

Government Contractor's Resource Guide

(Chapter Description)

CHAPTER 1:

Government Terms, Agencies and Acronyms

Most businesses do 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 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 business for certifications and registrations with explanations regarding qualification requirements. In addition, types of business information and financial documentation needed are delineated. From determining 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 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 business. The Government Contractor's Resource Book provides a list of agencies that sponsor and host worthwhile events for business.

CHAPTER 4:

Web Sites To Visit

Locating appropriate agencies and reviewing agency requirements aides the 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 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 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. 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.

CHAPTER 7:

Target Markets & Relationship Building

The Government Contractor's Resource Book provides general guidelines for 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 business. It also provides information on how to find subcontracting opportunities. In addition, the Resource Book arms the contractor with types of government bidding procedures and purchasing programs, as well as explaining the contractor's responsibilities and administrative requirement when performing on government contracts.