



Florida Statewide Procurement Technical Assistance Center (PTAC) COVID-19 Government Contracting Information Guide

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<http://fptac.org/>

The Florida PTAC receives many requests from businesses who wish to participate and assist during disaster response and recovery efforts through government procurement opportunities. The Florida PTAC is providing the most current information available, to inform you of the steps necessary in providing disaster assistance to federal and Florida state government during the COVID-19 pandemic.

We recommend you ensure you are correctly registered and know where to look for opportunities BEFORE a disaster event.

It is highly recommended that businesses identify their relevant capabilities to both the Federal Emergency Management Agency (FEMA) and the Department of Defense's (DoD's) COVID-19 Joint Acquisition Task Force (JATF). In addition, it is recommended you register your business with the state level Florida Emergency Supplier Network (FESN), administered by the Florida Department of Management Services.

Department of Defense (DoD) COVID-19 Joint Acquisition Task Force (JATF)

- The DoD's COVID-19 JATF has launched a "COVID-19 JATF Industry Portal" where interested vendors can fill out a short form to provide information on ways they can help support our nation's current response and continued resiliency. The Industry Portal is best accessed through the link on the main COVID-19 JATF web-page: <https://www.acq.osd.mil/jatf.html>
- Defense Pricing and Contracting's (DPC) "Contracting with the Department of Defense" provides businesses that have not done business with the government in the past with a step-by-step approach to get started: [https://www.acq.osd.mil/dpap/pacc/cc/docs/COVID-19/Contracting with DoD COVID-19 Memo and Attachment 3.27.2020.pdf](https://www.acq.osd.mil/dpap/pacc/cc/docs/COVID-19/Contracting_with_DoD_COVID-19_Memo_and_Attachment_3.27.2020.pdf) (Attachment provided at end of this guide)
- Services or Defense Agencies that see value in the capability offering from the vendor in question for internal purposes, can be sent directly to their JATF representative at their discretion and within service and agency direction. This guidance does not address or supplant any internal service or Defense Agency guidance regarding the collection of information from interested businesses.

- Visit the Defense Pricing and Contracting (DPC) COVID-19 page to view COVID-related material for the contracting community, at:
<https://www.acq.osd.mil/dpap/pacc/cc/COVID-19.html>
- During the COVID-19 Coronavirus Emergency Pandemic Response period, businesses can also send all DoD inquiries related to supporting this effort to the following group email in-box:
osd.pentagon.ousd-a-s.mbx.covid-19-industry@mail.mil
- Industry Portal Link: <https://www.afwerx.af.mil/coronavirus.html>

Federal Emergency Management Agency (FEMA): COVID-19 Emergency Response Information

<https://www.fema.gov/coronavirus/how-to-help>

- To **sell medical supplies or equipment** to the federal government, please submit a price quote under the [COVID-19 PPE and Medical Supplies Request for Quotation](#). Full details can be found in the solicitation ([Notice ID 70FA2020R00000011](#)).
 - This solicitation requires registration with the System for Award Management (SAM) in order to be considered for award, pursuant to applicable regulations and guidelines. Registration information can be found at www.sam.gov. Registration must be “ACTIVE” at the time of award.
- If you have **medical supplies or equipment to donate**, please provide us details on what you are offering.
- If you are a private company that wants to **produce a product related** to the COVID response – email nbeoc@max.gov.
- If you are a **hospital or healthcare provider in need of medical supplies**, please contact your state, local, tribal or territory department of public health and/or emergency management agency.
- If you are interested in **doing business with FEMA and supporting the response to COVID- 19** with your company’s non-medical goods and/or services, please submit your inquiry to the Department of Homeland Security (DHS) Procurement Action Innovative Response Team (PAIR) team at DHSIndustryLiaison@hq.dhs.gov.

Other Helpful Federal COVID-19 Coronavirus Emergency Response website links

- Acquisition.gov Coronavirus Acquisition-Related Information and Resources:
<https://www.acquisition.gov/coronavirus>
- System for Award Management (SAM) Disaster Response Registry:
<https://www.acquisition.gov/disaster-response-registry> *Note: It is critical that suppliers intending to provide medical devices and medical personal protective equipment register here.*

State of Florida – Florida Emergency Supplier Network (FESN)

- The Florida Emergency Supplier Network (FESN), run through the State's main procurement agency (Florida Department of Management Services), coordinates supplier information for state and local agencies by:
 - Identifying and grouping needed commodities and services by categories.
 - Recruiting suppliers to be a resource for the purchase of products and services during declared emergencies.
 - Obtaining information from suppliers including their product lists, inventory information, company profile, emergency operations capabilities, emergency and off hours contact information.
 - Issuing a certificate to FESN suppliers as participants in the Florida Emergency Supplier Network.
 - Collecting and organizing supplier information and make it accessible to state and local purchasing professionals during emergencies.
- Registration with FESN is required (link below for information and instructions). Select "Suppliers" and fill out and submit the Emergency Supplier Online Application Form.

http://www.dms.myflorida.com/business_operations/state_purchasing/florida_emergency_networks/

- Potential suppliers can also email their information to
purchasingcustomerservice@dms.myflorida.com
From there, State Purchasing staff will reach out to the vendors requesting specifics.

The following information is straight from the DoD website link referenced below:

https://www.acq.osd.mil/dpap/pacc/cc/docs/COVID-19/Contracting_with_DoD_COVID-19_Memo_and_Attachment_3.27.2020.pdf

GUIDE TO CONTRACTING WITH THE DEPARTMENT OF DEFENSE (DoD)

A Step-by-Step Approach to the Department of Defense (DoD) Marketplace

There are several basic steps every company should do to increase their ability to contract in the marketplace. Becoming a government contractor can increase your company's growth in many ways. Follow the links to prepare for doing business with the government.

1. Identify your Product or Service

It is essential to know the Federal Supply Class or Service (FSC/SVC) codes, the Product and Service Codes (PSCs) and North American Industry Classification System (NAICS) codes for your products, services or industry in which your organization normally does business.

PSC Manual provides codes to describe products, services, and research and development (R&D) purchased by the Federal Government. Many government product/service listings and future procurements are identified according to the PSC.

PSC Manual is located at: <https://www.acquisition.gov/psc-manual>

NAICS is the standard used by the Federal Government to classify businesses for the purpose of collecting, analyzing, and publishing statistical data related to the United States' business economy according to the type of economic activity (process of production) in Canada, Mexico and the United States of America.

NAICS Code is located at: <https://www.census.gov/eos/www/naics/>

2. Obtain a Commercial and Government Entity Code (CAGE) or North Atlantic Treaty Organization Commercial and Government Entity (NCAGE) Code.

CAGE Code (domestic vendors) and NCAGE Code (foreign vendors) is required data for registering in SAM. A CAGE Code is five character alpha-numerical identifier assigned to entities located within the United States and its' territories. A NCAGE Code is five character alpha-numerical identifier assigned to entities located outside of the United States and its' territories. The CAGE Code is used to support procurement and acquisition processes through the Federal Government. CAGE Code are given an expiration date of five years from the last update, and NCAGE Code expirations currently do not apply.

CAGE Code for domestic vendor(s) is obtained at: <https://cage.dla.mil/Home/UsageAgree> *Note: For vendors seeking prime contracts paid directly from the Government, proceed to the next step to apply for a DUNS number.*

NCAGE Code for foreign vendor(s) is obtained at:
<https://eportal.nspa.nato.int/AC135Public/CageTool/home>

3. Obtain a Data Universal Numbering System (DUNS) Number and Register in the System for Award Management (SAM).

Registration is required of your entity (business, individual, or government agency) in order to do business with the Federal Government. A DUNS number and registration within SAM are prerequisites for any contract award.

DUNS number is a proprietary system developed and regulated by Dun & Bradstreet.

SAM is the official website of the Federal Government designed to hold information relevant to procurement and financial transactions. Entities may register at no cost directly on the website. User guides and webinars are available under the Help tab. Please be aware that there are businesses that offer assistance registering in SAM for a fee; you are not required to use any of these services – registration in SAM is always free if you go directly to the government website.

Obtain a DUNS number through Dun and Bradstreet at: <https://www.dnb.com/duns-number/get-a-duns.html>.

After obtaining a DUNS number, then register in SAM at: <https://sam.gov>.

4. Explore Federal and DoD Programs with the Small Business Administration (SBA).

DoD Office of Small Business Programs mission is to “maximize opportunities for small businesses to contribute to national security by providing combat power for our troops and economic power for our nation.” See <https://business.defense.gov/> for more information.

Additional DoD Small Business Information:

- Guide to Marketing to DoD: <https://business.defense.gov/Small-Business/Marketing-to-DoD/>
- DoD Small Business Offices: <https://business.defense.gov/Small-Business/DoD-Small-Business-Offices/>
- DoD Acquisition Forecasts: <https://business.defense.gov/Small-Business/Acquisition-Forecasts/>

The SBA offers assistance and certification in preference programs to small business concerns, go to <https://www.sba.gov/>.

Procurement Technical Assistance Centers are located in most states and partially funded by DoD to provide small business concerns with information on how to do business with the DoD. See <https://www.dla.mil/SmallBusiness/PTAP/>.

The General Services Administration (GSA) helps small businesses stay competitive in the federal market. Online and onsite federal experts offer small businesses the training tools to succeed, visit: <https://www.gsa.gov/small-business>.

5. Identify Current Federal and DoD Contract Opportunities at Beta.SAM.gov.

View procurement notices from Federal contracting offices to find opportunities to bid for Federal business. These include pre-solicitation notices, solicitation notices, award notices and sole source notices. Manage your searches and track notices by creating an account. Start your search at <https://beta.sam.gov/search>. DoD-developed guides for using the Beta.SAM website are available here: <https://dodprocurementtoolbox.com/site-pages/contract-opportunities>.

6. Familiarize Yourself with Federal and DoD Contracting Regulations and Procedures.

Familiarize yourself with the Federal Acquisition Regulation (FAR) <https://www.acquisition.gov/> and the Defense Federal Acquisition Regulation Supplement (DFARS) <https://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>.

7. Look at Business Opportunities at the U.S. General Services Administration (GSA).

As the acquisition arm of the federal government, GSA plays a vital role in connecting the private sector with federal agencies fulfilling their business needs. GSA offers professional services, equipment, supplies, telecommunications, and information technology from commercial businesses to government organizations and the military through acquisition solutions from its Federal Acquisition Service (FAS). See <https://www.gsa.gov/buying-selling/new-to-gsa-acquisitions/how-to-sell-to-the-government>

8. Explore FedMall Contract Opportunities.

FedMall is an e-commerce ordering system for Department of Defense (DoD), Federal, State, and authorized local Agencies to search for and acquire products from government reserves and commercial sources. Buyers will have access to tens of millions of individual items of supply, from centrally managed DoD and General Service Administration (GSA) assets to commercial off-the-shelf (COTS) products. As a supplier, you will access FedMall primarily via the Supplier Portal—a dedicated website where you will register, manage your catalog items, and view purchase orders. The Supplier Portal is available at <https://www.suppliers.fedmall.mil/>.

9. See Links to Other Useful Information.

- USA Spending.gov - <https://www.usaspending.gov/#/>
- Defense Pricing and Contracting (DPC) - <https://www.acq.osd.mil/dpap/index.html>

As of 03/26/2020