

# **SMALL BUSINESS PROGRAM AT THE UNITED STATE AIR FORCE ACADEMY**

The Small Business Director at the United States Air Force Academy (USAFA) contact information is below:

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## **SMALL BUSINESS GOALS**

Each year the US Air Force provides USAFA with specific Small Business goals. These goals specify that certain percentages of our contract dollars must go to Small Businesses, Small Disadvantaged Businesses, Woman-Owned Businesses, Historically Underutilized Businesses and Service-Disabled Veteran-Owned Small Businesses. These goals are tracked based on the dollars obligated to our contracts throughout the course of the fiscal year. (The federal government's fiscal year runs from 1 October through 30 September.)

USAFA Small Business goals for FY09 are:

- |  |        |
|--|--------|
| • Small Business (SB)                                    | 55.18% |
| • Small Disadvantaged Business (SDB)                     | 32.97% |
| • Woman-Owned Small Business (WOB)                       | 9.88%  |
| • Historically Underutilized Business (HUBZone)          | 5.15%  |
| • Service-Disabled Veteran-Owned Small Business (SDVOSB) | 2.26%  |

# **SOCIO-ECONOMIC BUSINESS CATEGORIES**

## **SMALL BUSINESS (SB)**

Whether your firm is a small business or not depends on the North American Industrial Classification System (NAICS) code and the size standard associated with that code. The NAICS code is a six digit numeric code that describes the type of work you do. All searches are conducted using the NAICS code. You can learn everything you've ever wanted to know about NAICS codes at [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/). This website will help you determine which NAICS codes apply to your business. Once you have determined your NAICS code, go to the Small Business Administration (SBA) Size Standard web site at: [www.sba.gov/idc/groups/public/documents/sba\\_homepage/serv\\_sstd\\_tablepdf.pdf](http://www.sba.gov/idc/groups/public/documents/sba_homepage/serv_sstd_tablepdf.pdf) to determine your size standard. Size standards are usually quoted in dollars or number of employees. For example, if you fabricate metal as a machine shop (NAICS 332710) for sale to the government, you are a small business if you have less than 500 employees. If, on the other hand, you are doing landscaping work (NAICS 561730), you are a small business if your average annual revenues are less than \$7,000,000. Keep an eye on the size standards for changes. The SBA occasionally will make changes as industries change.

You may self-certify your firm as a small business based on your NAICS code and its associated size standard. One of the biggest benefits to being a small business is that virtually all procurements under \$100,000 are automatically set-aside for small businesses per Federal Acquisition Regulation (FAR) 19.502-2. If there is a sufficient business base that will reasonably provide two or more bids, procurements over \$100,000 may also be set-aside for small business participation only.

## **SMALL DISADVANTAGED BUSINESS (SDB) - 8(a) BUSINESS**

The SBA must certify that your business is a SDB and/or an 8(a) Business. 8(a) refers to a business that is described in section 8(a) of the Small Business Act.) All 8(a) businesses are Small Disadvantaged Businesses but not all Small Disadvantaged Businesses are 8(a) businesses. Contact the Business Development Specialist at your state Small Business Administration office to apply for SDB and/or 8(a) status or go to the SBA website at [www.sba.gov/aboutsba/sbaprograms/sdb/index.html](http://www.sba.gov/aboutsba/sbaprograms/sdb/index.html) for detailed information. There are several benefits to being certified as an 8(a) business. An 8(a) firm must provide a cost proposal, and negotiations are conducted to reach a fair and reasonable price based on a government estimate. If a proposed procurement is over \$5,500,000 in manufacturing (\$3,500,000 for all other acquisitions), and there is a reasonable expectation of two or more bidders, procurement can be set-aside as a competitive 8(a) procurement. This type of procurement limits the competition to 8(a) firms only. Also, procurements below \$5,500,000 in manufacturing and \$3,500,000 for other purchases can be set aside for sole source acquisition as long as the contracting officer can determine the price is fair and reasonable.

## **WOMAN-OWNED SMALL BUSINESS (WOB)**

The federal government does not certify businesses as WOB and relies on self-certification by the firm itself. Generally, a firm is woman-owned if a woman owns 51% or more of the business **and** operates the business on a daily basis.

## **HISTORICALLY UNDER-UTILIZED BUSINESS (HUBZone)**

The Small Business Administration administers the HUBZone Business Program. A firm must apply to the SBA for certification as a HUBZone business. Generally, a firm's principal office must be located in a HUBZone as determined by the Census Bureau and at least 35% of the firm's employees must live in a HUBZone. See the HUBZone website; <https://eweb1sp.sba.gov/hubzone/internet/index.cfm> for more information

A contracting officer may set-aside an acquisition exceeding the simplified acquisition threshold (> \$100,000) for a HUBZone small business when the contracting officer has a reasonable expectation that offers will be received from two or more HUBZone small businesses and award can be made at a fair market price.

## **SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)**

Small Business firms can self-certify that a service-disabled veteran owns them. To be a SDVOSB, the Service-Disabled Veteran must own at least 51% of the business and must operate the business on a daily basis. A recent change to the Federal Acquisition Regulation (FAR) section 19.1401 allows the contracting officer to set-aside acquisitions for competition restricted to SDVOSB if the contracting officer has a reasonable expectation that; (1) offers will be received from two or more SDVOSB concerns and (2) award will be made at a fair market price. Further, a contracting officer can set-aside an acquisition on a sole source basis to a SDVOSB if; (1) only one SDVOSB concern can satisfy the requirement, (2) the anticipated award price of the contract, including options, will not exceed \$5,000,000 for a requirement within the NAICS codes for manufacturing or \$3,000,000 for a requirement in any other NAICS code, (3) the SDVOSB concern has been determined to be a responsible contractor with respect to performance, and (4) award can be made at a fair and reasonable price.

## **CENTRAL CONTRACT REGISTRATION (CCR)**

A vendor must be registered in the CCR database. Virtually all federal government buyers and many state, county and city buyers, use CCR to find Small, 8(a), SDB, HUBZone, WOB, and SDVOSB Businesses when they go out for a procurement. Go to <https://www.bpn.gov/ccr/default.aspx> to register.

A vendor can register by self certification in CCR as a Small business, WOB or a SDVOSB. SBA certification is required for 8(a), SDB or HUBZone Business. Only the SBA can update a CCR registration for these categories.

NAICS information is vital because all buyers key off the NAICS code.

## FEDERAL SUPPLY SCHEDULES

Government buyers often use the General Services Administration (GSA) Advantage to locate and order their products or services. You should consider establishing a contract with GSA from which agencies can place delivery orders. Following is some information from the Federal Acquisition Regulation that describes the program and its use. The complete Federal Acquisition Regulation can be found at [www.arnet.gov/far/](http://www.arnet.gov/far/).

The Federal Supply Schedule program is also known as the GSA Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. GSA schedule contracts require all schedule contractors to publish an “Authorized Federal Supply Schedule Pricelist (pricelist). The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and the terms and conditions pertaining to each Special Item Number that is on schedule. The schedule contractor is required to provide one copy of its pricelist to any ordering activity upon request.

(1) GSA offers an on-line shopping service called “GSA Advantage!” through which ordering activities may place orders against Schedules. Ordering activities may access GSA Advantage! through the GSA Federal Supply Service Home Page ([www.gsa.gov/fss](http://www.gsa.gov/fss)) or the GSA Federal Supply Schedule Home Page at [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

(2) "e-Buy," GSA's electronic Request for Quotation (RFQ) system, is a part of a suite of on-line tools that complement GSA Advantage! E-Buy allows ordering activities to post requirements, obtain quotes, and issue orders electronically. Ordering activities may access e-Buy at [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov). For more information or assistance on either GSA Advantage! or e-Buy, contact GSA at Internet e-mail address [gsa.advantage@gsa.gov](mailto:gsa.advantage@gsa.gov).

For more information or assistance regarding the Federal Supply Schedule Program, review the following website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules). Additionally, for on-line training courses regarding the Schedules Program, review the following website: [fsstraining.gsa.gov](http://fsstraining.gsa.gov). For specific information on how to get a contract with GSA go to [www.gsa.gov/schedules](http://www.gsa.gov/schedules) and click on “For Vendors – Getting on Schedule.”

## USAFA BUYING SPECIFIC

After a buyer has searched CCR and completed market research for a purchase, they will advertise the requirement on Federal Business Opportunities located at <https://www.fbo.gov/>. The request for quote/proposal will note if the acquisition is set-aside for a specific business category or is unrestricted. Most IT/computer items over \$3000 are bought from an established IT program called AFWay or through GSA vendors.

DOD has available an online publication, "Doing Business with the DoD," that provides a step-by-step guide to marketing your business for the DOD arena. The publication also provides information on buying actions of each activity as well as who to contact. The site is located at [www.acq.osd.mil/osbp/doing\\_business/index.htm](http://www.acq.osd.mil/osbp/doing_business/index.htm)

Procurement representatives from local Procurement Technical Assistance Centers (PTAC) can provide free services. The purpose of the PTAC is to generate employment and to improve the general economy of a locality by assisting business firms in obtaining and performing under Federal, State, and local government contracts. Listing of PTAC centers and representatives can be found at [www.dla.mil/db/procurem.htm](http://www.dla.mil/db/procurem.htm).

## HOW TO ACCESS/INQUIRE ABOUT USAFA BUYS

1. Log onto the Internet and log in at [www.fbo.gov](http://www.fbo.gov)
2. Under "Vendors/Citizens" click "find Opportunities.
3. Choose "Advanced Search", State = "Colorado", Zip Code "80840"
4. Click on "Search"
5. Browse through the listings.
6. FBO has a subscription program for automatic e-mail notification regarding amendments to solicitations and business opportunities. To sign up for this feature, use the gray button at the bottom of the synopsis page titled "Register to receive notification" (to obtain notices for that specific solicitation only). To obtain notices tailored to your requirements (specific classification, location, or type product only) click on the "Vendor Notification Service" to the right under related links.

The following recurring (multiyear) contracts are sorted by expiration date.

Contract Number	Vendor	Description	Total \$\$	Awd Date	End Date
FA7000-08-C-0040	DWG & ASSOCIATES	CETF Condenser	\$ 4,250,430	13-Aug-08	1-Oct-09
FA7000-04-D-0011	KINGFORM CAP	Parade Caps	\$ 631,200	4-Nov-05	3-Nov-09
FA7000-06-C-0013	LAWRENCE E. WATTERS	Water Testing	\$ 120,370	10-Nov-08	31-Dec-09
FA7000-08-D-0015	SKIDMORE, OWINGS & MERRILL	A&E	\$ 5,000,000	22-Jul-09	11-Mar-10

FA7000-09-C-0023	WOODBURY TECHNOLOGIES	Health SVC Admin	\$ 109,106	16-Jun-09	31-Mar-10
FA7000-07-C-0022	NEWPOINT MANAGEMENT	Test Proctor	\$ 114,090	12-Apr-07	31-Mar-10
FA7000-09-C-0022	WOLVERINE SERVICES	Biomed Eng Tech	\$ 155,570	31-Mar-09	31-Mar-10
MDA906-03-C-0009-5Q03	TRIWEST HEALTHCARE ALLIANCE	Healthcare Workers	\$ 830,923	10-Apr-09	9-Apr-10
MDA906-03-C-0009-5Q02	TRIWEST HEALTHCARE ALLIANCE	Healthcare Workers	\$ 1,389,983	10-Apr-09	9-Apr-10
FA7000-06-D-0005	FECHHEIMER BROTHERS	Service Coats	\$ 3,973,908	10-Apr-06	9-Apr-10
FA7000-06-D-0001	RYAN GLASS	Glass Replacement	\$ 2,380,914	4-May-09	3-May-10
FA7000-07-D-0019	ACTIVE ENDEAVORS	Office Furniture	\$ 350,000	9-May-07	8-May-10
FA7000-05-D-0003	ABEL ENGINEERING PROFESSIONALS	A&E	\$ 275,746	16-Mar-09	9-May-10
FA7000-05-D-0009	EBS CO INDUSTRIES	Subscriptions	\$ 5,000,000	23-May-08	31-May-10
FA7000-07-C-0025	CORPORATE ALLOCATION SVC	Admin Assist for CEMM	\$ 139,116	2-Jun-08	1-Jun-10
FA7000-09-C-0036	WOODBURY TECHNOLOGIES	Orthopedic Physician	\$ 356,062	10-Jul-09	26-Jul-10
FA8771-04-D-0002-5Q05	THE CENTECH GROUP	Network Centric Solutions	\$ 5,238,035	1-Aug-07	31-Jul-10
FA7000-05-D-0019	SANTA FE PROTECTIVE SERVICES	Event Security	\$ 1,707,441	8-Sep-05	31-Aug-10
FA8771-04-D-0002-5Q07	THE CENTECH GROUP	DoDMERB IT Services	\$ 3,447,024	1-Oct-07	31-Aug-10
FA7014-06-D-0001-5Q04	AMERICAN HOSPITAL SERVICE GROUP	Internal Phy & Med Tech	\$ 448,156	27-Sep-07	26-Sep-10
FA7000-07-C-0058	GLOBAL TECHNOLOGY RESOURCES	Bluecoat & Software	\$ 479,136	24-Sep-07	29-Sep-10
FA7000-06-D-0006	PRYOR FLOOR CO	Wood Floor Refinishing	\$ 1,240,080	28-Sep-06	29-Sep-10
FA7000-05-F-0095	WILLIAM SCOTSMAN	Facility Lease	\$ 183,434	1-Oct-08	30-Sep-10
FA7000-06-C-0020	CONTROL SYSTEMS RESEARCH	Meteorological Services	\$ 1,435,376	1-Apr-06	30-Sep-10
FA7000-05-D-0010	CONCORDE	DoDMERB Medical Exams	\$ 26,804,991	1-Oct-05	30-Sep-10
FA7000-04-D-0016	FECHHEIMER BROTHERS	Mens Trousers	\$ 2,378,316	8-Nov-06	7-Nov-10
FA7000-06-C-0014	TERRAHEALTH	Medical Admin-Ft Carson	\$ 829,770	1-Jan-06	30-Dec-10
FA7000-06-D-0003	DOW COVER COMPANY	Garment Bag	\$ 2,507,905	31-Jan-07	30-Jan-11
FA7000-07-C-0003	COLORADO DEPT OF HUMAN SVC	Full Food Service	\$ 5,763,517	1-Oct-06	31-Jan-11
FA7000-09-D-0007	VALDEZ INTERNATIONAL	R&D	\$ 3,400,000	14-Jul-09	17-May-11
FA7000-09-D-0008	ORODAY	R&D	\$ 3,500,000	15-Jul-09	8-Jun-11
FA7000-06-D-0009	MASS SERVICES AND SUPPLY	Static Display Aircraft Painting	\$ 2,383,500	1-Jul-06	30-Jun-11
FA7000-06-D-0012	ROCKY MOUNT MATERIALS & ASPHALT	Paving	\$ 30,000,000	28-Sep-06	30-Jun-11
FA7000-07-C-0002	WINCOR	Academic Custodial	\$ 13,644,167	2-Oct-06	1-Sep-11
FA7000-08-C-0002	GARY REETZ	Farish Caretacker	\$ 109,800	1-Oct-07	30-Sep-11
FA7000-08-D-0020	IRA GREEN	Shirt Garter - Accessories	\$ 133,080	28-Feb-08	30-Sep-11
FA7000-08-D-0027	CARIBBEAN OUTERWEAR	Running Suits	\$ 392,560	8-Apr-08	30-Sep-11
FA7000-08-D-0022	DOW COVER COMPANY	Pajamas	\$ 459,512	27-Mar-08	30-Sep-11
FA7000-06-D-0011	CAZADOR APPAREL	A-Jackets	\$ 1,058,602	7-Sep-06	30-Sep-11
FA7000-07-C-0050	BLH TECHNOLOGIES	CE Financial Mgt Services	\$ 1,314,930	1-Sep-07	30-Sep-11
FA7000-07-F-0064	GOODWILL INDUSTRIES	Base Custodial	\$ 3,230,416	31-May-07	30-Sep-11
FA7000-06-D-0010	DoDMERB Remedials	Remedial Consultation	\$ 5,783,258	1-Nov-06	30-Sep-11
FA7000-07-D-0009	SEWELL MANUFACTURING	Mess Dress	\$ 1,910,612	15-Nov-06	31-Oct-11
FA7000-04-D-0005	CONFERENCE MEDAL & TROPHY	Diplomas	\$ 432,160	6-Feb-08	5-Feb-12
FA7000-09-C-0025	KUHANA ASSOCIATES	Echocardiogram Tech	\$ 447,603	13-Mar-09	18-Mar-12

FA7000-07-C-0029	ALEUT FACILITIES SUPPORT SVC	Base Supply/Munitions/Fuels	\$ 15,840,787	1-Jun-07	31-May-12
FA7014-06-D-0016-5Q02	MAGNUM MEDICAL	Polysomnographic Techs	\$ 1,735,460	4-Jun-07	3-Jun-12
FA7000-05-D-0006	COMCAST OF CO	Cable SVC	\$ 687,884	13-Jun-08	12-Jun-12
FA7000-07-C-0042	FRONTLINE APPAREL GROUP	Cadet Tailor Shop	\$ 4,121,496	24-Sep-07	23-Sep-12
FA7014-06-D-0015-5Q03	LUKE & ASSOCIATES	Pharmacist	\$ 2,255,578	26-Sep-07	25-Sep-12
FA7014-06-D-0016-5Q04	MAGNUM MEDICAL	Dental Team	\$ 1,707,565	29-Sep-07	28-Sep-12
FA7000-07-D-0026	TKC INTEGRATION SERVICES	Furniture	\$ 5,000,000	26-Sep-08	28-Sep-12
FA7014-06-D-0016-5Q03	MAGNUM MEDICAL	Chiropractor & Med Tech	\$ 888,474	30-Sep-07	29-Sep-12
FA7000-08-D-0018	PATRIOT INDUSTRIES	Mess Shorts & Jerseys	\$ 146,959	22-Feb-08	30-Sep-12
FA7000-08-C-0032	Open Weed Control	Noxious Weed Control	\$ 178,128	1-Oct-08	30-Sep-12
FA7000-09-C-0001	HOLOGIC	SW Service Agreement	\$ 228,384	1-Oct-08	30-Sep-12
FA7000-08-D-0001	ALPINE DESIGN INTERIORS	Carpet Installation	\$ 509,109	1-Nov-07	30-Sep-12
FA7000-08-C-0024	THYSSEN-KRUPP	Elevator Maintenance	\$ 1,369,328	5-Feb-08	30-Sep-12
FA7000-08-F-0004	GOODWILL SERVICES	Base Laundry	\$ 3,325,579	1-Oct-07	30-Sep-12
FA7000-08-C-0011	ROHMANN JOINT VENTURE	Communications Support SVC	\$ 5,326,222	1-Dec-07	30-Sep-12
FA7000-08-C-0030	A. J. SERVICES	Base-Wide Grounds Maint Services	\$ 10,917,178	1-Jul-08	30-Sep-12
FA7000-07-D-0027	SIEMENS BUILDING TECHNOLOGIES	Energy Mgt & Control Systems	\$ 11,500,000	23-Sep-07	30-Sep-12
FA7000-08-D-0025	DIGITAL CONSULTING SERVICES	R&D	\$ 20,000,000	28-Sep-08	30-Sep-12
FA7000-08-D-0024	BRAD ADAMS WALKER ARCH	A&E	\$ 5,000,000	10-Oct-08	18-Nov-12
FA7000-08-C-0006	DENMAR SERVICES	Visual Information Service	\$ 2,980,166	1-Dec-07	30-Nov-12
FA7000-06-F-0033	TRAVELING NURSES OF CO SPRINGS	Pediatric RN for PAFB	\$ 379,834	8-Apr-09	7-Apr-13
FA7014-06-D-0004-5Q04	RLM SERVICES	Acute Care Clinic Services	\$ 6,344,053	1-May-08	30-Apr-13
FA7000-09-D-0017	CAZADOR APPAREL	Healthcare Equipment	\$ 10,000,000	27-Apr-09	13-Jun-13
FA7000-09-C-0037	Corprate Allocation Services	CEMM	\$ 383,797	28-Aug-09	27-Aug-13
FA7014-06-D-0016-5Q06	MAGNUM MEDICAL	Physician	\$ 3,893,565	1-Sep-08	31-Aug-13
FA7014-06-D-0004-5Q05	RLM SERVICES	Healthcare Services	\$ 8,574,310	30-Sep-08	29-Sep-13
FA7000-09-D-0016	SPECTOR TEXTILE PRODUCTS	Laundry Bags	\$ 123,800	18-Feb-09	30-Sep-13
FA7000-09-C-0028	AMO SALES AND SERVICE, INC.	Service Warranty	\$ 170,000	26-May-09	30-Sep-13
FA7000-09-D-0019	CARIBBEAN OUTERWEAR	Fleece Blanket	\$ 379,175	25-Feb-09	30-Sep-13
FA7000-09-D-0006	ATLAS WINDOW CLEANING	Window Washing Services	\$ 400,000	7-Apr-09	30-Sep-13
FA7000-09-D-0015	JOBFILES CORPORATION	Swimsuits	\$ 415,223	13-Feb-09	30-Sep-13
FA7000-08-C-0019	TBF SERVICES	Food Service Equipment	\$ 561,885	28-Jan-08	30-Sep-13
FA7000-09-P-0036	SCC POOT & SPA	Swimming Pool/Fountain Maint	\$ 579,173	1-Nov-08	30-Sep-13
FA7000-09-D-0001	GDM	Grease Trap Cleaning	\$ 669,385	1-Oct-08	30-Sep-13
FA7000-08-C-0034	AMR	Ambulance Service	\$ 823,671	1-Jun-08	30-Sep-13
FA7000-09-C-0007	SANTA FE PROTECTIVE SERVICES	ID Checker, PRC & Greeters	\$ 1,568,649	1-Oct-08	30-Sep-13
FA7000-08-C-0044	CONCENTRIC METHODS	Medical IT Support	\$ 6,923,651	1-Oct-09	30-Sep-13
FA7000-09-D-0013	CAZADOR APPAREL	Furniture	\$ 10,000,000	4-Feb-09	30-Sep-13
FA7000-09-D-0014	CAZADOR APPAREL	Furniture	\$ 10,000,000	10-Feb-09	30-Sep-13
FA7000-08-D-0002	MAJOR CONTRACTING SERVICES	Portable Toilets	\$ 358,888	11-Oct-07	18-Dec-13
FA7000-09-D-0012	HB&A	A&E	\$ 5,000,000	5-Feb-09	4-Feb-14

FA7000-09-D-0005	PLANT ENGINEERING CONSULTANTS	A&E	\$ 5,000,000	21-Apr-09	20-Apr-14
FA7000-09-C-0019	CROTHERS FRESHWATER TROUT	Hatchery Fish	\$ 228,705	22-May-09	21-May-14
FA7000-09-D-0009	FECHHEIMER BROTHERS	Parade Jackets	\$ 2,918,355	25-Jun-09	31-May-14
FA7000-09-D-0020	DWG & ASSOCIATES	SABER	\$ 40,000,000	1-Aug-09	31-Jul-14
FA7000-07-C-0035	CH2MHill	Civil Engineering Services	\$ 165,257,130	1-Aug-07	31-Aug-14
FA7000-09-C-0047	ANGEL STAFFING	Medical Admin Clerks	\$ 1,374,850	30-Sep-09	29-Sep-14
FA7014-06-D-0003-0004	THE HEALING STAFF	Dental Assistant & Hygienist	\$ 2,510,908	21-Nov-06	20-Nov-15
FA7000-09-C-0006	SPECTRUM SURGICAL INSTRUMENT	Surgical Instrument Repair	\$ 1,370,000	1-Oct-09	30-Sep-16