GSA-NCR Office of Small Business Utilization

Tips to prepare your company for a Small Business Opportunities

Prior to contacting our office for a counseling session take the following steps:

- Review your Central Contractor Registration on the System of Award Management website – www. SAM.gov. Make sure your registration is active, and updated with your most current information.
- Review the GSA website and the GSA-National Capital Region website to learn about our mission, our services, our region, our Public Building Services, our Federal Acquisition Services and news and events specific to GSA and National Capital Region.
- Review GSA's Forecast of Contracting Opportunities and the GSA Subcontracting Directory. Be prepared to discuss the opportunities your small business is interesting in pursuing.
- Review the Federal Business Opportunities website at www.fbo.gov, for GSA-NCR procurement announcements, needs and trends. Also review the Federal Procurement Data System at https://www.fpds.gov or USAspending.gov for additional information on contract actions, awards, and procurement trends.
- Prepare or update your one page capability statement to reflect GSA specific requirements or needs based on your research. Be sure to include your company's DUNS number, your primary NAICS code, your certifications and representations, your company's point of contact, and your *relevant* past performance on your capability statement.
- Review the GSA websites at www.gsa.gov/events, and www.gsa.gov/smallbizguide for upcoming small business workshops, webinars and events.

Great, if you are ready to meet with our office to discuss how your small business can assist GSA-National Capital Region and our customer agencies:

- Email your capability statement to bscncr@gsa.gov
- Call GSA –National Capital Region Small Business Utilization Center at 202-708-5804, speak with a staff member to schedule an office appointment or a telephone conference.

GSA-National Capital Region
Small Business Utilization Center
202-708-5804
301 7th Street, SW, Room 1050
Washington, DC 20407