

# Steps to Do Business with the Government

## **STEP 1: EDUCATE Yourself on How to Do Business with the Government**

- A. DoD SB Programs <http://www.acq.osd.mil/osbp/sb/programs/index.shtml>
- B. Guide to Marketing to the DoD <http://www.acq.osd.mil/osbp/sb/guide.shtml>
- C. Procurement Technical Assistance Center (PTAC) <http://www.aptac-us.org/> (Free Support)
- D. Small Business Administration (SBA) Website [www.sba.gov](http://www.sba.gov)
- E. AFSC Small Business Website <http://www.afsc.af.mil/Units/SBO.aspx>
- F. Government Contract Policy
  - a. Federal Acquisition Regulations <http://farsite.hill.af.mil/>
  - b. Defense Federal Acquisition Regulations <http://farsite.hill.af.mil/>
  - c. Air Force Federal Acquisition Regulations <http://farsite.hill.af.mil/>
  - d. Defense Procurement and Acquisition Policy <http://www.acq.osd.mil/dpap/index.html> (click "Contract Policy" then click on "Small Business")
  - e. Defense Contract Audit Agency <http://www.dcaa.mil/> (click on "Checklist & Tools")
  - f. Defense Contract Management Agency <http://www.dcmamail.com/> (Click on "Small Business")
- G. Wide-Area Workflow (Government Invoicing System) <https://wawf.eb.mil>
- H. Reach out to AFSC Small Business Office for Guidance: 405.739.2601 or email: [afsc.sb.workflow@us.af.mil](mailto: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://www.dlis.dla.mil/H2/H2home.aspx>
- B. Identify Potential NAICS Codes: <https://www.census.gov/eos/www/naics/>
- C. Find who is buying your product/goods/service: [www.USAspending.gov](http://www.USAspending.gov)
- D. Who is buying your product/goods/service? <https://www.fpds.gov/fpdsng/cms/index.php/en/>
- E. DoD SB Website <http://www.acq.osd.mil/osbp/index.shtml>

## **STEP 3: REGISTER Your Company to do Business with Government**

- A. Must be Registered in System for Award Management ([www.sam.gov](http://www.sam.gov))
  - a. Need to have your NAICS <https://www.census.gov/eos/www/naics/>
  - b. Need Your DUNS <http://fedgov.dnb.com/webform>
  - c. Commercial and Government Entity Program <https://cage.dla.mil/Home/UsageAgree>
- B. Contract your local PTAC for Free Assistance <http://www.aptac-us.org/>
- C. Update Dynamic Small Business Search Database (How Agencies can FIND YOU!)  
[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)
- D. To obtain Tech Data/Drawings, an approved DD2345, Military Critical Technical Data Agreement is required <http://www.dtic.mil/dtic/> (search "DD 2345")

## **STEP 4: Find Government OPPORTUNITIES**

- A. All acquisitions >\$10K listed on Federal Business Opportunities (FBO) [www.fbo.gov](http://www.fbo.gov)
- B. Defense Internet Bid Board <https://www.dibbs.bsm.dla.mil/>
- C. General Services Administration <https://www.gsa.gov/portal/category/100000>
- D. Strategic Alternate Sourcing Program Office <http://www.tinker.af.mil/home/429scmssaspo.aspx>
  - a. RPOW (Requirement Projection on Web)
  - b. Target List (what AFSC Supply Chain plans to buy)
  - c. Industry Days – Advertised on FBO
- E. Qualification Requirements/Source Approval Request (SAR) Process <http://www.afsc.af.mil/Units/SBO.aspx>
- F. Sub-Contracting Opportunities <http://web.sba.gov/subnet>
- G. United States/Canada Joint Certification Program (JCP) <https://www.dlis.dla.mil/jcp/>

## **STEP 5: Ready to PROPOSE**

- A. Proposal Checklist <http://www.acq.osd.mil/dpap/dars/dfars/html/current/252215.htm#252.215-7009>

**NOTE: 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](mailto:afsc.sb.workflow@us.af.mil)**