

# Government Contractor's Resource Guide

## *(Chapter Description)*

### **CHAPTER 1:**

#### **Government Terms, Agencies and Acronyms**

Most small business does not deal in acronyms until they deal with the government. You may as well be speaking another language. With the government's goal of reducing costs and paperwork when small business navigates through requirements, the Government Contractor's Resource Book provides a concise list of terms, acronyms and government agencies, for easy reference.

### **CHAPTER 2:**

#### **Certifications**

The Government Contractor's Resource Book provides a detailed list of the agencies available to small business for certifications and registrations with explanations regarding qualification requirements. In addition, types of business and financial documentation needed are delineated. From determining small business status to how to register for program certifications, the Government Contractor's Resource Book is a valuable tool that will save time and money.

### **CHAPTER 3:**

#### **Events to Attend**

Most small businesses have no idea there are government sponsored opportunities to meet with government agencies with whom they desire to do business. By opening the doors to workshops, seminars, business matchmakers, etc., the road to government contracting can be less painful to the small business. The Government Contractor's Resource Book provides a list of agencies that sponsor and host worthwhile events for small business.

### **CHAPTER 4:**

#### **Web Sites To Visit**

Locating appropriate agencies and reviewing agency requirements aides the small business in decision making regarding what steps to take and what government sponsored functions are suited to their needs. In the end, government agency web sites can save the small business both time and money. The Government Contractor's Resource Book provides a list of government agency web sites with an explanation of what information each site can provide to the small business.

### **CHAPTER 5:**

#### **Contact Listings of Offices of Small Disadvantaged Business Utilization and Small Business Administration Offices**

The Small Business Administration alleviates some of the woes experienced by small business attempting to navigate departments of the government by providing information about government agencies and the types of services each agency utilize. The Government Contractor's Resource Book provides a detailed list of the agency departments within the Small Business Administration available to assist and guide small business. The list is prefaced with what small business can expect to garner when approaching the Small Business Administration.

### **CHAPTER 6:**

#### **Navigating the General Services Administration/Procurement Vehicles**

As navigation of the General Services Administration web site proceeds, small business realizes the depth of procurement vehicles available, which is both exciting and confusing. This is why the General Services Administration is witness to many errors made by small business when applying for registrations. The Government Contractor's Resource Book provides detailed information on how to navigate the General Services Administration's web site, outlining features and access information as well as explaining Federal Acquisition Regulations. In addition, an outline of Federal Acquisition Regulations for small business is provided.

### **CHAPTER 7:**

#### **Target Markets & Relationship Building**

The Government Contractor's Resource Book provides general guidelines for small business to utilize when selling to the government. It explains how, who and where to approach government customers with defined steps on building a successful relationship with government customers.

### **CHAPTER 8:**

#### **Teaming/Subcontracting**

The Government Contractor's Resource Book provides various samples of Teaming Agreements, Subcontracting Agreements, and Non-Disclosure Agreements for the small business. It also provides information on how to utilize the General Services Administration's Subcontracting Directory and finding subcontracting opportunities. In addition, the Resource Book arms the small business with the types of government bidding procedures and purchasing programs, as well as explaining the small business's responsibilities and administrative matters it will face when performing on government contracts.