



MPTAP



STARTING A NEW BUSINESS AND DOING BUSINESS WITH THE GOVERNMENT

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Mississippi Procurement Technical Assistance Program

Some Basic Realities. . .1

- You cannot expect to learn everything about starting or doing business in one day – there are too many guidelines, processes, rules and regulations!
- Some of the guidelines, processes, rules & regulations that govern the business today come from political & social issues, which are subject to change all the time.

Step 1

Put your thoughts or ideas on a paper. Develop a Business Plan

Where to get help with Business Plan

SBA Online tool

<http://web.sba.gov/busplantemplate/BizPlanStart.cfm>

Mississippi Small Business Development Center

<http://www.mssbdc.org/>

Others.

Step 2



Register your business with Mississippi
secretary of state.

http://www.sos.ms.gov/business_services_business_formation.aspx

P. O. Box 136
Jackson, MS 39205-0136
Toll-Free: 800-256-3494
Phone: 601-359-1633
Fax: 601-359-1607

Step 3

Register with IRS to obtain employer identification number (EIN) for your business

<http://www.irs.gov/businesses/small/article/0%2C%2Cid%3D102767%2C00.html>

Step 4



Register for State Certification either as a minority or women-owned business.

<http://www.mississippi.org/minority-business/certification/state-certification/minority-business-certification-program.html>

Mississippi Development Authority

Minority & Small Business Development Division

PO Box 849, Jackson, MS 39205

Phone: 601-359-3448

Email: minority@mississippi.org

Eligibility...

Must be a U. S. Citizens who are:

- Black American
- Hispanic American
- Asian Pacific American
- Asian Indian American
- American Indian or Alaskan Native
- Females

Hold the position of President or Chief Executive Officer, Managing Partner

Be the highest compensated individual

Eligibility...cont

- At least 51% unconditional ownership
- Have the ability to hire and fire
- Exercise Management Control
- Makes the basic decision for the daily operation of the business
- Authority to negotiate for banking services
- Authority to negotiate and sign contracts
- Authority and responsibility to sign pay checks and letters of credit
- Authority to negotiate and sign for insurance and or bonds

Step 5



Doing Business with the government? For Contract/Procurement Opportunities register with MPTAP for Technical Assistance.

www.msipc.com

Mississippi Development Authority
Minority & Small Business Development Division
Mississippi Procurement Technical Assistance Program
PO Box 849, Jackson, MS 39205
Phone: 601-359-3459

Did you know...?

- The United States Government is the world's largest purchaser of goods and services?
- The United States enters into over **11 Million contracts** for goods and services each year?
- Over **One Billion dollars** worth of new opportunities are announced **EACH DAY**?
- Ninety-five percent of all contracts go to **SMALL BUSINESSES**?

Finding Procurements

How does the federal government advertise for its goods & services?

www.FedBizOpps.gov

- Search by keyword and NAICS code. Identify your codes in the North American Industry Classification System (NAICS) – How federal buyers classify their requirements.

<http://www.census.gov/eos/www/naics/>

Mississippi State and Local Opportunities



Where to Find State/Local Government Bidding Opportunities:

- <http://www.msipc.com> and click on “View Mississippi State and Local Bid Opportunities”. State and Local governmental agencies are required to submit contracting opportunities valued over \$50,000.00 to the Mississippi Development Authority (MPTAP) for dissemination.
- Check the Legal Classified Section of your local newspaper or The Clarion Ledger for contracting opportunities
- Meet with local agencies and explain your capabilities. Request to be put on their bidder’s list or vendors list.

Procurement Process



Dun & Bradstreet Number

<https://iupdate.dnb.com/iUpdate/mainlaunchpage.htm>

A unique nine-digit sequence recognized as the universal standard for identifying and keeping track for over 100 million businesses worldwide

Procurement Process



Central Contractor Registry (CCR)

<https://www.bpn.gov/ccr/>

- CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.
- You must register in CCR before you submit a bid or proposal for federal work

Procurement Process



ORCA

Online Representations and Certifications Application

<https://orca.bpn.gov/>

Do the DSBS!

- **Dynamic Small Business Search**
 - DSBS is a part of CCR
 - An electronic gateway of procurement information, for and about small businesses.
 - It is a search engine for contracting officers and a marketing tool for small businesses.
 - Prime contractors use CCR to find businesses for subcontracting and meeting goals for minority-owned, HUBZone and service-disabled vet owned businesses.
- **UPDATE it quarterly!!!!**

What does MPTAP do?



- We learn about your business and input keywords and NAICS codes into our database.
- Based on the information entered for your business, you get an email from us every business day letting you know of any new government contracting opportunities announced that day!
- The email sent to you contains:
 - Federal bid leads from www.fbo.gov
 - State/Local work: any state/local work valued over \$50,000 must be submitted to Mississippi Development Authority for dissemination.
- We brainstorm other avenues for you to market your goods/services.

What Does MPTAP Do?



- Registrations
 - Dun & Bradstreet
 - Central Contractor Registry
 - Online Representations and Certifications Application (ORCA)
- Technical Assistance with Solicitations – We help you understand the lingo!
- Training/Networking Events
- Referrals
 - SBA (Business loans, set-aside programs)
 - Small Business Development Centers

Become an MPTAP Client



- Must have a primary place of business in Mississippi
- Website: www.mscpc.com
- Go to:
<http://www.mscpc.com/ClientApplication/tabid/58/Default.aspx>
and fill out the online request for counseling.

IT'S FREE!

The Procurement Process

(In A Small Nutshell!)

- Agency Identifies the Need – We need to buy something!
- Statement of Work – This is what we need to buy and how we need it delivered.
- How will we buy it? (Sealed bid, RFP, etc)
- Issue solicitation
- Receive Offers and Evaluate
- Award (Hopefully!)

How will the government buy?

Four Major Solicitation Types

- Micro Purchase (immediate!)
- Request for Quotes
- Sealed Bids
- Request for Proposal

Winning Government Contracts

- Much like commercial contracting, winning a government contract is about developing successful selling strategies
- Winning a contract is about paying attention to the needs of the agency and the rules of the game. . .

FAR = Federal Acquisitions Regulations

www.acquisition.gov/far

Key Steps to Success

Key Steps to Procurement Success

- Know your market
- Research targeted agency budgets/needs
- www.fbo.gov
- Freedom of Information Process (FOIA).
- Develop personal relationships with contracting officers and other influential people in the agencies where you want to do business.
- Start Small

Do you need help?!



- The Mississippi Procurement Technical Assistance Program (MPTAP) is a service provided by the Mississippi Development Authority. We are here to help!
- IT'S FREE!
- We will work with any Mississippi business
- MPTAP is funded through a cost share cooperative agreement with the Defense Logistics Agency, along with funding from the State of Mississippi and other community partners.

MPTAP's Goals

- MPTAP supports our national security as well as the State's economic development goals by ensuring that a broad base of capable suppliers are available for our national defense as well as ensure continued support to our federal, state and local agencies.
- The MPTAP also serves as a direct resource for state and local governing authorities by connecting them with qualified suppliers for specialized goods and services as well as working to ensure that suppliers are capable of performing on those contracts.

MPTAP's Goals

- The Mississippi Procurement Technical Assistance Program (MPTAP) brings millions of dollars in federal, state and local government contracting opportunities to the desktop of Mississippi businesses annually.

MPTAP Offices



- Jackson – (601) 359-3448
 - Carol Harris – Program Manager
 - Jonithan Hatcher – Director
 - Joycie Lenoir – Associate Project Manager, Sr.
 - Chioma Anosike – Procurement Assistant
- Meridian – Natalie Purvis, Procurement Advisor (601) 693-1306
- Columbus – (662) 329-1077
 - Bill Burge, Director
- Greenwood – (662) 334-1518
 - Open, Director
 - Beth Woodyard, Procurement Advisor
- Biloxi – (228) 396-1288
 - Marcia McDowell, Director
 - Mel Estrade, Procurement Advisor

Final Words

- While complex, government contracting can be very lucrative.
- Don't give up! Winning a contract on the first try is uncommon.
- Be persistent and keep learning the process; it gets easier!
- **MPTAP is here to help!**