WELCOME TO OUR TRAINING



"NGB 101:
How To Do
Business
with the
National Guard
Bureau"

Presented by NGB Office of Small Business Programs

Agenda

- Who We Are
- What We Buy
- Acquisition Process Overview
 - -Market Research and the Rule of Two
 - -NAICS
 - -Non-Manufacturer Rule
- How to make a small business setaside decision

Who We Are...



- ◆The <u>National Guard</u> is a non-federal organization reporting to the Governor through the Adjutant General.
- ◆ The National Guard <u>Bureau</u> (NGB) is:
 - not the National Guard...but we are closely related
 - a federal activity within the Department of Defense (DoD)
 - Established to be a liaison between the DoD and the individual State Militia

Units...the National Guard

Contracting Differences

National Guard of the 50 States Territories & D.C

- Federal/State Missions
- State Rules Apply to State Missions
- Federal Socio-economic Rules DO NOT apply

National Guard Bureau

- Federal
- Uses FAR and Supplements
- Federal Socio-economic Rules apply

The National Guard Bureau's mission is to ensure ready and reliable reserve components in support of the active Army and the active Air Force. To accomplish this mission we spend federal dollars through contracts.

- NGB observes all Federal, DoD and Army contracting statutes, policies and regulations
 - Competition in Contracting Act
 - Small Business Act Requirements
- NGB Utilizes the Federal Acquisition Regulation and supplements
 - Defense FAR Supplement
 - Army FAR Supplement

NGB has 145 federal contracting offices located throughout our State's, the District of Columbia, and the Territories of Guam, Puerto Rico and the Virgin Islands.

- 54 United States Property and Fiscal Officer Contracting Offices
- 91 Air National Guard Base Contracting Offices
- NGB National Capital Region Support Office
 - Army Guard Readiness Center, Arlington, VA
 - Air National Guard Readiness Center, Joint Base Andrews
- Federal contracting dollars flow into both large and small communities.
- NGB is not only meeting goals, but helping to build the defense industrial base.

Air National Guard Contracting

ANG Supports:

- 91 Wings
- 54 States, Territories, and the District
- 579 Support Units
- 105,700 Personnel
- 1,160 Aircraft



NGB IS:

- Post
- Camp
- Base
- Contracting Activity

We Purchase:

- Supplies and Services Subsistence
- Professional Support Services
- A&E and Construction
- Consulting Services and Studies
- Professional Medical Services
- Environmental Restoration
- ·IT
 - Army (CHESS)
 - Air Force (AFWAY/NetCents)

From 1 October 2008 to 30 September 2019 the National Guard has awarded:

\$28,196,475,116.35 **Total Small Business Eligible Dollars**

\$18,734,704,857.37

Small Business Dollars

\$7,752,923,840.74 Small Disadvantaged Business Dollars

\$2,945,874,297.74

\$3,881,954,729.65

\$1,915,340,730.94

Service Disabled Veteran Owned Small

-Tremendous opportunities and support for SDBs, WOSBs, SDVOSBs, and

Business Dollars

-Over 426K SB eligible actions

-Over \$19B in SB contract awards

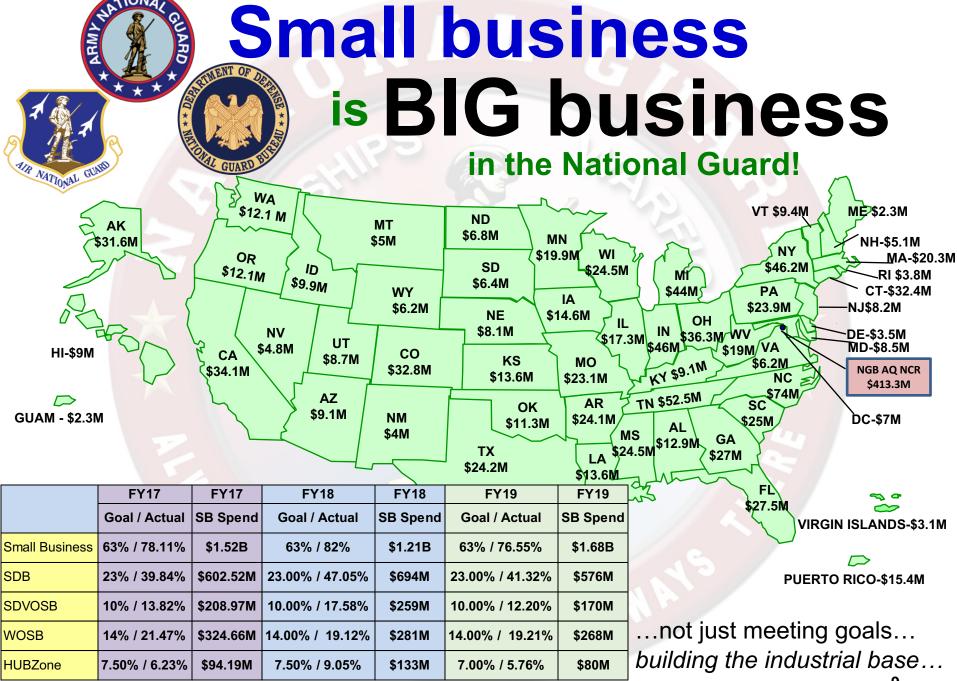
Dollars

HUBZones

Women Owned Small Business Dollars

-Exceed SB and Socio-economic goals on frequent basis

Certified HUBZone Small Business



Overview of the National Guard Contracting Enterprise

- The Contracting function is decentralized
 - NGB Operational Contracting, National Capital Region (NCR)
 - USPFO Contracting in each State, Territory, D.C.
- Significant reforms are being implemented in the National Guard's Contracting Processes:
 - Efforts to increase competition & awards to small business
 - Implementation of a program management discipline
 - Greater senior-level involvement in overseeing proper acquisition processes
 - Greater emphasis on transparency, compliance, and contract oversight
- NGB Operational Contracting Division (NGB-AQ) in the NCR:
 - One of 145 Contracting offices in the National Guard Contracting Enterprise
 - Customers/Stakeholders:
 - Army National Guard (ARNG) HQ requirements
 - Air National Guard (ANG) HQ requirements
 - NGB Joint Staff and NGB Senior leadership
- NGB-AQ Awards approximately a 1/2 of all contract dollars for the NGB
 - Army Guard, Air Guard, Joint Staff operations, support services, commodities/supply

How Does a Purchase Request Become a Contract

- Like a "Bill" becoming a "Law", it takes many steps
- Customer
 - Indentifies a requirement...
 - Conducts market research
 - Initiates Acquisition Plan or Strategy
 - Prepares Performance Work Statement, Specification, etc.
 - Sends the acquisition package with funding to the NGB Contracting Offices
 - Contracting Officer (KO) follows the "Required Sources" from Federal Acquisition Regulation Part 8

Required Sources – Descending Order of Priority

Services

- AbilityOne
- Mandatory Federal
 Supply Schedules
- Optional Federal Supply
 Schedules
- Federal Prison Industries
- COMMERCIAL SOURCES

Supplies

- Agency Inventories
- Excess from other agencies
- Federal Prison Industries
- AbilityOne
- Wholesale sources
- Army CHESS for IT supply
- Optional Federal Supply Schedules
- COMMERCIAL SOURCES

If COMMERCIAL SOURCES.....

- The Contracting Officer conducts market research to identify potential contractors
 - Dynamic Small Business Search (DSBS) http://dsbs.sba.gov
 - Make sure that your business is listed since this is the primary tool for searching SB concerns
 - Add relevant key words, capabilities, and contract information with POC (federal, state, commercial, including info as subcontractor)
 - Make sure that your NAICS is correct
 - Do not use Sectors 42 Whole or 44 45 Retail Trade if you are dealer; use NAICS of the manufactured item
 - FPDS-NG search of past contracts- beta.SAM.gov
 - Sources Sought Synopsis

Government Policy on Small Business Programs

In accordance with DoD policy 4205.01 (8 June 2016), Federal Acquisition Regulations, and Title 15 U.S. Code (a.k.a. The Small Business Act) OSD, Military Departments and Defense Agencies shall:

- Provide maximum practicable opportunities to small business (SB), Service-Disabled Veteran-Owned SB (SDVOSB), Historically Underutilized Business Zone (HUBZone) SB, Small Disadvantaged Business (SDB), and Women-Owned SB (WOSB) concerns, by using:
 - Prime contract set-asides to SB, SDVOSB, HUBZone, Economically Disadvantaged WOSB (EDWOSB) and WOSB under WOSB Program, 8(a) set-asides (over \$6.5 for manufacturing (mfg) and \$4M of all others), or
 - Sole source under 8(a), HUBZone, WOSB, or SDVOSB for actions less than \$6.5M (mfg) and \$4.0M (all others)(Reference FAR Part 19)

How Do We Determine When to Set-Aside?

- Set-aside will be used, if "Rule of Two" applies:
 - Offers will be obtained from at least two responsible SB categories described before; and
 - Award will be made at fair market price
- Full and open competition will be used:
 - If Contracting Officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery
 - If a large business is the awardee, they will need to submit a subcontracting plan to provide opportunities for various SB categories

Summary of the Rule of Two

Program	Competitive	Sole Source	Other Considerations
Small Business	Rule of Two	J&A Required	FAR/DFARS/AFARS Subpart 19.2
8(a)	Rule of Two	Up to \$4M (\$7M for manuf NAICS); up to \$22M to Indian tribe/ Alaskan Native Corp; NHO unlimited sole source	FAR/DFARS/AFARS Subpart 19.8
HUBZone	Rule of Two	Up to \$4M (\$7M for manuf NAICS); and not currently being performed by an 8(a) participant or SBA has accepted the requirement for the 8(a) program	Certification required; refer to FAR/DFARS Subpart 19.13
SDVOSB	Rule of Two	Up to \$4M (\$6.5M for manuf NAICS); and not currently being performed by an 8(a) participant or SBA has accepted the requirement for the 8(a) program	Self-representation; refer to FAR/DFARS Subpart19.14
** WOSB / EDWOSB	Rule of Two	** Up to \$4M (\$6.5M for manuf NAICS)	Specific NAICS, refer to FAR/DFARS Subpart 19.15; 13 CFR 127.500

^{*} Sole source awards under the 8(a) program are expressly authorized by statute (15. U.S.C. 637) but refer to FAR 6.303 for requirements for justification & approval of sole source 8(a) awards over \$22M.

^{**} The SBA implemented statutory authority as part of the 2015 NDAA which authorizes sole source contracts to WOSBs and EDWOSBs.

How Do We Determine The Type of Small Business Set-Aside?

Procurements \$10,000 to \$250,000:

- Automatically reserved for SB setaside. However, KO may consider:
 - -8(a) sole source*
 - -HUBZone set-aside or sole source
 - -SDVOSB set-aside or sole source
 - -EDWOSB set-aside
 - -WOSB set-aside
- 2. Full and open competition, if "Rule of Two" not met Ref. FAR 19.203(b), 19.502-2(a)

Procurements greater than \$250,000:

- 1. Contracting Officer shall first consider:
 - -8(a) sole source or set-aside*
 - -HUBZone set-aside or sole source**
 - -SDVOSB set-aside or sole source**
 - -EDWOSB set-aside**
 - -WOSB set-aside**
- 2. Small business set-aside
- 3. Full and open competition, if "Rule of Two" not met Ref. FAR 19.203(c), 19.502-2(b)

* Sole source authorized up to \$6.5M for mfg & \$4M for others; set-aside above \$ thresholds ** Set-aside considered first; if only one source, sole source up to \$6.5M for mfg; \$4M for others

What Next?

- Solicitation information publicized at:
 - Federal Business Opportunities at (beta.SAM.GOV)
 - beta.SAM.gov is now home to all current contract opportunities formerly posted to FBO.gov. FBO is now known as "Contract Opportunities"
- Solicitation issued with due date
- Contractors prepare and submit their proposals
- Award is made to contractor

Marketing Tips

- Understand our structure and mission
 - •Do you want to focus on opportunity in a specific region or state?
- Learn the acquisition procedures and restrictions (i.e. mandatory or preferred)
 - Air Force Way...mandatory(AFWAY) https://www.afway.af.mil
 - •Army Computer Hardware Enterprise Software & Solutions ...mandatory (CHESS) https://chess.army.mil
 - •Air Force IT-Network Centric Solutions... mandatory (NETCENTS) http://netcents.af.mil/
- Use the Federal Business Opportunities website (beta.SAM.gov)
- •Use the Federal Procurement Data System website for market research beta.SAM.gov

Tips for Winning and Keeping Government Business

- 1. Track <u>www.beta.SAM.gov</u> <u>www.gsaadvantsge.gov</u> or One Acquisition Solution for Integrated Services (OASIS), <u>www.gsa.cov/OASIS</u>.
- 2. Participate in Multiple Award IDIQ Contracts (As a Prime or Partner)
- Government preference to compete requirements in a smaller pool of qualified vendors in order to reduce workload and lead time.
- Fair Opportunity rules provide more flexibility to the Government over "Full and Open" competition Especially in Best-Value competitions.
- OASIS One Acquisition Solution for Integrated Services (OASIS) Small Business
- 3. Have an understanding/appreciation of NGB's need to meet socio-economic business goals.
- Small Business 2019 Goal-63% of all dollars obligated
- Large Business must execute subcontracting plans that provide opportunities to small business concerns.
- Consider partnering alternatives.
- Do no abuse small business programs (i.e. 50% of cost of contract for service must be performed by prime).

WELCOME TO OUR TRAINING



How To Use



The in's and out's of this wonderful web site

Presented by
NGB Office of Small Business
Programs

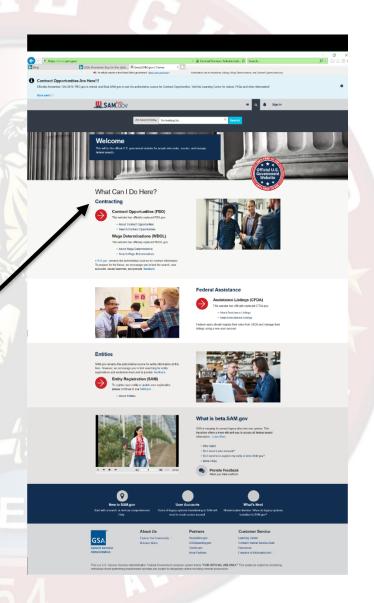
Where to begin?

Go to the SAM web site

The Sam Beta Website is:

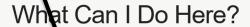
https://beta.sam.gov

Now look for the title of: What can I do here



Scroll down to and Place your curse over the words:

'Search Contract Opportunities'



Contracting



Contract Opportunities (FBO)

This website has officially replaced FBO.gov.

About Contract Opportunities

Search Contract Opportunities

Wage Determinations (WDOL)

This website has officially replaced WDOL.gov.

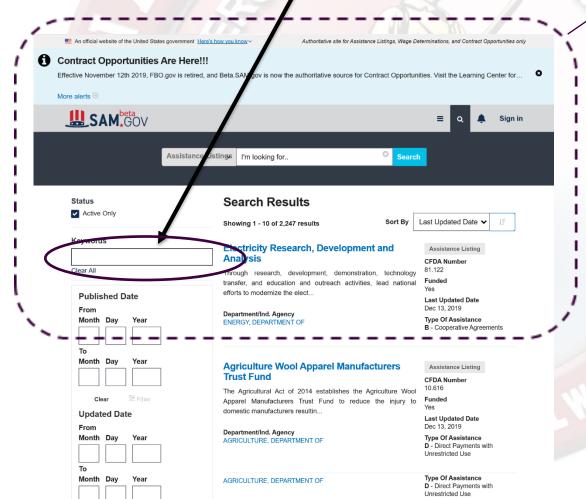
- · About Wage Determinations
- · Search Wage Determinations

FPDS.gov remains the authoritative sources for contract information. To prepare for the future, we encourage you to test the search, user accounts, saved searches, and provide feedback.



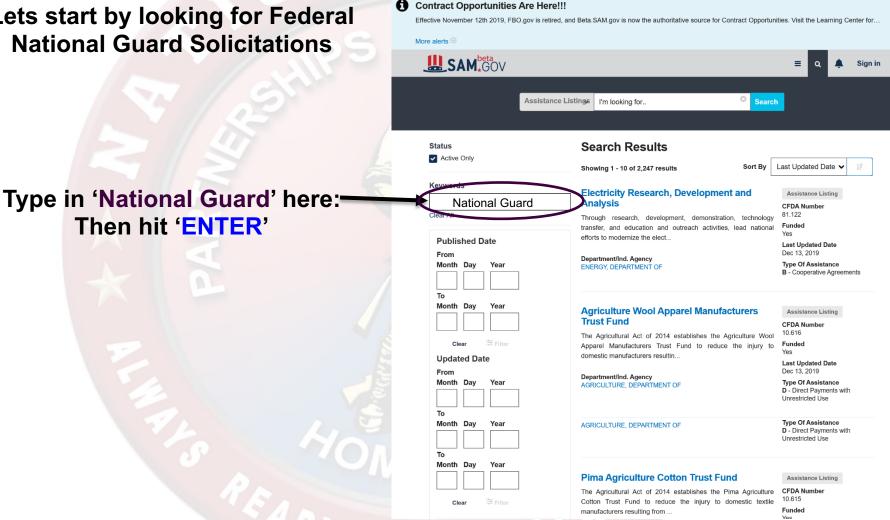


Looks imposing?
Lets just start here:





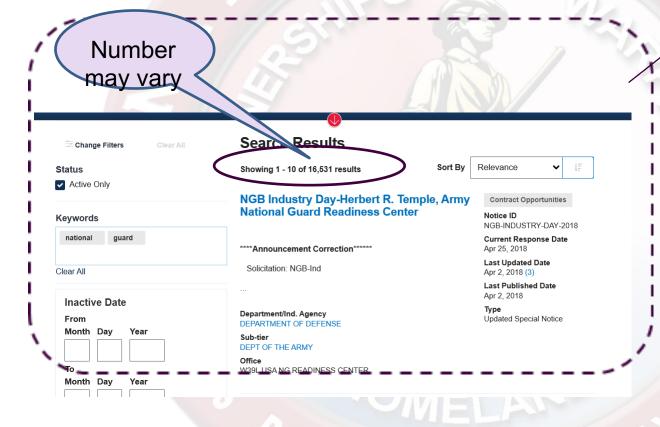




An official website of the United States government Here's how you know

Authoritative site for Assistance Listings, Wage Determinations, and Contract Opportunities only

WOW! 16,531 results for National Guard!:





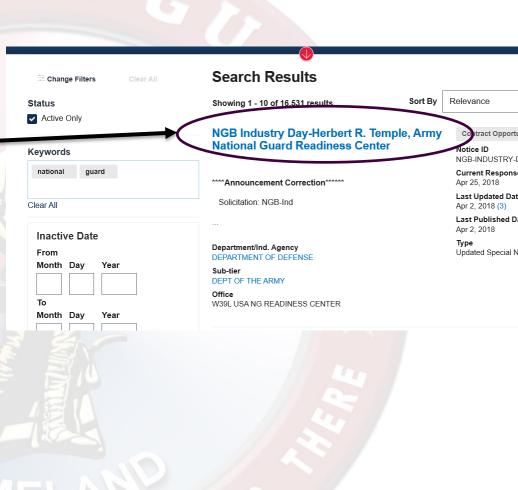
Now to see more information on the first result, put your curser over the words

NGB Industry Day-Herbert R. Temple,

Army National Guard Readiness

Center

And click on it:





1) Is to scroll down through the entire page.

or

2) Use the jump to menu on the left side of the screen.

Contract Opportunity

General Information

Attachments/Links

Contact Information

What you think matters!

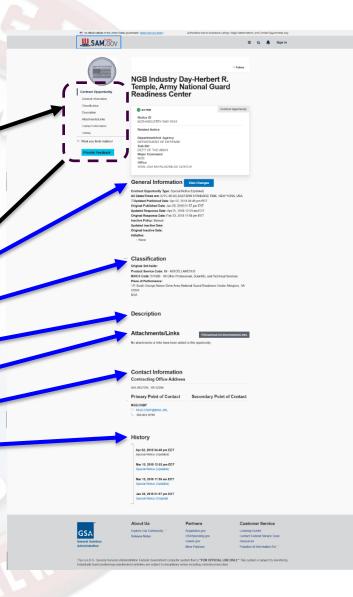
Provide Feedback

Classification

Description

By putting your curser on any of these topics and making a left click,

You will jump to that portion of the Solicitation.



Tips for Winning and Keeping Government Business

- 4. Make sure your firm follows solicitation instructions carefully.
 - Flesh out questions and concerns during the solicitation period.
 - Pay special attention to Sections L (Instructions to Offerors) and M (Evaluation Factors). Failure to respond to any factor or subfactor appropriately results in an "Unsatisfactory" rating.
 - Make your proposals tell us what we ask for not what you think the Government should be asking for.
 - Avoid restating government requirements in place of providing proposal solutions.
 - Avoid generic boilerplates in proposals (i.e. QA Plan with no specifics).
 - Make sure pricing is competitive, even if price is the "least important factor."
 More often than not, price is the tie-breaker.
 - Don't assume that former Guardsmen automatically make the best project managers. Pay attention to qualifications as well as understanding the unique nature of the Guard.
 - Make sure past-performance submittals are recent and relevant (in terms of both size and scope). Additionally, ensure references are going to give the Government positive feedback.
 - Understand the unique organizational structure and mission of the Guard.
 - Recognize that a priority of the contracting officer is to mitigate protest risk.

Tips for Winning and Keeping Government Business

- 5. Recognize that the Government is a customer. Do not treat Government contracts as an entitlement.
- 6. Do not facilitate or engage in scope creep.
- 7. Respect the formal acquisition process and the remedies provided in that process.
- 8. Avoid Organizational and Personal Conflicts of Interest. These could prohibit your firm from bidding of future requirements.
- 9. GSA Understand your GSA Schedules and ensure the schedule and labor categories are appropriate for the solicitation.
- 10.Fulfill contract admin requirements (i.e. subcontracting updates, CMRA reports, receipts for cost-reimbursables).
- 11. Have strong business history (i.e. Dun and Bradstreet).
- 12. Keep your SAM.gov registration information current.

Resources

- Procurement Technical Assistance Centers (PTACs)
 http://www.aptac-us.org/contracting-assistance/
- Communicate with NGB's Small Business Professionals
 - There is one in every State, Territory, D.C.
- Visit the National Guard Bureau's Office of Small Business Programs public website for up-to-date tools and information
- https://www.nationalguard.mil/Leadership/Joint-Staff/Special-Staff/Small-Business-Programs/
- Small Business Administration <u>www.sba.gov</u>
 - Communicate with a Business Operations Specialist to learn about:
 - •8(a) Program Certifications
 - HUBZone Certifications
 - Mentor-Protégé
 - Joint Ventures
 - Proper self certifications for SDVOSB and WOSB Programs
- Email NGB Office of Small Business Program NGB.OSBP@MAIL.MIL

How to do business with us...

http://www.nationalguard.mil

National Guard Office of Small Business Programs...

.....Visit our website often for information updates......



Monthly Industry Training Sessions...

....Vendor Library ...

... Opportunity Forecast...

... Vendor Visit Forms & Instructions...

Small Business Programs

Mission: The Mission of the National Guard Bureau's Office of Small Business Programs is to service enterprises. We ensure that a fair proportion of total purchases, contracts, subcontracts, and other services, be placed with small business, small disadvantaged business, women owned small business (HUBZone), service disabled veteran owned small business.

Doing Business with the National Guard

What is the National Guard Small Business Program? How to do business with the National Guard Helpful tips - Marketing the National Guard FY-17 NGB Top NAICS

Business Opportunities

DoD Procurement Gateway DoD Procurement Awards FY-15/16 Acquisition Forecast

Vendor Visit and Product Demonstration Forms

The forms below are to request an onsite visit with the Nation various Divisions of the National Guard Bureau. The informatish visit so that we can give our meeting the attention it deserves not have any but are looking for an opportunity to do busines receipt of this information we will schedule time to meet to diopportunities exist. Kindly use your company letterhead and ngb.osbp@mail.mil



Contact NGB's Office of Small Business Programs Main Office E-mail

ngb.osbp@mail.mil

(703) 601-6765