



BROOKHAVEN
NATIONAL LABORATORY

SmallBiz Newsletter

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HAPPY, HEALTHY, & SAFE
HOLIDAYS!!!

Small Business Source **Selection through PeopleSoft –** **A potential** **COST SAVINGS**

It is estimated that each new supplier entered into PeopleSoft costs BSA about \$400. In one week (when Barbara was out) I input eight (8) new suppliers, which cost BSA approximately \$3,200.

This made me think of a new way to utilize our existing/proven suppliers, instead of adding those new/unknown suppliers at \$400 a pop.

Using our existing/proven suppliers is also a great way to save BSA time and paperwork, as well as money.

Please consider using the following query - to find existing suppliers by their North American Industrial Classification System (NAICS) code (which describes their industry). When you input their NAICS code, you'll receive:

- the supplier's names
- their contact information
- their business type and
- the number of contract's placed with them.

Please see the new NAICS code lookup instructions below.

The query in PeopleSoft Financials is:

Reporting Tools; Query Manager;
PPM_VENDOR_LOOKUP_NAICS_CODE;
Search; Run to Excel; enter the NAICS (SIC) code you want to search for & up pops your list.

Again, this is great way to save BSA time, paperwork, & money.

What more could you ask for?

Identifying **NAICS codes with** **a New Tool**

Easier? **Maybe – Yes/Maybe - No**

1. **To determine the appropriate NAICS code.**

Go to:

<http://www.census.gov/eos/www/naics/>
& put a keyword in the search box on the top left hand side (above the 2012 NACIS Search button).

2. Then determine the size standards for that NAICS code:

Go to: www.sba.gov/size and use the SBA's new electronic tool in order to determine the size standard and if a business qualifies as a small business for government contracts.

Click the large box on the right side that titled "Does Your Small Business Qualify for Government Contracts? Find Out With Our Size Standards Tool."

Then scroll down to # 1 & enter the NAICS code in the first box; click the blue box - ADD THIS NAICS CODE & a description of that NAICS code comes up in the right hand box. Click on the blue box in the lower right - CONTINUE TO NEXT STEP.

In # 2 enter the businesses size (depending on the NAICS code, it will ask you to enter either the number of employees or dollar value in sales averaged over the last three [3] years). Click on the blue box on the lower right - CONTINUE TO NEXT STEP.

This will show you the actual size standard and whether that company is or is not considered a small business, by their NAICS code.

Then, if you need a copy, you can press the Print Results button on the bottom right side.

We will be updating the following forms with the above change:

- AMS-FORM-010 Reps/Certs
- The BSA Small Business Web Site

The Small Business Family Tree

There are six (6) small business types or categories and they are:

1. Small business (SML)
2. Disadvantage small business (MNR)
3. Woman-Owned small business (WOM)

4. HUB-Zone small business (HUB)
5. Veteran-Owned small business (VET)
6. Service-Disabled Veteran-Owned small business (DVT)

The following small business categories **MUST automatically** be entered into the PeopleSoft supplier's profile when the small business checks that they are:

- **8(a):**
Also input: Small (SML), Small Disadvantage (MNR), **AND** 8a.

and/or

- **Service-Disabled Veteran-Owned:**
Also input: Small (SML), Veteran-owned (VET), **AND** Service-Disabled Veteran-owned (DVT).

FANTASTIC Job by:

Phil Bernath:

Micheal C. Fina (VC 32793) a small, woman-owned business was awarded a contract for \$ 821,000.

The above award(s) are either over **\$300,000 OR Set-Asides** to small businesses (in alphabetical order). In order to be published **YOU** have to let me know about the award.

Please place as many contracts as you can with:
SDVOB & HUB
small businesses!!!

Note:

The following existing BSA supplier has just become SBA - HUB-Zone certified:

Ideal System Solutions, Inc.
VC: 92935 & 96343

They sell computer products and are also SML, MNR, and WOB.

Thanks,
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Please let me know if you have any questions.