



How to do business with the U.S. Air Force

Is your product or service something the Air Force buys?

Information about selling to the Air Force is found at www.selltoairforce.org

- ✓ A consolidated calendar of outreach events allows small business owners to make effective marketing decisions when targeting small business specialists and opportunities.
- ✓ The frequently asked questions section provides vital answers to improve suppliers' ability to understand the federal contracting process and describes supplies and services typically bought by an Air Force base for day-to-day operations.
- ✓ The locator section provides the name and contact information for the Air Force Small Business Specialist for every Air Force activity with a contracting function.



Find out how your commodity is typically purchased. Is it done locally, or in large quantities for distribution throughout the Air Force?

- ✓ If purchased locally, marketing to the Air Force Small Business Specialist and local contracting offices is necessary. When marketing to the Small Business Specialist, first call and make an appointment to meet with them.
- ✓ If purchased for the entire Air Force, you need to find any and all solicitations for that product or service by going to www.fedbizopps.gov. This Web site is the single posting site for all federal procurements over \$25,000.
- ✓ In the case of both local and Air Force-wide purchases, it is your responsibility to demonstrate to potential buyers that you are a capable supplier. It is likely you will be competing with other vendors.

Demonstrate your capabilities if you have the opportunity. Provide prospective Air Force clients:

- ✓ A capability package (ask your Small Business Specialist what to include, e.g., brochures, pamphlets, or other materials)
- ✓ A product demonstration or presentation if requested

Keep information fresh.

- ✓ Keep your Small Business Specialist informed about changes in your business.
- ✓ Follow up. Ask your Small Business Specialist about new or projected requirements.



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You must be registered. The Small Business Administration or a Small Business Specialist can help you through this process.

- ✓ Central Contractor Registration (CCR) is mandatory. To register, visit www.ccr.gov or call 1-888-227-2423.
- ✓ Contractor And Government Entity (CAGE) codes are necessary for all businesses. Your CAGE Code will be given when you register with CCR at 1-888-352-9333 or at www.dlis.dla.mil/cageserv.asp.
- ✓ Dun & Bradstreet (D&B) numbers are required. Get your D&B number at www.dnb.com or 1-800-333-0505.
- ✓ The government identifies your product or service with a 6-digit code called the North American Industry Classification System (NAICS). Information is available at www.census.gov/epcd/www/naics.html.

The Small Business Administration (SBA) is a great resource to help you with the intricacies of government contracting. Your local SBA office can be found in the phone book, or at www.sba.gov.



Helpful Web Sites

Air Force Office of Small Business Programs
www.selltoairforce.org

Air Force Contracting
www.safaq.hq.af.mil/contracting/public

Size Standards
www.sba.gov/size

Federal Acquisition Regulations
<http://farsite.hill.af.mil/vffar1.htm>

Small Business Development Centers
www.asbdc-us.org

Procurement Technical Assistance Centers
www.dla.mil/db/procurem.htm

DoD Office of Small Business Programs
www.acq.osd.mil/sadbu

General Services Administration
www.gsa.gov

Federal Business Opportunities
www.fedbizopps.gov

U.S. Department of Defense Business Opportunities
www.dodbusopps.com

Defense Procurement Page
www.acq.osd.mil/dp