



Steps to Do Business with the Federal Government

Step 1: EDUCATE Yourself on How to Do Business with the Government

- A. DoD Small Business Programs: <https://business.defense.gov/>
- B. Guide to Marketing to the DoD: Guide to working with DoD (defense.gov):
<https://business.defense.gov/Work-with-us/Guide-to-working-with-DoD/>
- C. APEX Accelerators: <https://www.apexaccelerators.us> (Formerly Known as PTAC)
- D. Small Business Administration (SBA) Website: www.sba.gov
- E. AFSC Small Business Website: <http://www.afsc.af.mil/Units/SBO.aspx>
- F. Government Contract Policy:
 - a. Federal Acquisition Regulations: <https://www.acquisition.gov/browse/index/far>
 - b. Defense Federal Acquisition Regulations: <https://www.acquisition.gov/dfars>
 - c. Air Force Federal Acquisition Regulations: <https://www.acquisition.gov/daffars>
 - d. Defense Procurement and Acquisition Policy:
<https://www.acq.osd.mil/asda/dpc/cp/index.html>
 - e. Defense Contract Audit Agency: <https://www.dcaa.mil> (click on "Checklist & Tools")
 - f. Defense Contract Management Agency: <https://www.dcm.mil> (click on "Small Business")
- G. Wide-Area Workflow (Government Invoicing System):
<https://piee.eb.mil/>
- H. Reach out to AFSC Small Business Office for Guidance: 405-793-2601 or email:
afsc.sb.workflow@us.af.mil

Step 2: Define Your PRODUCT/ SERVICE and IDENTIFY Your MARKET

- A. What Product Service Codes/Federal Stock Class Codes are you selling?
<https://acquisition.gov/psc-manual>
- B. Identify Potential NAICS Codes: <https://www.census.gov/naics/>
- C. Find who is buying your product/goods/service: <https://www.usaspending.gov/>
- D. Who is buying your product/goods/service? <https://sam.gov/> (Click on Contract Data Reports)
- E. Air Force Material Command-Small Business Office Website at:
<https://www.afmc.af.mil/About-Us/Small-Business/>
- F. DoD Office of Small Business Programs (OSBP): <https://business.defense.gov/>

Step 3: REGISTER Your Company to do Business with Government

- A. Must be Registered in System for Award Management: <https://sam.gov/>
 - a. Need to have your NAICS: <https://www.census.gov/naics/>
 - b. Need Your SAM Unique Entity Identification (required after 4 April 2022)
 - c. Commercial and Government Entity Program: <https://cage.dla.mil/>
(You will be assigned a Cage during SAM registration)
- B. Contact your local APEX accelerator: <https://www.apexaccelerators.us>
- C. Update Dynamic Small Business Search Database (How Agencies can FIND YOU!)
https://dsbs.sba.gov/search/dsp_dsbs.cfm
- D. To obtain Tech Data/ Drawings, an approved DD2345, Military Critical Technical Data Agreement is required: <https://www.dla.mil/Logistics-Operations/Services/JCP/>

Step 4: Find Government OPPORTUNITIES

- A. All acquisitions > \$25k listed on SAM: <https://sam.gov/>
- B. Respond to Government Request for Information for opportunities applicable to your NAICS
- C. Defense Internet Bid Board: <https://www.dibbs.bsm.dla.mil/>
- D. General Services Administration: <https://www.gsa.gov/>
- E. Strategic Alternate Sourcing Program Office:
<https://www.tinker.af.mil/Home/429SCMS-SASPO/>
 - a. Forecasting- Select and download applicable RPOW list for opportunities
 - b. Target List- Items with 3 or fewer sources and GOVT should own the tech data
 - c. Industry Days- Advertised on SAM (formerly FBO): <https://sam.gov/>
- F. Qualification Requirements/Source Approval Request (SAR) Process:
<http://www.afsc.af.mil/Units/SBO.aspx>
- G. Sub-contracting Opportunities:
<https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting>
- H. United States/Canada Joint Certification Program (JCP):
<https://www.dla.mil/Logistics-Operations/Services/JCP/>

Step 5: Ready to PROPOSE

- A. Proposal Checklist:
<http://www.acq.osd.mil/dpap/dars/dfars/html/current/252215.htm#252.215-7009>
- B. Review specific requirements identified in opportunity. Follow instructions and contact buyer/contracting officer if you do not understand requirements.

NOTE: Air Force Small Business Office is Your advocate. Reach out to provide capability briefings and/or to answer any questions: AFSC/SB- 405.739.2601 or <http://www.afsc.af.mil/Units/SBO.aspx> or email: afsc.sb.workflow@us.af.mil

Send comments to: tgi@tgiok.com