

HOW TO DO BUSINESS WITH FORT BENNING

SOURCE: FORT BENNING DIRECTORATE OF CONTRACTING

<https://www.benning.army.mil/DOC/>

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Chapter 1: GUIDE TO DoD CONTRACTING OPPORTUNITIES

A Step by Step Approach to the DoD Marketplace

Step 1: Identify your product or service.

It is very important that you first know the product or service you are selling to the DoD.

There are different marketing strategies and different customers within the Department for each product or service. It is helpful to know your Federal Supply Classification Code (FSC). Many government product/service listings and future procurements are broken down by [NAICS](#), [FSC](#), or [SIC](#) codes. Alternate websites for coding information are: <http://www.dlis.dla.mil/PDFs/h2.pdf> and http://www.fpsng.com/downloads/service_product_codes.pdf

Step 2: Obtain your CAGE Code and DUNS Number

If you have not already done so, contact the [Defense Logistics Services Center](#) to request a CAGE Code. You will also need a DUNS Number which is available from [Dun and Bradstreet](#).

Step 3: Identify which DoD organizations buy your product or service.

By searching the [DoD database of contracts awarded](#), you will find out which DoD activities purchased your product or service in the past. This is your primary market for prime contracts within DoD. Marketing within DoD for smaller dollar value requirements, usually products which may be used by any command, is conducted best on a regional basis. Identify your market geographically and then contact each of the small business specialists at the DoD activities within your region. They usually buy most of the products/service required for use at the base/station level. Be prepared to provide them with a brief written summary of your products/services. They may provide you with additional information regarding how to market within their activity. You can identify the small business specialist at these activities by accessing the DoD listing of [Small Business Specialists](#). <http://sellingtoarmy.com/User/Misc/SearchASBS.aspx>

This lists the small business specialist at each DoD buying activity. You may call these individuals and request information or arrange for an appointment. They can provide helpful information on how to market your product/service within their activity.

Step 4: Can you accept our purchase card?

More and more of DoD's smaller dollar requirements are being purchased via [government purchase cards \(GPC\)](#). If you can accept a purchase card, please let your DoD customers know. If you can't you may want to investigate this option. Some activities may provide you with a listing of the purchase card holders to whom you can directly market your products or services.

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Step 5: Research your customer.

As with any customer it is best to do some research about the activity before calling them. Many DoD activities maintain their own web sites. Links to most DoD related web-sites are available through [DefenseLink](http://www.defenselink.mil/). <http://www.defenselink.mil/>

This information may be helpful in identifying the primary mission of that command. You may also want to check the [Federal Business Opportunities \(FedBizOpps\)](https://www.fbo.gov/index?cck=1&au=&ck=) <https://www.fbo.gov/index?cck=1&au=&ck=> to identify purchases that activity has made in the past or procurement it is currently advertising.

Step 6: Investigate Electronic Commerce.

We in DoD are moving more and more toward Electronic Commerce. Regardless of your product or service we recommend that you view the [EC/EDI information website](#) for information on how to do business electronically in the paperless DoD environment. While you are visiting their website, be sure to register in the [Centralized Contractor Registration system](#), if you have not already done so.

Step 7: Seek additional assistance in the DoD marketplace.

We realize that doing business with an organization as large as DoD can be daunting. Our [Procurement Technical Assistance Centers](#) can be another important resource. These Centers are located in most states and partially funded by DoD to provide small business concerns information on how to do business with the Department of Defense. They provide in depth counseling on marketing, financial and contracting issues to small business concerns at minimal or no cost.

GEORGIA

GEORGIA TECH RESEARCH CORPORATION
GEORGIA TECH PROCUREMENT ASSISTANCE CENTER
505 TENTH STREET NW
ATLANTA, GA 30332-0420
Point of Contact: ZACK OSBORNE
Phone: 478-953-1460
Fax: 478-953-3169
E-mail: zack.osborne@innovate.gatech.edu
Website: www.gtpac.org

UIDA BUSINESS SERVICES
86 SOUTH COBB DRIVE, MZ0510, Col. J16
MARIETTA, GA 30063
Point of Contact: GEORGE WILLIAMS
Phone: 770-494-0117
Fax: 770-494-1236
E-mail: georgew@uida.org
Website: <http://www.uida.org>

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Step 8: Register on PRONET and investigate other Small Business Administration (SBA) resources.

The [SBA](#) managed [PRONET](#) has been integrated into the [Centralized Contractor Registration system](#). This is a database of small businesses that is available to government contracting personnel as well as large DoD prime contractors as a resource for seeking potential small business sources. In addition the SBA offers assistance through their [Small Business Development Centers](#), [Service Corps of Retired Executives](#), and [regional SBA offices](#) which can provide information on loan programs, government procurements, and the Section 8(a) program.

Don't forget to check out the [SBA's Office of Women's Business Ownership](#), as well as the [Online Women's Business Center](#). These are special resources developed specifically to meet the needs of WOSB concerns.

Step 9: Look into subcontracting opportunities.

Regardless of your product or service it is important that you not neglect our very large secondary market. [Subcontracting Opportunities with DoD Prime Contractors](#) and [DOD Prime Contractors](#) list all of our major DoD prime contractors by state and provides a point of contact (Small Business Liaison Officer) within each firm. <http://web.sba.gov/subnet/search/index.cfm>

These firms negotiate goals with the DoD for subcontracting to women-owned small business concerns. This is a multi-billion dollar market. We encourage you to investigate potential opportunities with our large DoD prime contractors, some of which have web-sites. Many of DoD's requirements may be beyond the scope of a single small business. We encourage our prime contractors to subcontract and team with small business concerns.

Step 10: Investigate GSA schedule contracts

As we downsize our acquisition workforce within DoD, more and more of our products/services are being purchased from [General Services Administration](#) (GSA) schedules. If you are interested in obtaining information about [GSA schedules](#), please contact:

General Services Administration
FSS Schedule Information Center (FM)
Washington, D.C. 20406
(703)305-6477

Southeast Sunbelt Region
77 Forsyth Street Suite 600 Atlanta, GA 30303
Phone: (404) 331-3200 **Fax:** (404) 331-0931

Step 11: Look into other DoD programs.

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In addition to the foregoing resources, there are several DoD programs which may be of interest to you. Information on all of these programs is available via our SADBUs website:

- [Small Business Innovation Research Program](#)
- [DoD Mentor-Protégé Program](#)

Step 12: Familiarize yourself with DoD contracting procedures.

It is important that you are familiar with DoD contracting procedures and regulations. The [Defense Federal Acquisition Regulations Supplement](#) (DFARS) and [Federal Acquisition Regulations](#) (FAR) are available online.

<http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html>

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

Step 13: Market your firm well.

After you have identified your customers, researched their requirements, and familiarized yourself with DoD procurement regulations and strategies, it is time to market your product or service directly. Present your capabilities clearly and cogently to the DoD activities and prime contractors to whom you are marketing. Realize that, like you, their time is valuable and if the match is a good one, you can provide them with a cost-effective, quality solution to their requirements.

Source: http://www.usamraa.army.mil/pages/business/Procurement_resource_pro.htm

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Chapter 2: SMALL BUSINESS MARKETING TIPS

Marketing tips for enhancing your chances to attract opportunities in this growing, competitive World of Business.

I. Company Strengths:

Know your market niche. While it may be nice to say your company can do anything it is better to concentrate on what you do best. Focus on areas where you and your company can stand out. Likewise, research the Government's need for your products or services so as to have a better understanding of your opportunities.

II. Focus on a few private and public sector agencies and companies that your company's capabilities best complement:

A. Locate companies and agencies that need and buy your product or services. References available to assist you in your research are:

1. **[Government Purchasing and Sales Directory](#)**. This document alphabetically lists 4,000 products and services bought by the federal government's major military and civilian agencies and provides the specific purchasing offices that are responsible for purchasing the items. The document is available from the following office and website:

Superintendent of Documents
Government Printing Office
Washington, DC 20402
<http://www.gpo.gov>

2. **[The Federal Procurement Report](#)**, published annually by the Federal Procurement Data Center, this report contains information on contracting activities of sixty federal agencies and provides information valuable for market and geographical analysis. It identifies the type of products and services procured by the agencies along with prime contractors who receive the majority of the federal contracts in each state. Contact the prime contractors regarding subcontracting opportunities. The document is available from GSA at the following address and web site:

Federal Procurement Data Center
General Services Administration
7th and D Streets, SW
Washington, DC 20407
<https://www.fpds.gov>
<http://www.gpo.gov>

3. **[Selling to the Federal Government](#)**. The government buys many of the products and services it needs from suppliers who meet certain qualifications. It applies

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standardized procedures by which to purchase goods and services. That is, the government does not purchase items or services in the way an individual household might. Instead, government contracting officials use procedures that conform to the Federal Acquisition Regulation (FAR). Learning how the government buys, understanding the responsibilities of contractors and recognizing subcontracting and procurement opportunities are the first steps to navigating this complex world of contracting. The guidance available online at <http://www.sba.gov/services/contractingopportunities/basics/index.html> provides information on defining the market, how the Government buys, your responsibilities, and various opportunities.

B. Decide if you should focus on a particular industry, company size, etc.

C. Focus on companies and agencies that have similar customer experience (commercial or specific government agency).

D. Ensure that the companies and agencies that you choose to market meet your long/short term goals.

III. Make maximum use of existing programs:

A. If you are not already on the General Service Administration's (GSA) Federal Supply Schedule (FSS), **apply to get on the Federal Supply Schedule** since the Federal agencies' use of the schedule for purchases is increasing; (To keep current on FSS information, call GSA at (703 305-5600 or access the homepage at <http://www.fss.gsa.gov>).

B. Since the Federal government's use of credit cards is increasing both in volume, and thresholds, **make sure your firm accepts credit card purchases**. The Federal Government charge card program is known as "GSA SMARTPAY". If your company already accepts charge cards, no additional steps are necessary. If not, contact a local bank or a GSA SMARTPAY contractor (American Express (800) 686-5493, Citibank (888) 241-1514, First National Bank of Chicago (312) 732-7828, NationsBank (800) 999-5189 ext. 7991, Mellon Bank (800) 424-3004, or U.S. Bank (202) 408-0101.) Information is available from GSA at http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCX6&contentId=10141&contentType=GSA_OVERVIEW.

C. Determine if you are eligible for participation in Federal procurement preference programs and take full advantage of the benefits (e.g.), register on **SBA's PRO-NET database of small businesses**, become certified as a Section 8(a) firm, Small Disadvantaged Business (SDB), HUBZone business, service disabled veteran-owned small businesses, etc., and become eligible for restricted competition contracts, non-competitive contracts, ten percent price preferences, etc. To learn more about the program and to see if your business is located in a HUBZone, go to

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<http://www.sba.gov/hubzone> and enter your business address. Information about all the SBA programs is available at:

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

D. In addition, you may wish to register on the **Minority Business Development Agency's (MBDA) Phoenix Database** which is a database of minority businesses. MBDA uses Phoenix with the Opportunities Database to match listed minority forms with contracts and other business opportunities via e-mail and fax. You can access Phoenix at <http://www.mbda.gov>.

E. Seek out and gain benefits from small business organizations such as Small Business Development Centers, Minority Business Development Centers, Women-owned Business Development Centers, Native American Business Development Centers, trade associations, professional development seminars/workshops and other resources that offer an array of services. A current list of Development Centers and over 800 trade associations are listed on the HUD website at <http://www.hud.gov/offices/osdbu/>.

F. Register at www.FedBizOpps.gov to be e-mailed about upcoming federal agency contracting opportunities. (Be advised that registering will mean you may receive up to 600 announcements per month).

IV. Learn and research the companies and agencies that you target.

A. Fort Benning is one of the agencies you have chosen to market. Study Fort Benning's web page at www.benning.army.mil/DOC (Follow the links Garrison Command, Installation Support Offices, and then Directorate of Contracting).

B. Know your customer, Review Fort. Benning's mission, program office accomplishments, and updates.

V. First impressions are lasting impressions.

Project a professional image, from the first telephone call to the content and appearance of your company's Capability Statement. Be on time for appointments. Just dropping in the Contracting Office is fine but the person you need to see may be out of the office or unavailable when you drop in. Call first and make an appointment.

VI. Locate the right people.

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- A. Discuss potential contracting opportunities with the small business, contracting and program office staff.
- B. Participate in events/meetings attended by your target audience.
- C. Attend trade fairs in your company's discipline and meet with your targeted representatives.

VII. Capitalize on your past experience.

- A. Elaborate on previous related experience.
- B. Mention any awards and recommendations from highly regarded sources that support the quality of your product or services.
- C. Emphasize unique capabilities that your company can provide and how your company would be a valuable asset to the Fort. Benning project and program office.
- D. **When marketing to federal agencies, tell your potential clients what procurement provisions can be used to “reach you”. (i.e., Are you certified as an 8(a), SDB, or HUBZone business? Are you on the GSA schedule?)**

Hard work, Perseverance, and Quality Products and Services = Success

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Chapter 3

PROCUREMENT OPPORTUNITY PROGRAMS

Small Business Set-Asides (see also FAR Subpart 19.5)

Section 15 of the Small Business Act, as amended, requires the Federal Government to reserve a fair proportion of its total purchases and contracts for property and services for small business concerns. The Government does this by reserving, or “setting aside,” entire procurements or parts of procurements for small businesses. This does not guarantee that any particular small business will receive a contract. It means that only small businesses may compete for the contract (“total small business set-aside”) or the reserved portion (“partial small business set-aside”).

The Small Business Act also requires the Government to buy goods and services at competitive, fair market prices. Therefore, contracts are set aside only when at least two qualified small businesses are expected to submit offers that are competitive in terms of market prices, quality and delivery. In this context, “market price” means a price based on reasonable costs under normal competitive conditions, and not lowest possible cost (FAR 19.001).

The SBA establishes size standards defining small businesses on an industry-by industry basis. They are defined by dollar volume of sales, number of employees, or a combination of these factors. Size standards are published in FAR Subpart 19.1 and are also available online at SBA’s Internet site (see page 7). The size standard is particular to the supplies or services being procured, i.e., it varies by procurement.

Small Business Subcontracting Program (See also FAR Subpart 19.7)

Section 211 of Public Law 95-507 requires that the successful offeror or bidder on contracts valued at \$500,000 or more (\$1 million for construction of public facilities) must submit to the awarding agency an acceptable subcontracting plan that sets percentage and dollar goals for the award of subcontracts to small and small disadvantaged businesses. (NOTE: Small business concerns receiving prime contracts are exempt from this requirement.) The plan must be submitted and accepted before the contract may be awarded. All subcontracting plans submitted by prime contractors are reviewed by appropriate HUD staff (OSDBU, Small Business Specialists, Contracting Officers) to ensure compliance with the requirements of Section 211.

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Small Disadvantaged Business Participation Program

(see also FAR Subparts 19.11 and 19.12)

Fort. Benning encourages the award of prime contracts valued at \$100,000 or more to small disadvantaged business (SDB) concerns (other than certified 8(a) firms) that are at least 51 percent owned and controlled by socially and economically disadvantaged individuals. As a means of ensuring SDBs the maximum practicable opportunity to compete for and receive Federal contracts, small businesses certified as SDBs can receive up price preference (currently 10%) or evaluation credit when competing for certain procurements. The Department of Commerce determines which industrial categories are eligible for the SDB contract price preference and evaluation credits. Businesses seeking certification as SDBs should contact the SBA for more information.

Section 8(a) Program (see also FAR Subpart 19.8)

Section 8(a) of the Small Business Act authorizes the SBA to enter into contracts with other Federal government agencies to supply needed goods and services. The SBA in turn subcontracts the actual performance of the work to small businesses enrolled in the SBA's 8(a) Program. The goal of the 8(a) Program is to help eligible small disadvantaged firms become independently competitive for Federal contracts.

The selection of an 8(a) subcontractor may be made on a sole source or competitive basis. Contracts under \$3 million (\$5 million for construction contracts) are normally awarded on a sole source basis. Contracts in excess of \$3 million must be competed among 8(a) firms. HUD has executed a memorandum of understanding with the SBA which allows it to directly award 8(a) contracts to 8(a) firms. This helps speed up the award of these contracts.

To be eligible for 8(a) Program participation, a small business must be at least 51 percent owned, controlled and daily operated by one or more socially and economically disadvantaged persons.

“Socially disadvantaged” individuals are those who have been subject to racial or ethnic prejudice or cultural bias because of their identification as members of certain groups. Black Americans, Native Americans, Hispanic Americans, Asian- Pacific Americans and Asian-Indian Americans have been officially designated as socially disadvantaged. Members of other groups must show proof of their socially disadvantaged status.

“Economically disadvantaged” individuals are socially disadvantaged individuals (as defined above) whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities. Economic disadvantage must be established for all applicants. The SBA

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determines eligibility on a case-by-case basis.

All applications for the 8(a) Program must be made directly to the SBA. If you are interested in the program, contact your nearest SBA office or HUD Small Business Specialist (see Exhibit 3).

Women-Owned Small Business Program (see also FAR Subpart 19.9)

Executive Order 12138 (“National Women’s Business Enterprise Policy”) directs all Federal agencies to take action to strengthen women-owned business enterprise and to ensure full participation by women in the free enterprise system. The Order does not permit HUD to set-aside procurements for women-owned businesses. HUD makes special efforts, though, to advise women business owners of contracting opportunities and to encourage their participation in HUD procurement. The FAR requires Federal agencies to actively encourage their prime contractors to use women-owned small businesses as subcontractors. All contracts valued at \$100,000 or more include a clause which requires the prime contractor to provide the maximum practicable opportunity to women-owned small businesses to compete for subcontracts.

A women-owned small business concern is defined as at least 51 percent owned by one or more women, or in the case of publicly owned businesses, at least 51 percent of the stock is owned by one or more women, and the management and daily operations of which are controlled by one or more women.

Service-Disabled Veteran-Owned Small Business Procurement Program (see FAR Subpart 19.14)

The Veterans Benefit Act of 2003 (15 U.S.C. 657f) created the procurement program for small business concerns owned and controlled by service-disabled veterans (commonly referred to as the “Service-Disabled Veteran-owned Small Business (SDVOSB) Procurement Program”). The purpose of the Service-Disabled Veteran-Owned Small Business Program is to provide Federal contracting assistance to service-disabled veteran-owned small business concerns.

Status as a service-disabled veteran-owned small business concern is determined in accordance with 13 CFR parts 125.8 through 125.13. At the time that a service-disabled veteran-owned small business concern submits its offer, it must represent to the contracting officer that it is a--

- (1) Service-disabled veteran-owned small business concern; and
- (2) Small business concern under the North American Industry Classification System (NAICS) code assigned to the procurement.

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Historically Underutilized Business Zone (HUBZone) Program

(see FAR Subpart 19.13)

Created by the HUBZone Act of 1997, Title VI of Public Law 105135, this program provides Federal contracting opportunities for certain qualified small business concerns located in economically distressed communities. The goal of the HUBZone Program is to provide federal contracting assistance for qualified small business concerns located in HUBZone areas in order to increase employment opportunities, stimulate capital investments in those areas, and empower communities through economic leveraging. HUBZone areas are determined by various census data. To qualify as a HUBZone business, the business must be small, owned by a US citizen and have its principal office located in a HUBZone. At least 35% of the employees must reside in a HUBZone. The SBA formally certifies firms as HUBZone businesses. HUBZone businesses can receive sole-source or set-aside federal contracts or receive a price preference up to 10% when competing for full and open competition procurements.

For More Information....

[Where can I get more information about Fort. Benning programs and contracting and subcontracting opportunities?](#)

The U.S. Small Business Administration (SBA). The SBA offers a wide variety of services and assistance to small and small disadvantaged businesses. Government contracting offices work closely with the SBA in seeking small business suppliers. Local SBA offices frequently can direct firms to agencies that purchase products they offer. The SBA can also provide names and addresses of prospective military and civilian agency customers. Information about the SBA's programs and services is readily available from its Internet homepage at:

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

The SBA also posts small business size standards at:

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

(NOTE: As of October 1, 2000, all small business size standards are based on the North American Industry Classification System (NAICS)).

Federal Business Opportunities (www.fedbizopps.gov)

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FedBizOpps.gov is the single government point-of-entry (GPE) for Federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

What other sources of information would be helpful?

The Commerce Business Daily (CBD). The CBD is published by the U.S. Department of Commerce every Federal business day. The CBD lists contracting opportunities with all Federal agencies. With few exceptions, notices of upcoming solicitations for new HUD contracts and purchases expected to exceed \$25,000 are published in the CBD. Notices of awards of contracts that have subcontracting opportunities are also published. The CBD can now be accessed via the Internet through the Government Printing Office's CBDNet located at:

<http://cbdnet.access.gpo.gov>.

Online access to the CBDNet is **free** and is linked to HUD's Internet contracting site (see above). The CBD is also available in most public and Federal libraries. You may also buy a hard copy subscription to the CBD (check with CBD for prices). To subscribe, contact the Superintendent of Documents, Government Printing Office, Washington, DC 20402-9371. You may also order the CBD via the Government Printing Office's Internet homepage located at: <http://www.access.gpo.gov>.

“U.S. Government Purchasing and Sales Directory, Revised 1994” is a comprehensive guide to the Government's purchasing and sales activities. The directory lists over 4,000 products and services purchased throughout the Government. It tells you what agencies buy and explains how to contact appropriate contracting offices. The directory also contains an overview of how the Government purchases goods and services and describes the types of assistance that the SBA provides to small businesses interested in Government contracting and subcontracting opportunities. Copies may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Stock No. 045-000-00272-1) and may be ordered via the Government Printing Office's Online Bookstore at:

<http://bookstore.gpo.gov>

General Services Administration (GSA) Small Business Centers.

The GSA is the largest civilian Federal agency buyer of general supplies and services. It provides operational supplies and services to the civilian Federal agencies through its Federal Supply Service. Most of these supplies and services are furnished by independent contractors. The GSA Small Business Centers provide advice to small businesses about GSA's contracting opportunities. While these opportunities are not reserved exclusively for small disadvantaged businesses, they represent an important

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government resource available to them. Interested business concerns should contact their local GSA regional or area office for more information, or visit GSA's Office of Enterprise Development's Internet homepage at:

<http://www.gsa.gov/oed>

General Services Administration (GSA) Federal Supply Schedule (FSS). GSA awards contracts for a wide variety of supplies and services. Other Federal agencies may then order needed supplies and services directly from those contractors. GSA normally awards multiple contracts for each category of supplies or services. The FSS homepage is located at:

<http://www.fss.gsa.gov>

Defense Logistics Agency (DLA). The DLA provides supplies to the U.S. Military services. The DLA has numerous contracting offices that buy more than 4 million different items – everything from food to fuel. You can find out more about DLA's contracting opportunities at their Small and Disadvantaged Business Utilization Office Internet homepage at:

<http://www.dla.mil/db/>

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Chapter 4 CCR REGISTRATION

HOW TO REGISTER:

Effective September 1997, you must be registered in the Federal Central Registration (CCR) in order to obtain future receipts of solicitations, awards, or payments, for goods or services provided to the Department of Defense. In an effort to streamline the acquisition process the Federal Government has established the CCR database system. The CCR serves as a centralized repository of information about firms qualified to do business with the Government. It also provides a single point where suppliers can register to do business with numerous agencies throughout the Government. The Department of Defense and civilian agencies are looking to the CCR as the primary source of information from which to assemble bidder lists for their acquisition needs. CCR will also be used to verify payment data for electronic payments.

There are three ways to get your company registered in the CCR database:

- a. The Web
- b. Fax/mail

THE WEB: Register electronically by accessing the on-line Central Contractor Registration form at: <http://www.ccr.gov>. The CCR registration allows you to submit a basic registration as well as more detailed registration.

FAX or MAIL: For those firms who do not want to register electronically, you can complete the paper registration form and mail or fax the application to the Registration Assistance Center(RAC). Call the CCR RAC toll free at (888) 227-2423 to obtain a form and instructions.

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FORT BENNING DIRECTORATE OF CONTRACTING

OFFICE OF THE DIRECTOR

Fax: (706) 545-7825

Director

706-545-5173

Management Assistant

706-545-5173

BUSINESS MANAGEMENT DIVISION

Fax: (706) 545-7825

(Areas of Responsibility:

Client Advocate, GPC Program, Small Business Advisor,
Policy & Procedures, Automation, Security, Training, Mail
Room)

Division Chief/Client Advocate

706-545-7403

Administrative Assistant

706-545-4610

Small Business Specialist

706-545-2274

GPC Coordinator

706-545-5243/4016

CONTRACTING

Fax: (706) 545-6529

DIVISION

(Areas of

Responsibility: Preaward, award and post award Installation
Base Support--Supplies, Services and Construction--not in
other divisions)

Division Chief/Contracting Officer

706-545-8747

Administrative Assistant

706-545-5172

Contracts Branch > \$500K

Fax: (706) 545-6528

Branch Chief/Contracting Officer

706-545-2260

Contracting Officer

706-545-0352

Contracts Branch < \$500K

Fax: (706) 545-6529

Branch Chief/Contracting Officer

706-545-0357

Contracting Officer

706-545-2251

Contracting Officer

706-545-7522

COMPLEX CONTRACTS ADMINISTRATION DIVISION

Fax: (706) 545-6528

(Areas of Responsibility: Post award DPW/DOL Operations,
Dining Facility Operations, Training Support Center Services,
Utilities)

Division Chief/Contracting Officer

706-545-2430

Administrative Assistant

706-545-0354

Contracting Officer

706-545-6196

HOW TO DO BUSINESS WITH FORT BENNING

SOURCE: FORT BENNING DIRECTORATE OF CONTRACTING

<https://www.benning.army.mil/DOC/>

DIRECTIONS TO OUR OFFICE

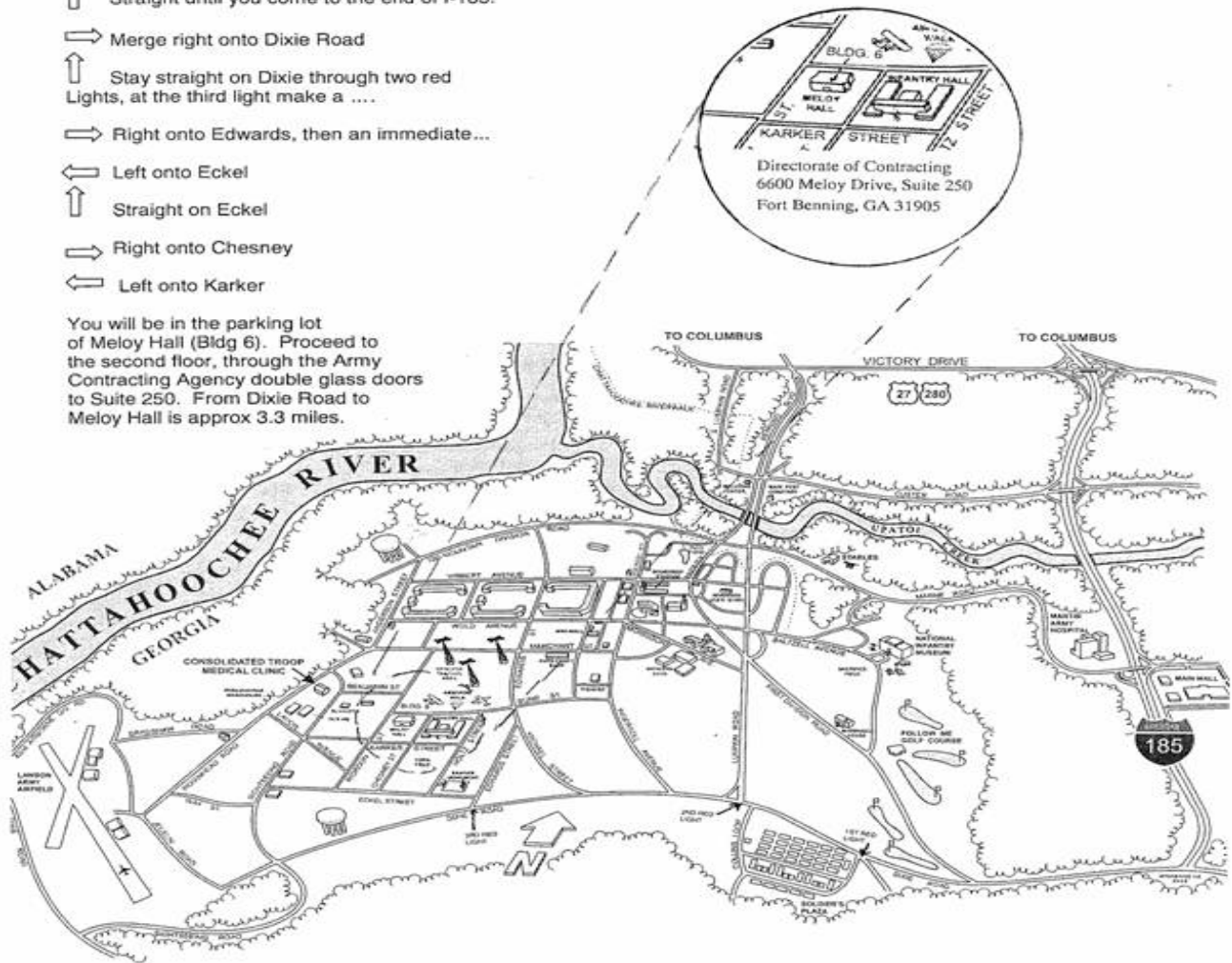
6600 Meloy Drive
Bldg 6, Suite 250 (Second Floor)
Fort Benning, GA 31905
706-545-5173/4610

Start

Take the Interstate Highway I-185 South to Fort Benning. Visitors cannot access Fort Benning without a temporary visitor's pass. Passes must be obtained by remaining in the FAR LEFT LANE to reach the Fort Benning Access Control Point when entering Fort Benning. The following documents are needed to obtain a pass: A valid driver license, vehicle registration, and proof of car insurance. Cell phone usage is not permitted while operating any vehicle on Fort Benning. Once you have obtained your visitor's pass, proceed:

- ↑ Straight until you come to the end of I-185.
- Merge right onto Dixie Road
- ↑ Stay straight on Dixie through two red Lights, at the third light make a
- Right onto Edwards, then an immediate...
- ← Left onto Eckel
- ↑ Straight on Eckel
- Right onto Chesney
- ← Left onto Karker

You will be in the parking lot of Meloy Hall (Bldg 6). Proceed to the second floor, through the Army Contracting Agency double glass doors to Suite 250. From Dixie Road to Meloy Hall is approx 3.3 miles.



HOW TO DO BUSINESS WITH FORT BENNING

SOURCE: FORT BENNING DIRECTORATE OF CONTRACTING

<https://www.benning.army.mil/DOC/>

SMALL BUSINESS AFFAIRS

**SMALL BUSINESS
SPECIALIST
(706) 545-2274**

The Small Business Specialist is an advocate for small, woman owned, and small disadvantaged businesses, monitoring government compliance's with programs designed to assist these types of businesses. If you are a business wishing to do business with Fort Benning, please contact the Small Business Specialist at 706-545-2274.

It is recommended that you review our "[How to do business with Fort Benning](#)" and "[Customer Guide](#)" pages to get quick answers to many of your basic questions.

Mailing Address: Mission & Installation Contracting Command

 Directorate of Contracting

 Building 6

 6600 Meloy Drive, Suite 250

 Fort Benning, Georgia 31905

ASSISTANCE PROVIDED BY THE SMALL BUSINESS SPECIALIST

- Counsel and assist small businesses
- Ensure program implemented
- Assist with payments to small businesses
- Assist with subcontract plans
- Recommend goals and monitor awards
- Advise and assist installation personnel
- Maintain a strong outreach program
- Fair proportion to awards to Small Disadvantaged, and Women-Owned businesses
- Maintain a strong outreach program with business, commercial enterprises, and other governmental agencies

HOW TO DO BUSINESS WITH FORT BENNING

SOURCE: FORT BENNING DIRECTORATE OF CONTRACTING

<https://www.benning.army.mil/DOC/>

HELPFUL LINKS

Fort Benning Directorate of Contracting	https://www.benning.army.mil/DOC/
Solicitations	https://acquisition.army.mil/asfi/
Fort Benning Active Contracts	https://www.benning.army.mil/DOC/
Contractor Compliance Training	https://www.benning.army.mil/DOC/CCTAgenda.htm
Customer Guide	https://www.benning.army.mil/DOC/CustomerGuide.htm
Vendor Guide	https://www.benning.army.mil/DOC/CustomerGuide.htm
Vendor Payment Guide	https://www.benning.army.mil/DOC/CustomerGuide.htm