



502d Contracting Squadron

502^d Air Base Wing, Joint Base San Antonio
"Where Excellence is Standard"



A Guide to Federal Contracting with the 502d Contracting Squadron

The 502d Contracting Squadron (502 CONS) serves as the primary contracting authority for the 502d Air Base Wing (502 ABW) and its 267 mission partners at Joint Base San Antonio, encompassing Lackland, Randolph, and Fort Sam Houston. Our mission is to procure a comprehensive range of commodities and services essential for mission success. This guide provides small businesses with the foundational information required to navigate the federal contracting landscape and effectively partner with the 502 CONS.

502 CONS Small Business Professionals (SBPs):

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Submit general inquiries to 502CONS.ASK.SB@us.af.mil

Procurement Portfolio

The 502 CONS facilitates acquisitions across a diverse spectrum of categories. We actively seek qualified vendors capable of providing supplies and services in the following areas:

- Administrative & Office Support: Office supplies and support services.
 - Medical: Medical supplies and services.
 - Information Technology: IT supplies and services.
 - Facilities & Maintenance: Construction services, grounds maintenance, custodial services, and Simplified Acquisition of Base Engineering Requirements (SABER).
 - Professional Services: Training and education, architect and engineering services.
 - Logistics & Operations: Environmental services, logistics support, and food services.
- And more...

Guidelines for Preparing Your Capability Statement

Your Capability Statement is a critical marketing tool and should be no longer than two pages. It must contain, at a minimum, the following information:

- Company name • address • phone number
- point of contact • email • CAGE code / Unique Entity ID • primary NAICS codes
- core competencies • differentiators (if any)
 - past performance (if any)
- list SBA federal Certifications (i.e. Small Disadvantaged Business, Service-Disabled Veteran Owned Business, HUBZone, etc.)
- list any federal schedules you hold (GSA) • do you accept the Government Purchase Card (VISA)?
If yes please indicate.

SBA – Federal Contracting Programs

The Federal Government uses special programs to help Small Businesses win a percentage of all federal contracting dollars each year. Research these programs to determine if you or your company qualifies for any of these programs. <https://www.sba.gov/federal-contracting>

SBA Federal Certifications:

Small Disadvantaged Business (SBD)

8(a) Program

Women-Owned Small Business (WOSB) and Economically Disadvantaged WOSBs (EDWOSB)

Veteran Owned Business (VOSB) and Service-Disabled Veteran Owned Business (SDVOSB)

HUBZone Program

The SBA can answer questions on any of these programs. <https://www.sba.gov/local-assistance>

Key Resources and Links

HELPFUL TIPS FOR FEDERAL CONTRACTING OPPORTUNITIES

1. Register in SAM at [SAM.gov](https://sam.gov) (National Apex Accelerator (formerly PTAC) can assist)
2. Apply for applicable federal contracting programs with the SBA
3. Attend/participate in small business out-reach opportunities in your city
4. Familiarize yourself with procurement regulations and strategies
5. Identify your federal customer (502d CONS)
6. Find our postings on SAM.gov: Search “Contract Opportunities” using our DoDAAC: [FA3016](#)
7. Respond to post for Request for Information (RFI) and Sources Sought in SAM.gov for contract opportunities of interest

FINDING SMALL BUSINESS EVENTS

1. San Antonio Business Opportunity Committee (SABOC) – <https://SABOC.org>
2. Small Business Development Centers (SBDC) by Zip Code - Short URL: sba.gov/sbdc
3. National APEX Accelerators SB Events Link - <https://www.napex.us/>
4. Society of American Military Engineer (SAME) – Local SA Events – <https://www.same.org/san-antonio/events/>
5. Small Business & Entrepreneurship Department (SMWVBO) - <https://www.bexar.org/smwbe>
6. Alamo ACE (IT) - https://www.alamoafcea.org/events/event_list.asp
7. National Contract Management Association (NCMA) – Local Chapter Events by State – <https://www.ncmahq.org/Web/Web/Events/Events.aspx?hkey=e8850704-886b-4991-8bf6-1560f2e6e3a8>
8. Small Business Administration (SBA) – All Small Business Events - <https://www.sba.gov/events>
9. Black Contractors Association of San Antonio (BCASA) - [Home](#) - [Black Construction Professionals San Antonio](#)
10. Defense Logistics Agency (DLA) - <https://www.dla.mil/Small-Business/Resource-Center/Outreach-Calendar/>
11. SBA and Bexar County Small Business & Entrepreneurship Host ***Start the Day with SBA*** - Every Third Tuesday of the month (limited Space) - Reach Nestor Astorga at nestor.astorga@sba.gov.
12. Google – San Antonio Industry Day OR Small Business Events in San Antonio or in your City

FINDING AIR FORCE SMALL BUSINESS PROFESSIONALS IN THE U.S.

Air Force - Department of the Air Force Office of Small Business:

<https://www.airforcesmallbiz.af.mil/Resources/Small-Business-Professional-Locator/>

Submit general inquires to 502CONS.ASK.SB@us.af.mil

Additional Key Resources and Links

FINDING OPPORTUNITIES

1. SAM.gov - <https://sam.gov/opportunities>
2. JBSA Small Business Program - <https://www.jbsa.mil/Resources/Small-Business-program/>
3. Air Force Expiring Contracts - <https://www.airforcesmallbiz.af.mil/Resources/Expiring-Contracts/>

SUBCONTRACTING OPPORTUNITIES

1. SBA Subcontracting Directory - <https://www.sba.gov/document/support-directory-federal-government-prime-contractors-subcontracting-plans>
2. GSA Subcontracting Information - <https://www.gsa.gov/subcontracting>
3. SUBNet Sucontracting - <https://www.sba.gov/federal-contracting/contracting-guide/prime-subcontracting/subcontracting-opportunities>
4. SAM.gov - <https://sam.gov/subcontract-reports-help>

FORECASTS

1. <https://www.acquisition.gov/procurement-forecasts>
2. <https://www.usaspending.gov/>
3. GSA Forecast of Contracting Opportunities Tool - <https://www.acquisitiongateway.gov/forecast>

JBSA LACKLAND SITE

1. Visit us at 502d CONS / JBSA Lackland - <https://www.jbsa.mil/Resources/Small-Business-Program/>
2. JBSA Connect APP - [https://www.jbsa.mil/Information/JBSA-Connect- App/](https://www.jbsa.mil/Information/JBSA-Connect-App/)

OTHER SMALL BUSINESS AGENCIES AND LINKS

1. SAM.gov - <https://sam.gov/contracting>
2. DLA - <https://www.dla.mil/Small-Business/Contact/>
3. UTSA SBDC Center for Government Contracting - <https://cgc.txsbdc.org/>
4. GSA - www.gsa.gov/small-business
5. SBA Federal Assistance - www.sba.gov/federal-contracting/contracting-assistance-programs
6. SBA Joint Venture - <https://www.sba.gov/federal-contracting/contracting-assistance-programs/joint-ventures>
7. APEX Accelerators - <https://www.apexaccelerators.us/#/>
8. Minority Business Development Agency - U.S. Department of Commerce - <https://MBDA.gov>
9. Army & Air Force Exchange Service (AAFES) - <https://www.aafes.com/about-exchange/doing-business/>
10. SCORE - short URL - sba.gov/score
11. U.S. Department of Veterans Affairs - <https://vip-vems-dev.powerappsportals.us/sblorganization/>

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