Contract Types

FAR Part 16

- **FIXED-PRICE**: sealed bidding or negotiated
- **COST-REIMBURSEMENT**: negotiated only
- Various types range from **FIRM-FIXED-PRICE** with contractor bearing most responsibility/risks for costs & profit to **COST-PLUS-FIXED-FEE** with contractor bearing less responsibility/risks for costs & profit (i.e., fee) is fixed
- See FAR Part 2 for language and definitions

SMALL BUSINESS SUBCONTRACTING

- A Small Business Subcontracting Plan is required:
  - From large businesses, when work is performed in U.S., not personal services
  - Contracts or mods >$650,000 ($1.5M for construction), if subcontracting possibilities
- Must be approved before award
  - Includes small business goals and designated Small Business Liaison Officer (SBLO)

SUBCONTRACTING OPPORTUNITIES

- FBO "Interested Vendors" list & award announcements
- DefenseLINK >$5.5M award notices - www.defenselink.mil/contracts
- Small Business Liaisons - www.acq.osd.mil/osbp/sb/initiatives/subcontracting/participants.shtml

Federal Business Opportunities (FBO)

FAR Part 5 www.fbo.gov

- Most DoD & Federal contracting requirements and awards >$25,000 are posted to FBO.
- FBO allows you to search by dates and/or type of notice, solicitation or award number, place of performance zip code, set-aside type, NAICS/FSC/PSC, Key words, selected agencies.
- Register for Vendor Notification Service by specific solicitation number, same selections as above, All notices (caution)

Federal Procurement Data System (FPDS)

FAR Part 4 WWW.FPDS.GOV

- FPDS-NG is one of the systems supplying procurement data to USASpending.gov. See FAR 4.606 for a list information and all contract actions to be reported.
- FPDS is an automated system used to collect and report on federal procurement spending:
  - Data is submitted via a contract writing system (CWS) or directly into FPDS using direct web input
  - Standard and ad hoc reports are available to be run by individuals
- The single authoritative repository for federal procurement award data

Be Familiar with Regulations

- Integrated Acquisition Environment (IAE)
- Federal Acquisition Regulations (FAR)
- Agency Supplemental Regulations
  www.acquisition.gov
  www.regulations.gov
- Defense Acquisition Regulation Supplement (DFARS)
  www.acq.osd.mil/dpap
- Business Gateway Initiative (legal/regulatory info)
  www.business.gov
- SBA Small Business Training Network (free courses)
  www.sba.gov/services/training

Competition Types

FAR PART 6

- **Full and Open Competition**:
  All responsible sources may compete.
- **Full & Open Competition After Exclusions**:
  Alternative sources, 8(a), HUBZone/SD-VOSB, small business set-asides
- **Other than Full & Open Competition**:
  Sole source, Urgency, Industrial mobilization, International agreement, Statutory (includes 8(a), HUBZone, SD-VOSB), National security

Contract Methods

NOTE: *Dollar thresholds change for contingency & Commercial*

THRESHOLD	TYPE	ACTION
<$3,000 ($2,000 Davis Bacon; $2,500 Service Contract Act)	**Micro-Purchase**	Not advertised
>$3,000 **<$25,000** ($2,000 Davis Bacon; $2,500 Service Contract Act)	**SAP**	Not advertised (sometimes posted locally) Oral or Request for Quotation (RFQ) Normally reserved for small business
>$25,000 **<$150,000**	**SAP**	Advertised in FBO Oral or RFQ Normally reserved for small business set-aside
>$150,000	**Formal / Large Contract**	Advertised in FBO Invitation for Bid (IFB) or Request for Proposal (RFP) Set-aside if ≥ 2 capable 8(a) / HUBZone / SD-VOSB/SB will submit offers @ fair market price

SAP - Simplified Acquisition Procedures

Basic Small Business Programs

FAR PARTS 19 & 26

SMALL BUSINESS (SB) – Located in U.S, organized for profit, including affiliates is independently owned & operated, not dominant in field of operations in which it is bidding on Government contracts, AND meets Small Business Administration (SBA) size standards included in solicitation. Size standard is based upon the North American Industrial Classification Standard (NAICS) assigned to the specific procurement dependent upon product/service purchased.

WOMAN-OWNED SMALL BUSINESS (WOSB) – Small Business, at least 51% owned by ≥ 1 women, AND management & daily business operations controlled by ≥ 1 woman. Small Disadvantaged Business (SDB) – Small Business, unconditionally owned & controlled by ≥ 1 socially & economically disadvantaged individuals who are of good character & citizens of the U.S. AND SBA-certified.

SMALL DISADVANTAGED BUSINESS 8(A) CERTIFIED [8(A)] – Small Business, self-certified as a SDB, AND SBA-certified OR self-certified into the 8(a) Business Development Program for a period of 9 years.

HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZONE) – Small Business, owned & controlled ≥ 51% by U.S. citizens, SBA-certified as a HUBZone concern (principal office located in a designated HUBZone & ≥ 35% of employees live in a HUBZone).

VETERAN-OWNED SMALL BUSINESS (VOSB) – Small Business, veteran-owned as defined in 38 USC 101(2), ≥ 51% owned by ≥ 1 veterans, & management/daily operations controlled by ≥ 1 veterans.

SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS (SD-VOSB) – Small Business, veteran-owned, ≥ 51% owned by ≥ 1 service-disabled veterans, AND management & daily business operations controlled by ≥ 1 service disabled veterans OR in the case of veteran with permanent & severe disability, the spouse or permanent caregiver of such veteran, AND with 0% - 100% service-connected disability as defined in 38 USC 101(16) & documented on DD 214 or equivalent.

Small Business Certifications

TYPE	ACTION
Small Business	Self-certify Set-aside authority
Woman-Owned Small Business	Self-certify (may change)
Small Disadvantaged Business [includes 8(a)]	Self-certify OR SBA certify 8(a) set-aside & limited sole source authority
HUBZone	SBA certify Set-aside & limited sole source authority; 10% price evaluation preference may apply
Service-disabled Veteran Owned SB	Self-certify Set-aside & limited sole source authority
Veteran Owned SB	Self-certify

Process for Actions Over $150,000

Acquisition Planning & Market Research

▼

Solicitation Advertised Electronically

▼

Solicitation Issued Electronically

▼

Submit Bids/Proposals Electronically

▼

Bids/Proposals Evaluated

▼

Oral Presentations (if required)

▼

Negotiations (if required)

▼

Subcontracting Plan Final Approval (Large only, if required)

▼

Award

▼

Debriefing (Negotiated acquisitions, if requested)

▼

Performance & Successful Completion

Small Business Federal Policy

FAR 19.201

"It is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business…. concerns. Such concerns must also have the maximum opportunity to participate as subcontractors…"

Are You Ready?

Do you know your North American Industry Classifications (NAICS) & the small business size standards for each? Do you know your FSC/PSC Codes? Do you have a DUNS Number? Do you have a Business Plan and Marketing Plan? Are you registered in the System for Award Management (SAM)?