

Checklist for Doing Business with the Missile Defense Agency (MDA)

1. Make an appointment with your local Procurement Technical Assistance Center (PTAC)

PTACs teach small businesses how to sell to Federal government customers. You can locate a PTAC near you on the [Association of Procurement Technical Assistance Centers Website](#).

Small Business Development Centers (SBDCs) provide management advice and assistance to small businesses. They can help you incorporate, setup your accounting system, write a business plan, etc. You can locate an SBDC near you on the [Association of Small Business Development Centers Website](#).

2. Identify your product or service

Determine the North American Industry Classification System ([NAICS](#)) code(s) for your business.

3. Confirm your small business size standards

Contact the Small Business Administration to determine whether the NAICS industry code(s) for your business falls within the established table of [small business size standards](#).

4. Determine if your business is eligible to participate in any Socio-Economic Program(s).

The government works to make sure small businesses get at least 23 percent of all federal contracting dollars. Additionally, the government tries to award a certain percentage of all federal prime contracting dollars to small businesses that meet certain socio-economic conditions. There are several different ways of contracting that can help you win awards from the federal government, set-aside contracts for small businesses – Competitive or Sole-source. Some set-asides are for small businesses in certain socio-economic categories. You can bid on these set-aside contracts by participating in any of the Small Business Administration's (SBA's) contracting assistance programs listed below:

- Women-Owned Small Business (WOSB)
- Small Disadvantaged Business (SDB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Small Business in a HUBZone (HZ)

Small disadvantaged business concerns (SDB), includes 8(a) business development participants, Alaskan Native Corporations, Indian-Owned; and Native Hawaiian Organization-Owned businesses.

To qualify for a socio-economic designation, the business must be considered "small" in their primary NAICS code, and be at least 51% owned and controlled by the eligible person/entity. To participate in any of the SBA's small business contracting assistance programs, you will first need to qualify as a small business. The SBA's size standards determine whether or not your business qualifies as small. Most of the socio-economic programs require some form of certification. Many programs use the [certify.SBA.gov](#) website to let you certify or do a preliminary check to see if you are qualified. However, each program has its own standards and process for certification, so make sure to read carefully.

5. Obtain a Data Universal Numbering System (DUNS) number.

The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal government's contractor identification code for all procurement-related activities. This is a business identification number used similar to a personal social security number.

To obtain a number please contact Dun & Bradstreet at (866) 705-5711, Monday – Friday between the hours of 7am to 8 pm CST.

6. Register in the System for Award Management (SAM). www.SAM.gov

7. Become familiar with Government contracting procedures.

Be familiar with Federal Acquisition Regulations ([FAR](#)) and the Defense Federal Acquisition Regulation Supplement ([DFARS](#)).

8. Become familiar with MDA and how your establishment can help the agency accomplish its mission.

Go to the [MDA Website](#) and become familiar with MDA's mission, the Ballistic Missile Defense System, its component elements and various supporting efforts. Be prepared to articulate how your business can help MDA accomplish its mission, achieve its goals, solve technical problems, address BMD system gaps, or foster new BMDS capabilities.

9. Create a Profile in the MDA Small Business Directory and Marketplace.

The MDA Office of Small Business Programs offers the opportunity for small business to register more information about their business in our Electronic Small Business Information Exchange (eSBIE). [eSBIE](#) data is used by MDA and other buyers to conduct market research.

10. Search for current and prospective MDA procurement opportunities.

MDA opportunities are posted on beta.SAM.gov. This is the Federal Civilian and Military government single point of entry for businesses to find posted Federal business opportunities across all departments and agencies. To identify current procurement opportunities matching your product or service criteria, visit <https://beta.sam.gov>

11. Investigate GSA Schedule Program.

Federal agencies can use Government-Wide Acquisition Contracts (GWACs) and General Services Administration's ([GSA](#)) Federal Supply Service (FSS) Schedule Contracts to make purchases. These pre-approved contracts are used to buy commonly used products, services, and solutions needed to fulfill missions and day-to-day operations. These opportunities are normally competed among pre-qualified vendors already under contract.

12. Explore subcontracting and joint venture / teaming opportunities.

Regardless of your product or service it is important that you do not neglect subcontracting opportunities, our very large secondary market. Information regarding subcontracting opportunities with Department of Defense (DoD) prime contractors can be found at (<http://www.acq.osd.mil/osbp>). This website lists all major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm. The Small Business Administration also hosts a [Subcontracting Opportunities Directory](#). In addition to subcontracting, we also encourage you to learn about joint ventures and teaming, and investigate potential opportunities with the firms under contract with MDA. (See the [DoD OSBP Guidebook for Facilitating Small Business Team Arrangements \(Sept 2007\)](#)).

13. Make an appointment to speak with the Director of MDA Office of Small Business Programs.

After you have identified your customers, researched their requirements, and familiarized yourself with MDA and DoD procurement regulations and strategies, it is time to market your product or service to MDA. Present your capabilities directly to the Director of MDA Office of Small Business Programs.

Call (256) 450-2872 for an appointment or email outreach@mda.mil

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