



Registering as a Federal Contractor



Let the government know that
you are an eligible federal
contractor



Learning Objectives

- At the end of this module, you will be able to:
 - Register your business with the proper entities.
 - Position your business to become eligible to do business with the federal government.



About FDIC Small Business Resource Effort

- The Federal Deposit Insurance Corporation (FDIC) recognizes the important contributions made by small, veteran, and minority and women-owned businesses to our economy. For that reason, we strive to provide small businesses with opportunities to contract with the FDIC. In furtherance of this goal, the FDIC has initiated the FDIC Small Business Resource Effort to assist the small vendors that provide products, services, and solutions to the FDIC.
- The objective of the Small Business Resource Effort is to provide information and the tools small vendors need to become better positioned to compete for contracts and subcontracts at the FDIC. To achieve this objective, the Small Business Resource Effort references outside resources critical for qualified vendors, leverages technology to provide education according to perceived needs, and offers connectivity through resourcing, accessibility, counseling, coaching, and guidance where applicable.
- This product was developed by the FDIC Office of Minority and Women Inclusion (OMWI). OMWI has responsibility for oversight of the Small Business Resource Effort.



Executive Summary

- Before you can begin contracting, you need to let the federal government know that you are ready and able to provide the products or services it needs.
- To do this, you must register your business with the proper entities.
- You can follow certain steps to register and prepare to do business with the federal government.



Steps in Doing Business With the Federal Government

- Complete these steps before doing business with the federal government:
 1. Get your D-U-N-S[®] (Dun & Bradstreet) number.
 2. Select your company's NAICS codes.
 3. Register your business with the System of Award Management (SAM).
 4. Obtain Past Performance Evaluations (for businesses interested in getting on the General Services Administration (GSA) Schedule).
 5. Determine if you qualify as a small business.



Step 1. Get Your D-U-N-S® Number *(Slide 1 of 2)*

- Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is Dun & Bradstreet's (D&B) proprietary means of identifying business entities on a location-specific basis.
- The D-U-N-S® Number, a unique nine digit identification number for each physical location of your business, is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994.
- The D-U-N-S® Number was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the federal government's contractor identification code for all procurement-related activities.



Step 1. Get Your D-U-N-S® Number *(Slide 2 of 2)*

- All companies pursuing business opportunities with the federal government need a D-U-N-S® Number **before** they can register in the SAM database.
- To get your free D-U-N-S® Number from D&B, you must :
 - Go to iupdate.dnb.com in order to obtain your company's nine-digit identification number.
 - Registration must be completed by the business owners or registered principals.
 - D&B's free iUpdate service allows businesses to:
 - manage their own information;
 - view, print, and update their own business profile;
 - improve the accuracy of the data; and
 - prevent business identity theft by using sophisticated user authentication technology.



Step 2. Select Your NAICS Codes

(Slide 1 of 3)

- The North American Industry Classification System (NAICS) is used by federal statistical agencies in classifying business establishments.
- NAICS codes are two through six digit hierarchical classifications, offering five levels of classification detail. Each digit in the code is part of a series of progressively narrower categories, and the more digits in the code signify greater classification detail. The first two digits designate the economic sector, the third digit designates the subsector, the fourth digit designates the industry group, the fifth digit designates the NAICS industry, and the sixth digit designates the national industry.
- U.S. Census Bureau and other federal agencies and use NAICS codes:
 - to collect, analyze, and publish statistical data related to the US business economy;
 - for contracting and regulatory purposes; and
 - as a basis for its size standards.



Step 2. Select Your NAICS Codes

(Slide 2 of 3)

- The U.S. Census Bureau assigns one NAICS code to each establishment based on its primary activity (generally the activity that generates the most revenue for the establishment).
- NAICS codes are derived from information that the business establishment provided on surveys, census forms, or administrative records.
- Since other agencies and organizations have adopted NAICS for use in programs that are not statistical (e.g., regulatory activities and procurement), it is possible that they allow for more than one NAICS code per establishment.
- For instance, the System for Award Management (SAM), where businesses register to become federal contractors, multiple classification codes per establishment may be entered.



Step 2. Select Your NAICS Codes

(Slide 3 of 3)

- At least one NAICS code is needed for SAM registration.
- To select yours:
 - Enter one valid code for your registration to be complete, but ***be sure to list all codes that apply to your products and services***. More codes can help government buying offices identify your company as one that provides needed goods or services.
 - Use the NAICS codes that are best for you. Research your primary business activities and NAICS code structure using the resources below:
 - <http://www.census.gov/naics> -
 - <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2007> -
 - In SAM, you will be asked to select one code as your primary NAICS.



Step 3. Register in SAM *(Slide 1 of 4)*

- System for Award Management (SAM) is the primary contractor database for the federal government.
- On July 29, 2012, SAM replaced the Central Contractor Registration (CCR) and the Online Representations and Certifications Application (ORCA).
- SAM is streamlining processes, eliminating the need to enter the same data multiple times, and consolidating databases to make the process of doing business with the government more efficient.
- As a contractor, you are required to:
 - Register in SAM to be awarded contracts by the federal government.
 - Complete a one-time registration to provide basic information relevant to procurement and financial transactions.
 - Update or renew your registration at least once a year to maintain an active status.



Step 3. Register in SAM *(Slide 2 of 4)*

- Because SAM is a federally mandated and funded program, registering is free. Registration does not guarantee that a contract or assistance award will be awarded.
- Small businesses can self-certify based on information entered into SAM.
- SAM is used by anyone interested in the business of the Federal Government, including:
 - Entities (contractors, federal assistance recipients, and other potential award recipients) who need to register to do business with the government, look for opportunities or assistance programs, or report subcontract information;
 - Government contracting and grants officials responsible for activities with contracts, grants, past performance reporting and suspension and debarment activities;
 - Public users searching for government business information.



Step 3. Register in SAM *(Slide 3 of 4)*

- To register your business in SAM, you will need the following information:
 - Core Data
 - Data Universal Numbering System (DUNS)
 - Federal Tax Identification Number (TIN) or Employee Identification Number (EIN)
 - Department of Defense Activity Address Code (DoDAAC) – Applicable for DoD only.
 - CAGE code. If you do not have one, one will be assigned when registration is completed.
 - Business Information (business start date, business type, fiscal year end, company URL, country and state of incorporation, security level, etc.)
 - Financial Information: if you are willing to accept credit cards (Electronic Funds Transfer (EFT) information and Automated Clearing House (ACH) bank information)
 - Executive Compensation based on annual gross revenue received from federal government
 - Proceedings Details (FAR 52.209-7 and/or FAR 52.209-8)



Step 3. Register in SAM *(Slide 4 of 4)*

- To register your business in SAM, you will need the following information (continued):
 - Assertions
 - Goods and Services (North American Industry Classification System (NAICS) Code, Product and Service Codes (PSCs) (optional))
 - Size Metrics (Total Receipts, Average number of employees and NAICS code specific information)
 - EDI Information (VAN Provider, ISA Qualifier, ISA Identifier, Functional Group Identifier and 820's request flag)
 - Disaster Relief Information (Bonding Level, Geographic Area Served)
 - Representations and Certifications (Must complete a questionnaire)
 - FAR Responses
 - Architect-Engineer Responses (NAICS Code specific information)
 - DFARS Responses (Relevant to DoD issued or funded contracts)
 - Points of Contact
- Your entity registration will become active in SAM after 3-5 days when the IRS validates your TIN information.



Step 4. Obtain Past Performance Evaluations

- Businesses interested in getting on the General Services Administration (GSA) Schedule for contracts should obtain an Open Ratings, Inc. Past Performance Evaluation (PPE).
- Open Ratings, a D&B Company, conducts independent audits of customer references and calculates a rating based upon a statistical analysis of various performance data and survey responses for a fee.
- While some GSA Schedule solicitations contain the form to request an Open Ratings Past Performance Evaluation, vendors may also submit an online request directly to Open Ratings.
- A D-U-N-S® Number is a prerequisite for ordering a PPE report.
- The order fulfillment process generally takes 14-21 days, but can take up to 35-45 days depending on the customers' responsiveness.
- For more information, go to supplierriskmanager.com/ppe-order/login.seam.



Step 5. Small Business Opportunities

- The SBA's Size Standards Tool will calculate your small business size status against each North American Industry Classification System (NAICS) code listed in your record.
- Size standards are numerical measures that you must meet in order to qualify as a small business within your NAICS code.
- Your size status is based on your organization's receipts (revenues) and employee size information. Your record must show the total receipts and number of employees for the entire firm and all its divisions, branches, and affiliates worldwide.
- For more information, go to sba.gov/size-standards-tool?ms=nid4060.



Glossary of Acronyms

CCR	Central Contractor Registration	NAICS	North American Industry Classification
DUNS	Data Universal Numbering System	OMWI	Office of Minority and Women Inclusion
EIN	Employer Identification Number	SBA	Small Business Administration
FAR	Federal Acquisition Regulations	SIC	Standard Industrial Classification
FDIC	Federal Deposit Insurance Corporation	SDB	Small Disadvantaged Business
MWOB	Minority and Woman –owned Business	TIN	Taxpayer Identification Number



Key Takeaways from This Module

- Registering as a federal contractor is required and can help leverage business opportunities.
- Remember to:
 - Get a D-U-N-S[®] Number.
 - Select NAICS codes so that others will understand your industry classification.
 - Register your business in SAM, but be sure you plan ahead to enter the appropriate information.
 - Factor small business opportunities into the registration process.



Sources and Citations

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- U.S. Census Bureau, *FAQs (Ask Dr. NAICS)*
- Midewin National Tallgrass Prairie, *How To Be Ready to Bid on Government Contracts*
- DC Procurement Technical Assistance Center, *First Steps—Pursuing Business with the Federal Government*