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SERVICE DISABLED VETERAN OWNED BUSINESS PROGRAM

Session 2 - "What do we do now?"

A checklist for the new SDVOB?

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CHECKLIST

The following will be items of discussion in Session 2.

1. North American Industry Classification System (NAICS)
2. Employer ID Numbers (EIN)
3. Data Universal Numbering System (DUNS)
4. Central Contractor Registration (CCR)
5. Office of Small and Disadvantaged Business Utilization (OSADBU)



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North American Industry Classification System (NAICS)

The NAICS is a six digit code identifies business processes in categories aligned in a production-oriented or supply-based process.

If you have a business, there is a code that will cover it. The Office of Management and Budget produces a NAICS manual which can be purchased but the easiest and quickest way to determine your businesses NAICS code is to go to the Department of Census website and view it online :

<http://www.census.gov/epcd/naics/naics2.htm>

The NAICS will be required for some of the other items on the checklist – so do it first.



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NAICS continued

Be selective when you identify your NAICS code. It is human nature to want to open as many doors to success as possible, but listing twenty NAICS that you “could” operate under will only hamper your efforts to enter the Federal contracting arena unless you truly have the capability and resources to compete in every area you identify.

Contracting officers use the NAICS codes to focus their efforts. You should use the NAICS codes to concentrate your Federal contracting pursuit on the areas where you have the greatest potential and capability.



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SIC CODE

The Standard Industrial Classification Code is the predecessor to the NAICS code and some Federal agencies still refer to it at times.

The Census NAICS website also provides a NAICS/SIC guide with a table which lists the corresponding codes.

Although proposals to do business with the Federal government utilize the NAICS, you will need to know the SIC code for your business also.



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Employer ID Numbers (EIN)

The EIN is the business equivalent of your social security number. The Internal Revenue Service issues EIN's and you can apply for it online, via the mail, or by telephone.

The online application is not available to some business types but you can find out if your business is eligible for online registration at:

<http://www.irs.gov/businesses/small>

It may be helpful to download the application form ahead of time to ensure you have all the information before going online to file the form.

You can contact the IRS small business activity at 1-800-829-4933.



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Data Universal Numbering System (DUNS)

The DUNS is a unique identification number provided by the Dun & Bradstreet Corporation. You need a DUNS number to compete on government contracts.

Assignment of a DUNS number is free for all prospective government vendors.

This is one of the instances where you will be asked for a SIC Code as opposed to NAICS.

Contact the government dedicated D&B office at:

1-866-705-5711



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Central Contractor Registration (CCR)

Registration in the CCR is now mandatory for all businesses that want to do business with the Federal government.

The CCR registration website is www.ccr.gov .

Before beginning your registration in the CCR you will be asked for your DUNS number. Your registration process will be simplified if you have your NAICS and EIN before attempting to register.

You will also need to answer questions about your business bank accounts, electronic fund transfers, past performance, etc.



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Office of Small and Disadvantaged Business Utilization (OSADBU)

OSADBU's have been established by Federal agencies to assist and promote small business contracting activities.

The OSADBU contains a number of functions including promotion of small business, assisting agency contracting officials in achieving small business contracting goals, assisting Small Disadvantaged Businesses (including 8a program participants), woman owned businesses, HUB zone businesses, and veteran owned businesses (including service disabled veteran owned businesses).

(cont.)



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OSADBU continued

Making contact with the OSADBU representative at the Federal facility you want to do business with can enhance your opportunity for success.

As with any business presentation, you want to do your homework first:

Determine what the facility is buying;

Establish your target opportunities;

Layout information about your business in a concise format;

Make contact with the OSADBU;

(cont.)



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OSADBU continued

One of the easiest ways to find the OSADBU contact for the agency or facility you want to do business with is to do an internet search. I recommend specific searches because generalized searches such as "OSADBU" will give you too much information.

For instance if you are looking the Army Pentagon OSADBU, put "Army OSADBU" in the search window and you should receive the following link: <http://www.sellingtoarmy.info/>

You can also do more localized searches for a specific facility or activity.



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SUMMARY

There are several steps that a SDVOB, new or existing, must take to become eligible to pursue Federal government contracts.

Those are:

- determine your NAICS,
- acquire a EIN,
- acquire a DUNS,
- register in the CCR.



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LINKS

NAICS - <http://www.census.gov/epcd/naics/naics2.htm>

EIN - <http://www.irs.gov/businesses/small>

DUNS - http://www.dnb.com/US/duns_update/index.html

CCR - <http://www.ccr.gov/>

GO TO SESSION 3 <http://www.isgovt.com/SESSION3.pdf>

BACK TO US ARMY OSADBU

<http://www.sellingtoarmy.info/default.asp>