

Government Contracting Cheat Sheet

Your business is never alone in the Government Marketing Place. Engage your local PTAC office for no-cost assistance! Sign up at www.myptac.org to request an appointment, find out more at www.washingtonptac.org or contact the main office to speak to someone today! 360-754-6320 | info@washingtonptac.org



Doing Business with Washington State

1. Get registered in the Washington Electronic Business Solution (WEBS) to do business with the state. www.DES.WA.GOV (BUSINESS tab on Department of Enterprise Services website)
2. Small businesses can sell directly to the state (without competition) if the purchase is under \$13,000. Above that they must get quote or post to WEBS.
3. WA State heavily utilizes Master Contracts & NASPO Contracts. They must use these contract vehicles unless. These are pre-vetted vendor lists organized by industry, when a need comes up the vendors on the Master/NASPO contract get contacted to provide quotes. Go to the DES website to check if there is a Master/NASPO contract for your industry.
4. Small Business Certifications:
 - a. Office of Minority & Women's Business Enterprises (OMWBE) www.omwbe.gov:
Women Business Enterprise (WBE), Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE) (DBA for federally funded transportation work only)
 - b. Washington State Department of Veterans Affairs (WDVA) www.dva.wa.gov
Veteran Owned Business (VOB)

Doing Business with the Federal Government

Getting Started:

1. Acquire DUNS number (iupdate.dnb.com (note: Dun & Bradstreet may try to sell you additional services, all that is required of federal contractors is a DUNS number and it is free.
2. Register in the System for Award Management (SAM) – FREE www.sam.gov
3. Utilize your market research (see below) to identify a few customers
4. Create federally targeted marketing material (called a capability statement or line card)
5. Learn & Network: www.washingtonptac.org/events
6. Join Washington PTAC for Government Contracting Weekly Wednesdays @9 a.m. www.washingtonptac.org/GCW

Market Research:

- Search for your NAICS codes (industry codes) at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch>. You will need these when you register in SAM and they are also helpful when you are searching for opportunities. Alternate strategies for identifying NAICS codes are searching your competitors in the SBA's [Dynamic Small Business Search](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm) (http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm) or checking to see which NAICS codes are used when federal agencies procure your products.
- www.fbo.gov site where all Federal opportunities **over \$25,000** are posted. Used to search solicitations, award notifications, and "sources sought," which is the federal government's way of reaching out to see if a product or service is available and if it can be purchased from a specific demographic (i.e. if there is sufficient competition to set that opportunity aside for women owned small businesses). I recommend creating a profile and setting up a reoccurring search that will email daily results to you. Don't forget to set up your search criteria so that you will receive emails about large projects that might be subcontracting opportunities. Be sure to watch the site to see which prime wins the award. You can also find federal agency procurement forecasts (what they hope to buy) on the home page.
- www.fedbid.com is a reverse auction site frequently used by federal agencies. You have to create an account and log on to view opportunities.
- www.usaspending.gov search this site for information on Federal spending. You can learn which agencies are buying what and who they are buying from-- search by competitor's DUNS number or by your NAICS codes.
- [Federal Procurement Data Systems \(FPDS.GOV\)](http://www.fpd.gov) Comparable to USASpending, this is the site that you can search and then export the data to an Excel spreadsheet. It's a little trickier to use and we're happy to help if you get stuck.

Federal purchasing thresholds:

- \$0 – \$3,500 (\$2,500 for services & \$2,000 for construction) – Direct buy. No competition required. Purchases often made with a government purchase card.
- \$3,501 - \$25,000 – Request for Quote (3+ quotes by phone or in writing)
- \$25,000 + – RFQ/RFP must be posted on www.fbo.gov
- Micro purchase threshold- \$150,000 – Automatically set aside for small business unless exception can be found (i.e. emergency) All federal opportunities over \$25k are posted to FedBizOpps www.fbo.gov. You can create a free profile and what they call a "search agent" to have FBO send you an email when they find something that matches the search criteria you've set up. I've attached a guide to assist with that.

Certifications/Competitive Advantage

- Federal government has goals to purchase from small businesses:
- All contracts between purchase card threshold and \$150,000 are automatically set aside for small businesses.
- To find if you qualify as a small business, go to www.sba.gov/size
- Federal Goals:
 - 23% of prime contracts to small business (SB=self cert)
 - 5% of contracts for small disadvantaged businesses or 8(a) (SDB = self cert, 8(a) = SBA cert)
 - 5% of contracts for woman owned small businesses (WOSB=SBA cert, www.certify.sba.gov)
 - 3% for HUBZone Certified Firms (HUBZone=SBA cert www.sba.gov/HUBZONE)
 - 3% for Service Disabled Veteran Owned Small Businesses (SDVOSB=self cert for all agencies EXCEPT US Veterans Affairs or Federal Aviation Admin. VA/FAA SDVOSB=VA Cert www.vetbiz.gov)
 - DBE certification is used for federally funded transportation work (WSDOT, USDOT, Sound Transit, etc.) (DBA=OMWBE cert)