Procurement Readiness Overview
An Introduction to Procurement Readiness

VA OSDBU
Strategic Outreach and Communications
Education and Training

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Overview

- Course Objectives
- Lesson 1: Fundamentals of Procurement Readiness
- Lesson 2: Contracting Strategies and Outreach
- Course Recap
Objectives

By the end of this course you will be able to:

• Identify the fundamentals of procurement readiness
• Identify Contracting Strategies and Outreach Support
• Locate and review the procurement readiness reference guide
Mission:
Support Secretary's priorities by enabling Veterans to gain access to economic opportunities by translating customer feedback into policies and programs that improve market research, increase direct access, and promote the participation of Veteran-Owned Small Business in Federal Contracting.

Vision:
Within the next five years, OSDBU will transform how small businesses achieve economic success by leveraging improved technology and business processes to enable procurement-ready small businesses to address relevant procurement requirements in both the federal and commercial markets.
Fundamentals of Procurement Readiness
Procurement Readiness is demonstrated ability of a small business to effectively participate in the federal government contracting marketplace and successfully perform contract work.

Actionable Recommendations:

- Become VA Verified SDVOSB/VOSB
- Keep capabilities statement current
- Keep company website current
- Register with federal websites
- Build relationship with PTAC rep
Get Verified!

To be eligible to compete for VA set-aside contracts, you must be VA verified as a Service-Disabled Veteran-Owned Small Business (SDVOSB) or a Veteran-Owned Small Business (VOSB).
A capabilities statement is a business resume that provides a business’ identification, abilities, and relevant corporate data.

- It is a Procurement Decision Maker’s (PDM’s) first impression of your small business (SB)
- It allows the PDM to differentiate the business from its competition
- It is usually no more than 2 pages
- It reflects your SBs sales pitch
Up-to-date Websites

A company website is another key component to being procurement ready. A corporate website:

• Provides opportunities to expand upon your capabilities statement
• Increases visibility
• Allows Procurement Decision Makers (PDMs) to learn more about capabilities and performance history
FedBizOpps.gov is the U.S. Government’s primary website portal for federal contracting opportunities. It is recommended that you:

- Register for an account
- Respond to Requests for Information (RFIs) and Sources Sought Notices
- Create search agents
- Schedule search agents
All PTACs are:

- Staffed with experienced counselors in federal contracting
- Host classes and seminars
- Provide individual counseling and easy access to bid opportunities, contract specs, and historical data
Contracting Strategies and Outreach Support
Procurement Readiness Contracting Strategies

Take advantage of small contracting opportunities:

• Micro-Purchases:
  – Opportunities (Ops) below $10,000 (Not Advertised)
• Simplified Acquisition Acquisitions:
  – Ops between $10,000 & $24,999 (Not Adv.)
  – Ops between $25,000 & $250,000 (Adv.)
• VA Forecast of Contracting Opportunities (VA FCO):
  – Prepare for potential opportunities

Position your small business to compete for more complex opportunities in the future.
Micro-Purchases

A micro-purchase is a purchase of supplies or services at or below $10,000

- Micro-purchases are not advertised
- These types of acquisitions use simplified acquisition procedures
- Acquisitions are made by authorized federal staff with purchase credit cards
- Authorized staff are known as Purchase Card Holders (PCHs)
- Micro purchases are managed through GSA SmartPay program
Simplified Acquisition Micro-Purchases (FAR 13.2)

Simplified acquisition at the micro-purchase level:

- Not Advertised Opportunities:
  - Opportunities between $10,000.01 and $24,999.99
  - GSA SmartPay Program

Review FAR Subpart 13.2 to learn more.
Compete for Simplified Acquisition Threshold Contracts (SATCs):

- **Advertised Opportunities:**
  - $25,000 & $250,000
  - Opportunities advertised on FedBizOpps

- **Set-aside Eligibility**
  - Procurement Ready Small Business
VA’s estimate of procurement opportunities:

- Published for planning purposes only
- Not a commitment by VA to purchase products or services
- Based on the best information available at the time of publication
- May be revised or canceled
VA OSDBU’s Strategic Outreach and Communications (SOC) Program:

- Provides access to support resources and tools
- Bridges the gap between Veteran small businesses and VA Procurement Decision Makers (PDMs)

SOC focuses on:

- Strategic Outreach (Networking)
- Communications (Informational Tools)
- Education and Training (Preparedness)
You are now able to:

- Identify the fundamentals of procurement readiness
- Recognize procurement readiness recommendations
- Identify Contracting Strategies and Outreach Support
- Locate and review the procurement readiness reference guide
Useful Links

- Learn more about VA OSBDU: [http://www.va.gov/osdbu](http://www.va.gov/osdbu)
- VA Vendor Information Pages (VIP): [https://www.vip.vetbiz.va.gov/](https://www.vip.vetbiz.va.gov/)
- VA Kingdomware Information: [https://go.usa.gov/xKsp5](https://go.usa.gov/xKsp5)
- Procurement Technical Assistance Center (PTAC): [https://www.aptac-us.org](https://www.aptac-us.org)
On-Demand Training

- Building an Effective Capabilities Statement Training
  - https://attendee.gotowebinar.com/recording/6431184633580824579
- Procurement Readiness Part 1:
  - https://attendee.gotowebinar.com/rt/8442508058978943234
- Procurement Readiness Part 2:
  - https://attendee.gotowebinar.com/rt/9035570337350321922
- Procurement Readiness Part 3:
  - https://attendee.gotowebinar.com/rt/549272412849655810
- Navigating FedBizOpps
  - https://attendee.gotowebinar.com/recording/2174344003382782472
- Navigating VA Forecast of Contracting Opportunities (VA FCO)
  - https://attendee.gotowebinar.com/rt/6359860412645722114
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