

## U.S. General Services Administration



# Use GSA's Forecast Tool to Find Contracting Opportunities

## **DID YOU KNOW?**

Federal executive agencies are required to provide a forecast of expected contract opportunities, including those that small businesses can fulfill.

## **FORECAST BENEFITS**

- Learn about potential contracting opportunities early in the acquisition process.
- Plan your marketing strategies before opportunities post in the System for Award Management (SAM) at https://go.usa.gov/xFNkS.
- Use the lead time to prepare for the expected procurement's nature and scope.

#### **About the Forecast Tool**

The Forecast tool allows you to view forecasted opportunities before the formal requirements are posted in SAM at https://go.usa.gov/xFNkS. The tool gives businesses a searchable list of anticipated Federal contracting opportunities for the current and future fiscal years. As a small business, it is helpful to examine what agencies are forecasting to purchase. Use this information to prepare your strategy and take hold of the opportunity when it posts.

#### **How To Access**

The Forecast Tool is available to the public at https://www.fbf.gov. You do not need a username or password to access the information.

## **Find Planned Opportunities**

# Option 1: Filters

Use the filter feature to sort opportunities by the following:

- Agency
- Place of Performance (State)
- NAICS code
- Estimated Award Fiscal Quarter

- Estimated Award Fiscal Year
- Acquisition Strategy/Type of Set-Aside (the type of vendor or set-aside for which the contract is planned)
- Contract type

#### Option 2: Keyword Search

You can search by:

- Keyword or phrase
- Agency organization or bureau
- Listing ID (a unique identification number for each listing)
- NAICS code
- Name or email address

### **How to Best Use Search**

Identify whether the opportunity is a new or recurring requirement

#### **Award Status**

The award status of each listing indicates where the procurement is in the acquisition process. Discover if:

- The solicitation is in the planning stage;
- The solicitation is being drafted;
- The solicitation has been issued;
- The solicitation is being evaluated;
- The solicitation has been awarded;
- The solicitation has been cancelled;
- or, if an option is being exercised

## Acquisition Strategy/Type of Set-Aside

Potential suppliers can see if the expected opportunity is planned for award to an "Other than small business" or if it will be set aside for a small business or socioeconomic small business. Final decisions on the extent of competition or small business participation will not be made until a solicitation is posted to the SAM at https://go.usa.gov/xFNkS.

Point of Contact Name and Email - Direct questions on a planned procurement to the point of contact in the listing. Always reach out to the point of contact (POC) listed in this section with your questions regarding the acquisition. You should obtain as much information as possible to give yourself time to prepare for when the opportunity is published as a Request for Information, Request for Proposal, or a solicitation. Include the Listing ID in the correspondence to help the point of contact quickly identify forecast records.

Small Business Technical Advisor (SBTA) or Small Business Specialist (SBS) Include the SBTA/SBS in your communications with the POC. The SBTA/SBS can help you obtain information from the POC. They can also provide general help on small business contracting.

#### **Need More Information?**

If you have specific questions on an anticipated requirement, contact the listed POC.

Send general questions on doing business with a particular Federal agency or the Federal Government to the SBTA/SBS whose name appears in the listing.

Send an email with questions or technical issues regarding the Forecast of Contracting Opportunities Tool to forecasthelp@gsa.gov.



## Need more help?

Visit us at: https://www.gsa.gov/osdbu

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Contact your local Small Business Specialist: https://www.gsa.gov/smallbizsupport

Follow GSA OSDBU on Twitter: https://twitter.com/GSAOSDBU

Access more resources at:

https://interact.gsa.gov/groups/small-business-solutions