



Doing Business with the U.S. Marine Corps

Quick Reference

15 July 2008

Doing Business with the U.S. Marine Corps

Quick Reference

Step 1: Identify your product or service

It is helpful to know your Federal Supply Classification (FSC) code. <http://www.dlis.dla.mil/h2>

Many government product/service listings and future procurements are broken down by FSC or North American Industry Classification System (NAICS) code. <http://www.census.gov/epcd/www/naics.html>

Step 2:

A. Obtain a DUNS Number

B. Register in the CCR System

C. Obtain a CAGE Code

D. Obtain a NAICS Standards Code

E. Obtain an EIN

Data Universal Numbering System (DUNS) Number

Call the government dedicated, DUNS number self-request line at 866-705-5711 or complete your request from the Dun & Bradstreet website. <http://fedgov.dnb.com/webform/displayHomePage.do>

CENTRAL CONTRACTOR REGISTRATION (CCR) SYSTEM

In order to do business with the Marine Corps, you must first be registered in the Central Contractor Registration (CCR) System. www.ccr.gov/

Contractor and Government Entity (CAGE) Code

Upon registration in the CCR, your company will be assigned a CAGE Code. Once your registration is active you may view your CAGE Code on the web by searching the active registrations at www.dlis.dla.mil/cage_welcome.asp.

North American Industry Classification System (NAICS) Standards Code – NAICS codes classify the type of products or services your firm is capable of offering. <http://www.census.gov/epcd/www/naics.html>

Employer Identification Number (EIN) – An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Step 3: Familiarize yourself with Federal, DoD, Navy and Marine Corps contracting procedures

Federal Acquisition Regulations (FAR) <http://www.arnet.gov/far>

Defense Federal Acquisition Regulation Supplement (DFARS) <http://www.acq.osd.mil/dpap/dars/index.htm>

Navy Marine Corps Acquisition Regulation Supplement (NMCARS) http://acquisition.navy.mil/policy_and_guidance/nmcars

Marine Corps Acquisition Supplement (MAPS) <http://hqinet001.hqmc.usmc.mil/i&L/v2/LB/docs/MAPS%20Dec%202004%203%20Dec%2004%20RO.doc>

Step 4: Identify the Marine Corps contracting activity that purchases your product or service

A list of Small Business Specialists can be found at <http://hqinet001.hqmc.usmc.mil/i%26L/v2/LK/LKDocs/USMCPOCNov07.rtf>.

Doing Business with the U.S. Marine Corps

Quick Reference

Step 5: Identify current and future procurement opportunities

Federal Business Opportunities <http://www.fedbizopps.gov/>
DoD EMALL <https://emall6.prod.dodonline.net/main/>
The Navy Electronic Commerce Online (NECO) <http://www.neco.navy.mil/>
SeaPort-e <http://www.seaport.navy.mil/>

Step 6: Consider a Federal Supply Schedule (FSS) contract

Contact the General Services Administration (GSA) <http://www.gsa.gov/> for information on how to obtain a FSS contract and why you should accept the GSA Smart Pay Card <http://www.fss.gsa.gov/services/gsa-smartpay/business.cfm> when doing business with the Marine Corps.

Step 7: Review Small Business programs

Small Business Administration <http://www.sba.gov/>
DoD Office of Small Business Programs <http://www.acq.osd.mil/osbp/programs/index.htm>
DoN Office of Small Business Programs <http://www.donhq.navy.mil/OSBP/>

Step 8: Explore subcontracting opportunities

The publication *Subcontracting Opportunities DoD Prime Contractors* http://www.acq.osd.mil/osdb/doing_business/subdir-205-11.pdf lists all major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm.

Step 9: Seek additional assistance as needed

Department of the Navy Small Business Programs Office <http://www.hq.navy.mil/osbp/marketing/index.htm>
Marine Corps Small Business Programs Office <http://hqinet001.hqmc.usmc.mil/i&L/v2/LK/Home.htm>
Procurement Technical Assistance Centers (PTACs) <http://www.dla.mil/db/procurem.htm>
Department of the Navy eBusiness Operations Office http://acquisition.navy.mil/acquisition_one_source/ebusiness
Procurement Reference Library <http://ec.msfc.nasa.gov/msfc/procref.html>

Step 10: Respond to inquiries from Field Contracting Offices

Once you are registered in the applicable systems, a Contracting Officer might contact you to obtain information. This is called "Market Research", which is outlined in procurement regulations. The information gained during that pre-solicitation communication is invaluable to the Contracting Officer in determining the proper path of a particular procurement. However, do not assume that because your company is contacted during "Market Research" that your company will be awarded a contract.

PLEASE NOTE: If someone representing the Marine Corps calls your company and requests delivery of a product or requests some effort expended toward a service, ASK the person on the phone whether they are a warranted Contracting Officer! Do not assume that the person has the authority to bind the government. A warranted Contracting Officer acting within the scope of his/her authority will be able to provide you a valid contract/purchase order number. If you do not receive such a number, the person on the other end of the phone may be committing an "unauthorized commitment" and there is the possibility you will not be paid for your items/service! A short tutorial developed for government personnel that provides information regarding unauthorized commitments can be found at https://contractapps.hqi.usmc.mil/uc_flash/uc_flash.htm.