**CONTRACT TYPES**
FAR Part 16

- **FIXED-PRICE**: sealed bidding or negotiated
- **COST-REIMBURSEMENT**: negotiated only
- Various types range from **FIRM-FIXED-PRICE** with contractor bearing most responsibility/risk for costs & profit to **COST-PLUS-FIXED-FEE** with contractor bearing less responsibility/risk for costs & profit (i.e., fee) is fixed
- See FAR Part 2 for language and definitions

**SMALL BUSINESS SUBCONTRACTING**

- A Small Business Subcontracting Plan is required:
  - From large businesses, when work is performed in U.S., not personal services
  - Contracts or mods >$650,000 ($1.5M for construction), if subcontracting possibilities
  - Must be approved before award
  - Includes small business goals and designated Small Business Liaison Officer (SBLO)

**SUBCONTRACTING OPPORTUNITIES**

- FBO “Interested Vendors” list & award announcements
- DefenseLINK >$5.5M award notices - [www.defenselink.mil/contracts](http://www.defenselink.mil/contracts)

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**FEDERAL BUSINESS OPPORTUNITIES (FBO)**

FAR Part 5  [www.fbo.gov](http://www.fbo.gov)

- Most DoD & Federal contracting requirements and awards >$25,000 are posted to FBO.
- FBO allows you to search by dates and/or type of notice, solicitation or award number, place of performance zip code, set-aside type, NAICS/FSC/PSC, Key words, selected agencies.
- Register for Vendor Notification Service by specific solicitation number, same selections as above, **All notices (caution)**

**FEDERAL PROCUREMENT DATA SYSTEM (FPDS)**

FAR Part 4  [www.fpds.gov](http://www.fpds.gov)

- FPDS-NG is one of the systems supplying procurement data to [USAspending.gov](http://www.usaspending.gov). See FAR 4.606 for a list information and all contract actions to be reported.
- FPDS is an automated system used to collect and report on federal procurement spending:
  - Data is submitted via a contract writing system (CWS) or directly into FPDS using direct web input
  - Standard and ad hoc reports are available to be run by individuals
- The single authoritative repository for federal procurement award data

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**Be Familiar with Regulations**

- Integrated Acquisition Environment (IAE)
- Federal Acquisition Regulations (FAR)
- Defense Acquisition Regulation Supplement (DFARS) [www.acq.osd.mil/dpap](http://www.acq.osd.mil/dpap)
- SBA Small Business Training Network [www.sba.gov/services/training](http://www.sba.gov/services/training)

**COMPETITION TYPES**

FAR PART 6

- **Full and Open Competition**: All responsible sources may compete.
- **Full & Open Competition After Exclusions**: Alternative sources, 8(a), HUBZone/SD-VOSB, small business set-asides
- **Other than Full & Open Competition**: Sole source, Urgency, Industrial mobilization, International agreement, Statutory (includes 8(a), HUBZone, SD-VOSB), National security

**FEDERAL PROCUREMENT DATA SYSTEM (FPDS)**

FAR Part 4  [WWW.FPDS.GOV](http://WWW.FPDS.GOV)

- FPDS-NG is one of the systems supplying procurement data to [USAspending.gov](http://www.usaspending.gov).
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**CONTRACT METHODS**

**NOTE:** Dollar thresholds change for contingency & Commercial

<table>
<thead>
<tr>
<th>THRESHOLD</th>
<th>TYPE</th>
<th>ACTION</th>
</tr>
</thead>
</table>
| <$3,000  
($2,000 Davis Bacon;  
$2,500 Service Contract Act) | Micro-Purchase | Not advertised |
| >$3,000 ≤ $25,000  
($2,000 Davis Bacon;  
$2,500 Service Contract Act) | SAP | Oral or Request for Quotation (RFQ) |
| >$25,000 ≤ $150,000 | SAP | Advertised in FBO |
| >$150,000 | Formal / Large Contract | Advertised in FBO Invitations or Request for Proposal (RFP) |

SAP - Simplified Acquisition Procedures
**Basic Small Business Programs**

**FAR Parts 19 & 26**

**Small Business (SB)** – Located in U.S, organized for profit, including affiliates is independently owned & operated, not dominant in field of operations in which it is bidding on Government contracts, AND meets Small Business Administration (SBA) size standards included in solicitation. Size standard is based upon the North American Industrial Classification Standard (NAICS) assigned to the specific procurement dependent upon product/service purchased.

**Woman-Owned Small Business (WOSB)** – Small Business, at least 51% owned by ≥ 1 women, AND management & daily business operations controlled by ≥ 1 woman. Small Disadvantaged Business (SDB) – Small Business, unconditionally owned & controlled by ≥ 1 socially & economically disadvantaged individuals who are of good character & citizens of the U.S. AND SBA-certified.

**Small Disadvantaged Business 8(A) Certified [8(A)]** – Small Business, self-certified as a SDB, AND SBA-certified OR self-certified into the 8(a) Business Development Program for a period of 9 years.

**Historically Underutilized Business Zone (HUBZONE)** – Small Business, owned & controlled ≥ 51% by U.S. citizens, SBA-certified as a HUBZone concern (principal office located in a designated HUBZone & ≥ 35% of employees live in a HUBZone).

**Veteran-Owned Small Business (VOSB)** – Small Business, veteran-owned as defined in 38 USC 101(2), ≥ 51% owned by ≥ 1 veterans, & management/daily operations controlled by ≥ 1 veterans.

**Service-Disabled Veteran Owned Small Business (SD-VOSB)** – Small Business, veteran-owned, ≥ 51% owned by ≥ 1 service-disabled veterans, AND management & daily business operations controlled by ≥ 1 service disabled veterans OR in the case of veteran with permanent & severe disability, the spouse or permanent caregiver of such veteran, AND with 0% - 100% service-connected disability as defined in 38 USC 101(16) & documented on DD 214 or equivalent.

**Small Business Certifications**

<table>
<thead>
<tr>
<th>Type</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Business</td>
<td>Self-certify</td>
</tr>
<tr>
<td></td>
<td>Set-aside authority</td>
</tr>
<tr>
<td>Woman-Owned Small Business</td>
<td>Self-certify (may change)</td>
</tr>
<tr>
<td>Small Disadvantaged Business [includes 8(a)]</td>
<td>Self-certify OR SBA certify 8(a) set-aside &amp; limited sole source authority</td>
</tr>
<tr>
<td>HUBZone</td>
<td>SBA certify</td>
</tr>
<tr>
<td></td>
<td>Set-aside &amp; limited sole source authority; 10% price evaluation preference may apply</td>
</tr>
<tr>
<td>Service-disabled Veteran Owned SB</td>
<td>Self-certify</td>
</tr>
<tr>
<td></td>
<td>Set-aside &amp; limited sole source authority</td>
</tr>
<tr>
<td>Veteran Owned SB</td>
<td>Self-certify</td>
</tr>
</tbody>
</table>

**Process for Actions Over $150,000**

- Acquisition Planning & Market Research
- Solicitation Advertised Electronically
- Solicitation Issued Electronically
- Submit Bids/Proposals Electronically
- Bids/Proposals Evaluated
- Oral Presentations (if required)
- Negotiations (if required)
- Subcontracting Plan Final Approval (Large only, if required)
- Award
- Debriefing (Negotiated acquisitions, if requested)
- Performance & Successful Completion

**Small Business Federal Policy**  

FAR 19.201

“It is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business… concerns. Such concerns must also have the maximum opportunity to participate as subcontractors…”

**Are You Ready?**

Do you know your North American Industry Classifications (NAICS) & the small business size standards for each? Do you know your FSC/PSC Codes? Do you have a DUNS Number? Do you have a Business Plan and Marketing Plan? Are you registered in the System for Award Management (SAM)?