



U.S. Small Business
Administration

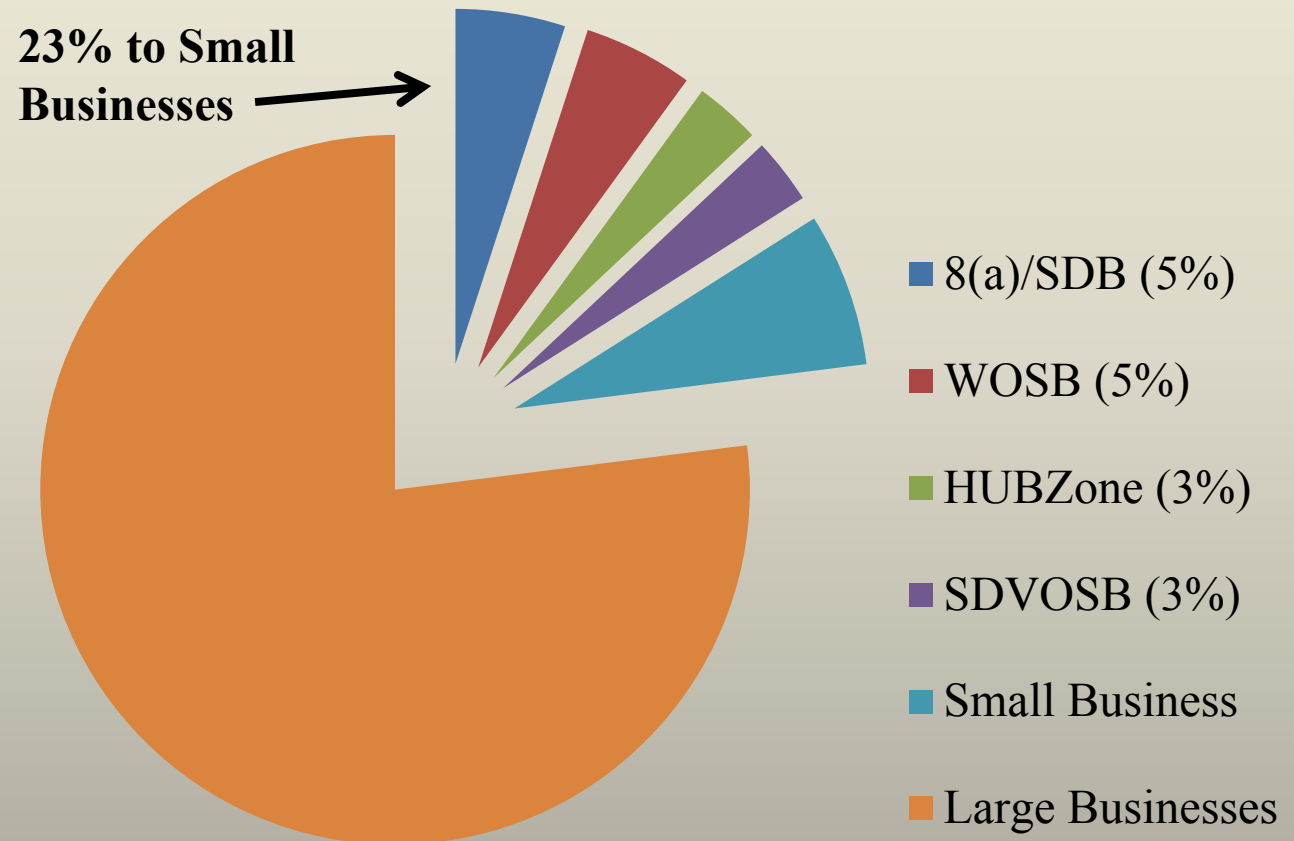
Government Contracting

- There has never been a better time for you to do business with the federal government, the world's largest purchaser of goods and services. If you are exploring opportunities that exist for your business or have just started selling to federal agencies, this workshop is for you.
- We will talk about the pursuit of government contracts, the essential requirements you need to meet to be eligible, how to market your business to government agencies and how to search for available opportunities.

Federal Government Contracting

- **U.S. Government:** Single largest purchaser of goods and services in world
- > \$500 billion in contracts awarded each year
- **Statutory goal:** 23% of prime contracting dollars to small businesses
- **SBA:** Promotes small business access to federal procurement opportunities

Goals



SBA Certifications

1. 8(a) Business Development Program

- Program for Small Disadvantaged Businesses(51% Owned)
- Nine Year Program to Help Socially and Economically Disadvantaged Businesses
- Set Aside Contracts and 8(a) Quota Goals

2. HUBZone Certifications

- Historically Underutilized Business Zones
- Promotes Economic Growth and Development in Distressed Areas
- Set Aside Contracts and HUBZone Goals
- Must Be Located 35% of Employees must Reside in HUBZone

3. Small Business Certification

- Independently Owned and Operated, For Profit, non-dominant and in the United States

4. Women Owned Small Business Federal Contract Program

5. Veteran and Service-Disabled Veteran Owned

6. Native American/ Alaskan and Hawaiian Owned

Benefits/Goals

- Provide Assistance to Small Disadvantaged Businesses (9 yr program)
- Sole Source Contracts up to \$4M
- Provide Business Development
- Thrive in a Competitive Environment

SAM Registration

[https://www.sam.gov/sam/transcript/Quick Guide for Contract Registrations.pdf](https://www.sam.gov/sam/transcript/Quick%20Guide%20for%20Contract%20Registrations.pdf)



Quick Start Guide for Entities Interested in Being Eligible for Government Contracts



How to register your entity to be eligible for CONTRACTS in SAM:

Before you register, you need to know the following:



What is an Entity?

In SAM, your company/business/organization is now referred to as an "Entity."

- **REGISTERING IN SAM IS FREE.**
- If you were registered in CCR, your company's information is already in SAM. You just need to set up a SAM account. See the "Migrating Roles" Quick Start Guide.



Your Entity's DUNS Number

You need a DUNS to register your entity in SAM.

- If you do not have a DUNS number, you can request a DUNS number for free by visiting D&B at <http://fedgov.dnb.com/webform>
- It takes 1-2 business days to obtain a DUNS.



Your Entity's Taxpayer Identification Number (TIN)

You need your entity's Tax ID Number (TIN) and taxpayer name (as it appears on your last tax return). Foreign entities that do not pay employees within the U.S. do not need to provide a TIN.

- A TIN is an Employer Identification Number (EIN) assigned by the Internal Revenue Service (IRS).
- Sole proprietors may use their Social Security Number (SSN) assigned by the Social Security Administration (SSA) if they do not have a TIN, but please be advised it will not be treated as privacy act data in SAM.
- To obtain an EIN visit:
www.irs.gov/businesses/small/article/0,,id=102767,00.html
- Activating a new EIN with the IRS takes 2-5 weeks.



Steps For Registering Your Entity in SAM

1. Go to www.sam.gov
2. Create a Individual Account and Login
3. Click "Register New Entity" under "Register/Update Entity" on your "My SAM" page
4. Select your type of Entity
5. Select "Yes" to "Do you wish to bid on contracts?"
6. Complete "Core Data"
 - ✓ Validate your DUNS information
 - ✓ Enter Business Information (TIN, etc.)
 - ✓ Enter CAGE code if you have one. If not, one will be assigned to you after your registration is completed. Foreign registrants must enter NCAGE code.
 - ✓ Enter General Information (business types, organization structure, etc)
 - ✓ Financial Information (Electronic Funds Transfer (EFT) Information)
 - ✓ Executive Compensation
 - ✓ Proceedings Details
7. Complete "Assertions"
 - ✓ Goods and Services (NAICS, PSC, etc.)
 - ✓ Size Metrics
 - ✓ EDI Information
 - ✓ Disaster Relief Information
8. Complete "Representations and Certifications"
 - ✓ FAR Responses
 - ✓ Architect-Engineer Responses
 - ✓ DFARS Responses
9. Complete "Points of Contact"
10. Your entity registration will become active after 3-5 days when the IRS validates your TIN information.

How do I get more information? Take a look at the SAM User Guide.



Go to Our Website: www.sam.gov



Contact the SAM Help Desk: www.fsd.gov



Questions?

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[All Information is available at: www.sba.gov](http://www.sba.gov)