

Registering for Government Contracting

Once a business has classified itself based on the established size standards, it is ready to begin registering to do business with the federal government. Follow these easy steps to self-certify a business as 'small' and obtain the registrations needed to begin bidding on government proposals.

Registration Process

1. Obtain a D-U-N-S Number
2. Register the business with the System of Award Management (SAM)
3. Find the NAICS codes for the company
4. Obtain past performance evaluations

Registration Process

Before bidding on government proposals, businesses need to obtain a Data Universal Numbering System, or D-U-N-S Number, a unique 9-digit identification number for each physical location of the business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. Submit a request at <http://bit.ly/1RN8VSW>

When registering for a D-U-N-S Number, business owners will need to provide:

- Legal name
- Headquarters name and address
- Business type (Sole proprietorship, Corporation, LLC, etc)
- Doing Business As (DBA) or any other name by which the business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address
- Telephone number
- Contact name and title
- Number of employees at the physical location
- Whether it is a Home-Based Business

Registering the Business with SAM

To participate in Federal procurement, a business must first register in the Federal government's System for Award Management (SAM). Visit www.sam.gov for more information and to register or update a registration. It must also complete the representations and certifications in SAM.

Pro Tip: Although not required, the SBA recommends registering in SAM for subcontracting opportunities with other companies. Registering in SAM will allow prime contractors with subcontracting goals to search and track small businesses for potential subcontracting opportunities

NAICS Codes

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the US economy. The NAICS codes define establishments based on the activities in which they are engaged. NAICS codes are also used for administrative, contacting, and tax purposes. NAICS is production oriented (not product oriented) and categorizes businesses with others that have similar methods of production. In addition, many states, cities and other political subdivisions like airport and bridge authorities use, or adapt, SBA's size standards based on NAICS for their own procurement programs.

Obtaining Past Performance Evaluations

Businesses interested in getting on the U.S. General Services Administration (GSA) Schedule for contracts should obtain an Open Ratings, Inc. Past Performance Evaluation. Open Ratings, a Dun & Bradstreet Company, conducts an independent audit of customer references and calculates a rating based upon a statistical analysis of various performance data and survey responses. While some GSA Schedule solicitations contain the form to request an Open Ratings Past Performance Evaluation, vendors may also submit an online request directly to Open Ratings.

Items Needed for Registration

- NAICS codes
- Data Universal Numbering System (DUNS)
- Federal Tax Identification Number (TIN or EIN)
- Product Service codes (optional by useful)
- Federal Supply Classification codes (optional but useful)