



# AIR FORCE SUSTAINMENT CENTER

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## Hill Air Force Base Small Business Programs



**AFSC/SB OL:SBH**

**801-777-4143**

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*Integrity - Service - Excellence*



# Hill AFB Small Business Office

## • **Our Role**

- **Ensure small business has maximum practicable opportunity to participate in Hill AFB acquisitions**
- **Participate in acquisition activities**
  - **Market research**
  - **Sources Sought, Request for Information (RFI)**
  - **Acquisition strategy meetings**
  - **Provide training (internal and external)**
  - **Review subcontracting plans**
- **Coordinate on acquisition documentation**
- **Organize/participate in outreach events**
- **Meet with small business representatives**



# Small Business Office Information

- **Methods of contact:**
  - **HAFB Small Business Office phone: 801-777-4143**
  - **HAFB Small Business Office email address:**
    - [AFSC.OL.SB@us.af.mil](mailto:AFSC.OL.SB@us.af.mil)



# Overview - Hill Air Force Base



- **Hill Air Force Base (HAFB)**
  - **Serves as Air Force Sustainment Center(AFSC)**
    - Divisions: AFSC-Hill 75<sup>th</sup> Air Base Wing (75<sup>th</sup> ABW), AFSC-Hill 309<sup>th</sup> Maintenance Wing (309<sup>th</sup> MXW), and AFSC-Hill 748<sup>th</sup> Supply Chain Management (SCM)
  - **Tenant Organizations with procurement responsibilities:**
    - Air Force Life Cycle Management Center (AFLCMC)
    - Air Force Nuclear Weapons Center (AFNWC)
    - Defense Logistics Agency (DLA)



# Hill AFB Procurement

- **What does HAFB buy?**
  - **AFSC-Hill 75<sup>th</sup> ABW, 309<sup>th</sup> MXW, AFSC-Hill SCM, AFLCMC and AFNWC contracting provides worldwide support for spare parts, services, repairs for:**
    - **F-16 A-10, T-37, T-38, C-130, B-2, F-22, F-4, F-5, F-111, O-2, OV-10, T-34, C-47 & Aerial Target Vehicles, A-37, B-57, C-123, T-33, and C-212**
    - **Intercontinental Ballistic Missile (ICBM) programs and Ammunitions**
    - **Landing gear, Wheels, Brakes, Power Systems**
    - **Radars, Ground Emitters and Sensors, Electronic Training Systems, MILSTAR, Defense Support Program, Global Positioning Satellite**



# Hill AFB Procurement

cont'd

## – AFSC-Hill 75<sup>th</sup> ABW

- Operational contracting support for local use services, repairs, supplies
- Environmental Restoration/Compliance, Emergency Response/Readiness, construction, snow removal, Architectural/Engineering, etc.

## – DLA

- Procures supplies and repairs
- Major focus areas:
  - » Aircraft maintenance/sustainability
  - » Landing Gear, space, ICBM, C3I supply chain commodities, wheels/brakes, radars, power systems
  - » DoD wide requirements for reparable/consumable items i.e., A-10 doors, speed brake, fuel tanks, traveling wave guide tubes, PTO shafts, etc.



# Contractual Considerations

- **Considerations**
  - **Best technical quality and price**
  - **Responsible contractors**
  - **Appropriate contract type for item/service purchased**
    - **Firm Fixed Price, Cost Reimbursement**
  - **Comply with socio economic regulations**
    - **Determine if acquisition may be met by one of following - Woman Owned Small Business (WOSB), Historically Underutilized Business Zone (HubZone), Small Disadvantaged Business 8(a) certified, or Service Disabled Veteran Owned Small Business(SDVOSB) in no certain order – programs have parity**
      - **Small Business, WOSB, SDVOSB self certify**
      - **Small Disadvantaged 8(a) and HubZone – SBA certify**
  - **Small Business Set-Aside**
    - **Acquisitions >\$3,500 but not exceeding \$150K are reserved exclusively for small business and shall be set aside (FAR Part 13)**
  - **Full and Open Competition/Unrestricted**
  - **Sole Source**



- **Typical Acquisition Process**
  - **Acquisition Planning & Market Research**
    - **RFI/Sources Sought/Industry Day/Capability Briefings**
  - **Solicitation (Request for Proposal (RFP), Request for Quotation (RFQ) or Invitation for Bid (IFB)) Posted/Issued through Federal Business Opportunities (FBO)**
    - **Applies to opportunities over \$25K**
  - **Submit bids/proposals electronically**
  - **Bids/proposals evaluated**
  - **Oral presentations (if required)**
  - **Negotiations (if required)**
  - **Subcontracting Plan Final Approval (if over \$700K)**
  - **Award**
  - **Debriefing (negotiated acquisitions, if requested)**





# Solicitation Vehicles

- **Invitation for Bid (IFB)**
  - Sealed, Competitive bids, Public bid opening
  - Government requirements clearly/accurately described
  - Bids evaluated – no discussions
- **Request for Quote (RFQ)**
  - Used in Simplified Acquisition Procedures (<\$150K)
  - Request price, delivery schedule, payment terms, and other terms and conditions
  - Vendors respond to RFQs with quotes
  - Quotes are not offers and cannot be accepted to form a binding contract
  - Government's offer – Purchase order
- **Request for Proposal (RFP)**
  - Used in negotiated acquisitions
  - Communicate government requirements
  - Provide anticipated terms and conditions



# Solicitation Vehicles

cont'd

- **Government Credit Card (GCC)**
  - Authorized for use in making and/paying for purchases of supplies, services or construction
  - Micro-purchases (under \$3,500)
- **GSA Schedules**
- **Indefinite Delivery Indefinite Quantity (IDIQ) Contracts**
- **Enterprise Strategic Initiatives**
  - **NETCENTS II**
    - Mandated contracts for Net Centric Products, NETOPS & Infrastructure Solutions, Application Services, Enterprise Integration & Services Management, IT Professional Support/Engineering Services (On Hold)
    - Contract Management: Maxwell AFB, 334-422-9232
    - <http://www.netcents.af.mil/contracts/netcents-2/>



# Federal Regulations

- **Familiarize Yourself with DoD Contracting Regulations!**
  - **Federal Acquisition Regulation (FAR):**  
<http://farsite.hill.af.mil>
  - **Governs federal procurement process**
    - **53 Sections**
  - **Defense Federal Acquisition Regulation (DFAR)**
  - **Additional Agency supplements, i.e., Air Force FAR Supplement (AFFARS)**
- **Federal Register Notices:**  
<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR>
  - Advance notice of what will be published in FAR



# Getting Started

- **Are you ready to propose on government contracts?**
  - **Know/Identify your product or service**
    - **Federal Supply Codes (FSCs)/Product Service Codes (PSCs):**  
<http://www.outreachsystems.com/resources/tables/pscs/>
    - **NAICS:** [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics)
    - **SBA Size Standards Information:** <https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards>
    - **Obtain Data Universal Numbering System (DUNS) Code**  
[fedgov.dnb.com/](http://fedgov.dnb.com/)
  - **Registration in System for Award Management (SAM)**  
[www.sam.gov](http://www.sam.gov)
    - **Registers you for Central Contractor Registration (CCR) required for procurement and financial transactions**
    - **Contractor and Government Entity Code (CAGE) – SAM system will provide one**
    - **Note: Register in SAM and select small business; a sub-set of your SAM data will be sent to SBA for size validation and inclusion in SBA's Dynamic Small Business Search (DSBS):** [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)



- **Contact target customers**
- **Prepare/Present capabilities briefings geared to customer requirements**
  - **Make sure you sell what they buy!**
- **5 second elevator speech**
  - **Share features/benefits**
  - **Innovative solutions**
  - **Best quality**
  - **Cost effective**
  - **Timely deliveries**



# Finding Opportunities

- **Identify your target market**
  - Air Force, Army, Navy, etc.
- **Procurement Opportunity Lists:**
  - **Federal Business Opportunities (FBO):**  
<https://www.fbo.gov/>
  - **GSA Federal Supply Schedule (FSS) Lists:**  
<http://www.gsa.gov/portal/content/197989>
  - **DoD Small Business Opportunity Forecasts:**  
<http://business.defense.gov/Small-Business/Acquisition-Forecasts/>
  - **Federal Procurement Data Systems (FPDS):**  
[https://www.fpds.gov/fpdsng\\_cms/](https://www.fpds.gov/fpdsng_cms/)
    - Tells who is winning, what agencies are purchasing



# Subcontracting

- **Explore Subcontracting**
  - **SBA SUB-Net** (provides information on subcontracting opportunities posted by prime contractors, non-federal agencies):

[https://eweb1.sba.gov/subnet/client/dsp\\_Landing.cfm](https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm)

- **Prime Contractors and Subcontractors with Subcontracting Plans:**

<http://business.defense.gov/Acquisition/Subcontracting/Subcontracting-For-Small-Business/>



# Available Resources

- **Procurement Technical Assistance Centers (PTAC)**
  - <http://goed.utah.gov/contracting/PTAC/>
- **Small Business Administration**
  - [www.sba.gov](http://www.sba.gov)
- **DoD Small Business Offices**
  - <http://business.defense.gov/>
- **Service Corps of Retired Executives (SCORE)**
  - <https://saltlake.score.org/find-mentor-49>
- **Small Business Development Centers (SBDC)**
  - [www.sba.gov/sbdc](http://www.sba.gov/sbdc)





# Questions???

- **Be Patient**
- **Be Persistent**
- **Ask Questions**
- **Network**
- **GOOD LUCK!!**