



AIR FORCE SUSTAINMENT CENTER



Doing Business with Hill Air Force Base



Small Business Programs

Hill-OL AFSC/SB

801-777-4143

Integrity - Service - Excellence



Hill AFB Small Business (SB) Office

- **Our Role**

- **Ensure small business has maximum practicable opportunity to participate in Hill AFB acquisitions**
- **Participate/Coordinate on acquisition activities**
 - **Market research**
 - **Sources Sought, Request for Information (RFI)**
 - **Acquisition strategy meetings**
 - **Provide training (internal and external)**
 - **Review subcontracting plans**
- **Organize/participate in outreach events**
- **Meet with small business representatives**



Getting Started

- **Preparation**

- **Know/Identify your product or service**

- **Federal Supply Codes (FSCs)/Product Service Codes (PSCs):**

- <http://www.outreachsystems.com/resources/tables/pscs/>

- **NAICS:** www.census.gov/eos/www/naics

- **SBA Size Standards Information:** <http://www.sba.gov/category/navigation-structure/contracting/contracting-officials/eligibility-size-standards>

- **Obtain Data Universal Numbering System (DUNS) Code**

- <http://fedgov.dnb.com/webform/displayHomePage.do>

- **Registration in System for Award Management (SAM)**

- www.sam.gov

- **Registers you for Central Contractor Registration (CCR) required for procurement and financial transactions**
- **Contractor and Government Entity Code (CAGE) – SAM system will provide one**
- **Note: Register in SAM and select small business; a sub-set of your SAM data will be sent to SBA for size validation and inclusion in SBA's Dynamic Small Business Search (DSBS):** http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm



Federal Regulations

- **Familiarize Yourself with DoD Contracting Regulations!**
 - **Federal Acquisition Regulation (FAR):**
<http://farsite/farsites.html>
 - **Governs federal procurement process**
 - **53 Sections**
 - **Defense Federal Acquisition Regulation (DFAR)**
 - **Additional Agency supplements, i.e., Air Force FAR Supplement (AFFARS)**



Available Resources

- **Seek Additional Assistance:**
- **Procurement Technical Assistance Centers (PTAC)**
 - <http://goed.utah.gov/contracting/PTAC/>
- **Small Business Administration**
 - www.sba.gov
- **Small Business Development Centers (SBDC)**
 - www.sba.gov/sbdc
- **Service Corps of Retired Executives (SCORE)**
 - www.sba.gov/score



Contact Hill Small Business Office

- **Contact Hill Small Business Office**
 - Phone: 801-777-4143
 - Website:
<http://www.hill.af.mil/smallbusinessoffice/index.asp>
 - Email: AFSC.OL.SB@us.af.mil
 - Preferred method
 - Request appointment
 - Provide information on your capabilities
- **Specialist will tell you if we procure your service or product**
- **If we do, we will arrange appointment for you to provide capabilities information**



- **Base Access**
 - CAC card, military ID, request sponsorship
 - SB Office will submit visitor request and provide instructions/directions to gate and office
- **At meeting, be prepared to present capability information**
 - Elevator Speech (30 minute meeting)
 - Business cards
 - One page capability sheet
 - Few graphics, company name, website, contact info, small business categories (women-owned, minority, etc.), CAGE code, Certifications, NAICS, contract and subcontract information



Then What???

- **If there is a good match for selling to Hill AFB - SB Office will provide contact information**
- **SB Office will forward capability (electronic format) information to users**
- **We will not market for you**
- **You will need to follow-up with contacts provided to you**
- **Follow Federal Business Opportunities (FBO)**
 - **Respond to appropriate Request for Information (RFI) and Sources Sought Notices**
 - **Attend industry days (also appropriate if you want to subcontract to another company)**



Finding Opportunities

- **Identify/contact your target market**
 - Air Force, Army, Navy, NASA, BLM, etc.
 - **Contact Small Business professionals at installations:**
 - <http://www.acq.osd.mil/osbp/offices/index.shtml> (Defense)
 - <http://www.osdbu.gov/members.html> (Federal agencies)
- **Prepare/Present capabilities briefings geared to customer requirements; Make sure you sell what they buy!**
- **Procurement Opportunity Lists:**
 - Federal Business Opportunities (FBO): <https://www.fbo.gov/>
 - Air Force Long Range Acquisition Estimate (LRAE): <http://airforcesmallbiz.org/opportunities/index.php>
 - GSA Federal Supply Schedule (FSS) Lists: <http://www.gsa.gov/portal/content/197989>



Subcontracting

– Explore Subcontracting

- **SBA SUB-Net** (provides information on subcontracting opportunities posted by prime contractors, non-federal agencies):

<http://web.sba.gov/subnet/search/index.cfm>

- **Prime Contractors with Subcontracting Plans:**

<http://www.acq.osd.mil/osbp/sb/dod.shtml>

- **SBA Subcontracting Opportunities Directory**

<https://www.sba.gov/subcontracting-directory>



Questions???

- **Be Patient**
- **Be Persistent**
- **Ask Questions**
- **Network**
- **GOOD LUCK!!**