Doing Business with the DoD

Subcontracting Opportunities with DoD Major Prime Contractors
This directory provides the names and addresses of DoD prime contractors and the names and telephone numbers of Small Business Liaison Officers (SBLOs), and the products and services supplied to the DoD. http://www.acq.osd.mil/osbp. Click Doing Business with DoD

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 businesses, small disadvantaged businesses, and women-owned small 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. http://www.acq.osd.mil/osbp. Click Doing Business with DoD

Fbo.gov Vendors Guide
On October 1, 2001, Federal Business Opportunities (FedBizOpps) System became 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. http://www.fbo.gov. On the right side of the screen under user guides Click on 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.mil/pubs/foi/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 Component 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 Fiscal Year 2008
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 $100,000) to full and open competitions (over $100,000). 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/contractorpay/ContractPayInformation.pdf.

Wide Area Workflow (WAWF) Vendor Tools & How to Read a Contract

Information and training tools concerning WAWF, the electronic payment method used by the DoD can be found at, http://www.dfas.mil/contractorpay/electroniccommerce/wawfvendortools.html. Additionally under Vendor tools you will find "How to Read a Contract." This publication will detail and interpret the parts and sections of a contract.

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 located at http://www.gsa.gov select the tab for businesses then assistance for small businesses. Under resources select Doing Business with GSA booklet.

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 million for construction, $550,000 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.

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Updated 01/13/2009