



USDA-Rural Partner Network Small Business Contracting Engagement

How to Get Government Contracts in 5 Steps

1. General Overview
2. Gather all your business's details
3. Find your NAICS Code
4. Make sure your business meets the SBA size standards
5. Register with SAM.gov
6. Query Federal Contracting Opportunities:
sam.gov/content/opportunities



Gather Your Business Details

You'll need to provide many details when you register your business on SAM.gov, so be sure to get together what you need ahead of time. This information includes your full business name, your business address, your payment information, and your tax ID.



Find Your NAICS Code

Your business's North American Industry Classification System (NAICS) code identifies the industry in which your business operates. You'll need it to search for opportunities that are right for your business, and the government agency offering the contract need to know your NAICS code to make sure you're the right business for the job.

(The NAICS website can be found at this link: www.census.gov/naics/)

Make Sure Your Business Meets The SBA Size Standards

To qualify for government contracts for small business, you need to meet the size standards set by the Small Business Administration (SBA). Size standards vary by industry, so you'll need to know your NAICS code before decoding whether you can qualify. Two common size standards are 500 employees and \$7.5 million in annual receipts maximum, but you can use the SBA's size standards tool to check your eligibility.

The SBA size standards tool can be found at this link:

sba.gov/size-standards

Utilize SBA Certification Programs

On the federal level, small business certification is a self-certification. Businesses interested in government contracting opportunities should register their business profile in the System for Award Management (SAM) which allows businesses to self-certify as a small, woman, minority, and small-disadvantaged owned business, if the company is at least 51 percent owned and controlled by the entity in which it is self-certifying.

Because these are self-certifications, no additional certificate is needed.

SBA Certification Programs: 8(a) Programs

The SBA offers 8(a) Business Development programs that help businesses in economically disadvantaged areas boost their business and increase chances of success. This includes helping with the competitive bidding process and access to sole-source/direct award contracts as applicable.

For more information about the 8(a) Programs visit this link: tinyurl.com/3udd9jpn

It is also helpful to put together an up-to-date capability statement on your business services and send directly to Agencies' Small Business Representatives.

Register with SAM.gov

The System for Award Management (SAM) is where you'll need to register your business entity to qualify for contracts. SAM allows you to see all your records, allowing you to do business with the government in one place. Federal agencies considering awarding your business with a job can see all your information they need to potentially select you for the job.

You'll want to have other information about your business, such as:

- Your company's fiscal year start and end date
- Your Taxpayer Identification Number (this can be EIN or SSN)
- Your business bank account information
- Your Commercial and Government Entity (CAGE) code (If you have one. If not, one will be assigned to you when you register with SAM).
- Your corporate structure
- Financial information, such as your bank account information and whether you have any existing delinquent federal debt (DFD)
- The type of goods or services you provide — such as NAICS code, product and service codes (PSCs) if applicable.

Register with SAM.gov continued

- For step-by-step instructions on registering or updating your SAM Profile, please visit the GSAFSD Tier 0 Knowledge Base - Getting Started with Entity Registration Guide at this link: tinyurl.com/5n76cjyx
- Your entity registration will become active after 3-5 days when the IRS validates your TIN information.
- Receive a Unique Entity Identifier (UEI) as part of the registration process, if you don't already have one.
- The Federal Service Desk handles all SAM questions and concerns. For assistance registering or updating your SAM pages please submit your question at the link: www.fsd.gov.

Finding Federal Contracting Opportunities

- Visit Federal Business Opportunities (FBO),(available at this link: sam.gov/content/opportunities) to search for and identify active federal business opportunities. You can search by state, zip code, government agency, government agency location, set-aside code, or by your NAICS code.
- Sam.gov only lists federal opportunities over \$25,000. If you're interested in smaller contracts, reach out to the government agency you're interested in working with to find out what opportunities they have available.

Types of Contracting Opportunities

- **Micro-purchases** are government purchases under \$10,000 for commodities, \$2,500 for services, and \$2,000 for construction. These opportunities don't require a competitive bidding process.
- **Sealed bidding** is the competitive buying process for contracting opportunities with specific and clear government requirements. These contracts range between \$3,000 to \$250,000 and are awarded to the lowest bidder that fits the needs of the respective government agency.
- **Contract negotiations** may be used for contracts that will exceed \$250,000 and \$7.5M (commercial) when highly technical products and services are being sought.
- **Consolidated purchasing programs** are for contracts that can be awarded to multiple vendors and can be used by multiple agencies

The Why!

- The U.S. government is the largest buyer in the world, with purchases amounting to about \$500 billion dollars per year. So, it can be lucrative to try to get government contracts to build your business.
- Government agencies are such a big customer that some small businesses generate revenue solely from government contracts.
- Your business may be able to capitalize on this big small business customer, too. Here's your guide to understanding contracting opportunities with the U.S. government and how to get them.



Available Resources

Find Local Assistance

Find local assistance through the Small Business Administration by visiting this link:

sba.gov/local-assistance/find

Find local assistance

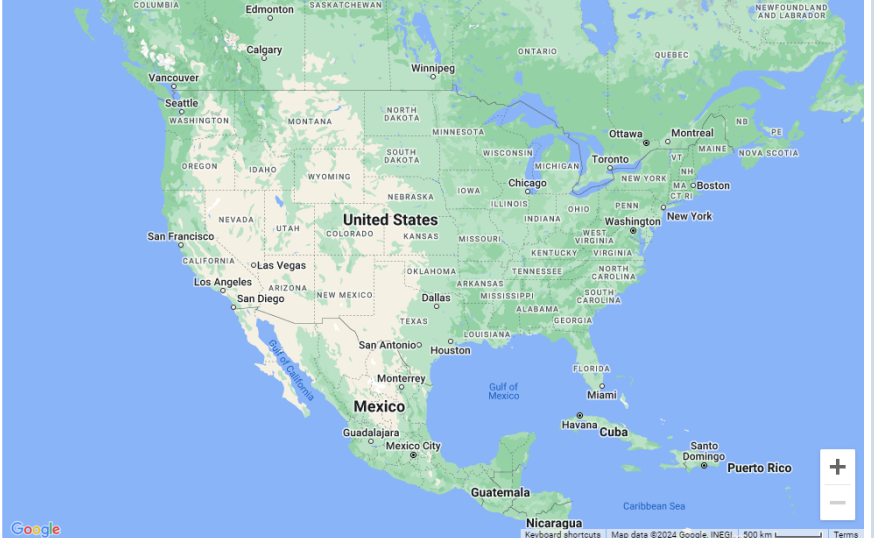
SBA provides counseling and training for small businesses and aspiring entrepreneurs through a variety of partner organizations.

Search near ZIP Code *

Only show results within

Filter by Resource Partner Type

Find local assistance



The map displays the United States, Mexico, and parts of Canada and the Caribbean. Major cities are marked with dots, including Vancouver, Seattle, San Francisco, Los Angeles, San Diego, San Antonio, Houston, Dallas, Chicago, Toronto, Washington, New York, Boston, Montreal, and Miami. State and provincial boundaries are shown with dashed lines. The map includes a Google logo in the bottom left corner and a scale bar in the bottom right corner.

APEX Accelerators

APEX Accelerators (formerly known as Procurement Technical Assistance Centers or TPACS) focus on building a strong, sustainable, and resilient U.S. supply chain by assisting a wide range of businesses to pursue contracts with federal agencies, state, and local governments and with government prime contractors.

The area PTAC is an economic development program of the Department of Consumer and Business Affairs Office of Small Business. They provide one-on-one technical assistance, information, and training to small businesses to help small businesses compete more effectively on federal, state, and local government contracts at no cost.

APEX Accelerator Example



The New Mexico APEX Accelerators (formerly NMPTAC) works with for-profit business owners to help them realize the opportunities in government contracting. We do this by providing confidential, no cost, one-on-one counseling to businesses throughout the State of New Mexico.

NM APEX Accelerators is linked to the National APEX Accelerators which has more than 300 offices nationwide.

For more information on NM APEX Accelerators visit this link:
nmapexaccelerator.org

Find Your APEX Accelerator

APEX Accelerators provide technical assistance to businesses interested in selling products or services to federal, state, and local governments.

To find an APEX Accelerator in your area, enter your zip code at this link [sba.gov/local-assistance](https://www.sba.gov/local-assistance).

Native American PTACs

Six of the Procurement Technical Assistance Centers (TPAC) are designated as Native American PTACs. These PTACs bring expert knowledge of Native business-specific laws and certifications. As well as an understanding of the cultures and communities to help Native and non-Native firms be successful in Tribal areas. Certain special authorities exist in the Federal Regulations to work with businesses owned by recognized tribes.

American Indian PTACs:

- Provide technical assistance to tribally-owned businesses in pursuit of doing business with the government
- Serve as a bridge between federal buyers and suppliers
- Have counselors familiar with government contracting at federal, state, and local levels.
- Help with:
 - Identifying contracting opportunities
 - Understanding contracting requirement
 - Business certifications
 - Capability Statements
 - Training to prepare to do business with the Government

*Find a Native American PTAC at this link: tinyurl.com/45zd44x3

Native American Businesses

The United States recognizes a government-to-government relationship, as well as a unique legal and political relationship, with federally recognized tribes. Honoring these relationships and respecting the sovereignty of tribal nations is critical to advancing tribal self-determination and prosperity.*

TPAC for New Mexico and El Paso, TX

The National Center APEX Accelerator – New Mexico/Southwest BIA Region

2401 12th Street NW, Albuquerque, NM 87104

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*Association of Procurement Technical Assistance Centers

Native American Businesses continued

Tribally-owned businesses may receive direct awards if participating in the SBA 8(a) program or registered as an Alaska Native Corporation or Tribally-owned by a federally recognized tribe.

The Buy Indian Act authorizes the Bureau of Indian Affairs (BIA), Bureau of Indian Education, Department of Interior, and Assistant Secretary – Indian Affairs to give preference to American Indians and Alaska Natives for certain goods and services.

More information is available at this link:

bia.gov/as-ia/ocfo/buy-indian-act-info