

**Doing Business with USAID**

- 1) Obtain a D&B # - <https://fedgov.dnb.com/webform>
- 2) Register on SAM- <https://www.sam.gov/SAM/>
- 3) If you are a certified small business, register with USAID Office of Small Business Utilization:

<https://www.usaid.gov/who-we-are/organization/independent-offices/office-small-and-disadvantaged-business-utilization-0>

- 4) Register with <https://www.FBO.gov> and <https://www.Grants.gov>
- 5) Browse FBO.gov – if you want to partner, add the name of your firm and contact in the procurement announcement.
- 6) Check USAID ([www.usaid.gov](http://www.usaid.gov)) website for:
  - a. How to Work with USAID
  - b. Sending an Unsolicited Proposal
  - c. Review Office/ Mission Pages for Current Work where sub-contracting or value added proposals could be sent to the implementer
  - d. Review Office/ Mission Pages for Requests for Proposals or Broad Agency Announcements. For example navigating to: “Where We Work” to “East Africa Regional” then to “Economic Growth” (<https://www.usaid.gov/east-africa-regional/economic-growth-and-trade>) you can find opportunities with the East Africa Trade Hub as you link to the Hub from the Economic Growth page: <https://www.eatradehub.org/opportunities>

FY19 Q2 Business Forecast Call

March 11, 2019

On Thursday, March 21 at 8:30 a.m. ET, USAID will host its second-quarter Fiscal Year 2019 Business Forecast conference call.

You can access the call at the information below:

Conference Line: (605) 472-5722

Meeting ID: 552900

**Export/ Sourcing Support with USAID**

1) Decide where you might want to export or source: Below are the links to ITC tools. You can sign up for free temporary access and most of the tools allow limited access, however as USAID we get free access as so DOC may be able to as well.

In procurement map you can find public tenders by country and good or service.

**Tools access:**

[Trade Map](#)

[Market Access Map](#)

[Investment Map](#)

[Trade Competitiveness Map](#)

[Standards Map](#)

[Procurement Map](#)

[EuroMed Trade Helpdesk](#)

2) Review USAID’s website and look at the Mission site for your country of interest. The POC for the Mission should be listed. If not, feel free to contact me. ([lbrock@usaid.gov](mailto:lbrock@usaid.gov))

3) In Africa, USAID has 3 Trade and Investment Hubs. The implementing contractors are happy to support B2B, sourcing and importing under AGOA.

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## Training E-Modules:

Click on the hyperlinks below to access each e-module. Allow ample time for each e-module to load before beginning the training. PDF versions also are available for most e-modules.



Nepalese children holding school exercise books produced by USAID  
*A. frm Jayanti - ECDC*

- [Exploring Funding Opportunities to Partner with USAID](#) explains where USAID works, what USAID’s priorities are, how the budget process works, and what types of funds Congress provides for foreign assistance. The majority of this e-module focuses on providing a 4-step workplan for exploring potential funding opportunities with USAID. Time: ~30 minutes. [PDF Version](#)
- [Understanding Types of USAID Awards](#) covers the differences between a grant, cooperative agreement, and a contract; key phases of the award cycle; the different partner communication tools that USAID may use to communicate with interested partners; and competition rules for acquisition and assistance. Time: ~45 minutes. [PDF Version](#)
- [Effectively Responding to USAID Award Solicitations](#) explains best practices in drafting a response to a solicitation, such as understanding the various parts of a response, developing a time-conscious approach, and becoming familiar with the evaluation process. Time: ~30 minutes. [PDF Version](#)
- **Registering for Federal Award Systems:** To be eligible for apply for U.S. federal awards, including for grants on grants.gov and for contracts on fedbizopps.gov, entities need to register for three things. This three-part e-module offers best practices to avoid common problems with registration and provides a walkthrough of registration for US and non-US based entities.
  - Part One covers how to register for a **DUNS Number** (Data Universal Numbering System). Time: 11 minutes.

## Working with USAID

- Part Two focuses on obtaining a **CAGE/NCAGE Code** (Commercial and Governmental Entity (CAGE) for U.S.-based entities or NATO Commercial and Governmental Entity Code (NCAGE) Code for non-U.S. based entities). Time: 10 minutes. [PDF Version](#)
- Part Three provides a step-by-step guide on how to register for the **System for Award Management (SAM)**. Time: 30 minutes.
- **Preparing Budgets for Assistance Applications** Topics covered include understanding how to read an assistance solicitation (for grants and cooperative agreements) to determine the size and scope of a budget and how to prepare a cost application budget, including understanding the basic budget elements, cost categories or line items, and indirect costs and cost share. Time: ~40 minutes. [PDF Version](#)
- **Prospective Offeror's and Applicant's Guide to the Non-US Organization Pre-Award Survey (NUPAS)** provides a concise explanation of how the pre-award survey process works, what the review team evaluates, and a checklist to use in preparing for the NUPAS. The NUPAS assesses an organization's capacity to manage USAID funds and likelihood for compliance with U.S. federal government regulations. [PDF Version](#)
- **Sub-Partnerships** discusses strategies for smaller organizations to partner as sub-awardees or sub-contractees with larger organizations that have prime awards. The e-module provides tips on identifying and choosing potential partners, becoming better known and marketing your organization, and developing teaming agreements. Time: ~20 minutes. [PDF Version](#)
- **Post-Award Orientation Conferences** explains what will take place at a post-award orientation conference, the roles and responsibilities of USAID and implementing partner personnel in the post-award process, and tips for preparing for a successful post-award orientation conference. Time: ~20 minutes. [PDF Version](#)
- **Financial Reports** provides a how-to guide to assist partners to understand the purpose, format, and timing of key financial reports, including the Quarterly Federal Financial Report (SF-425), advance and reimbursement requests (e.g. SF-1034, pipeline analysis, timeline and burn rate calculation), and foreign tax report, and tips for outstanding financial reports. Time: ~45 minutes. [PDF Version](#)
- **Strategies for Local USAID Partner Success(link is external)** is a one hour webinar aimed to demystify the USAID business development process by taking a fresh look at the USAID local solutions initiative and by discussing innovative approaches for local organizations to work with USAID. The webinar explains the importance of showcasing your local expertise and explains that, while previous experience contracting with USAID is not required for winning new business, local context and local resources are crucial. Time: 1 hour.
- Also, for more information, check out:
  - **LINK(link is external)** is an innovative online platform developed by USAID that enables organizations interested in working with USAID to self-assess their organizational capabilities against USAID's requirements. This tool provides recommendations after self-assessment so that the organization knows what steps to take in order to develop their internal capabilities.
  - **Introduction to USAID Partnerships and the Global Development Models** helps resource partners, such as corporations, foundations, investors, and industry associations, as well as implementing partners, better understand public-private partnerships and [Global Development Alliances \(GDAs\)](#).
  - **Development Innovation Ventures (DIV)** is an open competition supporting breakthrough solutions to the world's most intractable development challenges—interventions that could change millions of lives at a fraction of the usual cost.

## Related:

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### [Unsolicited Proposals & Grant Applications](#)

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For more information on responding to a solicitation, please review the online training on [Effectively Responding to USAID Award Solicitations](#).

*Funding Opportunity Solicitations:* When funding becomes available and USAID is interested in making an award to implement an activity, solicitations will be issued. You can track up-coming solicitations on the Agency's [Business Forecast](#).

- **Request for Proposal (RFP):** An RFP is issued for contracting mechanisms. All RFPs are posted on [FBO.gov](#).

Federal Acquisition Regulations require solicitations over \$25,000 to be posted on FBO.gov. For actions that are over \$15,000, but under \$25,000 they are required to be posted in a public place for no less than 10 days. The FAR does not provide specifics on where they must be posted. In these circumstances how they get posted can vary. They can be published in local newspapers, on the Embassy/USAID website, or on FBO.gov.

- **Notice of Funding Opportunity (NOFO):** A NOFO is issued for all grant and cooperative agreement opportunities. A NOFO is typically for a specific activity and is open for a limited amount of time for organizations to respond. All NOFOs are posted on Grants.gov.
- **Annual Program Statements (APS):** An APS is posted on Grants.gov. It is normally open for a year and is meant to encourage concept papers on a wider range of programs before a second stage submission of a full application for those concept papers deemed potentially viable.

#### *Other Types of Solicitations*

- **Broad Agency Announcement (BAA):** BAAs are a tool used by USAID to collaborate with both the private and public sector when facing a development challenge that does not have a clear solution and there appears to be an opportunity for innovation. All organizations are encouraged to participate in the BAA process. BAAs can result in contracts, grants, or cooperative agreements and are posted on both FBO.gov and Grants.gov. You can [learn more about BAAs here](#).

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## Tips for Responding to a Solicitation

1. Read the solicitation carefully: Included in the solicitation will be critical information such as the scope of work, evaluation criteria, eligibility information, and more. Be sure that you understand all of the requirements included in the solicitation.
2. Review the Evaluation Criteria: Study the evaluation criteria and their order of importance in the solicitation. Typical evaluation criteria include Technical Expertise, Staffing, Experience and Capabilities, and Past Performance.
3. Ask Questions: When a solicitation is issued, a point of contact will be listed. Be sure to only contact the individual(s) listed in the solicitation. All questions must be submitted in writing.
4. Be aware of dates: Deadlines are critical. Be sure to check dates and times, and ensure to take into account time zone differences. Information submitted past deadlines will likely not be accepted.

5. Follow instructions: Outlined in every solicitation are specific requirements/instructions for how you must prepare your response. We recommend that organizations create a checklist of key items and mark them off as they are produced. If you do not follow the requirements/instructions, your submission may not be considered.
  6. Submit your best response: Your organization should submit its best possible response to a solicitation in case USAID decides to make an award without discussions or negotiations.
  7. Build on lessons learned: We recommend that you consult the Agency's [Development Experience Clearinghouse](#) to prepare a substantive and knowledgeable submission.
  8. Understand USAID: It is important to demonstrate that your organization has an understanding of how USAID operates. Review the Agency's [Program Cycle](#) and read relevant [Country Development Cooperation Strategies](#).
  9. Demonstrate ability to perform: Past performance information is a key factor for predicting successful performance. Your organization will want to ensure that you provide information about your relevant and recent past performance. If you are new to doing business with USAID or the federal government, your organization can still submit performance information that is not necessarily U.S. Government or USAID-funded work.
  10. Explain how your proposed costs are competitive: We are responsible for achieving best value in our awards. Solicitations usually request that cost proposals also include a detailed narrative on how costs were developed.
  11. Demonstrate financial soundness and organizational responsibility: USAID must make a responsibility determination based on financial soundness and organization. One source of information that USAID uses is the [Federal Awardee Performance and Integrity Information System \(FAPIS\)](#). If a USAID Agreement or Contracting Officer is unable to make a positive pre-award responsibility determination based on information provided by the applicant or available in FAPIS, he or she may undertake a formal pre-award survey of your organization.
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## Additional Information on Responding to a Solicitation

Other specialized aspects that USAID considers include gender, environment, and branding/marketing. Please check the solicitation for the below requirements.

- **Gender**: Gender equality is universally recognized as core development objectives, fundamental for the realization of human rights, and key effective and sustainable development outcomes. Applicants/Offerors must address gender in accordance with instructions provided in the solicitation. See [ADS 201](#) for further information.
- **Environment**: Effective implementation of environmental impact assessment ensures that the development activities USAID undertakes are economically sustainable and protective of the world's environment. Applicants/Offerors must to address implementation and costs of addressing environmental concerns. Please see [USAID Environmental Compliance](#).
- **Branding/Marking**: Programs under the Foreign Assistance Act must be identified by appropriate USAID branding and marking overseas (some security exceptions may apply). See the solicitation for further information and [ADS 320 and USAID Branding](#).

### ***Sub-Partnerships and Teaming***

In many cases, USAID's development assistance activities require specialized skills from a set of development partners. Organizations may form a team for an award or establish subcontracting arrangements to achieve the overall development goals. Organizations interested in doing business with USAID should understand that small business partnerships and local entity or organization partnerships are paramount in doing USAID work. USAID encourages organizations to partner with

small business and local partners to the greatest extent possible. Please see links pertaining to [small businesses](#) and [local partners](#). You can also learn more about Sub-Partnerships through our [online training here](#).

### **Small Business**

Subcontracting opportunities for small businesses in USAID contracts are a vital part of USAID's overall small business participation program. In negotiated acquisitions/sealed bid acquisitions expected to exceed \$700,000 (\$1,500,000 for construction) and that has subcontracting possibilities, the apparently successful non-small business offeror must submit an acceptable subcontracting plan.

We recommend prime contractors utilize the [Small Business Administration's Sub-Net database](#) as part of their efforts to locate quality subcontractors that will help to achieve subcontracting goals. Small businesses can review this website to identify opportunities in their areas of expertise. While the website is designed primarily as a place for large businesses to post solicitations and notices, it can also be used by Federal agencies, state and local governments, nonprofit organizations, colleges and universities, and even small businesses for the same purpose. 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 use their limited resources to identify concrete, tangible opportunities and bid on them.

Please check the Agency's [Office of Small and Disadvantaged Business Utilization](#) (OSDBU) for further information.

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## **Understanding How to Work with USAID**

We've put together a number of resources to help you understand how to work with USAID. These resources, which can be found below, were created specifically to answer some of the most frequently asked questions about partnering with USAID.

- [Online Training on How to Work with USAID](#)
- [Information on How the Grant and Contract Process Works](#)
- Guidance on [How to Respond to a Solicitation](#)

We also recommend reading about [USAID's Strategies and Policies](#). These are important tools in understanding how funding decisions are made.

If you are interested in working with USAID in a particular country, we suggest you review the Mission's [Country Development Cooperation Strategy](#), which outlines the types of projects and activities in which USAID is investing.

In addition, USAID publishes a [Business Forecast](#) that provides a look at upcoming funding opportunities.

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## **USAID Funding:**

As a U.S. Government Agency, USAID's funds come from Congress. USAID works with both Congress and the Executive Office to determine budget priorities.

The majority of USAID's funds are awarded competitively through contracts, grants or cooperative agreements. All contracts that are available for bidding are available on the [Federal Business Opportunities website](#). Grants and Cooperative Agreements are available on [Grants.gov](#). Information on USAID's current and past program funding is available in a number of places. The [Foreign Assistance Dashboard](#) offers a visual presentation of and access to key State Department and USAID foreign assistance data. [USASpending.gov](#) is a searchable website that provides information on USAID's most recent awards and implementing partners. Additionally, the annual U.S. Overseas Loans and Grants (or "[Greenbook](#)"), contains summarized data regarding U.S. foreign assistance dating back to 1945.

## How Funding Decisions are Made and Where to Find Opportunities:

USAID manages the majority of its programs in-country. This means that most opportunities for funding are made available locally at USAID Missions. These opportunities are also posted on FBO.gov and Grants.gov, but it is important to note that they are governed by a Mission's [Country Development Cooperation Strategy \(CDCS\)](#).

Programs that are not managed locally are often driven by [Agency-wide policies](#). Funding opportunities that are related to Agency-wide policies are posted on FBO.gov and Grants.gov. In April 2014, USAID established the [U.S. Global Development Lab](#), building on the belief that science, technology, innovation, and partnership (STIP) can make development happen faster, more cheaply, and more sustainably. There are a variety of exciting funding opportunities available within the Lab such as the [Grand Challenges for Development](#) and the [Development Innovation Ventures](#). If you're interested in learning more about the Lab, [click here](#).

Additional USAID grant programs and funding opportunities are available [here](#).

Finally, USAID does accept unsolicited proposals and applications. You can find more information about the [unsolicited proposal and application process here](#). However, because resources are limited for even the best of such proposals and applications, we encourage you to look at other available avenues to work with USAID before submitting your idea through this process.

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## Stay Informed:

USAID has created an e-mail distribution list that is used to announce events, updates to the Business Forecast, resources for working with USAID, and additional helpful information. [You can sign-up for the list here\(link is external\)](#).

## RESOURCE LINKS



Regulations.gov	<a href="http://www.regulations.gov">www.regulations.gov</a>
Federal Acquisition Regulations	<a href="http://www.acquisition.gov/far">www.acquisition.gov/far</a>
USAID Acquisition Regulations (AIDAR)	<a href="http://www.usaid.gov/policy/ads/300/aidar.pdf">http://www.usaid.gov/policy/ads/300/aidar.pdf</a> (pdf)
Code of Federal Regulations	<a href="http://www.gpoaccess.gov/cfr">www.gpoaccess.gov/cfr</a>
United States Code	<a href="http://www.gpoaccess.gov/uscode">www.gpoaccess.gov/uscode</a>
<b>Business Opportunities</b>	
Federal Business Opportunities	<a href="http://www.fbo.gov">www.fbo.gov</a>
Sign-Up to Access USAID's Procurement Information Bulletins	<a href="http://forums.info.usaid.gov/?boardid=procurement&amp;Register=yes&amp;action=8">http://forums.info.usaid.gov/?boardid=procurement&amp;Register=yes&amp;action=8</a>
USAID Forecast of Contracting Opportunities	<a href="http://www.usaid.gov/work-usaid/get-grant-or-contract/business-forecast">http://www.usaid.gov/work-usaid/get-grant-or-contract/business-forecast</a>
SBA Subcontracting Network (SubNet)	<a href="http://web.sba.gov/subnet">web.sba.gov/subnet</a>
GSA Advantage	<a href="http://www.gsaadvantage.gov">www.gsaadvantage.gov</a>
<b>Small Business Programs</b>	
8(A) Business Development Program	<a href="http://www.sba.gov/content/8a-business-development-0">http://www.sba.gov/content/8a-business-development-0</a>
Women Owned Small Business (WOSB) and Economically Disadvantaged WOSB Programs	<a href="http://www.sba.gov/content/women-owned-small-business-federal-contract-program">http://www.sba.gov/content/women-owned-small-business-federal-contract-program</a>
HUBZone Program	<a href="http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-certifications-audiences/hubzone-certification">http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-certifications-audiences/hubzone-certification</a>
Service Disabled Veteran Owned Small Business Program	<a href="http://www.sba.gov/content/veteran-service-disabled-veteran-owned">http://www.sba.gov/content/veteran-service-disabled-veteran-owned</a>

USAID Mentor  
Protégé Program [http://www.usaid.gov/business/small\\_business/mentorprotege-program](http://www.usaid.gov/business/small_business/mentorprotege-program)

### Database Registrations

Electronic  
Subcontracting  
Reporting System [www.esrs.gov](http://www.esrs.gov)

On-line  
Representations and  
Certifications  
(ORCA) [orca.bpn.gov](http://orca.bpn.gov)

Dun & Bradstreet  
Registration ( DUNS  
Number) [http://fedgov.dnb.com/webform\(link is external\)](http://fedgov.dnb.com/webform(link is external))

Central Contractor  
Registration [www.ccr.gov](http://www.ccr.gov)

VetBiz (Registration  
for Veterans) [www.vetbiz.gov](http://www.vetbiz.gov)

SBA General Log-on  
Screen (to access the  
WOSB/EDWOSB  
Registry) [https://eweb.sba.gov/gls/dsp\\_login.cfm](https://eweb.sba.gov/gls/dsp_login.cfm)

- [GRANTS.GOV](http://GRANTS.GOV)
- [Applicants](#)
- [Organization Registration](#)

## ORGANIZATION REGISTRATION

### GRANT APPLICATIONS

- [How to Apply for Grants](#)
- [Track My Application](#)

### APPLICANT RESOURCES

- [Workspace Overview](#)
- [Applicant Eligibility](#)
- **[Organization Registration](#)**
  - [Step 1: Obtain a DUNS Number](#)
  - [Step 2: Register with SAM](#)
  - [Step 3: Register with Grants.gov](#)
- [Applicant Registration](#)
- [Applicant Training](#)
- [Applicant FAQs](#)

- [Adobe Software Compatibility](#)
- [Submitting UTF-8 Special Characters](#)
- [Encountering Error Messages](#)

## Registering an Organization

The instructions below are for new organizations or organizations that have never applied for a federal grant before. Most applicants work for organizations that already completed these steps to do business with the federal government.

Before your organization can apply for a federal grant, there are several steps an organization must complete outside of Grants.gov prior to submitting an application through Grants.gov. An organization is an entity that submits grant applications on behalf of the group, such as a state government, [nonprofit organization](#), or [a private business](#). Once you form a legal entity with a [Employer Identification Number \(EIN\)](#), you are ready to complete the steps below.


Below are the main steps and links to more information to complete this process. The process below can take between three business days and five weeks, so please make sure to begin early. If you do not complete these steps by the submission deadline, you are unlikely to be allowed to submit an application. Contact the federal agency point of contact listed in the grant opportunity to discuss that agency's policy.

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### 1. Obtain a DUNS Number

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#### How do I get a DUNS number?

Call 1-866-705-5711 or access the Dun & Bradstreet website <http://fedgov.dnb.com/webform>. 

#### How long does this step → usually take?

1-2 business days

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### 2. Register with SAM

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#### How do I register with the System Award Management (SAM)?

Access <https://www.sam.gov> and complete the online registration process. You also need the authorizing official of the organization to send a [notarized letter](#) to SAM and an EIN.

#### How long does this step → usually take?

After SAM receives the notarized letter, [up to 2 weeks \(up to 5 more weeks to acquire EIN\)](#)

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### 3. Register with Grants.gov

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#### How do I register a Grants.gov account?

Click the [Register](#) link in the top banner and complete the on-screen instructions.

#### How long does this step → usually take?

Same day