Flow Down Clauses**

### **Mandatory Clauses**

**Generally two categories**

- Socio-Economic policies
- Clauses intended to provide oversight of use of federal funds

**Incorporating terms and conditions of prime contract (between prime contractor and government) into lower tier agreements**

#### **Reason for Flow Down Clauses**

- Privity of contract is only between government and prime
- Flow down enables government control over lower tier subcontractors
- Subcontractors assume same responsibilities as the prime

# BASIC Contracting Concepts

## Defense Contract Management Agency

- Delegated by the Buying Command to DCMA
  - Quality/Capabilities: Does the contractor have the capabilities to do the work?
  - Price/Cost: How did the contractor arrive at the proposed price?
    - Support labor hours
    - Rates
    - Profit
    - Material costs
    - Allowable vs. non-allowable costs
  - Property Management System
  - Post Award Contract Enforcement (inspection, 1<sup>st</sup> Article Test, etc)
  - Small Business Program Review (SBA is asked to participate)

# **BASIC Contracting Concepts**

**Defense Contract Audit Agency**

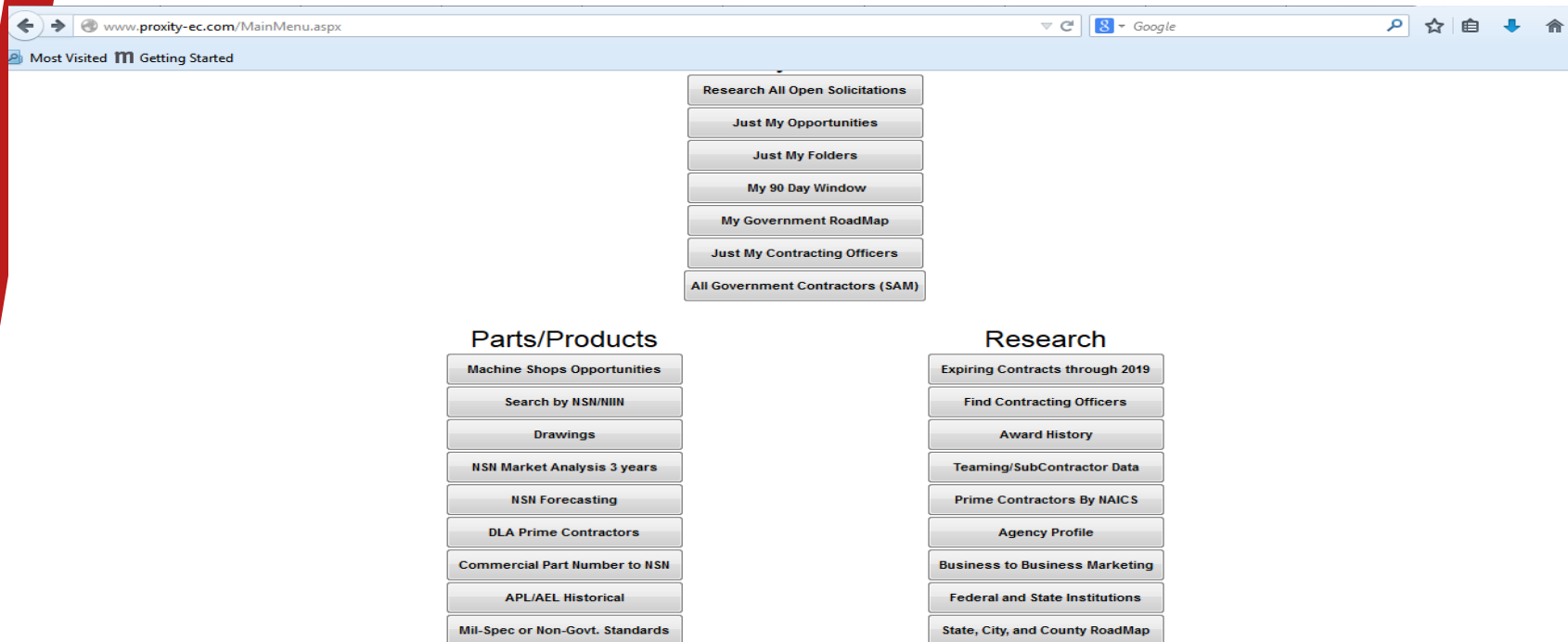
- **FAR Part 15 Contracts over \$10M**
- **Truth In Negotiation Act assist audits**

# Tools and Other "STUFF"



# Tools and Other "STUFF"


## Market Research / Proximity



# Tools and Other "STUFF"

Market Research / USA Spending -

<http://www.usaspending.gov/>



USA SPENDING.GOV  
An official website of the U.S. Government

Search Data by Keyword Search Site  
Enter Keyword Go  
Advanced Data Search

HOME ABOUT WHERE IS THE MONEY GOING REFERENCES DOWNLOAD CENTER CONTACT US

## WHAT IS USASPENDING.GOV?

USAspending.gov is the publicly accessible, searchable website mandated by the Federal Funding Accountability and Transparency Act of 2006 to give the American public access to information on how their tax dollars are spent. [Learn More...](#)

Loading...

Loading...

## SHORTCUTS

- [FAQs](#)
- [Data Archives](#)
- [About the Data](#)
- [Download Center](#)
- [Contact Us](#)

## SEARCH FOR A RECIPIENT

Recipient Name Go

## See Awards in Your Neighborhood

ZIP Go



## WHAT'S NEW

## SUGGESTED LINKS

# Tools and Other "STUFF"

Market Research / FPDS-

[https://www.fpds.gov/fpdsng\\_cms/index.php/en/](https://www.fpds.gov/fpdsng_cms/index.php/en/)

**Federal Procurement Data System - Next Generation**

>> [Home](#) >> [Newsroom](#) >> [Reports](#) >> [Status](#) >> [Worksite](#) >> [Archives](#) >> [Training](#) >> [Help](#)

**Login**

Log-In:

Password:

[Log In](#)

- >> [Forgot Your Password?](#)
- >> [Security and Privacy](#)
- >> [Contact Help Desk](#)
- >> You must click [here](#) for very Important D&B Information

**Registration**

- >> [Register](#)
- >> [Who Should Register?](#)

**FAQs**

**ezSearch**

Google-like search to help you find federal contracts...

ezSearch contains procurement data as well as additional NASA data (for example, financial assistance actions).

**NIA - Operations in Iraq and Syria**

A new National Interest Action value 'Operations in Iraq and Syria' has been added to track the relief contracts.

For Web Portal users the value 'Operations in Iraq and Syria' is available for selection in the National Interest Action field dropdown. The Contract Writing systems using V1.4 shall use the code 'O14S' when creating/updating documents through Business Services.

National Interest Action value 'Operations in Iraq and Syria' is valid from 09/14/2014 to 09/30/2015.

Contracts reported against 'Operations in Iraq and Syria' are available in the National Interest Action report starting Tuesday 10/07/2014.

**FY 2012 Small Business Goaling Report**

FY 2012 Small Business Goaling Report is now available on the 'Reports' page of FPDS-NG.

[Click here](#) for the report.

The Small Business Goaling Report is a department level report that displays Small Business data for a specified date range by Funding/Contracting Agency.

**NIA - Oklahoma Tornado and Storm 2013**

A new National Interest Action value 'Oklahoma Tornado and Storm 2013' has been added to track the relief contracts.

For Web Portal users the value 'Oklahoma Tornado and Storm 2013' is available for selection in the National Interest Action field dropdown. The Contract

**Top Required**

- >> [Recovery Report](#)
- >> [Hurricane Sandy](#)
- >> [Hurricane Irene](#)
- >> [Pacific Earthquake](#)
- >> [Hurricane Earl F](#)
- >> [Gulf Oil Spill Re](#)
- >> [Haiti Earthquake](#)
- >> [Hurricane Katrin](#)
- >> [Hurricane Rita F](#)
- >> [Other Hurricane](#)
- >> [Oklahoma Tornado Report](#)

**Latest News**

- >> [NIA - Operation Assistance](#)
- >> [Software Release](#)
- >> [Upcoming Release](#)
- >> [Data Management](#)
- >> [Small Business](#)

# Tools and Other "STUFF"

National Stock Number -

[http://www.dlis.dla.mil/webflis/pub/pub\\_search.aspx](http://www.dlis.dla.mil/webflis/pub/pub_search.aspx)

**DEFENSE LOGISTICS AGENCY**  
**Logistics Information Service**

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WebFLIS Home

Alert: Last Updated On: 12 August 2014

**IMPORTANT Upcoming WebFLIS Changes That Will Affect You**

[\[Click Here For More Information\]](#)

Web**FLIS** Public Search Selection Menu

**Instructions for performing searches:**

For a **NIIN/NSN** search, leading zeros can be omitted. Enter up to nine positions for NIIN and thirteen positions for NSN in the NIIN/NSN field and then click on the Go button. NIIN/NSN can be entered with or without dashes. If dashes are entered, up to sixteen positions are accepted.

**Enter Search Criteria**

NIIN/NSN

Item Name Keyword(s)

Part Number

Expanded Part Number search

Enter CAGE Code



**WHAT IT TAKES TO  
WIN!!!!**

**YOUR  
Competitive edge**

# Competitive Edge

1. Pricing
2. Unique capabilities
3. Knowledge of competitors and qualified suppliers
4. Advance knowledge of requirements
5. Reputation – past performance
6. Solid marketing and business development / Networking

# WPI CONTACTS

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