

Steps to Doing Business with the Department of Veterans Affairs

1. Register with **System For Award Management (SAM)**. You must also be registered with **ORCA** (in SAM), and include your **North America Industrial Classification System Code (NAICS)** and the Federal Supply Classification (FSC), as appropriate.
2. Visit 3 main sites: **Forecast of Contracting Opportunities, Federal Business Opportunities, and e-Buy** to search for opportunities and sign up for solicitation information.
3. Visit **Federal Supply Schedule (FSS)** site to learn how to obtain a long-term government-wide contract. Note: e-Buy is a site for FSS holders.
4. Work with your **Procurement Technical Assistance Center (PTAC)** to develop your small business & identify bid matches for your business niche.
5. Develop an easy-to-navigate company website that includes your products or services, pricing, and point of contact information.
6. Be procurement ready & understand the competitive federal buying environment.
7. Veteran Owned Businesses interested in participating in Vets First set-asides should register at **<https://www.vip.vetbiz.gov/Public/Register/Register.aspx>**

Useful Websites for Small Business

System For Award Management:

www.sam.gov

Small Business Administration (SBA):

www.sba.gov

Center for Veterans Enterprise Web Portal:

www.vetbiz.gov

Office of Small and Disadvantaged Business Utilization (OSDBU):

www.va.gov/osdbu/

Office of Acquisition and Logistics:

<http://www.va.gov/oal/business/dbwva.asp>

North American Industry Classification System (NAICS):

www.census.gov/naics

Federal Business Opportunities:

www.fbo.gov

Fedbid:

www.fedbid.com

e-Buy

www.ebuy.gsa.gov/

VA Federal Supply Schedule

www.fss.va.gov

Procurement Technical Assistance Center (PTAC) locator:

www.aptac-us.org

VA Heart of Texas Network – VISN 17

<http://www.heartoftexas.va.gov/>



Doing Business with Department of Veterans Affairs

Veterans Integrated System Network (VISN 17) –
VA Heart of Texas Network

<http://www.heartoftexas.va.gov/Contracting/nco17.asp>

A Guide for Small Businesses

Hattie Williams

Small Business Specialist

Network Contracting Office/VISN 17

4500 S. Lancaster Rd.

Dallas, Texas 75216

972-708-0808

Hattie.williams@va.gov

VA Mission: To fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving them and honoring the men and women who are America's veterans.

Who We Are

VA Heart of Texas Health Care Network, or VISN 17, serves a population of slightly over one million veterans residing in 150 counties stretching from the Oklahoma border to the Far Western corner of Texas. It includes urban centers such as Dallas/Fort Worth, San Antonio, Temple/Killeen, Austin, Amarillo, Big Spring, Laredo and El Paso.

What Do We Buy?

Each VA Healthcare System purchases supplies and services from both local and nationwide sources. **Research our buying history to ensure your offerings match our mission.**

Some examples of items purchased are:

- Pharmaceuticals, medical, and surgical supplies
- Perishable subsistence such as meat, dairy, bread, fruit and vegetables
- Equipment, supplies, and materials for facility operation from light bulbs to cleaning supplies
- Maintenance and repair of medical and scientific equipment
- Janitorial & Grounds Maintenance services
- Building construction, maintenance, and repair such as painting, plumbing, electrical, flooring, and HVAC
- Prosthetic and orthopedic aids
- Medical gases
- Limited COTS IT hardware, software, maintenance
- Administrative and medical staffing services

To learn more about VA and priority sources please visit the VA Office of Acquisition and Logistics:

<http://www.va.gov/oal/business/dbwva.asp>

Who Are Network Small Business Specialists?

Network Small Business Specialists are small business advisors located at each Veterans Integrated Service Network (VISN) to assist small businesses, including 8(a), small disadvantaged, HUBZone, service-disabled veteran-owned, veteran-owned, and women-owned. Among other services, these advisors provide information and guidance on (1) procurement procedures, (2) how to do business with VA, and (3) how to identify prime contract opportunities. They work closely with the Office of Small Disadvantaged Business Utilization (OSDBU).

Forecast of Contracting Opportunities (FCO)

Each year OSDBU publishes a FCO, which is available on OSDBU website at **www.va.gov/osdbu/**. Use the blue tabs to search/query i.e. entire VA FCO, State, or by VISN. The FCO is searchable by product service codes, socioeconomic categories, contracting activity, procurement vehicle and method, or by word description.

Veteran Entrepreneur Portal

<https://www.va.gov/OSDBU/entrepreneur/index.asp>



VA | Defining
HEALTH CARE | **EXCELLENCE**
in the 21st Century

Veteran Government Partner

VGP is the emerging social networking portal for VA events and conferences for small and veteran-owned businesses.

www.vetgovpartner.com

Additional Guidance

For additional guidance on doing business with the Department of Veterans Affairs, as well as other government agencies, contact the Procurement Technical Assistance Center (PTAC) in your area. PTACs are non-profit, government funded centers designed to help you understand the federal procurement process & decide if VA is a potential customer. **To find a center in your area visit the PTAC website:** **www.aptac-us.org**

Prime Contracting Goals FY 2016

Small Business - 34%

Small Disadvantaged Business [including 8(a)] – 5%

Historically Underutilized Business Zone (HUBZone Small Business) – 3%

Service-Disabled Veteran-Owned Small Business – 10%

Veteran-Owned Small Business – 12%

Woman-Owned Small Business – 5%