

How to Do Business with Wright-Patterson AFB

Thank you for your company's interest in doing business with Wright-Patterson AFB. This document provides information regarding websites and organizations that may be helpful to you in achieving business with Wright-Patterson AFB.

1. Determine your **North American Industry Classification System (NAICS) Code(s)** for each product or service using the keyword search: <https://www.census.gov/naics/>
2. Determine your **Small Business size** based on annual receipts or number of employees.
<https://www.sba.gov/document/support--table-size-standards>
3. Set up a **SAM.gov Account** and obtain a **Unique Entity ID (UEI) Number** to register with the federal government for contracts or grants. Follow these guidelines to register:

When registering for your UEI Number, you will need the following on hand:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location
- Whether you are a Home-Based Business

Go to <https://sam.gov/content/entity-registration> to **Get Started with Registration and the Unique Entity ID**

4. Visit your local **APEX Accelerator** (fka Procurement Technical Assistance Center (PTAC)). Your APEX Accelerator representative can help you complete System for Award Management (SAM) registration in order to do business with the federal government. They can also help with other registrations/certifications at little or no charge, as well as assisting you with marketing strategies and everything else you need to do business with the government.
<http://www.aptac-us.org/> <https://www.apexaccelerators.us/#/>
 - a. The closest location to WPAFB is:
John (Billy) Grill
Procurement Counselor
Ohio University Procurement Technical Assistance Center
2642 Indian Ripple Rd
Dayton, OH 45440-4503
bgrill@ohio.edu
Office: (937) 230-9896
Mobile: (410) 320-9018
<https://apex.ohio.edu/>
 - b. To complete your own **SAM registration** go to: <https://sam.gov> and select the "Create an Account" button (top right corner of screen). If you are considered small under any of your NAICS codes, the system will prompt you to complete your SBA Profile. We encourage you to do so, as this will allow your business to be found by users of the SBA's **Dynamic Small Business Search (DSBS)** engine, who are conducting market research to determine if certain acquisitions may be suitable for small business. http://dsbs.sba.gov/search/dsp_dsbs.cfm
5. Go to **SAM.gov** (<https://sam.gov>) (SAM.gov has officially replaced Beta.Sam.Gov which replaced FBO.gov)
 - a. This is the official government website to:
 - i. Learn about Contract Opportunities
 - ii. Search Contract Opportunities
 - b. Choose 'Contract Opportunities' and then enter your search criteria to look for contracting opportunities relative to your business
6. **Industry Responses**—it is vital to respond specifically to the data being sought in RFIs and solicitations by submitting a capability response, attending vendor industry days, and/or submitting proposals. *Remember, the "rule of two" states that if 2 or more small businesses are capable for an award under the Simplified Acquisition Threshold, the award must be set-aside for small business.*

7. **DoD Prime Contractor Directory.** (Compiled from Individual Subcontract Reports (ISRs) and Federal Procurement Data System-Next Generation (FPDS-NG)). [Directory of federal government prime contractors with subcontracting plans | U.S. Small Business Administration \(sba.gov\)](#). Use this data to identify large prime contractors that are required to establish subcontracting plans and goals.
8. **SBA Directory of Federal Government Prime Contractors with Subcontracting Plans.** (Compiled from FPDS-NG). <https://www.sba.gov/document/support--directory-federal-government-prime-contractors-subcontracting-plans>. Use this data to locate Prime Contractor's websites to assess their requirements to be a subcontractor.
9. **GSA's Subcontracting Directory for Small Businesses.** https://www.gsa.gov/small-business/register-your-business/subcontracting-and-other-partnerships?_gl=1*qx3g0n*_ga*Njl1NjA5NzYwLjE2NTY2MTMwMDk.*_ga_HBYXWFP794*MTcxNDMxODY5Ny41LjEuMTcxNDMxODk2NS4wLjAuMA. Use this site to seek subcontracting opportunities with General Services Administration (GSA) prime contractors.
10. **GSA's Forecast of Contracting Opportunities.** <https://acquisitiongateway.gov/forecast>
The goal of this tool is to provide a nationwide dashboard of upcoming federal contracting opportunities with the GSA, Department of Interior, Department of Labor and U.S. SBA
11. **GSA's One Acquisition Solution for Integrated Services (OASIS)** provides solutions for complex professional services. https://www.gsa.gov/buy-through-us/products-and-services/professional-services/buy-services/oasis-and-oasis-small-business?_gl=1%2Aireadm%2A_ga%2ANjl1NjA5NzYwLjE2NTY2MTMwMDk.%2A_ga_HBYXWFP794%2AMTcxNDMxODY5Ny41LjEuMTcxNDMxODk2NS4wLjAuMA. This site details Who is on OASIS, How to get on OASIS, Contact info for OASIS contractors, etc.
12. **Business Enterprise Systems (BES) Vendor Communication** site showcases events bringing IT industry partners together to receive presentations on BES mission, direction, and upcoming opportunities. Also visit this website for links to the Smart Guide, Reference Guide, and Meeting Request Form. <http://www.airforcebes.af.mil/besvendorcomm/>
13. **Visit Air Force Material Command – Small Business Office Website** at <https://www.afmc.af.mil/About-Us/Small-Business/>.
14. **Pak Sa Dewhurst** is the U.S. Small Business Administration (SBA) Procurement Center Representative for this area. He can be contacted by telephone at (240) 935-0302 or by e-mail at PakSa.Dewhurst@sba.gov.
15. The **AFLCMC Small Business Office** is happy to assist you!
2196 D Street; Bldg 39, Ste 109; WPAFB, OH 45433;
Email: aflcmc.sb.org.mailbox@us.af.mil Website: <https://www.aflcmc.af.mil/Small-Business-Office/>

Other Important Links:

Input Your Capabilities Info to AFLCMC Capabilities Database - <https://afrlsbhub.com/aflcmcsbo/>
 Guide to Marketing to the DoD - <https://business.defense.gov/Work-with-us/Guide-to-working-with-DoD/Tips-for-Marketing-to-DoD/>
 Small Business Administration (SBA) Website - <https://www.sba.gov>
 Commercial and Government Entity Program (CAGE) - <https://www.dla.mil/Working-With-DLA/Applications/Details/Article/2920893/cage-code-commercial-and-government-entity-code/>
 Small Business Development Centers (SBDC) - <https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc>
 Federal Acquisition Regulations (FAR) - <https://www.acquisition.gov/>
 Defense Federal Acquisition Regulations Supplement (DFARS) - <https://www.acquisition.gov/dfars/>
 Department of the Air Force Federal Acquisition Regulations Supplement (DAFFARS) - <https://www.acquisition.gov/daffars/>
 HUBZone (Historically Underutilized Business Zone) Program - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>
 Women-Owned Small Business Federal Contract Program - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contracting-program>
 Service Disabled Veteran Owned Small Business - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/service-disabled-veteran-owned-small-businesses-program>
 DoD Indian Incentive Program - <http://business.defense.gov/Programs/Indian-Incentive-Program/>
 Sub-Contracting Opportunities - <https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting>
 Defense Contract Audit Agency – www.dcaa.mil
 Cybersecurity Maturity Model Certification - <https://dodcio.defense.gov/CMMC/>