



US Army Corps
of Engineers
Fort Worth District



U.S. ARMY CORPS OF ENGINEERS FORT WORTH DISTRICT

GETTING STARTED WITH THE GOVERNMENT AND SBA PROFILE ENHANCEMENT & UNDERSTANDING SOURCES SOUGHT

Presented by:
Melea Crouse

Deputy for Small Business Programs

One Corps Serving The Army and the Nation



GETTING STARTED



US Army Corps
of Engineers
Fort Worth District

In seeking procurement opportunities with the U.S. Army Corps of Engineers, Fort Worth District, the following items need to be complete:

- ❖ Basic Government Requirements
- ❖ Keep Your SBA Profile Current
- ❖ Understanding a Sources Sought



GETTING STARTED



US Army Corps
of Engineers
Fort Worth District

- ❖ **Obtain a D-U-N-S (Data Universal Numbering System) Number**
<https://eupdate.dnb.com/requestoptions/government/ccrreg/>
- ❖ **Obtain a CAGE (Commercial and Government Entity) Code**
<http://www.dlis.dla.mil/cageserv.asp>
- ❖ **Identify your product or service through NAICS (North American Industry Classification System)**
www.census.gov/epcd/www/naics.html
- ❖ **Business Partner Network - <http://www.bpn.gov/>**
 - ❖ **Central Contractor Registration - <http://www.ccr.gov/>**
 - ❖ **ORCA (On-Line Representations and Certifications Application) - <http://orca.bpn.gov/>**
- ❖ **Dynamic Small Business Search (formerly Pro-net)**
http://dsbs.sba.gov/dsbs/dsp_dsbs.cfm



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



CCR WEBPAGE

Central Contractor Registration (CCR) - Microsoft Internet Explorer

Address: http://www.ccr.gov/

Central Contractor Registration
There are 424209 active vendors

Vendor Corner | Government Areas | Small Business | CCR Handbook | Access CCR Data | Help

Start New Registration
Finish Saved Registration Using Confirmation #
Update or Renew Registrations Using TPIN
Search CCR
Find my DUNS
Find my CAGE
Federal Agency
Dynamic Small Business Search

NOTICE:
CCR Release Notes are now available on-line for the recently implemented CCR modifications. . . .[Read more](#)

IMPORTANT ANNOUNCEMENT From the Federal Government Regarding Validation of Taxpayer Identification Number (TIN) in CCR
On October 30, 2005, the Central Contractor Registration (CCR) began validating the Taxpayer Identification Number and Taxpayer Name of each new and updating CCR registrant with the Internal Revenue Service (IRS) records. For more information, please see [News item](#).

ANNOUNCEMENT FROM THE FEDERAL GOVERNMENT RE BUSINESS SIZE STATUS AND CCR TRADING PARTNER PROFILE
On April 18, 2005, the U.S. Small Business Administration began using its Small Business Logic to determine the small business status of companies registered in the CCR. [A notice has gone out](#) to every company registered informing them of the change. This is expected to improve accuracy and reduce previously required data input. Companies will no longer be required to populate the SBA Certified Small Disadvantaged Business, SBA Certified 8(a), and SBA Certified HUB Zone business type fields.

Hurricane Katrina and Effect on CCR Registrations
Due to the devastation from Hurricane Katrina . . . [Read more](#)

CCR Daily
Upcoming Events
Integrated Acquisition Environment
E-GOV
Security Notice
CCR Policy and Background
Government Industry Data News
GIDM

start | Drafts - Microsoft Ou... | Central City - June 2... | USACEPWD:SB Prese... | Central Contractor R... | Internet | 12:23 PM

**Dynamic Small
Business
Search**

One Corps Serving The Army and the Nation



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Identification, Location, & Contacts

This profile was last updated:
Name of Firm:
Trade Name ("Doing Business As ..."):
Main office or branch office?:
Address, line 1:
Address, line 2:
City:
State:
Zip:
Phone Number:
Fax Number:
E-mail Address:
WWW Page:
E-Mall (electronic mall selling firm's products):

❖ Keep Profile current;
suggest every 90 days

❖ E-mail Address

❖ Webpage

❖ E-Mall (if applicable)



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Identification, Location, & Contacts

Contact Person:
Contact Title:
County Code (3 digit):
Congressional District:
Metropolitan Statistical Area:
DUNS Number:
CAGE Code:
Year Established:
Average Number of Employees:
Average Annual Gross Revenue:
Accepts Government Credit Card?: <input type="checkbox"/> Yes <input type="checkbox"/> No
GSA Advantage Contract(s):

- ❖ Average Number of Employees
- ❖ Annual Gross Revenue
- ❖ Accepts Government Credit Card
- ❖ GSA Advantage Contracts

ALWAYS FILL OUT "YES" AND "NO" BLOCKS

One Corps Serving The Army and the Nation



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Organization, Ownership & Certifications

Legal Structure:

Minority Code:

Women Owned?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Veteran?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Service Disabled Veteran?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Current Principals: (none given)

- ❖ Women Owned
- ❖ Veteran
- ❖ Service Disabled Veteran
- ❖ Current Principals

ALWAYS FILL OUT "YES" AND "NO" BLOCKS



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current Organization, Ownership & Certifications

"Business Development Servicing Office"
(for certifications):
SAN ANTONIO DISTRICT OFFICE (SBA office code 0681)

8(a) Certification:

SBA 8(a) Case Number:

SBA 8(a) Entrance Date:

SBA 8(a) Exit Date:

Small Disadvantaged Business Certification:

SDB Entrance Date:

SDB Exit Date:

HUBZone Certification:

HUBZone Certified?: Yes No

HUBZone Certification Date: N/A

DBE Certifications (and State):
(none)

Non-Federal-Government Certifications:
(none given)

❖ DBE Certification

❖ Non-Federal
Government
Certification



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Products and Services

Capabilities Narrative: (none given)	
Special Equipment/Materials: (none given)	
Business Type Percentages:	(none given)
Bonding Levels Construction Bonding Level (per contract) Construction Bonding Level (aggregate) Service Bonding Level (per contract) Service Bonding Level (aggregate)	

❖ Capabilities Narrative

❖ Business Type Percentage

❖ Bonding Levels



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Products and Services

NAICS Codes and Keywords:

Primary?	Code	NAICS Code's Description	"Buy Green"? ⁽¹⁾	Small? ⁽²⁾	Emerging? ⁽³⁾
Yes					

(1) By entering Yes for "Buy Green", the firm asserts that it obeys EPA guidelines for environmental friendliness for this NAICS code. Note, EPA guidelines do not exist for every NAICS code.
 (2) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's small business size standard.
 (3) If Yes, the firm's revenues/number of employees do not exceed the NAICS code's special small business size standard for the Compositeness Demonstration Program (FAR 19-10). Note, not all NAICS codes are applicable to this program.

Keywords:

- ❖ NAICS Codes
- ❖ Keywords



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Products and Services

U.S. Census Bureau

North American Industry Classification System (NAICS)

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. NAICS will reshape the way we view our changing economy.

NAICS was developed jointly by the U.S., Canada, and Mexico to provide new comparability in statistics about business activity across North America.

NAICS 2002 includes substantial revisions within the Construction and Wholesale Trade sectors, and a number of revisions for the Retail and Information sectors. NAICS 2002 will be implemented in the [2002 Economic Census](#).

A new [North American Product Classification System \(NAPCS\)](#) is presently under development, with initial focus on products of [service industries](#). (NAPCS will focus on manufacturing products at a later date; for existing census codes, see the [Numerical List](#).)

The official **2002 US NAICS Manual** *North American Industry Classification System--United States, 2002* includes definitions for each industry, tables showing correspondence between 2002 NAICS and 1997 NAICS for codes that changed, and a comprehensive index--features also available on this web site. To order the 1400-page *2002 Manual*, in print, call NTIS at (800) 553-6847 or (703) 605-6000, or check the [NTIS web site](#). The 1250-page *1997 Manual*, showing correspondence between 1997 NAICS and 1987 SIC, is also available. The 2002 and 1997 versions of NAICS are available on CD-ROMs, which can be ordered at NTIS.

Also available at this site are lists of [2002 NAICS codes](#) (with links to definitions), [1997 NAICS codes](#).

Implementation
[Census Bureau](#)
[BEA](#)
[BLS](#)
[Other agencies](#)

Product Classification
[Service Sector](#)
[Manufacturing](#)

Questions?
[Ask Dr. NAICS](#)

International

Search options:

- ❖ Number
- ❖ Keyword

<http://www.census.gov/epcd/www/naics.html>

One Corps Serving The Army and the Nation



US Army Corps
of Engineers
Fort Worth District

SBA PROFILE ENHANCEMENT



Keeping Your Profile Current
Performance History (References)

Federal Government References (includes prime contractors to the Federal Government to which the firm subcontracted) (none given)	←
Other References (none given)	←

❖ Federal
Government
References

❖ Other
References



US Army Corps
of Engineers
Fort Worth District

ADDITIONAL REQUIREMENTS FOR CONSTRUCTION



- ❖ **Bonding Insurance**
 - ❖ **Payment bond – 100% of contract value if value is < \$100K**
 - ❖ **Performance bond – 100% of contract value if value is < \$100K**

- ❖ **Company Quality Plan**

- ❖ **Company Safety Plan**



US Army Corps
of Engineers
Fort Worth District

UNDERSTANDING A SOURCES SOUGHT



PURPOSE OF A SOURCES SOUGHT

- ❖ **FAR Part 10 – Market Research**
 - **Access the Market's Capability**
 - **Determine Acquisition Strategy**
 - **Small Business Goal Attainment**



US Army Corps
of Engineers
Fort Worth District

UNDERSTANDING A SOURCES SOUGHT



METHODS OF CONDUCTING MARKET RESEARCH

❖ FAR Part 10 – Market Research

- Contacting other agencies
- Using previous market research on same or similar item...rule of thumb is 6 months, but it depends on the procurement
- Review catalogs and other generally available product literature
- Conduct interchange meetings or hold pre-solicitation conferences
- Most popular form is the use of FEDBIZOPPS



US Army Corps
of Engineers
Fort Worth District

UNDERSTANDING A SOURCES SOUGHT



UNDERSTANDING FEDBIZOPPS AND THE SYNOPSIS

❖ Helpful Hints

- Limiting your search = Limiting your opportunities
- Look at all sources sought that fit what you provide
- Read the synopsis
- Be aware of due dates



US Army Corps
of Engineers
Fort Worth District

GETTING STARTING AND SBA PROFILE ENHANCEMENT



QUESTIONS??????



POINTS OF CONTACT



US Army Corps
of Engineers
Fort Worth District

DEPUTY FOR SMALL BUSINESS

Melea D. F. Crouse

Phone: (817) 886-1382

Email:

melea.crouse@swf02.usace.army.mil

SBA PROCUREMENT CENTER REPRESENTATIVE

Paul Stone

Phone: (817) 886-1024

Email:

paul.p.stone@swf02.usace.army.mil

Location: 819 Taylor Street,
Fort Worth, Texas 76102