



HOW TO DO BUSINESS WITH NASA GLENN RESEARCH CENTER

Eunice Adams-Sipp
Small Business Specialist
October 6, 2023



MEET THE GRC SMALL BUSINESS SPECIALIST



Ms. Eunice Adams-Sipp is the Small Business Specialist for the NASA Glenn Research Center is located in in Cleveland, Ohio

She is responsible for promoting and integrating small businesses into the competitive base of contractors that pioneer the future of space exploration, scientific discovery, and aeronautic research. She assists in assuring that small businesses in all socio-economic categories receive adequate consideration in the procurement process.

Additionally, she represents the Agency at various events sponsored by the NASA Office of Small Business Programs (OSBP), the Small Business Administration (SBA), and other Government organizations, counseling small businesses on how to compete for Government contracts with NASA.

Ms. Adams-Sipp has over 30 years of experience as a contracting professional and has advised several Source Evaluation Boards as a Contracting Officer in the procurement process. She earned her Master of Business Degree from the University of Phoenix and a Bachelor of Arts Degree in Economics from Cleveland State University.

www.nasa.gov

A person is standing in the center of a large, dark industrial tunnel. In the background, a large, hexagonal structure is visible, composed of several yellow panels. The tunnel walls are made of dark, curved metal panels. The lighting is dramatic, with the yellow panels providing a bright focal point against the dark surroundings.

OUR MISSION

The mission of the NASA Office of Small Business Programs is to promote and integrate small businesses into the industrial base of contractors and subcontractors that support the future of space exploration, scientific discovery, and aeronautics research.

NASA Office of Small Business Programs (OSBP)

Overview

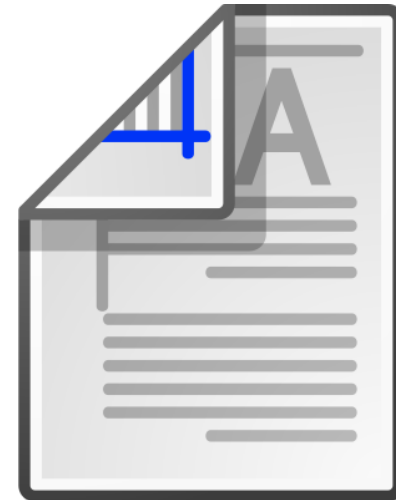
Small Businesses are the backbone of the American economy and play a very critical role in propelling our nation forward into a new space age. Hundreds of small businesses have contributed to some of NASA's most premier space exploration missions, from the Space Launch System (SLS) to the James Webb Space Telescope. Small Businesses not only support science and technology tasks across a wide range of disciplines, but many also provide critical program management functions that keep our projects within budget and on schedule.

NASA's Office of Small Business Programs primary mission since its inception has been to increase the representation of small businesses in NASA's contracting efforts. Our efforts encompass all federally recognized socio-economic small business categories and we work hard to make sure each type of business gets a fair chance to work with NASA.

- Conducts outreach to assist Small Businesses (SB).
- Influences SB policy and procedures.
- Interacts with Executive and Legislative branches.
- Administers NASA SB Awards programs.
- Provides training for NASA Acquisition personnel on SB issues.
- Negotiates SB Goals with the Small Business Administration (SBA).
- Conducts Quality/Internal Control/Center compliance reviews.
- Administers NASA's Mentor/Protégé Program.
- OSBP website: [www. https://www.nasa.gov/osbp](https://www.nasa.gov/osbp)

SMALL BUSINESS PROCUREMENT SCORECARD ACHIEVEMENT

- **FY 2022 – A (102.49%)**
- **FY 2021 – A (106.23%)**
- **FY 2020 – A (104.57%)**
- **FY 2019 – A (107.22%)**
- **FY 2018 – A (103.10%)**



PRESIDENT'S DEIA PRIORITIES – NASA IMPLEMENTATION

NASA Implementation of Recent Diversity, Equity, Inclusion, and Accessibility Executive Order

EO 13985 on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

➤ *NASA Request for Information (RFI) and Public Meeting*

On June 15, 2021, NASA issued an RFI, seeking public input on advancing equity and support for under-represented and underserved communities in NASA programs, contracts and grants.

On July 13, 2021, NASA hosted a public meeting to discuss the RFI and further engage the public for input on implementing EO 13985.

Public input from the RFI and meeting are currently being reviewed to inform the development of the upcoming new NASA Equity Plan.

Additionally, NASA recently used a crowdsourcing tool – NASA@Work – to solicit ideas and input from the NASA workforce.

TOP TEN GRC NAICS CODES – FY23

- 541715 – Research and Development in the Physical Engineering, and Live (except Nanotechnology and Biotechnology)
- 332710 – Machine Shops
- 561210 – Facilities Support Services
- 236220 – Construction
- 541330 – Engineering Services
- 541712 – Research and Development
- 336414 – Guided Missile and Space Vehicle Manufacturing
- 541690 – Other Scientific and Technical Consulting Service
- 325120 – Industrial Gas Manufacturing
- 561210 – Facilities Support Services

GRC MANUFACTURING REQUIREMENTS

- Purchase Requirements are primarily procured under a five-year Blanket Purchase Agreement (BPA)
 - Awarded August 2022
 - Expires July 2027
- Small requirements under \$10k can be purchased outside of the BPA
- All ten centers have Manufacturing Divisions
- All Center requirements over \$25k will be posted on SAM.gov

TOP 20 NASA PRIME CONTRACTORS FY 2022



OFFICE OF SMALL BUSINESS PROGRAMS
...where small business makes a **BIG** difference

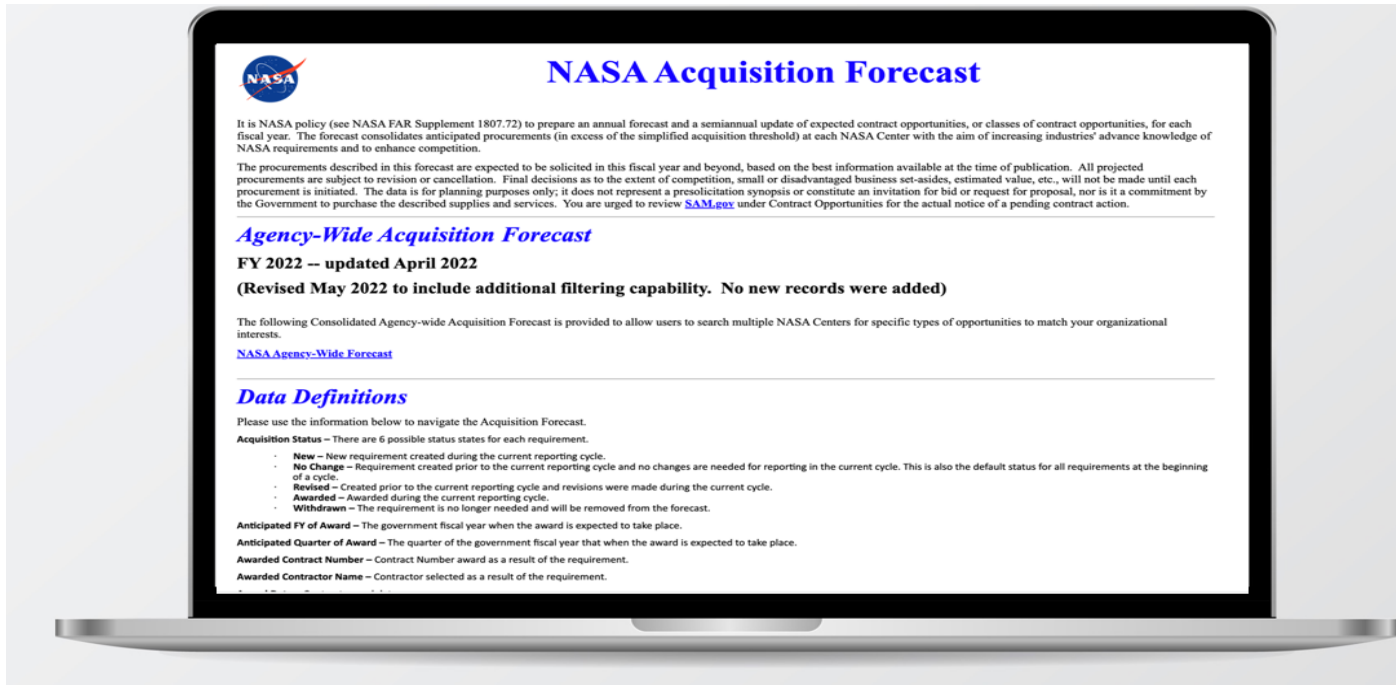
VENDOR NAME AND WEBSITE	TOTAL DOLLARS
California Institute of Technology (JPL) https://acquisitions.jpl.nasa.gov	\$2,658,468,662
Space Exploration Technologies Corp. https://www.spacex.com/supplier/index.html	\$2,087,826,290
The Boeing Company http://www.boeingsuppliers.com/esd/getstart.html	\$1,709,462,775
Lockheed Martin Corporation https://www.lockheedmartin.com/en-us/suppliers.html	\$1,333,926,482
Northrop Grumman Systems Corp. (Includes Orbital Sciences and ATK) https://www.northropgrumman.com/suppliers/	\$1,130,538,409
Jacobs Technology, Inc. https://www.jacobs.com/suppliers/	\$958,920,809
KBR, Inc. (Includes Wyle and SGT) https://kbrsupplier.com/	\$766,344,995
Science Applications International Corporation https://www.saic.com/who-we-are/suppliers-and-small-business	\$467,709,748
Aerojet Rocketdyne of DE, Inc. https://www.rocket.com/supliernet	\$408,090,107
Johns Hopkins University (5111) https://hopkinsmedicine.org/business/index.html	\$344,760,958
Leidos https://www.leidos.com/suppliers	\$331,560,600
Science Systems and Applications, Inc. https://www.ssaihq.com/contact-us	\$257,249,220
Peraton, Inc. https://www.peraton.com/suppliers/	\$253,792,456
Raytheon Technologies Corp. https://www.rtx.com/suppliers	\$197,892,100
Maxar Space, LLC https://www.maxar.com/legal/suppliers	\$169,595,813
Syncom Space Services, LLC http://syncomspaceservices.com/	\$167,564,964
Universities Space Research Association https://www.aura-astronomy.org/	\$161,907,607
Ball Aerospace & Technologies Corp. https://www.ball.com/aerospace/about-aerospace/supplier-resources	\$148,348,200
Sierra Nevada Corp. https://www.sncorp.com/suppliers/doing-business-with-snc/	\$140,477,554
Astrobotic Technology, Inc. https://www.astrobotic.com/	\$117,176,864

TOTAL \$13,811,614,612

NASA Acquisition Forecast

- It is NASA policy to prepare an annual forecast and a semiannual update of expected contract opportunities, or classes of contract opportunities, for each fiscal year.
- The forecast consolidates anticipated procurements at each NASA Center with the aim of increasing industries' advance knowledge of NASA requirements and to enhance competition.
- Consolidated Agency-wide Acquisition Forecast is provided to allow users to search multiple NASA Centers for specific types of opportunities to match your organizational interests. This tool contains “pivot table” capabilities and graphics to easily manipulate and illustrate the data.
- Contract award terms vary, so it is important to contact the small business office at each Center to inquire about specific contract end dates and upcoming competitions to ensure you have time to prepare. NASA Acquisition Forecast: <http://www.hq.nasa.gov/office/procurement/forecast/>

NASA Acquisition Forecast



Freedom of Information Act

- Obtaining documents related to the current contract may assist in better preparing for and understanding the requirements for an upcoming competition.
- Each Center maintains an electronic library that contains frequently requested documents (contract documents may already be available).

Links to each Center's FOIA page and points of contact are accessible from the Agency FOIA webpage: <http://www.nasa.gov/FOIA/>

NASA FOIA

- About FOIA
- FOIA Contacts
- ▼ **NASA Centers FOIA Sites**
 - ARC
 - Armstrong
 - Glenn
 - Goddard
 - Headquarters
 - JPL
 - Johnson
 - Kennedy
 - Langley
 - Marshall
 - NASA OIG
 - NSSC
 - Stennis

Freedom of Information Act (FOIA)

About FOIA

David Weaver
Chief FOIA Officer

Miriam Brown-Lam
Principal Agency FOIA Officer

Enacted in 1966, the Freedom of Information Act (FOIA) provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from public disclosure by one of nine exemptions or by one of three special law enforcement record exclusions. The FOIA thus established a statutory right of public access to Executive Branch information in the federal government.

FOIA Guidance

- Laws, Executive Orders, and Other Information
[+ View Reports](#)
- NASA's FOIA Regulations
[+ View Site](#)
- Guide to Filing a Request Form (PDF)
[+ View Guide](#)
- FOIA Fees and Fee Waivers (PDF)
[+ View Fees](#)

NASA Active Contract Listings

ACTIVE CONTRACT LISTINGS (ACLs)

→ [NASA Employees Click Here](#) → [Vendors Click Here](#)

Active Contract Lists (ACLs) record NASA recurring acquisitions. ACLs are grouped based on NAICS codes and are categorized as follows:

- Accounting Financial Business Services
- Administrative Services
- Environmental Services and Remediation
- Facilities Maintenance
- IT
- Multiple Award Construction
- Occupational Health
- Protective Services

NASA ACQUISITION FORECAST

<https://www.hq.nasa.gov/office/procurement/forecast/>

The NASA Acquisition Forecast is a consolidated Agency-wide forecast provided to allow users to search multiple NASA Centers for procurement opportunities.

Expiration Date (or "last date to order" for indefinite-delivery contracts)

This allows for long-term tracking of recurring requirements, as well as for the long-term planning time normally required in pursuing the contracts.

Sample Active Contract Listing

Center	NAICS	Contract Name	Contractor Name Contract #	Type of Competition	Potential Value	Ultimate Contract End Date
AFRC	561210	Facilities Operations and Maintenance Services	Helix Management Services, LLC NND13AD53C	8(a) Competitive	\$44.9 M	5/31/2021 Last Date to Order
ARC	561210	Safety and Mission Assurance	Bastion Technologies, Inc. 80ARC020D0012	Full & Open	\$66.6 M	10/31/2024 Last Date to Order
GRC	561720	Janitorial Services	Creative Management Technology 80GRC020C0007	SB Set-Aside	\$15.4 M	7/31/2025
KSC	561210	Base Operations and Spaceport Services (BOSS)	PAE-SGT Partners, Inc. 80KSC018C0017	Full & Open	\$609 M	3/21/2023
KSC	561730	Grounds and Landscaping Maintenance and Pest Contract II	S.C. Jones Services, Inc. 80KSC019C0020	HUBZone Set-Aside	\$10.9 M	9/30/2023

Center Acronym
Indicates the center(s) or location(s) of the work to be performed, or where the requirement exists. The location of the contracting center may or may not be the same as the location of the work/requirement.

To view:

<https://www.nasa.gov/osbp/active-contract-listings>



Time to re-register!

**The NEW OSBP
NASA Vendor Database
is here!**



Scan this QR code to register for
the new NASA Vendor Database
or click the link below.

<https://apps.nasa.gov/nvdb/>



The NEW OSBP NASA Vendor Database is here!

Welcome to the NEW NASA Vendor Database (NVDB)! This database is open to all businesses (large and small), and Colleges/Universities, who desire to work with NASA, as well as NASA employees who wish to view the landscape of prospective vendors.

The NVDB is solely utilized for information sharing, market research, and acquisition planning. The database may also be used by industry when searching for capabilities to support subcontracting opportunities or for networking purposes. Vendors are required to upload a capability statement when they register.

Vendors registered in the current NVDB, MUST re-register in the NEW database.

The former NVDB database was decommissioned effective June 15, 2023, and is no longer accepting new vendor profiles.

[CLICK HERE](#) to register your business today!

NASA Vendor Database Registration Instructions

For External Vendors

By registering your business into the NVDB, you are expressing interest in doing business with NASA and agreeing to share key information and capabilities of your business with NASA OSBP, NASA OP personnel and other registered vendors.

Steps to Register

Registering your business in the NASA Vendor Database is easy.

Step 1:

Register your business in [Sam.gov](https://sam.gov)

This step is required to register your business in the NASA Vendor Database

Step 2:

Create a NASA Guest Account to collaborate and share information.

Go to, <https://guest.nasa.gov> and setup your NASA guest Account.

Step 3:

After you have a guest account, click the Login button, then click the Register button to register your company in the NASA Vendor Database.

Do a lookup of your company's UEI to pull information from sam.gov and review the information for accuracy.

Once you are ready to sign-up, click the register button and enter your information.

For Agency Users

If you are a NASA employee conducting market research, we encourage you to utilize the NVDB. The database houses vendors with capabilities within various North American Industry Classification System (NAICS) codes.

In addition, agency users can retrieve and download searches, including vendor socioeconomic data, capabilities, as well as contact information. Agency users may utilize the NVDB to email vendors directly. A NASA Access Management (NAMS) request at <https://idmax.nasa.gov/nams> is required to enable email functionality. (Accessible for approved agency users only.)

Attention: There is no required sign-up for NASA Civil Servants. The system operates on a single sign-on with NASA badge holders.

[CLICK HERE](#) to access the NVDB today!

Disclaimer: Vendor information contained within the NASA Vendor Database does not constitute endorsement or recommendation by NASA.

Technical Issues & Questions

Phone: 1-877-677-2123

Email: nasa-esd@mail.nasa.gov

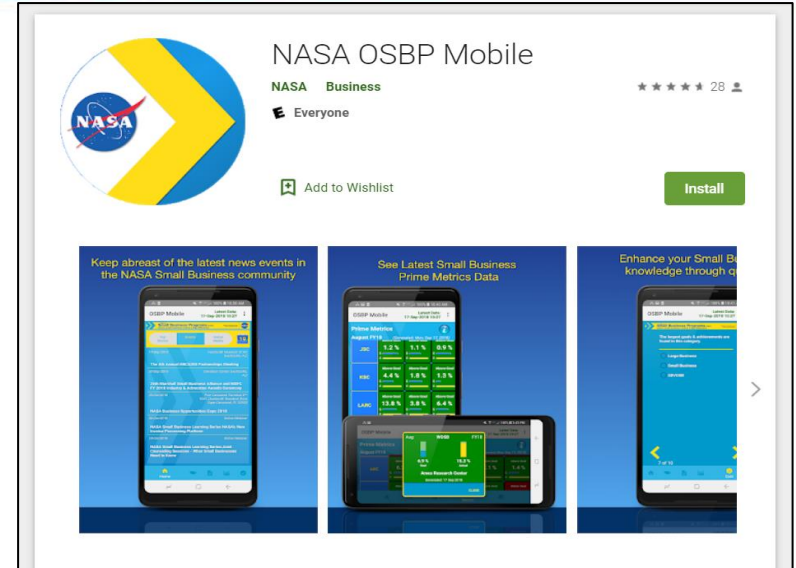
Web: <https://esd.nasa.gov/esdportal>

OSBP MOBILE APP

Are you a small business looking to make a big difference? Whether you own an engineering company, develop new telemetry software algorithms, or provide Information Technology services, the NASA Office of Small Business Programs (OSBP) can help you make that difference at the Agency by providing the necessary tools right at your fingertips.

- OSBP Mobile is designed to help:
 - Provide active contract listings and requests for proposals
 - Network with Small Business Specialists at each NASA Center
 - Explore the latest Agency prime metrics data
 - Inform you of the latest small business news and events

Come make a BIG difference at NASA!



Download at:

<https://play.google.com/>
<https://apps.apple.com/>



Marketing Do's and Don'ts

Do's

- Homework (What is the Center Mission)
- Emails should be specific to an industry or contract.
- Use Freedom of Information (FOIA) to see current SOW.
- Respond to Market Research.
- Use available resources (SBA, APEX Accelerator, etc.).
- Exercise patience.



Marketing Do's and Don'ts

Don'ts

- Assume because a goal(s) are not met there will be automatic set-asides.
- Send generic responses or emails.
- Do not ask to speak to the end users. They don't make decisions on procurement awards.

OSBP PUBLICATIONS

Available Now!

OSBP provides many resourceful publications to the small business community.

The Small Business Guide to NASA
Small Business Industry Awards
NASA Industry Forum Success Stories
NASA OSBP Spotlight
Other Publications

To view/download, visit:

<https://www.nasa.gov/osbp/osbp-publications>



NASA OSBP LEARNING SERIES

- **OSBP Learning Series**

- 1:00 p.m. ET, monthly on 3rd Wednesday
- For more information: <https://www.nasa.gov/osbp/learning-series>

- **Sample webinar topics:**





OSBP Outreach Events

October 11, 2023

NASA Small Business Opportunities and
Resources Networking Conference

January 25, 2024 (Virtual)
Details TBD

OSBP Learning Series

October 18, 2023

Equity in Action: Closing the Disability Divide

November 15, 2023

Native American Business Development
Programs

December 13, 2023

Programs and Resources to Help You Do
Business with the Federal Government

UPCOMING OSBP OUTREACH EVENTS & WEBINARS

ONLINE: [HTTPS://WWW.NASA.GOV/OSBP/REGIONAL-OUTREACH](https://www.nasa.gov/osbp/regional-outreach)

ONLINE: [HTTPS://WWW.NASA.GOV/OSBP/LEARNING-SERIES](https://www.nasa.gov/osbp/learning-series)



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...where small business makes a **BIG** difference

OSBP GETS SOCIAL!

- [NASA Vendor Database](#)
- [OSBP Mobile App](#)
- [OSBP is on Facebook!](#)
- [OSBP in on Twitter!](#)
- [Subscribe to Our Mailing List](#)



Check out NASA's
LinkedIn page for
OSBP updates!
<https://www.linkedin.com/company/nasa/>

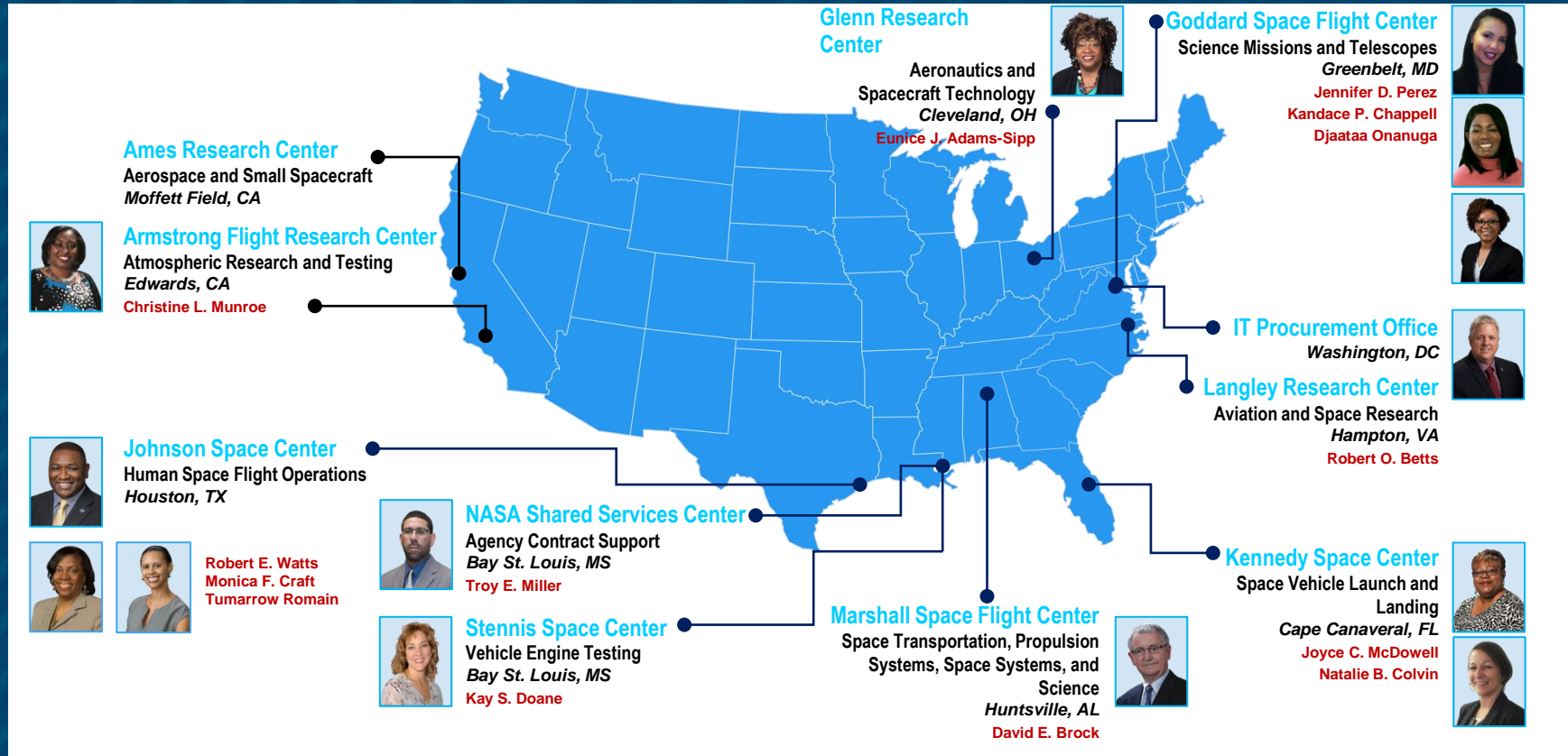
“MAKING THE CONNECTION”

- Capability Briefings: in-person one on one meetings, virtual, telecom
- Joint Counseling Session featuring Small Business Service Providers
- Outreach Events (Regional & Local)
- Doing Business with GRC
<https://www.nasa.gov/centers/glenn/business/index.html>
- GRC Small Business Advisory Council: <https://grcsbac.com/>
- GRC Contractor Information:
https://www.nasa.gov/sites/default/files/atoms/files/local_os_ns_contractor_listing_02222023_0.pdf

NASA SMALL BUSINESS SPECIALISTS

Center Category	Center	Name	Phone	Email
RESEARCH CENTERS	Ames Research Center	Christine L. Munroe	650-604-4695	Arc-smallbusiness@mail.nasa.gov
	Armstrong Flight Research Center	Christine L. Munroe	650-604-4695	Arc-smallbusiness@mail.nasa.gov
	Glenn Research Center	Eunice J. Adams-Sipp	216-433-6644	Grc-smallbusiness@mail.nasa.gov
	Langley Research Center	Robert O. Betts	757-864-6074	Larc-smallbusiness@mail.nasa.gov
SPACE CENTERS	Johnson Space Center	Robert E. Watts	281-244-5811	Jsc-smallbusiness@mail.nasa.gov
	Kennedy Space Center	Joyce C. McDowell	321-867-3437	Ksc-smallbusiness@mail.nasa.gov
	Marshall Space Flight Center	David E. Brock	256-544-0267	Msfc-smallbusiness@mail.nasa.gov
	Stennis Space Center	Kay S. Doane	228-688-1720	Ssc-smallbusiness@mail.nasa.gov
SCIENCE CENTER	Goddard Space Flight Center	Jennifer D. Perez	301-286-4379	Gsfc-smallbusiness@mail.nasa.gov
AGENCY-WIDE RESOURCE CENTER	Information Technology Procurement Office	Robert O. Betts	757-864-6074	hq-itpo-smallbusiness@mail.nasa.gov
	NASA Shared Services Center	Troy E. Miller	228-813-6558	nssc-smallbusiness@mail.nasa.gov

NASA SMALL BUSINESS SPECIALISTS AROUND THE COUNTRY



GRC SBS CONTACT INFORMATION

NASA Office of Small Business Programs Eunice Adams-Sipp,
Small Business Specialist, (216) 433-6644

E-mail: GRC-SmallBusiness@mail.nasa.gov

Website: <https://www1.grc.nasa.gov/>

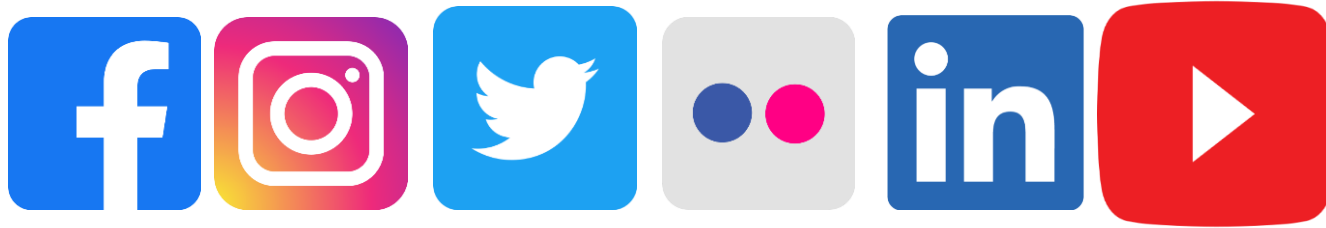
HQ Office of Small Business Programs

E-mail: smallbusiness@nasa.gov

Website: www.osbp.nasa.gov

LEARN MORE ABOUT GLENN

- Virtual Tours: <https://www.nasa.gov/glennvirtualtours>
- Guided Virtual Tours: <https://www.nasa.gov/nasaglenntours>
- Social Media:



LEARN MORE ABOUT NASA OSBP!

www.nasa.gov/osbp

Thank You!

