



Famulus Quae Servo

501(c) 3 Not For Profit Organization

THE ABCs OF DOING BUSINESS WITH THE FEDERAL GOVERNMENT

Get your DUNS (Data Universal Numbering System): this a free service offered by Dun & Bradstreet (D&B) for Government contracting purposes. Call 866-705-5711 or obtain via web at <http://fedgov.dnb.com/webform/displayHomePage.do>

ID your product by Federal Supply Classification Code (FSC) or your service by Product Service Code (PSC): select the appropriate 4 digit code at <http://www.outreachsystems.com/resources/tables/pscs/>.

Identify your North American Industry Classification Codes (NAICS): run keyword searches at <http://www.census.gov/epcd/www/naics.html>. You need the full 6 digit numbers. Keep in mind that you can pick up to 20, and that if you sell a product, you should select the NAICS codes for the manufacturer (Sectors 31-33), wholesaler (Sector 42) and retailer (Sectors 44-45) of the product. Select all that apply to your product. You must also select at least one Standard Industrial Classification (SIC) Code for your firm—these can be found on the same website.

Determine if you qualify as a small business: there's a separate size standard for each NAICS. Once you know your NAICS, go to http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf to look up the size standard for each NAICS code. If you are not the manufacturer of the products you sell, your firm is small if you have less than 500 employees.

If you are a small business in any NAICS code, determine if you are eligible to self-certify as a:

o **Veteran-owned small business (VOSB):**

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

Also see <http://www.vetbiz.gov/>. (Note that the Department of Veterans Affairs will require your firm to be registered at this website in order to take advantage of this designation.)

o **Service-disabled Veteran-owned small business (SDVOSB):**

- (1) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (2) The management and daily business 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.



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- (3) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Find your local Veterans Service Officer at <http://www.doa.state.nc.us/vets/locations/default.asp>. Also see <http://www.vetbiz.gov/>.

Register your firm with Central Contractor Registration (CCR): at <http://www.ccr.gov>. (Note that you will need info from all the previous steps above including your banking information.) During this registration, you will select a user ID and password as well as a Marketing Partner Identification Number (MPIN), all of which you should record and retain. ***If your firm is a small business, at the conclusion of CCR registration, be sure to click on the box labeled "SBA Firm Profile" where you will be able to provide additional information that will help contracting officers and prime contractors locate you.*** As a result of your CCR registration, you will be assigned a Commercial and Government Entity (CAGE) Code.

Complete the Online Representations and Certifications Application (ORCA): at <http://orca.bpn.gov>. (You will need your DUNS and MPIN.)

If you are a Veteran-owned firm, be sure to also register: your firm at <http://www.vetbiz.gov/>

Register your firm at the website for Federal Business Opportunities: <https://www.fbo.gov/>. Click on "Register Now" in the green Vendor box. (You will need your DUNS, NAICS and MPIN.)

If you are a small business in any NAICS code:

- Determine if you are eligible to seek **certification as a HUBZone firm** by checking your address as well as those of your employees at <https://eweb1.sba.gov/hubzone/internet/index.cfm>.

If you are eligible, you may apply for HUBZone certification by clicking on the link provided on that page. (You must complete your CCR registration first.) ***Many parts of NC are considered HUBZones, so be sure to check to see if you qualify!*** (Note that this is totally different from the State of NC HUB Program which does not apply to federal contracting.)

- If your firm qualifies for self certification as a SDB, you should consider applying to **SBA's 8(a) Program**. See: <http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>

Register your firm at www.MatchForce.org. This is the official State of NC web-based database of firms who are seeking federal government prime contracts and subcontracts. Your firm will be automatically matched to contracting opportunities based on your keywords and/or NAICS codes. You may also post job openings on MatchForce.

Note: As you complete each step, be sure to record all the numbers and other data you get and keep them in a handy place for future reference!