



Procurement Technical Assistance Center

**PTAC**

New Mexico

[www.nmptac.org](http://www.nmptac.org)

# Introduction to Government Contracting

**LEARN CONNECT WIN !**

The New Mexico Procurement Technical Assistance Center (NMPTAC) is funded in part through a cooperative agreement with the Defense Logistics Agency. The NMPTAC is also funded by the State of New Mexico.

# Introductions

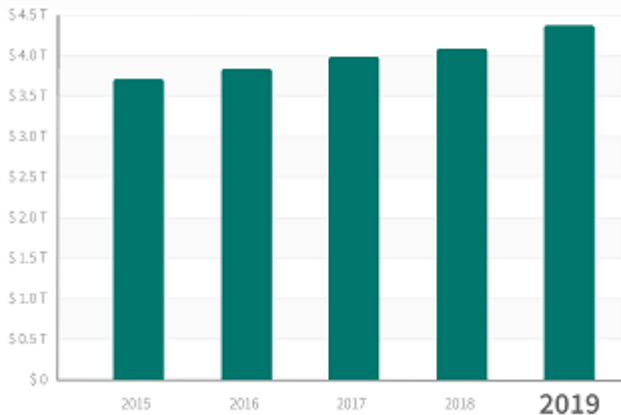
- Does the government purchase my particular product or service?
- How do I get started?
- Will government certifications help?
- What resources are available to help me?

# Outline

- 10 areas to become contract ready
  - 1 - Target Agencies
  - 2 - Products/Services
  - 3 - Marketing Strategy
  - 4 - Contracting Opportunities
  - 5 - Government Marketing
  - 6 - Registrations
  - 7 - Regulations
  - 8 - Pricing
  - 9 - Accounting Systems
  - 10 - Contract Types
- PTAC Assistance

# The Market is Huge

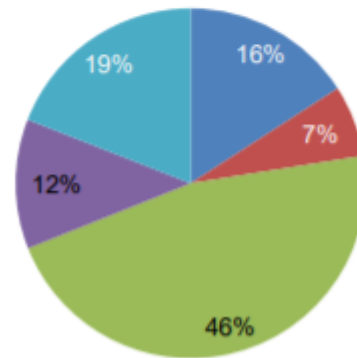
In 2019,  
the federal government  
**spent \$4.4 trillion.**



U.S. 2015 -2019

## State of NM

**FY20 Recurring General  
Fund Appropriation:  
\$6.977 billion**

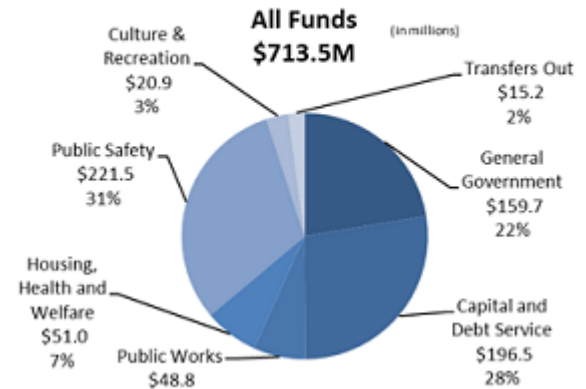


- Medicaid: \$1,110 million
- Public Safety: \$462 million
- Public Schools: \$3,249 million
- Higher Education: \$838 million
- Other: \$1,333 million

Source: LFC Files, GAA

## Bernalillo County – 2019

### TOTAL BUDGET BY FUNCTIONAL AREA–ALL FUNDS



### Appropriations by Goal (\$000's)

GOAL 1: Human & Family Development	\$ 144,411
GOAL 2: Public Safety	\$ 326,905
GOAL 3: Public Infrastructure	\$ 214,666
GOAL 4: Sustainable Community Development	\$ 20,176
GOAL 5: Environmental Protection	\$ 150,504
GOAL 6: Economic Vitality	\$ 16,363
GOAL 7: Community & Cultural Engagement	\$ 18,426
GOAL 8: Governmental Excellence & Effectiveness	\$ 216,292

**Total Appropriations \$ 1,107,743**

<http://www.cabq.gov/budget>

CABQ – 2020

# Initial Considerations

- ▶ Except in rare instances, the (Federal) government only purchases goods and services from businesses meeting three criteria:
  - Have been in operation two or more years
  - Have a strong track record in the commercial sector
  - Have the personnel, resources and financial strength to bid on and perform under government contracts

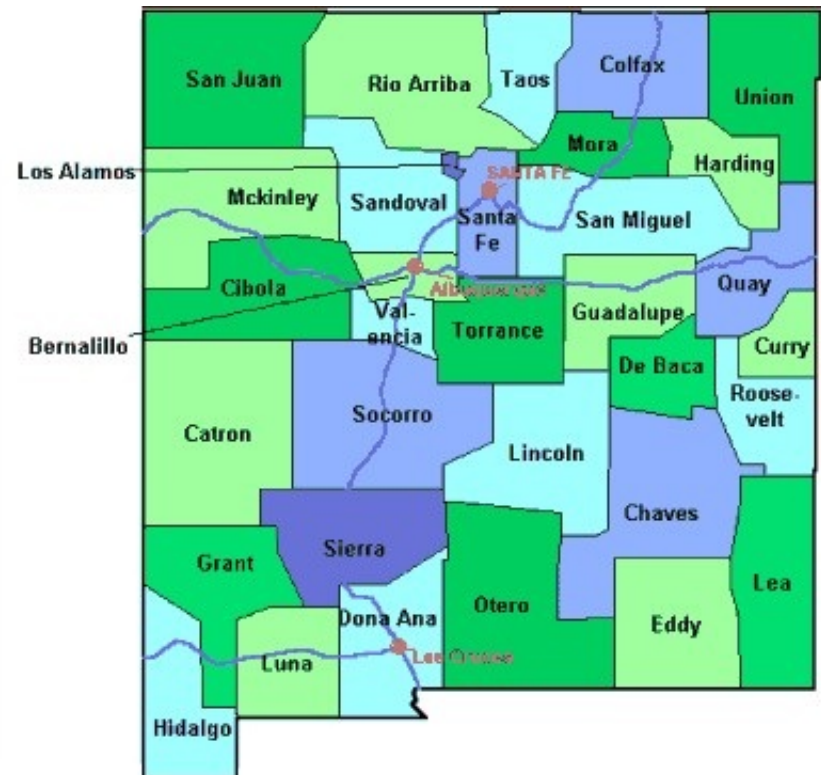
# Procurement Ready

- ▶ Having your business processes and policies in place ready to move forward when you receive a solicitation or a contract.
  - Management Policies
  - Safety Policies
  - Quality Assurance Policies
  - System Security Policies
  - Property Management Policies
  - Estimating Policies
  
- Note: this list is not all inclusive.



# 1 – Target Agencies

- Identify the agencies you are going to target  
Federal? State, County, City?



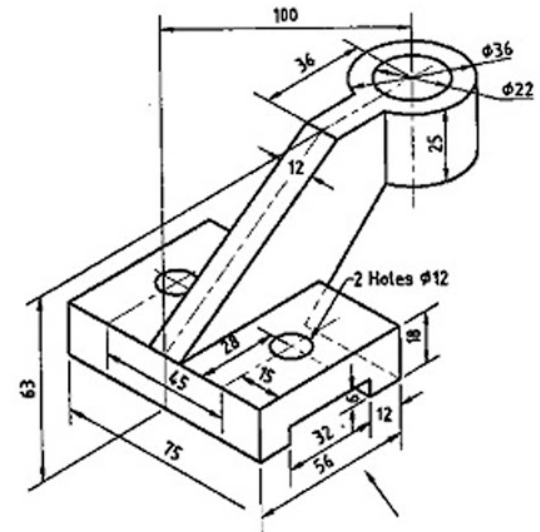
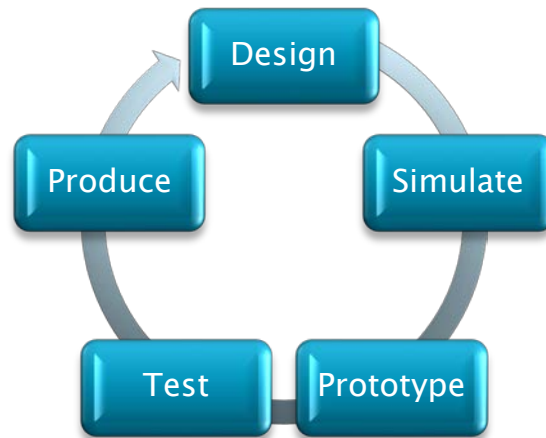
# COVID-Specific

- ▶ Many agencies have special needs to deal with the COVID-19 Pandemic
  - DoD (Army, Navy, Air Force, DLA)
  - HHS (CDC, IHS, NIH)
  - DHS (FEMA)
  - DOE (SNL, LANL)
  - DOC (NIST)
  - DOS (US Embassies)
  - GSA
  - VA
  - State and Local Governments



## 2 – Products or Services

- ▶ Identify the products or services that you are going to provide to the government?
  - Be clear on what you are providing.
  - Be able to explain your products or services.



# Product Identification

- ▶ Federal Codes
  - North American Industry Classification System (NAICS)
  - Product Service Codes (PSC)
  - Federal Supply Codes (FSC)
- ▶ State and Local Codes
  - National Institute of Government Purchasing (NIGP)
  - Unique codes for some organizations
- ▶ General Services Administration (GSA)
  - Special Item Numbers (SIN)

*Know your audience*

# North American Industry Classification System

[Main](#)[History](#)[Development  
Partners](#)[Federal  
Register Notices](#)[NAPCS](#)[FAQs](#)

## NAICS Search:

Enter keyword or 2-6  
digit code

  
2017 NAICS Search

Enter keyword or 2-6  
digit code

  
2012 NAICS Search

Enter keyword or 2-6  
digit code

  
2007 NAICS Search

## 2017 NAICS Definition

T = Canadian, Mexican, and United States industries are comparable.

### Search results for: **5416**

Number of records found: 11

[5416](#) **Management, Scientific, and Technical Consulting Services<sup>T</sup>**

[54161](#) Management Consulting Services<sup>T</sup>

[541611](#) Administrative Management and General Management Consulting Services

[541612](#) Human Resources Consulting Services

[541613](#) Marketing Consulting Services

[541614](#) Process, Physical Distribution, and Logistics Consulting Services

[541618](#) Other Management Consulting Services

<https://www.census.gov/cgi-bin/sssd/naics/naicsrch>

# Product Service Code (PSC) Examples



## Product Service Codes (PSCs)

A - Research and Development  
B - Special Studies and Analyses - Not R&D  
C - Architect and Engineering - Construction  
D - Automatic Data Processing and Telecommunication  
E - Purchase of Structures and Facilities  
F - Natural Resources and Conservation  
G - Social Services  
H - Quality Control, Testing, and Inspection  
J - Maintenance, Repair, and Rebuilding of Equipment  
K - Modification of Equipment  
L - Technical Representative  
M - Operation of Government Owned Facilities  
N - Installation of Equipment

## B - Special Studies and Analyses - Not R&D

PSC	Description
B502	Air Quality Analyses
B503	Archeological-Paleontological Studies
B504	Chemical-Biological Studies
B505	Cost Benefit Analyses
B506	Data Analyses - Other than Scientific
B507	Economic Studies
B509	Endangered Species Studies - Plant/Animal
B510	Environmental Assessments
B513	Feasibility Studies (Non-Construction)
B516	Fisheries and Animal Studies
B517	Geological Studies

<http://support.outreachsystems.com/resources/tables/pscs/>

# Federal Supply Code (FSC) Examples

## Federal Supply Codes (FSCs)

10 - Weapons  
 11 - Nuclear Ordnance  
 12 - Fire Control Equipment  
 13 - Ammunitions and Explosives  
 14 - Guided Missiles  
 15 - Aircraft and Airframe Structural Components  
 16 - Aircraft Components and Accessories  
 17 - Aircraft Launching/Landing/Ground Handling Equip.  
 18 - Space Vehicles (deleted per 10/1/15)  
 19 - Ships, Small Craft, Pontoons, and Floating Docks  
 20 - Ship and Marine Equipment  
 22 - Railway Equipment  
 23 - Ground Vehicles, Motor Vehicles, Trailers, Cycles  
 24 - Tractors  
 25 - Vehicular Equipment Components  
 26 - Tires and Tubes  
 28 - Engines, Turbines, and Components  
 29 - Engine Accessories  
 30 - Mechanical Power Transmission

## 16 - Aircraft Components and Accessories

PSC	Description
1610	Aircraft Propellers and Components
1615	Helicopter Rotor Blades, Drive Mechanisms and Components
1620	Aircraft Landing Gear Components
1630	Aircraft Wheel and Brake Systems
1650	Aircraft Hydraulic, Vacuum and De-icing System Components
1660	Aircraft Air Conditioning, Heating and Pressurizing Equipment
1670	Parachutes, Aerial Pickup, Delivery, Recovery Systems and Cargo Tie Down Equipment
1675	Space Vehicle Component
1677	Space Vehicle Remote Control Systems
1680	Miscellaneous Aircraft Accessories Components

Codes in **green** have been added as of 10/01/15

<http://support.outreachsystems.com/resources/tables/pscs/>



# Special Item Number (SIN) Code Examples

## Old SIN Structure

603 10

Microscopes: Metallographic, Multipurpose  
specimen surface to observe the chemical

of multiple  
and micro  
photogra  
applicati  
conventio  
microscop  
research  
photogra  
beams in  
Features  
large sam  
cells, pla  
603 13  
Borescop  
Borescop  
areas wit  
maneuve  
lever att

## New MAS SIN Structure

### Scientific Management and Solutions - Laboratory Equipment

#### Category

#### Description

333314

Microscopes - Includes microscopes and borescopes.

333415

Laboratory Refrigerators And Freezers - Includes reach-in and  
banking, chromatography, mortuary, and other special-use  
display case refrigerators and freezers.

334513

Water, Air, Soil and Seismic Measuring - Includes water current

334515

Diagnostic, Measuring and Testing Equipment - Includes diagnostic  
such as microscopes, borescopes, etc.

334516

Analytical Instruments - Includes analytical equipment for laboratory

334519ENV

Environmental Measuring Instruments - Includes a variety of  
water quality meters, water analyzers, radioactivity detectors

339113LAB

Laboratory Equipment and Products - Includes both general  
laboratory samples and solutions. Products include reusable

532490L

Laboratory Maintenance, Repair, Leasing and Warranties - Includes  
such as equipment maintenance, repair and service; calibration

[https://www.gsaelibrary.gsa.gov/ElibMain/scheduleSummary.do?  
scheduleNumber=MAS](https://www.gsaelibrary.gsa.gov/ElibMain/scheduleSummary.do?scheduleNumber=MAS)

# National Institute of Government Purchasing (NIGP) Code Examples

<b>NIGP Description Word Search</b>		<input type="text" value="microscope"/>	<input type="button" value="Search"/>
<b>NIGP Commodity Code Search</b>		<input type="text"/>	<input type="button" value="Search"/>

NIGP Code	Description
285-46-26	LAMPS, MINIATURE, INSTRUMENT (MICROSCOPE ILLUMINATOR)
285-51-00	Lamps: Scientific Instrument: Microscope, Oscilloscope, etc.
285-51-11	LAMPS, MICROSCOPE
490-29-00	Electron Microscopy Equipment: Electron Microscopes, Vacuum Sputtering Sys
490-57-00	Microscope Accessories: Adapters, Condensers, Filters, Illuminators, Lenses, e
490-57-47	LENS, MICROSCOPE
490-57-76	SLIDES, MICROSCOPE, PLAIN
490-57-77	SLIDES, MICROSCOPE, FROSTED
490-58-00	Microscopes, All Types (For Electron See 490-29, and for Operating Room See
490-58-40	MICROSCOPES, ALL TYPES
490-58-55	PARTS AND ACCESSORIES, MICROSCOPE
495-35-25	BOXES, MICROSCOPE EVIDENCE SLIDE

<http://app.ocp.dc.gov/RUI/information/nigplist.asp>



# COVID-Specific

- ▶ Special COVID needs require unique codes.
- ▶ NAICS (PSCs)
  - 339112 – Medical Instruments (PSC 6515)
  - 423450 – Medical Supplies (PSC 6515)
  - 621910 – Ambulance Svcs (PSC V225)
  - 561720 – Janitorial Svcs (PSC S201)
  - 562112 – Hazardous Waste Collection (PSC S222)
  - 561320 – Temporary Help (PSC Q999)
  - 325413 – In-Vitro Diagnostic Substances (PSC 6550)
  - 562988 – Medical Waste Management (PSC W099)
  - 236220 – Institutional Construction (PSC Y1DA)
  - 112990 – Animal Production (PSC 8820)

# 3 – Marketing Strategy

- ▶ You must have a Government Marketing Strategy
  - Consider
    - Prime vs Subcontractor?
    - Teaming with other companies?
    - Start with Local, and work up to Federal?
    - Geographic constraints
  - Do the analysis and research for an effective strategy
    - Beta SAM provides Federal award data
    - State of NM Sunshine Portal
    - City and County procurement websites

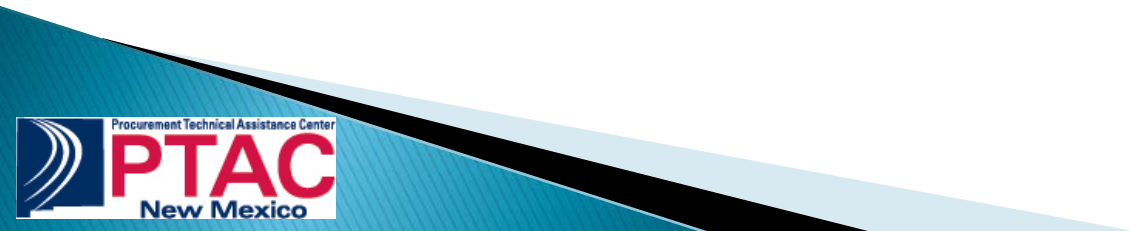
# Marketing Strategy

- ▶ More on your Government Marketing Strategy
  - Locate pre-solicitation information
    - Procurement Forecasts
    - Request for Information (RFI)
    - Sources Sought Notices (SSN)
  - Various solicitation approaches
    - Invitation to Bid (ITB)
    - Request For Proposals (RFP)
    - Request For Quotes (RFQ)
    - Sole source set-asides
  - ...we believe that people still buy from people, so don't wait for an RFP/RFQ to “drop” and then bid “blind” – get involved early in the acquisition cycle – investigate SSNs and RFI's

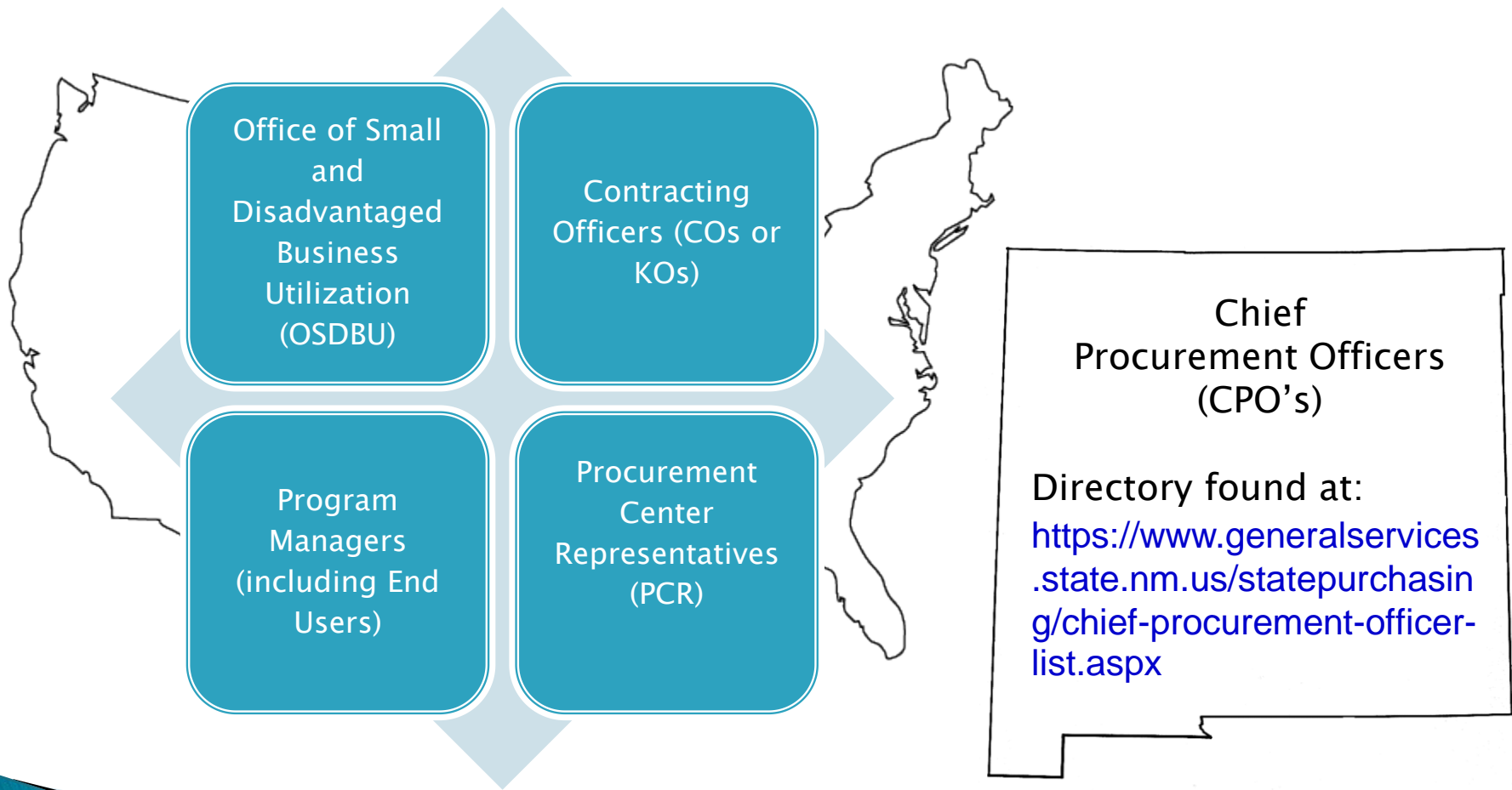
# Marketing Strategy

## ▶ Have the right marketing tools

- Marketing Materials
  - Capabilities Statement
  - Brochures
  - Line Cards
  - Business cards
- Helpful Entities
  - SBA
  - SBDC
  - PTAC
  - SB Liaisons



# Marketing Strategy



# COVID-Specific

- ▶ Update your marketing materials to reflect changes due to COVID
  - Social distancing may require you use a different address, phone number, email, etc.
  - You may be offering new products, temporarily retooling previous product lines, etc.
  - Be sure to add new NAICS/PSCs/NIGPs as appropriate

# 4 – Contracting Opportunities

## ▶ Primary Sources

- Beta.SAM.gov for federal government opportunities
  - (formerly FedBizOps or FBO)
- NM General Services Department
  - State Purchasing Division
- Tribal entity sites
- Municipal and Educational sites
- Specialized sites
- Paid sites (Bid Boards, Bid Network, etc.)
- PTAC's BidMatch service taps all levels

*Register for all that are appropriate*



# Beta SAM (Replaced FBO)

 An official website of the United States government [Here's how you know](#) ▾

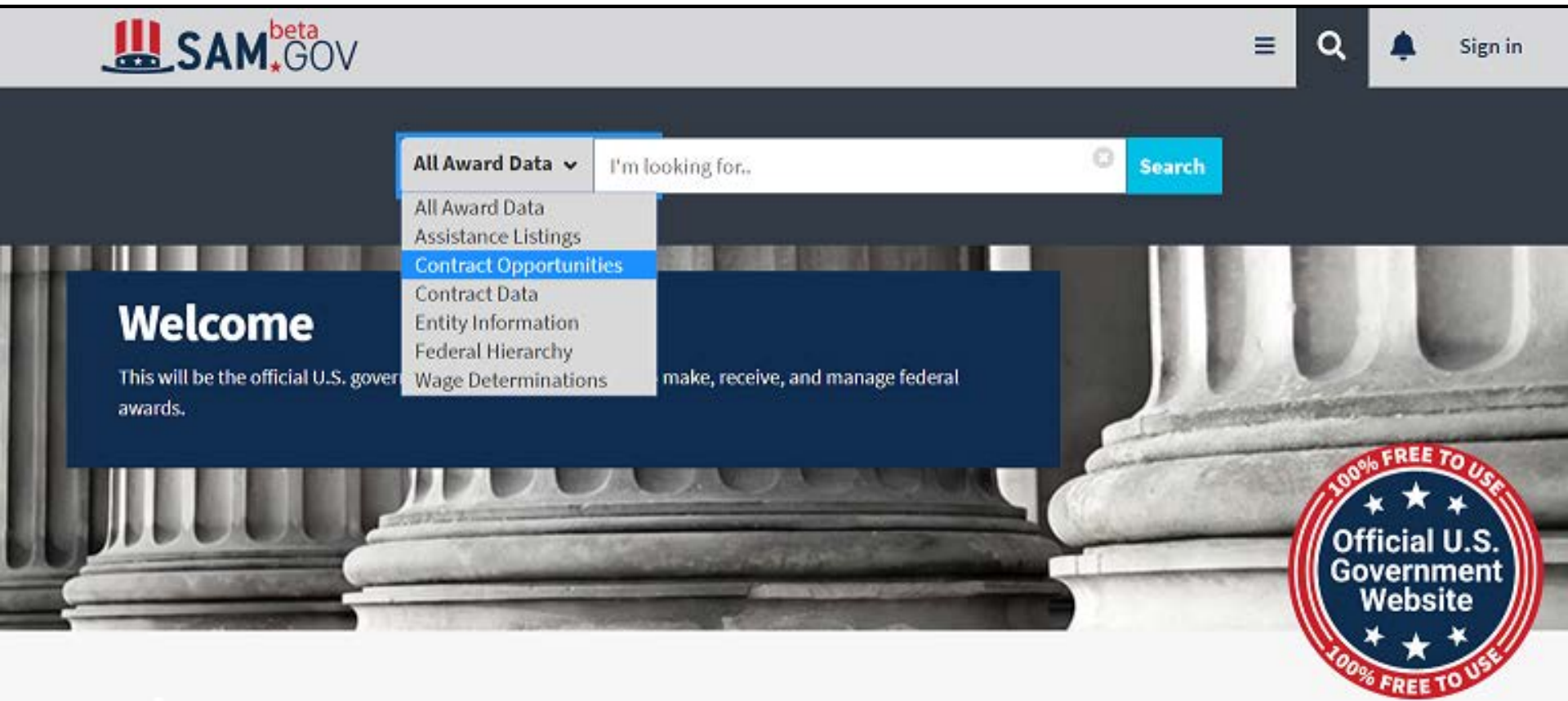


**FBO.gov has been moved to [beta.SAM.gov](#) and is now known as Contract Opportunities.**

[beta.SAM.gov](#) is now the authoritative location for finding contract opportunities.

<https://beta.sam.gov/>

# Beta SAM Main Menu



<https://beta.sam.gov/>

# Beta SAM Contents

## Pre-solicitation

- Requests for Information
- Sources Sought Notices
- Pre-solicitation Notices
- Draft Solicitation Documents
- Sole-Source Justifications

## Solicitations

- Opportunities > \$25,000
  - Requests for Quotes
  - Requests for Proposals

## Awards

- Competitive Awards
- Sole-Source Awards
- Federal Procurement Data coming soon.

*Also contains Dept of Labor Wage Determinations*

# Beta SAM Registration

- ▶ Registration not required, but offers additional services
  - Create and save search agents
  - Add opportunities to a 'followed' list
  - Schedule automatic email alerts
  - View the Interested Vendors List (IVL)
    - (and add your firm to the IVL)

*Features and functions continue to evolve*

# Other Useful Sites

- ▶ More places to indirectly find out about opportunities:
  - Federal Procurement Data System:  
[https://www.fpds.gov/fpdsng\\_cms](https://www.fpds.gov/fpdsng_cms)
    - Migrating in part to Beta.SAM (April 2020)
  - USA Spending Information:  
<http://www.usaspending.gov/>
  - Published Procurement Forecasts
    - Small and Disadvantaged Business Utilizations (SADBU) Offices
    - Federal Agencies, Military Bases, DOE Laboratories, prime contractors
    - State and Local procurement websites

# COVID-Specific

- ▶ Many agencies are soliciting unique goods and services to deal with the Pandemic

**COVID-19, Urgent Need - Zoom Software Licenses for FedRAMP Business Meetings**

**CONSTRUCTION OF 16 UNIT 3-BED FLATS AT KANDA**

**TECHNOLOGY/BUSINESS OPPORTUNITY Novel Emergency Response Ventilator (NERVe) Prototype**

**Q999--MORGUE ATTENDANTS COVID-19**

**National COVID-19 Critical Care Response Team**

**6550--COVID-19 | Emergency Reagent and Control Testing Kits 36C261-20-AP-2833**

**COVID-19 Sanitization**

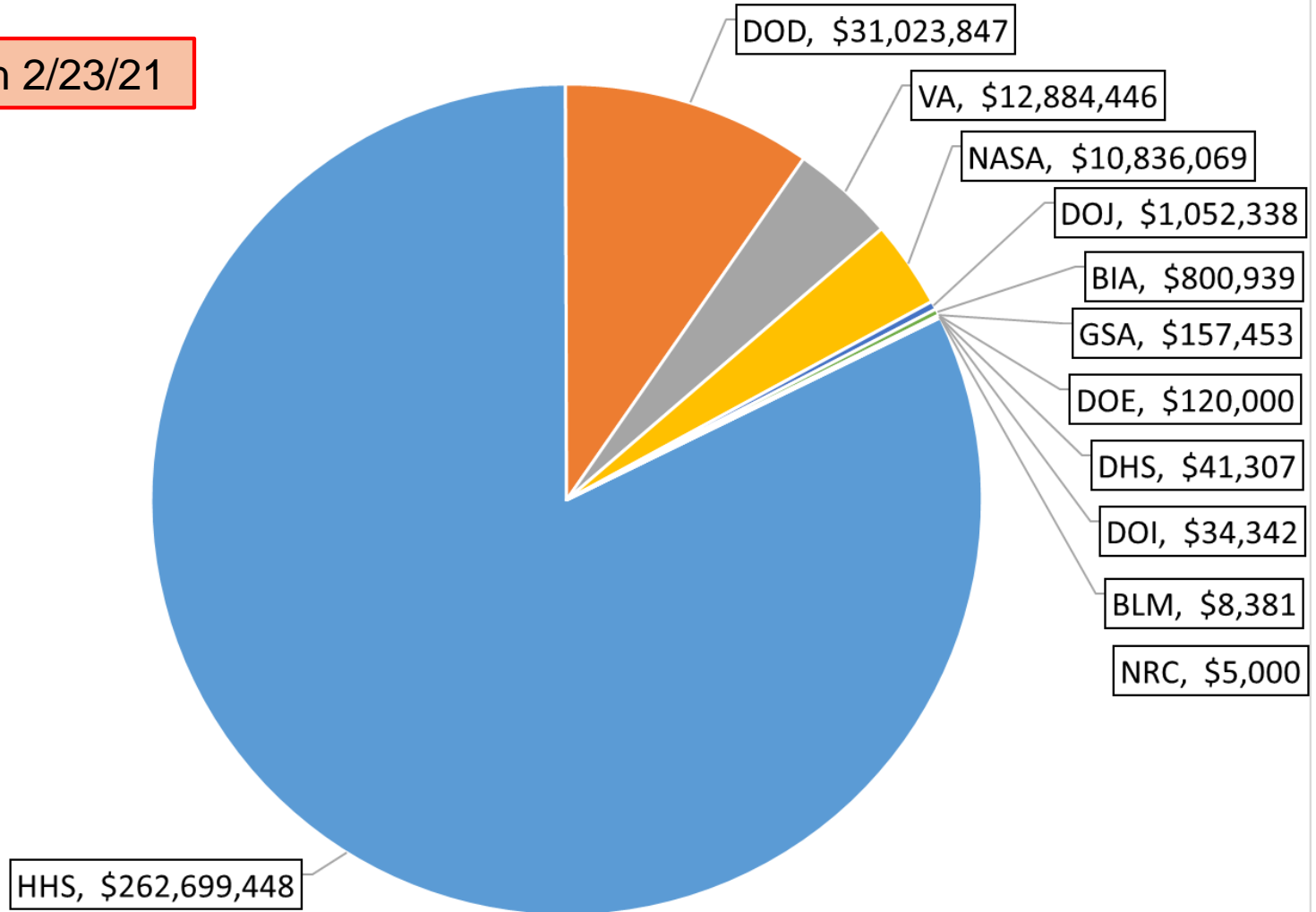
**6515--COVID-19 EMERGENCY Bed Rental**

**Justification for Hand Washing Stations COVID19**

*A few of the unique opportunities*

## COVID-Related Contracting Actions to NM Businesses

Through 2/23/21



Total Obligated Amount  
~\$320M

Source: FPDS NG



# 5 – Government Marketing

## ▶ Basic Requirements

- Capabilities Statement – your government brochure
  - Include qualifications, certifications, licenses, etc.
  - Focus on core competencies or products
  - Don't forget product and service codes (NAICS, NIGPs)
  - Keep it simple and clear
- Business cards
- Past Performance
  - Who, what, where, when
  - Problems solved / value added
- Know who to market – right material for the right person

*Revisit your marketing strategy*

# Marketing Considerations

## ► Things you should know

### Technical Capability

- Do you have all of the industry strengths?
- Do you bring value-added differentiators?
- How does your quality compare to competitors?

### Management

- Do you have a “mature” organization? For instance, do you have industry standard processes and procedures in place?
- Do you have knowledge of agency/office needs? Do your competitors?

### Cost

- Are you a low cost provider? Does the industry appear to be looking for a lower cost provider?
- Is your pricing around the mean/average – yet you offer technical or managerial differentiators?

# COVID-Specific

- ▶ Special requirements and desire for novel solutions changes the landscape
- ▶ Update capabilities statement to reflect retooling or new product lines
- ▶ Past Performance
- ▶ Highlight desired characteristics
  - Responsiveness
  - Reliability
  - Product Quality

Demonstrate Knowledge of CDC Requirements

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

# 6 – Registrations

- ▶ Register in appropriate databases
  - System for Award Management (SAM)
  - SBA Dynamic Small Business Search
  - State General Services Department
  - City and County sites
  - DOE National Laboratories
  - Other specialty sites (Grants, SBIR)

*NMPTAC helps with all registrations!*

# System for Award Management

## ► Capabilities

### Register as a Contractor

- Obtain a DUNS Number
- Register in SAM
- Receive a CAGE code
- Create a Dynamic Small Business Profile at the end of SAM

### Search for Specific Companies

- By DUNS
- By CAGE
- By Name
- Check for exclusions

### Advanced Search for Multiple

- Entity
- Entity Type
- Location
- Socio-Economic Status
- Products and Services

**WARNING!** You are not required to pay to be registered in SAM or for assistance registering in SAM. Contact your PTAC for help:  
[www.nmptac.org](http://www.nmptac.org)

# Dynamic Small Business Search (DSBS)

## ▶ SBA System

- Integrated database of small businesses
  - Pulls most information from SAM
  - Requires some input from contractor
- Used by Government contracting officers
  - Search by keywords or NAICS codes
  - Filter by socio-economic status, location
- Used by contractors to find:
  - Teaming partners, competitors and potential customers

[http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)

# Example DSBS Search Results

<div> <div>SBA</div> <div>SBA Search Results</div> <div> <a href="#">Skip Navigation</a> <a href="#">Accessibility Options</a> <a href="#">Mobile View</a> <a href="#">Print</a> <a href="#">Exit</a> <a href="#">Help</a> </div> <div> <a href="#">DSBS</a> <a href="#">Quick Market Search</a> <a href="#">TM OnLine</a> </div> </div>				
SBA Search Results				
<p>Table Listing, where</p> <p>the profile's status is Active;</p> <p>at least one word of the Capabilities Narrative, Special Equipment/Materials or Keywords is janitorial;</p> <p>and randomized by original start time of search: 2020-03-06 11:35:12 AM.</p> <p>Data validation took 0.00 seconds. The count and search queries took 0.00 seconds and 0.03 seconds, respectively.</p> <p>Displaying profiles 26 - 50 (of 3,523 profiles matching criteria):</p>				
View	Name and Trade Name of Firm	Contact	Address and City, State Zip	Capabilities Narrative
26	<a href="#">Seminole Tribe of Florida, Inc., The Seminole Petroleum</a>	Dawn Houle	<a href="#">6300 Stirling Rd Hollywood, FL 33024-2153</a>	Seminole Tribe of Florida, Inc. is a Native American federally chartered corporation that owns several subsidiaries that manufacture, supply and distribute a variety of products. Core products include Seminole Pride Beef a Hubzone certified business, OWV premium spring water, Seminole Petroleum off
27	<a href="#">STRICKLAND MANAGEMENT LLC</a>	EDWIN B STRICKLAND	<a href="#">818 S King St Apt 1007 Honolulu, HI 96813-3023</a>	Janitorial Services and Facility Management Services and Preventive Maintenance. Removal and install furniture.
28	<a href="#">Swift Office Solutions, Inc.</a>	KATHY Hooper	<a href="#">2429 W 12th St Ste 6 Tempe, AZ 85281-6937</a>	Swift Office Solutions has been Phoenix, Arizona's preferred office supply vendor for over 25 years. Our unique customer service and approach separate us from our competition in the Phoenix metro area. Our customer commitment starts with answering each call with a person, includes a powerful website that is mobile enabled and provides a companywide requisition system (CRS). The CRS System virtually eliminates vague requests into a concise list of items with part numbers.
29	<a href="#">HDD ENTERPRISES</a>	Harold Wash	<a href="#">900 PECAN ST W STE 300 PFLUGERVILLE, TX 78660-2770</a>	
30	<a href="#">Omega Industrial Supply Inc</a>	ADAM BRADY	<a href="#">101 Grobric Ct Fairfield, CA 94534-1673</a>	
31	<a href="#">Modesto Janitorial Supply Center, Inc., ProClean Supply</a>	JOEL SUMMERFIELD	<a href="#">701 Kearney Ave Modesto, CA 95350-5715</a>	
32	<a href="#">A Bold and Beautiful Service</a>	Detrice Brown	<a href="#">1620 N Boston Pl Tulsa, OK 74106-4130</a>	A Janitorial/Custodial,Medical,Warehouse, Parks, New Construction Site,Parking Lot Access,Bracking Floor Protectant,Schools,Television-Production Business with Great Work History Experience and Job Creativity.



# State of NM Registrations

## ▶ Register with State Purchasing Division

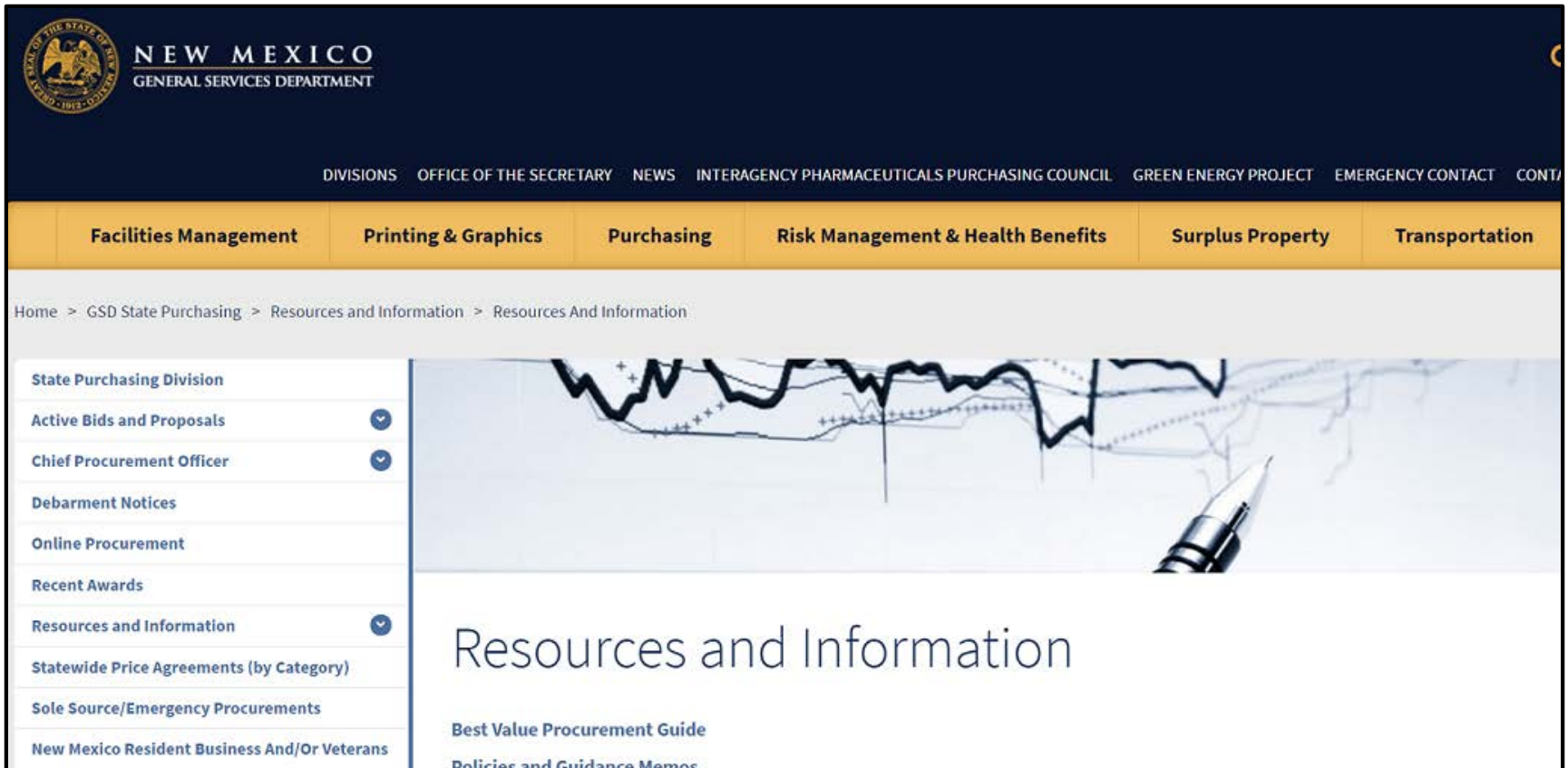
- Receive electronic notifications of opportunities
- View and download all pertinent information
- Receive electronic notifications of solicitation changes
- Allows you to respond electronically
- Requires your Commodity Codes (NIGPs)

## ▶ Obtain Preference Certifications

- In-state business or contractor preference (5%)
- Veteran business or contractor preference (10%)
- Find on Tax & Revenue website

<http://tax.newmexico.gov/>

# General Services Department



The screenshot displays the official website of the New Mexico General Services Department. The header features the state seal and the department's name. A navigation bar includes links to various divisions and councils. Below this, a secondary navigation bar lists key functional areas. The main content area shows a breadcrumb trail and a sidebar with a list of links. The primary heading for the page is 'Resources and Information', accompanied by a graphic of a line chart and a pen. Below the heading, there are links to a 'Best Value Procurement Guide' and 'Policies and Guidance Memos'.

**NEW MEXICO**  
GENERAL SERVICES DEPARTMENT

DIVISIONS OFFICE OF THE SECRETARY NEWS INTERAGENCY PHARMACEUTICALS PURCHASING COUNCIL GREEN ENERGY PROJECT EMERGENCY CONTACT CONT

Facilities Management Printing & Graphics Purchasing Risk Management & Health Benefits Surplus Property Transportation

Home > GSD State Purchasing > Resources and Information > Resources And Information

State Purchasing Division  
Active Bids and Proposals  
Chief Procurement Officer  
Debarment Notices  
Online Procurement  
Recent Awards  
Resources and Information  
Statewide Price Agreements (by Category)  
Sole Source/Emergency Procurements  
New Mexico Resident Business And/Or Veterans

Resources and Information

Best Value Procurement Guide  
Policies and Guidance Memos

# NM General Services Department

## Vendors

[NIGP Commodity Codes](#)  
[Supplier On-line Registration Link](#)  
[Supplier On-line Registration Guidelines](#)  
[Vendor Preference Application](#)  
[New Mexico Substitute W-9](#)  
[Quarterly Gross Sales Report](#)

## Supplier Registration:

[Click here To Register](#)

[Supplier Registration Login](#)


[Bid Online](#)

## Helpful Links

### General Purchasing

[New Mexico Public Procurement Association](#)  
[NASPO-ValuePoint](#)  
[National Institute of Governmental Purchasing](#)  
[National Association of State Procurement Officials](#)

## Active Procurements

		Search	
Type	Due Date	ProcurementID	Agency Name
ITB ▼	<input type="text"/>  ▼	ALL ▼	ALL
ITB	03/06/2020	<a href="#">00-52100-20-06006</a>	52100 - ENERGY MINERALS & DEPT.
ITB	03/10/2020	<a href="#">00-66500-20-77257</a>	66500 - DEPARTMENT OF HEA

# Doing Business with NM

## ▶ How the State buys:

- Chief Procurement Officers (CPOs) ensure
  - “Best value” acquisitions
  - Fair and open competition
  - Transparency in all purchasing
  - Follow the New Mexico Procurement Code
- Statewide Price Agreements
  - Commodities and services
- Emergency/Sole Source Purchases
- State Use Act

# COVID-Specific

- ▶ Ensure you are registered with appropriate agencies – they may be new to you
  - SAM for all Federal Opportunities
    - May need NECO, FedConnect, Grants.gov, etc.
  - DLA specific – DIBBS
  - GSA
  - State and Local
    - NM GSD, Counties and Cities
  - Hospitals and Schools

Reach out to PTAC for registration assistance

# 7 – Regulations

- ▶ Important regulatory requirements
  - Insurance – Various types and amounts
  - Bonding – Required for most construction contracts
  - Licenses/Certification – Current and applicable
  - Security Clearances – Significant with DoD, DOE
  - Health and Safety Plans
  - Environmental Compliance
  - Cyber Security
- Many sources to consider
  - Federal Acquisitions Regulations (FAR) & Supplements
  - State Procurement Code
  - Local Ordinances

# COVID-Specific

- ▶ Many agencies are changing regulatory requirements during the pandemic.
  - Numerous FAR Deviations
    - Progress Payments
    - Stop work orders/payments
    - CARES Act reimbursements
    - Undefined Contract Actions
    - Limitations on Subcontracting
    - Many others
  - Other regulatory requirements
    - Wearing face protection on DoD sites



# COVID-Specific

## ▶ Key acquisition sites

- Federal Government
  - <https://www.acquisition.gov/coronavirus>
- DoD Industrial Policy
  - <https://www.businessdefense.gov/coronavirus/>
- Defense Pricing and Contracting
  - <https://www.acq.osd.mil/dpap/pacc/cc/COVID-19.html>
- FEMA – How to Help Page
  - <https://www.fema.gov/coronavirus/how-to-help>
- CDC
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

# 8 – Pricing

Government contract pricing is about what is “Fair and Reasonable”; this means recovering your costs plus a fair profit.

## ▶ Pricing References

- Commercial vs Government
- General Services Administration (GSA)
  - Nationwide potential, fixed rates
- Other contract vehicles
- Industry reports

*Include pricing strategy in your business plan*

# Pricing – FAR References

- ▶ Part 31 – Contract Cost Principles and Procedures
  - (a) The pricing of contracts, subcontracts, and modifications to contracts and subcontracts whenever cost analysis is performed; and
  - (b) The determination, negotiation, or allowance of costs when required by a contract clause
  - Includes many types of contracts
  
- ▶ Part 12 applies to contracts for “Commercial Items”

# COVID-Specific

- ▶ Fair and reasonable pricing is still required
- ▶ Understand pricing requirements relative to contract type
- ▶ Pay close attention to Wage Determinations
  - Depends on location of work
  - Work from home may be in a different county
- ▶ Taxes
  - NMGRT is still required
  - Payment of NMGRT has not been waived

# 9 – Accounting System

- ▶ Accounting practices and procedures must be in order
  - Generally Accepted Accounting Principles (GAAP)
    - Financial Accounting Standards Board (FASB)
  - Acceptable accounting procedures & practices per the DCAA (Defense Contract Audit Agency)
    - DCAA website has checklists and tools
    - <https://www.dcaa.mil/>

## Systems include

- Invoicing, Receipt, Acceptance and Property Transfer (iRAPT)
- Wide Area Workflow (WAWF) – DoD Invoicing
- Invoice Processing Platform (IPP) – DOI Invoicing
- Many other systems

# Accounting System

- ▶ Your accounting system must be able to:
  - Segregate direct costs from indirect costs
  - Accumulate and segregate direct costs by contract and contract line item
  - Provide General Ledger control
  - Allow for accurate timekeeping
  - Segregate unallowable costs from allowable costs
  - Generate compliant invoices

# COVID-Specific

- ▶ You must be able to segregate costs and labor
  - Establish unique numbers for COVID-related efforts
    - Includes necessary training
    - Retooling and retraining
    - Materials
    - Testing and certification
  - Account for idle time on Government contracts
  - Avoid duplicate payments for work not performed
    - Contract payment vs SBA payment (PPP, EIDL)



# 10 – Contract Types

## ► Types of Contracts

- The way you are paid
  - Firm Fixed Price
  - Time and Materials
  - Cost Plus Fixed Fee / Award Fee / Incentive Fee
- The structure of award
  - Purchase Order (usually for micro purchases)
  - A stand alone contract
  - Indefinite Delivery/Indefinite Quantity (IDIQ)
    - Flexible, task order-driven contract vehicle
  - Basic Ordering Agreement (BOA)
  - Blanket Purchase Agreement (BPA)
  - Government-Wide Acquisition Contract (GWAC)

*What types make sense for your business?*

# COVID-Specific

- ▶ Expect to see new and different types of contracts
  - Other Transactional Authority (OTA)
    - Streamlined acquisition of prototypes/research
  - Letter contracts
  - Emergency and sole-source procurements
  - Very common to see:
    - FAR 8.405-6(a)(1)(A): An urgent and compelling need exists and following the ordering procedures would result in unacceptable delays
    - NMSA 1978, Section 13-1-127: The state purchasing agent, . . . may make or authorize others to make emergency procurements when there exists a threat to public health

# Contract Ready Questions

- Can I afford to wait up to 90 days on payment?
- Am I compliant with regulations?
- Is my safety/quality rating high?
- Do I have the required licensed professionals and supervisors in place?
- Do I have a good performance record in this area?

# PTAC helps you

NMPTAC is funded in part through a cooperative agreement with the Defense Logistics Agency. We are also funded in part by the State of New Mexico.

## ► Offerings

- One-On-One Counseling
- Numerous training opportunities
- Workshops
- Bid Match Program
- Solicitation, proposal, pricing review

*Free of Charge!*

# COVID-Specific

- ▶ PTAC is still operating, but from our homes
  - Using network of experienced counselors
  - Using Zoom and other web services for:
    - Training, registrations, certifications, etc.
  - Attending numerous national and regional webinars
    - GSA, VA, DLA, HHS . . .
    - State of NM – EDD, DOT . . .
  - Planning for year-round events continues
    - Workshops and training events are ongoing
    - Government to Business events - State and Local / Federal
      - Preparation classes the week prior
      - Eventually back to in-person outreach events

# PTAC Services

- ▶ PTAC provides No-Cost Workshops including:
  - Introduction to Government Contracting Basics
  - Federal Certifications Workshop
  - Marketing to the Government
  - Defense Contract Audit Agency Workshop
  - Cyber Security
- ▶ Plus our “Contract Ready” Five Part series

PART I

Understanding  
Solicitations

PART II

Proposal  
Writing

PART III

Labor Law  
Compliance

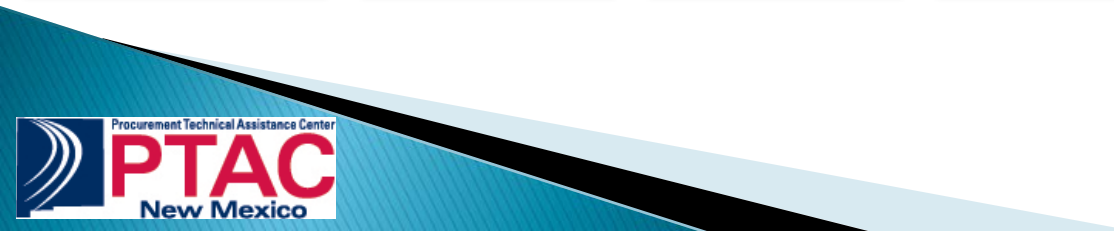
PART IV

Estimating &  
Pricing

PART V

Contract  
Administration

CONTRACT  
READY



# Federal Business Certifications

## Self-Certifications

Small Disadvantaged Business

Service Disabled Veteran Owned  
Small Business / Veteran Owned  
Small Business

Woman-Owned Small Business and  
Economically Disadvantaged Small  
Business

## Externally Certified

8(a) Certification through SBA

VA Verification of Service Disabled  
Veteran Owned Small Business /  
Veteran Owned Small Business

Woman-Owned Small Business and  
Economically Disadvantaged Small  
Business through 3<sup>rd</sup> Party Certifiers

Historically Under-utilized Business  
Zone Certification through SBA



# State of NM Preferences

## Resident Preference

Business Preference – 5%

Contractor Preference – 5%

## Veterans Preference

Business Preference – 10%  
for businesses with < \$3  
million in revenue

Contractor Preference – 10%  
for General Contractors with <  
\$3 million in revenue

# NM PTAC Offices



We have offices in 4 major NM cities

- We serve every county in the state
- We schedule regular “office hours” at SBDC offices around the state including:
  - Gallup
  - Grants
  - Farmington
  - Alamogordo
  - Roswell
  - Carlsbad
  - Los Alamos
  - Espanola
  - Las Vegas
  - Silver City

# Our Services Benefit

## Government Procurement Professionals

- Provide and refer Contract Ready Vendors
- A place for busy CO's to refer vendors in need of help
- Industry Day support

## Large Prime Contractors

- Meet small business sub-contracting plan goals
- Networking opportunities to meet small business team mates

## Small Businesses

- One-on-One Counseling
- Training
- Event Notifications
- Industry Insight
- Certification support

# PTAC Roadmap of Services

**Step 1:** Discuss client goals;  
Explain PTAP services, obtain  
DUNS #; research NAICS

**Step 2:** SAM registration &  
SBA profile; Bid Match

**Step 3:** Federal certification  
eligibility; marketing materials

**Step 4:** Market research;  
review marketing materials

**Step 5:** Start marketing plan;  
next steps . . .

After Steps 1-5  
we counsel  
clients  
throughout the  
contract lifecycle



# Useful Links

- ▶ Procurement Technical Assistance Center (PTAC)  
<http://www.nmptac.org/>
- ▶ Small Business Development Centers (SBDC)  
<http://www.nmsbdc.org/>
- ▶ Women's Economic Self-Sufficiency Team (WESST)  
<https://www.wesst.org/>
- ▶ Service Corps of Retired Executives (SCORE)  
<https://www.score.org/>
- ▶ NM General Services Department  
<https://www.generalservices.state.nm.us/default.aspx>
- ▶ Small Business Administration (SBA)
  - NM District Office
  - 500 Gold Avenue, Room #11301,
  - Albuquerque, NM 87102
  - Voice (505) 248-8225 Fax (505) 248-8246

# Thank you for joining us today

For More Information Contact:

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**[www.nmptac.org](http://www.nmptac.org)**