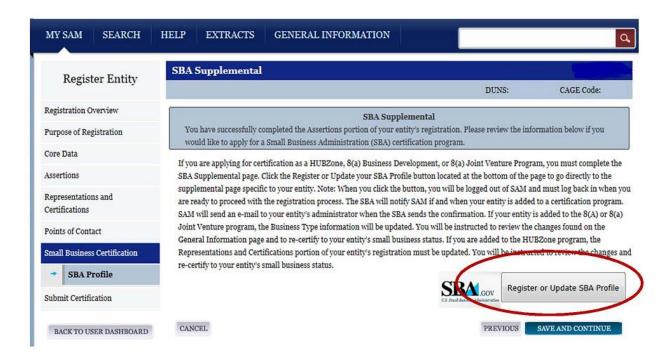# SBA Small Business Profile

The Small Business Administration maintains a separate database from System for Award Management (SAM), though the business information is linked. The purpose of this database is to give the federal government, and other companies, a resource to locate small businesses.

NOTE: Most Government Contracting Officers use this program to research companies and not SAM.

When registering or updating SAM, the following screen (example below) will appear after the POC section. This is where you will begin your company's profile in the SBA's Small Business Dynamic Search.

When you see the screen above, simply click on the right-hand "Register or Update SBA Profile" box to begin your SBA Profile registration. A new window will open to the SBA profile.

"SBA SUPPLEMENTAL PAGES"

The SBA Supplemental Pages will you require to go through each page and then "Click Save / Next" to advance. Most of the basic information is transferred from your SAM Registration.

Following are some helpful hints as you go through the pages of your SBA Small Business Profile. Again, you must - CLICK SAVE/NEXT - at the bottom of each page.

- Contact Person, Title, and Phone Number: Include this information. It appears in the search window on the Dynamic Small Business Search results.

- Web Page and E-mail Address: Include this information.

- E-Mall: Only list if you have an online store.

- Accept Government Credit Cards: Do not lose opportunities for something that takes 15 minutes to set up on a smart phone.

- Current Principals: List the majority owner if you are claiming WOSB, SDVOSB, etc. Must be the highest officer in the company. Even if Sole Proprietor, list your name. DO NOT LEAVE BLANK!!

- DBE Certifications: If you have a DBE from TXDOT, then the only way it will be included in your profile is to submit an e-mail to Veronica.Bermejo@sba.gov or fax it to 202-481-5524. You must include a copy of the DBE certificate along with your DUNS. Veronica Bermejo, US Small Business Administration, Dynamic Small Business Search DSBS, is the only one that does it for the SBA.

- Non-Federal Government Certifications: Include any certifications the company has, this is free advertisement on your capabilities.

- Capabilities Narrative: VERY IMPORTANT - MUST DO!! This is what appears on the search results when anyone searches by NAICS Codes, Keywords, Location, etc. You must do this to market your company. Do some research and see what your competition lists, but consider listing years in business, years of experience, special things you do, do not repeat your company name and only list your WOSB, SDVOSB, etc. toward the end.

- Special Equipment: List anything you have or have access too. Special machines, software, etc.

- Business Type Percentages: Always list if you are service, construction, etc. Always include 5% as Research and Development - aren't you always trying to do something better?

- Bonding Levels: Always list - do not purchase a bond, but you should know how much you are covered for. Use your liability insurance amount at a minimum.

- NAICS Codes: This is brought over from SAM, but you must designate a primary, which is used for your size determination.

- Keywords: Always list keywords that would match what you do. Many searches are done based on keywords and not NAICS codes.

- Miscellaneous: Only if you have a certification ISO 9000, etc. do not do anything. In addition, Electronic Data Interchange is an old program, leave blank.

- Exporter: Do not fool with this unless you are already exporting. Causes problems if you click on a box here.

- Performance History: MUST PROVIDE!! Why should I give you a contract if you have never done anything?
  - This provides a location to brag about your company, as you list the company's best private, commercial or government completed contracts.
  - Also, list the highest contract and the lowest contract - shows your range of capabilities.
  - You can display as many as you would like – it is recommended to choose the top 2 – 5 that will showcase your performance history - BUT keep it current - last three years. If you show things from ten years ago, it causes the question of what have you been doing since.
  - EXAMPLE
    - Name: Department of Energy (up to 80 characters) or Subcontractor for So and So Company
    - Contract: IDIQ or RFP or purchase order (explain type of contract performed)
    - Start Date: (begin and end dates aren't critical but they show currency of work history)
    - End Date: Same as above

- Value: Again show highest and lowest, to show capability range
- Contact: a person's name who knows the company's performance on that contract is necessary. This can be a person in your company, who can provide the information if from someone you want to do business with.
- Telephone: Phone number – remember the contact is someone who know the company's performance well and will give an accurate (highly rated) account of your work. This can be a person in your company.