

## We're here to help!

The 101st Contracting Office is available to assist businesses reach their goal in obtaining federal Government contracts with the Maine Air National Guard. We provide information and resources that businesses can utilize to gain entry into the federal market.

## Contracting Team

Base Contracting Officer

207-404-7419  
Fax: 207-404-7482  
DSN: 698-7419

Contracting Specialists

207-404-7353  
207-404-7107

Current as of 7 JULY 2011

## Important Links

[www.sba.gov](http://www.sba.gov)  
[www.ccr.gov](http://www.ccr.gov)  
[www.maineptac.org](http://www.maineptac.org)  
[www.fbo.gov](http://www.fbo.gov)  
<http://farsite.hill.af.mil/>  
[www.gsaadvantage.gov](http://www.gsaadvantage.gov)  
<http://www.mebngr.ang.af.mil/>  
<https://acquisition.army.mil/asfi/>  
<https://wawf.eb.mil/>

## Establishing a Relationship!

1. Register in CCR.
2. Contact Maine PTAC (207-942-6389)
3. Be persistent!
4. Get to know your local contracting personnel.
5. Become familiar with Prime vendors to obtain sub-contracting opportunities.

*MAINE Air National Guard*

101 MSG/MSC  
105 Maineiac Ave., Suite 510  
Bangor, ME 04401  
Phone: 207-404-7352  
Fax: 207-404-7482  
E-mail: 101ARW.MSC@ang.af.mil

*MAINE Air National  
Guard*

*So you want to  
do business with  
the Maine Air  
National Guard?*



A quick reference guide to understanding how to do business with the Federal Government.

**Tel. 207-404-7352**

# *Small Business Requirements*

The Federal Government is required by the Federal Acquisition Regulation to automatically set-aside acquisitions under \$100,000 to small businesses that are properly registered to do business with the Federal Government. The Contracting Officer may decide to set-aside acquisitions to particular socio-economic status' within the small business setaside. (i.e., veteran owned business, 8 (a), women owned business, etc.)

Acquisitions under \$3000 for commodities, \$2500 for services and \$2000 for construction will be paid for by the Government-Wide Purchase Card (Visa). Acquisitions above these thresholds will be solicited either orally or electronically. When acquisitions are above these thresholds the vendor will be required to be registered in the Contractors Central Registry ([www.ccr.gov](http://www.ccr.gov)) and Wide Area Workflow (WAWF) (<https://wawf.eb.mil/>). Vendors will be required to submit invoices utilizing WAWF. Acquisitions under \$10K will be an oral or written Request for Quote, between \$10K and \$25K they will be posted on the Army Single Face to Industry (ASFI) website, and greater than \$25K they will be posted on the Federal Business Opportunities (FBO) website.

The Federal Government utilizes the best value method when making acquisitions. Best value is defined as the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. Simply put, best value is a combination of price and performance. Performance criteria include, but are not limited to: delivery schedule, warranty, past performance, technical capability and quality.

## **What Can You Do?**

The first thing a small business should do is register their business in the Contractors Central Registry ([www.ccr.gov](http://www.ccr.gov)). This is a requirement that all businesses must accomplish if they wish to do business with the Government. Second, they should contact Maine Procurement Technical Assistance Center (PTAC) to set up an appointment to learn how the Federal Government does business, how to market their business to Governmental agencies, how to find sub-contracting opportunities and how to win Government contracts.

It's vital for a company seeking to do business with the Federal Government to stay persistent. A business may have to submit several quotes prior to winning their first contract with the Government. The old adage, "If at first you don't succeed, try, try and try again" applies. Each

about the final award status of the competed contract and in some instances a post-award out brief regarding their bid. The only information regarding the award that can be provided is: 1. The winning contractor, and 2. The award amount.

## **Goods and Services Acquired!**

The Maine Air National Guard acquires goods and services of a wide array. We purchase replacement parts for snow removal equipment, construction machinery and our automotive fleet. We purchase a wide range of electrical components, industrial machinery and miscellaneous industrial application supplies.

We also have an occasional need for HVAC services, roofing services, utility services and other preventive maintenance services.

The Maine Air National Guard also has continuing requirements for building construction and land and real property improvements. Requirements less than \$3 million are generally awarded under our Multiple Task Order Contract (MATOC). For subcontracting opportunities, contact us for the list of MATOC contractors. All other construction will be awarded using competitive procedures.