Steps to Becoming Procurement Ready

&

Doing Business with the DON

Guidebook

Last Updated July 20, 2022
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Step 1: Identify Your Product and/or Service

1.1 Identify your Socioeconomic Category
   - Women-Owned Small Business (WOSB)
   - Service-Disabled Veteran-Owned Small Business (SDVOSB)
   - 8(a) – Business Development Program
   - Historically Underutilized Business Zone (HUBZone)
   - Small Disadvantaged Business
   - Economically Disadvantaged Woman Owned Small Business*
   - Veteran Owned Small Business

*Socio-economic categories goaling information can be found in the Appendix.

1.2 Identify your product and/or service using the North American Industry Classification System (NAICS). Use the NAICS search tools to identify the proper codes for your organization. [https://www.census.gov/naics/](https://www.census.gov/naics/)
   - This is the standard used by Federal statistical agencies in classifying organizations for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.
   - NAICS is a self-assigned System. Your organization should select the code that best suits your business and use it. NAICS are not assigned.

*For the purpose of this document, organization includes a private organization, municipality or business who intends to do business with the DON.

1.3 Identify your product and/or service code (PSC) by going to [https://psctool.us](https://psctool.us).

Step 2: Register Your Business

2.1 Register your organization with the Systems for Award Management (SAM) at [www.sam.gov](http://www.sam.gov). Most organizations must register in Sam.gov in order to do business with the federal government.
   - Obtain a Unique Entity Identifier (UEI)
   - Obtain Commercial and Government Entity (CAGE) code

2.2 Register your business with Small Business Administration (SBA) Dynamic Small Business Search (DSBS) [http://dsbs.sba.gov/](http://dsbs.sba.gov/). Government agencies use this database to find small business contractors for upcoming contracts. Organizations can also use DSBS to find other small businesses to work with.
Step 3: Research Your Market

3.1 Research Small Business Contracting and Acquisition Regulations

3.1.1 Federal Acquisition Regulations (FAR) – is the primary regulation for use by all executive agencies in their acquisition of supplies and services with appropriate funds. It limits agency acquisition regulations to those necessary to implement FAR policies and procedures within an agency, and provides for coordination, simplicity, and uniformity in the Federal acquisition process. [https://www.acquisition.gov/browse/index/far](https://www.acquisition.gov/browse/index/far)

- FAR Part 19, “implements acquisition-related sections of the Small Business Act, applicable sections of the Armed Services Procurement Act and Executive Order 12138”. It is imperative to read and understand this information to ensure that your small business has a successful bid.

3.1.2 Defense Federal Acquisition Regulations Supplement (DFARS) – Implements and supplements the FAR. The DFARS contains requirements of law, DoD-wide policies, delegations of FAR authorities, deviations from FAR requirements, and policies/procedures that have a significant effect on the public. The DFARS should be read in conjunction with the primary set of rules in the FAR. [https://www.acq.osd.mil/DPAP/dars/dfarspgi/current/index.html](https://www.acq.osd.mil/DPAP/dars/dfarspgi/current/index.html)

- DFARS Part 219, details rules and regulations specific to the operations of the Office of Small Business, such as determination of small business status, cooperation with SBA, set-asides, etc. It is imperative to read and understand this information to ensure that your small business has a successful bid.

3.1.3 Navy Marine Corps Acquisition Regulations Supplement (NMCARS) – which implements and supplements the FAR and DFARS, contains mandatory policies and procedures including delegations of authority and assignment of responsibilities. [https://www.secnav.navy.mil/rda/DASN-P/Pages/NMCARS.aspx](https://www.secnav.navy.mil/rda/DASN-P/Pages/NMCARS.aspx)

- NMCARS Part 5219, emphasizes the Navy and Marine Corps priority of utilizing small businesses. It is imperative to read and understand this information to ensure that your small business has a successful bid.

3.2 Research Small Business Administration (SBA) Programs

There are various contracting assistance programs that assist small businesses win federal contracts. That information can be found at:

- [https://www.sba.gov/federal-contracting/contracting-assistance-programs](https://www.sba.gov/federal-contracting/contracting-assistance-programs)
3.3 DON Specific Searches

3.3.1 Search What the DON Buys – this listing identifies the Navy and Marine Corps contracting activity that purchases your product or service. It allows public users the ability to research contract awards and provides transparency in DON’s support of the warfighter. This tool is based on historical and publicly available data. Download the following spreadsheets at https://www.secnav.navy.mil/smallbusiness/, go to the menu bar “Search What the DON Buys” drop down list.

- NAICS Awarded – search which Command awarded your NAICS
- NAICS Funded - search which Command funded your NAICS
- PSC Awarded - search which Command awarded your PSC
- PSC Funded - search which Command funded your PSC

3.3.2 Long Range Acquisition Forecast (LRAF) – identifies current and future Navy and Marine Corps procurement opportunities, creates a demand signal of anticipated business needs and makes early planning possible to wide range of current and potential industry partners.

- To locate each Command’s LRAF:
  - Visit the DON OSBP website, https://www.secnav.navy.mil/smallbusiness/
  - Locate ‘Commands’ on the banner of the webpage, hover over the dropdown arrow, and select the Command of your choice.
  - On the Command’s page, next to the Point of Contact, there is a “Visit Website” hyperlink. Click this, as it will lead you to the Command’s homepage.
  - From the Command’s homepage, navigate the banner for the “Opportunities” or “Doing Business with Us” option. This option will lead you to the Command’s LRAF.

3.4 Government Wide Procurement Information Search

3.4.1 USASpending.gov – is the official open data source of federal spending information. It tracks how federal money is spent in communities across America and beyond. https://www.usaspending.gov

3.4.2 Sam.gov - the official U.S. government website for people who make, receive, and manage federal awards. https://sam.gov

3.4.3 GSA Schedules - GSA Schedules (also referred to as Multiple Award Schedules (MAS) and Federal Supply Schedules) are long-term government-wide contracts with commercial firms providing federal, state, and local government buyers access to more than 11 million commercial supplies (products) and
services at volume discount pricing. [https://www.gsa.gov/small-business/-compete-for-contracts](https://www.gsa.gov/small-business/-compete-for-contracts)

3.4.4 **SeaPortNxG** – the Department of the Navy’s (DON) mandatory for consideration vehicle for the procurement of professional support services. Any Small Business utilizing SeaPortNxG must submit all questions or concerns though the SeaPort portal for review. Proposal must also be submitted via the SeaPort portal. Be aware that SeaportNxG has rolling admissions– plan accordingly.

3.4.5 Other Transactional Authority (OTA) – information found in Appendix

3.5 **DON OSBP Resources**
The DON OSBP website houses many resources that Small Businesses can use to determine how they align with the strategic mission and vision of the Department of Defense and Department of the Navy.

For more information, please visit [https://www.secnav.navy.mil/smallbusiness/Pages/OSBP_Resources.aspx](https://www.secnav.navy.mil/smallbusiness/Pages/OSBP_Resources.aspx)

3.5.1 **Department of the Navy Business Operations Plan** The three main objectives of the Annual DON Business Operations Plan include the following: Restore military readiness to build a more lethal force, reform the Security Cooperation Enterprise, and improve and strengthen business operations through a move to DoD-Enterprise or Shared Services.

3.5.2 **Department of Defense Small Business Strategy**. The DoD Small Business Strategy includes three strategic objectives: The creations and implementation of a unified management structure across the DoD’s small business workforce, ensuring that the department’s small business activities align with the current National Defense Strategy and other guiding documents and strengthening DoD’s ability to support the warfighter through supporting small businesses.

3.5.3 National Defense Strategy. The three main objectives of the National Defense Strategy include the following: Rebuild military readiness as we rebuild a more lethal force, strengthen alliances as we attract new partners and reform Department’s business practices for greater performance and affordability.

3.5.4 National Defense Industry Association - **Vital Signs Report**. The objective of the Vital Signs 2021 report was to expound upon the findings of the 13806 Report and provide the public with a summary of the measurement of health and readiness of the United States industrial base. That report can be found at [https://www.ndia.org/policy/vital-signs](https://www.ndia.org/policy/vital-signs).
3.5.5 ASN (RD&A) Memorandum “Tapping Into Small Business in a Big Way,”

- This memorandum assigned each Deputy Program Manager as the Small Business Advocate within their PEO.

3.5.6 ASN (RD&A) Memorandum “Small Business Utilization for Strategic Advantage”

- This memorandum described the expectation of Acquisition Commands and Program Executive Offices (PEOs) to place a priority on improving utilization of Small Business in accomplishing the Department of the Navy’s mission.

**Step 4: Market Yourself**

4.1 Prepare your Capabilities Statement and Target your Market

4.1.1 Prepare a **Capabilities Statement** – a concise one page document of your business competencies. Its purpose is to provide specific information that will convince potential customers to do business with you. [https://www.aptac-us.org/capabilities-statements-for-government-contracting/](https://www.aptac-us.org/capabilities-statements-for-government-contracting/)

4.1.2 Prepare a **Targeted Marketing Plan** – Develop a plan on how to persuade consumers to buy your products or services. [https://www.sba.gov/business-guide/manage-your-business/marketing-sales#section-header-0](https://www.sba.gov/business-guide/manage-your-business/marketing-sales#section-header-0)


**Step 5: Bid on a Contract**

*For the purpose of this section consider bid or proposal to be synonymous.*

5.1 Attend Industry Days.

5.1.1 Industry Days - are outreach opportunities organized by individual commands within the DON to connect Small Business owners with Small Business Professionals, Contracting Officers and Acquisition Professionals and others who can advise on the bidding process.

5.2 Respond to Requests for Information.

5.2.1 When responding to a Request for Information (RFI), be sure to highlight how your small businesses strengths and capabilities align with the Command’s needs. Detailing past performance is a sure way for the Small Business Professionals at the Command to know that you have the skill set to fulfill the
contract. It is also good to mention areas where your company is improving on processes, and how those improvements will benefit the Command.

5.3 After attending Industry days and responding to RFIs, reach out to DON Small Business Professionals (SBPs) for contracting assistance and to discuss how your company can support their agency, the warfighter and the National Defense Strategy. Ask questions.

Go to [www.secnav.navy.mil/smallbusiness/Pages/find-your-professional.aspx](http://www.secnav.navy.mil/smallbusiness/Pages/find-your-professional.aspx)

5.3.1 The government is required by law to buy from small businesses, so use that to your advantage. The government wants proposals from small business for the following reasons:

- To ensure that large business do not push small businesses out of the market
- To explore new ideas that small businesses provide
- To support small business as engines of economic development and job creation
- To offer opportunities to disadvantaged socio-economic groups

5.3.2 How does ‘bidding’ work? The process for requesting proposals, evaluating bids and awarding contracts should take place on a level playing field. The government is expected to consider a bid form any qualified business. The SBA works with federal agencies to award a base percent of prime government contract dollars to eligible small business, while also offering counselling and assistance to small business contractors.

5.3.3 The basic requirements for securing a contract bid with the government include:

- Register for a Unique Entity Identifier (UEI)
  - If your entity has a DUNS number and is registered in SAM.gov then:
    - You have already been assigned a Unique Entity ID. Sign into your SAM.gov account to view this update on your entity registration
      - If your entity has a DUNS number and is not registered in SAM.gov then:
        - Sign into or create your SAM.gov account and complete your profile
        - Once signed in, the SAM.gov system will navigate to your ‘Workspace’. On the ‘Entity Management’ widget, select ‘Get Started’.
        - On the next page, enter all information regarding your entity. All entries are required unless labeled optional.
        - On the next page, verify that all information is correct and matches your DUNS profile. Click ‘Next’.
Next, you will be navigated to a page that validates your entity. You will be asked to certify that you are authorized to conduct transitions on behalf of your entity. Certify, then click the ‘Request Unique Entity ID’ button.

Lastly, you will land on a page where your Unique Entity ID will be displayed and you can begin using it for your entity.


- Know your NAICS code. NAICS codes classify your business establishment for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

  Go to https://www.census.gov/naics/ to find your business’ NAICS code.

- Does your business meet the size required to be considered a ‘Small Business’? To be eligible, your business must meet the size requirements set by the SBA. Although there are exceptions based on industry, most manufacturing companies with 500 employees or fewer, and most non-manufacturing companies with annual receipts of $7.5 million, qualify as a small business.

  Go to https://www.ecfr.gov/current/title-13/part-121 to view exceptions by industry.

  Go to https://www.sba.gov/size-standards to determine if your business qualifies as “small” for government contracting purposes.

- Registering your business in the System or Award Management (SAM) is a requirement to participate in government contracting. Your profile in SAM will be considered your resume. With this database, you will be able to self-certify whether your business is a disadvantaged, women owned, veteran owned or located in an underutilized area.

  Go to https://sam.gov/content/home to register your small business.

- Complying with all Federal laws and regulations is a requirement to participate in government contracting.

  Go to https://www.ecfr.gov/current/title-13/chapter-I/part-125 to view all regulations governing government contracting.
5.3.4 When submitting a bid, be sure to prepare a tailor-made proposal for that specific contract.
- Before getting started, be sure that all preliminary tasks have been completed, such as:
  - Registering in SAM
  - Creating a Dynamic Small Business Search profile
  - Find contract opportunities that are suitable for what your small business provides.
  - Knowing your NAICS codes
  - Acquiring a DUNS number/Unique Entity ID
  - Prepare a capabilities statement that outlines your small business’ management, technical and business strengths

5.3.5 Do you need help finding contracting opportunities?
- **SAM.gov** allows small business to search for contracting opportunities specific to their capabilities. In the past, small business used a platform called FedBizOpps. This platform was moved to SAM.gov, under ‘Contracting Opportunities’. Anyone interested in doing business with the government can use this system to search opportunities. Opportunities include pre-solicitation notices, solicitation notices, award notices, and sole source notices.
  For more information, please visit [https://sam.gov/content/opportunities](https://sam.gov/content/opportunities)

- **GSA** – provides centralized procurement for the Federal Government, offering billions of dollars worth of products, services and facilities that federal agencies need to serve the public. GSA’s acquisition solutions supply federal purchasers with cost-effective, high-quality products and services from **commercial venders**.

- **SeaPortNxG** – the Navy’s mandatory contract vehicle for the procurement of **non-commercial** professional services, and which also provides IT services. SeaportNxG is a Multiple Award Contract (MAC) vehicle whose efforts are awarded as Task Orders (TO). All contracts are competitive, fall under a single NAICS code (541330) and are only applicable to the following socioeconomic groups: 8(a), WOSB, SDVOSB and HUBZone.
  For more information, please visit [https://www.seaport.navy.mil/](https://www.seaport.navy.mil/)
5.3.6 Not ready to become a Prime Contractor? The best alternative is to become a Subcontractor to a Prime. The benefit of this opportunity is the profitable experience and the growth for your small business. To find a Subcontracting opportunity, SBA maintains the SUB-Net database, which lists, by state, all available subcontracting opportunities for the federal government.

For more information, please visit:

https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm

5.4 As a small business, there are many resources at your disposal. In additional to contacting your Contracting Officer Representative (COR), the following groups are available to offer support:

5.4.1 **Procurement Technical Assistance Centers (PTACs)** help small business compete for and execute contracts with DOD and other federal agencies. Most services provided by PTACs are free of charge - https://aptac-us.org .

5.4.2 **Small Business Development Centers (SBDCs)** provides aspiring entrepreneurs and small business owners free one-on-one training in business plan development, finance and marketing. More information regarding SBDCs can be found in the Appendix and at https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc.

5.4.3 **Service Corps of Retired Executives (SCORE)** is a nonprofit organization that is dedicated to helping small businesses get off the ground by hosting events and workshops across the country to match entrepreneurs with local, volunteer mentors.

To learn more, please visit: https://www.score.org/content/mission-vision-and-values

5.4.4 **Office of Veterans Business Development (OVBD)**’s mission is to maximize the availability, applicability and usability of small business programs for Veterans, Service Disabled Veterans, Reserve Component Members and their Dependents or Survivors.

To learn more, please visit the Appendix or https://www.sba.gov/about-sba/sba-locations/headquarters-offices/office-veterans-business-development

5.4.5 **Office of Women’s Business Ownership**’s mission is to empower women entrepreneurs through advocacy, outreach, education, and support. Women
Business Centers (WBCs) offer comprehensive training and counseling to entrepreneurs, particularly those who are economically or socially disadvantaged.

To learn more, please visit: https://www.sba.gov/about-sba/sba-locations/headquarters-offices/office-womens-business-ownership

5.4.6 The SBA’s Procurement Center Representatives (PCRs) help small businesses win federal contracts. PCRs view many federal acquisition and procurement strategies before they are announced. This enables them to influence opportunities that should be set aside for small businesses.

To learn more, please visit: https://www.sba.gov/federal-contracting/counseling-help

**Step 6: To Win or Not Win a Contract**

Steps on how to Do Business with the DON video can be found at https://www.seanav.navy.mil/smallbusiness/Pages/DBWD.aspx

6.1 You won your bid! Congratulations!
- This is the time where you need to utilize your Small Business Professionals with any issues that may arise
  - For issues that are payment or performance related, reach out to your Contracting Officer. If you do not receive a timely response reach out to your COR or Small Business Professional for guidance.

6.2 If your bid is unsuccessful:

6.2.1 Request a debrief from the Contracting Officer (CO). Come back stronger next time! The only way that you will be able to do this is learn from your past mistakes. A debrief will help you learn about missteps and guide you in the right direction for your next bid

6.2.2 “People buy from who they know”. Do not forget to attend industry events!

**Step 7: Perform on a Contract**

7.1 Perform on a Contract
- Make sure you fully perform your long-range plan on deliverables that you outlined in your proposal.
- Contact your CO and COR
- Be aware of the guidance in Contractor Performance Assessment Reporting System (CPARS).
- Request a debrief from the CO.
Step 8: Grow with the DON

8.1 Attend DON Events:
• Workshops
• Webinars
• Conferences
• Outreach events
  ▪ DON Gold Coast
  ▪ Sea Air Space
  ▪ Industry Days
  ▪ Navy Weeks

8.2 More information can be found on DON OSBP website and corresponding naval command websites.

8.3 Stay connected with DON OSBP on Social Media.
• Facebook – www.facebook.com/NAVYOSBP
• Twitter – www.twitter.com/DON_OSBP
• LinkedIn – www.linkedin.com/showcase/deptofnavysmallbusiness
• YouTube – www.youtube.com/c/DONOSBP
  ▪ Here, you can view previously recorded events

8.4 Mentorship Opportunities.
8.4.1 DoD Mentor-Protégé Program (MPP) - this program assists small businesses (Protégés) to successfully compete for prime contract and subcontract awards by partnering with large companies (Mentors) under individual, project-based agreements.
  • Each DoD agency administers its MPP differently based on the missions and contractual needs and requirements of that agency but still incorporates the fundamental guidelines and requirements stipulated by DoD.
  • To learn how DON administers its MPP, please visit https://www.secnav.navy.mil/smallbusiness/Pages/mentor-protege.aspx

8.4.2 DON NavalX and Tech Bridges – NavalX serves the Navy and Marine Corp as in innovation and agility cell, supporting and connecting initiatives across the Department of Defense.
  ▪ For more information, please visit https://www.secnav.navy.mil/agility/Pages/default.aspx
8.4.3 Navy ManTech Center of Excellence (COEs)- COEs were established as focal points for the development and transition of new manufacturing processes
and equipment in a cooperative environment with industry, academia and the Naval Research Enterprise

- Execute projects and manage project teams
- Serve as a corporate expertise in technological areas
- Collaborate with acquisition program offices and industry to identify and resolve manufacturing issues
- Develop and demonstrate manufacturing technology solutions for identified Navy requirements
- Provide consulting services to naval industrial activities and industry
- Facilitate transfer of developed technologies


8.4.4 Public-Private Talent Exchange Program - the National Defense Authorization Act for fiscal year 2017 added section 1599g which allows the arrangement for the temporary assignment of a government employee to a private-sector organization, or from a private sector organization into a DoD organization

- For more information, please visit https://www.dcpas.osd.mil/learning/broadening/publicprivatetalentexchange

Appendix

Small Business Administration – is the principal federal agency that assists people start and grow their businesses.
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▪ **Small Business Administration Assistance** - The SBA works with a number of local partners to counsel, mentor, and train Small businesses. ([https://www.sba.gov/local-assistance](https://www.sba.gov/local-assistance))
    - **Plan Your Business** – Learn how to turn an idea into a business.
    - **Launch Your Business** – Turn a business into a reality. Register, file and start doing business.
    - **Manage Your Business** – Learn how to run the day-to-day operations and prepare for success.
  - **Learning Center** – The SBA offers a variety of online courses to help you start and run your business. ([https://www.sba.gov/sba-learning-platform](https://www.sba.gov/sba-learning-platform))
    - **How to Write a Business Plan** - Learn the importance of business planning, the components of a business plan, and see sample plans and resources.
    - **Legal Requirements** - An overview of legal requirements for small businesses and how they can impact you.
    - **Financing Options** - An introduction to financing options for your small business.
      - SBA can help you find grant funding ([https://www.sba.gov/funding-programs/grants](https://www.sba.gov/funding-programs/grants))
      - **Young Entrepreneurs** - Introduces young entrepreneurs to the basics of creating and financing a successful business.
  - **Small Business Development Center (SBDC)** – hosted by leading universities, colleges, state economic development agencies and private partners, and funded in part by the United States Congress through a partnership with the U.S. Small Business Administration. ([https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc](https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc))
    - Department Veterans Affairs - ([https://www.va.gov/osdbu/verification/](https://www.va.gov/osdbu/verification/))
  - **Women’s Business Center (WBC)** - works to secure economic justice and entrepreneurial opportunities for women by supporting and sustaining a
national network of more than 100 WBC. WBCs help women succeed in business by providing training, mentoring, business development, and financing opportunities to over 150,000 women entrepreneurs each year. WBCs provide free to low cost counseling and training and focus on women who want to start, grow and expand their small business. 

- **SBA District Offices** - offer counseling, training and business development to help individuals start and grow their business.

- **SBA Regional Offices** - support local district offices and promote economic development growth and competitiveness within their geographic area.

- **Disaster Field Offices** – SBA’s Office of Disaster Assistance's Field Offices mission is to provide low-interest disaster loans and counseling to businesses of all sizes, private non-profit organizations, homeowners, and renters to repair or replace real estate, personal property, machinery & equipment, inventory and business assets that have been damaged or destroyed in a natural disaster.

**DON Assistance**

- **DOD Mentor-Protégé Program** - Created to provide incentives for DoD contractors to assist small businesses in enhancing their capabilities and increasing their participation in government and commercial contracts. 
https://www.secanv.navy.mil/smallbusiness/Pages/mentor-protege.aspx

- **DON Small Business Innovation Research (SBIR)/ Small Business Technical Transfer (STTR) Programs** – was created by Congress to strengthen the role of innovative small businesses in Federally-funded research and development, however the STTR requires the small business to have a research partner consisting of a University, Federally Funded Research and Development Center (FFRDC), or a qualified non-profit research institution. www.navysbir.com

- **NavalX Tech Bridges** – are a connected network that enhances collaboration between Naval labs, industry, academia, and other military branches. It offers a collaboration space in a commercial business space, rather than on base. 
https://www.secanv.navy.mil/agility/Pages/techbridges.aspx

- **Navy ManTech Centers of Excellence** – The manufacturing centers of excellence (COEs) sponsored by the Navy ManTech Program provide a focal point for the development and transfer of new manufacturing processes and
equipment in a cooperative environment with industry, academia, and the naval research enterprise.  

Additional Assistance

- **Procurement Technical Assistance Centers (PTACs)** – provide local, in-person counseling and training services for the small business owner. They are designed to provide technical assistance to businesses that would sell products and services to federal, state, and/or local governments. PTAC services are available either free of charge or at a nominal cost. www.aptac-us.org.

- **Service Corps of Retired Executives (SCORE)** - is a national organization of businesspeople who have left their businesses, but not the world of business, behind. In this SBA program, SCORE members share their hard-won expertise with less-experienced business owners. Volunteer business counselors, advisors, and mentors who offer individual free to low cost counseling throughout the U.S. and its territories. www.score.org.

- **Public-Private Talent Exchange Program (PPTE)** - this program hosts a six-month acquisition exchange between DoD and private sector participants to gain a better understanding between each business operation and shared innovation best practices https://www.hci.mil/ppte.html

- **FedMall** – the FedMall Supplier Portal is designed for organizations who wish to sell items in FedMall. From the Supplier Portal, organizations may view and maintain their catalogs, access purchase orders, and manage their FedMall accounts. FedMall can now be accessed though, https://piee.eb.mil/, as the platform has transitioned to the Procurement Integrated Enterprise Environment website.


Categories with contracting goal

- **Historically Underutilized Business Zone (HUBZone)** – fuels small business growth in historically underutilized business zones with a goal of awarding at least 3% of federal contract dollars to HUBZone – certified companies each year.

- **Women Owned Small Business (WOSB)** – The federal government goal is to award at least 5% of all federal contracting dollars to women-owned small businesses each year.
Steps to Becoming Procurement Ready & Doing Business with the DON Guidebook

- **Service Disabled Veteran Owned Small Business (SDVOSB)** – The federal government’s goal is to award at least 3% of all federal contracting dollars to service disabled veteran-owned small businesses each year.

- **8(a) Business Development Program** – The federal government’s goal is to award at least 5% of all federal contracting dollars to small disadvantaged businesses each year.

**Categories without contracting goals**

- **Economically Disadvantaged Women Owned Small Business (EDWOSB)** – Economic disadvantage standards have been aligned between the 8(a) Business Development program and the WOSB Federal Contracting program. 8(a) firms interested in pursuing EDWOSB certification may provide their most recent annual review letter or acceptance letter if in their first year through applying at [https://beta.certify.sba.gov/](https://beta.certify.sba.gov/)

- **Veteran Owned Small Business (VOSB)** – small businesses owned by veterans can compete for set-aside contracts at the Department of Veterans Affairs.

- **Small Disadvantaged Business** – to qualify, your organization must be 51% or more owned and controlled by one or more disadvantaged persons. This person must be both socially and economically disadvantaged and the firm must be small according to the SBA’s size standards.

**Other Transaction Authority (OTAs)** – An OTA is a non-FAR based, streamlined vehicle that brings innovative research findings and state-of-the-art prototypes from industry to the Federal Government.

- To be awarded an OTA, contractors must either be considered Non-Traditional, or a traditional company who is partnered with a non-traditional company whose technological contributions are significant.

- The three types of OTAs are as follows:
  - 10 U.S.C 2371 Research OTs
    For more information, please visit [https://www.law.cornell.edu/uscode/text/10/2371](https://www.law.cornell.edu/uscode/text/10/2371)
  - 10 U.S.C 2371b Prototype OTs
    For more information, please visit [https://www.law.cornell.edu/uscode/text/10/2371b](https://www.law.cornell.edu/uscode/text/10/2371b)
  - 10 U.S.C 2373 Procurement for experimental purposes
    For more information, please visit [https://www.law.cornell.edu/uscode/text/10/2373](https://www.law.cornell.edu/uscode/text/10/2373)