

? MARKETING QUESTIONS ?

**For Visits to Small Business Specialists/Purchasing Representatives
and Procurement Conferences**

ALL AGENCIES

PROCUREMENT CONFERENCES, VISITS TO SMALL BUSINESS SPECIALISTS

- I. How do I know “when” you need services/products? How do I offer them?
- II. Do you post on a website? What is it? What dollar values are on websites? How are purchases below this dollar amount obtained? How do I get an opportunity to bid on these?
- III. Who is/are points of contacts in the contracting office? Who are the end users (people who write work statement/specifications)?
- IV. Policy on visits: To end users? To purchasing agents/contract specialists?
- V. Do you maintain your own bidder's mailing lists? If so, how do I get on it? If not, what do you use?
- VI. Are you having problems obtaining quality vendors for my type of goods/services?
- VII. Do you have “meet the purchasing agent day”, procurement conferences, expos? If so, how do I obtain the information?

ALL AGENCIES

VISITS TO END USERS (PERSON WHO NEEDS YOUR EQUIPMENT/MATERIALS/SERVICES)

- I. I have reviewed your agency's website, but could you tell me more about its mission and how you fit in.
- II. Do you write requirements for _____ for your agency? If not, can you provide the name and telephone number of the person who does?
- III. Do you have buying authority? If so, what methods? If you do not have buying authority, what is the process to purchase your requirements?
- IV. What is your agency buying authority limit?
- V. What office buys when amount exceeds your buying authority?

**FEDERAL AGENCIES
SMALL BUSINESS SPECIALISTS AND END USERS**

I. How are you buying my goods/services presently?

a. Open market on "as-needed-basis"?

b. Indefinite Delivery/Indefinite Quantity Contract (IDIQ)-also known as MATOC (Multiple Award Task Order Contract)? When does contract expire? Who has current contract? Who issued the contract?

c. General Services Administration Federal Supply Schedule (GSA-FSS)? If so, what schedule classification?

d. If you use GSA-FSS contracts, who are the contacts who are generating orders? What is policy about visiting/calling them?

e. 8(a) - If so, who is present contractor? When does contract expire?

f. Credit cards - Can you provide a list of the credit card holders? Does the list show merchant categories they're authorized to buy from?

II. Do you have small business, small disadvantaged, woman-owned, HUBZone, or Service Connected Disabled Veteran-owned business goals for my goods/services? Are you having problems meeting them (for whatever category(ies) you fall under)?

III. Are you making HUBZone set-asides or HUBZone sole sources?

**STATE/LOCAL
PURCHASING AGENT AND END USERS**

I. How are you buying my goods/services presently?

a. Open market on "as-needed-basis"?

b. Term contract or continuing (base year with options) made by Department of Management Services? Who has current contract? When does it expire?

c. State Purchasing Card - Do you use? Can you provide me a list of state purchasing credit card holders?