



**Getting Started
with
Government Contracting**

**Veteran Entrepreneur Program Guide
2020**

This guide provides foundational information on working with governmental agencies as a small business. In preparation to work with a government entity, your business must be registered with the state, have an EIN, and operate using a business banking account. The EIN can be created at www.irs.gov.

Local Government

If you seek contracting opportunities with local municipalities, cities and counties, contact the local offices to understand certification requirements, procurement opportunities, and meet with local representatives. Each city and county may have different requirements.

Here is a sampling of cities and websites to get you started. Click on the links below and contact procurement representatives for more information.

Austin - <http://www.austintexas.gov/department/certification>

Houston - <http://www.houstontx.gov/obo/index.html>

Dallas - https://dallascityhall.com/departments/procurement/Pages/mwbe_certification.aspx

Fort Worth - <https://fortworthtexas.gov/businessdiversity/>

San Antonio - <https://www.sanantonio.gov/TCI/Current-Vendor-Resources/Women-Small-Minority-Owned-Business>

Harlingen - <https://www.smsdc.org/mbe-certification/>

Amarillo - <https://www.amarillo.gov/departments/public-safety-and-organizational-services/finance/purchasing/how-to-do-business/> For Certification see Texas Comptroller Office

El Paso - <http://legacy.elpasotexas.gov/purchasing/local-vendor-registration.asp>

Tyler - <https://www.txdot.gov/business/partnerships/tucp.html>

Midland/Odessa - <https://www.smsdc.org/mbe-certification/>
<http://midlandtexas.gov/155/Purchasing>

State Government

To do business with the State of Texas, you must register as a Texas Vendor on the Comptroller Website. This is the first step. Visit this page:

<https://comptroller.texas.gov/purchasing/vendor/registration/>

Historically Under-utilized Business Certification: To qualify as a HUB business, an entity must be at least 51% minority-owned, women-owned or service-disabled veteran-owned business, with at least a 20% disability rating. The HUB Certification provides HUBs the opportunity to do business with approximately 200 state agencies, including institutions of higher education. These agencies require many products and services and seek to source these items by contracting with HUB businesses. **The HUB certification is free to applicants and your initial certification is valid for four years. The CPA HUB team will contact you to renew your registration 120 days out from expiration.**

Follow these Steps:

1. Apply for the Historically Underutilized Business Certification once you have created your User profile and <https://comptroller.texas.gov/purchasing/vendor/registration/>.
2. Download the HUB Application here:
<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>
3. Identify NIGP and NAICS codes for your business: **Texas uses the NIGP code:** National Institute of Governmental Purchasing Commodity Codes-Click Link below. Under Resources, find the Commodity Book. NIGP Codes- <https://comptroller.texas.gov/purchasing/nigp/>

Centralized Master Bidder List: If you do not qualify as a HUB, you can register on the CMBL. Manufacturers, suppliers, and other vendors wishing to furnish materials, equipment, supplies, and services to the state should register for the Centralized Master Bidders List (CMBL) to receive bidding opportunities. **The CMBL annual registration fee is \$70.**

Follow these Steps:

1. To register on the Centralized Master Bidder list visit the Texas Comptroller of Accounts website: <https://comptroller.texas.gov/purchasing/vendor/registration/>
2. Establish a profile on the Centralized Master Bidder List -
<https://comptroller.texas.gov/purchasing/vendor/cmbll/>.
3. Download the Form here: <https://comptroller.texas.gov/purchasing/vendor/cmbll/>
4. Create a Capabilities Statement: This document highlights your expertise, past experience and certifications. See Appendix for Samples.

Federal Government

In general, to contract with the Federal government, you must be in business for at least two years. This is to demonstrate past performance and/or experience, and financial stability of the company. Government contracts often times require a long-term bidding and acquisition process, along with delayed payments, which can adversely impact a new business. As a startup, you can build your business by working as a subcontractor with a prime contractor, and/or with another subcontractor. By doing so, this will demonstrate your ability to fulfill contract requirements and develop both past experience and past performance, required to win larger contracts.

Follow these Steps:

1. Register in the SAM system – System of Award Mgmt. - <https://www.sam.gov/SAM/>.
2. Self - Certify or become certified with a 3rd party. See next page for certifying organizations.
3. Schedule a meeting with a local Procurement Technical Assistance Center. See Below.
4. Create a Capabilities statement: **The Federal Government uses NAICS Code:** National American Industry Classification System Codes **and PSC – Product Services Codes:**
NAICS Codes- <https://www.census.gov/eos/www/naics/>
PSC Codes: https://www.acquisition.gov/PSC_Manual
5. Identify the agencies you wish to target (DOD, DOE, Homeland, DOT). PTAC can help with Bid matching.

PTAC Offices in Texas:

- Regional PTAC – Headquarters - <http://www.delmar.edu/ptac> - Corpus Christi
- Regional PTAC – Headquarters - <http://www.elpasococ.org> – El Paso
- Regional PTAC – Headquarters - <http://www.utpa.edu/ptac> - Edinburg
- Regional PTAC – Headquarters - <http://www.nwtpac.com> – Lubbock
- Regional PTAC – Headquarters - <http://www.ptac.uh.edu> – Houston
- Regional PTAC – Headquarters - <http://ptac.iedtexas.org> – San Antonio
- Regional PTAC – Headquarters - <http://www.uta.edu/crosstimbers/> - DFW/Arlington

Veterans Administration: The Veterans Administration has its own process to certify businesses that wish to contract and provide good and services. The process to become certified may take between three weeks and three months and is completed through the Center for Verification and Evaluation - CVE. Once verified, the certification is good for three years contingent upon maintaining the requirements of Eligibility, Ownership and Control.

Follow these Steps:

1. Attend the Pre-Application Webinar and Town Halls. This is a mandatory presentation on the process: Check the schedule here: <https://www.va.gov/osdbu/calendar.asp>.
2. Prepare for verification. Read this document: <https://www.va.gov/osdbu/docs/PreparingForverificationFundamentals.pdf>
3. Doing Business with the VA. Read this document: <https://www.va.gov/osdbu/library/dbwva.asp>
4. Veteran Owned Business Assistance: <https://www.va.gov/careers-employment/veteran-owned-business-support/>.

Certification Resources

For the Disadvantaged Business Enterprise and Minority/ Women Business Enterprises certifications, cities use third party minority business councils to conduct the certification. The process includes submitting an online application with supporting documents and requires a fee of \$250-\$350. Below is a partial list of organizations that have branch offices throughout the state that will certify your business.

Women Business Council - Southwest: <https://wbcsouthwest.org/>

North Central Texas Regional Certification Agency: <http://www.nctrca.org/>

Houston Minority Development Council: <http://hmsdc.org/>

Texas Department of Transportation: <https://www.txdot.gov/inside-txdot/division/civil-rights.html>

[Appendix](#)

Capabilities Statement Guide – Provided by UT San Antonio - PTAC office: Use this document as an example of the type of information to include in your Capability Statement.

Sample Capabilities Statement – provided by RSM Federal

- Product
- Service

SMITH CONSTRUCTION COMPANY

12 BUILD IT LANE
ACREAGE CITY, TEXAS 78000

PHONE: 210-XXX-XXXX
E-mail: Sconstruction@satx.rr.com

FAX: 210-XXX-XXXX
Website: www.smithcons.org

CONTACT PERSONS: ANN SMITH, PRESIDENT
JOHN SMITH, VICE PRESIDENT
JOE DONALDSON, CONTRACTS MANAGER

***What We Believe:** Smith Construction Company believes each customer's need is unique, and requires an individual customized approach and solution to adapt to their business needs and requirements. At Smith Construction Company, our goal is to provide expert level construction services through our myriad of business services and platforms in support of private, local, state and federal sectors to take your company to the next level, while providing superior customer service!

***What We Do:** Smith Construction Company is woman-owned, service disabled veteran, (**SBA Certified 8(a), Small Disadvantage Business (SDB), HUBZone**), general contractor specializing in providing capability services and support in the following industry categories:

***Capabilities:**

SABER
Historical Repair – Foundation and Interior
HVAC
Remodeling
Carpentry
Painting

Electrical
Plumbing
Concrete
Demolition
Roof Repair

***GSA Advantage-Federal Supply Schedule (FSS) Contract:**

[GS-XXF-XXXDA](#)

[*Accept Government Purchase Card\(s\)](#)

***NAICS CODES**

236115 – Single Family Housing Construction
236116 – Multifamily Housing Construction
236220 – Commercial and Institutional Building Construction
238220 – Plumbing, Heating and Air-Conditioning Contractors
238310 – Drywall and Insulation Contractors
238320 – Painting and Wall Covering Contractors
238910 – Site Preparation Contractors

PSC CODES

*Y1FA – Construction of Family Housing Facilities
Y161 – Construction of Family Housing Facilities
Y1CZ – Construction of Other Educational Buildings
Y1AZ – Construction of Other Administrative facilities and service buildings
Y1AA – Construction of Office Buildings
JO45 – Maintenance and Repair of Plumbing, Heating and Waste Disposal Equipment

7220 – Floor Coverings
F021 – Site Preparation
L080 – Technical Representative Services/Brushes, Paints, Sealers and Adhesives
P400 – Demolition of Buildings
P500 – Demolition of Structures and Facilities (Other than Buildings)

Business Registrations:

*SBA ID: Pxxxxxxx (Electronic Marketing Capability Briefing)
Cage Code: IAM4U
Duns Number: 555666777

Federal Certifications:

*SBA 8(a) Case Number:
XXXXXX

*HUBZone Certification:
XX/XX/XXXX

*Veterans First-CVE-Certified-VA-SDVOSB

***Non-Federal Certifications:** Historic Underutilized Business (HUB-TX); South Central Texas Regional Certification Agency certified (SCTRCA); Woman Owned Small Business Enterprise (WBE); Small Business Enterprise (SBE); Emerging Small Business Enterprise (ESBE); Minority Business Enterprise (MBE), Veteran Owned Small Business Enterprise (VBE) (Others may be applicable)

***BONDING LEVEL:** \$10,000,000 – Per incident
\$20,000,000 – Aggregate

***Registered member of the Disaster Response Registry**

***(Insert Key Differentiators)—How are you different?**

- *Pricing
- *Relationships
- *Experience
- *Technical certifications
- *Lead times/delivery
- *Diverse Platforms
- *Technical Experience
- *New Technologies or Processes
- *Warranties
- *Service after the sell

*Special note: You must “sell” to one or more of your strengths, as a differentiator(s) is a “result” the customer can expect from using your company’s service or product that would support a customer, contracting officer, or agency from buying from you!

PERFORMANCE HISTORY or Professional Experience(If Past Performance would not apply—Personal experience can be included, but, must relate to New Business

*Name: Foundation Repair, Historical Bldg. 654, Ft. Sam Houston
Contract: XXXXXXXXXXXX
Start: 01/01/2007
End: 12/15/2008
Value: \$ 250,000.00
Contact: Mr. John Smith
Phone: 210-415-3219

Name:
Contract:
Start:
End:
Value:
Contact:
Phone:

**Updated and Revised by: Curtis G. Mohler, Senior Business Development Specialist,
UTSA PTAC
9 September, 2018**

SAMPLE

CAPABILITY STATEMENT

MSR Solutions, LLC provides commercial and government clients with A/E/C project delivery on vertical construction contracts.

For every engagement, we bring our unique combination of functional expertise to minimize or eliminate risks that cost time and money.

We interface closely with on-site representatives and our teaming partners to prevent surprises and prioritize requirements.

Since 2006, MSR has primed more than 120 vertical construction projects and has subcontracted on more than 500.

With 20+ employees and a \$30 Million bonding capacity, we have outstanding and superior ratings on every project.

DIFFERENTIATORS

- ✓ **One of only 4 contractors** in our region with **\$30 Million bonding capacity** with extensive past performance on Central Plant Chillers.
- ✓ **Technical Specialists.** We have in-house specialists for every division of work, from design build to civil sitework, as well as building envelope, concrete and carpentry.
- ✓ **Robust Preconstruction Services.** Our preconstruction program has been upheld by our clients as a model by which they measure other contractors. On average, our clients save **4% - 6%** on the total cost of the project.
- ✓ **Project Expertise.** More than **600 projects**.

CONTACT INFORMATION

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Owner

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george.smith@msrsolutions.com

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www.msrsolutions.com

SERVICES

- ✓ **Mechanical Infrastructure and Piping**
Cooling Towers, Central Plants, Boilers, Chillers
- ✓ **Maintenance and Support Structures**
Maintenance Bays, Parking Garages
- ✓ **Concrete Work, Flatwork, and Foundations**
- ✓ **Blasting, hammer excavation, rock, hard dig**
- ✓ **Underground Utilities and Structures**
Lift Stations, Wet Utilities, Dry Utilities
- ✓ **Earthwork**
Grading, Primitive Improvements, and BLM
- ✓ **Other Construction Services**
Sewer, Irrigation, Storm Drain

PAST PERFORMANCE

Our proactive, objective, and disciplined work ethic has resulted in repeat business from each of the organizations listed below.



CORPORATE SNAPSHOT

- ✓ **DUNS:** 004518772, **CAGE Code:** 4G882
- ✓ **Bonding:** \$30 Million
- ✓ **Primary NAICS:** 236210 (Industrial Building Construction)
- ✓ **Additional NAICS:** 38220, 237110, 237310, 237990, 238110, 237120
- ✓ **Third Party Certified – EDWOSB WOSB)**
NWOB# #EDWOSB776432





MSR Roofing Supply

Roofing Manufacturer Wholesaler

For more than 30 years, MSR Roofing has delivered roofing materials to more than 3,000 job-sites. We provide general contractors with "just-in-time" delivery using a fleet of 25 trucks and delivery systems.

Quality. On Time.

MSR has supported commercial, residential, and government projects. We work extensively with local and national general contractors. We have supported more than 100+ school districts with more than 500 schools; more than 250 projects supporting the energy sector; and more than 1,000 residential projects. Today, we actively support more than 100 customers with a loyalty retention of 94%.

Veteran-Owned for State and Federal Procurements

Most states and the federal government have purchasing requirements supporting veteran-owned businesses. MSR is a Service Disabled Veteran Owned (SDVOSB) small business. MSR is a certified vendor with the state and federal government.

40,000+ sq. ft. Warehouse

RSM has a large warehouse, strategically located in the Midwest, to support pre-positioning of supplies for both small and large projects.

Past Performance

Construction



Energy



Education



Defense



Commercial



Rockwell Collins



Certifications

Small Business, VOSB, SDVOSB

Veterans Affairs Certification - [Verified](#)
Iowa Certification - [Verified](#)



Company Data

DUNS: 004518772
Cage Code: 4G882
NAICS / PSC: 423330 / 5650

Product Categories

Roofing Materials

- ✓ Shingles
- ✓ Standing Seam / Corrugated Metal
- ✓ Roof Hatches / Skylights
- ✓ Ventilation / Flashing
- ✓ Flashing, Drains, Ventilation
- ✓ Coatings / Adhesives
- ✓ EPDM, TPO, PVC
- ✓ Bur & Mod Bit

Building Materials

- ✓ Vinyl / Fiber Cement Siding
- ✓ Windows
- ✓ Doors
- ✓ Decking
- ✓ Railings
- ✓ Moldings / Trim
- ✓ Fasteners
- ✓ Adhesives
- ✓ Tools

Contact

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