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Mission and Installation Contracting Command



Roll of the Small Business Specialist

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OVERVIEW

- Duties of the Small Business Specialist (SBS)
- What the SBS can't do
- What the SBS can do
- Tips
- Websites



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Duties

- First point of contact for vendors
- Contracting Office Small Business (SB) Advisors
- Monitor and assess SB goals
- Advise Contracting Office on goals, issues, and concerns
- Train contracting personnel and contractors on SB matters
- Help conduct/provide training on market research





Duties

- Advise/Review Acquisition Strategy, Sources Sought Notices, Subcontracting Plans, Market Research Reports
- Monitor eSRS for subcontracting goal compliance; provide KO assistance
- Establish and maintain continuing liaison with local SBA Office, Dept of Commerce, Procurement Technical Assistance Center (PTAC), Minority Business Development Agency (MBDA)





I can't/won't

- Promise you a contract
- Advocate one contractor over another
- Tell you how to price your proposal
- Tell you what answers to put down on your representations and certifications or proposals
- Tell you how to set up your company
- Give legal advice
- Send you copies/tell you about every solicitation that your firm could have an interest in.





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I can

- Help you navigate the Government procurement maze
- Explain the supplies and services normally bought by Center – Ft Sam Houston
- Explain general information on contract clauses as I understand them
- Give out POC's and general information
- Provide a listing of Advanced Acquisition Plan
- Show you the web-sites where we post our requirements
- Advocate for Small Businesses as a whole





TIPS

- Watch FedBizOpps, GSA e-buy, or Fedbid.com for announcements (sources soughts, pre-solicitations, & solicitations)
- Respond to Sources Sought/RFI Inquiries
- Read the entire Solicitation and Performance Work Statement
- Attend site visits/pre-proposal conferences
- Make sure you have the necessary certifications/bonding
- Valid Past Performance References
- Comply with the evaluation factors. Evaluation factors tell you what the Gov't will evaluate your proposal on.





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WEBSITES

- Federal Business Opportunities (FedBizOpps) -- <http://www.fedbizopps.gov>
- FEDBID Reverse Auctioning -- <http://www.fedbid.gov>
- GSA e-buy -- <http://www.gsaelibrary.gsa.gov>
- Central Contractor Registration (CCR) -- <http://www.ccr.gov>
- Online Certs and Reps-ORCA -- www.bpn.gov
- Dynamic Small Business Search Page -- http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm Vendors can update from their CCR registrations. Key words, narratives, and references are especially important.
- North American Industry Classification System (NAICS) Codes -- www.sba.gov/contractingopportunities/officials/size/index.html
- NAICS definitions -- www.census.gov/eos/www/naics/
- Federal Supply Codes -- www.wingovcon.com/downloads/service_product_codes.pdf
- Army Office of Small Business Programs -- www.sellingtoarmy.com
- Mission & Installation Contracting Command -- www.acc.army.mil/micc





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