



Doing Business with the U.S. Army Mission and Installation Contracting Command (MICC)

A Step-By-Step Guide for Small Businesses



"People First – Winning Matters – WIN Every Day!"

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FOREWORD

The objective of this guidebook is to assist small businesses with doing business with the Department of the Army (DA), Mission and Installation Contracting Command (MICC). The MICC Office of Small Business Programs' (OSBP) mission is to foster acquisition opportunities to all small business categories where small businesses can best support soldiers and their families, thus ensuring Army Readiness and developing a viable, robust Industrial base. OSBP personnel and small business professionals work diligently to ensure effective implementation of the Army's Small Business Programs and fulfillment of the MICC's mission.

The MICC provides Army commands, installations and activities with responsive contracting solutions and oversight. MICC OSBP is an integral part of the acquisition team, meeting the needs of America's Soldiers, and ensuring maximum contracting opportunities are afforded to all small business socioeconomic categories, thus effectively implementing the MICC's OSBP.

Entering the government marketplace can be an overwhelming experience for a new small business. You will find this guidebook an invaluable tool containing information, resources, and links to assist your company during this journey.

The MICC is committed to small businesses that can deliver innovation, agility, and cost-savings. Small businesses continue to demonstrate flexibility as acquisition partners and are committed to delivering entrepreneurial ideas to Army capabilities.

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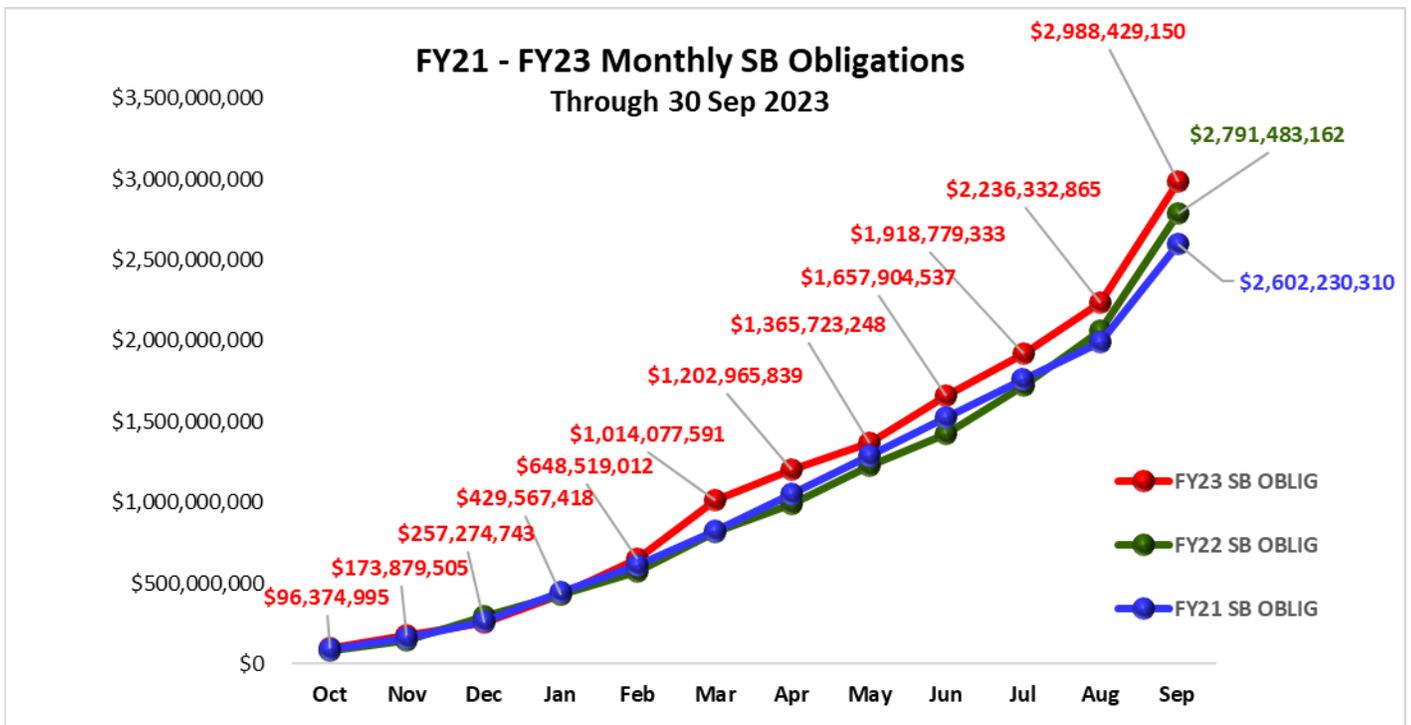
About the MICC Office of Small Business Programs

Mission: MICC OSBP fosters acquisition opportunities to all small business categories where small businesses can best support Soldiers and their families, thus ensuring Army Readiness and developing a viable, robust Industrial base.

The OSBP ensures effective implementation of the Army Small Business Programs while dedicated to support the Army Contracting Command, MICC.

The MICC OSBP workforce consists of 20 small business professionals supporting 28 MICC contracting offices, two Contracting Support Brigades (CSB) and two Field Directorate Offices (FDO) representing small business interests around the country. They conduct outreach events, known as Advance Planning Briefings for Industry (ABPI), to inform industry representatives of forecasted installation requirements to ensure maximum opportunity to compete for Army contracts. The MICC has met all five of its small business socio-economic goals in fiscal year (FY) 2023 for the ninth consecutive year. Contract actions awarded to American small businesses in FY23 totaled \$2.9 billion. See the chart below for the FY21 - FY23 monthly obligations breakdown.

FY21 - FY23 Monthly Small Business Obligations



Our progress toward meeting goals is measured in terms of actual awards, not by the number of small businesses invited to participate in the acquisition process, those that submit offers, or those that respond to our solicitations. Therefore, it is not only critical that we encourage small business participation in our acquisitions, but it is equally as critical that the participating small businesses will likely be able to receive the award and perform successfully.

MICC FY23 Purchases by North American Industrial Classification System (NAICS)

The MICC is committed to small businesses that can deliver innovation, agility, and cost-savings. Small businesses continue to demonstrate flexibility as acquisition partners and are committed to delivering entrepreneurial ideas to Army capabilities. MICC’s Top 10 FY23 obligations (by NAICS) are listed below.

NAICS	DESCRIPTION	2023 OBLIGATION
561210	FACILITIES SUPPORT SERVICES	\$688,072,950
541810	ADVERTISING AGENCIES	\$596,704,116
236220	COMMERCIAL AND INSTITUTIONAL	\$570,052,237
722310	FOOD SERVICE CONTRACTORS	\$332,413,685
541330	ENGINEERING SERVICES	\$330,669,248
334111	ELECTRONIC COMPUTER MANUFACTURING	\$214,513,595
541519	OTHER COMPUTER RELATED SERVICES	\$205,810,763
561720	JANITORIAL SERVICES	\$156,914,200
237310	HIGHWAY, STREET, AND BRIDGE CONSTRUCTION	\$133,311,153
541512	COMPUTER SYSTEMS AND DESIGN SERVICES	\$130,846,311

Frequently Asked OSBP Questions (FAQ)

1. What are the roles of the MICC OSBP?

- Implement the Army's Small Business Program throughout the MICC.
- Advocate to maximize small business opportunities.
- Coordinate responses to Congress, Small Business House Committee, Department of Defense (DoD), DA, and other agency inquiries related to small business policy.
- Serve as the primary command focal point when interfacing with the Small Business Administration.
- Serve as lead advisor to the MICC HQ Senior Contracting Official (SCO), Commanding General, and Contract Support Brigade/Field Directorate Office SCOs on all matters pertaining to the OSBP.
- Develop command guidance to encourage maximum support of the OSBP.
- Advise the MICC HQ SCO on Acquisition Review Boards.
- Guide and assist Directors and Commanders during acquisition planning and throughout the follow-on process.
- Develop and execute Small Business education and training programs.
- Implement command-wide Small Business goals.
- Promote opportunities for small businesses.
- Boost market research and acquisition strategies; recommend small business set-asides.
- Serve on Source Selection Advisory Committees & Evaluation Boards.
- Ensure appropriate assistance is provided to small businesses in obtaining payments under their contracts, late payments, interest penalties, or information on contract payment provisions.
- Assist contracting officers in evaluating, monitoring, reviewing, and documenting prime contractor's compliance with subcontracting plans and all other small business matters.

2. Who do I contact regarding my goods and/or services?

First determine if the Army buys the product or service. Small business professionals (SBP) can assist companies in deciding if the MICC has a requirement for the product that is being marketed. A company wanting to do business with the MICC should contact the SBP closest to its geographical area. Contact your nearest MICC SBP by visiting <https://www.army.mil/micc#org-small-business>.

3. What is the Rule of Two?

In accordance with FAR 19.502-2(a), the Rule of Two simply means, “Each acquisition of supplies or services that has an anticipated dollar value above the micro-purchase threshold, but not over the Simplified Acquisition Threshold, shall be set aside for small businesses unless the 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 fair market prices, quality, and delivery.” Further, as per FAR 19.502-2(b), “The contracting officer shall set aside any acquisition over the simplified acquisition threshold for small business participation when there is a reasonable expectation that – (1) Offers will be obtained from at least two responsible small business concerns; and (2) Award will be made at fair market prices.”

Doing Business with the MICC

4. How Can My Company Do Business with the MICC?

Are you registered in the System for Award Management (SAM)?

The first step in becoming a vendor is to register your business with the System for Award Management. SAM is the primary website that small businesses utilize to register their company with the federal government to qualify for government solicitations for goods and services. There is NO fee to register for this site. User guides and webinars are available under the Help tab on the SAM site. Visit <https://www.sam.gov/SAM/> for more information, or to register.

Note that the .gov means it is official! Federal government websites often end in .gov or .mil. Before sharing sensitive information, make sure you're on a federal government site!

5. Does my company need a Unique Entity Identifier (UEI or Unique Entity ID) and a Commercial and Government Entity (CAGE) code?

Yes! Both are required to do business with the government.

The UEI is assigned to each registration in SAM to uniquely identify entities. Companies no longer go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

The CAGE code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. A CAGE code may be used for a facility clearance, a pre-award survey, automated bidders lists, pay processes, source of supply, etc. In some cases, prime contractors may require their subcontractors to also have a CAGE code. To obtain a CAGE code visit <https://cage.dla.mil/Request>.

Doing Business with the MICC Checklist

- ***Do your homework! Know what the MICC contracting offices purchase.***
- Contact the APEX Accelerator (Formerly Procurement Technical Assistance Center (PTAC)).
- Visit SAM.gov.
- Review the MICC Advanced Acquisition Forecast posted semiannually for contracts that may be coming up for renewal at <https://www.army.mil/micc#org-small-business>.
- Respond to sources sought notices on SAM.gov. Tell your small business

- competitors to respond also! Think Rule of Two!
- Network and attend small business fairs and matchmaking sessions.
 - Attend MICC Advance Planning Briefings for Industry (APBI) events.
 - Explore subcontracting, joint venture, and teaming opportunities.

Have you developed a capability statement?

A snapshot of your company that serves as your business's résumé.

Clearly and efficiently communicates your company's capabilities.

A marketing tool to promote your business.

What is a Capability Statement?



The capability statement is a critical component when entering business with the government. It should include all relevant information, but in a summary format. The MICC has partnered with the Aberdeen Proving Ground OSBP to increase transparency of the capability statement database, and to also maximize visibility of capability statements across the Army Contracting Command footprint. All capability statements can now be self-loaded to the eKiosk. Prior to uploading your capability statement to the eKiosk, <https://osbp.apg.army.mil/Home/Register>, ensure you have all the required information handy and that your capability statement file does not exceed 10MB. The MICC OSBP also recommends that you put all NAICS codes associated with your company's industry on the capability statement as well as on the back of any business cards given to government officials.

It is highly recommended that you develop a capability statement (See example in Appendix) for your company to forward to government officials, which will also aid in introducing yourself to prospective prime contractors. To facilitate review of capability packages submitted, it is recommended that submissions, to the maximum extent possible, include the information below. For your convenience, we've captured key areas in the checklist below.

CAPABILITY STATEMENT CHECKLIST	
<i>At a minimum, does the capability statement...</i>	
1 Include the full business name as registered in SAM.gov?	___
2 Include the current business address?	___
3 Include the current business phone number(s)?	___
4 Include the website address?	___
5 Include the business CAGE Code?	___
6 Include the Unique Entity Identifier (Unique Entity ID or UEI)?	___
7 Include a point of contact?	___
8 Include the point of contact's email address and/or phone number?	___
9 Provide a brief overview describing the supply and/or service?	___
10 Describe how the business stands out amongst the competition?	___
** Be concise and customize the document making the reader want to know more! **	
11 Include details of the business's past performance (if applicable)?	___
12 Include the socio-economic classifications such as, small business, small disadvantaged business, service-disabled veteran small business, woman owned small business, historically underutilized business (HUBZone), 8(a), etc.?	___
13 Include NAICS codes and/or PSC?	___
14 Communicate if the business is interesting in subcontracting opportunities?	___
15 Not exceed 10MB in PDF format?	___
16 Only use the company's branding and logos? *Do not use other logos, as this is a legal issue. *	___

Market Your Capability Wisely! After you have identified your customers, researched their requirements, and familiarized yourself with Army procurement regulations and strategies, it is time to market your product or service. Opportunities

exist for small businesses to speak to and/or meet with a MICC SBP regarding their product and services. In doing so, SBPs will attempt to match the company with upcoming requirements. Don't forget the importance of registering your company in the [eKiosk](#) to take advantage of the benefits of working and partnering with the Army! If your capability aligns to MICC requirements, be prepared to deliver innovation, demonstrate agility, and introduce cost-savings to the Warfighter. To contact a MICC Small Business Professional, visit the MICC website > Small Business page at <https://www.army.mil/micc#org-small-business>.

Identify Current MICC Procurement Opportunities

Identify current procurement opportunities in your product or service area by checking the SAM (<http://www.sam.gov>) web site where solicitations and special announcements are made. [SAM](#) can assist you in identifying MICC requirements and send you e-mail notifications of requirements.

Basic Eligibility Requirements for Businesses

Contracting Regulations

It is important that you become familiar with federal contracting procedures and regulations. Small Business Programs are listed in FAR Part 19, Defense Federal Acquisition Regulation Supplement (DFARS) 219, and Army Federal Acquisition Regulation Supplement (AFARS) 5119. All three references can be found at <https://www.acquisition.gov/content/regulations?>

Small Business Programs

How is a Small Business Defined or Categorized? A “small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 Code of Federal Regulations (CFR) § 121 (see Federal Acquisition Regulation Subpart 19.102). “Concern” means any business entity organized for profit (even if its ownership is in the hands of a nonprofit entity) with a place of business located in the United States, or its outlying areas, and that makes a significant contribution to the U.S. economy through payment of taxes and/or use of American products,

material and/or labor, etc.

Eligibility Criteria

- I. Independently owned and operated and is not dominant in its field of operation.
- II. Organized for profit with a place of business located in the U.S., and operates primarily within the U.S., or which makes a significant contribution to the U.S. economy through tax payments or use of American products, materials, or labor.
- III. Meets the size standard for its primary business activity or industry as designated by the applicable North American Industry Classification System (NAICS) codes.

Federal agencies are generally required to reserve contracts that have an anticipated value greater than the Micro Purchase Threshold, but not greater than the Simplified Acquisition Threshold, exclusively for small businesses unless the contracting officer is unable to obtain offers from two or more small businesses that are competitive with market prices and the quality and delivery of the goods or services being purchased.

The contracting officer is required to accept an offeror's representation in a specific bid or proposal that it is a small business unless "(1) another offeror or interested party challenges the concern's small business representation, or (2) the contracting officer has a reason to question the representation".

Prime Contracting Programs

MICC is creating maximum practicable opportunities for the award of prime contracts and subcontracts to small business concerns, small business concerns owned and controlled by service-disabled veterans, qualified Historically Underutilized Business Zone (HUBZone) small business concerns, small business concerns owned and controlled by socially and economically disadvantaged individuals, and small business concerns owned and controlled by women. Several

contracting programs allow small businesses to compete only with similar companies for government contracts or receive sole-source awards in circumstances in which such awards could not be made to other firms. These programs, which give small businesses a chance to win government contracts without having to compete against larger and more experienced companies, include the following:

- Small Business Program
- Small Disadvantaged Businesses and 8(a)
- Veteran-Owned and Service-Disabled Veteran-Owned Small Business Programs (SDVOSB)
- Women-Owned Small Business Program
- Historically Underutilized Business Zone (HUBZone) Program

Small Disadvantaged Business Program (SDB)

The Small Business Administration (SBA) is retaining and re-designating the SDB definition currently set forth in [13 CFR § 124.1002](#) because a company may self-certify that it qualifies as a SDB for any Federal subcontracting program. The government promotes contracting and subcontracting with SDBs. In 2021 by Executive Order 13985, the President directed agencies to make Federal contracting and procurement opportunities more readily available to all eligible vendors and to remove barriers faced by the underserved individuals and communities. While all Federal programs for SDB prime contractors have been discontinued, the Federal goal is to cumulatively award at least 12 percent of all prime contract and subcontract awards to SDBs.

In summary:

1. There is no SDB set-aside program.
2. There is no statutory authority for the SDB price evaluation adjustment.
3. SBA does not administer an SDB certification program.

The Section 8(a) Business Development (BD) Program

This program was authorized under Section 8(a) of the Small Business Act. The

8(a) Program is a business development program that helps disadvantaged business firms compete in the American economy by assisting in the expansion and development of existing, newly organized, or prospective profit-oriented small firms. The 8(a) Program is set up as a nine-year program composed of two stages. The Developmental Stage is the first four years with emphasis on sole source contracts, strengthening financial and managerial skills, and improving access to markets. The Transitional Stage is the last five years with emphasis on competition, overcoming remaining elements of economic disadvantage, and preparing for graduating out of the program. Small Businesses may apply for the 8(a) program if they are at least 51% owned and controlled by U.S. citizens who are socially and economically disadvantaged. The 8(a) Program is administered by the SBA who must certify and monitor all firms in the program. Under this program, the government awards prime contracts to the SBA, which in turn, subcontracts with one of its approved 8(a) contractors.

Authority

A contracting officer can award work to an 8(a) business if they determine that the 8(a) business is responsible, will do the work at a fair market price, and the estimated cost is \$4.5 million or less (\$7.5 million for manufacturing). The 8(a) Business Development Program sole source award is the least restrictive of all the socioeconomic categories. There is no NAICS Code restriction and non-limiting rule that only one concern can reasonably be expected to satisfy the requirement.

Acquisitions offered to the SBA under the 8(a) program shall be awarded based on competition among eligible 8(a) firms, if there is a reasonable expectation that two or more eligible and responsible 8(a) firms will submit quotes or offers so that award can be made at fair market price, and the anticipated value of the contract, including options, will exceed \$7.5 million for acquisitions assigned NAICS manufacturing codes and \$4.5 million for all other acquisitions, including services.

Service-Disabled Veteran-Owned Small Business Program

The Service-Disabled Veteran-Owned Small Business (SDVOSB) contracting program is designed to help federal agencies achieve their statutory goal of

awarding at least 3% of their federal contracting dollars to SDVOSBs.

To be an Eligible Service-Disabled Veteran-Owned Small Business (SDVOSB) company:

- I. Must be a small business, as determined by the SBA's size standards.
- II. Must be at least 51 percent owned by at least one service-disabled veteran, as defined in 38 U.S.C. 101(16); or, if a publicly owned business, at least 51-percent of the stock must be owned by at least one service-disabled veteran.
- III. Management and daily operations must be controlled by at least one service-disabled veteran or by the spouse or permanent caregiver of the service-disabled veteran if such veteran has a permanent and severe disability.
- IV. Must be SBA certified as an SDVOSB.

Certification Requirement

SBA established an SDVOSB certification program, effective on 1 January 2023 (Final Rule 87 FR 73400). The final rule provides a one-year grace period for existing self-certified SDVOSBs to complete the certification process. To establish an SBA account and apply for your certification: <https://veterans.certify.sba.gov/> (VetCert) portal.

Procurement Incentives

This program assists service-disabled veteran-owned small businesses through set-asides and sole-source awards. Federal agencies may award sole source contracts to SDVOSBs. The contracting officer can consider a sole source when the contracting officer does not have a reasonable expectation that offers will be received from two or more eligible SDVOSBs, the price of the contract does not exceed \$4 million (\$7 million for manufacturing contracts), and the award can be made at a fair and reasonable price.

NOTE: Veterans Affairs (VA) Department Programs Only Apply to VA Contracting.

Women-Owned Small Business (WOSB) and Economically Disadvantaged Women-Owned Small Business (EDWOSB) Programs

The WOSB and EDWOSBs contracting program is designed to help federal agencies achieve their statutory goal of awarding at least 5% of their federal contracting dollars to WOSBs. The SBA oversees the WOSB Program. First, the acquisition must be assigned a NAICS code in which either:

1. WOSBs are underrepresented (or)
2. EDWOSBs are substantially underrepresented.

To be eligible for the WOSB Federal Contract program, a business must:

- I. Be a small business according to the SBA size standards.
- II. Be at least 51% owned and controlled by one or more women who are United States citizens.
- III. Have women manage the day-to-day operations who also make long-term decisions for the business, hold the highest officer position in the business and work at the business full-time during normal working hours.
- IV. Must be SBA certified as a WOSB at <https://wosb.certify.sba.gov/> .

To qualify as an EDWOSB, a business must:

- I. Meet all the requirements of the WOSB Federal Contract program.
- II. Be owned and controlled by one or more women, each with a personal net worth less than \$850,000.
- III. Be owned and controlled by one or more women, each with \$450,000 or less in adjusted gross income averaged over the previous three years.
- IV. Be owned and controlled by one or more women, each \$6.5 million or less in personal assets.

Certification Requirement

In 2020, the SBA implemented Congress' changes to the WOSB Federal Contract program, as put forth in the 2015 National Defense Authorization Act (NDAA). To find out more about WOSB/EDWOSB certifications, go to

<https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contract-program>.

Procurement Incentives

This program assists women-owned and economically disadvantaged women-owned small businesses through set-asides and sole-source awards. Federal agencies may award sole source contracts to WOSBs. The contracting officer can consider a sole source when the contracting officer does not have a reasonable expectation that offers will be received from two or more eligible WOSBs so long as the award can be made at a fair and reasonable price, and the anticipated total value of the contract, including any options, is below \$4.5 million (\$7 million for manufacturing contracts).

Historically Underutilized Business Zone (HUBZone) Program

The HUBZone contracting program is designed to help federal agencies achieve their statutory goal of awarding at least 3% of their federal contracting dollars to HUBZone small businesses. The SBA oversees the HUBZone Program. The determination of whether an area is a HUBZone is based upon criteria specified in 13 C.F.R. § 126.103.

To qualify for the HUBZone program, your business must:

- I. Be a small business according to SBA size standards.
- II. Be at least 51% owned and controlled by United States citizens, a Community Development Corporation, an agricultural cooperative, an Alaska Native corporation, a Native Hawaiian organization, or an Indian tribe.
- III. Have its principal office located in a HUBZone.
- IV. Have at least 35% of its employees living in a HUBZone.

Certification Requirement

The HUBZone program targets assistance to small businesses located in areas with low income, high poverty, or high unemployment.

Qualified HUBZone small business concern

The term "qualified HUBZone small business concern" means a HUBZone small business concern that has been certified by the SBA in accordance with the procedures described in this section. The HUBZone map changed on July 1, 2023. To determine whether your principal office and employees are located in a HUBZone, go to <https://maps.certify.sba.gov/hubzone/map#center=44.722800,-103.249700&zoom=4>.

Procurement Incentives

The program assists small businesses located in HUBZone-designated areas through set asides, sole source awards and price evaluation preferences (of up to 10%) in full and open competitions.

Authority

A contracting officer may award sole source contracts under this section to any qualified HUBZone small business concern, if—(i) the qualified HUBZone small business concern is determined to be a responsible contractor with respect to performance of such contract opportunity, and the contracting officer does not have a reasonable expectation that two or more qualified HUBZone small business concerns will submit offers for the contracting opportunity; (ii) the anticipated award price of the contract (including options) will not exceed—(I) \$7 million for manufacturing contracts; or (II) \$4.5 million for all other contract opportunities; and (iii) in the estimation of the contracting officer, the contract award can be made at a fair and reasonable price.

Price evaluation preference in full and open competitions

In general, when a contract is to be awarded on the basis of full and open competition, the price offered by a qualified HUBZone small business concern shall be deemed as being lower than the price offered by another offeror (other than another small business concern), if the price offered by the qualified HUBZone small business concern is not more than 10 percent higher than the price offered by the otherwise lowest, responsive, and responsible offeror.

Small Business Administration (SBA)

Businesses are encouraged to visit SBA's website at www.sba.gov. They have multiple resources to assist small businesses such as: Small Business Planner, Free Online Training, Compliance Assistance, Local Resources, Financial Assistance/Grant Information, Marketing and Outreach, Statistical Data, Federal Forms, Publications, Laws and Regulations, Write Your Business Plan, Manage Your Business, Obtain Licenses and Permits, Strategic Planning, Budget and Performance. Contacting an SBA district office near you will be a great investment. To find your district office, visit <https://www.sba.gov/about-sba/sba-locations/sba-district-offices>.

- Since its founding, SBA has delivered millions of loans, loan guarantees, contracts, counseling sessions, and other forms of assistance to small businesses.
- Section 2(a) of the Small Business Act of 1958 acknowledges the important role that small businesses play in America's freely competitive, private enterprise economic system. It declares a national policy of assisting and protecting the interests of SB concerns.
- National Policy requires that "Small businesses have the maximum practicable opportunity to participate in the performance of contracts awarded by any federal agency".
- Federal Acquisition Regulation (FAR) Part 19 follows the rules and guidance of the SBA. The Army must adhere to SBA rules and regulations. MICC and the SBA team together to meet the small business goals of the Army.

Counseling, Websites, Training Partnerships and more!

There are multiple small business counseling and training partnerships available through a variety of programs strategically located around the country.

APEX Accelerators (Formerly known as Procurement Technical Assistance Centers or PTAC)

APEX Accelerators' mission is to maximize the number of capable U.S. companies participating in the government marketplace by providing businesses nationwide with an understanding of the requirements of government contracting and the marketing know-how they need to obtain and successfully perform federal, state, and local government contracts, and supporting government agencies, in reaching and working with the suppliers they need. Find more information at <https://www.apexaccelerators.us/#/about-us> .

Service Corps of Retired Executives (SCORE)

The SCORE Association is a resource partner of the SBA dedicated to entrepreneur education and the formation, growth, and success of small businesses nationwide. There are more than 10,000 SCORE volunteers in 300 chapters operating in more than 800 locations who assist small businesses with business counseling and training. SCORE also operates an active online counseling initiative. Learn more at <https://www.score.org>.

Small Business Development Centers (SBDC)

The Office of Small Business Development Centers (SBDC) provide management assistance to current and prospective small business owners. SBDC offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort of the private sector, the educational community and federal, state, and local governments and is an integral component of Entrepreneurial Development's network of training and counseling services. For information, visit <https://www.sba.gov/local-assistance/resource-partners/small-business-development-centers-sbdc> .

Women's Business Centers (WBCs)

Women's Business Centers represent a national network of nearly 100 educational centers designed to assist women start and grow small businesses. WBCs operate with the mission to level the playing field for women entrepreneurs, who still face

unique obstacles in the world of business. For more information, visit <https://www.sba.gov/local-assistance/resource-partners/womens-business-centers>.

Veterans Business Outreach Center (VBOC) Program

VBOC is designed to provide entrepreneurial development services, such as business training, counseling and/or mentoring, and referrals for eligible veterans owning or considering starting a small business. The SBA has 22 organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC). Find more information at <http://sba.gov/vets>. A complete list of the VBOCs and their coverage areas can be found at <https://www.sba.gov/local-assistance/resource-partners/veterans-business-outreach-center-vboc-program>.

General Services Administration (GSA)

Through the GSA Multiple Award Schedules (MAS) program, GSA establishes long-term government-wide contracts with commercial firms to provide access to millions of commercial products and services at volume discount pricing. For more information on the GSA and the schedule program, visit the MAS Desk Reference guide at <https://www.gsa.gov/buying-selling>.

Subcontracting

Regardless of your product or service, it is important that you not neglect the very large secondary market. Many DoD requirements may be beyond the scope of a single small business. It is encouraged that prime contractors subcontract and team with small business concerns.

The SBA also offers a website to search for or post subcontracting opportunities that can be found at https://subnet.sba.gov/client/dsp_Landing.cfm.

Participation as a subcontractor can be profitable if a prime contract job is not desired, or if a business wants to gather experience and network with other companies. At many Army installations, when solicitations with subcontracting opportunities have been issued, prospective subcontractors and suppliers may

download a copy of the list of plan holders or request this information from the MICC small business professional. The list will provide names and addresses of firms expected to bid as prime contractors. Multiple installations also have available the current contracts on their specific installation's web site where companies may contact the contractors directly to inquire about subcontracting opportunities.

The Certificate of Competency (COC) Program

This program empowers the SBA to certify to Government contracting officers as to all elements of responsibility of any small business concern to receive and perform a specific Government contract (FAR 19.601(b)). A contracting officer shall, upon determining an apparent successful small business offeror to be non-responsible, refer that small business to the Small Business Administration (SBA) for a possible COC. The COC Program offers a small business that is an apparent successful offeror to "appeal" a Contracting Officer's finding that it is "non-responsible" (i.e., that it cannot perform successfully). If the SBA determines the small business to be responsible, SBA will issue a COC stating that the holder is responsible (with respect to all elements of responsibility, including, but not limited to, capability, competency, capacity, credit, integrity, perseverance, tenacity, and limitations on subcontracting) for the purpose of receiving and performing a specific Government contract. (FAR 19.6)

U.S. Department of Veterans Affairs (VA)

For information on doing business with the VA, go to <https://www.va.gov/opal/fo/dbwva.asp>.

Veterans Business Outreach Program

Contact information for the eight centers is available at: <https://www.sba.gov/business-guide/grow-your-business/veteran-owned-businesses>.

Simplified Acquisition Threshold Supply Procurement Program (S2P2) is UNIQUE to the MICC!



The Simplified Acquisition Threshold (SAT) Supply Procurement Program (S2P2) was established to reduce the procurement lead time and touch labor associated with the purchase of supplies under the SAT. ONLY supply NAICS Codes identified in Sector 31-33, Manufacturing, are used under this program.

S2P2 allows requiring activities supported by the MICC to post their requirements directly to Unison e-commerce marketplace where sellers compete in a reverse auction process. S2P2 operates at nearly 100% SB set-aside and supports the MICC SB utilization. S2P2 is implemented MICC-wide for all supply actions under the simplified acquisition threshold with the following **exceptions**:

- Army's mandatory CHES program
- Purchases under the Micro Purchase Threshold
- Purchases against existing indefinite delivery requirements contracts
- GSA Buys
- Sole Source actions
- Any/All Construction
- Services (to include installation that requires certified personnel, i.e., electricians, or Department of Public Works approval)
- Lodging

Unison Marketplace

All buys estimated to be above the SAT are processed through local MICC offices. The contracting office at the 925th Contracting Battalion at Fort Drum is the MICC's S2P2 lead. End users post a Request for Quotation (RFQ) utilizing www.unisonmarketplace.com.

What is the Unison Marketplace? It is an online acquisition platform where your organization can have real time access to Government acquisition opportunities. Visit UnisonMarketplace.com and click "Register as Seller" to begin the process.

NOTE: All buys estimated to be below the Micro Purchase Threshold should be processed through the Government Purchase Card Program.

Computer Hardware, Enterprise Software and Solutions (CHESS)

CHESS is the mandatory source for purchasing commercial information technology (IT) hardware, software, and IT services. Regardless of dollar value, Army organizations must use CHESS to purchase commercial off-the-shelf (COTS) products, including software, desktops, notebook computers, video teleconferencing equipment, IT peripherals, and IT services. Army CHESS is managed by PEO Enterprise Information Systems (PEO-EIS). Refer to PEO EIS's procurement forecast at <https://www.eis.army.mil/opportunities> for additional information. For more information about the CHESS IT e-mart, contact CHESS Customer Support at armychess@army.mil or (888) 232-4405.

Category Management

Category management is an approach the federal government is applying to buy smarter and more like a single enterprise. Category management enables the government to eliminate redundancies, increase efficiency, and deliver more value and savings from the government's acquisition programs. This process helps MICC field offices optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management costs, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent.



AbilityOne Program

The AbilityOne program is one of the largest sources for employment in the United States for people who are blind or have significant disabilities. Approximately 500 nonprofit organizations employ these individuals and provide quality products and services to the Federal Government at a fair market price. The Program is administered by the U.S. AbilityOne Commission, an independent Federal agency, with assistance from the National Industries for the Blind (NIB), SourceAmerica®, and American Foundation for the Blind (AFB). More information on the AbilityOne Program can be found at abilityone.gov.



Appendix – Sample Capability Statement

ABC Company, LLC
1234 My Street Blvd
Nashville, TN. 31111
931.555.1212
www.abc123.com

Overview

ABC Company provides professional tree care service using sound arboricultural practices and techniques to solve your tree problems. All work is carried out by fully trained, experienced teams dedicated to providing quality service and workmanship. Our range of tree work services are utilized by Local Government bodies, Universities, Architects and Landscape Architects, Property Management Agencies, Developers, Golf and Sporting Clubs, Hospitals and Private Clients. Since 2004, ABC Company is a **Service-Disabled Veteran Owned Small Business** in Nashville, Tennessee.

Services

Our qualified and experienced staff works closely with our customers, to deliver their expected outcomes. Our services include Tree Pruning, Tree Removal, Stump Grinding, Tree Care, Planting, Land Clearing, Weed Removal, Vegetation Management, and Consultancy.

Products

ABC Company not only **recycles** the tree waste produced by our tree crews, but we accept tree waste from several other tree service and land clearance companies in Anywhere, Tennessee. We process this material using our industrial grinders and produce high quality landscape and playground mulch.

NAICS Code:

561730 Landscaping Services

Corporate Information

ABC Company is owned and operated by Albert Smith, a SBA certified service-disabled veteran who served 15 years of his military career at Fort Knox. ABC Company is a privately held Tennessee Limited Liability Corporation headquartered in Nashville, TN. The company location is highly accessible to Fort Campbell, KY and Fort Knox, KY.

Classification: **SBA Small Business, SDVOSB, 8(a) certification (expires 7/1/2027)**

NAICS Code: 561730 Landscaping Services CCR: 1a2b3c
CAGE: 1ABC2
UEI: ABCD1E23F45G
Corporate Status: LLC EIN: 12-3425789

Past Performance

ABC Company has over three years of experience providing support to Government and commercial clients. Below is a list of recent clients.

- Army, W91151-20-C-XXXX, \$400K, Vegetation management for 20 Acres at Camp Swampy, Contracting Officer's Representative (COR): Joel Dover, tel. 123-456-7890
- Navy, NXXXXX-20-C-XXX1, \$120K, Planted 100 eighty-gallon oak trees in Fort Sham, COR: Mathew Lately, tel. 098-765-4321
- McDowell's Restaurants, SFT1-20-30, \$120K, Commercial contract to perform landscaping for five restaurants in Anywhere, TN, customer point of contact: Troy Tyler, tel. 222-222-2222

Purchasing Information

ABC Company products and services can be procured through typical business procurement methods including credit card, purchase orders, and small business set-aside.

Contact Information

ABC Company, LLC.
1234 My Street Blvd
Nashville, TN 31111
931.123.4567 fax

abc@company.com
www.abc123.com
931.555.1212 office

Note: This will need to be tailored to your company dependent upon what your company offers, whether it be supplies, services, or construction (e.g., supplies / services will want to include GSA Schedule contract number and product description(s) / services offered. Construction would contain past performance and a few contracts/projects that have been completed). Capability Statements should be concise as possible and limited to 10MB.