



Steps Leading to a Government Contract

By Terry Homburg
March 25, 2025



Are You Ready for a Government Contract?



- Registration
- Certifications
- Find solicitations
- Solicitation review
- **Proposal preparation & submission**
- Proposal evaluation
- Discussion/negotiations (some - not all)
- Contract award
- Debrief
- **Contractor Performance Evaluation**
- Quiz

Common Points of Failure



First Things First

Federal Contracting

1. Formation of business (Sole Proprietor, Partnership, LLC, Inc, Non-profit)
2. State business license
3. Internal Revenue Service for an EIN or TIN
4. NAICS (North American Industry Classification System)
 - 6-digit number
 - business size standard based on your NAICS code
 - May be dollar average over 5 years (as of 1/6/2022) OR
number of employees average over 2 years

[North American Industry Classification System \(NAICS\) U.S. Census Bureau
SBA Table of Size Standards](#)

Federal Registration

SAM registration (System for Award Management)

Decide whether you want to be a Subcontractor or Prime contractor

- Enter your NAICS code(s)
- Identify your business size
- Representations & Certifications
- Points of contact
- Provide your banking information
- SAM will assign you a UEI & CAGE code
- good for 12 months

[SAM.gov](https://sam.gov) | [Home](#)

Federal Certifications:

There are 9 federal socio-economic certifications

SB, Small Business

SDB, Small Disadvantaged Business

VOSB, Veteran-owned Small Business

SDVOSB, Service-disabled Veteran-owned Small Business

WOSB, Woman-owned Small Business

EDWOSB, Economically Disadvantaged Woman-owned Small Business

HUB Zone, Historically Underutilized Business Zone

SBA 8(a), for socially & economically disadvantaged individuals or entities



Federal Certifications:

SB (Small Business in accordance with NAICS & SBA's size standard)

self-certifying

SDB (Small Disadvantaged Business)

self-certifying

[Small Disadvantaged Business | U.S. Small Business Administration \(sba.gov\)](https://www.sba.gov)

Federal Certifications: continued

VOSB (Veteran-owned Small Business)

SDVOSB (Service-disabled Veteran-owned Small Business)

SBA Certifies VOSB and SDVOSB starting 1/9/2023

[Veteran Small Business Certification \(sba.gov\)](https://www.sba.gov/veteran-small-business-certification)

Federal Certifications: Continued

WOSB (Woman-owned Small Business)

646/759 NAICS codes

EDWOSB (Economically Disadvantaged Woman-owned Small Business)

113/646 NAICS codes

Self-certify or

certify through SBA for free or

for new certification you may utilize third-party certifiers for a fee

[Home · WOSB.Certify.sba.gov](https://www.sba.gov/wosb-certify)

[Eligible NAICS for the Women-Owned Small Business Federal Contracting program \(sba.gov\)](https://www.sba.gov/naics)

Women-Owned Small Business

SBA-approved third-party certification

- There are four organizations approved by SBA to provide third-party certification (TPC). You may contact them to learn more about their certification process and any associated costs.

They are:

- [El Paso Hispanic Chamber of Commerce](#)
- [National Women Business Owners Corporation](#)
- [U.S. Women's Chamber of Commerce](#)
- [Women's Business Enterprise National Council](#)

Federal Certifications: Continued

HUB Zone (Historically Underutilized Business Zone)

SBA certified

New HUBZone map of 7/1/2023

<https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>

[HUBZone Map \(sba.gov\)](#)

SBA 8(a) (socially & economically disadvantaged individuals or entities)

SBA certified

Nine year program

[8\(a\) Business Development program | U.S. Small Business Administration \(sba.gov\)](#)

First things First WA Contracting



1. WA state business license
2. Internal Revenue Service (EIN or TIN)
3. Commodity Codes (XXX-XX)
910-36 HVAC Maintenance and Repair Services

WEBSCommodities.xls (live.com)

WA Certifications:

There are 11 WA socio-economic certifications

SB, Small Business

MBE, Minority Business Enterprise

WBE, Woman Business Enterprise

MWBE, Minority Woman Business Enterprise

CBE, Combined Business Enterprise

SEDBE, Socially & Economically Disadvantaged Business Enterprise

VOB, Veteran or Service Member Owned Business

PWSBE, Public Works Small Business Enterprise (2024)

DBE, Disadvantaged Business Enterprise

SBE, Federal Small Business Enterprise

ACDBE, Airport Concessionaire Disadvantaged Business Enterprise

WA Certifications:

WA State Funded Contracts

1. **SB (Small Business)**

WA state business

Less than \$7M gross revenue/year or less than 50 employees

2. MBE (Minority Business Enterprise)
3. WBE (Woman Business Enterprise)
4. MWBE (Minority Woman Business Enterprise)
5. CBE (Combined Business Enterprise)
6. SEDBE (Socially & Economically Disadvantaged Business Enterprise)
7. **Veteran or Service Member Owned Business**

US DoT Funded Transportation Projects

1. DBE (Disadvantaged Business Enterprise) (minority or woman owned)
2. SBE (Federal Small Business Enterprise)
3. ACDBE (Airport Concessionaire Disadvantaged Business Enterprise)

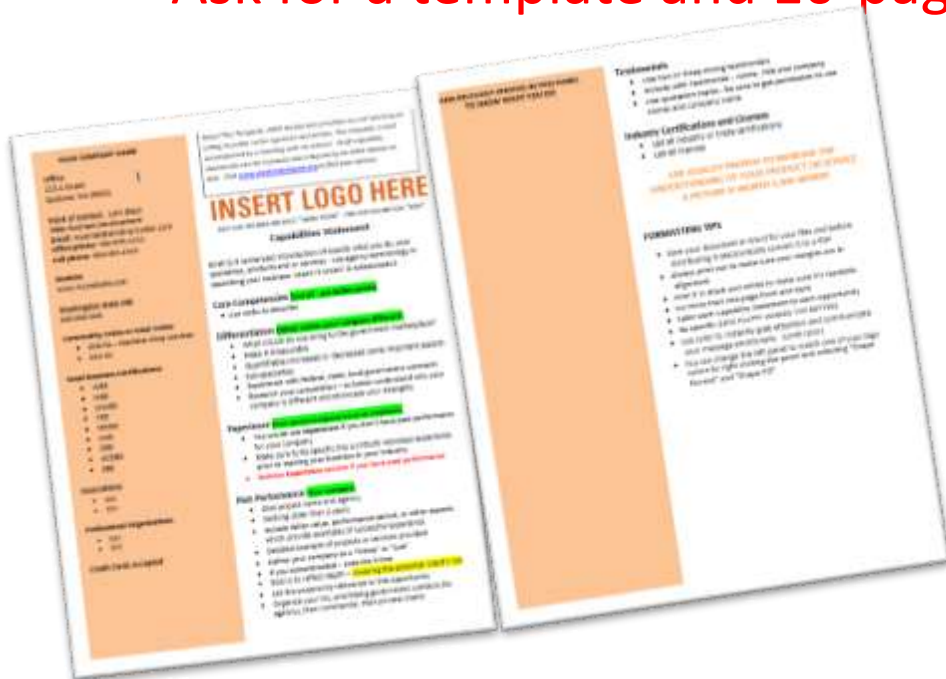
Public Works (new in 4/2024)

1. PWSBE (Public Works Small Business Enterprise)

[State Certification | Office of Minority and Women's Business Enterprises \(wa.gov\)](#)

Capability Statements

- One sheet of paper, both sides, in color.
- Tells your capabilities, certifications, experience, and contact information
- A living document as your certifications and experience changes
- May need to create more than one, such as: federal, state, or commercial
- **Ask for a template and 10-page guide**



Federal Contract Opportunities

(previously AKA FedBizOpps or FBO)



Where to find solicitations >\$25K

<https://sam.gov/content/opportunities>

RFIs, Draft RFPs, Draft SoWs

Sources Sought (looking for companies) (to be a prime contractor)

Pre-solicitation Notice (solicitation is coming)

Request for Proposal (RFP)/Invitation for Bid (IFB)/Request for Quote (RFQ)

Notice of Award (to be a subcontractor)

WA Contract Opportunities

[WEBS \(wa.gov\)](https://webs.wa.gov)

Finding Notices

Federal Notices:

Create your search criteria(s) and then save it in “Follow”.

[SAM.gov | Contract Opportunities](#)

WA State Solicitations:

[WEBS \(wa.gov\)](#)

Federal, State, Local, & Commercial Notices:

Complete & submit an application to WA APEX Accelerator Bid Match (\$165/year)

More than 3,300 websites searched

[Bid Match Enrollment - Washington APEX Accelerator, formerly Washington PTAC](#)

Solicitation Review

Set-aside?

FFP or Cost Type Contract

Price only, LPTA, BVTO, sealed bid

Labor Acts (SCLSS, CWRRS, WPCA)

Key personnel required

Capacity & Capability

Certificate of Cost or Pricing Data (>\$2M)

Pre-proposal Inquiries cut off date

Proposal due date

Amendments

Determine your potential to win the contract

Cybersecurity DoD Interim Rule (effective 1 Dec 2020 for some DoD Ks)

Federal Proposal Review

Cover Letter

Price Proposal

CLINs (Contract Line Item Numbers)

SLINs (Sub Line Item Numbers)

Direct costs: labor, materials, & equipment

Indirect costs: Overhead (General & Administrative)

Profit (fee)

Taxes

No contingencies

Longshore and Harbor Workers' Compensation Act



Federal Proposal Review: continued

Technical Proposal Criteria (factors):

Approach

❖ Experience

Safety

Quality Control

❖ Past performance

Management of subcontractors

Basis for Award

- May award without discussions.
- So, your 1st proposal needs to be your best proposal.
- Responsive & Responsible
 - Responsive, follow the solicitation instructions (you)
 - Responsibility, ability to perform (Contracting Officer)

Debrief

1. What went well?
2. What didn't go well?
3. What new knowledge or skills do you need to develop?

Federal Post-award

Ask for a debrief of the award.

- whether you win or lose
- For federal contracts, must be within 3 days after award notification (FAR 15.506)

Customer satisfaction is key for future contracts.

Assume there will be contract modifications.

Federal Contractor Performance Evaluations:

Initiated in CPARS and posted in FAPIIS for all federal agencies to see.

Unsatisfactory • Marginal • **Satisfactory** • Very Good • Exceptional

Some thresholds for evaluations by type of contract:

A-E	\$ 35,000
Service	\$1,000,000
Construction	\$ 700,000
IT	\$1,000,000
Ship repair	\$ 500,000
All others	\$ 250,000



Questions (True or False) SAM Contract Notices



1. Responding to a Sources Sought Notice is important to potentially eliminate competition.
2. Looking for Award Notices provides opportunities for subcontracting.
3. You have plenty time to compete throughout the solicitation period.
4. You should respond to a Pre-solicitation Notice.

Questions (True or False) Federal Debriefs

1. Must you request a Debrief in a certain amount of time?
2. Debriefs are for only unsuccessful offerors?
3. Can a Debrief disclose how the agency evaluated all proposals?





Question (True or False) WA Procurements

When registering for WA solicitations, you will need to identify your Commodity Codes?

You can use your WA socio-economic certifications for federal procurements.



QUESTIONS For Terry ??



Steps in sequence:



Federal

- NAICS (6 numbers) & Size Standard
- SAM Registration (UEI, CAGE Code)
 - UEI = 12 characters, alpha & numeric
 - CAGE = 5 characters, alpha & numeric

State

- Commodity Codes (5 numbers)
- WEBS registration

- Solicitation
- Solicitation review (Go or No-Go decision)
- **Proposal preparation & submission**
- Proposal evaluation by Contracting Officer
- Discussion/negotiations (some - not all)
- Contract award by Contracting Officer
- Post-award debrief
- **Contractor Performance Evaluation** (federal only)

Two federal numbers to record and safe guard: UEI & CAGE code



Debriefs, [Part 15 - Contracting by Negotiation | Acquisition.GOV](#)

FAPIIS/CPARS, [FAPIIS OVERVIEW \(cpars.gov\)](#)

NAICS, [North American Industry Classification System \(NAICS\) U.S. Census Bureau](#)

SAM, [SAM.gov | Home](#)

SBA Size Standards, [Table of size standards \(sba.gov\)](#)

SBA Socio-economic Certifications, [Small Disadvantaged Business \(sba.gov\)](#)

WA Certifications, [State Certification | Office of Minority and Women's Business Enterprises \(wa.gov\)](#)

WA Commodity Codes, [WEBSCommodities.xls \(live.com\)](#)

WA Solicitations, [WEBS \(wa.gov\)](#)

WA State-wide Contracts, [WA State-wide Contracts, Contacts \(wa.gov\)](#)



For follow-up or referrals, contact:

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