**INDIANA PTAC ROADMAP TO GOVERNMENT CONTRACTING**

*Thank you for your interest and reaching out to Indiana PTAC. Below are the phases most small businesses complete to do business with the government (federal, state and local).*

Preliminary Checklist: 🞎 Are you an established business? 🞎 Do you have a business plan that includes government contracting as a growth strategy or new customer market? (SBDC) 🞎 Have you done the necessary market research to determine the government’s demand for your product or service? 🞎 Will your company’s cash flow be compatible with government payment cycles? 🞎 Does your company have a history of sales or an experienced team in the business’ line of work?

**PHASE ONE:**

1. **PTAC CLIENT PROFILE:** (Southwest) - <https://iptac.ecenterdirect.com/ClientSignupFull.action?CenterID=24>
2. **NAICS CODE:** North American Industry Classification System: <https://www.census.gov/naics>
3. **UNSPSC CODE:** United Nations Standard Products and Services Code: <https://www.unspsc.org/> (State of Indiana uses UNSPSC codes instead of NAICS)
4. **PSC:** Product and Service Codes: <https://psctool.us/>
5. **UEI:** Get Started in <https://sam.gov/content/home>. As part of registration, you will be assigned a Unique Entity ID (SAM).
6. **SECRETARY OF STATE REGISTRATION:** <https://inbiz.in.gov/>
7. **SMALL BUSINESS SIZE STANDARDS:** <https://www.sba.gov/document/support--table-size-standards>
8. **INDIANA VENDOR BIDDER NUMBER:** <https://www.in.gov/idoa/2464.htm>
9. **SAM (SYSTEM FOR AWARD MANAGEMENT):** <https://sam.gov/SAM/>  
   BE CAREFUL to be on the right webpage! NO FEE to REGISTER or RENEW. You will need the following:  1) DUNS Number  2) Taxpayer ID Number  3) Bank’s routing number  4) CAGE CODE will be issued within SAM registration  5) Notarized letter required (template: <https://www.fsd.gov> > Top Help Topics)  6) Create login.gov account  7) Complete the “Register/Update SBA Profile” (SBA Dynamic Small Business Search database).  
   For problems contact Federal Service Desk (Helpline) 866-606-8220 or [www.fsd.gov](http://www.fsd.gov)

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