

# An Introductory Primer on Doing Business with the Government

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# TOPICS

- Introduction
- Preliminary Matters/CCR
- Receiving Notification of Opportunities
- Government Contracting and the Small Business Community
- Becoming a GSA Vendor
- Methods of Doing Businesses with the Government

# Mission:

- The Natick Contracting Division (NCD) is a full service contracting organization managing integrated acquisition from basic research through production. Our mission includes research and development, services and supplies, base operations, spare parts, and item development. We contract for major soldier support systems ranging from body armor to air drop delivery with an annual contracting value in excess of \$1 billion.
- Our vision is to implement acquisition practices that reflect a world-class organization that provides the best services and products for our military partners.

# Organization:

- The Natick Contracting Division is part of the US Army Research Development and Engineering Command Acquisition Center (RDECOM AC), Aberdeen Proving Ground, Maryland. The division includes the Soldier Systems Branch and the Soldier Support Branch, as well as a small staff section.

# Preliminary Matters – Registering In the Central Contractor Registry

- ◎ **QUESTION: WHAT IS CENTRAL CONTRACTOR REGISTRATION?**
- ◎ **ANSWER: The Department of Defense implemented a policy whereby all contractors who wish to do business with any Federal agency must utilize the Central Contractor Registration (CCR). The CCR is a single repository for contractor data and updated annually by registrants. If you do not have an active CCR registration on file, in general, you cannot receive a contract award from any Department of Defense agency or receive payment on any existing contracts. Therefore, it is critical to your business that you update your CCR information annually. If you do not, your company information will be removed from the CCR database, and any contract payments due will be withheld until the registration is updated.**

# Preliminary Matters – Registering In the Central Contractor Registry

- ◎ **QUESTION: HOW DO I APPLY FOR CENTRAL CONTRACTOR REGISTRATION?**
- ◎ **ANSWER: To register in the CCR, you may use any one of the following methods: (1) mail completed registration application to the following address: Central Contractor Registration Assistance Center, 74 Washington Street, Suite 7, Battle Creek, MI 49017-3084; (2) fax your registration application to 616-961-7243; or (3) register directly with CCR through interactive World Wide Web application at <http://www.ccr.gov/>. If you intend to register by mail or fax, you may obtain a registration application by calling 1-888-227-2423 or 616-961-4725 (CCR Assistance Center).**

# Preliminary Matters – Registering In the Central Contractor Registry con't.

- Prior to completing your registration, you must provide your Taxpayer Identification Number (TIN) for IRS reporting purposes; obtain both a Data Universal Numbering System (DUNS) number and a Commercial and Government Entity (CAGE) Code. The DUNS number is a unique 9-character identification number provided by Dun & Bradstreet and can be obtained simply by calling 1-800-333-0505 or by direct application to <http://www.dnb.com>. The CAGE code number is administered by the DoD Defense Logistics Agency (DLA) and used in supply management. The CCR registration process provides details on obtaining a CAGE code or you can call DLA at 1-888-352-9333 for instructions.

# Preliminary Matters – Registering In the Central Contractor Registry con't.

- ◎ **QUESTION: HOW DO I RENEW, CHANGE, OR CANCEL AN ACTIVE REGISTRATION?**
- ◎ **ANSWER: The Internet is the recommended option for making changes or renewing your registration. Changes can be made by accessing the CCR homepage at <http://www.ccr.gov/> and clicking on “Update My Registration” or “Renew My Registration.” Enter your DUNS number and TPIN, AND click “Submit.” Make the necessary changes, and then click “Submit” for an update to register in the system. To submit a renewal with no changes, follow the same steps listed above, with the exception of making changes to your information. REMINDER: you must click “Submit” to activate the renewal, even if none of your information has changed.**



# Preliminary Matters – Registering In the Central Contractor Registry con't.

- To change or renew registration by mail or fax, send your DUNS number, your TPIN number, company name and changes (if necessary) to CCR Assistance Center, 74 Washington Street, Suite 7, Battle Creek, MI 49017-3084 or fax 616-961-7243 for update.
- To cancel an active registration: (1) go to <http://www.ccr.gov/>, click on “Update My Registration,” enter your DUNS number and TPIN and click “Submit”-- then on the next screen click “delete” to cancel your registration; (2) contact the CCR Assistance Center at 1-888-227-2423 or 616-961-4725; or (3) request cancellation by fax or mail.

# Maintaining Your Registration

- ◎ **REMEMBER:** You must renew your registration at least once a year. If you do not renew your registration, it will expire. An expired registration will affect your ability to conduct business with the Department of Defense. It will also affect any outstanding invoices being processed by the Defense Finance and Accounting Service. (That is, you will not receive payment until your registration is current.)

# RECEIVING NOTIFICATION OF GOVERNMENT CONTRACTING OPPORTUNITIES

- ◎ **QUESTION: HOW DO I ENSURE MY FIRM RECEIVES NOTICE OF ALL REQUIREMENTS THAT I MAY BE INTERESTED IN?**
- ◎ **ANSWER: Business opportunities are posted on the Internet, and you must review the applicable web sites for products and services of interest to you. NCD requirements are listed on our web site listed above. Federal procurement offices are required to announce proposed procurement actions over \$25,000 on General Services Administration's (GSA) Federal Business Opportunities (FedBizOpps) website. FedBizOpps is accessible at <http://www.fedbizopps.gov>. Opportunities are also posted on the Army Single Face to Industry (ASFI) at <https://acquisition.army.mil/asfi/>.**

# Receiving Notification of Opportunities

- **QUESTION: IN WHAT FORMAT DOES THE CONTRACTING OFFICE ISSUE SOLICITATIONS?**
- **ANSWER: Solicitations are issued in an electronic format and are available for download. Instructions to download solicitations are contained on the websites (either the installation homepage, FedBizOpps or ASFI).**
- **QUESTION: HOW ARE AMENDMENTS TO AN ELECTRONIC SOLICITATION ISSUED?**
- **ANSWER: Amendments are issued in the same manner as the solicitation, by posting on ASFI and installation contracting homepage when available. The method of posting amendments may vary by installation but all should be listed in ASFI under the solicitations and marked for easy access.**
- **NOTE: IT IS THE RESPONSIBILITY OF OFFERORS TO CHECK FOR AMENDMENTS TO SOLICITATIONS. THE CONTRACTING OFFICE WILL NOT NOTIFY YOU. RECOMMEND CHECKING FEDBIZOPPS, ASFI, AND ANY HOMEPAGE.**

# Government Contracting and the Small Business Community

- **QUESTION: WHAT IS THE GOVERNMENT'S POLICY AND COMMITMENT TO THE SMALL BUSINESS COMMUNITY?**
- **ANSWER: The Federal government's commitment is to nurture and support all facets of the small business program to include the SBA 8(a) program, small disadvantaged businesses, women-owned businesses, HUBZone companies, veteran-owned businesses, and other small businesses.**
- **QUESTION: WHAT ARE SET-ASIDE PROGRAMS?**
- **ANSWER: A set-aside program allows an acquisition to be solicited from a specific small business area. Set-Aside programs include Service Disabled Veteran Owned Small Businesses, SBA 8(a), HUBZone, and Total Small Business. See Website <http://sba.gov/> for detailed information on each of the types of businesses.**

# Government Contracting and the Small Business Community, Con't.

- ◎ **QUESTION: ARE THERE ANY SPECIAL PROGRAMS OR IS THERE ANY SPECIAL ASSISTANCE FOR WOMEN OWNED FIRMS?**
- ◎ **ANSWER: The SBA operates the Office of Women's Business Ownership. The OWBO promotes the growth of women owned businesses through programs that address business training and technical assistance. The SBA's website includes information provided by the Office of Women's Business Ownership, and can found at [www.sba.gov/aboutsba/sbaprograms/onlinewbc/index](http://www.sba.gov/aboutsba/sbaprograms/onlinewbc/index)**

# Government Contracting and the Small Business Community, Con't.

- ◎ **QUESTION: WHAT IS THE HUBZONE EMPOWERMENT CONTRACTING PROGRAM?**
- ◎ **ANSWER: It is an initiative designed to stimulate economic development by providing federal contracting opportunities to small businesses located in eligible areas. A HUBZone is a “historically” underutilized business zone. It is a “place-based” federal contracting program serving new market communities with low income or high unemployment. The program provides both prime contract and subcontract benefits. Companies must be certified by the Small Business Administration (SBA) to participate in the program. At the HUBZone website (<http://sba.gov/hubzone>), you can determine whether your firm is located in a qualified HUBZone, and if so, you can apply for participation in this program.**

# Government Contracting and the Small Business Community, Con't.

- ◎ **QUESTION: WHAT IS THE SMALL BUSINESS 8(a) PROGRAM?**
- ◎ **ANSWER: The 8a program is a Congressionally mandated socio economic program that provides preferred status to firms determined to be socially or economically disadvantaged. The program provides for direct awards without competition to these selected, qualified firms. See <http://sba.gov/> for details.**



# BECOMING A GSA VENDOR

- ◎ **QUESTION: How Do I Get On The General Services Administration (GSA) Schedule or Become a GSA Vendor?**
- ◎ **ANSWER: Recommend you visit website <http://www.gsaadvantage.gov/> for information on the General Services Administration (GSA) federal program. GSA homepage <http://www.gsa.gov/> has a wealth of general information that will assist you in your efforts to become a GSA vendor. The phone number for the GSA MAS Helpdesk is 800-488-3111.**

# Methods of Doing Business with the Government

## *Contracts*

- ⦿ **An agreement, enforceable by law, between two or more competent parties, to do or not to do something which is not prohibited by law, for a legal consideration. A contract is a mutually binding legal relationship that obligates the seller to furnish supplies or services (including construction) and the buyer to pay for them.**

# Methods of Doing Business with the Government, Con't

## *Broad Agency Announcement (BAA)*

- The BAA is an open request for proposals. Its purpose is to fulfill requirements for scientific study and experimentation directed toward advancing the state-of-the-art or increasing knowledge and understanding as a means of eliminating current technology barriers. It is for the acquisition of basic and applied research and that part of development not related to the development of a specific system or hardware solutions.
- The BAA is revised each year to reflect the Natick Soldier Center's (NSC) R&D requirements. The solicitation is divided into several topic groups, e.g., clothing, food service, etc. Each topic area describes technologies and products that are of interest to the NSC and gives a point of contact for that area. Detailed instructions on preparation and submission of a proposal and evaluation criteria are included in the official BAA.
- The BAA will fund programs, which meet NSC R&D needs and show sufficient technical promise.
- The current BAA is available online at: <https://www3.natick.army.mil>.
- If you are unable to access the BAA online, a hard copy may be obtained by faxing a request to (508) 233 -5286

# Methods of Doing Business with the Government, Con't.

## *Small Business Innovation Research (SBIR)*

- The Army SBIR program is designed to: stimulate technological innovation in the private sector; strengthen the role of small business in meeting DoD research and development needs; foster participation by disadvantaged persons in technological innovation; and increase technology transfer and commercial application of DoD supported research and development results. Each Army and Department of Defense R&D organization includes topics in the SBIR solicitation requesting proposals, which will be evaluated for possible funding. The Army SBIR solicitation opens in July of each year through the Defense Technical Information Center, and is announced in the Federal Business Opportunities list at <http://fedbizopps.gov>. This solicitation covers not only the NSC, but also the entire Army. The SBIR solicitation can be found online at: <http://www.acq.osd.mil/sadbu/sbir/>.
- Program contact at Natick:(508) 233-4223

# Requests for Information (RFI)

- A process used to collect written information about the capabilities of various suppliers.
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- Assists the Government in identifying potential sources.
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- A white paper (with specified page limit) explaining the capabilities of the products and components will be requested
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- Unless otherwise noted, responses to RFIs are strictly voluntary and will not affect ability to submit an offer if solicitation is released.
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- Potential Topics of Interest for JPM-IP:
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- adsorption and/or neutralization of vapor chemical hazards – Chemical Warfare Agents (CWAs), Non-traditional Agents (NTAs) and/or any Toxic Industrial Chemicals (TICs)
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- removal and/or neutralization of vaporous and aerosolized chemical and biological agents
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- concepts to reduce the logistics burden of the currently fielded masks or the next generation system either using existing respiration and ocular technologies or advanced technologies.
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- concepts to improved human factors performance such as reduction in breathing resistance, cartridge profile, and total weight.

# QUESTIONS

Unclassified