

ABC's of Government Contracting



Welcome to the beginning of a journey through the world of government contracting. These online lessons are intended to fit into your busy schedule by allowing you the freedom to take class when you have time. The courses consist of online videos and exercises.

Lesson Goals

- To provide a working understanding of the government contracting process
- To help you learn how to get started in Contracting with the Government

Overview

This handout provides you with a place to take notes and to remember key points. You will find that you will refer back to it as you continue your journey through the world of government contracting.



The key symbol denotes important items that you will want to pay special attention to.



Mini Labs

Throughout these modules will be lab exercises or mini-labs. You will visit important Web sites several times during this series of modules.

- In the first module, mini-lab exercises are designed to acquaint you with key Internet Web sites.
- It is a good idea to complete the mini-labs as you come to them. They will help prepare you for the next module and success in your government contracting journey.

Link Notation

The notation pictured below indicates a button or option that will be selected after going to the Website listed.

->

Example

<http://www.sba.gov> -> Business Opportunities

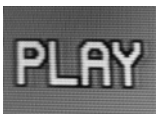
To go to the business opportunities page on the SBA web site, start by typing www.sba.gov into your web browser. In this case . Once the website displays you will select the Business Opportunities link.

Instructions

To access the first lesson of this course, type

www.ncsbi.fit.edu/courses

into your web browser. You will need to be connected to the internet to access the online course material.



Start Video

Please watch the video now. Use the following pages to take notes.

Course Agenda

- How the Government buys goods and services
- Different types of contracts
- Difference between sealed bidding and competitive negotiation

Federal Procurements

Federal Contracting Opportunities


Any contract that fall between _____ and _____ are reserved for small, small disadvantaged, small women-owned, and small veteran-owned businesses, that means that almost 8 million contracts were reserved for small businesses in just one year!

State Contracting Opportunities



Who are the government big spenders?

You may want to press the pause button on your screen to be able to spend more time looking at this table. Press play when you are ready to continue.


ABC's of Government Contracting

Government Contracting Basics

Who are the Governments Big Spenders?

Agency	Contracts	Dollars
Department of Defense	5,816,797	\$164,688,843
Department of Veterans Affairs	1,264,288	\$5,965,800
Department of Justice	367,111	\$4,616,295
Department of Health & Human Services	188,080	\$5,956,263
Social Security Administration	185,611	\$636,714
General Services Administration	188,511	\$13,210,525
Department of Agriculture	170,532	\$3,644,560
Department of State	141,655	\$2,617,180
Department of Interior	60,211	\$2,425,532
NASA	30,005	\$11,670,450
Top Ten Totals	8,412,801	\$315,431,162



Source: www.toolkit.cch.com

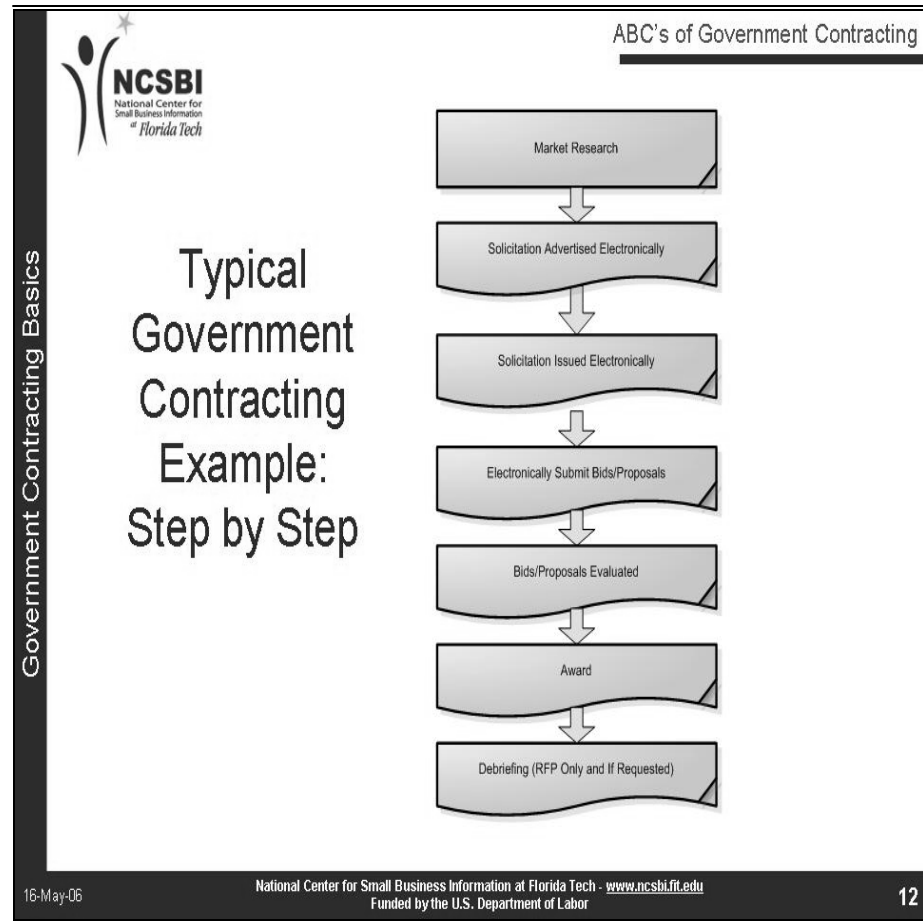
16-May-06
National Center for Small Business Information at Florida Tech - www.ncsbi.ft.edu
Funded by the U.S. Department of Labor
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What is Government Contracting?

It is the process by which the Government purchases the goods and services it requires to operate the various governmental departments

Typical Government Contracting



Note: Why would you want to ask for a debriefing?

Debriefings are for the proposals that were not accepted or offers that were not awarded, to let the company or person(s) know why they were not chosen. A debriefing can help determine what was wrong with the proposal and/or receive constructive criticism for lessons learned.

Traditional vs. GSA Contracting

Traditional Contracting

GSA Contracting – (General Service Administration)

- Is a giant catalog of vendors commercial products or services. It is like having your product or service placed in the Office Depot catalog.
- Once you get “on the GSA Schedule”, you are listed in the GSA catalog.
- You will have to submit one proposal to be put on the GSA schedule but there is no further need for proposals on purchases less than _____.
- Buying is done usually by credit card.

From a Galaxy FAR, FAR Away

- Federal Acquisition Regulation (FAR): The body of regulations that are the primary source of authority over the government procurement process.
- It is the rulebook and Bible for federal government contracting
- Contains all the rules governing the contracting process
- To do business with the federal government, you need to have a basic knowledge of what is in the FAR and how to use it.



- Each government agency may issue an agency acquisition supplement (DFAR, NASFARS, etc) which uses the FAR as its basis.



FAR Mini-Lab

- Take a few moments to visit the Federal Acquisition (FAR) website and explore the various parts and subparts of the FAR.

<http://acquisition.gov/comp/far/index.html>

-> html format

Hint: To do this, type the web address listed above into your browser. You will need to be connected to the internet.

- Remember the web address portion of the above line is <http://acquisition.gov/comp/far/index.html> .
- Once the page has come up, select the html format option.

Exercise

1. Go to FAR Part 1 on the website and fill in the blanks listed below.

“1.102 Statement of guiding principles for the Federal Acquisition System.

(a) The vision for the Federal Acquisition System is to deliver on a _____ basis the best _____ product or service to the customer, while maintaining the public's trust and fulfilling public policy objectives. Participants in the acquisition process should work together as a team and should be empowered to make decisions within their area of _____.

(b) The Federal Acquisition System will—

(1) Satisfy the _____ in terms of _____, _____, and _____ of the delivered product or service by, for example—

(i) Maximizing the use of commercial products and services;

(ii) Using contractors who have a track record of successful past performance or who demonstrate a current superior ability to perform; and

(iii) Promoting _____;

(2) Minimize administrative _____ costs;

(3) Conduct business with integrity, fairness, and openness; and

(4) Fulfill public policy objectives.

(c) The Acquisition Team consists of all participants in Government acquisition including not only representatives of the technical, supply, and procurement communities but also the _____ they serve, and the _____ who provide the products and services.

(d) The role of each member of the Acquisition Team is to exercise personal initiative and sound business judgment in providing the best value _____ or _____ to meet the customer's needs. In exercising initiative, Government members of the Acquisition Team may assume if a specific strategy, practice, policy or procedure is in the best interests of the Government and is not addressed in the FAR, nor prohibited by law (statute or case law), Executive order or other regulation, that the strategy, practice, policy or procedure is a permissible exercise of authority. “

Source

http://acquisition.gov/comp/far/current/html/Subpart%201_1.html#wp1130777

2. Glance over the other sections of the FAR. You will be covering other sections in more depth as you work through the lessons in this course.

List parts and subparts of the FAR that you want to refer back to:

Directions

This completes Lesson 1: ABC's of Government Contracting.

Go to Lesson 2.