



# DOING BUSINESS with the MARINE CORPS



MARINE CORPS AIR GROUND COMBAT CENTER • Twentynine Palms, California



**T**he Marine Corps contracts primarily with small businesses all over the country to provide products and services to its installations across the globe. More than 85 percent of the contracts written by the Regional Contracting Office are awarded to small businesses.

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. For your bid to be considered, it must be properly submitted and it must arrive on time. Carefully read the evaluation factors in the Request for Proposals (RFPs), and review your proposal to ensure it answers all of the questions and provides all of the information required. Different RFPs emphasize different factors, like past performance, cost, technical proposal and personnel. Ensure that your submission emphasizes the factors that will give your business the best chance of success.

**If a government employee asks you to deliver a product or service, ensure they are an AUTHORIZED CONTRACTING OFFICER with a valid contract number. If they cannot give you a number, they do not have authorization and you may not receive reimbursement if you provide products or services.**

## **If you have a question about contracting at the Combat Center, contact:**

**Construction and building contracts:** Facility Engineering and Acquisition Division (FEAD) **760-830-7414**

**Marine Corps Community Services contracts:** **760-830-3140**  
[www.mccs29palms.com/index.cfm/links/businessopportunities](http://www.mccs29palms.com/index.cfm/links/businessopportunities)

**All other contracts:** Chief Contracting Officer **760-830-5118**  
Procurement Chief **760-830-6042**

# 10 steps for getting started as a contractor 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. Find FSC codes at <http://everyspec.com/FSC-CODE> and NAICS codes at <https://www.naics.com/search>.

## 2. OBTAIN A DUNS NUMBER AND REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

To obtain a DUNS number, go to Dun & Bradstreet's website, <https://fedgov.dnb.com/webform>. To register your business with SAM, visit [www.sam.gov](http://www.sam.gov). Click on Create a User Account on the home page, then follow the directions to create your account. After you create your user account, log into the email account you provided and find the message from SAM to complete your registration.

## 3. DO YOUR HOMEWORK

To understand Marine Corps' procurement policies and procedures, familiarize yourself with Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), Navy Marine Corps Acquisition Regulation Supplement (NMCARS) and Marine Corps Acquisition Policy & Procedures (MAPP).

## 4. WHO NEEDS YOUR PRODUCTS OR SERVICES?

Marine Corps installations purchase services and supplies supporting specific missions. To find out if those provided by your business are used at the Combat Center, call the Contracting Office at **760-830-5115**.

## 5. FIND CURRENT AND FUTURE OPPORTUNITIES

To identify procurement opportunities for your business, visit: Federal Business Opportunities, [www.fbo.gov](http://www.fbo.gov); DoD FedMall, [www.suppliers.fedmall.mil](http://www.suppliers.fedmall.mil); or SeaPort-e (engineering, financial management and program management), [www.seaport.navy.mil](http://www.seaport.navy.mil).

## 6. CONSIDER A FEDERAL SUPPLY SCHEDULE (FSS) CONTRACT

The Government Services Administration (GSA) manages the Federal Supply Schedule program to provide federal agencies with a simplified process for obtaining commonly used commercial supplies and services. Visit [www.gsa.gov](http://www.gsa.gov) to learn more.

## 7. SMALL BUSINESS OPPORTUNITIES ABOUND

The ability to accept Visa makes it easier for the government to contract with small businesses, especially for purchases up to \$5,000. To learn more, visit the Small Business Administration, [www.sba.gov](http://www.sba.gov); DoD Office of Small Business Programs, [www.acq.osd.mil/osbp](http://www.acq.osd.mil/osbp); or DoN Office of Small Business Programs, [www.secnav.navy.mil/smallbusiness](http://www.secnav.navy.mil/smallbusiness).

## 8. SUBCONTRACTING IS ANOTHER OPTION TO CONSIDER

If you cannot meet a contract's requirements, consider subcontracting with a larger business with a solid contracting track record, or form a team with other small businesses to best meet the contract's needs.

## 9. IT'S OK TO ASK FOR HELP

If you need assistance, visit the Marine Corps Small Business Programs Office at [www.marcorsyscom.marines.mil/Command-Staff/Office-Of-Small-Business-Programs-OSBP](http://www.marcorsyscom.marines.mil/Command-Staff/Office-Of-Small-Business-Programs-OSBP), or call the Los Angeles Procurement Technical Assistance Center at **323-881-3964**.

## 10. RESPOND TO FIELD CONTRACTING OFFICE INQUIRIES

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