Getting Ready to Sell to the Federal Government

Created by the North Carolina Military Business Center

CHECKLIST

⇒ **Identify your Business in Government Terms**

- **Identify your North American Industry Classification Code (NAICS)**, which describes *what your business does*. Identify your 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 may have more than one code that describes your business and when you register in SAM.gov, but will need to identify your primary NAICS code.

- **Identify your Product Service Code(s) (PSCs)**, which describes what type of contract opportunities your business can perform. Identify your PSCs by going to the PSC Manual; selecting the link to download the "PSC April 2022.xlsx" spreadsheet and then doing a keyword search in column B of the spreadsheet. You may find it helpful to supplement your column B keyword search with columns E and F keyword searches. Alternatively, you can download the PSC Manual in PDF or Word formats if you prefer to search using the full manual.
- **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

⇒ **Connect with NCMBC Technology Systems**. Register on the NCMBC website to be added to the NCMBC ecosystem.

- To register, visit https://www.ncmbc.us/ and select the red banner at the top of the homepage. Complete the online form, being sure to include NAICS and/or PSC codes for accurate contract opportunity matching
- Once registered, POCs of business with North Carolina addresses will begin receiving one daily email with federal contracting opportunities directly aligned to their business' capabilities (based on NAICS and/or PSC codes). All registered businesses, regardless of address, will receive event notices and federal contracting news.

⇒ **Register on the System for Award Management (SAM.gov) to become a federal contractor.**

- It is a requirement that all contractors doing business with the federal government be registered on SAM.gov. Website: https://sam.gov

- During the registration process, all entities will receive a Unique Entity Identifier (UEI). Include the business' full, six-digit NAICS code(s) in the SAM.gov business profile. The business may have and enter multiple NAICS codes, but must also identify its primary NAICS code.
- As a result of registering in SAM.gov, the business will receive a Commercial and Government Entity (CAGE) Code. The CAGE Code is a five-character ID number, used extensively within the federal government, that provides a standardized method of identifying a given facility at a specific location.
- For more information, visit Prepare for Entity Registration in SAM.gov.

⇒ **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

- **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.

⇒ **Register to use WAWF/PIEE.** Wide Area Workflow is a secure, Web-based system for electronic invoicing, receipt and acceptance. WAWF allows government vendors to submit and track invoices and receipt/acceptance documents over the Web, and allows government personnel to process those invoices in a real-time, paperless environment. It is also the only application that will be used to capture the Unique Identification of Tangible Items information.

Wide Area Workflow is the only acceptable electronic system for submitting requests for payment (invoices and receiving reports) under DoD contracts.

WAWF Benefits

- Improves cash flow management
- Eliminate lost documents
- Reduces operating costs
- Global accessibility of documents
- Audit capability
- Provides a free, web-based system

To get started with WAWF, follow the steps and view the instructions below:

Step 1: System Requirements
WAWF requires the certain system requirements. Those requirements can be found under the New User Set-Up section on the WAWF Help Page .
Step 2: Vendor Self Registration
Step 3: Create your WAWF Document from the WAWF Production Page

Helpful New User information and Training can be found on the WAWF Help page located at WAWF Help or type the following URL into the web browser window: https://piee.eb.mil/xhtml/unauth/help/help.xhtml.