How to Get Registered for Government Contracting

# **Important steps to becoming a Small Business Federal contractor**

**Step 1: Get a Unique Entity Identifier.**

All entities registered in System for Acquisition Management (SAM) and doing business with the federal government must use a unique identifier (UEI) created in SAM. Utilize the SAM.gov website. The only way to do business with the Federal government is by requesting and maintaining a Unique Entity Identifier (UEI).

**Step 2: Obtain a North American Industry Classification System (NAICS)**

Federal Agencies use the North American Industry Classification System (NAICS) to identify and classify the sizes of businesses. By using NAICS numbers, you can represent your business and discover new prospects across various platforms.

**Step 3: Know and Verify Your Small Business Status on the SBA Website**

Know if your firm is a Small Disadvantaged Business, 8(a), Woman Owned Business, Veteran Owned Small Business, Veteran Owned Service-Disabled Business, HUBZone, Tribal Owned, etc. It is necessary for a company to meet the industry’s minimum or maximum size requirement to be considered a Small Business.

**Step 4: Become a Member of the System for Award Management (SAM)**

Before you can receive a contract, your company must be registered in SAM. SAM.gov is one of the government’s official websites dedicated to award management. By registering on this website, you can (1) Do business with the United States government; (2) Renew, update, or check your company’s registration.

# **Get Ready**

**Step 5: Know Your Target Federal Agency**

Take the time and effort to know the specific needs of the Federal Agency you wish to do business. Understand their requirements, operational needs, and buying cycles. Understand their programs and how and what your firm brings to the table.

**Step 6: Locating Federal Government Opportunities**

One of the best ways to locate opportunities is to monitor SAM.gov. This is a “user friendly” website designed to assist locate active Federal opportunities. The site can be searched by locality (state, zip code, etc.), Government Agency, Small Business classification, NAIC code and/or Small Business set-aside preferences.

**Step 7: Procurement Technical Assistance Center Program (PTAC / Apex Accelerators)**

Contact your local Procurement Technical Assistance Center Program (PTAC). They are designed to offer help and assistance to Small Businesses learn more about doing business with the Federal Government. They sponsor training and outreach events, offer counseling, connection with other important resources.

**Step 8: The Federal Acquisition Regulations (FAR)**

Make yourself familiar with Federal Acquisition Regulations (FAR). The FAR is the “overriding” guide for how Federal Agencies conduct activities for the acquisition of goods and service.

# **DO**

* Utilize SBA, SBDC, PTAC / Apex Accelerators
* Understand your customer
* Have a great Statement of Capabilities
* Hone your elevator pitch
* Gain past performance through commercial, small, sub or teaming opportunities
* Find a mentor
* Be persistent!

# **DON’T**

* Miss networking opportunities and vendor/industry days
* Waste your customer’s time
* Be unprepared with staffing or financial capacity
* Forget your contacts and rolodex
* Fail to perform