DOING BUSINESS WITH THE MARINE CORPS
Small Business and a competitive, healthy Small Business industrial base are vital to the long-term success and affordability of the Department of the Navy (DoN) as well as to our national security. The evidence is overwhelming that where affordability is paramount, a strategy that includes Small Business creates more affordable outcomes and promotes innovation and technical advancement.

Beyond meeting our goals in a single year, however, the opportunity to further improve our performance with Small Business warrants appropriate priority across DoN program offices and buying commands alike. The reality is that there is wide variance in the employment of Small Business across the DoN. Simply put, those commands that design Small Business into their contracting strategies and that actively, directly engage Small Businesses in the course of addressing their requirements prove to be most successful in meeting not merely their Small Business goals - but their program requirements. With this best practice in mind, I am directing each Head of Contracts Activity (HCA) and Program Executive Office (PEO) to formulate their Small Business strategy, clearly identifying how they will incorporate and promote Small Business participation as prime contractors and through sub-contract provisions across the breadth of contracts under their purview. This Small Business strategy should include measurable performance objectives, such as contract type, estimated value, schedule for award, and plan for competition.

The Small Business Innovative Research (SBIR) and Small Business Technology Transfer (STTR) program requires unique consideration. While the Navy leads DoD in this effort, more deliberate stewardship of each phase of the program would lead to improved SBIR Phase III transitions and thus, greater return on investment from Navy R&D. An apparent impediment is the requirement by Navy and Marine Corps Acquisition Regulations Supplement (NMCARS) for Justification & Approval for use of other than full and open competition for SBIR Phase III transitions. To alleviate confusion over the appearance of conflicting guidance with regard to competition objectives, I want to make it clear that SBIR/STTR Phase III sole source awards are an authorized exception to competition and contracts officers are encouraged to employ this exception where such action meets a program’s requirements.

To support this effort, within each program I am formally assigning each deputy program manager as the Small Business Advocate responsible for identifying opportunities within the program for Small Business participation, serving as technical point of contact for Small Businesses interested in pursuing these opportunities, and for management of SBIR and STTR within their cognizance.

I look forward to reviewing PEO (and SSP) Small Business Strategies in concert with quarterly program updates and will separately schedule reviews with HCAs on distribution commending next quarter. The Director, DoN Office of Small Business Programs, is my point of contact for additional support in developing tools and resources to achieve these objectives.

Sean J. Stackley
RECOMMENDATIONS FOR SMALL BUSINESSES

► Perform market research! Study and know the agency you are marketing your products and services to
► Understand what products and services the agency procures on an annual basis by performing market research using the following tools:
  - Federal Funding Accountability and Transparency Act (FFATA) http://www.ffata.org/ffata/
  - Federal Business Opportunities (FEDBIZOPPS) https://www.fbo.gov/
► Know your competition (both large and small)
► Measure your small business against your industry peers (both large and small) and consider teaming relationships
► Find out what certifications your competitors have and do whatever is necessary to obtain them (i.e., CMMI Level III; ISO 9000, etc.)
► Invest in yourself and your small business through the attainment of professional certifications and acquisition training through Defense Acquisition University, ESI International and Management Concepts
► Attend Business Matchmaking events and meet with both government and large business representatives, http://www.businessmatchmaking.com/
► Attend Small Business Training Conferences such as:
  - Department of Defense Mentor Protégé Conference
  - Annual Government Procurement Conference in Washington, DC, every April
  - Sea Air and Space Expo
  - National Veteran’s Small Business Engagement
  - Navy Gold Coast Conference in San Diego, CA, in August
  - Small Business Pavilion at the Modern Day Marine Expo, Quantico, VA, in September
► Maintain your System for Award Management (SAM. GOV) registration, and keep your representations and certifications up to date
► Respond to Sources Sought and Request for Information (RFI) announcements in a timely manner using the following recommended format. We recommend preparing a response that demonstrates your capabilities and also demonstrates the “rule of two” at FAR 19.502-2(b).

Recommended format:
Introduce your company (leaving off the socio-economic information until that section) (One Paragraph)

Summary of overall capabilities (one or two paragraphs)

Demonstrate how your company and its teammates will perform the work described within the sources sought and/or requests for information (RFI)

Past performance section that includes responsive points of contact, contract numbers, email addresses and the summary of the work performed that is relevant to the sources sought and/or RFI.

Small business section (discuss socio-economic status, i.e., SDB, 8(a), SDVOSB, HUBZone, WOSB, VOSB, etc.)

List two small business competitors that are the same socio-economic type as follows: type of small business, company name, address, phone numbers, points of contact, email addresses, websites, and existing contract vehicles (i.e., GSA Schedule, SeaPort-e, etc.).

Conclusion
ABC Company has demonstrated within this response that it is capable of performing the requirements of the upcoming solicitation. ABC Company has also listed two of its primary competitors that are also SDVOSB, therefore in accordance with FAR 19.502-2(b), ABC Company recommends setting this requirement aside for SDVOSB concerns.

► Respond to all inquiries in a timely manner
  - Request post award conferences
  - Set expectations
► Work with your local Small Business Administration (http://www.sba.gov/) and Procurement Center Representative (http://www.worldlawdirect.com/article/3028/procurement-center-representative-directory.html), if applicable
► Work with your local Procurement Technical Assistance Program, Procurement Technical Assistance Centers Representatives. The PTAP/PTAC Program is sponsored by the Defense Logistics Agency (http://www.dla.mil/db/procurem.htm)
► Engage your Small Business Specialists as your allies; not your adversaries
► Focus on your capabilities and technical solutions to our requirements; not your small business status
► Find a unique skill or ability that you can meet and market that back to the government agency
► Establish a mentor protégé relationship with a large businesses
► Ask for a debriefing whether or not you are selected for a contract (FAR 15.506)
► Most important advice: perform; perform; perform
POWER UP YOUR PROPOSAL

► Read the solicitation in its entirety multiple times. Read and understand the Instructions to offerors, and comply with all of them.

► Prepare and include a compliance matrix to link the Instructions to offerors (Section L), Evaluation Criteria (Section M), and your proposal response, even if the solicitation (RFP) 306 doesn’t ask for it. It ensures 100% compliance with the instructions and solicitation requirements.

► For your technical approach, you must explain “how” you will meet and exceed the Statement of Work (SOW) or Performance Work Statement (PWS) requirements. Do not rely on your past performance or experience performing similar work to demonstrate you can meet the technical requirements. If it’s not on the paper within your proposal, it didn’t happen.

► Choose your competitions wisely. Target only those solicitations for products and services that are in your niche market so that you can increase your probability of success.

► More doesn’t equal better. Focus your proposal on the unique solutions and/or differentiators that your company offers when responding to the government’s solicitation requirements.

► Ask questions! As soon as you see an issue with a solicitation/requirement, ask the question and always in writing. All procurements have timelines, and you are limited in your power to change the course by that statutory timeline.

► Have the appropriate security and facility clearances. Procurements wait for no man or woman, so don’t expect to win or keep a contract if the requirement is for a clearance on day one of the contract award, especially if you do not have the security or facility clearances.

► Don’t include additional terms and conditions or assumptions in your quotes as it could render your proposal non-compliant. If you want or need to clarify assumptions, do it before submitting your proposal by asking questions.

► Don’t submit quotes or proposals with teaming partners’ logos all over them. You are the prime! Your proposal should reflect your work.

► Attend Industry Days and Pre-proposal Conferences as it will give you a better understanding of the government’s requirement. It’s also a great way to network with other interested bidders for potential teaming arrangements.

► Constantly review your proposal for grammatical errors. Have different people from diverse backgrounds read your technical proposal for clarity, comprehension, and consistency and conciseness. It is important to submit a proposal that is completely free of errors.

► Do not use acronyms without spelling them out first! Do not assume that the proposal evaluators are familiar with a particular acronym, unless the acronym was used within the solicitation. When in doubt, spell it out, and provide a definition and/or context for all acronyms.
Small Business

the FIRST option
## Regulatory Requirements

**Authority:**
- Section 8(d) Small Business Act – 15 USC 637(d)  
  Specifies that small businesses will have maximum practicable opportunity to participate in contract performance consistent with efficient performance
- Section 15(g) Small Business Act – 15 USC 644(g)  
  Specifies government-wide goals for contracts and subcontracts awarded to Small Business concerns

**Regulations:**
- FAR 19.7 / DFARS 219.7, Small Business Subcontracting Program and agency specific regulations  
  Small businesses will have maximum practicable opportunity to participate in contract performance consistent with efficient performance
- FAR 52.219-8, Utilization of Small Business Concerns  
  Subcontracting Plan requirement
- FAR 52.219-9, Small Business Subcontracting Plan  
  Comply in good faith with subcontract plan requirements
- FAR 52.219-16, Liquidated Damages  
  Imposition of liquidated damages
- DFARS 252.219-7004, Small Business Subcontracting Plan (Test Program)

## Utilization of SBs

<table>
<thead>
<tr>
<th><strong>When?</strong></th>
<th><strong>Subcontracting Plan</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts &gt; Simplified Acquisition Threshold (SAT) ($150K) AND Subcontract opportunities exist</td>
<td>Contracts &gt; $700K ($1.5M construction) AND subcontract opportunities exist</td>
</tr>
</tbody>
</table>
| Multi-year contracts / contracts with options  
  - Cumulative value of base contract & all options  
  - SEPARATE goals for base & each option | Modifications > $700K ($1.5M construction) with new work AND subcontract opportunities exist |

## Subcontracting Plans

**Who?**
- ALL business concerns (including small businesses)  
  Large business  
  State & local government  
  Non-profit organizations
- ALL other than small business:  
  - Public utilities  
  - Educational Institutions  
  - Foreign-owned firms  
  - UNICOR/Ability One  
  - Gov’t entities (Labs)

**When not required?**
- For personal services contracts  
- For contracts / modifications performed entirely outside US & outlying areas  
- For modifications to contracts within general scope of the contract that do not contain small businesses  
- For personal services contracts  
- For contracts / modifications performed entirely outside US & outlying areas  
- For modifications to contracts within general scope of the contract that do not contain small businesses  
- For personal services contracts

**Types of Subcontracting Plans**

### Individual
- 1 contract – 1 plan  
- Goals support planned subcontracting for 1 contract  
- Covers entire contract period (including options)  
- Contains mandatory elements  
- Submit Subcontracting Reports  
  - Individual Subcontracting Report (ISR) or SF 294 if applicable, (semiannually)  
  - Summary Subcontracting Report (SSR) annually

### Master
- DCMA negotiates mandatory elements, excluding goals, and approves for DoD  
- CO negotiates goals for each applicable contract  
- Effective for 3 years after approval of Contracting Officer  
- May be developed on a Plant / Division basis

### Commercial
- Preferred for contractors furnishing commercial items  
- Applies to entire production of commercial items sold by either entire company or a portion thereof (Division, plant or product line)  
- Based on contractor’s FY  
- Annual plan (applies to all Federal contracts in effect during that period)  
- Contains mandatory elements  
- Submit Subcontracting Reports  
  - SSR (annually)  
  - No ISR required

### Comprehensive
- DoD Test Program for Negotiation of Comprehensive SB Subcontracting Plans  
- Similar to a commercial plan  
  - May be on a Plant, Division or Corporate basis  
  - Annual plan (applies to DoD contracts in effect during period)
- ONLY DCMA is delegated authority to negotiate plan & perform surveillance review functions (with input from MILDEPS / Defense Agencies)  
- Submit Subcontracting Reports  
  - SSR (semiannually)  
  - No ISR required

**Note:** Plan and Goals must be approved PRIOR to contract award

### Mandatory Elements Included in Subcontracting Plan (FAR 19.7/52.219-9)

| Description of efforts to ensure SB has an equitable opportunity to compete for subcontracts |
| Assurances |
| Cooperate in studies / surveys |
| Submit reports, as required |
| Submit ISR (or SF 294) / SSR as required |
| Record-keeping: description / procedures / process |
| “Flow down” clauses & requirements for subcontract plans and related reports |
| 52.219-8 (Utilization of SB Concerns) |
| 52.219-9 (Subcontracting Plan) |
| ISR / SSR |

### Categories Included in Goals of a Subcontracting Plan (as defined in FAR 19/26 and DFARS 252.219-7003)

#### Small business (SB)
- located in U.S., organized for profit, including affiliates is independently owned & operated, not dominant in field of operations in which it is bidding on Government contracts, AND meets Small Business Administration (SBA) size standards included in solicitation.
- The size standard is based upon the North American Industrial Classification System (NAICS) assigned to the specific procurement dependent upon product/service purchased. **Self-certify** FAR 52.219-9 also includes subcontracts awarded to Alaska Native Corporation (ANC) or Indian tribe, regardless of size or SBA certification status of ANC or Indian tribe. DFARS 252.219-7003 also includes subcontracts awarded to qualified non-profit agencies approved by Committee for Purchase from People Who Are Blind or Severely Disabled, the independent federal agency that administers AbilityOne Program, formerly JWOD (Javits-Wagner-O'Day Act) (41 USC 46-48(c)).

#### Woman-owned Small Business (WOSB)
- Small Business, at least 51% owned by ≥ 1 women, AND management & daily business operations controlled by ≥ 1 women. **Self-certify**

#### Historically Underutilized Business Zone (HUBZone)
- Small Business, owned & controlled 51% or more by ≥ 1 U.S. citizens, AND SBA-certified as a HUBZone concern (principal office located in a designated HUBZone AND ≥ 35% of employees live in a HUBZone).

#### Veteran-Owned Small Business (VOSB)
- Small Business, veteran-owned as defined in 38 USC 101(2), ≥ 51% owned by ≥ 1 veterans, AND management & daily business operations controlled by ≥ 1 veterans. **Self-certify**

#### Service-Disabled Veteran-Owned Small Business (SD-VOSB)
- Small Business, veteran-owned, ≥ 51% owned by ≥ 1 service-disabled veterans, AND management & daily business operations controlled by ≥ 1 service-disabled veterans OR in the case of veteran with permanent & severe disability, the spouse or permanent caregiver of such veteran, AND with 0% - 100% service-connected disability as defined in 38 USC 101(16) & documented on DD 214 or equivalent. **Self-certify**

#### Small Disadvantaged Business (SDB)
- Small Business unconditionally owned & controlled by ≥ 1 socially & economically disadvantaged individuals who are in good character & citizens of the U.S. **Self-certify**

FAR 52.219-9, SDB also includes: subcontracts awarded to Alaska Native Corporation (ANC) or Indian tribe regardless of size or SBA certification status of ANC or Indian tribe. DFARS 252.219-7003, SDB also includes:

- Work performed on Indian lands or joint venture with Indian tribe / tribally-owned corporation & meets requirements of 10 USC 2323a.
- Subcontracts awarded by a mentor firm, under the DoD Pilot Mentor-Protégé Program, to (1) protégé firms which are qualified organizations employing severely handicapped and (2) former protégé firms that meet the criteria in Section 831(q)(4) of P.L 101-510 (not more than 2 times SBA-specified maximum size & previous mentor-protégé agreement was not terminated for cause).

### Subcontracting Resources

- Procurement Technical Assistance Centers (PTAC) [http://www.dla.mil/SmallBusiness/Pages/ptac.aspx](http://www.dla.mil/SmallBusiness/Pages/ptac.aspx)
- Electronic Subcontracting Reporting System (eSRS) [http://www.esrs.gov](http://www.esrs.gov)
- DAU Small Business Community of Practice (SB COP) [https://acc.dau.mil/smallbusiness](https://acc.dau.mil/smallbusiness)
- FEDBIZOPPS [http://www.fbo.gov](http://www.fbo.gov)

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**CONTRACT TYPES**

**FAR Part 16**

- **FIXED-PRICE**: sealed bidding or negotiated
- **COST-REIMBURSEMENT**: negotiated only
- Various types range from **FIRM-FIXED-PRICE** with contractor bearing most responsibility/risks for costs & profit to **COST-PLUS-FIXED-FEE** with contractor bearing less responsibility/risks for costs & profit (i.e., fee) is fixed
- See FAR Part 2 for language and definitions

**SMALL BUSINESS SUBCONTRACTING**

- A Small Business Subcontracting Plan is required:
  - From large businesses, when work is performed in U.S., not personal services
  - Contracts or mods >$700,000 ($1.5M for construction), if subcontracting possibilities
- Must be approved before award
  - Includes Small Business goals and designated Small Business Liaison Officer (SBLO)

**SUBCONTRACTING OPPORTUNITIES**

- FBO “Interested Vendors” list & award announcements
- DefenseLINK >$5.5M award notices - [www.defenselink.mil/contracts](http://www.defenselink.mil/contracts)

**FEDERAL BUSINESS OPPORTUNITIES (FBO)**

**FAR Part 5 [www.fbo.gov](http://www.fbo.gov)**

- Most DoD & Federal contracting requirements and awards >$25,000 are posted to FBO.
- FBO allows you to search by dates and/or type of notice, solicitation or award number, place of performance zip code, set-aside type, NAICS/FSC/PSC, Key words, selected agencies.
- Register for Vendor Notification Service by specific solicitation number, same selections as above, All notices (caution)

**FEDERAL PROCUREMENT DATA SYSTEM (FPDS)**

**FAR Part 4 [www.fpds.gov](http://www.fpds.gov)**

- FPDS-NG is one of the systems supplying procurement data to [USASpending.gov](http://USASpending.gov).
  - See FAR 4.606 for a list information and all contract actions to be reported.
- FPDS is an automated system used to collect and report on federal procurement spending:
  - Data is submitted via a contract writing system (CWS) or directly into FPDS using direct web input
  - Standard and ad hoc reports are available to be run by individuals
- The single authoritative repository for federal procurement award data

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**Be Familiar with Regulations**

- Integrated Acquisition Environment (IAE)
- Federal Acquisition Regulations (FAR)
- Defense Acquisition Regulation Supplement (DFARS) [www.acq.osd.mil/dpap](http://www.acq.osd.mil/dpap)
- Business Gateway Initiative (legal/regulatory info) [www.business.gov](http://www.business.gov)
- SBA Small Business Training Network (free courses) [www.sba.gov/services/training](http://www.sba.gov/services/training)

**COMPETITION TYPES**

**FAR PART 6**

- **Full & Open Competition**: All responsible sources may compete.
- **Full & Open Competition After Exclusions**: Alternative sources, 8(a), HUBZone/SD-VOSB, small business set-asides
- **Other than Full & Open Competition**: Sole source, Urgency, Industrial mobilization, International agreement, Statutory (includes 8(a), HUBZone, SD-VOSB), National security

**CONTRACT METHODS**

**NOTE:** Dollar thresholds change for contingency & Commercial

<table>
<thead>
<tr>
<th>THRESHOLD</th>
<th>TYPE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;$3,500 ($2,000 Davis Bacon; $2,500 Service Contract Act)</td>
<td>Micro-Purchase</td>
<td>Not advertised</td>
</tr>
<tr>
<td>&gt;$3,500 &lt; $25,000 ($2,000 Davis Bacon; $2,500 Service Contract Act)</td>
<td>SAP</td>
<td>Not advertised (sometimes posted locally)</td>
</tr>
<tr>
<td>&gt;$25,000</td>
<td>SAP</td>
<td>Advertised in FBO Oral or RFQ</td>
</tr>
<tr>
<td>&gt;$150,000</td>
<td>Formal / Large Contract</td>
<td>Advertised in FBO Invitation for Bid (IFB) or Request for Proposal (RFP) Set-aside if ≥ 2 capable 8(a) / HUBZone / SD-VOSB/SB will submit offers @ fair market price</td>
</tr>
</tbody>
</table>

SAP - Simplified Acquisition Procedures
Basic Small Business Programs
FAR Parts 19 & 26

Small Business (SB) – Located in U.S., organized for profit, including affiliates is independently owned & operated, not dominant in field of operations in which it is bidding on Government contracts, AND meets Small Business Administration (SBA) size standards included in solicitation. Size standard is based upon the North American Industrial Classification Standard (NAICS) assigned to the specific procurement dependent upon product/service purchased.

Woman-Owned Small Business (WOSB) – Small Business, at least 51% owned by ≥ 1 women, AND management & daily business operations controlled by ≥ 1 woman. Small Disadvantaged Business (SDB) – Small Business, unconditionally owned & controlled by ≥ 1 socially & economically disadvantaged individuals who are of good character & citizens of the U.S. AND SBA-certified.

Small Disadvantaged Business 8(a) Certified [8(a)] – Small Business, self-certified as a SDB, AND SBA-certified OR self-certified into the 8(a) Business Development Program for a period of 9 years.

Historically Underutilized Business Zone (HUBZone) – Small Business, owned & controlled ≥ 51% by U.S. citizens, SBA-certified as a HUBZone concern (principal office located in a designated HUBZone & ≥ 35% of employees live in a HUBZone).

Veteran-Owned Small Business (VOSB) – Small Business, veteran-owned as defined in 38 USC 101(2), ≥ 51% owned by ≥ 1 veterans, AND management daily operations controlled by ≥ 1 veterans.

Service-Disabled Veteran-Owned Small Business (SD-VOSB) – Small Business, veteran-owned, ≥ 51% owned by ≥ 1 service-disabled veterans, AND management & daily business operations controlled by ≥ 1 service-disabled veterans OR in the case of veteran with permanent & severe disability, the spouse or permanent caregiver of such veteran, AND with 0% - 100% service-connected disability as defined in 38 USC 101(16) & documented on DD 214 or equivalent.

Small Business Certifications

<table>
<thead>
<tr>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business</td>
<td>Self-certify</td>
</tr>
<tr>
<td></td>
<td>Set-aside authority</td>
</tr>
<tr>
<td>Woman-Owned Small Business</td>
<td>Self-certify (may change)</td>
</tr>
<tr>
<td>Small Disadvantaged Business [includes 8(a)]</td>
<td>Self-certify OR SBA certify 8(a) set-aside &amp; limited sole source authority</td>
</tr>
<tr>
<td>HUBZone</td>
<td>SBA certify</td>
</tr>
<tr>
<td></td>
<td>Set-aside &amp; limited sole source authority; 10% price evaluation preference may apply</td>
</tr>
<tr>
<td>Service-disabled Veteran Owned SB</td>
<td>Self-certify</td>
</tr>
<tr>
<td></td>
<td>Set-aside &amp; limited sole source authority</td>
</tr>
<tr>
<td>Veteran Owned SB</td>
<td>Self-certify</td>
</tr>
</tbody>
</table>

Process for Actions Over $150,000

1. Acquisition Planning & Market Research
2. Solicitation Advertised Electronically
3. Solicitation Issued Electronically
4. Submit Bids/Proposals Electronically
5. Bids/Proposals Evaluated
6. Oral Presentations (if required)
7. Negotiations (if required)
8. Subcontracting Plan Final Approval (Large only, if required)
9. Award
10. Debriefing (Negotiated acquisitions, if requested)
11. Performance & Successful Completion

Small Business Federal Policy
FAR 19.201

“It is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business…. concerns. Such concerns must also have the maximum opportunity to participate as subcontractors…”

Are You Ready?
Do you know your North American Industry Classifications (NAICS) & the small business size standards for each? Do you know your FSC/PSC Codes? Do you have a DUNS Number? Do you have a Business Plan and Marketing Plan? Are you registered in the System for Award Management (SAM)?
MARKETING TO THE NAVY AND MARINE CORPS

ARE YOU READY TO MARKET TO THE GOVERNMENT?

Identify Your Product / Service
Federal Supply Classification Code (FSC) or Product Service Code (PSC):
   EX: D302 ADP systems development services
       www.dlis.dla.mil/h2 or www.fbo.gov

Identify Your North American Industry Classification Codes
   EX: 541512 Computer Systems Design Services
       www.census.gov/eos/www/naics/

Determining SBA Size Standard
   EX: 541512 $25M average annual receipts preceding 3 yrs
   NOTE: There is a separate size standard for each NAICS.
       www.sba.gov/category/navigation-structure/contracting/contracting-officials/size-standards

DATA UNIVERSAL NUMBERING SYSTEM (DUNS)
- Mandatory for registering in SAM
- Provided by Dun & Bradstreet (D&B); free
- Web request & receive within 1 day; telephone request takes ~ 10 minutes
- Unique 9 digit identification # for each location/address & each legal division
- List sold to other companies; must contact D&B to request removal from marketing list fedgov.dnb.com/webform/ or call 866.705.5711

SYSTEM FOR AWARDS MANAGEMENT (SAM)
- All records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to SAM.
- Mandatory to receive DoD prime contract
- Allows electronic payment
- Must renew annually or expires
- Automatically assigns a Commercial & Government Entity (CAGE) Code
- Automatically assigns a Marketing Partner ID (MPIN) to access other government applications (EX: Past Performance Information Retrieval System, etc)
       www.sam.gov

SBA Dynamic Small Business Search
SBA’s CCR merged with FedReg, ORCA, and EPLS in August 2012 into the new System for Awards Management (SAM). When registering in SAM, select “small business” & a sub-set of your SAM data will be sent to SBA for size validation and inclusion in DSBS.
- Recommend updating profile when renewing SAM information
- Complete a Quality profile
- Government uses DSBS to:
  1. Perform market research to locate 8(a)/HUBZone/SDVOSB/EDWOSB/small business primes
  2. Verify small business reps & certs for primes, proposed subcontractors, & prime subcontracting program compliance reviews
- Industry uses DSBS to:
  - Locate subcontractors/teaming partners
  - Verify small business subcontractor reps & certs
       dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

Locating DoD Customers/Opportunities
Report issued each fiscal year of products and services purchased by DoD sorted by procurement Classification Code including name & location of buying office, number of actions & dollars:
   siadapp.dmdc.osd.mil/procurement/historical_reports/statistics/procstat.html, then scroll down to “ST28.”

Wide Area Workflow-Receipt & Acceptance (WAWF-RA)
WAWF is a secure web-based system for electronically processing invoices, receipts & acceptance documents being deployed DoD-wide.
       wawf.eb.mil

Web-based training for vendors is available with an overview of the WAWF system:
       www.wawftraining.com
USE AVAILABLE RESOURCES

- **Small Business Administration (SBA)**
  - Counseling - in person, email
  - Small business certifications
  - Financial Assistance
  - Training (online, classroom, free or low cost) [www.sba.gov](http://www.sba.gov)

- **Small Business Development Centers**
  - Counseling
  - Small business management assistance
  - Training (classroom, free or low cost) [www.sba.gov/sbdc](http://www.sba.gov/sbdc)

- **Procurement Technical Assistance Centers (PTACS)**
  - Counseling - in person, email
  - Registration assistance
  - Bid-matching
  - Training (online, classroom, free or low cost) [www.dla.mil/db/procurem.htm](http://www.dla.mil/db/procurem.htm)

- **Service Corps of Retired Executives**
  - Counseling - in person, email, field visit
  - Training (classroom, free or low cost) [www.score.org](http://www.score.org)

- **Small Business Program Offices**
  - Located at every DoD & Federal buying activity
  - All DoD: [www.acq.osd.mil/osbp](http://www.acq.osd.mil/osbp)

**IN-PERSON PITCH**

- Have three marketing "presentations" ready at all times:
  - "Elevator speech"
  - One page capability sheet
  - Full Capability presentation
- Know your audience
- Be focused & be brief
- Stand out from the crowd!
- How can the customer benefit from doing business with you?*
- What problems/challenges do you solve for your customer?*
- One page capability sheet
  - Few graphics
  - Company name, website, contact info, locations, small business categories, CAGE code
  - Certifications
  - NAICS & capabilities
  - DoD/Federal/State & local contracts with POC info
  - Significant subcontracts with POC information
  - GSA contracts (if any)

**EMAIL MARKETING**

- Send to the right customer!
  - Frequency?
- Marketing pitch, virus or SPAM? Include subject line & content in body of email, not just an attachment
- Be brief - use your one page capability sheet
- Limit graphics - oversized attachments may be stripped
- Stand out from the crowd!
- How can the customer benefit from doing business with you?
- What problems do you solve for your customer?
- The following attachments may not be received by DoD recipients due to firewalls: .avi, .bat, .cmd, .com, .dll, .eml, .exe, .pif, .scr, .vbs, and .zip

**Know Your Competitors**

- Who are they?
- What are their strengths? Weaknesses?
- Review their brochures, websites, DSBS profiles.

**Target the Right Customer**

- Develop a Business Plan and Marketing Plan
- Who are your potential customers? Which agencies/activities?
- What are their needs? Challenges? Review websites!
- Know your limits!
- Know your customers regulations/procedures

**Tools**

- Acquisition Central - Federal Acquisition Regulations (FAR): [www.acquisition.gov](http://www.acquisition.gov)
- Small Business Training Network: [www.sba.gov/training](http://www.sba.gov/training)

**FedBizOpps**

DoD & Federal contracting activities synopsize most proposed requirements & contract awards >$25,000 in [www.fbo.gov](http://www.fbo.gov)

- Active or archive search by dates and/or:
  - Types of Notice
  - Solicitation number or contract number
  - Place of performance zip code
  - Set-aside type
  - FSC/PSC/NAICS
  - Key words
  - Selected agencies
- Register for Vendor Notification Service by:
  - Specific solicitation number
  - Same selections as above
  - All procurement notices (caution)

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All information deemed reliable but not guaranteed and should be independently verified. Marine Corps Systems Command or its representatives cannot be held liable for any typographical errors, misinformation, or misprints and shall be held harmless. Neither the Department of the Navy nor any other component of the Department of Defense has approved, endorsed, or authorized this product.
SMALL BUSINESS ACCESSIBLE MARKET

**NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)**

NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

$1.8B

**MARCORSYSCOM Total SBAM**

Small Business Accessible Market

<table>
<thead>
<tr>
<th>NAICS Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330</td>
<td>Engineering Services</td>
<td>$227,503,262.81</td>
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<tr>
<td>541512</td>
<td>Computer Systems Design Services</td>
<td>$182,442,124.49</td>
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<tr>
<td>541519</td>
<td>Other Computer Related Services</td>
<td>$168,482,457.15</td>
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<td>333120</td>
<td>Construction Machinery Manufacturing</td>
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<td>334111</td>
<td>Electronic Computer Manufacturing</td>
<td>$73,173,684.89</td>
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<tr>
<td>511210</td>
<td>Software Publishers</td>
<td>$64,989,729.32</td>
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<tr>
<td>332993</td>
<td>Ammunition (Except Small Arms) Manufacturing</td>
<td>$54,861,236.67</td>
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<tr>
<td>541511</td>
<td>Custom Computer Programming Services</td>
<td>$48,245,800.89</td>
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<tr>
<td>336992</td>
<td>Military Armored Vehicle, Tank, And Tank Component Manufacturing</td>
<td>$44,651,935.93</td>
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<tr>
<td>332999</td>
<td>All Other Miscellaneous Fabricated Metal Product Manufacturing</td>
<td>$40,282,949.42</td>
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<td>336120</td>
<td>Heavy Duty Truck Manufacturing</td>
<td>$27,570,816.51</td>
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<td>334419</td>
<td>Other Electronic Component Manufacturing</td>
<td>$27,400,265.60</td>
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<td>334519</td>
<td>Other Measuring And Controlling Device Manufacturing</td>
<td>$25,628,484.67</td>
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<td>561320</td>
<td>Temporary Help Services</td>
<td>$25,358,366.72</td>
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<td>541712</td>
<td>Research And Development In The Physical, Engineering, And Life Sciences - Except Biotechnology</td>
<td>$24,680,854.12</td>
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<td>333314</td>
<td>Optical Instrument And Lens Manufacturing</td>
<td>$21,000,304.04</td>
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<td>335999</td>
<td>All Other Miscellaneous Electrical Equipment And Component Manufacturing</td>
<td>$20,379,992.80</td>
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<td>334220</td>
<td>Radio And Television Broadcasting And Wireless Communications Equipment Manufacturing</td>
<td>$17,387,499.13</td>
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<td>336212</td>
<td>Truck Trailer Manufacturing</td>
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<td>541611</td>
<td>Administrative Management And General Management Consulting Services</td>
<td>$13,830,940.03</td>
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<td>333999</td>
<td>All Other Miscellaneous General Purpose Machinery Manufacturing</td>
<td>$11,953,701.00</td>
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<td>811219</td>
<td>Other Electronic And Precision Equipment Repair And Maintenance</td>
<td>$11,373,945.62</td>
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<td>337127</td>
<td>Institutional Furniture Manufacturing</td>
<td>$10,939,175.90</td>
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</table>

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OFFICE OF SMALL BUSINESS
MISSION AND VISION

MISSION

The Small Business Program promotes acquisition opportunities where small businesses can best support the needs of our Marines and Sailors. Through policy, advocacy and training, we foster industry innovation, technology development, and the acquisition of quality products, services and solutions from Small Business providers.

VISION

To ensure Small Business is the first option in the acquisition planning process.
PROCUREMENT OPPORTUNITIES AND GENERAL CONTRACTING INFORMATION

FEDERAL BUSINESS OPPORTUNITIES
https://www.fbo.gov/
FedBizOpps is the single government point of entry for federal procurement opportunities over $25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps online. Commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community.

NASA SOLUTIONS FOR ENTERPRISE-WIDE PROCUREMENT
http://www.sewp.nasa.gov/geninfo.shtml
Providing the latest in commercial Information Technology (IT) products and services, the NASA Solutions for Enterprise Wide Procurement (SEWP) contract vehicle has an outstanding track record of serving up fresh technology for Federal Agencies.

SMALL BUSINESS ADMINISTRATION
https://www.sba.gov/
The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. We recognize that Small Business is critical to our economic recovery and strength, to building America’s future, and to helping the United States compete in today’s global marketplace.

SEAPORT-E PROGRAM
http://www.seaport.navy.mil/
SeaPort Enhanced (SeaPort-e) is the Navy’s integrated approach to contracting for support services. It provides a standardized means of issuing competitive solicitations among a large and diverse community of approved contractors, as well as a platform for awarding and managing performance-based task orders.

MCSC TECHNOLOGY TRANSITION OFFICE
http://go.usa.gov/3cU8P
The Technology Transition Office at Marine Corps Systems Command coordinates modernization plans, leverages science and technology resources, enables prototype experimentation and performs technology readiness assessments to ensure affordable technology infusion into Marine Corps acquisition programs of record.

MCSC SMALL BUSINESS INNOVATION RESEARCH (SBIR) PROGRAM
http://go.usa.gov/cfW35
The Small Business Innovation Research Program, through the Department of the Navy, provides qualifying small businesses the opportunity to address Marine Corps science and technology needs. In turn, the SBIR process delivers innovative technologies to the fleet.
For more information call: (703) 432-3033

OTHER RESOURCES
http://go.usa.gov/3cUDh
The Program Executive Officer Land Systems Advanced Technology Investment Plan provides annual updates to the top technical issues of PEO LS programs.
MCSC MISSION
To serve as the Department of the Navy’s systems command for Marine Corps ground weapon and information technology system programs in order to equip and sustain Marine forces with full spectrum, current and future expeditionary and crisis-response capabilities.

MCSC PUBLIC AFFAIRS
(703) 432-3958
MCSCPAO@usmc.mil

PEO LS MISSION
Program Executive Officer Land Systems will meet the warfighter’s needs by devoting full-time attention to Marine Corps weapon systems acquisition while partnering with MCSC in order to develop, deliver and provide life cycle planning for assigned programs.

PEO LS
Congressional and Public Affairs
(703) 432-5169

Marine Corps Systems Command and Program Executive Officer Land Systems are the enterprise acquisition and life cycle systems managers who support the operating forces and Marine Air-Ground Task Force elements. MCSC focuses on expeditionary ground weapons and information technology, while PEO LS provides program management, life cycle sustainment and modernization of an expanding Marine Corps portfolio of ACAT I & II ground and amphibious weapons systems.

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