



# The Update Report

The Airline Suppliers Association

Volume 9, Issue 10

October 2001

## ECONOMIC RELIEF

### SBA Loans Are Available!

As many of you know, ASA has devoted a substantial amount of effort since September 11 to establishing a Small Business Administration [SBA] loan program that would benefit ASA members. ASA is proud to announce success in this endeavor!

ASA staff did not do this alone. ASA members wrote letters to their members of Congress, asking them join in this project. Congressman Buck McKeon agreed to spearhead an initiative aimed at convincing SBA that existing law permitted such a program, and that Congress would support it. Under his leadership, Members of Congress produced a joint letter to the SBA that requested a loan program for companies that have been adversely affected by the events following September 11. ASA members were instrumental in convincing their members of Congress to sign this joint letter.

ASA particularly appreciated the faxed copies of members' letters sent to the office, as these permitted ASA to follow-up on each letter – this sort of follow-up often makes the difference in convincing a Congressional office to join in the fight.

As a result of the communications made with Capitol Hill and directly with the SBA, SBA published an expanded version of their loan program that should be available to ASA me-

bers needing help in the wake of the terrorist attacks of September 11, 2001.

#### The Program

On October 22, the SBA published an expansion of its Economic Injury Disaster Loan (EIDL) program that now includes qualifying small business concerns throughout the United States. The program extends low-interest emergency loan assistance that until now has been available only to small businesses in the immediate vicinity of New York City and Northern Virginia. The SBA will accept applications for loans under this program until January 22, 2002 (the regulation uses this date but the SBA fact sheet says January 21, 2002 - get your application in *early* if possible).

#### Eligibility

The loans are available to small business concerns that have suffered substantial economic injury as a direct result of the destruction of the World Trade Center, the damage to the Pentagon, or as a direct result of any related federal action taken between September 11 and October 22, 2001. They carry interest rates of four percent or less and extend for terms of up to 30 years. Loans under \$5000 do not require collateral; larger loans may require the pledging of collateral,

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## A Message from ASA's President

After considerable pressure from ASA and other trade associations, the SBA has extended the disaster relief loan program. If your company needs the assistance, read the article and call the appropriate number for your location.

The SBA Loan Program was announced prior to the paperwork being complete so make sure that you call SBA and request the documents – they will send them as soon as they are available. Once the application forms are issued, we plan to review them to see what ASA can do to support the members' applications. If you need help, call the Association after you have received the SBA Loan paperwork.

Loans will help companies, but there is a reshaping of our industry that the loans will not stop. If your company has not strategically reviewed your business plan, then the time has come. Diversification may help your company successfully negotiate the economic peaks and valleys of the large transport aircraft parts industry.

Large transport aircraft are being retired in record numbers, obviously reducing the marketplace for these parts. Meanwhile other aviation marketplaces are growing. Air carriers are canceling flights to smaller communities, opening

up the marketplace for regional jets. ASA's Annual Conference Keynote Speaker, Matt Thurber, predicted that the largest growth would be in the business jet and regional marketplaces. The events of September 11<sup>th</sup> may have accelerated his prediction.

The largest convention for business jets was cancelled in September and rescheduled for December in New Orleans. If you are interested in the business jet marketplace the NBAA convention is an excellent opportunity to learn about the market and meet with the key players.

For obvious reasons the Department of Defense has been actively purchasing parts. This month's Update Report provides details regarding finding out about military and other government contracts. While many say that the military contracts can be quite burdensome, once you make it through one contract the next one will be much easier to complete.

Our industry has been transforming over the past few years; we may just need to move our feet a little quicker to keep up with the changes.

Best Regards

Michele Dickstein

### The Update Report

is a monthly newsletter of the Airline Suppliers Association. Questions/comments should be addressed to:

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### The Update Report

provides timely information to help Association members and readers keep abreast of the changes within the aviation supply industry.

### The Update Report

is just one of the many benefits that the Airline Suppliers Association offers members. For information on ASA-100, the ASA Accreditation Program, Conferences, Workshops, FAA guidance like Advisory Circulars, Industry Memos, or services and benefits, contact the Association.

### The Update Report

For information on special package rates for advertising, contact the Association at (202) 730-0270.

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#### Send Us Your Email Addresses!!

ASA will soon be changing the delivery method of the **Update Report** - it will become an emailed periodical. This means we will need your current email address if we are going to be able to send it to you. Please send the name and preferred email address of anyone in your company whom you think should get the Update Report to: **info@airlinesuppliers.com**. Please send us your email address even if you think we already have it. Thanks!!

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## Getting Started with Government Contracting

The United States government is one of the world's largest purchasers of goods and services. State and local governments provide a further wealth of opportunities. Dealing with the government, however, involves more bureaucracy than dealing with private-sector customers. The rules surrounding government contracting can be daunting to newcomers. Fortunately, there are a number of resources available to help businesses navigate the maze successfully.

Small businesses in particular benefit from government programs that "set aside" a certain proportion of government contracting business for firms that qualify under Small Business Administration (SBA) regulations. The federal government, for example, has set a statutory goal of awarding 23% of all prime contracts to small businesses, 5% of prime and subcontracts

to small disadvantaged businesses (that is, businesses that are at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged), another 5% of prime and subcontracts to small businesses owned by women, and 3% to small businesses owned by service-disabled veterans. The majority of ASA members qualify under at least one of these programs.

Companies seeking government contracts have two main alternatives in terms of how directly they wish to interact with the government. The first is to become a prime contractor that deals directly with a government agency. At the federal level, firms have the option of dealing with the Department of Defense (DoD) or with a civilian agency such as the General Services Administration, NASA, or the Department of Transportation.

The other alternative is to become a subcontractor that deals with a prime contractor. Many prime contractors are large corporations that have Small Business Liaison Officers designated to encourage subcontractor relationships with small businesses.

### *First Steps*

A few basic steps are required to get started. A good first step for a small business is to register in Pro-Net (<http://www.pro-net.sba.gov>), an Internet-based database maintained by the Small Business Administration (SBA). Pro-Net contains information on more than 195,000 small businesses. It is a free service open to all small firms seeking federal, state and private contracts. Pro-Net is used by federal and state government agencies as well as prime and other contractors

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## Gaining the Competitive Edge for Government Contracting

Doing business with the government can be more complicated than the business-to-business transactions most ASA members are accustomed to. Beyond lining up the appropriate forms and identifying bidding opportunities, there are a number of steps businesses can take to give themselves an edge in the competitive contracting arena. Businesses that do their homework and take a careful, patient, and persistent approach stand to be able to tap into a potentially rich source of future business.

### *Research*

Just as in private-sector business, market research is important. Companies should consult the Commerce

Business Daily or other business opportunity web sites to identify which agencies are likely to be in the market for their products or services. Agency web sites are another key source of information. Most federal agencies, for example, publish an Agency Procurement Forecast that sets forth acquisition priorities for the coming year (the SBA offers links to these forecasts at <http://www.sba.gov/GC/forecast.html>). Once the list of potential customers begins to take shape, businesses should research the specific acquisition rules and procedures those agencies apply. Is it necessary to register as a vendor directly with that agency? What forms are required to submit bids? What information must be provided? In addition to the

Federal Acquisition Regulations, companies must also become familiar with any agency-specific supplemental regulations (available at <http://www.arnet.gov/Library/Other/regs.html>). Portals such as the Federal Acquisition Jumpstation and the Government Contracting pages of the SBA web site offer a number of possible resources.

### *Network, Network, Network*

Networking plays an important role in developing contacts with government purchasing officers and contracting personnel from prime contractor companies. SBA recommends attending as many conferences, workshops, and

*(Continued on page 117)*

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## **SBA Loans Program: Deadline January 21, 2002**

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like a second mortgage on the business property. In most circumstances, the maximum amount of the loan will be \$1.5 million.

### *Use of the Loan*

The program is essentially designed to help only those businesses that are currently unable to meet their obligations – businesses that have experienced significant drops in revenue owing to the generally depressed state of the industry may not necessarily qualify in all cases. The SBA defines “substantial economic injury” as such that a business is unable to meet its obligations as they mature or to pay its ordinary and necessary operating expenses. The SBA is careful to point out that substantial economic injury may not mean a mere loss of anticipated profits or drop in sales.

Limitations also apply to the purposes for which the money may be used.

The loans are intended to provide the working capital necessary to carry the business until resumption of normal operations and for expenditures necessary to alleviate the economic injury attributable to the attacks, and may not exceed the amount of injury attributable to the attacks or resultant federal action. Loan proceeds may not be used to refinance indebtedness incurred prior to September 11; make payments on loans made to another federal agency; pay any civil, criminal, or administrative fines; repair physical damage; or pay dividends to owners, partners, officers, or stockholders, except for reasonable remuneration directly related to their performance of services for the business.

### *How to Apply*

In order to qualify for EIDL assistance, a business must show (1) that, as of September 11, 2001, it was a small business, as defined in the SBA Small Business Size Regulations, Ti-

tle 13, Part 121 of the Code of Federal Regulations (C.F.R.); (2) that the principal owners of the business have used all reasonably available funds; and (3) that the business is unable to obtain credit elsewhere (reasonable evidence of this fact is sufficient - you do not have to get rejected by a bank first). Eligible businesses may apply using SBA forms for the existing EIDL program. The forms needed are the SBA Form #5 “Disaster Business Loan Application (OMB #3245-0017), SBA Form #1368 “Additional Filing Requirements EIDL” (OMB #3245-0017), SBA Form #413 “Personal Financial Statement” (OMB #3245-0188), and IRS Form #8821 “Tax Information Authorization” (OMB #1545-1165).

In addition to the usual EIDL requirements noted above, an application package under this new program must also include a written explanation of how the destruction of the World

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## *REGULATORY UPDATE*

### **Who is Eligible for “Small Business” Benefits?**

The United States Government makes many special programs available to small businesses. Many business owners wonder whether their business actually meets the eligibility criteria for such programs.

The Small Business Administration (SBA) uses a number of criteria to determine whether a given company qualifies as a small business. The criteria include the number of employees, annual receipts, affiliates, or other applicable factors. The specific criteria that apply to a specific business depends on the category in which the small business falls, and the rules

that apply to that category. The specific rules are set forth in the SBA Small Business Size Regulations, Title 13, Part 121 of the Code of Federal Regulations.

The SBA uses the North American Industry Classification System, or NAICS, to categorize businesses according to the products or services they offer. Many ASA members are familiar with SICs or Standard Industrial Codes, which were the older designators used to categorize business in America. The government is replacing the SIC system with the NAICS because the NAICS has longer design-

ators and therefore provides more room for growth.

The size thresholds for small businesses vary according to a company’s NAICS classification. A complete listing of NAICS codes and the applicable small-business size limits can be found at 13 C.F.R. section 121.201, which is available on-line at <http://www.sba.gov/size/Table-of-Small-Business-Size-Standards-from-final-rule.html>.

Depending on a business’ NAICS classification, the small business

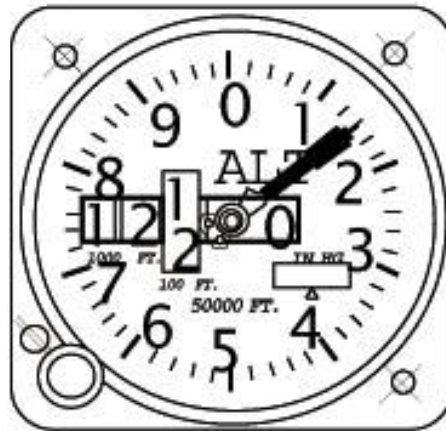
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## Gaining the Competitive Edge for Government Contracting

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trade shows as possible. The SBA Calendar of Events is one resource for finding local events.

### *Submitting Bids*

Once a company has identified a particular opportunity, it must prepare a formal proposal. Perhaps the most important advice concerning the preparation of a proposal is to **read** the solicitation **very** carefully. It is essential to follow all the prescribed procedures to the letter. Questions concerning any ambiguities should be directed to the Contracting Officer, and bidders should always request clarification **in writing**. It is also possible in many cases to request a "procurement history" of a particular item or service from the agency to get a better idea of who provided it before and under what terms. If the agency schedules any pre-bid meetings in connection with the procurement action, companies should plan to attend.

When drafting the proposal, companies should get all their key players involved. Once it is complete, proof-reading is also very important. The bidder should have the proposal reviewed by someone unfamiliar with the solicitation to ensure that it makes sense and reads well. Bidders must ensure that the proposal is submitted to the agency on time, on the proper forms, and in the prescribed manner.

### *Contract Award*

Being the low bidder is not the only criterion for winning a government contract; a company must also demonstrate that it will be both **responsive** and **responsible**. Proposals should respond directly to what the solicitation requested, and companies should promptly follow up on any agency requests. Companies under

serious consideration for an award can expect to undergo a Pre-Award Audit. The on-site audit examines almost all aspects of a company's operations, including its technical capability, quality assurance program, accounts receivable, inventory control, net worth, line of credit, cash flow, accounting system, and packaging, marking and shipping practices. In addition, federal agencies will require firms to certify their eligibility for statutory "set asides." Businesses are permitted to "self-certify" their small business size status or the fact that the business owners are women. Other eligibility assertions may need to be documented.

### *E-Commerce Compatibility*

Many government agencies, particularly at the federal level, have devoted considerable resources in recent years to implementing electronic commerce mechanisms. Consequently, companies can improve their chances of winning government contracts by ensuring that they have communications and payment systems in place to allow them to take full advantage of e-commerce options.

The primary vehicle most agencies use to advertise opportunities and solicit bids is the Internet. Portal sites such as the Federal Acquisition Junction offer easy access to the procurement and contracting pages of numerous agencies' web sites. Agencies post bid opportunities directly on their web sites and allow contractors to download solicitations, drawings, and specification information. Contractors can often submit bids through agency web sites as well.

In addition to listings on agency web sites, some agencies, such as Defense Supply Centers, maintain electronic bulletin boards (EBBs) to post solici-

tations and accept offers from interested companies. Using these EBBs requires at least a phone line and a modem, but also sometimes requires special software.

A number of agencies also conduct contracting using Electronic Data Interchange (EDI). EDI is computer-to-computer data transfer using specially formatted messages. It allows for paperless federal contracting with quick turn-around times, usually within 48 hours. It is generally used for transactions under \$100,000. In order to use EDI, a company must have special software and must be able to provide for secure transmissions. Although this can entail some expense, once a company is equipped to use EDI, it can generally use it with any and all similarly equipped government agencies.

Government purchasers often insist on electronic forms of payment as well. Consequently, firms contracting with the government are well advised to be able to accept payment by credit cards and electronic fund transfers.

### *The Bottom Line*

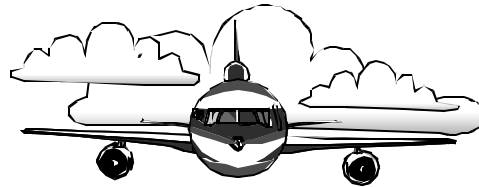
Although selling to the government involves jumping through more hoops than most standard commercial transactions, the problems are hardly insurmountable. The added transactional costs are likely outweighed by the additional opportunities that become available. In today's changed business environment, companies that are able to efficiently serve both private- and public-sector customers are going to have the best chance at prospering. In expanding into government sales, the guidelines offered here are merely a start - more information is available in the other articles in this issue, the web sites referenced in those articles, and on the ASA web site.

## IF YOUR PRESENT INSURANCE AGENT DOESN'T UNDERSTAND YOUR BUSINESS, IT'S TIME TO CONSIDER CHANGING TO SOMEONE WHO DOES.

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## REGULATORY UPDATE

### SBA's "Small Business" Definitions

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thresholds are usually expressed either in terms of the number of employees or the dollar amount of annual receipts.

Most aircraft parts distributors fall under NAICS code 421860, "Transportation Equipment and Supplies (except Motor Vehicle) Wholesalers." For the purposes of government procurement of supplies from distributors, the small business size standard is 500 or fewer employees (for non-procurement purposes, like access to SBA loans, it is 100 employees). Repair stations fall under NAICS code 488190, "Other Support Activities for Air Transportation." Repair stations with annual receipts of five million dollars or less will be considered small businesses.

A business with no more than 15 employees and annual receipts that do not exceed one million dollars is considered a "very small business,"<sup>1</sup> and may qualify for additional consideration under some circumstances. The SBA administers a Very Small Business Set-Aside Pilot Program to help qualifying companies in designated cities around the United States. The program is described at <http://www.sba.gov/GC/indexprograms-vsbs.html>.

The SBA relies on the honor system concerning business size status determination. When applying for SBA programs, companies "self-certify" that they qualify as small businesses. This determination will generally only be challenged if another interested party – usually a competitor – disputes the size status certification.

When a dispute over size status occurs, the SBA can investigate and make a formal determination about whether the company truly meets the regulatory standard.

The Small Business Act provides for substantial criminal penalties – up to \$500,000 in fines and/or ten years in prison – for knowingly misrepresenting the small business size status in connection with procurement programs.<sup>2</sup> The Act also provides criminal penalties for knowingly making false statements or misrepresentations to SBA for the purpose of influencing in any way the actions of the agency.<sup>3</sup>

#### Notes

1. 13 CFR § 121.413.
2. 15 USC § 645(d); 13 CFR § 121.108.
3. 15 USC § 645(a).

## Getting Started with Government Contracting

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seeking small business contractors, subcontractors and/or partnership opportunities. It also serves as a marketing tool – firms create on-line profiles that provide a description of their goods and services and provide links to the firm's web site.

Parties wishing to do business with the DoD must register in the Central Contractor Registry, or CCR (<http://www.ccr.gov>), maintained by the Defense Logistics Agency. The site includes an on-line handbook that provides complete instructions.

Once a small business has identified a particular federal agency with which it would like to do business, it should submit a Standard Form 129, Solicitation Mailing List Application. By sending this form to an agency, the company is placed on the agency's mailing list for bidding opportunities. The SF 129 provides the agency with basic information about the applicant company and identifies the persons at the company who are authorized to conclude contracts. A sample form can be found at <http://www.mdcme.org/master129.htm>.

Another effective way to start doing business with the federal government is to become a vendor to the Federal Supply Service (FSS), which is administered by the General Services Administration. The GSA serves as the purchasing agent for much of the federal government (although it is not the only way to reach federal customers). The GSA has established the Federal Supply Schedules, which are catalogs of products available from GSA-approved vendors that government agencies may purchase through a streamlined acquisition process. Usually, the customer will place orders directly with the vendor, just like any standard commercial transaction.

The Schedules primarily deal in off-the-shelf items for which the government has a recurring need. The Federal Government maintains some supply schedules for aviation items; for example there is an avionics schedule. The parties listed in the supply schedules may be manufacturers or they may be distributors. Usually, one of the conditions for having your items listed in a supply schedule is that you must offer the Federal Government your best discounted price.

The GSA provides a Contractor Guide describing how to become a vendor to the FSS at <http://www.fss.gsa.gov/vendorguide>. The guide provides information on how to identify what products are listed in the Schedules, and how to respond to a solicitation. GSA Small Business Resource Centers are another source of information and assistance.

### *Where to Find Information*

The Internet offers a wealth of information on the government procurement process and contracting opportunities.

The Federal Acquisition Jumpstation (<http://nais.nasa.gov/fedproc/home.html>) is an excellent all-around portal that provides links to the procurement pages of numerous federal agencies, both military and civilian. It also features an extensive Procurement Reference Library with links to regulatory information such as the Federal Acquisition Regulations (48 C.F.R. Chapter 1) and agency-specific supplemental regulations. The Jumpstation also lists public and commercial business opportunity search sites such as the Commerce Business Daily, described below.

The Office of Management and Budget's Acquisition Reform Net-

work, or ARNet, maintains a Virtual Library (<http://www.arnet.gov/Library/>) that provides Internet links to information on various aspects of the government procurement process. The information is organized according to the phases of the contracting process – pre-solicitation, solicitation, contract award, and contract administration. Information on applicable laws and regulations is also provided.

The Small Business Administration Office of Government Contracting (<http://www.sba.gov/GC>) offers a variety of programs designed to assist small firms do business with the government, both at the federal and state level. The SBA administers programs designed to assist small businesses, woman-owned businesses, businesses located in historically underutilized business zones, and small businesses owned by one or more individuals who are both socially and economically disadvantaged (as defined by the SBA's "8(a)" Business Development Plan)

The SBA web site also offers an extensive "Resources and Opportunities" page (<http://www.sba.gov/GC/indexresources.html>) offering numerous links to government and private sector information sites and regulatory information.

A free commercial site offering useful information concerning business-to-government transactions is B2GFree.com (<http://www.B2GFree.com>), which offers links not only to business opportunities with the federal government, but also a state-by-state listing of state and municipal opportunities as well. The site also provides some information on international opportunities.

For those concentrating on military

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## Getting Started with Government Contracting

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business, the DoD web site ([http://www.defenselink.mil/other\\_info/business.html](http://www.defenselink.mil/other_info/business.html)) offers extensive information on business opportunities, to include an on-line handbook titled "Selling to the Military". Further opportunities with the DoD can be explored at DoDBusOpps.com (<http://www.DoDBusOpps.com>), which allows keyword searches of contract solicitations and e-mail notifications of opportunities matching criteria established in a company's CCR listing.

### *Where to Find Specific Opportunities*

There are many sources of information on specific contracting opportunities. Individual agencies generally post contract solicitations on their web sites, which can be reached through the portals mentioned above.

For those who want to see the whole picture, the primary official, government-wide source of information on federal contracting opportunities has long been the Commerce Business Daily (CBD), published by the Government Printing Office and available on-line at <http://www.cbdnet.access.gpo.gov>. The CBD lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information. Prime contractors are also encouraged to publish subcontracting opportunities in the CBD.

The CBD is in the process of being replaced by FedBizOpps.gov (<http://www.fedbizopp.gov>), an official on-line portal for federal business opportunities. Recent changes to the Federal Acquisition Regulations mandated that after October 1 2001, all agencies must use FedBizOpps to provide the public with access to notice of procurement actions over \$25,000. To give the public a period

to adjust to the change, notices will be posted on FedBizOpps and published in the CBD from October 1, 2001 to January 1, 2002. After January 1, 2002, contracting officers can stop posting notices in the CBD.

Extensive information on subcontracting opportunities can be found through the SBA's Subcontracting Network, or SUB-Net (<http://web.sba.gov/subnet>). Prime contractors use SUB-Net to post subcontracting opportunities. These may or may not be reserved for small business, and they may include either solicitations or other notices – for example, notices seeking teaming partners and subcontractors for future contracts. Small businesses can review this web site to identify opportunities in their areas of expertise. While the web site is designed primarily as a place for large businesses to post solicitations and notices, federal agencies, state and local governments, non-profit organizations, colleges and universities, and even foreign governments also use SUB-Net for the same purpose. SUB-Net allows for more focused subcontractor marketing. Instead of marketing blindly to hundreds of prime contractors, with no certainty that any given company has a need for their product or service, small businesses can now use their limited resources to identify concrete, tangible opportunities and then bid on them.

The SBA also offers a state-by-state Subcontracting Opportunities Directory (<http://www.sba.gov/GC/sbsd.html>). The directory lists companies that are seeking subcontractors, although the descriptions of what is needed tend to be very general. Nevertheless, it features contact information and could be a good source of information on opportunities in a business's local area.

A number of commercial sites allow businesses to search for contracting and subcontracting opportunities. In addition to B2GFree.com, the Procurement Reference Library on the Federal Procurement Jumpstation (<http://ec.msfc.nasa.gov/msfc/procref.html>) provides links to other sites such as Bidengine, BidLine, BidMain, Business Information and Development Services (BIDS), GovCon, GovSalesNet.com, Loren Data Corp., and the National Electronic Procurement Assistance Center.

### *Where to Get Help*

As helpful as on-line resources can be, sometimes there is no substitute for sitting down with a knowledgeable advisor and asking specific questions. The Defense Logistics Agency administers a network of Procurement Technical Assistance Centers (PTACs) throughout the United States (a listing by state can be found at <http://www.dla.mil/db/procurem.htm>). PTACs can assist not only with doing business with DoD, but also with civilian agencies at the federal, state, and municipal levels. They provide free, one-on-one contracting counseling, forms, information on specifications and standards, a government contracting resource library, information on electronic contracting, and contract administration guidance.

Changing times require flexibility and new approaches. With some of our customers still reeling from the recent upheavals in the industry, government contracting opportunities can offer ASA members a way to find new customers and tap into what a market that promises to be increasingly robust in the years to come. Although dealing with the government poses a range of challenges, its potential benefits make this a very attractive option for ASA members.

## New SBA Loans Program

(Continued from page 115)

Trade Center, the damage to the Pentagon, or related federal action has resulted in the small business experiencing substantial economic injury. According to an SBA Fact Sheet describing the program, a business can show the requisite economic injury by demonstrating that it “supplied or provided services to a business or industry adversely affected by the terrorist attacks or Federal action.”

Applications must be submitted to the SBA disaster office servicing the applicant’s state. There are four such offices, and they are listed below.

### How Small is a “Small” Business?

The SBA uses a variety of criteria to determine whether a given company qualifies as a small business. These criteria are based on the North American Industry Classification System [NAICS] which the government uses to categorize businesses according to the products or services they offer. Depending on the classification, the limits are expressed either in terms of the number of employees or the dollar amount of annual receipts.

Most parts distributors fall under NAICS code 421860, “Transportation Equipment and Supplies (except Motor Vehicle) Wholesalers.” For the purposes of SBA loan programs, the size standard is 100 or fewer employees. **(Please note** that this standard is considerably less than the 500-employee figure that applies for the purposes of government contracting, as seen on page 118 of this month’s Update Report.) Repair stations fall under NAICS code 488190, “Other Support Activities for Air Transportation.” The applicable standard for this category is annual receipts of five million dollars or less.

### Where to Find More Information

The full text of the new regulation can be found at [http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2001\\_register&docid=fr220c01-1](http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2001_register&docid=fr220c01-1) and the Fact Sheet describing the program is available at <http://www.sba.gov/news/current01/economicinjuryfactsheet.html>. General information on SBA disaster assistance loan programs can be found at <http://www.sba.gov/disaster>.

### SBA Office

**Disaster Area 1 Office**  
360 Rainbow Blvd. South  
Niagara Falls, NY 14303  
1-800-659-2955

**Disaster Area 2 Office**  
One Baltimore Place  
Suite 300  
Atlanta, GA 30308  
1-800-359-2227

**Disaster Area 3 Office**  
4400 Amon Carter Blvd.  
Suite 102  
Ft. Worth, TX 76155  
1-800-366-6303

**Disaster Area 4 Office**  
P.O. Box 13795  
Sacramento, CA 95853-4795  
1-800-488-5323

### States Served

Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands, Virginia, and West Virginia

Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Michigan, Minnesota, Mississippi, North Carolina, Ohio, South Carolina, Tennessee, and Wisconsin

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Alaska, American Samoa, Arizona, California, Guam, Hawaii, Idaho, Nevada, Oregon, and Washington



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Back issues of the Update Report are now on-line! Missing a prior issue? Issues of the Update Report are being added to the ASA web site about one month after they are published. Complete sets of volumes six through eight, and the first quarter of volume nine, are now on-line!

## UPCOMING EVENTS

\* = Look for ASA personnel on the speaking program

- Nov. 1** \* ASA Continuing Education Workshop, Newark, NJ. Contact ASA at (202) 730-0270 for details.  
**Nov. 7-9** Regional & Corporate Aviation Indus. Suppliers Conf., Rancho Mirage, CA. Call (310) 203-9603.  
**Nov. 14-15** Airline Component Management & Overhaul Conf., Copenhagen, Denmark. Call (+44) 20 7931 7072  
**Nov. 28-29** Quebec Ass'n of Air Carriers Conv. & Trade Show, Quebec City, PC, Canada. Fax: 418-871-8189.  
**Dec. 4** \* ASA Continuing Education Workshop, Miami, FL. Contact ASA at (202) 730-0270 for details.  
**Dec. 5** \* ASA Continuing Education Workshop, Ft. Lauderdale, FL. Contact ASA at (202) 730-0270.  
**Dec. 12-14** NBAA Annual Meeting (*rescheduled!*), New Orleans, LA. Contact NBAA at (202) 783-9000.

2002

*Watch this space in future issues for a complete schedule of the 2002 regulatory workshops, hazardous materials courses, and other ASA education opportunities!*

- June 23-25** ASA 2002 Annual Conference, Four Seasons Hotel, Las Vegas, NV. Call (202) 730-0271 for details.

*The History of Freedom and Other Essays (1907)*  
- John Emerich Edward Dalberg-Acton, Lord Acton

*Liberty is not a means to a political end. It is itself the highest political end.*

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**Airline Suppliers Association**

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