



Doing Business with the US Army Corps of Engineers

<http://www.usace.army.mil>

We appreciate your interest in working with the US Army Corps of Engineers. We want to help you succeed in your quest to do business with us. Along with this information sheet, we are sending you a list of all of our small business advocates. At the bottom of the page you'll better understand where the contract opportunities are so you can market to the SB Deputies that may help you obtain a contract.

Did you know that **hundreds of firms** call each month to introduce their businesses? Which firms get **priority**?

Depending on what you offer (services, supplies, debris removal, dredging, construction...), there may be several active opportunities for you within the Corps, and they are posted on the Federal Business Opportunities website, www.FBO.gov, right now. We look forward to meeting with you, but please review this information and our contract opportunities before requesting a meeting with the District and Center Small Business Advocates.

Our highest priority is looking for small firms to propose on the work we have on the street right now before the Solicitation closes. Hundreds of small firms call each month seeking appointments and wanting to learn how to do business with us. We make it a priority to first work with the firms that need help regarding specific opportunities posted on www.FBO.gov. We enjoy hosting meetings with firms to learn about their capabilities, but we must focus our attention to effectively get proposals for our open Solicitations first and foremost. You can differentiate yourself from the hundreds that call by contacting us about a specific www.FBO.gov opportunity.

The **DIRECT link to US Army Corps of Engineers (only)** contract opportunities is below...click and open:

<https://www.fbo.gov/index?tab=offices&s=agency&mode=form&id=63dd2680762c21c611c41c2499b507c5&cck=1&au=&ck=>

or go to www.FBO.gov and do a **keyword search for USACE**.

(1) **Marketing to the Corps 101.** In order to make the most of your time as you market your business, please look at the www.FBO.gov website before you contact one of these advisors for assistance. Mass emails without indicating a specific solicitation or announcement from www.FBO.gov have proven to be ineffective to the many small businesses desiring to do work with the federal government. If you've sent several emails to federal small business advocates without a response, try contacting them about a specific solicitation or opportunity and indicate the solicitation number in the subject line of your email. This always works, but it requires you to do the research on www.FBO.gov first. Again, our top priority is to get responses to currently pending Solicitations on www.FBO.gov. Please review the actions, and contact us to let us know

which specific action you can propose on. **If at all possible AVOID using aol.com, yahoo.com, gmail.com, Comcast.net, etc., when marketing your firm for official government business.**

(2) **You must register for Doing Business with the Federal Government.** In order to receive a contract directly from the federal government, you must be registered to do business on the System for Award Management (SAM) website. You can register your Entity (business, individual, or government agency) to do business with the Federal Government (**it's a FREE service, no charge to you**). There are on-line services that offer to register your firm on this site for a fee. This is not necessary as you can do this yourself at no cost.

Register
Here!

If you are interested in registering you must first create a user account, go to --
<https://www.sam.gov/portal/public/SAM/>.

On the SAM web-site, there is a Help screen that contains User Guides and Demonstration Videos to help you get on your way. Review these to see what information you will need to have at your fingertips when you register. Be sure that your User Name and Password are kept securely—you will need these whenever you make updates to your record and for your annual updates. There is also a Federal Help Desk that can be reached at 866-606-8220.

(3) **Start-up Firms.** Congratulations on starting your business. If you are a brand new start up company, and you have not yet received your first Department of Defense (DoD) contract opportunity, please also contact your local Procurement Technical Assistance Center (PTAC). PTAC is funded by a grant to assist our small businesses to prepare to do business with us and to learn how to respond to solicitations. Learning how to read solicitation requirements and respond with the right forms in the right format is critical. To find a PTAC near you, go to www.aptac-us.org.

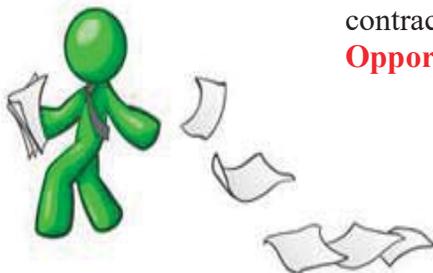
- **PTAC Mission.** The mission of the PTAC is to assist Small, Disadvantaged, Women Owned, Veteran Owned, Service-Disabled Veteran-Owned and HUBZone certified businesses that want to increase their opportunities in the Federal, State, and Local Government marketplace. They also assist Prime (large and small) Contractors in locating small businesses to act as subcontractors for government contracts. In addition, they offer low cost Training classes on "Government Contracting", "Contract Administration", and the government's electronic commerce initiatives. They discuss which Procurement Fairs bring together small businesses with government buyers. They will also help you identify which government buying activity needs what you sell. PTAC classes are inexpensive (most under \$50).

(4) Attached, you will find the **Corps' Small Business Contact List** for our 60 small business advisors. The list includes phone, address, and email address for the HQ Associate Director and HQ staff, the Division Level Small Business Leaders, and the District Small Business Deputies. Some of us work directly with contract opportunities and have the ability to recommend firms to program managers and contracting officers for contract actions. Some of us are policy, oversight, and management focused and we don't work directly with contracting officers and program managers. However, all of us can explain the process of doing business with the Corps.

- **Headquarters – Washington, DC.** The **Chief of the SB Program and Headquarters Small Business Office Leaders** oversee policy and overall management of the Small Business Program and staff, and are not involved in awarding contracts or recommending small businesses for contracts. The Chief sets the vision for the organization, and oversees implementation of policies and regulations that impact the small business program across the entire Corps of Engineers. The Chief provides direction and guidance to the 60 plus small business advocates working for the Corps of Engineers. The HQs staff is not involved in recommending small firms for specific contract opportunities (this is done at the District and Center Level two levels below the headquarters). The HQs has an open-door for meeting small business firms, but the meetings do not lead to contract awards or any recommendation to a PM or Contracting Officer regarding the small business (introductions of firms to our PMs and for specific projects happens at the District level and Center level). Firms that are experiencing difficulty with payments, performance, terminations, or other issues that will negatively impact the small business should reach out to HQs for intervention when unable to resolve the issues at the District or Division level – we are here to support you.
- **Divisions – 9 each across the country.** The **Division Small Business Leaders** are senior advisors to the nine (9) Corps Division Commanders (1-2 Star Commands), Regional Contracting Leaders, and the HQs SB Office. They serve as leaders to the District SB Deputies. Division Leaders can discuss and advise on all areas of the small business program and how to do business with the Corps, but they are not directly involved in recommending small businesses to contracting officers and program managers. The attached sheet provides clarity on the locations of the Districts under each Division Leader.
- **Districts and Centers – over 48 each across the country.** The **District and Center SB Deputies** work side-by-side with Contracting Officers, Program Managers, District Commanders, and Center Directors (GS-15, Colonels, SES) to determine which specific acquisitions should be set-aside for competitive small business award to SBs, SDVOSBs, WOSBs, HBCUs, HUBzone firms. For example, these SB Deputies help find 8(a) firms and make recommendations for sole source 8(a) awards. The District and Center SB Deputies have the day-to-day visibility over purchases within their respective District or Center. Again, all contracts are awarded at the District Level and Center levels. **Contract Opportunities are here!!**

FAQ: Who should I contact in order to get contract work with the Corps of Engineers?

Answer: District and Center SB Deputies know where the contract opportunities are. But first, locate your opportunity on www.FBO.gov so you can talk about a specific contract opportunity that is of immediate



interest to the SB Deputy. The SB Deputy's priority is looking for small firms to propose on the work they have advertised right now before the Solicitation closes.

FAQ: I've sent 50 emails to USACE personnel, and I've left messages to tell them that I'm an 8(a) firm looking for contract opportunities. Why is it so difficult to reach someone to schedule an appointment to brief my capabilities?

Answer: Read Marketing to the Corps 101 (above). If you've sent several emails to federal small business advocates without a response, try contacting them about a specific solicitation or opportunity and indicate the solicitation number in the subject line of your email. This always works, but it requires you to do the research on www.FBO.gov first. Again, our top priority is to get responses to currently pending opportunities on www.FBO.gov. Please review the actions, and contact us to let us know which specific action you can propose on.

(5) **Effective Outreach Events and Conferences.** Please be careful about signing up for costly conferences that may not provide you with a return on your investment. Look for Conferences that have a heavy presence of government attendees, are co-hosted or sponsored by Federal Agencies for specific industries or business size categories.

- SAME Small Business Conference for Military Engineers www.same.org
Over 200 US Army Corps of Engineers leaders participate in this event each year (every USACE District and Center Commander, 40 Contracting Officers, and 50 Small Business Leaders).
- Secretary of the Army Small Business Conferences:
<http://business.defense.gov/Events/>
Look at this site for Army hosted conferences.
- Dept. of Veteran Affairs Small Business Conference www.va.gov. **PLEASE NOTE:** Veterans Affairs Small Business Engagement will be co-located this year with the SAME Federal Small Business Conference. See: www.samesbc.org for more information and registration details.

US Army Corps of Engineers Official Website: <http://www.usace.army.mil>

(6) Local Small Business Conferences hosted by Procurement Technical Assistance Centers, Small Business Administration, General Services Administration, City, State, and Federal Agencies, including DoD Agencies, such as the Corps of Engineers, etc., are also good networking opportunities. These may require some searching at your local level, but you may wish to start with your PTAC, which can be located at www.aptac-us.org.