



Lori Schwarz, [lgschwarz.com](http://lgschwarz.com) , [lgschwarz@austin.rr.com](mailto:lgschwarz@austin.rr.com) or 512-833-7223

Want to know the Secrets on how to find Federal Government Projects that are right for your company? Want to bid jobs across the United States to widen your reach?

**Government Projects are waiting for you to bid on them!**

The Government needs Qualified Contractors to bid projects. Each year many of the much needed construction and repairs on Federal Government Facilities are not completed due to lack of interest or lack of Qualified Contractors bidding on the projects.

I would like to help Contractors get registered so that they may offer their services to complete Federal Government Projects.

Take a look at the opportunities that your company may be missing!

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Take a look at the instructions below for finding Federal Projects. If you have ANY questions or concerns contact me.



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## **Get registered and find the jobs in your area or Nationwide:**

Interested in finding jobs to bid? The Federal Government needs you!

Bidding Federal Government jobs is not for everyone. If you are interested in moving forward with considering bidding Government jobs please note that the fiscal year ends September 30th so not as many jobs are posted between October and May, the majority are posted June - September each year.

If you want to bid Government jobs you will have to register in CCR and ORCA. To do this you will need a few things and instructions are listed at the end of the FBO job search instructions.

To look at projects go to [FBO](#) Advanced search to look at available jobs in the areas of work that you would feel comfortable bidding.

1. To narrow the list this first time, pick the Small Business choices and Veteran Owned Small Business, if this applies to your company.
2. Move down the page to the [NAICS](#) codes and look for areas of work you are interested in. For instance the companies I have worked with would definitely look at jobs under the NAIC codes beginning with 236. Don't worry about any of the rest of the boxes for now unless you wish to really narrow things down, this will give you an idea of the magnitude of projects available. Click search and look at all of the jobs it brings up.
3. Pick one you are interested in and double click on it and it will take you to a page that shows all of the documents available on the job.
4. If you pick one that doesn't have the plans and specs posted yet then keep choosing until you find one that does. If it says it is a Combined Synopsis/Solicitation there are rarely any plans and specs issued, they just give you the description of the job in the Synopsis. Also sometimes the plans and specs are posted on another website such as IDEASEC and there will be a link to

that site, usually toward the bottom of the page. Look at the job (all files are on the right in FBO - plans & specs etc) and put your numbers on it as if you were going to bid it.

5. When you are looking at the Solicitation documents search the document for the word damages. Some jobs have liquidated damages and you will want to be aware of that when bidding the job.
6. Also be aware that if it a job that has been funded by ARRA there will be extra paperwork that needs to be done for this so take that into consideration when bidding.
7. Davis Bacon Wages apply to these jobs and there will be a wage rate schedule within the paperwork to assist you in bidding the job.
8. Follow the job until it actually bids and see how you did compared to what the job was awarded for. To be notified on any changes on the job (the Government frequently issues clarifications or changes and they are called Amendments or Modifications) click on Watch this Opportunity at the top of the page where the job information is and you will be prompted to Log In.
9. You then need to register and login, you will need a DUNS number for this. If you don't know if you have one, or don't have one, the instructions are there on how to proceed. Once you are registered and click on "Watch this Opportunity" you will be sent an email when any changes are issued.
10. You should check periodically for any changes just to be sure and always check before sending in a bid. There are many Government acronyms and you can find lists on the internet that you can refer to or give me a call.
11. When bidding jobs you should know that if you bid on an IFB, once it is awarded you will be able to get an abstract of the bids and see what all of the bidders amounts were.
12. If it is an RFQ or RFP all you will be able to get is the amount of the bid for the Awarded Firm.

Contact me to find out how you can perform projects Nationwide, don't limit yourself to one particular city or state. I am here to help you get started today!

If you have any questions (I'm sure you will) let me know but this will give you a feel for the bidding process. The Government first issues a Synopsis or Pre Solicitation on a job to let people know they would like a project done. Then if all goes well they will post the plans and specs in the future. Once the actual Solicitation is posted the bid date is listed on the 1st form of the solicitation. This is only subject to change via an Amendment or Mod and the bids must be received by the specified time and date. Once you actually decide to bid a job it is always best to check periodically for updates and send your bid documents via Fed Ex, Certified Mail or UPS so you have proof of delivery and there are details that you need to know about sending in the bid which we will review if you decide you are interested in bidding Government jobs and want to move forward. Good luck with your practice run!

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Want to Incorporate your business to bid Federal Government Contracts? It is not necessary to Incorporate, however if you want to take this step here's some information:

Start a "cheat sheet" to keep track of all of you ID numbers and login information. Always print and save everything when you are completing registrations.

Decide on Corporate name, Check availability and reserve a Corporate name

Decide on Corporate Structure and officers

Set up Corporation with the Secretary of State or pay to have it done for you, see the link on my Home Page or contact me. You will need these documents for other filings

Order Corporate Paperwork and seal

Apply for a [Federal ID Number](#) (also called EIN or TIN)

Apply for a [Dunn & Bradstreet number](#) (also call D&B or Dunns)

Apply for a resale certificate (you will need to know your [NAICS](#) code for this)

File with any necessary state taxing agencies (Unemployment if you will have payroll, state withholding if applicable, etc), just do an online search for the agency needed

Set up phone, fax and email

Open a Corporate Checking and/or MM account and order checks (a good banking relationship is important if bonding will be needed), you will need your incorporation paperwork for this.

Register in [CCR](#)

Register in ORCA at <https://orca.bpn.gov>

Complete a Business Plan, Employee Plan and Safety Plan, templates are available

Register on [FBO](#) and [IDEASEC](#) there will be others later

You will need General Liability Insurance, Work Comp if you have employees and Auto Insurance, contact me for the Government minimum requirements if you are planning on bidding Federal projects

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