

# Top 10 Tips for Contracting with the DOE

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To successfully partner with the DOE/Energy Efficiency & Renewable Energy (EERE) as a contractor, small businesses must be able to clearly and convincingly demonstrate they can fulfill a government requirement in an advantageous manner. The following tips are recommendations to consider before offering to work with the DOE/EERE.

1. Develop a comprehensive capability statement.
2. Identify the [NAICS code\(s\)](#) that reflect your capabilities. Make sure to include these in your capabilities statement.
3. Register with the [System for Award Management \(SAM\)](#) and list all NAICS codes for which you believe you are qualified.
4. Register at [FedBizOpps \(FBO\)](#), a government database of current federal opportunities greater than \$25,000. Request to be notified of all opportunities that are posted with your NAICS code(s).
5. Respond to Sources Sought notices (posted on FBO) so that agencies know your small business is available and capable of fulfilling requirements.
6. Explore GSA websites and learn about [Federal Supply Schedules \(FSS\)](#), [Government-Wide Acquisitions Contracts \(GWAC\)](#), and [Multi-Agency Contracts \(MACs\)](#) to see if this type of contracting or volume of ordering fits your capabilities.
7. Identify a proposal opportunity (via FBO, the Small Business Administration (SBA), or your own outreach efforts). Ideally, you want 12-24 months to prepare to submit a proposal.
8. Know your competitors. Learn about the incumbent and any major subcontractors performing the work.
9. Request copies of any previous solicitation, as well as copies of the existing award and all modifications (under FOIA.)
10. Once a solicitation is released, carefully review the statement of work, qualifications for key personnel, and basis of award. Have your proposal reviewed by a third party to ensure there are no typographical or grammatical errors and that all information requested in the solicitation has been addressed in your proposal.

## Additional Resources & Training

- Mentor-protégé programs between large and small businesses offered by most federal agencies (e.g. [GSA](#) and [SBA](#))
- [DOE's annual small business conference](#)
- [Procurement Technical Assistance Center \(PTAC\)](#) trainings, counseling, and other resources
- [OSDBU's](#) Business Opportunity Sessions (BOS).

## Further Information

Please contact DOE Small Business Programs Manager, Lani MacRae at [SmallBusinessQuestions@EE.DOE.Gov](mailto:SmallBusinessQuestions@EE.DOE.Gov) for inquiries or more information.