



U.S. Small Business
Administration



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Contracting with the Federal Government



Steps to Obtain Federal Contracts

- Do you provide goods or services that the government needs?
- Determine your North American Industry Classification System (NAICS) number (s)
<http://www.census.gov/eos/www/naics/>
- Obtain a Dun and Bradstreet Number (DUNS)
<http://fedgov.dnb.com/webform>
- Register with System for Award Management (SAM)
www.sam.gov
- Provide SBA Profile at Dynamic Small Business Search (DSBS) at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

SAM Registration

[https://www.sam.gov/sam/transcript/Quick Guide for Contract Registrations.pdf](https://www.sam.gov/sam/transcript/Quick%20Guide%20for%20Contract%20Registrations.pdf)



Quick Start Guide for Entities Interested in Bidding for Government Contracts



How to register your entity to be eligible for CONTRACTS in SAM

Before you register, you need to know the following:



What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- **REGISTERING IN SAM IS FREE.**
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.



Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.



Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.



Steps For Registering Your Entity in SAM


1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click "Register New Entity" under "Register My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc)
 - ✓ Enter CAGE code if you have one. If you do not have a CAGE code, you will be prompted to enter NCAGE code.
 - ✓ Enter General Information (business name, etc)
 - ✓ Financial Information (Electronic Fund Transfer Information)
 - ✓ Executive Compensation
 - ✓ Proceedings Details
7. Complete "Assertions"
 - ✓ Goods and Services (NAICS, PSC, etc)
 - ✓ Size Metrics
 - ✓ EDI Information
 - ✓ Disaster Relief Information
8. Complete "Representations and Certifications"
 - ✓ FAR Responses
 - ✓ Architect-Engineer Responses
 - ✓ DFARS Responses
9. Complete "Points of Contact"

SAM Registration “Tips”

- DUNS Registration is FREE. Paying a fee for credit monitoring – NOT REQUIRED. Just say NO!
- Have Bank Account/Electronic Funds Transfer (EFT) information ready BEFORE you start
- You must have at least one North American Industry Classification System (NAICS) code. Go to <http://www.census.gov/eos/www/naics/> to find them
- Select “No” for Commercial and Government Entity (CAGE) code if you don’t have one and it will be provided for you.
- During the registration process you will be asked to create an a four digit Marketing Personal Identification Number (MPIN). This will be needed later if you are applying for other SBA contracting programs (i.e. HUBZone , WOSB or 8(a) certification through www.certify.sba.gov). **Remember your MPIN and SAM password!**
- Must update SAM Annually or you will go into “inactive” status
- Do not for get to select Register or Update SBA profile per the next slide screenshot! This allows you to provide additional data such as “Performance History”. This is the SBA’s database commonly used by Contracting Officers.

SAM Resources

[View assistance for SBA Supplemental - SBA Supplemental](#)



MY SAM | SEARCH RECORDS | DATA ACCESS | GENERAL INFO | HELP | Search

| Register Entity | SBA Supplemental | PHENOMENA |
|--|---|-----------|
| Registration Overview | SBA Supplemental | |
| Purpose of Registration | SBA Supplemental You have successfully completed the Assertions portion of your entity's registration. Please review the information you would like to apply for a Small Business Administration (SBA) certification program. | |
| Core Data | <p>If you would like to provide additional information to SBA for market research or are applying for certified Business Development, or 8(a) Joint Venture Program, you must complete the SBA Supplemental page. Click the "SBA Profile" button located at the bottom of this page to go directly to the supplemental pages specific to you. When you click the button, a new window will open and take you to the appropriate SBA page. Please make sure you complete and submit your registration. The SBA will notify SAM if and when your entity is added to a certification program. We will send an e-mail to your entity's administrator when the SBA sends the confirmation. If your entity is added to a Joint Venture program, the Business Type information will be updated. You will be instructed to review the certification information page and to re-certify to your entity's small business status. If you are added to the HUBZone and Certifications portion of your entity's registration must be updated. You will be instructed to review the</p> | |
| Assertions | | |
| Representations and Certifications | | |
| Points of Contact | | |
| Small Business Certification | | |
| → SBA Profile | | |

SDVOSB Program Eligibility

- 51% Owned and Controlled
- Must have Service Connected Disability
- Meet Small Business Size Standards
- Self-Certification through System for Award Management (SAM) www.sam.gov

<http://www.sba.gov/sdvosb>

Veterans First Program Eligibility

- Certification and Verification through the VA
- Applies only to VA Acquisitions
- Provides Sole Source Authority
- Permits Restricted Competition or Set-Asides to SDVOSB and VOSB

➤ <http://www.va.gov/osdbu/>

➤ <http://www.va.gov/osdbu/veteran/vap.asp>

WOSB Eligibility

WOSB

- 51% Owned and Controlled

EDWOSB

- Personal Net Worth less than \$750K
- Adjusted Gross Annual Income under \$350K
- All assets below \$6M

www.sba.gov/wosb

Steps to WOSB/EDWOSB Certification

- See [WOSB and EDWOSB Listings](#) for eligible NAICS
- Third Party Certification
- Certify at www.certify.sba.gov
- Do not hit submit until all data is complete

HUBZone Program Eligibility

- 51% Owned and Controlled
- Principal Office in a Designated HUBZone
- 35% of Employees Must Reside in a HUBZone
- Certification by SBA
- Recertify Every 3 years
- Visits by SC District Office

<http://www.sba.gov/hubzone>

8(a) Program Goals

- Provide Assistance to Small Disadvantaged Businesses (9-yr program)
- Sole Source Contracts up to \$4M
- Provide Business Development
- Thrive in a Competitive Environment

www.sba.gov/8abd

Eligibility Requirements

- Both Socially Disadvantaged & Economically Disadvantaged
- Economically: Average adjusted gross income over preceding three years is \$250K or less upon entrance and maintained under \$750K total assets under \$4M
- In Business 2 years or more
- 51% Owned and Controlled
- Good Character
- Primary NAICS Code
- Certification by SBA

SBA Certify Site

- Go to www.certify.sba.gov
- Currently Required for 8(a) and WOSB Certification
- HUBZone Certification next
- Go to “Prepare” section for Checklists
- Go to “Am I Qualified” section to see if you

Marketing Steps

- Attend outreach/match maker events such as the SC SALUTE to Small Business <http://scsalutetosmallbiz.com/>
- Search for contract opportunities at FedBizOps – www.fbo.gov
- Search for subcontracting opportunities – www.sba.gov/subnet
- See what agencies buy at www.usaspending.gov or www.fpds.gov
- Learn how contracting works <https://acquisition.gov/> and www.sba.gov/contracting

Market Your Company



- **Target Your Customer:** Who buys your product or service? How do they buy? When do they buy?
- **Know the Rules:** Federal Acquisition Regulations, contract requirements and specifications
- **Perform as Promised:** On-time delivery, Good Quality, at a Fair Price
- **Standard of Excellence**
- **Pleasantly Persistent**

Questions?

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All Information is available at: www.sba.gov