



Federal and Washington State Contracting

What is government contracting?

The public sector buys a wide variety of goods and services from private sector businesses to support its functions. Government contracts are the agreements that legally bind the buyer and the seller to a deal.

How does contracting work?

Public agencies have procurement specialists or contracting officers that buy goods and services the agency needs to purchase. Contracts are awarded to businesses based on a number of factors including cost, value, and ability of the business to perform. The Federal Government is mandated to buy 23% of all goods and services from small businesses.

What is a “small” business?

The U.S. Small Business Administration (SBA) determines the size of a business by its primary North American Industrial Classification Specification (NAICS). The SBA assigns a dollar amount and/or an employee quantity limit for each NAICS code. If a business operates under the limits, then it is small. See the [SBA Table of Small Business Size Standards](#) (To find your NAICS, visit http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf)

Federal Government

Who is in charge of government purchasing?

Each federal agency* has its own procurement offices. Many federal agencies have what is known as an Office of Small and Disadvantaged Business Utilization (OSDBU) or an Office of Small Business Programs (OSBP) <http://www.osdbu.gov/>

*Official departments of the federal government (e.g. FBI, GSA, DoD)

How do they select companies?

Each federal agency has contracting officers that oversee the contract, negotiation and selection

Where can I find contracting opportunities?

Federal Business Opportunities (FBO) website contains all current Federal agency solicitations above \$25,000
www.fbo.gov/

State of Washington

Who is in charge of government purchasing?

The Department of Enterprise Services (DES) has Procurement Coordinators that analyze bids received to ensure all terms, conditions and bidder capabilities meet the requirements of the solicitation
<https://fortress.wa.gov/ga/apps/ContractSearch/Contact.aspx>

How do they select companies?

Department of Enterprise Services
Washington’s Electronic Business Solution (WEBS)
www.des.wa.gov

Where can I find contracting opportunities?

Department of Enterprise Services
Contracting and Purchasing
<http://www.des.wa.gov/services/ContractingPurchasing/Business/BidOpportunities/Pages/default.aspx>

How to Get Started

Step 1: Research - Learn what public agencies buy, then determine if your business can provide what they seek.

Step 2: Register - Post your business on the necessary registries to be considered for awards.

Step 3: Refine - See if your company qualifies to be in a special small business category.

Federal Government

Step 1: Research

State of Washington

Understand the federal marketplace; find opportunities currently up for bid, what agencies have purchased and more at: <http://www.sba.gov/content/federal-contracting-resources-small-businesses>

Department of Enterprise Services
Contracting and Purchasing
<http://www.des.wa.gov/services/ContractingPurchasing/Business/BidOpportunities/Pages/default.aspx>

Register your small business with the System for Award Management (SAM)
www.sam.gov

Step 2: Register

Register your small business with Washington's Electronic Business Solution (WEBS)
www.fortress.wa.gov/ga/webs

Small Business Administration (SBA)
Visit: www.sba.gov

Step 3: Refine

Office of Minority & Women's Business Enterprise (OMWBE)
www.omwbe.wa.gov

Bonding and Bidding:

Determine whether or not your business needs bonding in order to bid on a solicitation. If you would like bonding support, learn about SBA's Surety Bonding: www.sba.gov/surety-bonds. Follow the bidding requirements of each agency. Bid on the contracts you believe your company can have success delivering on.

Tips on increasing your business' competitiveness:

Learn More Find and attend free contracting workshops put on by SBA Portland District Office at www.sba.gov/or.SpecialSmallBusinessCategories In some cases, contracts can be reserved for small businesses that are certified in preferred categories. See Step 3.

Market Find and promote your business to agency contracting officers and business liaisons. See Step 1.

Contracting Resources

PTAC

Greater Vancouver Chamber of Commerce
1101 Broadway, Suite 100
Vancouver, WA 98660
Phone: (360) 567-1092
Email: swwa@washingtonptac.org

The Procurement Technical Assistance Center's (PTAC) mission is to maximize the number of capable U.S. companies participating in the government marketplace.

Federal Contracting:

Portland District Office
620 SW Main Street, Suite 313
Portland, OR 97205
Ph: 503-326-2682
Email: pdxhelp@sba.gov

State of Washington Contracting:

Washington State Department of Enterprise Services
Contracting & Purchasing
PO Box 41401
Olympia, WA 98504-1401
Ph: 360-407-2210
Email: contractingandpurchasing@des.wa.gov