



SOUTH CAROLINA

SBDC

A STEP-BY-STEP GUIDE¹ TO FEDERAL AND SC STATE GOVERNMENT CONTRACTING

1. Know where to GET SUPPORT. The SBDC (www.scsbdc.com) and APTAC (<http://www.scsbdc.com/ptac.php>) organizations are good resources to help you grow your business, including guidance on selling to the government.
2. Identify your PRODUCT & SERVICE CODES
 - North American Industry Classification System (NAICS, www.census.gov/epcd/www/naics.html)
 - Product Service Codes (www.outreachsystems.com/resources/tables/pscs/)
3. Obtain a DUNS NUMBER (Data Universal Numbering System)
 - From Dun & Bradstreet (note that this is *free* when you plan to do business with or receive funds from a U.S. Government Agency. Create your profile at D&B's iUpdate site: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>)
4. Register² for FEDERAL CONTRACTING at the System for Award Management site (SAM, www.sam.gov)
5. Register as a STATE VENDOR (<http://procurement.sc.gov/PS/PS-index.phtm>)
6. Certify with PROCUREMENT PREFERENCE PROGRAMS (if eligible)
 - SBA managed certification programs (applications found in the SBA's General Login System site, <https://eweb.sba.gov/gls/>):
 - 8(a) Business Development Program
 - HUBzone Program
 - Woman Owned Small Business Program
 - SC Department of Transportation (www.dot.state.sc.us)
 - SC Governor's Office of Minority Business Assistance, OSMBA (www.govoepp.state.sc.us/osmba)
 - Carolinas Minority Supplier Development Councils (fee based, <http://msdc.adaptone.com/carolinasmcdc/>)
 - Center for Veterans Enterprise (www.vetbiz.gov; <http://www.va.gov/osdbu/veteran/verificationInstructions.asp>)

¹ This guide is something of an oversimplification of the process. You are encouraged to collaborate with your PTAC representative as you work to become a competitive government contractor or subcontractor.

² What follows assumes that your business is established. The registration process assumes that you have a business bank account, have a suitable legal structure (perhaps an S-Corp or LLC), access to and a working knowledge of computers, etc. If not, you are encouraged to work with the SBDC in these areas before starting the registration process.

7. Look for CURRENT CONTRACTING OPPORTUNITIES
 - Federal Government Central Bid Posting Site, FedBizOpps (for awards anticipated to cost more than \$25,000, www.fbo.gov)³
 - Agency Internet Sites (www.firstgov.gov)
 - DLA Internet Bid Board System (<https://www.dibbs.bsm.dla.mil/>)
 - cFolders (<http://www.defensecastingtoolkit.com/tutorials/cFolders.pdf>)
 - Defense Supply Centers Procurement Gateway (<http://www.fedaccess.com/dla-01.htm>)
 - Reverse Auctions (Procurex) (<https://dla.procurexinc.com/theme/dla/Pages/default.aspx>)
 - SC Business Opportunities (<http://www.mmo.sc.gov/PS/general/scbo/PS-scbo-online.phtm>) or, simply
 - use the SC SBDC Electronic Bid Matching Service (annual fee)
8. Familiarize yourself with PROCUREMENT REGULATIONS AND CODES (<https://www.acquisition.gov/far/>, <http://farsite.hill.af.mil>)
9. See What the GOVERNMENT BUYS
 - Federal Procurement Data System (https://www.fpds.gov/fpdsng_cms)
 - USA Spending (<http://www.usaspending.gov/>)
10. Investigate GSA MULTIPLE AWARD SCHEDULE CONTRACTS
 - Search the GSA e-Library (www.gsaelibrary.gsa.gov)
 - Size up the market at GSA Schedule Sales Query (<https://ssq.gsa.gov/>)
 - GSA eBuy (https://www.ebuy.gsa.gov/advantage/ebuy/start_page.do)
11. Explore SUBCONTRACTING OPPORTUNITIES
 - Identify Prime Contractors (www.acq.osd.mil/sadbu/doing_business/index.htm, space denotes underscore)
 - See Opportunities on SUBnet (<http://web.sba.gov/subnet/>)
 - Techniques also available through FedBizOpps and FPDS, see your PTAC
12. Obtain and Review Appropriate TECH SPECS and STANDARDS
 - Also note packaging, labeling and RFID (<http://dodssp.daps.dla.mil/>)
13. Prepare your government MARKETING STRATEGY (to include preparing a capabilities statement)
14. Contact AGENCY SMALL BUSINESS SPECIALISTS
 - *Small Business Specialists and Selling to the Military* (www.acq.osd.mil/sadbu/doing_business/index.htm, space denotes underscore). Ask your PTAC for a current SC listing
15. For RESEARCH and DEVELOPMENT PROGRAMS (<http://www.sbir.gov/>)

You are now ready to market your products and services to government agencies and prime contractors. BE PREPARED TO ACCEPT GOVERNMENT CREDIT CARDS for SMALL PURCHASES.

Stay informed, visit us on the web at <http://www.scsbdc.com> and on Facebook at <http://www.facebook.com/SCSBDC>

³ Substantial work opportunities exist under this dollar threshold; see your PTAC for more information.