

20 Basic Steps Necessary to Pursue a Federal Contract

1. Apply to the IRS for an Employer Identification Number (EIN).
2. Obtain a DUNS number from D&B.
3. Determine your NAICS codes.
4. Determine your NIGP codes.
5. Determine your FSC/PSC codes.
6. Determine if you meet small business size standards.
7. Determine if you meet standards in for various small business categories.
8. Apply for certification or verification for appropriate small business types.
9. Register in the System for Award Management (SAM).
10. Create a Capabilities Statement.
11. Determine “key words” used by the Government that describe your products/services.
12. Register in SBA’s Dynamic Search database (DSBS).
13. Research contract awards in Federal Procurement Data System (FPDS).
14. Search SubNet (SBA’s Subcontracting Directory) for subcontracting opportunities.
15. Register for solicitation alerts from FedBizOpps (FBO).
16. Familiarize yourself with FAR (and agency FAR supplement) clauses.
17. Respond to Sources Sought.
18. Prepare and submit responses to IFBs/RFPs.
19. Register in DLA’s Internet Bid Board System (DIBBS) to search for RFQs.
20. Request debriefings on all offers submitted, whether successful or unsuccessful.



