

Did you know that the Marine Corps contracts with small businesses all over the country to provide products and services to its installations across the globe? Here are 10 steps to help your company get started on the path to doing business with the Marine Corps.

Keep in Mind...

When reviewing a solicitation, note the closing date, time and how the bid needs to be delivered. These requirements are firm and will not be waived. In order for your bid to be considered, it must be properly submitted and arrive on time.

Carefully read the evaluation factors in the Request for Proposals (RFP), and ensure that your proposal answers all the questions and provides all the information required.

Different RFPs emphasize different factors — past performance, cost, technical proposal, personnel. Your submission should emphasize the factors that will give your business the best chance of success.



QUESTIONS?

For questions regarding construction and building contracts, contact the ROICC office at **760-830-7414**.

For questions regarding any other type of contract, contact the chief contracting officer at **760-830-5118** or the procurement chief at **760-830-6042**.

Marine Corps Community Services also acquires services through contracting.

MCCS Contracting Office:
760-830-3129

<http://www.mccs29palms.com/index.cfm/links/businessopportunities/>



**DOING BUSINESS WITH
THE MARINE CORPS**



1 Identify your products or services

Each product or service has its own Federal Supply Classification (FSC) code or North American Industry Classification System (NAICS) code. To find out what your codes are, visit the FSC and NAICS websites.

FSC: www.dlis.dla.mil/h2/

NAICS: www.census.gov/eos/www/naics/

Use these QR codes with your smart phone or tablet for quick access to a few of the websites in this brochures.



FSC



NAICS



GSA



SBA



DoD
OSBP



DoN
OSBP

2 Obtain a DUNS number and register with the System for Award Management (SAM)

To obtain a DUNS number, call **877-753-1444** or visit the Dun and Bradstreet website at <http://fedgov.dnb.com/webform/displayHomePage.do>

To go to SAM, type www.sam.gov in your Internet browser address bar. Ensure the website you go to ends in .gov

On the SAM homepage, tab to and select the Create User Account button.

On the Create Account Page, tab to and select the Create an Account button to create an account to register your entity.

On the Personal Information page, enter the data for the mandatory fields and navigate to the Next button.

On the Account Information page, enter the username and password information.

After you create your user account, log into the email account you provided and find the message from SAM to activate the account.

3 Do your reading

To understand Marine Corps' procurement policies and procedures, familiarize yourself with the following documents:

1. Federal Acquisition Regulations (FAR)
2. Defense Federal Acquisition Regulations (DFAR)
3. Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
4. Marine Corps Acquisition Procedures Supplement (MAPS)

4 Who needs your products or services?

Each Marine Corps installation purchases services and supplies that support a specific mission. To find out if those provided by your business are used here, call the Combat Center Contracting Office at **760-830-5115**.

5 Find current and future opportunities

There are several websites that can help you identify procurement opportunities that fit with your business. They include Federal Business Opportunities (FedBizOpps), the DoD EMALL, Navy Electronic Commerce Online (NECO) and SeaPort-e.

FedBizOpps: www.fbo.gov

DoD EMALL: <https://dod.emall.dla.mil>

NECO: <https://www.neco.navy.mil>

SeaPort-e: www.seaport.navy.mil



6 Consider a Federal Supply Schedule (FSS) contract

The Federal Supply Schedule program, directed and managed by the General Services Administration (GSA), provides federal agencies with a simplified process for obtaining commonly used commercial supplies and services at prices associated with volume buying. Visit www.gsa.gov to learn more.

7 Small business opportunities abound

Several programs exist solely to assist small businesses with contracting opportunities. A small business' ability to accept Visa makes it much easier for the government to do business with them, especially for small purchases ranging from \$1 to \$3,000. For more information, visit the websites of the Small Business Administration (SBA), DoD Office of Small Business Programs (OSBP) and the DoN Office of Small Business Programs (OSBP).

Small Business Administration: www.sba.gov

DoD OSBP: www.acq.osd.mil/osbp

DoN OSBP: www.secnav.navy.mil/smallbusiness

8 Subcontracting is another option to consider

If you are unable to meet all of a contract's requirements, consider subcontracting with a larger business that has a solid track record with the Marine Corps.

Another valuable option would be to join with other small businesses to form a team which will best meet the contract's need. Many contracts require more than one business to fulfill the task order.

9 It's OK to ask for help

If you start to feel overwhelmed with the process, contact the Marine Corps Small Business Programs Office for more information and assistance. The Procurement Technical Assistance Centers also may be of assistance. The nearest one to Twentynine Palms is in Los Angeles and can be reached at **323-881-3964**.

10 Respond to inquiries from field contracting offices

If someone from a contracting office contacts you about your products or services, be prepared to answer their questions in a timely manner so they have the information they need to consider your business for a potential contract.