

**Topic (Short Description)**

**8(a) Business Development Program:** A business development program created to help small disadvantaged businesses compete in the American economy and access the federal procurement market.

**Administrative Contracting Officer (ACO):** If the contract is particularly large, an ACO may be assigned to administer the contract and ensure that the contractor is fulfilling the contract under the specified terms, including price, schedule, and quality.

**Award of Distinction:** The SBA presents the Award of Distinction to large federal contractors that have exceptional small business subcontracting programs. The SBA's portfolio of large federal contractors comprises over 2,500 companies; only 2 percent have earned this award. OTSB Prime contractors that received an "Outstanding" program review rating may be nominated by the SBA CMR. If the nomination is approved, the Award of Distinction is presented by the SBA in an appropriate ceremony.

**Central Contractor Registration (CCR):** Any business that wants to provide a product or service to the Department of Defense, NASA, the Department of Transportation, or the Department of Treasury is required to register in CCR.

**Certificate of Competency (COC) Program:** SBA's COC program allows a small business to appeal a contracting officer's determination that it is unable to fulfill the requirements of a government contract on which it is the apparent low bidder. When a small business applies for COC, SBA industrial and financial specialists conduct a detailed review of the firm's capabilities to perform on the contract. If the business demonstrated the ability to perform, the SBA issues a COC to the contracting officer, requiring the award of that specific contract to the small business.

**CFR- Code of Federal Regulations**

**Commercial Marketing Representatives (CMRs):** CMRs, located in SBA area offices, assist small businesses in obtaining subcontracts by marketing small businesses and matching them with large prime contractors.

**Commercial Subcontracting Plan**

**Contracting Officer (CO):** The CO is the person with the authority to enter into, administer, and/or terminate a contract and make related determinations and findings. The CO ensures that the contractor is fulfilling the contract under the specified terms, including price, schedule, and quality.

**Contracting Officer Representative (COR):** The Contracting Officer may appoint a COR to oversee and manage the project. The COR is the administrative liaison between the contractor and the Contracting Officer.

**Contracting Officer Technical Representative (COTR):** The Contracting Officer may appoint a COTR to oversee and manage the project. The COTR is the technical liaison between the contractor and the Contracting Officer.

**Link**

<http://www.sba.gov/8abd/>

<http://www.sba.gov/gopher/Government-Contracting/co48.txt>

<https://www.bpn.gov/ccrsearch/SimpleSearch.aspx>

<http://www.sba.gov/ig/certcomp.html>

<http://www.gpoaccess.gov/cfr/index.html>

<http://www.gao.gov/new.items/d0354.pdf>

[http://www.desc.dla.mil/DCM/Files/Attch%20IV%20NewVer\\_2.pdf](http://www.desc.dla.mil/DCM/Files/Attch%20IV%20NewVer_2.pdf)

<http://ocp.dc.gov/ocp/site/default.asp>

**Cooperative Research and Development Agreement:** A Cooperative Research and Development Agreement (CRADA) is a legal agreement between a federal laboratory and a nonfederal party to conduct specified research or development efforts that are consistent with the missions of the federal laboratory. The primary purpose of a CRADA is to encourage the transfer of commercially useful technologies from federal laboratories to the private sector and to make accessible unique capabilities and facilities.

**Data Universal Numbering System (DUNS) Number:** The DUNS (Data Universal Numbering System) Number, issued by Dun & Bradstreet, is a distinctive nine-digit identification sequence that is internationally recognized as a common company identifier.

**DBE- Disadvantage Business Enterprise**

**DOD - Department of Defense**

[http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/)

<http://www.dotcr.ost.dot.gov/asp/dbe.asp>

<http://www.defenselink.mil/>

**Dwight D. Eisenhower Award for Excellence-**One of SBA's most prestigious awards, the annual Dwight D. Eisenhower Award program recognizes prime contractors that have demonstrated superior accomplishments in awarding subcontracts to small firms. There are five categories: construction, manufacturing, research and development, service, and utilities. If the nomination is approved, the Dwight D. Eisenhower Award for Excellence is presented by the SBA in an appropriate ceremony.

<http://www.dwightdeisenhower.com/awards.html>

**EEI Award of Excellence-**Recognize EEI member companies for outstanding achievements that advance purchasing opportunities for minority and women businesses.

[http://www.eei.org/about\\_EEI/awards/Supplier\\_Diversity/SDAwardAppl.pdf](http://www.eei.org/about_EEI/awards/Supplier_Diversity/SDAwardAppl.pdf)

**Electronic Funds Transfer (EFT) Information:** EFT (Electronic Funds Transfer) information includes the information needed to electronically transfer funds paid for the products and services you provide to the government to your bank account.

<http://www.fms.treas.gov/eft/regulations.html>

**Employer Identification Number (EIN):** The EIN (Employer Identification Number) is used by the U.S. Internal Revenue Service to identify a business for tax purposes.

[http://www.irs.gov/businesses/small/article/0,,id=98350\\_00.html](http://www.irs.gov/businesses/small/article/0,,id=98350_00.html)

**End User:** End users are the front-line people in the government. They generally know what their requirements and specifications are for a particular product, and communicate these requirements to official buyers. End users may even express a preference for a particular model or brand or vendor. In micro purchases, the end user may actually be the buyer.

<http://new.fedmarket.com/articles/finding-selling-end-users.shtml>

**eSRS- (Electronic Subcontracting Reporting System)**

[http://www.eei.org/industry\\_issues/legal\\_and\\_business\\_practices/supplier](http://www.eei.org/industry_issues/legal_and_business_practices/supplier)

**FAR (52-219.8) Federal Acquisition Regulation**

<http://www.arnet.gov/far/>

**FedBizOpps.gov:** The FedBizOpps site, managed by GSA, is the single entry point for announcements of federal procurement opportunities. You can use the search engine at the website or register to receive notices of opportunities in your area(s) of interest.

<http://www.fedbizopps.gov/>

**Federal Acquisition Regulation (FAR):** The FAR was established to codify uniform policies for acquisition of supplies and services by executive agencies. It is issued and maintained jointly, pursuant to the OFPP Reauthorization Act, under the statutory authorities granted to the Secretary of Defense, Administrator of General Services and the Administrator, National Aeronautics and Space Administration. Statutory authorities to issue and revise the FAR have been delegated to the Procurement Executives in DoD, GSA and NASA. The FAR can be found on [www.arnet.gov](http://www.arnet.gov).

<http://www.arnet.gov/far/>

**Federal Activities Inventory Reform (FAIR) Act of 1998:** The FAIR Act requires all executive agencies to identify those activities (functions and jobs) within their agencies that are not "inherently governmental". These identified activities must then be awarded to commercial business on a competitive basis.

**Federal Supply Schedules (FSS) Program:** FSS are indefinite quantity contracts that allow federal agencies to order commercial products and services from approved vendors.

#### **Flow-down**

**Francis Perkins Vanguard Award**-This award honors government agencies, government officials, and corporations in the private sector for exemplary utilization of women-owned small businesses as prime contractors, subcontractors, and suppliers. This is a self-nominating award.

**General Services Administration (GSA):** GSA is the major civilian agency that buys products and services for the Federal Government. GSA manages the Federal Supply Schedules Program (FSS) and FedBizOpps.

**Government Contracting/Business Development:** This SBA office helps all small businesses to build their potential to compete more successfully in the global economy.

**Grant:** A Grant is an award by the Federal Government of financial assistance in the form of money or property to an eligible grantee to support programs which the government wishes to encourage. A government agency is authorized to award a grant to accomplish the objectives of a particular program.

#### **GSA-General Services Administration**

**HUBZone Empowerment Contracting Program:** A program that provides federal contracting preferences to small businesses that obtain HUBZone (Historically Underutilized Business Zone) Certification.

#### **Individual Subcontracting Plan**

**Large Purchases:** Government purchases of at least \$100,000 are generally obtained through negotiated procurements or formal advertising. Agencies use Requests for Proposals (RFPs) and Sealed Bids to solicit offers from the private sector.

#### **Master Subcontracting Plan**

#### **MBE-Minority-Owned Business Enterprise**

**Micro Purchases:** Purchases made by government managers for under \$2500. These are made mostly with a government credit card, although a purchase order may be used as well. Delivery is usually expected the same day

*Minority Business Enterprise* —includes male and female business owners who are African American, Hispanic, Native American, Native Alaskan, Asian Pacific, Subcontinent Asian Americans (East Indian), and members of other groups designated from time to time by the SBA. Minority business status requires 51% or greater ownership by minorities as well as management and control of daily business operations, with experience or technical expertise directly related to the primary product or service of the business.

#### **NAICS Code- North American Industry Classification System**

<http://www.whitehouse.gov/omb/procurement/fairact.html>

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/38.htm>

<http://www.onr.navy.mil/02/flowdown/>

<http://www.sba.gov/gopher/Government-Contracting/co48.txt>

<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

<http://www.sba.gov/aboutsba/sbaprograms/qcbd/index.html>

<http://www.grants.gov/>

<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>

<http://www.sba.gov/hubzone/>

[http://www.desc.dla.mil/DCM/Files/Attch%20IV%20NewVer\\_2.pdf](http://www.desc.dla.mil/DCM/Files/Attch%20IV%20NewVer_2.pdf)

<http://www.dscp.dla.mil/sbo/large.htm>

<http://www.realezsites.com/bus/mastersubcontractingplan/index.php>

<http://www.nmsdcfl.com/applications/mbedefinition.asp>

<https://acc.dau.mil/CommunityBrowser.aspx?id=24925>

<http://mbec.phila.gov/home/>

<http://www.census.gov/epcd/www/naics.html>

**North American Industry Classification System (NAICS):** The NAICS (North American Industry Classification System) is issued by the Office of Management and Budget and used within the Federal Government to identify similar products and services.

**Office of Small and Disadvantage Business Utilization (OSDBU):** Most federal agencies have an OSDBU to assist them in meeting their small business goals. They typically have extensive information on-line for potential contractors. They meet with SBA's Procurement Center Representatives to help them find procurement opportunities.

**Official Buyer:** Official buyers work in purchasing or contracting offices, and tend to focus more on commodity-like products. When an end user advises the buyer of the need to purchase products or services, it's up to the buyer to make the purchase—generally from companies that have a record of successful past performance and can provide quality products and services. In Simplified Acquisitions, buyers typically rotate the companies they contact for a quote, generally contacting their last source as well as two other sources.

**OTSB-Other Than Small Business**

**Procurement Center Representatives (PCRs):** PCRs are located in SBA area offices or at Federal Buying Activities, review procurement opportunities not set aside for small businesses. They also review and evaluate the small business programs of federal agencies and assist businesses in obtaining federal contracts and subcontracts.

**PRO-Net:** Pro-Net is an Internet-based database of information on more than 195,000 small, disadvantaged, 8(a), HUBZone, and women-owned businesses.

**Quality Assurance Representative (QAR):** The QAR is responsible for monitoring the quality of the product, performing inspections, and assuring that the contractor has fulfilled all quality terms and conditions of the contract.

**Request for Proposal (RFP):** A RFP (Request for Proposal) is used in negotiated procurements to communicate requirements to prospective contractors and to solicit proposals for the products and services. The proposals are then evaluated according to various selection criteria, which may include many factors as well as price.

**Request for Quote (RFQ):** A RFQ (Request for Quote) is a solicitation document used to obtain price, delivery and other information from prospective contractors.

**SBA Local District Offices:** There are 71 District Offices located throughout the U.S. that are staffed with SBA personnel to help start, finance, or expand a small business. Within each District Office, the Service Corps of Retired Executives (SCORE) provides technical assistance to small businesses.

### **SBA-8a Program**

**SBA-Small Business Administration**

**SBLO-Small Business Liaison Officer**

**SD/VOSB-Service Disabled/Veteran Owned Small Business**

**SDB- Small Disadvantaged Business**

**SDVB- Small Disabled Veteran Business**

[http://www.epa.gov/region8/land\\_waste/bfhome/bftools/sba.html](http://www.epa.gov/region8/land_waste/bfhome/bftools/sba.html)  
[Small Business Administration—8\(a\) Program: Federal business development program for minority-owned firms. 7\(j\) Program: Management and technical assistance program for small businesses.](http://www.sba.gov)  
Contact: [www.sba.gov](http://www.sba.gov)

<http://www.sba.gov/>

[http://www.desc.dla.mil/DCM/Files/SMALL%20BUSINESS%20LIAISON%](http://www.desc.dla.mil/DCM/Files/SMALL%20BUSINESS%20LIAISON%20)

<http://www.ssa.gov/oag/sdvosb/>

<http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>

<http://www.usdoj.gov/jmd/osdbu/servicedisabled.htm>

**Sealed Bid:** A Sealed Bid is used to request fixed-price bids for products or services.

**Second Tier** -Spend reported by primary suppliers who have subcontractors working on a contract  
**Self-Certification**

**SF294 - Subcontracting Report for Individual Contracts**

**SF295 - Summary Subcontract Report**

[http://www.eei.org/meetings/nonav\\_2006-06-04-dm/CreatingandSustainin](http://www.eei.org/meetings/nonav_2006-06-04-dm/CreatingandSustainin)

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&forr>

<http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&forr>

**Simplified Acquisitions:** Government purchases between \$2,500 and \$100,000 can be made with three informal quotes received by telephone, fax, email, or regular mail, although acquisitions between \$25,000 and \$100,000 must be publicly advertised. Payment is made with a government credit card or purchase order, and the purchase is typically completed in anywhere from a day to a week.

**Size Status Certification**

**Small Business Advocates:** Small business advocates assist federal buying activities by answering questions about upcoming opportunities and agency procurement practices. They may be the best source for contact information for program managers who buy specific products or services. Many OSDBUs can provide contact information for these advocates.

<http://www.arnet.gov/far/current/html/FARTOCP13.html>

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title13>

**Small Business Development Centers (SBDCs):** SBDCs offer one-stop assistance for small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. The program is a cooperative effort among the private sector, the educational community, and federal, state and local governments. It enhances economic development by providing small business management and technical assistance.

<http://www.sba.gov/advo/>

<http://www.sba.gov/aboutsba/sbaprograms/sbdc/index.html>

**Small Business Innovation Research (SBIR) Program:** The SBIR (Small Business Innovation Research) Program encourages small business to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

<http://www.sba.gov/SBIR/>

**Small Business Technology Transfer (STTR) Program:** The STTR (Small Business Technology Transfer) Program expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions.

<http://www.sba.gov/aboutsba/sbaprograms/sbir/index.html>

**Small Disadvantaged Business (SDB) Certification Program:** A business development program that provides eligible small businesses with procurement preference in awarding government contracts as well as preference to prime contractors that use small business services on government contracts.

<http://www.desc.dla.mil/DCM/DCMPage.asp?pageid=249>

**SOAR Review-Subcontracting Orientation and Assistance Reviews** - SOAR usually includes a physical visit to the contractor's facility with the purpose of providing advice or tools so that the contractor can elevate its Small Business program. The SOAR visit can be used to conduct orientation for a new SBLO; discuss a problem with standard reports detected during a Performance Review; discuss capabilities of Small Business sources; etc...

**Solicitation:** A solicitation is any request to submit offers or quotations to the government for the purpose of acquiring products and services. Once the government agency has acquisition authority, the agency prepares a solicitation that fully describes and specifies what it wants to purchase, the terms and conditions of the purchase, delivery schedules, and support needed for the product or service. It is generally during this preparation time that the government determines if this will be a sole source or an open competition acquisition.

**Standard Form 1449, Solicitation/Contract/Order:** The Standard Form 1449 is used to buy, ship, and receive commercial items when the simplified acquisition procedures are used.

**Standard Form 18, Request for Quotation:** The Standard Form 18 is used to obtain company information and the quote.

**Standard Form 26, Award/Contract:** The Standard Form 26 is used to specify the contract conditions if a contract is awarded.

**Standard Form 30, Amendment of Solicitation/Modification of Contract:** The Standard Form 30 is used to amend the solicitation before it closes or to modify the contract once it has been awarded. This form is filled out by the government and then sent to the bidder or contractor for signature.

**Standard Form 33, Solicitation, Offer, and Award:** The Standard Form 33 is a contract form that is used to solicit offers and to award the contract. The bidder completes and signs the form, which constitutes the bid. Upon acceptance of the bid, the government signs the same document, establishing a binding contract.

**Subcontracting Plan- A plan established on all Federal contracts over \$500,000.00 which must be analyzed to determine what portion of the purchases against this contract can be awarded to Small, Disadvantaged or Women-Owned Businesses.**

[http://www.gsa.gov/gsa/cm\\_attachments/GSA\\_DOCUMENT/samplesubpl](http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/samplesubpl)

**Subcontractor-An individual or company hired by a general or prime contractor to perform a specific task as part of the overall project.**

<http://government.onvia.com/?p=51>

**Sub-Net:** Prime Contractors use SUB-Net to post subcontracting opportunities. They may include either solicitations or other notices, such as notices of sources sought for teaming partners and subcontractors on future contracts. While the website is designed primarily as a place for large businesses to post solicitations and notices, it can also be used by federal agencies, state and local governments, nonprofit organizations, colleges and universities, and even small businesses for the same purpose.

**Tax Identification Number (TIN):** The TIN (Tax Identification Number) is used by the U.S. Internal Revenue Service to identify a business for tax purposes.

<http://www.irs.gov/businesses/small/international/article/0,,id=96696,00.ht>

**Tech-Net:** Tech-Net is an electronic gateway of technology information and resources for and about small high-tech businesses. It is a search engine for researchers, scientists, state, federal and local government officials; a marketing tool for small firms; and a potential link to investment opportunities for investors and other sources of capital.

**TM Online (Trade Mission Online):** TM Online is a database of U.S. small businesses that seek to export their products. To be included in this database, a U.S. small business must register its company and export information. TM Online is also a search engine for foreign firms and U.S. businesses seeking a U.S. business partner or supplier for direct product sales, licensing, or franchise agreements.

<http://www.sba.gov/aboutsba/sbaprograms/internationaltrade/tmonline/ind>

**TradeNet (U.S. Export Advisor):** First-time exporters, as well as seasoned international traders, need more information from their government. Frequently, businesses must interact with several government agencies to complete a single task. The interaction is often uncoordinated and cumbersome, resulting in several rounds of inquiries and frequent routings from one government agency to another. TradeNet's Export Advisor was created to provide a one-stop access point to government information for exporting.

**VOSB- Veteran Owned Small Business**

*Women's Business Enterprise*—non-minority women who own 51% or more of the business as well as management, control and technical expertise as stated above.

**WOSB- Women Owned Small Business**

<http://www.sba.gov/index.html>

<http://www.acq.osd.mil/osbp/programs/veterans/index.htm>

<http://www.wbenc.org/>

<http://www.acq.osd.mil/osbp/programs/wosb/index.htm>



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