



Government Systems 101

By
Washington PTAC

NUWC Division Keyport
Industry Day

May 2016

Primary Learning Objective

Explore Government Systems critical to your sustained success:

SAM

DSBS

FBO

WAWF/iRAPT



Washington PTAC Program

The Procurement Technical Assistance Center increase the number of government contracts won by Washington firms.

- Find
- Bid
- Win

We provide these **FREE** services through:

- Workshops
- One-on-one Counseling Sessions
- Matchmaking events
- Optional Bid Match service



WASHINGTON PTAC

Serves Washington State Businesses

A program of Thurston Economic Development Council

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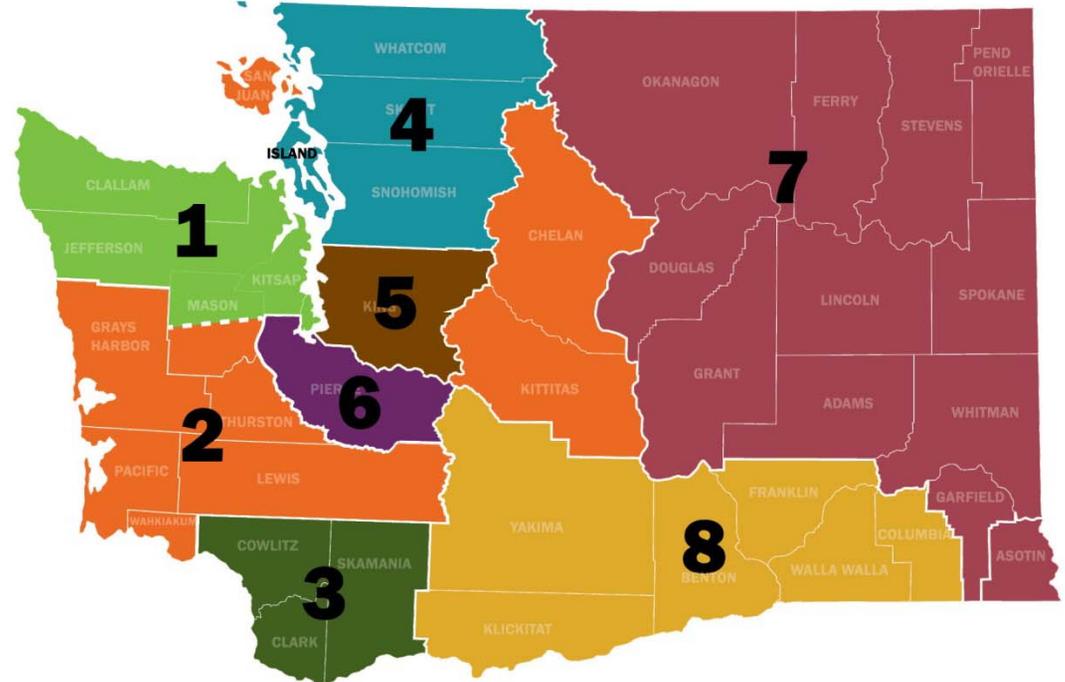
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➤ Registrations



Getting Registered to Sell

Register your business at www.sam.gov. FREE!

Contact a PTAC counselor for a guide to help you register.

The screenshot shows the SAM website interface. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are input fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. A 'Create an Account' link is located at the bottom right of the login section. Below the login area is a dark blue navigation bar with links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is divided into three columns: 'CREATE USER ACCOUNT', 'REGISTER/UPDATE ENTITY', and 'SEARCH RECORDS'. Each column contains descriptive text and a corresponding button. The 'SEARCH RECORDS' column also features a search input field with a magnifying glass icon.

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: PASSWORD: **LOG IN**

[Forgot Username?](#) [Forgot Password?](#) [Create an Account](#)

HOME | **SEARCH RECORDS** | **DATA ACCESS** | **GENERAL INFO** | **HELP**

CREATE USER ACCOUNT
Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.
[Create User Account](#)

REGISTER/UPDATE ENTITY
You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.
[Register/Update Entity](#)

SEARCH RECORDS
All records from CCR/FedReg, ORCA, and EPLS, active or expired, were moved to SAM. You can search these records and filter your results. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.
 [Q](#)

SAM Top Tips

- Do not pay or outsource getting into SAM.
- Store your user name and password where you can find it
- Update when there are changes to average annual revenue, number of employees, naics, etc.
- Mandatory update: annually
- If small, complete your Dynamic Small Business Search / SBA Profile

Dynamic Small Business Search/SBA Profile

- Your business resume
- Update through SAM
- Capabilities, keywords, bonding, references

“When I’m looking for small businesses for an RFQ, I rarely call the ones that don’t take time to complete their SBA Profile.”

~ ACOE Small Business Deputy

Dynamic Small Business Search/SBA Profile

Sample search results from <http://dsbs.sba.gov>

Name and Trade Name of Firm	Contact	Capabilities Narrative
Progeny Consulting Group, LLC	Mark St. Marie	Industrial Hygiene Services OSHA Compliant Hazard Assessments OSHA Compliant Exposure OSHA Compliance Training HAZWOPER Training Indoor Air Quality Assessments
RITRONICS, INC.	Robert Mazzeo	
INVERSO ROBERT G	Robert Inverso	
ACCESS DEVELOPMENT CORPORATION ACCESS 3D	JOSEPH A. DEL VECCHIO	We are a SDVOSB owned Acrhitectural Practive. Joseph Del Vecchio, owner and principal of t paraplegic. We have been on the cutting edge of Adaptive, Universal, and Sustaintalbe Ergor

Dynamic Small Business Search/SBA Profile

Sample search results from <http://dsbs.sba.gov>

Identification, Location & Contacts

This profile was last updated:	11/09/2015
Status:	Active
User ID:	P0239219
Name of Firm:	Sound & Sea Technology, Inc.
Trade Name ("Doing Business As ..."):	Sound & Sea Technology
DUNS Number:	118807259
Parent DUNS Number:	118807259
Address, line 1:	3507 Shelby Rd
Address, line 2:	
City:	Lynnwood
State:	WA
Zip:	98087-5524
Phone Number:	425-743-1282
Fax Number:	425-742-5643
E-mail Address:	dmeggitt@soundandsea.com
WWW Page:	http://www.soundandsea.com
E-Commerce Website:	http://www.soundandsea.com
Contact Person:	DALLAS J MEGGITT
County Code (3 digit):	061
Congressional District:	02
Metropolitan Statistical Area:	7600
CAGE Code:	1TQX3
Year Established:	1988



Dynamic Small Business Search/SBA Profile

Sample search results from <http://dsbs.sba.gov>

Products & Services

Sound & Sea Technology provides a complete range of ocean and marine engineering services worldwide for all related aspects. Examples of system design and engineering expertise include moorings, anchors, undersea power, fiber optic and acoustic cables (including horizontal directional drilling, route selection, installation), and renewable ocean energy device or system analysis, design and integration such as wave, offshore wind, tidal, and ocean thermal. SST provides all aspects of port, harbor and other marine related security system services for protection on and below the water and at the air-land-water interface from threat assessment to system design, installation and operation. SST provides management and professional development training for facility security professionals to apply protective measures to mitigate criminal and terrorist threats and renovate existing buildings or design new ones.

Performance History (References)

➤ Market Research



Does NUWC Division Keyport buy what I sell?

- Know your customer
 - NUWC is NAVSEA, not NAVFAC, DLA, NAVSUP
 - Mission
 - Assets
 - Location



USS Nevada is one of 8 ballistic missile submarines stationed in the Pacific NW

Finding Opportunities – FBO.gov

www.fbo.gov

The screenshot shows the FBO.gov homepage with several key features highlighted by blue arrows and circles:

- Advanced Search:** An arrow points to the search filters (Posted Date, Set-Aside Code, Place of Performance, Type, Keyword) and the search button.
- User Guides:** An arrow points to the 'USER GUIDES' section, which includes links for Buyer, Vendor, Engineer, and Location / Agency Admin.
- Demonstration videos:** An arrow points to the 'DEMONSTRATION VIDEOS' section.
- Log on & create search agent:** An arrow points to the 'Vendors / Citizens' login section, which includes fields for Username and Password, and a 'Login' button.
- Additional Resources:** A circle highlights the 'ADDITIONAL RESOURCES' section at the bottom, which lists various links like FAQs, Federal Service Desk, Recovery.gov, Whitehouse.gov/recovery/, Business Partner Network (BPN), Federal Agency Business Forecasts, Federal Assets Sales, Federal Grants, USA.gov, and Minority Business Development Agency.

Finding Opportunities – FBO.gov

www.fbo.gov sample search for N00253

<p> N0025316T0319 N0025316T0319 S -- Utilities and housekeeping services</p>	<p>Department of the Navy Naval Sea Systems Command NUWC Keyport Division</p>	<p>Combined Synopsis/Solicitation / Total : Business</p>
<p> N00253-16-T-0297 Laptops N00253-16-T-0297 70 -- General purpose information technology equipment</p>	<p>Department of the Navy Naval Sea Systems Command NUWC Keyport Division</p>	<p>Combined Synopsis/Solicitation (Modifi</p>
<p> N00253-16-T-0120--Barge Overhaul and Crane Installation N00253-16-T-0120 J -- Maintenance, repair & rebuilding of equipment</p>	<p>Department of the Navy Naval Sea Systems Command NUWC Keyport Division</p>	<p>Award</p>
<p> N00253-16-T-0301 --Heat Sink N00253-16-T-0301 59 -- Electrical and electronic equipment components</p>	<p>Department of the Navy Naval Sea Systems Command NUWC Keyport Division</p>	<p>Combined Synopsis/Solicitation / Total : Business</p>
<p> Valve, Checked, Coolant Pump Heads N00253-16-R-0005 48 -- Valves</p>	<p>Department of the Navy Naval Sea Systems Command NUWC Keyport Division</p>	<p>Solicitation (Modified) / Total Small Bus</p>

FBO Top Tips

- Set up search agents
- Conduct archived searches
- Respond to Sources Sought Notices
- Pay attention to “interested vendors tab”

The screenshot shows a webpage for a Federal Business Opportunity (FBO) titled "Valve, Checked, Coolant Pump Heads". The page features the United States Navy logo on the left. To the right of the logo, the following information is displayed: Solicitation Number: N00253-16-R-0005, Agency: Department of the Navy, Office: Naval Sea Systems Command, and Location: NUWC Keyport Division. Below this information is a horizontal navigation bar with three tabs: "Notice Details", "Packages", and "Interested Vendors List". The "Interested Vendors List" tab is highlighted with a blue oval. Below the navigation bar, there are several action buttons: "Complete View", "Original Synopsis" (with a link to "Presolicitation"), "Return To Opportunities List", "Watch This Opportunity", and "Add Me To Interested Vendors". In the top right corner of the page, there are links for "buyers: Login | Register" and "vendors: I".

buyers: [Login](#) | [Register](#) vendors: I



Valve, Checked, Coolant Pump Heads

Solicitation Number: N00253-16-R-0005
Agency: Department of the Navy
Office: Naval Sea Systems Command
Location: NUWC Keyport Division

[Notice Details](#) [Packages](#) [Interested Vendors List](#)

[Complete View](#) [Return To Opportunities List](#) [Watch This Opportunity](#)

[Original Synopsis](#) [Add Me To Interested Vendors](#)

Presolicitation

More Market Research

- FBO.gov – What government has bought in the past, what they are buying now
- USASpending.gov and FPDS.gov – What government has bought from in the past, who they've purchased from.
- Your competition - who is registered to sell to government? www.sam.gov and <http://dsbs.sba.gov>
- Look for agency procurement forecasts at www.acquisition.gov (or Google)



WAWF



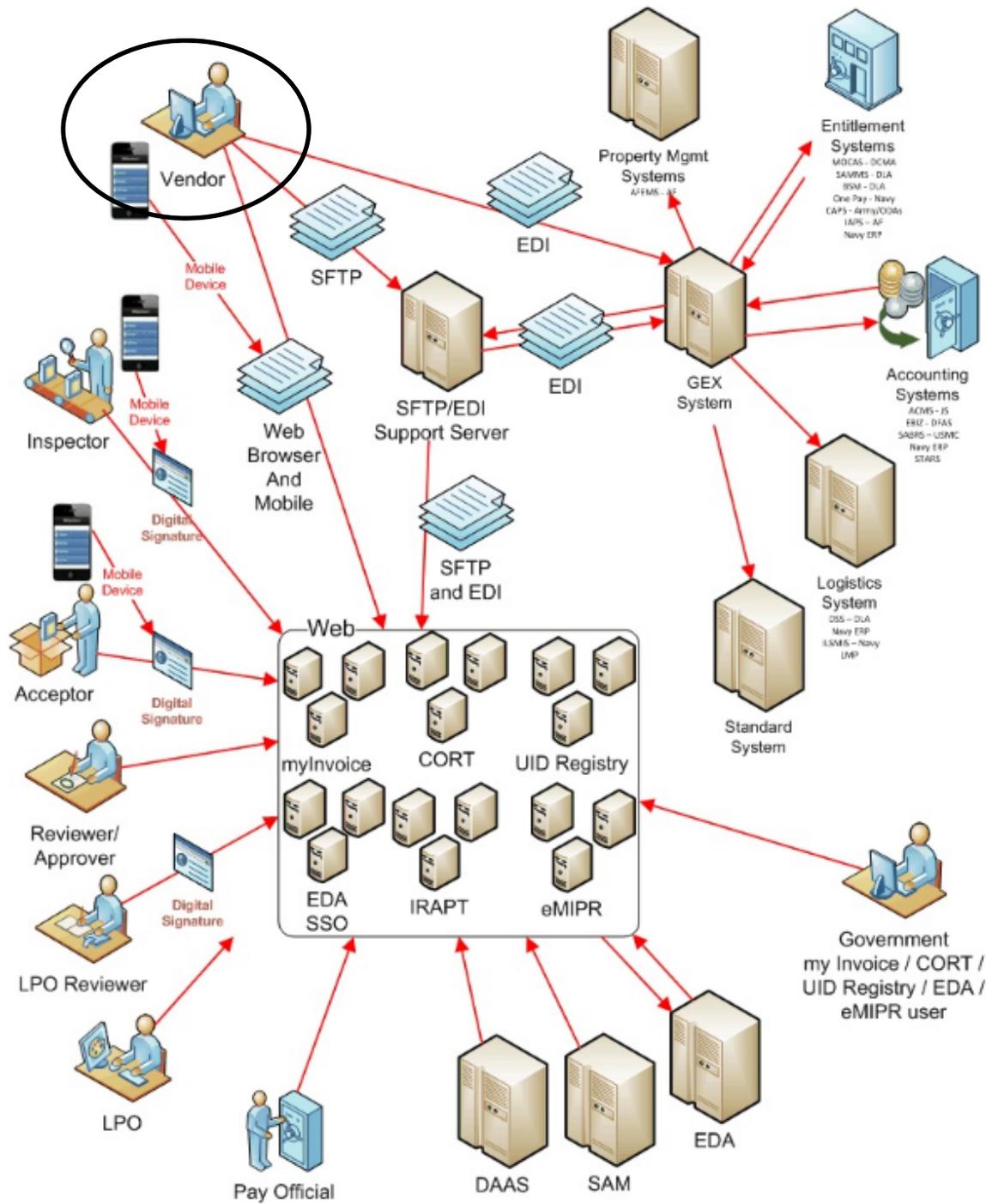
WASHINGTON

PTAC

Wide Area Work Flow (**WAWF**) is now
Invoice, Receipt, Acceptance and Property
Transfer (**iRAPT**)

- DoD's online invoicing & payment system
- Pays to bank information in SAM.gov
- Incorporates MyInvoice





Registration as a Vendor – 10 steps!

<https://wawf.eb.mil>

1. SAM.gov
2. Established Electronic Business POC in SAM
3. Call iRAPT Customer Support to add your CAGE Code to your Vendor Group Structure
4. Is the EPOC email working?
5. Designate a Group Administrator (GAM).
Typically this is your EPOC, but doesn't have to be.
6. Determine if need batch feeds into system
7. "Machine Setup"

8. GAM (Group Administrator) registers in WAWF and activates other user roles
9. Other users register
10. Get Training on how to use the system & learn the lingo

<https://wawftraining.eb.mil/wbt/>

WAWF/iRAPT Lingo!

iRAPT Invoice Receipt, Acceptance, and Property Transfer

CAGE Commercial & Gov't Entity

GAM Group Administrator

DoDAAC DoD Activity Address Code

Invoice Type Don't guess!

Invoicing Types

iRAPT Documents

- Commercial Item Financing
- Construction Payment Invoice
- Cost Voucher
- Energy Invoice
- Energy Invoice and Energy Receiving Report (Combo)
- Energy Receiving Report
- Grant Voucher
- IGT Performance Evidence Receiving Report
- Invoice and Energy Receiving Report (Combo)
- Invoice and Reparables Receiving Report (Combo)
- Invoice as 2-in-1 (Services Only)
- Invoice
- Invoice Fast Pay
- Misc. Pay
- Navy Construction/Facilities Management Invoice
- Navy Shipbuilding Invoice
- Non Procurement Instruments (NPI) Voucher
- Performance Based Payment
- Progress Payment
- Property Transfer
- Receiving Report
- Reparables Receiving Report
- Telecom Invoice (Contractual and Non-Contractual)

More iRAPT/WAWF Tips

- If there isn't an asterisk*, it's not required!
- Write instructions for yourself to reference next time you invoice. Include key #'s like your pay office codes and instructions from your contract.
- You must re-set your password every 60 days. After 3 incorrect attempts, locked out.
- Keep your SAM active
- The help desk is helpful! 1-866-615-5988

ALLIANCE NW

- 100 booth tradeshow
- Over 750 attendees
- 9 high quality workshops
- One-on-one meetings with buyers
- Keynote speeches

March 9, 2017 www.alliancenorthwest.org





➤ Questions, Comments?

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