



413<sup>th</sup> Contracting Support Brigade,  
Regional Contracting Office, Hawaii (RCO-HI)  
Information for Small Businesses

1. Get ready to market to the Government!

a. Identify your Product and Service Code (PSC) by reviewing PSC Manual from:

<https://www.acquisition.gov/PSC%20Manual%20-%20Final%20-2011%20August%202011.pdf>

b. Identify your North American Industry Classification System (NAICS) code at <http://www.census.gov/eos/www/naics/>

c. Determine your small business size standard based on NAICS code.

(1) Read about Small Business size standards at: <http://www.sba.gov/content/what-are-small-business-size-standards>

(2) Refer to SBA's Table of Small Business Size Standards Matched to North American Industry Classification System Codes at: [http://www.sba.gov/sites/default/files/Size\\_Standards\\_Table.pdf](http://www.sba.gov/sites/default/files/Size_Standards_Table.pdf)

2. Obtain Data Universal Numbering System (DUNS) at <http://fedgov.dnb.com/webform/displayHomePage.do> or (866) 705-5711

- Mandatory before registering in Central Contractor Registration (CCR)
- Provided by Dun & Bradstreet (D&B); free
- Unique 9-character identification number for each location/address & each legal division
- List sold to other companies; must contact D&B to request removal from marketing list

3. Register in System for Award Management (formerly the Central Contract Registration (CCR)) at <https://www.sam.gov>:

- **MANDATORY** to receive DoD prime contract
- Need to input all applicable PSC and NAICS codes
- *Must renew annually or registration expires*
- Automatically assigns a Commercial and Government Entity (CAGE) Code

4. Dynamic Small Business Search ([http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm))

When registering in SAM, ensure that you fill out additional SB information near the end of CCR registration. A sub-set of your SAM data will be sent to SBA for size validation & inclusion in Dynamic Small Business Search (DSBS).

- Government uses DSBS to:
  - Perform market research to locate
    - Small business (SB) firms including 8(a), Historically Underutilized Business Zone (HUBZone), Service-Disabled Veteran-Owned SB (SDVOSB), Economically Women-Owned SB (WOSB) and WOSB.
    - Firms capable of performing the required work
  - Add key words, capability narratives, past contracts (federal, subcontract, commercial) with point of contact.

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**Recommend firms to review their information in DSBS since this is an important tool used by the Government to conduct preliminary market research**

5. Locate federal business opportunities.

- a. Federal Business Opportunities aka FedBizOpps (<http://www.fbo.gov>).

Federal contract activities, including DoD, synopsis proposed requirements greater than \$25,000 in FedBizOpps

- Go to Advanced Search to query, as needed for:
  - NAICS, Classification code (i.e., PSC)
  - Set-Aside Code (e.g., Total Small Business, Total HUBZone, Total Service-Disabled Veteran Owned, etc.)
  - Agency/Office/Locations
    - To locate RCO-HI actions:
      - (1) Select “Specific Agency/Office/Locate
      - (2) Type “Department of Army” and select “Army Contracting Command, ECC/RCO Hawaii” or search for “RCO Hawaii”

- b. Army Single Face to Industry (AFSI) (<https://acquisition.army.mil/asfi/>)

All Army contracting office publish their requirements at AFSI.

- Use “Contracting Opportunities Search” to search by: Contract Office (e.g., for RCO-HI select RCO Hawaii (PARC Pacific, 413<sup>th</sup> CSB)

6. Assistance for Small Businesses

- Government Contracting: The Basics ([http://www.acq.osd.mil/osbp/doing\\_business/Government%20Contracting%20062007.pdf](http://www.acq.osd.mil/osbp/doing_business/Government%20Contracting%20062007.pdf))
- Army’s Office of Small Business Programs, Selling to the Army website (<http://www.sellingtoarmy.info>)
- Small Business Administration (SBA) (<http://www.sba.gov/>)
- Hawai’i Small Business Development Center Network (<http://www.hisbdc.org>)
- Minority Business Center Honolulu (<http://www.honolulu-mbdc.org/>)
- Hawaii Procurement Technical Assistance Center (<http://hiptac.ecenterdirect.com/Welcome.action>)
- RCO-HI Contact:
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