

CHECKLIST

- ⇒ **SAM.gov.** Register to be a federal contractor.
 - **Register your firm with the System for Award Management (SAM).** It is a requirement that all contractors doing business with the Department of Defense be registered with SAM. Website: <https://sam.gov/content/home>
 - All entities wishing to do business with the federal government must have an **Unique Entity Identifier (UEI).**
 - The **Commercial and Government Entity (CAGE) Code** is a five-character ID number used extensively within the federal government. The CAGE code provides a standardized method of identifying a given facility at a specific location.
 - Identify your **North American Industry Classification Code (NAICS)** by running keyword searches on the US Census Bureau's NAICS System website: <https://www.census.gov/naics/>. You need the full 6-digit numbers.
 - Remember, you can have more than one code when you register in SAM.gov but will need to identify your primary NAICS code.
 - [Prepare for Entity Registration in SAM.gov](#)

- ⇒ **Register your business at MatchForce.org.** This is the State of North Carolina's free web-based database of firms who are seeking federal government prime contracts and subcontracts. Your firm will automatically match to contracting opportunities daily based on your NAICS codes. Website: www.MatchForce.org.

- ⇒ **Determine if you qualify as a small business.** There is a separate size standard for each NAICS. Once you know your NAICS, visit the Small Business Administration's website: <https://www.sba.gov/federal-contracting/contracting-guide/size-standards> to look up the size standards for each NAICS code.

- ⇒ **Small Business Administration and Contracting Assistance Programs.**
 - [Basic Requirements](#)
 - [How to Update Your SBA Profile](#)
 - **Veteran Assistance Programs:** Every year, the federal government awards a portion of contracting dollars specifically to businesses owned by veterans.
 - **Veteran-Owned Small Business Program:** not less than 51% of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of a publicly owned business, not less than 51% of the stock of which is owned by one or more veterans; and the management and daily operations of which are controlled by one or more veterans.
 - **Service-Disabled Veteran-Owned Program:** not less than 51% of which is owned by one or more service-disabled veterans or, in the case of any

publicly owned business, not less than 51% of the stock of which is owned by one or more service-disabled veterans; and the management and daily operations of which are controlled by one or more service-disabled veterans, or in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran. Service-disabled veteran means a veteran (as defined at 38 U.S.C. 101(2)) with a disability that is service-connected (as defined by 38 U.S.C. 101(16)).

- If your small business is at least 51% owned and controlled by one or more veterans, you should investigate whether your firm qualifies as SDVOSB. Note that the bar for qualifications is very low – any “service connected” disability (event zero percent compensable) validated by the VA rating letter is qualifying. If you had any medical condition that was addressed while you were in the service, but you do not have a VA rating letter, you should request a “disability rating for federal contracting purposes” from the VA by contacting your local Veterans Services Officer.
- Small businesses owned by veterans can compete for set-aside contracts at the Department of Veterans Affairs (VA). Through its [Veterans First Contracting program](#), VA awards a large amount of contract dollars to veterans every year by offering [set-aside contracting opportunities](#). VA also sets aside contracting opportunities for businesses owned by veterans who are service-disabled.
- Other resources:
 - North Carolina Department of Military & Veterans Affairs: <https://www.milvets.nc.gov>
 - Vets First Verification Program: <https://www.va.gov/osdbu/verification/>
- **Woman-Owned Programs:** The federal government's goal is to award at least 5% of all federal contracting dollars to women-owned small businesses each year. To help provide a level playing field for women business owners, the government limits competition for certain contracts to businesses that participate in the Women-Owned Small Business (WOSB) Federal Contracting program.
 - **Women-Owned Small Business Program:** at least 51% owned by one or more women; or, in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more women; and whose management and daily operations are controlled by one or more women.
 - **Qualifying NAICS Codes.** To help provide a level playing field for women business owners, the government limits competition for certain contracts to businesses that participate in the WOSB program. These contracts are for

specific industries where women-owned small businesses are substantially underrepresented. Some contracts are restricted further to economically disadvantaged women-owned small businesses (EDWOSBs). SBA maintains a list of those eligible industries and their North American Industry Classification System (NAICS) codes. Of the 759 eligible industries, 646 are designated for limited competition among all WOSB Program participants, and 113 are eligible for competition among only SBA-certified EDWOSBs.

- **Small Disadvantaged Business Program**: Each year, the Federal Government awards about 10% of all federal contract dollars, or roughly \$50 billion in contracts, to Small Disadvantaged Businesses.
 - **Small Disadvantaged Business Program**: at least 51% or more owned and controlled by one or more disadvantaged persons; the disadvantaged person or persons must be [socially disadvantaged](#) and economically disadvantaged; the firm must be small, according to SBA's [size standards](#).
- **8(a) Business Development Program**: Sections 7(j)(10) and 8(a) of the Small Business Act (15 U.S.C. §§ 636(j)(10) and 637(a)) authorizes the SBA to establish a business development program, which is known as the 8(a) Business Development program. The 8(a) program is a robust nine-year program created to help firms owned and controlled by socially and economically disadvantaged individuals.

Businesses that participate in the program receive training and technical assistance designed to strengthen their ability to compete effectively in the American economy. Also eligible to participate in the 8(a) program are small businesses owned by Alaska Native corporations, Community Development Corporations, Indian tribes, and Native Hawaiian organizations. Small business development is accomplished by providing various forms of management, technical, financial, and procurement assistance.

- **HUBZone Program**. The HUBZone program 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. Joining the HUBZone program makes your business eligible to compete for the program's set-aside contracts. HUBZone-certified businesses also get a 10% price evaluation preference in full and open contract competitions. HUBZone-certified businesses can still compete for contract awards under other social-economic programs they qualify for. To see if your business is in a designated HUBZone, visit:
<https://maps.certify.sba.gov/hubzone/map#center=39.828200,-98.579500&zoom=5>