Frequently Asked Questions

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1. What is the role of the Deputy for Small Business?

To act as an advocate to maximize small business opportunities in support of the mission of their organization.

2. Why do I need to respond to Sources Sought (Market Survey) notices?

Sources Sought notices are posted in FedBizOpps in order to determine if there is a reasonable expectation that offers will be obtained from at least two responsible small business concerns. If you don't respond, we may not have enough small business interest and we will have to issue the acquisition as unrestricted (full and open). It's important that you pay close attention to the information we request and provide a complete and detailed response as requested.

3. How does the Corps of Engineers, Louisville District determine how 8(a) competitive acquisitions are restricted?

Our office offers the project to the U.S. Small Business Administration (SBA) as an 8(a) competitive acquisition. SBA makes the determination if the project will be restricted to a specific state or geographical region.

4. Does the Louisville District have small business goals that they're required to meet?

The Louisville District is assigned small business targets each fiscal year. FY16 targets are pending.

Our FY15 target were as follows:

Small Business – 25%

Small Disadvantaged Business – 5%

Women-Owned Business – 5%

Service Disabled Veteran Owned Small Business – 3%

HUBZone Business – 3%

HBCU MI Business – 2.5% (Aspirational Goal)

These are NOT contractor's subcontracting goals/targets.

5. What is the HUBZone program?

The HUBZone Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain HUBZone (Historically Underutilized Business Zone) certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas.

6. Does the Louisville District maintain a bidder's or plan holder's list?

No, all of our projects (over $25K) are posted to the Federal Business Opportunity website at **www.fbo.gov.** You can search for the Louisville District's projects by using the keyword "W912QR". You can find interested vendors for specific solicitations by clicking on the "Interested Vendor's List" tab in FedBizOpps.

7. Quality Control System for Construction Projects:

a. Do all of the people listed have to be on site the entire time?

The people should be there prior to that area of work being performed. Example: Mechanical Quality Control is not necessary until you are ready to begin mechanical work, but should be on site to review the submittals and perform the preparatory (prep) meetings.

b. Can one person perform more than one function?

It depends on the project. In some cases, it may be allowed. You must review the solicitation/contract documents closely.

c. Can we use our Quality Control (QC) person as our Safety Officer?

QC, Safety, and Superintendent functions are generally required to be performed by separate people unless on a small project. On some projects, it may be acceptable to have a QC/Safety person as the same individual based on the size and complexity of the project. The superintendent is there for production and should not be the Safety or QC person.

8. I've done construction work for private industry, how is a federal government construction project any different?

There are a number of differences including quality control plans, safety plans, specific payroll requirements, insurance, background checks, etc. Again, you must pay close attention to the specific requirements outlined in the solicitation. If you have any questions regarding the requirements, please submit them prior to submitting your proposal.

9. How do I certify my company as a small business (small, small disadvantaged, woman-owned, veteran-owned, service-disabled veteran-owned, HUBZone)?

The HUBZone, Small Disadvantaged Business (SDB), and 8(a) programs require certification from SBA; you must apply for those directly. Please visit **www.sba.gov** for additional information. The remaining small business categories are self-certifications, no formal certification is required at this time.

10. How can I obtain assistance or training on preparing bids/proposals?

SBA provides valuable information on applicable training resources and the Procurement Technical Assistance Center (PTAC) is also a valuable resource. PTAC offices can be located at **www.aptac-us.org**.

11. Does the achievement of subcontracting goals apply towards past performance?

Yes. Pursuant to FAR 15.305(2)(v).

12. What should be included in a contractor's capability statement?

Your capability statement should be brief (1-2 pages) and include your company name, business size, point of contact, DUNs number, Cage Code and applicable NAICS codes. If your company has a General Services Administration (GSA) contract, include that information as well.

13. How is a small business defined or categorized?

A small business concern is a business, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on contracts and qualified as a small business under the applicable size standards in 13 CFR Part 121 (FAR 19.102). The size standard is based on the North American Industry Classification System (NAICS) and is currently figured by either dollar revenue or number of employees. Please visit **www.naics.gov** for additional information.

14. What entity establishes the size standards within a certain industry?

SBA is responsible for establishing size standards for the different industries in the economy.

15. What is the difference between 8(a) certification and SDB certification?

The 8(a) program is a business development program that offers a broad scope of assistance to socially and economically disadvantaged firms. SDB certification pertains to benefits in Federal procurements. 8(a) firms automatically qualify for SDB certification. Please visit SBA's website at **www.sba.gov** for additional information.

16. What is the difference between Small Business Participation Plan goals and Small Business Subcontracting Plan goals?

Small Business Participation Plan goals are based on the total contract value IAW DFARS 215.304. The Small Business Participation Plan is a rated factor. Small Business Subcontracting Plan goals/targets are based on total subcontracted dollars IAW FAR 19.701. Acceptable goals/targets are subject to negotiations between the Contracting Officer and the contractor.

17. How do I locate more information about the Army's Small Business Program/Offices?

For additional information regarding the Department of the Army's Small Business Program, visit **www.sellingtoarmy.com.**

18. Who administers the Women-Owned Small Business Program?

SBA is charged with implementing and administering the program. SBA publishes regulations that provide the framework for the program, conducts eligibility examinations, decides protests, conducts studies to determine eligible industries and works with other Federal agencies in assisting WOSBs and EDWOSBs.

19. Does the Department of the Army offer business loans or grants to start or expand a small business?

The Department of the Army does not offer loans or grants to being or expand a small business. For loans or grants, please contact SBA.

20. Who do I contact if I have questions about my contract?

For questions concerning your contract, please contact the Contracting Officer who signed your contract award. Please make sure to have the contract number available prior to contacting the Contracting Officer.