

IRS PROCUREMENT ON THE WEB

Visit our web page to learn about doing business with IRS and other information regarding procurement opportunities for the vendor community.

From the IRS Home Page at <http://www.irs.gov>, scroll down to the bottom of the page and click on:

1. About IRS
2. Doing Business with the IRS
3. Procurement
4. Small Business Program Office

*TREASURY FORECAST OF PROCUREMENT OPPORTUNITIES

The Department of the Treasury has eight bureaus, all with decentralized delegated procurement authority. To market effectively within the Department of the Treasury, vendors should market to all bureaus that have requirements for products and services they provide.

The Treasury Dynamic Forecast of Procurement Opportunities allows for filtering

EXISTING contract listing: contains current, awarded contracts over and under \$250K.

NEW procurement opportunities: contains list of all potential opportunities over and under \$250K for the current and next fiscal year.

Visit the Treasury Office of Small & Disadvantaged Utilization Home Page at <https://home.treasury.gov/policy-issues/small-business-programs/small-and-disadvantaged-business-utilization/office-of-small-and-disadvantaged-business-utilization> to view the Forecast of Procurement Opportunities, List of Small Business Specialists, and other important Small Business Program Information.

IT firms should visit the Treasury CIO website at <https://www.treasury.gov/about/organizational-structure/offices/Pages/Chief-Information-Officer.aspx>

For additional information, contact the **IRS Small Business Program Office:**

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Office of Procurement



SMALL
BUSINESS

Take a closer look ►

Doing Business With the IRS

The **Small Business Program Office** ensures that the IRS spends a proportionate share of its procurement dollars with small, HUBZone small, 8(a), small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small businesses as required by Public Law 95-507. This brochure provides information and resources needed to do business with the IRS.

►Step 1:

Contact the **IRS Small Business Program Office (SBRO)** to discuss your company's capabilities. SBRO will need a copy of your company's capability statement and/or company's marketing literature, as well as your Unique Entity Identification (UEI) number. Your marketing literature should include any GSA Schedule or other governmentwide acquisition contracts (GWACs) you may have been awarded.

►Step 2:

Review the Treasury and IRS websites to find opportunities for your business. The Treasury website contains the Treasury Forecast of Procurement Opportunities* (both existing contracts and new opportunities) and other information about doing business with the Department of the Treasury. (see reverse for URL)

►Step 3:

Enter your company information into the **System for Award Management (SAM)** at <http://www.SAM.gov>. If you have already registered in SAM, ensure that your entry has no spelling errors, business size and NAICS codes are correct, and the corresponding size indication by NAICS code is correct.

Check your SBA profile under SAM. Is the information correct and accurate (especially your URL and email address)? Make sure your information is listed in the capability narrative and keyword sections.

►Step 4:

Contact the **National and Field Office points of contact**. The National Office is broken down by Non-Information Technology (IT) and IT buyers. Market your commodity/ service for the National Office (DC Metro area) and the field specialist in the areas you are interested in selling to. Contact the National Office Small Business Program Office for further Points of Contact.

►Step 5:

If your company accepts the **Government MasterCard** the purchase of products and services, our office has developed an IRS Purchase Card Newsletter. Your company information can be highlighted in the newsletter for review by our 4,300 cardholders. Contact the National Office Small Business Program for information about the newsletter.



IRS Recommended **Checklist:**

- 1.** Meet with your local Procurement Technical Assistance Center (PTAC);
- 2.** Identify your NAICS Codes and confirm your small business size standards;
- 3.** Determine if you're eligible to participate in any socio-economic program(s);
- 4.** Obtain a Unique Entity Identification (UEI) number;
- 5.** Register in SAM & complete your profile in SBA's DSBS database;
- 6.** Familiarize yourself with Government contracting procedures;
- 7.** Become familiar with the IRS & how your company can help us accomplish our mission;
- 8.** Consider the GSA Schedule or other GWACs;
- 9.** Explore subcontracting and joint venture/teaming opportunities;
- 10.** Review the IRS Forecast of Opportunities & the SAM website;
- 11.** Contact the IRS Small Business Office.

