

Steps to Do Business with the Government

STEP 1: EDUCATE Yourself on How to Do Business with the Government

- A. DoD SB Programs <https://business.defense.gov/>
- B. Guide to Marketing to the DoD [Guide to working with DoD \(defense.gov\)](#)
- C. APEX Accelerators <https://www.apexaccelerators.us> (Free Support) (Formerly Known as PTAC)
- D. Small Business Administration (SBA) Website www.sba.gov
- E. AFSC Small Business Website <http://www.afsc.af.mil/Units/SBO.aspx>
- F. Government Contract Policy
 - a. Federal Acquisition Regulations <https://www.acquisition.gov/browse/index/far>
 - b. Defense Federal Acquisition Regulations <https://www.acquisition.gov/dfars>
 - c. Air Force Federal Acquisition Regulations <https://www.acquisition.gov/affars>
 - d. Defense Procurement and Acquisition Policy <http://www.acq.osd.mil/dpap/index.html> (click “Contract Policy” then click on “Small Business”)
 - e. Defense Contract Audit Agency <http://www.dcaa.mil/> (click on “Checklist & Tools”)
 - f. Defense Contract Management Agency <http://www.dcmsa.mil/> (Click on “Small Business”)
- G. Wide-Area Workflow (Government Invoicing System) <https://piee.eb.mil/piee-landing/>
- H. Reach out to AFSC Small Business Office for Guidance: 405.739.2601 or email: afsc.sb.workflow@us.af.mil

STEP 2: Define Your PRODUCT/SERVICE and IDENTIFY Your MARKET

- A. What Product Service Codes/Federal Stock Class Codes are you selling? <https://acquisition.gov/psc-manual>
- B. Identify Potential NAICS Codes: <https://www.census.gov/eos/www/naics/>
- C. Find who is buying your product/goods/service: www.USAspending.gov
- D. Who is buying your product/goods/service? <https://sam.gov/> (Click on Contract Data Reports)
- E. **Air Force Material Command – Small Business Office Website** at <https://www.afmc.af.mil/About-Us/Small-Business/>.
- F. DoD SB Website <https://business.defense.gov/>

STEP 3: REGISTER Your Company to do Business with Government

- A. Must be Registered in System for Award Management <https://sam.gov/>
 - a. Need to have your NAICS <https://www.census.gov/eos/www/naics/>
 - b. Need Your Unique Entity Identification (required after 4 April 2022)
 - c. Commercial and Government Entity Program <https://cage.dla.mil/Home/UsageAgree>
 - i. [You will be assigned a Cage during SAM registration](#)
- B. Contact your local APEX accelerator <https://www.apexaccelerators.us>
- C. Update Dynamic Small Business Search Database (How Agencies can FIND YOU!) http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- D. To obtain Tech Data/Drawings, an approved DD2345, Military Critical Technical Data Agreement is required <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>

STEP 4: Find Government OPPORTUNITIES

- A. All acquisitions >\$25K listed on SAM <https://sam.gov/>
- B. Respond to Government Request for Information for opportunities applicable to your NAICS
- C. Defense Internet Bid Board <https://www.dibbs.bsm.dla.mil/>
- D. General Services Administration <https://www.gsa.gov/portal/category/100000>
- E. Strategic Alternate Sourcing Program Office <http://www.tinker.af.mil/home/429scmssaspo.aspx>
 - a. Forecasting—Select and download applicable RPOW list for opportunities
 - b. Target List-Items with 3 or fewer sources and GOVT should own the tech data
 - c. Industry Days – Advertised on SAM (formerly FBO) <https://sam.gov/>
- F. Qualification Requirements/Source Approval Request (SAR) Process <http://www.afsc.af.mil/Units/SBO.aspx>
- G. Sub-Contracting Opportunities https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm

H. United States/Canada Joint Certification Program (JCP)
<https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>

STEP 5: Ready to PROPOSE

- A. Proposal Checklist <http://www.acq.osd.mil/dpap/dars/dfars/html/current/252215.htm#252.215-7009>
- B. Review specifics requirements identified in opportunity—Follow instructions and contact buyer/contracting officer if you do not understand requirement.

NOTE: Small Business Office is YOUR advocate. Reach out to provide capability briefings and/or to answer any questions: AFSC/SB – 405.739.2601 or <http://www.afsc.af.mil/Units/SBO.aspx> or email: afsc.sb.workflow@us.af.mil

Send comments to afsc.sb.workflow@us.af.mil

Rev. 21 MAR 2023