RESOURCES FOR DOING BUSINESS WITH THE FEDERAL GOVERNMENT

Getting Registered

- <u>Procurement Opportunities Guide, An Entrepreneur's Guide to Selling to Governments</u>
 <u>and Corporations</u> 2013 edition
- <u>Employer Identification Number</u> (apply for an EIN online)
- <u>DUNS Number</u> (online application to obtain a DUNS number)
- <u>NAICS codes</u> (guide to the uniform, industry-wide classification system for statistical reporting of all economic activities of the U.S., Canada, and Mexico; NAICS codes are needed to register in SAM for federal contracting)
- <u>NIGP Code Directory</u> (listing of commodity codes developed by the National Institute of Governmental Purchasing, adopted by more than 1,400 state and local governments; NIGP codes are needed to register as a vendor with state and local governments)
- <u>FSC/PSC search</u> (listing and search engine for Federal Supply Codes and Product Service Codes; needed to complete registration in SAM)
- <u>Small Business Size Standards</u> (use these tables to determine whether your business is a small business)
- <u>8(a) program</u> (guide to the Small Business Administration's 8(a) business development program)
- <u>8(a) Mentor-Protege Rules</u> (Small Business Administration's rules on what written mentor-protege agreements must contain)
- <u>Joint Venture Guidelines</u> (Small Business Administration's rules on 8(a) mentor-protege joint venture agreements)
- HUBZone (guide to the Small Business Administration's HUBZone program)
- <u>HUBZone Locator Tool</u> (type in an address to determine whether it is located in a HUBZone)
- WOSB program (guide to the Small Business Administration's Women-Owned Small Business Federal Contract Program)
- <u>SAM</u> (System for Acquisition Management, includes the centralized, electronic registration process for vendors that want to do business with the federal government, formerly known as Central Contractor Registration, as well as ORCA, the Online Representations and Certifications Application, the primary federal government repository for all of your company's required representations and certifications)
- SAM Quick Start Guide
 - o SAM Registration Tips 2012
 - SAM Instructional Video 2013
 - <u>Veteran-Owned Business Registration</u> (the VA's vendor registration system for veteran-owned and service-disabled veteran-owned businesses)
 - SDVOSB Joint Venture Requirements (terms required in a joint venture involving a service-disabled veteran-owned small business)
 - USA Gov (the U.S. government's official web search site)

- <u>FedBizOpps</u> (the place where the federal government announces all of its contracts valued at more than \$25,000; register here to conduct advanced searches)
- o MERX Supplier Guide (a guide for doing business with the Canadian government)
- <u>SWIFT</u> SWIFT (StateWide Integrated Financial Tools) is the PeopleSoft based online financial, procurement, and reporting system used by the State of Minnesota.