



# Doing Government Contracting Business

Let's get started:

- Get an email address.
- Call Dun & Bradstreet 866.705.5711 or login to [www.dnb.com](http://www.dnb.com) to establish a Duns number for your company. If you currently have a Duns number but need to update the information they have on file, please do so. D&B will try and sell you services you do not need to pay for, so please decline. Remember to document everything. The spelling, address and email addresses all have to match exactly to qualify. Example: 2001 E Pine Court or 2001 East Pine Ct
- Register with the System for Award Management (SAM). Their website is <https://www.sam.gov/portal/SAM##11#1#1>  
Companies who want to do business with the Federal Government are required to be registered in SAM. You will need these pieces of information in order to register in System for Award Management (SAM).
  - Duns number and correct spelling of your business name and address
  - Bank routing and account number
  - EIN or TIN
  - NAICS codes: (North American Industry Classification System) <http://www.census.gov/eos/www/naics/>, When you get to this page, enter a keyword into the space, and hit enter. A list of codes with their descriptions will appear. If this does not apply to you, simply enter a new keyword. Our goal is to have at least 2 codes.
  - Company revenue/sales information, including number of employees. They use 2013, 2014 and 2015 averaged together.

If you have difficulties go to <https://www.fsd.gov/fsd-gov/home.do> or call 866.606.8220 to reach the Federal Service help desk or contact your local Eastern Washington PTAC counselor: Jessica Kirk 509.321.3641, [jkirk@greaterspokane.org](mailto:jkirk@greaterspokane.org)

In System for Award Management (SAM), BEFORE YOU LEAVE SAM: be sure to complete the Register or Update SBA Profile. This section is located right after the Points of Contact in SAM. It takes about 5-10 more minutes, but it's a great free marketing tool. If you skip this section, you will not be able to complete it later. The only way to get back to it, is through SAM. This SBA section gives you an opportunity to enter a short description of your business (under capabilities narrative) as well as keywords for your business. This is how Contracting Officers will find you, and choose you over someone else. My recommendation is to click the link and open this SBA section, then go back to the SAM tab and complete it. After hitting submit in SAM, go back to the SBA tab and complete that section.

This SBA Profile section in SAM is also known as the Dynamic Small Business Search. This database was built for you to market your company, and for government contractors and prime contractors to use when they are looking for vendors. [http://web.sba.gov/pro-net/search/dsp\\_dsbs.cfm](http://web.sba.gov/pro-net/search/dsp_dsbs.cfm)

- Find out where your local Small Business Administration (SBA) office is located and visit the U.S. Small Business Administration website at <http://www.sba.gov> Your Company may qualify for SBA procurement certifications such as a Women Owned Small Business (WOSB), Historically Underutilized Business Zone (HUBZone), or Socially and Economically Disadvantaged (8a). They also have information to assist Veteran owned businesses. SBA is an excellent procurement resource and offers seminars and assistance to companies interested in doing business with the government.

If you are an honorably discharged Veteran, you may register as a Veteran Owned Small Business VOSB. You will need to register at [www.vetbiz.gov](http://www.vetbiz.gov). This site will also assist you in determining if you are eligible to be registered as a Service Disabled Veteran Owned Small Business (SDVOSB).

- Most Federal agencies have positions especially designed to assist small businesses. Find out if the agencies you want to do business with have a Small Business office you can contact for assistance. [www.osdbu.gov](http://www.osdbu.gov)
- Sign up to receive bids from FedBizOpps.Gov, a vendor notification system at <https://www.fbo.gov/> or through the Bid Match Program at your local PTAC Outreach Center.

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- Don't forget about your local government agencies and entities. Check with your local cities, ports, school districts, counties and other local agencies for information on their purchasing practices, small works rosters, vendor lists, etc.

### **TIPS TO REMEMBER:**

*Print out online applications and fill them out on paper before doing them online.*

*Always keep copies of applications you have done online, mailed and faxed in. And be sure you write down the dates you submitted the applications on the copies.*

*Always write down and keep any passwords, registration numbers, DUNS, CAGE code, MPINS or answers to questions. These can be very hard to replace if you lose them! You will be asked to change them every 30-90 days.*

*Don't hesitate to call the help lines on websites if you have questions. Keep track of who you spoke with, and the date and time you called.*

*If you call a help line and aren't satisfied with the person you are talking to, document the call, hang up, call back and talk to someone else.*