



California University of Pennsylvania Government Agency Coordination Office, PTAC

On-line Publications Guide

Doing Business with the DoD

This website offers a step-by-step guide to small businesses concerning marketing in the DoD arena. Access <http://www.acq.osd.mil/osbp> and select "for Small Businesses" then "Doing Business with the DoD".

Subcontracting Opportunities with DoD Major Prime Contractors

This directory provides the names and addresses of DoD prime contractors, the names and telephone numbers of Small Business Liaison Officers (SBLOs), and the products and services supplied to the DoD. At <http://www.acq.osd.mil/osbp> select "for Small Businesses" then "Doing Business with the DoD". Scroll down to "Prime Contractors and Subcontractors with Subcontracting Plans".

Small Business Specialists Book

The Military Services and some Defense Agencies have small business specialists at each of their procurement and contract management offices to assist small, veteran-owned, HUBZone, disadvantaged, and women-owned business firms in marketing their products and services to DoD. Among other services, these specialists provide information and guidance on defense procurement procedures, and identifying prime contract and subcontract opportunities. Access <http://www.acq.osd.mil/osbp> and select "for Small Businesses" then "Doing Business with the DoD". Scroll down to "Small Business Specialists".

Fbo.gov Vendors Guide

Federal Business Opportunities (FedBizOpps) System is the official Government-wide point of entry for business opportunities for federal agencies. This publication is a guide to accessing and searching for synopses, solicitations and other documents. Go to <http://www.fbo.gov> and on the right side of the screen under user guides click Vendor.

DoD Freedom Of Information Act Handbook

This handbook is intended to assist you in making Freedom of Information Act (FOIA) requests for Department of Defense (DoD) records. It provides you with a brief description of your rights and the manner in which DoD will respond to your requests. <http://www.dod.gov/pubs/foi/docs/FOIAhandbook.pdf>

Department of Homeland Security (DHS) Small Business Procurement Assistance

The Small Business Procurement Assistance section of the DHS web site provides beneficial information on doing business with DHS. Access <http://www.dhs.gov/xopnbiz/smallbusiness> to identify the Small Business Specialists who provide advice to small business owners on individual procurement opportunities as well as how to do business with their individual components. Also find the list of The Office of Small and Disadvantaged Business Utilization (OSDBU) Small Business Specialists who provide general information on doing business with DHS. Other information available includes procurement forecasts and a prime contractor list.

Department of Housing & Urban Development (HUD) Forecast of Contracting Opportunities FY 2012

This forecast includes proposed contracting opportunities from both Headquarters and Field Offices, and includes various services and acquisition strategies ranging from simplified acquisition (\$25,000 to \$150,000) to full and open competitions (over \$150,000). <http://www.hud.gov/offices/osdbu/4cast.cfm>

Procurement Handbook for the Department of General Services Commonwealth of PA

This handbook provides information on the policies, procedures and guidelines for the procurement of supplies, services, and construction under the authority of Act 57 of 1998. To access the handbook go to <http://www.dgs.state.pa.us>. At the top of the screen click Procurement then Procurement Handbook on the left side of the page.

Doing Business with the Commonwealth of Pennsylvania: a manual for small business

The Pennsylvania Department of General Services (DGS) has become the Commonwealth's chief service, purchasing and construction agency. It establishes purchasing policies and procedures for most Commonwealth Agencies through five functional areas: Executive, Administration, Procurement, Property Management and Public Works. This manual provides information on vendor registration, purchasing procedures, bidding opportunities, minority & women business certification and commonwealth small business resources. <http://www.dgs.state.pa.us>. From the DGS search page in the "search pa" box type "manual for small business" and click go. From search results select the PDF manual file.

Contractor Payment Information

The contractor payment publication provides contractors with information on the payment process. It can be used as a guide in preparing your invoice and the Material Inspection and Receiving Report (DD-250). <http://www.dfas.mil/dfas/contractorsvendors.html>. From the DFAS Contractors and Vendors page click Contract and Vendor Payment Information Guidebook.

Wide Area Workflow (WAWF) Web Based Training

Information and training tools concerning WAWF, the electronic payment method used by the DoD can be found at <https://wawf.eb.mil>. At the home page click accept, and then under Help select Web Based Training. This site provides various resources and training on understanding the WAWF system.

Information For Contractors

Defense Contract Audit Agency (DCAA) has prepared this pamphlet to assist contractors in understanding applicable requirements and to help ease the contract audit process. This pamphlet illustrates some of the more frequent requirements that contractors encounter when working with DCAA auditors and in responding to the Government procurement and administrative process. Go to <http://www.dcaa.mil>, under publications click on "Information for Contractors."

Doing Business with General Services Administration (GSA)

In this publication you will learn about the role of the Office of Small Business Utilization, the Regional Small Business Utilization Centers and the Small Business Technical Advisors. Additionally you will be provided with some strategies for contracting with the Federal Government, procedures for obtaining a GSA Schedules contract, and some successful marketing tools. There is a basic introduction to electronic commerce, a basic overview of the methods of procurement used in the Federal Government, contacts, helpful websites, a glossary of terms and answers to some frequently asked questions relative to doing business with the Government. From the GSA web page at <http://www.gsa.gov> select the tab for businesses then assistance for small businesses. On the right side of page select "about OSBU" then Doing Business with GSA to download guide.

GSA Subcontracting Directory

This directory is published as an aid to small business concerns seeking subcontracting opportunities with General Services Administration (GSA) prime contractors. Pursuant to the Small Business Act, large business prime contractors receiving federal contracts valued at over \$1.5 million for construction, \$650,000 for all other contracts, are required to establish plans and goals for subcontracting with small business firms. This directory is a listing of GSA contractors with subcontracting plans and goals. Companies are listed alphabetically by name within each of the eleven GSA regions. Each listing contains the company's name, products or services, address, and the name and telephone number of the small business contact within the company, in that order. The directory can be located at <http://www.gsa.gov>, type GSA subcontracting directory in the search box.