



FUNDAMENTALS OF WORKING WITH THE FEDERAL GOVERNMENT

BASIC BUSINESS REQUIREMENTS:

1. Are you a for-profit business registered in the State of your operations? If you are a Sole Proprietor, have you registered your trade name (commonly known as 'doing business as' or 'dba')? Have you considered the most strategic legal and ownership structure, articles of incorporation/organization, and by-laws for doing business with the Federal government?
2. Have you registered to pay applicable Federal and State taxes? Have you obtained a State of Hawaii general excise tax (GET) license?
3. Have you obtained all applicable professional or special licenses applicable for your business? Have you obtained all applicable city and county and environmental permits for your business? Are you compliant with all Fair Employment practices of the Federal and State governments?
4. Are you properly insured – general liability, workers comp, auto, TDI, as appropriate?
5. Do you have a business bank account? Do you accept payments by credit card?
6. Do you have appropriate business contact information – phone, mobile, fax, email?
7. Do you have appropriate business marketing materials – business cards, pamphlets, capabilities statements, website?
 - a. See: Capabilities Statement Template on FLCPH Small Business site

MARKET RESEARCH:

8. Have you determined that the Federal Government buys the goods and/or services you offer? Have you spoken with contracting agencies, other contractors, trade organizations, etc., to research your market? Have you read newspaper articles, trade magazines, market reports, statistical data, etc., to research your market? Have you examined sources of supply such as GSA Schedules (FAR Part 8.4) and Indefinite Delivery-Indefinite Quantity Contracts (FAR Part 16.5)?
 - a. <https://www.gsaaadvantage.gov/>
9. Have you utilized SAM (System for Award Management) and FPDS-NG (Federal Procurement Data System – Next Generation) to research your market and search for Federal business opportunities? Have you utilized SAM and the Dynamic Small Business Search (DSBS) to research your market and competitors?
 - a. SAM link: <https://sam.gov>
 - b. FPDS-NG link: <https://www.fpds.gov>
 - c. DSBS link: http://web.sba.gov/pro-net/search/dsp_dsbs.cfm

BUSINESS STRATEGY:

10. Do you have a business plan? Financial projections?
11. Do you have adequate access to capital (e.g. cash, lines of credit, bonding)? Are you familiar with Small Business Administration (SBA) loans?
 - a. <https://www.sba.gov/funding-programs/loans>

FEDERAL GOVERNMENT REGISTRATION:

12. Do you know your business's relevant North American Industry Classification System (NAICS) codes?
 - a. NAICS link: <https://www.census.gov/naics/>
13. Do you know your business's relevant Federal Supply Codes/Product Service Codes (FSC/PSC)?
 - a. FSC/PSC link: <https://psctool.us/>
14. Are you registered with Dun and Bradstreet (for US Government Contractors and Grantees)? Do you know your Data Universal Numbering System (DUNS) number? NOTE: from April 2022, the Federal Government will transition to the Unique Entity Identification (UEI) number assigned automatically via SAM.
 - a. D&B Fed Gov link: <https://fedgov.dnb.com/webform/>
15. Are you registered with SAM in order to be eligible to do business with the Federal Government? Do you know your Commercial and Government Entity (CAGE) Code? Do you know your UEI number? Have you completed your Representations and Certifications on SAM?
 - a. SAM link: <https://sam.gov>
16. Have you created a DSBS profile to be accessible to those performing market research, including Government contracting personnel and businesses looking to team? Have you compiled a list of references and past performance and included it on your profile? NOTE: DSBS profile accessible for editing via SAM.
17. Are you registered with Wide Area Work Flow (WAWF) in order to submit online electronic invoices and receive payments?
 - a. WAWF link via Procurement Integrated Enterprise Environment (PIEE):
<https://piee.eb.mil/>
18. Are you registered with a bid match service or created a SAM "Contract Opportunities" search to notify you of business opportunities and actions you'd be interested in?
19. Are you familiar with the procurement process, methods, regulations, and laws? Procurement dollar thresholds? Government contracting and SBA personnel? Small Business programs and eligibility? Responding and submitting bid/proposal/quotation packages? Award procedures? Debriefing procedures? Conflict resolution procedures? Payment procedures? Past performance reporting? Subcontracting procedures? Teaming, Joint Ventures, and Mentor-Protégé Agreements?
 - a. Federal Acquisition Regulations (FAR) link (including deviations, circulars, archives):
<https://www.acquisition.gov/>
 - b. Supplemental Federal Acquisition Regulations, by agency (including Defense Federal Acquisition Regulation Supplement (DFARS)):
<https://www.acquisition.gov/content/regulations>
 - c. Code of Federal Regulations (CFR), Title 13, Chapter 1, Small Business Administration (SBA) link: <https://www.ecfr.gov/current/title-13/chapter-1>
 - d. SBA Standard Operating Procedures (SOPs) link: <https://www.sba.gov/document>

PROFESSIONAL AND TECHNICAL ASSISTANCE:

20. Have you worked with professional service providers (e.g. attorneys, accountants, bankers) to best situate your business?
21. Have you worked with technical assistance providers to help develop your market research, business strategy, small business certifications, understanding of government regulations and procurement?
 - a. See: links to Federally-funded technical service providers on FLCPH Small Business site