

## Additional Assistance

Training, counseling and assistance with marketing, financial, contracting, and small business issues at minimal or no cost is available from the following organizations:

### Procurement Technical Assistance Centers (PTACs)

PTACs provide small business concerns with information on the contracting process. To find the PTAC nearest you, visit:

<http://www.dla.mil/SmallBusiness/Pages/ptac.aspx>

### Small Business Administration - Procurement Center Representatives

Each Air Force Agency/Command is assigned an SBA PCR liaison. To find the PCR assigned to the command you are marketing to, visit the SBA website at:

[www.sba.gov](http://www.sba.gov)

### SCORE: - The Service Corps of Retired Executives

Confidential counseling to individuals starting a business and small business owners. To find the closest SCORE office, visit:

[www.score.org](http://www.score.org)

### Small Business Development Centers

Assistance in all stages of business. A listing of SBDCs is located at:

[www.asbdc-us.org](http://www.asbdc-us.org)

### How to Do Business with the Air Force

[www.airforcesmallbiz.org](http://www.airforcesmallbiz.org)

## 45 Space Wing Small Business Office

### MISSION

*To create and deliver strategies to bring innovative, agile and efficient small business solutions to the World's Premier Gateway to Space.*

### VISION

*Small Businesses are the solution of choice rather than a required program.*

Director of Small Business Programs  
**Sherri Richardson**

Small Business Program Specialist  
**Dionne Kellem**

**45 SW/SB**  
1201 Edward H. White II Street  
Building 423, Room C-110  
Patrick AFB, FL 32925-3237

For counseling appointments please email:

**45SW.SB.Office@us.af.mil**

Requests for counseling appointments to discuss doing business with the 45th Space Wing must be sent via email. Due to security issues, appointments for non-identification card holders are scheduled off base and must be requested at least two weeks in advance.



# How to Do Business with the 45TH SPACE WING



**45th Space Wing  
Small Business Programs Office  
1201 Edward H. White II Street  
Patrick AFB, FL 32925-3237**



## U.S. AIR FORCE

### Is Your Product or Service Something the Air Force Buys?

Know the Federal Supply Class or Service codes and your North American Industry Classification System (NAICS) codes for your products or services. Determine how the product or service was purchased in the past and who bought the product.

### Register Your Business

- DUNS Number: Obtain a Dun and Bradstreet Unique Number System number (DUNS Number).
- CCR: Register with System for Award Management (SAM)
- Obtain a Commercial and Government Entity (CAGE) Code
- Complete your representations and certifications in SAM
- Complete your small business profile in SAM
- Include your NAICS codes and experience in SAM

### Government Contracting Procedures

Be familiar with Federal Acquisition Regulations (FAR) and the supplements.

### Investigate Federal Supply Schedule (FSS) Contracts

Contact the General Services Administration (GSA) for information on how to obtain a Federal Supply Schedule (FSS) contract. Many purchases are, in fact, ordered on FSS contracts.

### Identify Current Procurement Opportunities

Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities website or E-Buy (GSA) website which can assist you in identifying 45TH Space Wing requirements.

### Explore Subcontracting Opportunities

- A 45th Space Wing list of Prime Contractors is available in the 45TH Space Wing Office of Small Business Programs. The listing will be emailed upon request.
- Subcontracting opportunities are also listed on the SBA website at: <http://web.sba.gov/subnet/search/index.cfm>

### Market Your Firm Well!!!

A listing of Small Business Specialists is located at: <http://airforcesmallbiz.org>

- Request a listing of the products or services they purchase
- If you have identified the 45th Space Wing as one of your customers, research their requirements, and familiarize yourself with the FAR and its supplements.
- Present your capabilities directly to the AF Small Business Specialists via email or appointment.

### Helpful Websites

Air Force—How to Do Business with the Air Force: <http://airforcesmallbiz.org>

Army—How to Do Business with the Army: <http://www.sellingtoarmy.info>

Navy—How to do Business with the Navy: <http://www.donhq.navy.mil/OSBP/>

NASA Office of Procurement: <http://www.hq.nasa.gov/office/procurement/>

VA — Department of Veterans Affairs: [www.vetbiz.gov](http://www.vetbiz.gov)

SBA — Small Business Administration: [www.sba.gov](http://www.sba.gov)

Annual Business Opportunities Expo: <http://expo.ksc.nasa.gov/>

Federal Acquisition Regulations (FAR): <http://farsite.hill.af.mil/>

Federal Business Opportunities: <http://www.fedbizopps.gov/>

Electronic Subcontracting Reporting System: <http://www.eSRS.gov>

Subcontracting Opportunities (SUB-NET): <http://web.sba.gov/subnet>

DoD Women-owned Small Business Office: <http://www.acq.osd.mil/osbp/programs/wosb/>

SBA — Small Business Administration: <https://eweb.sba.gov/gls>

North American Industry Classification System: <http://www.census.gov/eos/www/naics/>

Federal Supply Class: <http://www.outreachsystems.com/resources/tables/pscs/>

Dun & Bradstreet : [www.dnb.com](http://www.dnb.com)

System for Award Management: <http://www.sam.gov/>

General Services Administration: <http://www.gsa.gov>

Federal Procurement Data System New Generation: <https://www.fpds.gov/fpdsng/cms/>

Past Performance Information Retrieval System: <http://www.ppirs.gov>

Government Contractor Resource: <http://business.usa.gov/>

Small Business Development Center [www.easternflorida.edu/go/sbdc](http://www.easternflorida.edu/go/sbdc)