IMPORTANT WEB SITES

NASA Office of Small Business Programs
http://osbtp.nasa.gov

E-mail Notification of NASA Solicitations
http://prod.nasa.gov/cgi-bin/nens/index.cgi

NASA Business Opportunities
http://prod.nasa.gov/cgi-bin/eps/bizops

NASA Acquisition Forecast
http://prod.nasa.gov/cgi-bin/nais/forecast.cgi

NASA Vendor Database
https://vendors.nvdb.nasa.gov

NASA Procurement Web Site
http://www.hq.nasa.gov/office/procurement/

Federal Supply Class
http://www.dlis.dla.mil/h2

North American Industry Classification System
http://www.census.gov/naics

Central Contractor Registration
http://www.ccr.gov/

Federal Business Opportunities
http://www.fbo.gov/

Federal Acquisition Regulations (FAR)
http://farsite.hill.af.mil/

General Services Administration
http://www.gsa.gov

Procurement Technical Assistance Centers
http://www.dla.mil/db/procurem.htm

Federal Procurement Data System—Next Generation
https://www.fpds.gov

Electronic Subcontracting Reporting System
http://www.esrs.gov

FFATA Sub-award Reporting System
https://www.ffas.gov

Subcontracting Opportunities (SUB-Net)
http://web.sba.gov/subnet

Department of Defense Office of Small Business Programs
http://www.acq.osd.mil/osbtp

HOW TO DO BUSINESS WITH NASA

National Aeronautics and Space Administration
NASA Headquarters
300 E Street SW
Washington, DC 20546

NP-2011-03-722-HQ

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1. **Identify your product or service**
   - Know the Federal Supply Class or Service (FSC/SVC) codes and North American Industry Classification System (NAICS) codes for your products or services.

2. **Register your business**
   - Obtain a Dun and Bradstreet Unique Number System (DUNS) number.
   - Register with Centralized Contractor Registration (CCR).

3. **Identify your target market within NASA**
   - Identify what each NASA Center procures.
   - Contact the Small Business Specialist(s) (SBS) located at each NASA Center for assistance on how to do business with that particular NASA Center.
   - Follow the NASA Acquisition Forecast.

4. **Identify current NASA procurement opportunities**
   - Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities Web site or the NASA Procurement Web site. Doing so can assist you in identifying NASA requirements and allows for e-mail notifications of released requirements.

5. **Familiarize yourself with NASA contracting procedures**
   - Be familiar with Federal Acquisition Regulations (FAR) and the NASA Federal Acquisition Regulation Supplement.

6. **Investigate Federal Supply Schedule contracts**
   - Contact the General Services Administration (GSA) for information on how to obtain a Federal Supply Schedule (FSS) contract. Many NASA purchases are, in fact, orders on FSS contracts.

7. **Seek additional assistance as needed**
   - Request training and counseling on marketing, financial, and contracting issues at minimal or no cost from Procurement Technical Assistance Centers (PTAC). PTACs are located in most states and are partially funded by the Department of Defense (DOD) to provide small business concerns with information on how to do business with DOD and other Government agencies.
   - Consult with the Small Business Administration’s (SBA) Procurement Center Representatives (PCR). SBA provides each of NASA’s Centers with a liaison.

8. **Explore subcontracting opportunities**
   - Obtain information on subcontracting opportunities through SBA’s SUB-Net. Solicitations or notices are posted by prime contractors. NASA’s list of prime vendors is located on the NASA Office of Small Business Programs Web site.

9. **Investigate NASA small business programs**
   - Explore other small business programs, such as the NASA Mentor-Protégé Program, the Small Business Innovative Research Program, and the Historically Black Colleges and Universities and Minority Institutions Program. Information on these and other programs is available on the NASA Office of Small Business Programs Web site.

10. **Market your firm well**
    - After you have identified your customers, researched their requirements, and familiarized yourself with NASA procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the NASA Centers that buy your products or services. Realize that, as with you, their time is valuable. If the match is a good one, you can provide them with a cost-effective, quality solution to their requirements.