

## Steps to Starting and Finding

### Federal Government Contracting Opportunities

- Get a Dun and Bradstreet number at [www.dandb.com](http://www.dandb.com) (Free)
- Get a federal tax identification number at [www.irs.gov](http://www.irs.gov)
- Get a Florida county business license
- Get a business checking account
- Get a North American Industry Classification System (NAICS) code for your product or service at [www.census.gov](http://www.census.gov)
- Register at [www.sam.gov](http://www.sam.gov)
- View federal agency requirements every day at [www.fbo.gov](http://www.fbo.gov) for products/services opportunities
- Download the solicitation-Award is based on lowest price or Best Value (Technical Approach, Past Performance, Price)
- Contact your local PTAC at [www.fptac.org](http://www.fptac.org) for guidance
- Become familiar with Federal Acquisition Regulations (FAR) for Commercial Items (Product/Services) between \$1 and \$6.5 million at [www.acquisition.gov/far](http://www.acquisition.gov/far)
- Prepare your proposal (Technical Approach and Price)
- If subcontractor quotes are required get the quote in writing, subject to award by the federal government
- Get financing to support the service/product requirement
- Submit your quote electronically to the federal agency by the time and date identified in the solicitation
- Request to be paid by credit card or the federal government will pay you electronically within 30 calendar days of delivery, subject to submission of a proper invoice
- Submit the total price for the product or service to be provided (The total price quote needs to include the costs to you for material, your labor, overhead, subcontractor labor if applicable, profit, insurance, shipping, packaging, bar coding, and credit card fees if applicable, the majority of the federal government requirements are FOB Destination)
- If awarded the contract, deliver in accordance with the terms and conditions of the contract
- If you lose, request a debrief within 3 calendar days of notice of award by the federal agency
- Try again, Go for the next opportunity!

Contact your Procurement Technical Assistance Center (PTAC) specialist at [www.fptac.org](http://www.fptac.org) for assistance on contracting with the Federal, State, and Local governments. Up-dated 3-2018