

**INTRODUCTION TO FEDERAL CONTRACTING
SEMINAR SERIES FOR SMALL BUSINESSES
DECEMBER 1, 2015 – JANUARY 12, 2016**

This series of 5 seminars provides an introduction to the federal contracting process. Participants are also encouraged to work with their local Procurement Technical Assistance Centers, Business and Entrepreneurial Services professionals to obtain one-on-one counseling and assistance.

**The Sessions will meet from 9:00 A.M. – 12:00 P.M.
To register, call 405-717-4741**

Dec. 1, 2015	Overview of Federal Contracting: <ul style="list-style-type: none"> ➤ Procurement Terms ➤ Regulations: The Federal Acquisition Regulation System ➤ Basic Provisions/Clauses
Dec. 8, 2015	Federal Government Registrations & Small Business Certifications: <ul style="list-style-type: none"> ➤ DUNS # - The Data Universal Numbering System ➤ SAM – the System for Award Management ➤ DSBS – The Dynamic Small Business Search ➤ FBO – Federal Business Opportunities ➤ 8(a) Business Development Program for Small, Disadvantaged Businesses ➤ HUBZone - Historically Underutilized Business Zone Certification ➤ WOSB/EDWOSB – Women Owned Small Business Set Aside Program ➤ Veteran Owned and Service Disabled Veteran Owned Small Business Verification
Dec. 15, 2015	Marketing to the Federal Government <ul style="list-style-type: none"> ➤ Online Sources of Market Information ➤ Writing Capabilities Statements ➤ Responding to Sources Sought ➤ Participating in Trade Fairs ➤ Contacting the Buying Activity
Jan. 5, 2016	The BID Process <ul style="list-style-type: none"> ➤ Solicitations ➤ Responsive Offers ➤ Responsible Contractors ➤ Common Evaluation Factors
Jan. 12, 2016	What Happens After the Contract Award? <ul style="list-style-type: none"> ➤ Communication & Authority ➤ Performance Issues ➤ Getting Paid