

2025

Small Business Summit

Joint Base Andrews

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2025

Small Business Summit

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Agenda

8:00 AM – 8:45 AM Check-in, Welcome, & Networking (Multi-Function Room)

0845 – 0915: Opening Remarks (Auditorium)

JBA Mission Brief – Senior Airman Robert Stephan

Welcome – 316th Wing Commander, Colonel Jun Oh

Forecasted Requirements – 316th Contracting Squadron Commander,
Lieutenant Colonel Carrie Comstock

9:15 AM – 9:45 AM Maryland APEX Accelerator Procurement Specialist – Ms.
Tara Scott (Auditorium)

9:45 AM – 10:15 AM President and CEO, Prince George's Chamber of Commerce
– Mr. Alexander Austin (Auditorium)

10:15 AM – 10:30 AM Break

10:30 AM – 10:45 AM Director, Office of Small Business Programs, Air Force District
of Washington, Mr. Christopher Jones (Auditorium)

10:45 AM – 11:30 AM Program Manager, Federal Business Relations, Maryland Department
of Commerce Office of Military and Federal Affairs – Ms. Amy
Duray (Auditorium)

11:30 AM – 11:45 AM Closing Remarks – Commander, 316th Mission Support Group –
Colonel Mindy Davitch (Auditorium)

11:45 AM – 1:00 PM Break for Lunch

1:00 PM – 2:00 PM Construction Requirements (Auditorium) *or* Networking (Multi-Function
Room)

2:00 PM – 3:00 PM Service Requirements (Auditorium) *or* Networking (Multi-Function Room)

3:00 PM – 3:45 PM Networking (Multi-Function Room)



Information

Small Business Socio-Economic Categories

SB – Small Business

SDB – Small Disadvantaged Business

SDVOSB – Service-Disabled Veteran Owned Small Business

WOSB – Women Owned Small Business

HUBZone – Historically Underutilized Business Zone

8(a) – Section of the Small Business Act; program to help SDB

VOSB – Veteran Owned Small Business

COMMON PURCHASES

General Construction

Engineering Services

Environmental Services

Professional Services

Education Services

Food Services

Security and Patrol Services

Radio/ Television/Wireless

Services Installation Supplies and

Services Computer Maintenance

Office Machine Maintenance

Freight Transportation

General Warehousing and Storage

Peripheral Computer Equipment

Medical Supplies and Equipment

Office Furniture

Most Utilized NAICS Codes

236220 - Commercial and Institutional Building Construction

238210 - Electrical Contractors and Other Wiring Installation Contractors

238390 - Other Building Finishing Contractors

238910 - Site Preparation Contractors

334118 - Computer Terminal and Other Computer Peripheral Equipment Manufacturing

334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing

335122 - Commercial, Industrial and Institutional Electric Lighting Fixture Manufacturing

337214 - Office Furniture (Except Wood) Manufacturing

339112 - Surgical and Medical Instrument Manufacturing

532490 - Other Commercial and Industrial Machinery and Equipment Rental and Leasing

611512 - Flight Training

811121 - Automotive Body, Paint and Interior Repair and Maintenance

811310 - Commercial and Industrial Machinery and Equipment Repair

A vendor can only be considered for a government contract if they have an up-to-date registration in SAM.gov.

Procurement opportunities can also be located on sam.gov by clicking contract opportunities on the home page and searching for AFDW.

The SBA Table of Size Standards lists industry thresholds to be considered a small business by NAICS Code.



DODAACs

316 CONS – FA2860

11 CONS - FA7060

AFDW – FA7014

ANG (113 CES) – W5056W

ANG (Headquarters) – W9133L

The Department of Defense
Activity Address Code is a unique
identification for military units.

Government Purchase Cards (GPCs)

Total Amount Spent on GPCs in One Year: \$22,076,616.77

Big Spenders:

1. 316th Mission Support Group (MSG): \$5,415,071.44
316th Civil Engineering Squadron (CES): \$2,179,634.59
316th Force Support Squadron (FSS): \$1,864,302.13
2. Presidential Airlift Group (PAG): \$1,461,760.76
3. 459th Mission Support Group (MSG): \$881,103.31

Computers are available to sign up for
SAM.GOV at the 316th Contracting
Squadron booths.

Contracting officers from the 316th
Contracting Squadron are available to
answer questions at the "Ask a CO"
booth. Booths from other
organizations are available for you to
peruse.

Forecasted Requirements shown on the
following pages may have a
representative present today.

Eligible Contract Actions Awarded to Small Businesses in Fiscal Year 2024 by category:

59.92% – Small Business

48.76% – Small Disadvantaged Business

15.16% – Service-Disabled Veteran Owned Small
Business

7.98% – Women Owned Small Business

3.00% – Historically Underutilized Business Zone

In Fiscal Year 2024, contract actions awarded to
small businesses totaled \$99,945,460.

Forecasted Requirements

Infrastructure Services



Overhead Hoist PM & Repair



Mission Owner: 316th Civil Engineering Squadron

Description: Furnish all labor, transportation, equipment, lifts, materials, tools, supplies, and supervision necessary to perform inspections, test, maintenance and repairs on the overhead hoist and associated equipment located on Joint Base Andrews (JBA) and Davidsonville MD. The Contractor's maintenance and inspection program shall be based on original equipment manufacturer's recommendations. Hoist inspections shall be an in-depth assessment, available for all brands, types, and sizes of overhead hoists, to help ensure regulatory compliance and assist with safety and reliability.

Need Date: September 2025

Period of Performance: September 2025 – September 2030

Current Contract: FA286020C0054

Anticipated RFP/RFQ Release Timeframe: April 2025

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: TBD

NAICS: 811310

Contact: 316CONS.PKAConstruction.Team@us.af.mil

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Refuse and Recycling



Mission Owner: 316th Civil Engineering Squadron

Description: Provide all personnel, equipment, tools, materials, vehicles, supervision, and services necessary to perform non-hazardous integrated solid waste, recycling collection, and tube television/monitor transportation and disposal services, recycling yard operation, and management on Joint Base Andrews (JBA), Brandywine, and Davidsonville Communication Sites.

Need Date: November 2025

Period of Performance: November 2025 – November 2030

Current Contract: FA286021C0003

Anticipated RFP/RFQ Release Timeframe: June 2025

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: TBD

NAICS: 562111

Contact: 316CONS.PKAConstruction.Team@us.af.mil

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Forecasted Requirements

Infrastructure Services



Multi-Door Maintenance and Repair



Mission Owner: 316th Civil Engineering Squadron

Description: Furnish all labor, transportation, materials, tools, supplies, equipment and supervision necessary to perform maintenance and repairs on the overhead doors, to include security grills, automatic doors, automatic gates, limited access turnstiles, and associated equipment located on Joint Base Andrews (JBA), MD.

Need Date: July 2025

Period of Performance: July 2025 – July 2030

Current Contract: FA286020C0032

Anticipated RFP/RFQ Release Timeframe: April 2025

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: Best Value

NAICS: 238290

Contact: 316CONS.PKAConstruction.Team@us.af.mil

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Hangar Door Maintenance



Mission Owner: 316th Civil Engineering Squadron

Description: Provide all management, tools, supplies, equipment and labor necessary, including but not limited to annual inspections, service calls, and preventative maintenance, to maintain and repair aircraft hangar doors at Joint Base Andrews (JBA) in a manner that will ensure continuous and safe operation of the doors in accordance with applicable standards and the manufacturer's instructions.

Need Date: September 2026

Period of Performance: September 2026 – September 2031

Current Contract: FA286021C0047

Anticipated RFP/RFQ Release Timeframe: April 2026

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: TBD

NAICS: 811310

Contact: 316CONS.PKAConstruction.Team@us.af.mil

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Forecasted Requirements

Construction



FY25 Construction Projects



Renovate SCIF Suite 4350 USSF (SF/DSZ) B1500 (MACC)

Hangar 5 Renovation (MACC)

Airfield Concrete Joint Replacement (MACC)

Dormitory Maintenance and Repairs (BPA)

Protective Coatings (Paint), signage, and Rubber Removal IDIQ

Replace transformers and primary switches B3320 (MACC)

Replace Chiller B3465 (MACC)

Forecasted Requirements

Services & Commodities



Installation Access Cameras



Mission Owner: 316th Security Forces Group

Description: Upgrade and replace entry/exit gate cameras to monitor and secure Joint Base Andrews' perimeter. The resulting products need to provide clearer real-time surveillance and high-definition footage. Services required to provide seamless integration of new cameras and wiring across all installation access points.

Need Date: September 2025

Period of Performance: September 2025 – September 2026

Anticipated RFP/RFQ Release Date/Timeframe: June-July 2025

Acquisition Strategy: Full & Open

Preliminary Evaluation Criteria: Best Value

Contract Vehicle Being Used: Definitized Contract (C-Type)

NAICS: 561621

Contact: 316CONS.PKB.org@us.af.mil

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Fitness Equipment Maintenance



Mission Owner: 316th Force Support Squadron

Description: Provide all personnel, equipment, tools, materials, supervision and other items and services necessary to perform scheduled and unscheduled preventive maintenance and repair on all machine and mechanical exercise equipment as defined in this Performance Work Statement (PWS).

Need Date: September 2025

Period of Performance: September 2025 – September 2030

Current Contract: FA286020C0049

Anticipated RFP/RFQ Release Date/Timeframe: July 2025

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: Best Value

Contract Vehicle Being Used: Definitized Contract (C-Type)

NAICS: 811490

Contact: 316CONS.PKB.org@us.af.mil

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Forecasted Requirements Services



Industrial Fan Maintenance



Mission Owner: 89th Maintenance Group

Description: Conduct preventative maintenance on the 24 Industrial Fans annually for 3 years. If the system fails, MX crews shall be unable to perform aircraft maintenance duties to keep 89th Airlift Wing aircraft fully functional as the hangar frequently sees high temperatures and must have good ventilation to mitigate hazardous fumes.

Need Date: September 2026

Period of Performance: September 2026-September 2030

Current Contract: FA286023P0030

Anticipated RFP/RFQ Release Date/Timeframe: January 2026

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: TBD

Contract Vehicle Being Used: Definitized Contract (P-Type)

NAICS: 811310

Contact: 316CONS.PKB.org@us.af.mil

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Catholic Musician Services



Mission Owner: 316th Wing Chaplain

Description: Perform as the performing musician, specifically pianist /keyboard accompanist, for Catholic Worship Services and rehearsals at Joint Base Andrews Chapel. The contractor must be proficient in diverse styles of religious music and provide music selections reflecting the solemnity of the day/season, keeping with traditions of the Catholic Church.

Need Date: September 2026

Period of Performance: September 2026 – September 2031

Current Contract: FA286022C0002

Anticipated RFP/RFQ Release Date/Timeframe: July 2026

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: Best Value

Contract Vehicle Being Used: Definitized Contract (C-Type)

NAICS: 711510

Contact: 316CONS.PKB.org@us.af.mil

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Forecasted Requirements Services



Video Teleconference (VTC) Support



Mission Owner: Air National Guard Readiness Center (ANGRC)

Description: Provide engineering support and technical management of 10 systems to include Crestron and CYVIZ technologies. The system types include Dual Class room domain solutions and unclassified Audio Visual (AV) conference room systems to include VTC and TEAMS capabilities. Two of the 10 systems support over 50 personnel and are capable of AV inputs from all individual stations. Three systems include Planar video screens that are a minimum of 12ft wide and 8ft in height. The remaining systems use simplified screen technology with capabilities that support integrated Teams, Video, and AV operations.

Need Date: September 2025

Period of Performance: TBD

Current Contract: W52P1J-18-D-A133/ W9133L20F4030

Anticipated RFP/RFQ Release Date/Timeframe: July 2025

Acquisition Strategy: Full and Open Competition

Preliminary Evaluation Criteria: Best Value trade Off

Contract Vehicle Being Used: Definitized Contract (C-Type)

NAICS: 711510

Contact: 316CONS.PKB.org@us.af.mil

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Dry Ice Delivery – FY 26



Mission Owner: 89th Air Wing (AW)

Description: The contractor shall provide all personnel, equipment, tools, materials, supervision, transportation and parts, to provide Dry Ice Block Delivery for Joint Base Andrews, MD. Whole dry ice blocks wrapped to keep blocks separate and to keep blocks from freezing together / 50 lbs. per block / 1,000 lbs. per units ordered per delivery. Delivered in sufficient containers to sustain the integrity of the product. Estimated order average/week is 3,000-5,000 lbs.

Need Date: September 2025

Period of Performance: September 2025-September 2030

Current Contract: FA286020P0024

Anticipated RFP/RFQ Release Date/Timeframe: June 2025

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: Best Value

Contract Vehicle Being Used: Definitized Contract (P-Type)

NAICS: 325120

Contact: 316CONS.PKB.org@us.af.mil

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Forecasted Requirements Services



Flight Line Entry Control System (FLECS) – FY 26



Mission Owner: 316th Civil Engineering Squadron

Description: The scope of work is to provide onsite maintenance, repair, and sustainment of all turnstiles, drop arms, and all FLECS vehicle gates for portions of the Integrated Base Defense Security System (IBDSS) equipment.

Need Date: August 2026

Period of Performance: August 2026- August 2031

Current Contract: FA286021C0031

Anticipated RFP/RFQ Release Date/Timeframe: October 2025

Acquisition Strategy: Small Business Set-Aside

Preliminary Evaluation Criteria: Best Value

Contract Vehicle Being Used: Definitized Contract (P-Type)

NAICS: 561621

Contact: 316CONS.PKB.org@us.af.mil

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Mission Planning Specialist – FY 26



Mission Owner: 89th Operations Group

Description: The scope of work is to provide an estimated three internal mission planning specialists to perform operational flight planning, diplomatic clearance and aircraft/crew logistical coordination, information technology administration, and electronic navigational data management support for the 89th Operations Group Special Airlift Missions (SAM) fleet at Joint Base Andrews MD.

Need Date: September 2026

Period of Performance: September 2026- September 2031

Current Contract: FA286021D0037

Anticipated RFP/RFQ Release Date/Timeframe: November 2025

Acquisition Strategy: Full and Open Competition

Preliminary Evaluation Criteria: Best Value Trade-off

Contract Vehicle Being Used: Definitized Contract (P-Type)

NAICS: 541990

Contact: 316CONS.PKB.org@us.af.mil

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Forecasted Requirements

Services



SUV Lease – FY 26



Mission Owner: Presidential Airlift Group (PAG)

Description: Provide three (3) black in color Chevrolet Suburban's with 4x4 capability for a period of one year with four individual one year period renewal options in accordance with the PWS.

Need Date: May 2026

Period of Performance: May 2026-May 2031

Current Contract: FA286021F0012

Anticipated RFP/RFQ Release Date/Timeframe: November 2025

Acquisition Strategy: Small Business Set Aside

Preliminary Evaluation Criteria: Best Value

Contract Vehicle Being Used: Definitized Contract (P-Type)

NAICS: 532112

Contact: 316CONS.PKB.org@us.af.mil

316th Wing and 316th Mission support Group



Colonel Jun S. Oh

Commander, 316th Wing, Joint Base Andrews-Naval Air Facility Washington

Colonel Jun S. Oh is the commander of the 316th Wing, and the Installation Commander of Joint Base Andrews-Naval Air Facility Washington, Maryland. The 316th Wing is the host wing for Joint Base Andrews-Naval Air Facility Washington, providing security, personnel, contracting, finance, medical and infrastructure support for five wings, three headquarters, and more than 80 tenant organizations, as well as 60,000 Airmen and families in the National Capital Region and around the world. The 316th Wing supports contingency operations in our nation's capital with immediate response rotary-wing assets. The wing also provides security for the world's highest visibility flightline, supporting the President of the United States and other senior leaders.



Colonel Mindy A. P. Davitch

Commander, 316th Wing Mission Support Group

Colonel Mindy A. P. Davitch leads 1,500 personnel providing civil engineer, contracting, force support, and logistics readiness capabilities to 16,000 personnel at Joint Base Andrews, the Pentagon, and the National Capital Region. The Mission Support Group is responsible for a \$5.4B physical plant, 2.5M square yard airfield with two runways, and an \$81M operating budget supporting five alert missions. The group supports the readiness of five operational Wings and 82 mission partner units including the Air National Guard Readiness Center, Naval Air Facility Washington, Air Force Reserve Air Refueling Wing, and Presidential Airlift Group. The group is also responsible for over 60,000 military personnel assigned to Office of the Secretary of Defense, Headquarters United States Air Force and Department of Defense Agencies worldwide.

316th Contracting Squadron



Lieutenant Colonel Carrie J. Comstock
Commander, 316th Contracting Squadron

Lieutenant Colonel Carrie J. Comstock is the Commander, 316th Contracting Squadron, Joint Base Andrews, Maryland. She leads a contracting squadron of 64 personnel and is responsible for a \$1.3B contract portfolio. The squadron supports two headquarters, five operational wings, and over 80 mission partner units across the National Capital Region including the Presidential Airlift Group. Lt Col Comstock has served in diverse contracting and acquisition areas such as weapon system production, sustainment, foreign military sales, performance-based logistics, construction, supply, services, and operational contract support. She has deployed to Afghanistan and Iraq, supported U.S. Forces Korea as a J4 planner, and led the Business Intelligence (BIZINT) application development as program manager.



Senior Master Sergeant David A. Maida
Senior Enlisted Leader, 316th Contracting Squadron

Senior Master Sergeant David A. Maida is an Unlimited Contracting Officer, serving as the Senior Enlisted Leader, 316th Contracting Squadron, Joint Base Andrews, Maryland. He leads the enlisted workforce for a contracting organization of 64 personnel. SMSgt Maida's expertise encompasses a wide range of contracting activities, from simplified acquisitions to Base Operating Support Services, and complex, multi-million-dollar, multiple award construction and architect-engineer contracts.

316th Contracting Squadron



Mr. Andrew Hoffman

Director of Business Operations, 316th Contracting Squadron

The mission of the Director of Business Operations (DBO) is to serve as the squadron's senior civilian contracting official, assisting the Squadron Commander in leading four execution flights within the 316th Contracting Squadron. The DBO is the key liaison to internal and external mission partners as well as industry stakeholders to ensure effective, efficient, and appropriate contact acquisitions.



Mr. Dillon Lucas

Flight Chief, Infrastructure (PKA)

316CONS.PKACONstruction.Team@us.af.mil

The Infrastructure Flight is responsible for the purchase and administration of orders and contracts for Architect and Engineering (A&E) services; and construction, including alteration or repair of buildings, structures, or other real property. PKA maintains the Simplified Acquisition of Base Engineering Requirements (SABER) program for smaller facility sustainment, repairs, and maintenance projects and the Multiple Award Construction Contract (MACC) program for larger, non-MILCON construction projects. Additionally, The Infrastructure Flight is responsible for base service contracts such as custodial services, grounds maintenance, refuse/trash, preventative maintenance agreements, and carpet installation

316th Contracting Squadron



Mr. Devin Harley
Flight Chief, Services and Commodities (PKB)
316CONS.PKB.org@us.af.mil

The Services and Commodities Flight is responsible for all large base service contracts such as food services, fuels and supply, preventative maintenance agreements, and vehicle maintenance. Additionally, The flight is responsible for the purchase of commodity requirements that include, but not limited to, information technology (IT) equipment, medical support equipment, intrusion detection systems, furniture, personnel protective equipment, fitness equipment, vehicle parts, storage units, audio/visual equipment.



Mr. Chad Cornelius
Flight Chief, Plan and Programs (PKP)
316CONS.GPC.ORG@us.af.mil

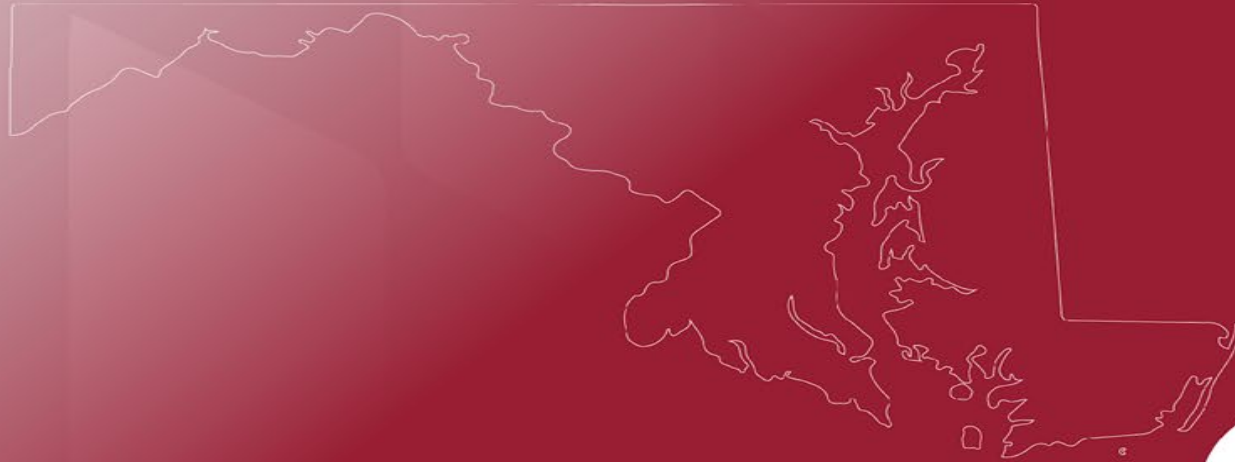
The Plan and Programs Flight supports the installation's Government- Wide Purchase Card (GPC) program. It also manages the Quality Assurance Surveillance Program (QASP) for all contracts administered by the 316th Contracting Squadron.

Acronyms and USAF Contracting Lingo

AFDW	Air Force District of Washington	MILCON	Military Construction
ANG	Air National Guard	Mod	Modification
AW	Air Wing	MSG	Mission Support Group
ARW	Air Refueling Wing	NAICS	North American Industry Classification System
BPA	Blanket Purchase Agreement	NCR	National Capital Region
CC	Commander	NTP	Notice to Proceed
CD	Deputy Commander	O&M	Operations and Maintenance
CE	Civil Engineering	PCO	Procuring Contracting Officer
CES	Civil Engineering Squadron	PIID	Procurement Instrument Identifier
CLIN	Contract Line-Item Number	PM	Program/Project Manager
CO	Contracting Officer	POC	Point of Contact
COA	Course of Action	POP	Period of Performance
CoC	Certificate of Competency	PR	Purchase/Procurement Request
CONS	Contracting Squadron	PSC	Product Service Code
COR	Contracting Officer's Representative	PWS	Performance Work Statement
COTS	Commercial Off-The-Shelf	QASP	Quality Assurance Surveillance Plan
CPARS	Contractor Performance Assessment Reporting System	RFB	Request for Bid
CS	Contract Specialist	RFI	Request for Information
DFAS	Defense Finance and Accounting Service	RFP	Request for Proposal
DO	Delivery Order	RFQ	Request for Quotation
EOFY	End of Fiscal Year (September 30 th)	SAT	Simplified Acquisition Threshold
FFP	Firm-Fixed-Price	SBA	Small Business Administration
FTE	Full-Time Equivalent	SBP	Small Business Program
FY	Fiscal Year (October 1 st - September 30 th)	SBS	Small Business Specialist
GPC	Government-wide Purchase Card	SCA	Service Contract Act
IDDQ	Indefinite Delivery Definite Quantity	SBIR	Small Business Innovation Research (Program)
IDIQ	Indefinite Delivery Indefinite Quantity	SOW	Statement of Work
J&A	Justification and Approval	TO	Task Order
KTR	Contractor		



INTRODUCTION TO THE MARYLAND APEX ACCELERATOR

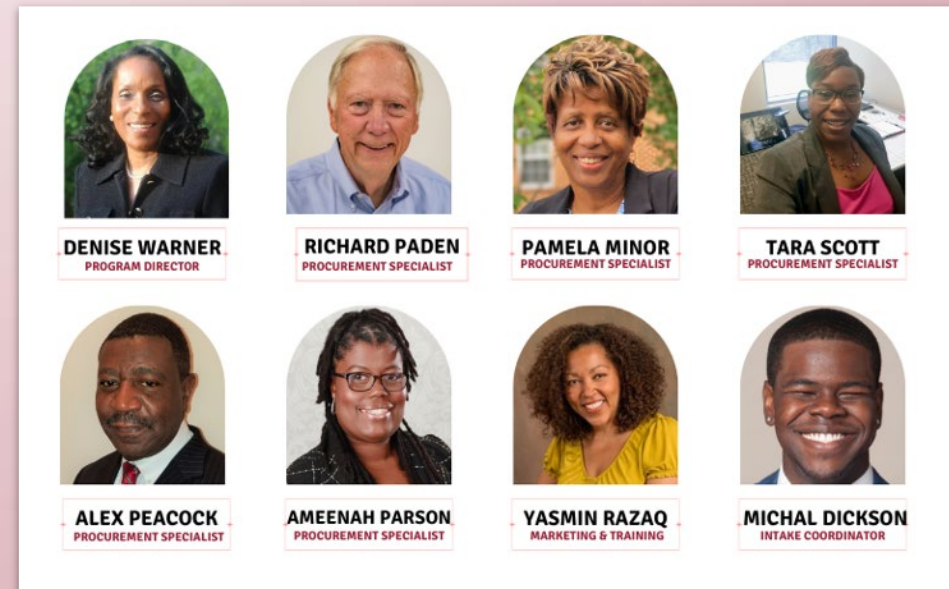


Maryland APEX Accelerator Mission Statement

"It is our mission to help position businesses registered in the state of Maryland to fully compete in the federal, state, and local government procurement processes."

We do this by offering:

- One-on-one counseling for new and existing businesses interested in government contracting.
- Specialized training/outreach events.
- A Bid match service via email.



THE TEAM

WHO WE ARE



The Maryland APEX Accelerator Center, hosted by the University of Maryland-College Park, opened its doors in 2002. It serves the state of Maryland, which has over 600,000 businesses.

Since its inception, we have assisted over 10,000 clients with many winning awards totaling 45 billion dollars.

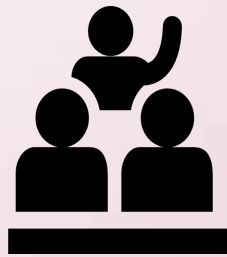
The program is funded by the Department of Defense Office of Small Business Programs (OSBP). The program name changed to APEX Accelerators in 2022.

Across the country, many APEX centers are organized to assist their states' small businesses. The professional association representing these centers is the National APEX Accelerator Alliance.

OUR IMPACT BY NUMBERS 2023 - 2024



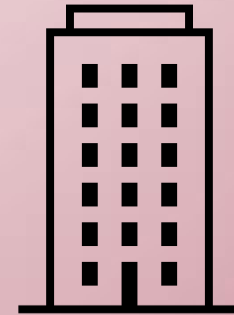
5,324
Counseling Hours



6,010
Attendees at Events



\$162
Million
Contract Awards



942
Small Businesses

The APEX Accelerator is funded in part through a cooperative agreement with the Department of Defense.

COUNSELING

- Advise and assist with pre and post-award functions
- Explain government contracting laws, policies and procedures
- Help with getting state/federal certifications
- Assist with government contract vehicles
- Assists with government contracting strategies such as the Mentor -Protégé Program, Teaming Agreements, and Joint Ventures

TRAINING/OUTREACH

- MATCHMAKING EVENTS
- Proposal Writing Level 1 & 2
- SBIR/STTR Program
- Strategies for Teaming & Joint Ventures
- Secrets of Contracting with Maryland
- Doing business with the Government Series
- CMMC Compliance
- Cost Proposal Development
- And Much More!

BID MATCH

Get access to hundreds of opportunities that match your client profile. Some sources are as follows:

- SAM.gov
- Small Federal buys from DLA, electronic bulletin boards, and websites.
- USABID®
- State/County/Local Government Requisition Bids.
- Foreign Trade Opportunities
- Department of Defense

THE APEX ROAD TO SUCCESS

At Maryland APEX Accelerator, we provide an A-to-Z road map to contracting success tailored to your specific business needs.

CONNECT

Introductory session with your APEX Counselor

EVALUATE

We evaluate your contracting readiness

STRATEGIZE

We tailor a plan for your business

EXECUTE

Your plan is finalized and implemented

SUCCESS

We continue to provide expertise and support

CHOOSE THE RIGHT WAY TO GO ~~State~~ vs. Federal Contracting, Prime vs. Subcontracting

1. **DO RESEARCH** Target specific agencies, locate their procurement forecasts, and find reliable teammates.
2. **DON'T rely on your certifications,** but get onto contract Federal or State GW ACs and SCHEDULES.
3. Attend any networking events or industry days found on their websites. **FOLLOW-UP**
4. **DEVELOP several capability statements** to market your product or services

Research. Research. Research

10 Steps to Winning Your First DoD Contract



You're a small business owner interested in working with the U.S. Department of Defense (DoD), but how do you get from where you are now to winning a coveted contract?

1 CONNECT WITH YOUR SUPPORT NETWORK

Give yourself the best chance of success by first enlisting the help of local experts. These FREE resources exist specifically to assist you in navigating the process of becoming procurement ready.



2 KNOW THE RULES

Working in national security requires robust safeguards. Review and understand the complex rules that govern all DoD acquisitions.

FAR
FEDERAL ACQUISITION REGULATION

DFARS
DEFENSE FEDERAL ACQUISITION
REGULATION SUPPLEMENT

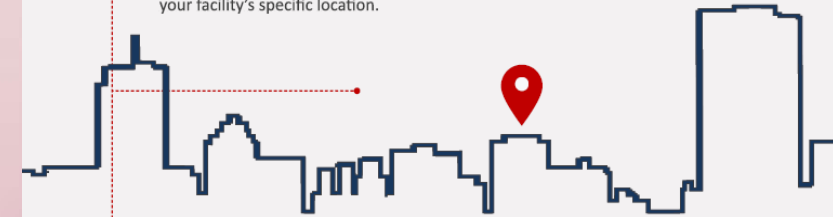
3 REGISTER IN SAM

GET FOUND!

You have an incredible product or service to offer - now it needs to be discoverable. The System for Award Management (SAM) is the marketplace for DoD goods and services. Your local APEX Accelerators representative can help you get registered.

4 REQUEST / UPDATE YOUR CAGE CODE

Now that Contracting Officers and Small Business Professionals can find you in the marketplace, they'll need to know where you're located. Request or update your Commercial and Government Entity (CAGE) code that identifies your facility's specific location.



5 TARGET YOUR MARKET

\$154B

in prime DoD contracts were awarded to small businesses in 2021

Marketing yourself to the over 30,000 DoD acquisition staff will be key to successfully winning one of those contracts. Don't overlook these essential marketing tips:

- find your niche
- don't try to be everything to everybody
- only market to potential customers that buy what you sell

Research. Research. Research

6 CREATE YOUR CAPABILITIES STATEMENT

- ✓ summarize your experience and offerings on one-page
- ✓ include your CAGE code
- ✓ avoid typos
- ✓ tailor it to your target customer
- ✓ demonstrate how you address their specific challenges
- ✓ explain how your service or product positively impacts their cost, schedule, and performance



7 IDENTIFY PRIME OPPORTUNITIES

BE PROACTIVE



Don't just sit around waiting to be discovered! Use SAM to seek out and identify contracting and subcontracting opportunities with potential buyers that fit your target market.

DoD Office of Small Business Programs

8 FIND YOUR POINTS-OF-CONTACT

Once you've identified an opportunity, request a meeting with a Small Business Professional (SBP) who will serve as your point-of-contact. You can find them through the originating agency's Small Business Office.

You can also connect to the Small Business Administration's Procurement Center Representatives (PCRs).

9 SUBMIT YOUR BID

Put together a top-notch technical proposal. Dot your i's and cross your t's, making sure you've met all of the agency's proposal requirements. Enlist the professionals in your support network to review your bid before you submit.

Submit



DoD Office of Small Business Programs

10 PROVIDE A STELLAR EXPERIENCE



Winning your first contract is just the beginning. Have a plan for executing the contract to the DoD's high standards.

SUCCESS STORIES!

Administration



Eno Nzesi is the CEO of Numa Management Associates, a woman-owned management consulting firm with thirty-plus years of customer-facing experience. In 2022, Numa Management Associates was one of 20 companies awarded the New York State-Wide Administration Services Contract - \$100 Million, 5-year IDIQ Contract estimated revenue per company - \$20M per year. She works with her APEX Accelerator counselor on government contracting goals.

Cyber



Drs. Celeste and Todd Chamberlain are the President and CEO of Information Protection Solutions (IPS). IPS was established in 2014 and is a service-disabled veteran-owned business specializing in Cyber Security. They started with just one full-time employee and have since grown to a team of over 25 dedicated professionals managing multiple contracts. This impressive expansion is a testament to the unwavering commitment and leadership of Celeste and Todd. This dynamic duo joined the Maryland APEX Accelerator in 2022 and worked with their counselor to develop a winning strategy. In 2023 they won a contract award for \$51 million over 10 years.

PLAN YOUR WORK and WORK YOUR PLAN!!!!

CONTRACTING READINESS CHECKLIST

Are You Ready for
Government
Contracting?



Review and Take Action with our Checklist!
[LINK](#)

*ARE YOU READY FOR
GOVERNMENT CONTRACTING?*

INDUSTRY RESOURCES

US Small Business Administration



<https://www.marylandsbdc.org/>



<https://www.sba.gov/local-assistance/resource-partners/score-business-mentoring>

WOMEN'S BUSINESS CENTERS

<https://www.sba.gov/local-assistance/resource-partners/womens-business-centers>



<https://www.sba.gov/local-assistance/resource-partners/veterans-business-outreach-center-vboc-program>



<https://www.marylandboc.org/>

MARYLAND
APEX
ACCELERATOR
Assist and Win



CONTACT INFORMATION



We Prepare You for Government Contracting Success!

Maryland APEX Accelerator

5825 University Research Court, Ste 1300
College Park, MD 20740

Website: <https://www.marylandapex.org>

Email: mdapexadm@umd.edu

Phone: (301)-405-6550

Social: [@marylandapex](https://twitter.com/marylandapex)



FIND YOUR LOCAL APEX CENTER

<https://www.napex.us/locations/>





MARYLAND DEPARTMENT OF COMMERCE

Office of Military and Federal Affairs

Introduction & Agenda

Introduction: This presentation will introduce the Maryland Department of Commerce, describe the financial resources that the department provides to businesses, and highlight advisory resources for the Government Contracting community.

Agenda:

- [Who is the Maryland Department of Commerce](#)
- [Office of Military and Federal Affairs](#)
- [Maryland Defense Network](#)
- [Business Resources](#)



Maryland Department of Commerce

- **A Business Catalyst:**

- Leads, facilitates and sponsors delegations of Maryland businesses to critical industry trade shows around the globe.
- Proactively targets both established Maryland industries like aerospace, cybersecurity, life sciences, and advanced manufacturing while also focusing on emerging sectors including unmanned aerial systems, quantum and “blue tech” where Maryland is uniquely positioned for growth.
- Tells the “Why Maryland?” story to attract businesses and talent.

- **A Business Resource:**

- Assists in building and site location decisions
- Provides financing, tax credits and job training grants; business advocacy and consulting; export consulting and marketing

MD Commerce Simplified Org Chart



Tourism & the Arts

Promotes Maryland as a destination for domestic and international travelers, as a location for film and television production, while supporting the performing, visual and creative arts. It oversees the Maryland Film Office, the Office of Strategic Partnerships, and the Office of Tourism Development.

Innovation & Growth

Strategic Industries

Aerospace, Life Sciences, Cybersecurity, IT, Manufacturing, Energy, Entrepreneurship & Small Business

International Investment & Trade

Attraction of Foreign Investment, Export Services & Assistance, International Trade Shows

Military & Federal Affairs

Protection and Growth of Federal Missions, Defense Community Grant Programs, Government Contracting Expertise

Business Attraction & Special Projects

Regional Growth & Retention

Location & Incentive Expertise, Retaining and Reinvesting Resources to Increase Business Retention

Business Recruitment & Location Services

Leads Maryland's efforts to recruit major new businesses to the state – supports business expansion and relocation

Finance Programs & Incentives

Incentive Execution

Governor's Office of Business Advancement

Wraparound concierge service and support to strategic businesses seeking to locate or expand in Maryland

Business & Workforce Incentives

<https://commerce.maryland.gov/fund>

- **54 Maryland Financial Incentive Programs (Grants, Loans, Investments, Tax Credits). Some examples:**
 - Employer Security Clearance Costs (ESCC) Tax Credit Buy
 - Maryland Cybersecurity (BMC) Tax Credit
 - Military Personnel and Veteran-owned Small Business Loan Program (MPVOLP)
- **Department of Labor Workforce Training Grants**
- **65 EARN Maryland Strategic Partnerships in 10 industrial sectors:**
 - Addressing the demands of businesses by focusing intensively on the workforce needs of a specific industry sector over a sustained period

Businesses are encouraged to contact their regional Economic Development representative to discuss their eligibility for loan and grant programs. To find your representative, visit <https://business.maryland.gov/contact> and select your location from the dropdown menu.



Office of Military & Federal Affairs

Est. 1999

Mission:

To enhance the economic vitality of the military installations and civilian federal agencies in Maryland by protecting, sustaining and growing their associated missions and employment base.



Maryland Military Installation Council

Quarterly Forum for Military
Community Concerns – Public
Meeting



Defense Technology Commercialization Center

Supports commercialization of
Defense Technologies and
strengthens the entrepreneurial
ecosystem.

Doubled PLA Activity in its first three
years

41 current clients



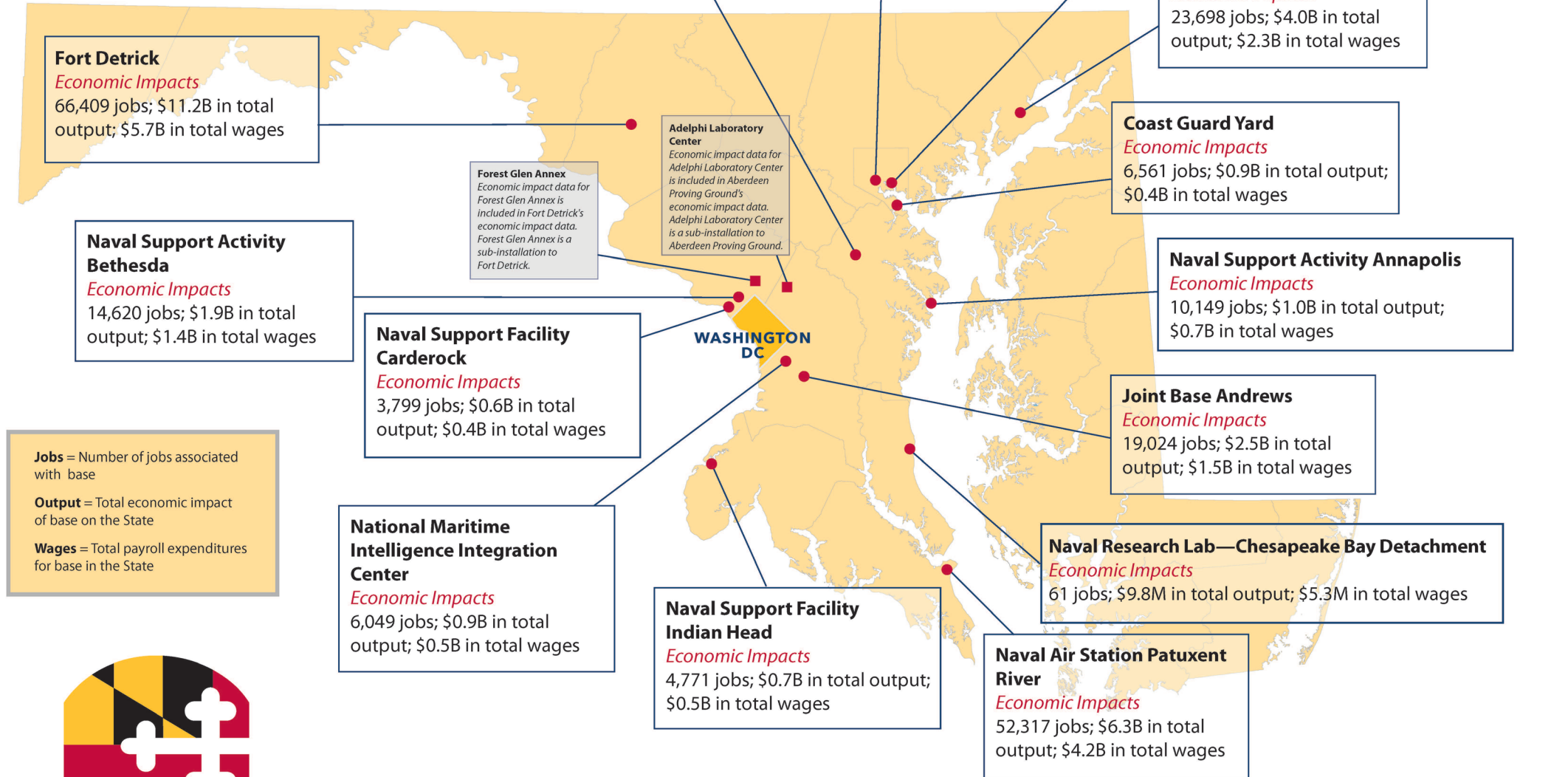
Maryland Defense Network

Free-to-use business intelligence
tool and Defense Business
Community Platform

8,000 registered Maryland
Companies

Connected to nationwide
manufacturing directory

MARYLAND'S Military Installations



\$61.4B total economic output | **389,949** jobs | **\$33B** in wages

commerce.maryland.gov/commerce/office-of-military-federal-affairs

MDN - Pipeline Research

Expiring Contracts Report

Help Video

This report provides a summary of expiring contracts and orders by issuing agency, defense installations, and classification type.*

Completion Date:DEPT OF THE AIR FORCEJoint Base Andrews54 - Professional, Scientific, and Technical Services

Contracting Agency:Location:Industry Sector -- or -- PSC Code

Contracts Completed within: 180 DaysCreate Report

6 Expiring Contracts found



Contracting Agency	Vendor Name	Location	Contract ID	Contract Vehicle	Est. Ultimate Completion Date	Current Contract Value	Primary NAICS	Product or Service Code	
5700: DEPT OF THE AIR FORCE	PROFESSIONAL CONSULTING TECHNOLOGIES LLC	Joint Base Andrews	FA286020C0035	N/A	7/31/2025	\$122,092	541513 - Computer Facilities Management Services	R415: SUPPORT- PROFESSIONAL: TECHNOLOGY SHARING/UTILIZATION	D
5700: Department of the Air Force	NATIONAL INDUSTRIES FOR THE BLIND	Joint Base Andrews	FA286024F0046	HQ003421D0011	9/6/2025	\$282,300	541611 - Administrative Management and General Management Consulting Services	R499: SUPPORT- PROFESSIONAL: OTHER	D
5700: DEPT OF THE AIR FORCE	TRAPWIRE INC.	Joint Base Andrews	FA286020F0052	GS35F0501U	9/9/2025	\$220,290	541513 - Computer Facilities Management Services	D305: IT AND TELECOM - TELEPROCESSING, TIMESHARE, CLOUD COMPUTING, AND HIGH PERFORMANCE COMPUTING	D
5700: Department of the Air Force	THUNDERCAT TECHNOLOGY, LLC	Joint Base Andrews	FA286024F0063	NNG155C92B	9/19/2025	\$21,829	541519 - Other Computer Related Services	DA10: IT AND TELECOM - BUSINESS APPLICATION/APPLICATION	D
5700: Department of the Air Force	BOEING DIGITAL SOLUTIONS, INC.	Joint Base Andrews	FA286024F0035	FA286021D0037	9/27/2025	\$2,761,785	541990 - All Other Professional, Scientific, and Technical Services	R707: SUPPORT- MANAGEMENT: CONTRACT/PROCUREMENT/ACQUISIT	D

MDN – Supplier & Teaming Research

Explore Maryland Vendors

Help Video

Add Map, Table and Chart components to create a dashboard view of vendors located in Maryland.*

Apply Filters

Filter contracted MDN vendors located in Maryland

Fiscal Year2023

NAICS Industry Sector

Business Type

Select AllDeselect AllApply Filters

Socioeconomic Designations

☐ Alaskan Native Corporation Owned Firm

☐ American Indian Owned

☐ Asian-Pacific American Owned

☐ Black American Owned

☐ DOT Certified DBE

☐ Economically Disadvantaged Women Owned Small Business

☐ Foreign Owned and Located

☐ Hispanic American Owned

☐ Hispanic Servicing Institution

My Dashboard

1,198 vendors foundSummarizing by vendor

Management, Scientific, and Technical Consulting Services

Add Component

Summarize By

Save

Print

Map

+

-

Home

3

38

35

47

511

441

31

74

4

6

5

2

ST VIRGINIA

MARYLAND

DELAWARE

NEW JERSEY

Chesapeake Bay

Delaware Bay

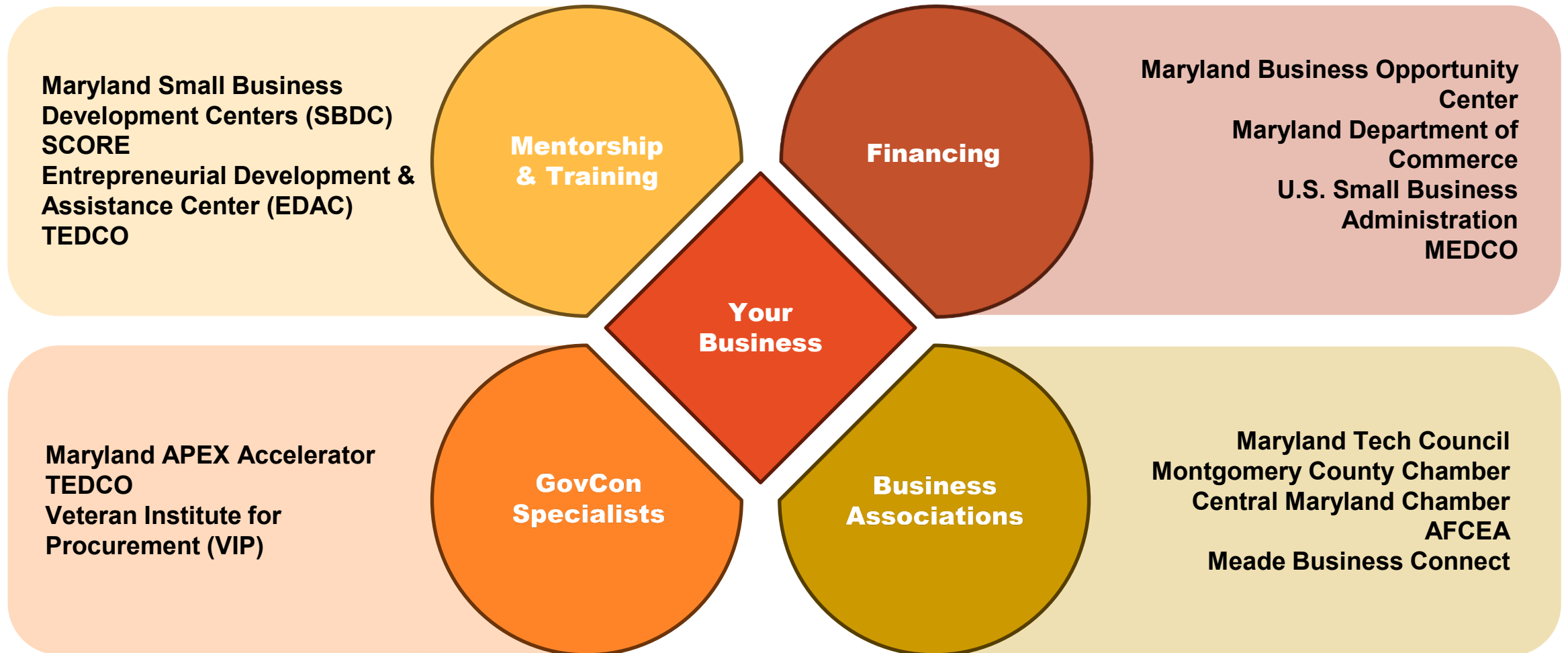
Leaflet

Powered by Esri

HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors, MD iMAP, DoIT, MDP, MDOT, MDOT SHA

* Information from SAM.gov is obtained from Dun & Bradstreet and/or Ernst & Young. Information may not be shared in bulk in such a way that violates SAM.gov's Restricted Data Use policy.

Business Assistance Organizations



and many more ...



MARYLAND BUSINESS EXPRESS

OPEN FOR BUSINESS



PLAN
your business

Turn your great idea into a great business



START
your business

Register, file and launch your business



MANAGE
your business

Run your business and prepare for success

GROW
your business

- Workforce Development
- Funding & Incentives
- Location Expansion
- International Expansion
- Small, Minority & Women-Owned
- Veteran-Owned
- Networking & Support
- Government Contracting
- Defense Business Growth
- Regional Resources

Maryland Business Express
businessexpress.maryland.gov

MARYLAND Defense Forum



Tuesday, June 17 &
Wednesday, June 18, 2025



Hilton Baltimore BWI Airport



<https://www.fbcinc.com/e/mdf/>

Connect with OMFA

Amy Duray

Program Manager, Federal Business Relations

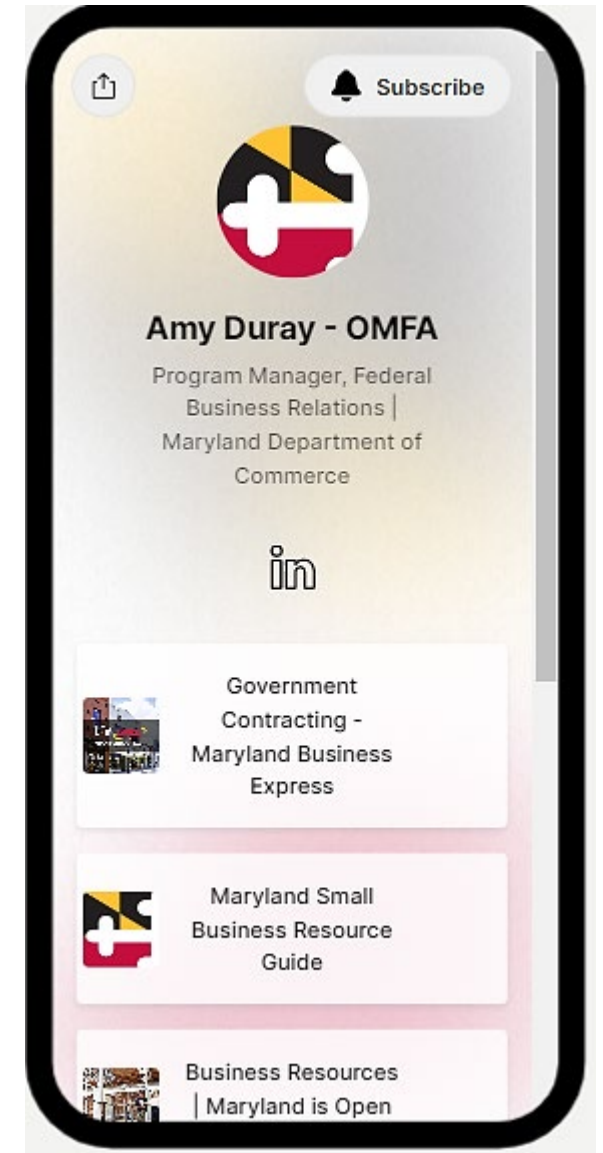
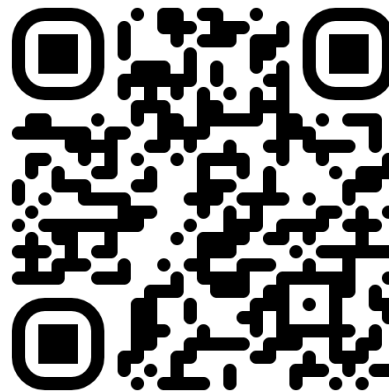
amy.duray@maryland.gov

<https://linktr.ee/aduraymd>

Linktr.ee:



B2G Newsletter Signup:



Maryland GovCon Business Resource Providers

Provider	Specialties
Maryland APEX Accelerator https://www.marylandapex.org/ 5825 University Research Court, Suite 1300, College Park, MD 20740 301-405-6550	Government Contracting Companies with 2+ years of Revenue Proposal Assistance & Review
Maryland Business Opportunity Center https://www.marylandboc.org/ 7761 Diamondback Drive. College Park, Maryland 20740 240-828-5205	Socially & Economically Disadvantaged Individuals Access to Capital
TEDCO (Maryland Technology Development Corporation) https://www.tedcomd.com/ 10960 Grantchester Way, Suite 120, Columbia, MD 21044 410-740-9442	Tech Transfer & Commercialization Pre-Seed Investment & Venture Funding
Maryland Small Business Development Center (SBDC) https://www.marylandsbdc.org/ Various locations across the state 410-706-5463	Business Consulting

Maryland GovCon Business Resource Providers

Provider	Specialties
Maryland Manufacturing Extension Partnership (MEP) https://mdmep.org/ 8894 Stanford Blvd STE 304, Columbia, MD 21045 443-343-0085	Manufacturing
Maryland Women's Business Center https://marylandwbc.org/ Montgomery, Prince George's and Frederick County locations	Business Advisory Services
Entrepreneurial Development & Assistance Center (EDAC) at Morgan State University https://www.edacmorgan.com/ 1700 E. Cold Spring Lane, Baltimore , MD, 21251	Community-based Entrepreneurship Collegiate Entrepreneurship Women Veterans
Baltimore Metropolitan Women's Business Centers https://www.baltmetrowbc.org/ Morgan State University, EDAC, 1700 E. Cold Spring Lane, Baltimore , MD, 21251 443-885-2244.	Business Advisory Services

Maryland GovCon Business Resource Providers

Provider	Specialties
SCORE https://www.score.org/ Mid-Maryland, Washington DC, SoMD, Greater Baltimore	Mentorship
Mid-Atlantic Veteran Business Outreach Center (VBOC) https://midatlanticvboc.com/ Havre de Grace, Columbia, College Park 301-405-6071	Veterans Boots-to-Business Classes
Veteran Institute for Procurement https://nationalvip.org/ 51 Monroe Street, Suite 1800, Rockville, MD 20850	Veteran-owned small businesses seeking entry into the federal marketplace

Maryland GovCon Business Associations

Association	Specialties
Fort Meade Alliance / Meade Business Connect https://www.ftmeadealliance.org/initiatives/mbc/	Fort Meade & NSA
Industrial Representatives Association https://www.industrialreps.org/	Aberdeen Proving Ground
The Patuxent Partnership https://paxpartnership.org/	Southern Maryland / NAS Pax River
BWI Business Partnership https://bwipartner.org/	
Maryland Space Business Roundtable https://mdspace.org/	Goddard & Wallops, Aerospace
Montgomery County Chamber of Commerce (MCCC) – GovConNet https://www.mccc.md.com/council.html	HHS
Greater Baltimore Committee https://gbc.org/	Tech Hub Advocacy
Maryland Tech Council https://mdtechcouncil.com/	Technology Regional Chapters
Central Maryland Chamber https://www.centralmarylandchamber.org/govcon.html	
Howard County Chamber – GovConnects https://www.howardchamber.com/about-govconnects/	

Helpful GovCon Links

- **Find an agency's Small Business Scorecard:**
 - <https://www.sba.gov/agency-scorecards/scorecard.html> or
 - <https://www.sba.gov/agency-scorecards/index.html>
- **Maryland Federal Facilities Directory**
- **Maryland Defense Agencies Directory**