MDA OSBP SMALL BUSINESS PORTAL

QUICK START USER GUIDE

OVERVIEW

The MDA OSBP Small Business Portal provides functionality for small businesses to see what requirements are upcoming for the Agency, lets them identify themselves as interested small businesses, and allow them to participate in match-making activities to assist in finding partners to meet specific Agency needs. The Small Business Portal application main entry point is https://mda-osbp.powerappsportals.us. OSBP relies heavily on this application as it allows small businesses to see what requirements are upcoming for the Agency.

CONTENTS

Upon navigation to the Small Business portal, the disclaimer loads prompting users to acknowledge that they are accessing a U.S. Government system.

DISCLAIMER

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions:

- The USG routinely monitors communications occurring on this IS, and any device attached to this IS for purposed including, but not limited to penetration testing, COMSEC monitoring, network defense, quality control, and employee misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
- Communications using or data stored on this IS, or any device attached to this IS, are not private, are subject to routine monitoring, interception and may be disclosed or used for any USG-authorized purpose.
- Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
- Security protections may be utilized on this IS to protect certain interests that are important to the USG. For example, passwords, access cards, encryption or biometric access controls provide security for the benefit of the USG. These protections are not provided for your benefit or privacy and may be modified or eliminated at the USG's discretion.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for you personal benefit or privacy.

Please DO NOT post proprietary company data on this IS.

Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy and their assistants. Such communications and work product are private and confidential.

You must Agree & Continue to Register or Sign In to the Small Business Portal.

Agree & Continue	Decline & Exit

Figure 1 Disclaimer

The home page display provides a link for companies to **Register** or **Sign in**.

CREATE ACCOUNT

To begin the registration process, you must first create your account and confirm your email address. Click on **Register in the site navigation**. Next, provide an **Email**, **Username**, and **Password**.

MDA OSBP Small Business Portal   🔍   Register   Sign in

🔹 Sign in   Register   Redeem invitation

Create a Profile for the MDA OSBP Small Business Portal

If you received an email invitation, please click 'Redeem invitation.'
Begin registration by entering the information below.

* Email	
* Username	
* Password	
* Confirm password	

Register

Click **Register** button and when the **Profile** window opens, click on **Confirm Email**.

Profile

Profile name

Profile

🔒 Security

Change password

Change email   ❶

Change Two-Factor authentication

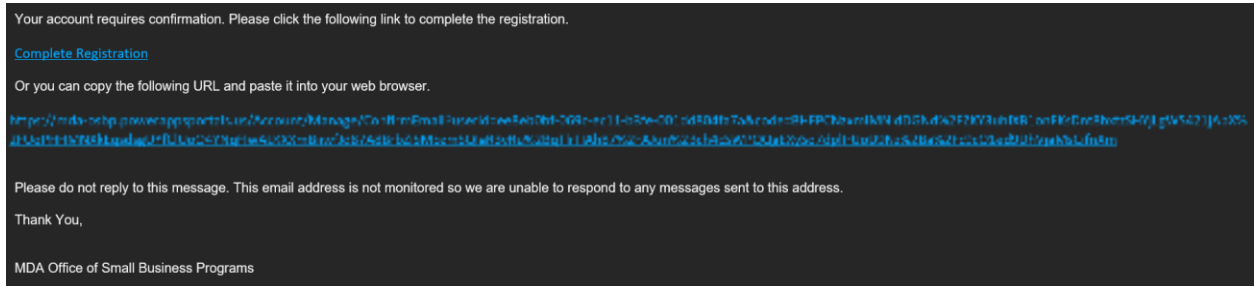ℹ Your email requires confirmation.   ✉ Confirm Email

An email will be sent to the email address provided. If the email provided is incorrect or needs to be changed, click the **Change email** link.

In the email that is sent, click on the **Complete Registration** link or copy / paste the URL below it into your web browser.

You should receive conformation that your email was confirmed successfully. If necessary, Click on **Sign in** link.

Enter your username and password and click **Sign in** button.

COMPLETE PROFILE

Complete your profile by filling in the remaining fields. **First Name**, **Last Name**, and **E-Mail** are required.

Your information

First Name *

Last Name *

Nickname

Job Title

E-mail *

Alternate Email

Business Phone

> Provide a telephone number

Mobile Phone

> Provide a telephone number

Web Site

Select your communication preferences and click **Update**

Communication Preferences

Emails with upcoming contracting opportunities and events are sent to small businesses registered in our database.

Please choose what types of information you would like to receive.

- ☑ **Allow MDA OSBP Quarterly Newsletter Notifications**
- ☑ **Allow Event Notifications (Annual Conference, Industry Days, Prime Contractor meetings, etc.)**
- ☑ **Allow New or Updated MDA Opportunity Notifications**
- ☑ **Allow Training Notifications**

[Update]

You should receive confirmation that your profile was updated successfully. Next, click on the **Small Business Portal** link to register/update your company registration, view MDA Marketplace opportunities or request a capability briefing meeting.

Please complete the profile information below.

Once you have updated your information, go to the Small Business Portal landing page to register a company, update a company's registration, view MDA Marketplace opportunities or request a capability briefing meeting.

Your profile has been updated successfully.   ✕

REGISTER / UPDATE COMPANY PROFILE

If your company profile has already been registered, click the **Update** button. If you need to register your company profile or are not sure, click the **Register** button.

Office of Small Business Programs Outreach Purpose

Engage the business community to add value to MDA acquisitions by developing and maintaining a superior knowledge of the market; offer marketplace knowledge that can provide insight into solutions to mission requirements early in the market research process and throughout the acquisition cycle.

How We Help You

- Our office is your advocacy office.
- We will help you understand the Agency and where your product or services might best fit.
- We can also provide contact information for the appropriate agency or major prime contractor personnel to further market your products or services.
- We ensure that all acquisitions are reviewed for participation by small businesses.
- The key to making sure an acquisition is set-aside for small business is our ability to demonstrate there are sufficient businesses capable of performing the job we need, in a quality manner, and at a reasonable price to meet our agency's mission.

Keys to Working with MDA

- Let us know your capabilities by adding your profile to our directory.
- Attend our conferences for matchmaking with primes and meeting with government representatives from MDA.
- Provide quality responses to our "sources sought" notices when we issue them.

We often make important acquisitions strategy decisions based on responses to sources sought.

Registration and Marketplace

Register to receive updates related to upcoming contracting opportunities, events, training, and more.

Register
Register Company Profile

Update
Update Company Profile

Already registered? If interested in meeting with the MDA Office of Small Business Programs, please Request a Meeting and a representative will reach out to you.

REGISTER COMPANY PROFILE

To begin, make sure that you company profile has not been registered by clicking the **magnifying glass** button.

Please search for your company below. If found, an opportunity to review and update information is next. If not found, you'll be direct to a new company registration form.

Search

Did you find your company?
◉ No ○ Yes

Next

In the **Lookup records** window, enter your company name and click the **magnifying glass** button to search for it. If it already exists, check the box next to it and click **Select**.

If your company is not found, click the **Cancel** button.
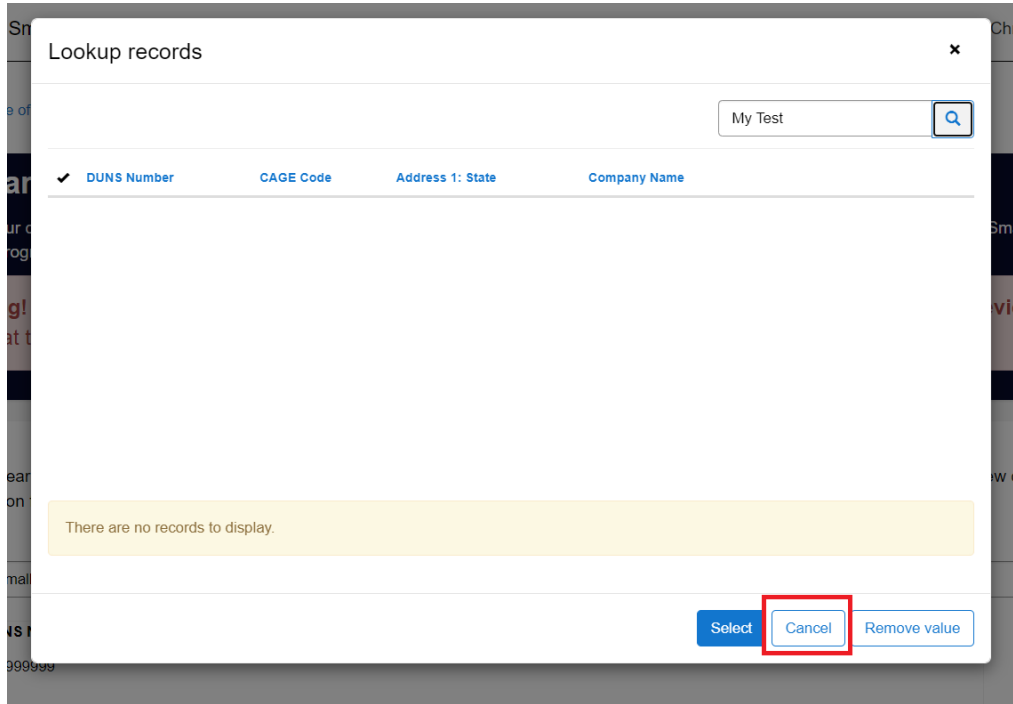
When the **Lookup records** window closes, choose whether your company was found to determine next steps. If your company was found, Select **Yes,** click **Next** and skip to the section **Update Company Profile** in this guide. If your company was not found, click **Next** to continue.

Next, complete your company profile. **Company Name**, **DUNS Number**, **CAGE Code**, **Primary NAICS**, and **State** are required. If your company does not currently have a DUNS number, use your internet browser to navigate to the following internet address to obtain one: https://www.dnb.com/duns-number/get-a-duns.html. When finished, click **Submit**.

Company Name *

Test Complany, LLC.

Company Website

DUNS Number *

333333333

Must be 9 numeric characters.

Capability URL

CAGE Code *

33333

Enter 5 alphanumeric characters.

General Company Email Address

Company Phone

Provide a telephone number

Primary NAICS *

336612

Fax

Facility Clearance Type

None

Street 1

Company Type

Small Business

Street 2

NIST SP 800-171 Assessment Completed

◉ No ○ Yes

Reference: DFARS clause 252.204-7020

City

State *

AK

ZIP/Postal Code

Submit

Next, add any additional **North American Industry Classification Systems (NAICS) Codes**, **Small Business Categories**, and set **Company Primary Contact**. You will not be able to upload **Capability Statements** until your company profile is linked to your account. When finished, enter the captcha code from the image and click **Next** to continue.

Additional NAICS Codes

<div align="right">Add Additional NAICS Codes</div>

NAICS Code ↑	Title

There are no records to display.

Small Business Categories

<div align="right">Add Small Business Categories</div>

Small Business Category ↑

There are no records to display.

Company Contacts

Primary Contact

| | ✖ | 🔍 |

Full Name ↑	Job Title	Business Phone	Email

There are no records to display.

Capability Statement(s)

Attachments

<div align="right">➕ Add files   🗂 New folder</div>

You don't have permissions to view these files and folders.

wQjjknr

Generate a new image
Play the audio code

[ ] **Enter the code from the image**

Previous   Next

Now that your company profile is registered, click the **magnifying glass** button.

Please search for your company below. If found, an opportunity to review and update information is next. If not found, you'll be direct to a new company registration form.

Search

Did you find your company?
⦿ No ○ Yes

Next

In the **Lookup records** window, enter the company name that you added and click the **magnifying glass** button to search for it. Check the box next to it and click **Select**.

When the **Lookup records** window closes, choose **Yes**, and click **Next** to continue to **Update Company Profile**.

Did you find your company?
⦿ No ○ Yes

Next

UPDATE COMPANY PROFILE

Take a moment to review / update your company profile. If you have just registered your company profile and need to add capability statements, you can do so now. When finished, click **Confirm** to continue to **Marketplace Opportunities**.

Company Name *
Test Complany, LLC.

Company Website

DUNS Number *
333333333

Capability URL

CAGE Code *
33333
Cage code must be 5 alphanumeric characters.

General Company Email Address

Company Phone
Provide a telephone number

Primary NAICS *
336612

Fax

Facility Clearance Type
None

Street 1

Company Type
Small Business

Street 2

NIST SP 800-171 Assessment Completed
◉ No ○ Yes
Reference: DFARS clause 252.204-7020

City

State *
AK

ZIP/Postal Code

Additional NAICS Codes

[Add NAICS Codes]

NAICS Code ↑	Title	
113110	Timber Tract Operations	⌄

Small Business Categories

[Add Socioeconomic Categories]

Small Business Category ↑	
Native American Owned	⌄

Company Contacts
Primary Contact

[Create Contact]

Full Name ↑	Job Title	Business Phone	Email	
Chris Hettinger			chris.hettinger@appliedis.com	⌄

Capability Statement(s)
Attachments

[⊕ Add files] [🗀 New folder]
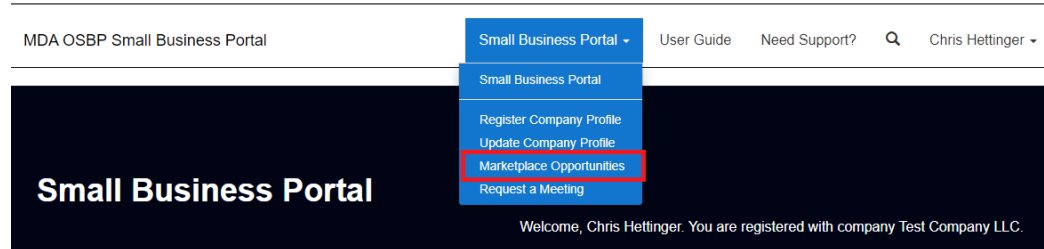
There are no folders or files to display.

9CBQFKX
Generate a new image
Play the audio code
Enter the code from the image

[Previous] [Confirm]

Once your company profile has been registered, you will be able to add Marketplace Opportunities. To do so, click **Marketplace Opportunities** in the navigation or on the Small Business Portal home page.

Take a few moments using the table at the top of this page to review available opportunities. Click on the **Opportunity Name** for details or choose the hyperlink to view the opportunity on SAM.gov. You will find a list of interested companies within each requirement with contact information to facilitate teaming arrangements to meet requirements.

MDA Requirements and Opportunities
Open contracting requirements and MDA Marketplace opportunities.

Click on the Opportunity Name for details or choose the hyperlink to view the opportunity on SAM.gov. You will find a list of interested companies within each requirement with contact information to facilitate teaming arrangements to meet requirements.

Search 🔍

Opportunity Name ↑	Solicitation Number	Link to Opportunity Listing	
Directors Vehicle Lease	HQ858-22-P-XXXX	https://sam.gov/opp/be46b7fb2b9d4fe6b25c362f681dda86/view	▾
DRAFT: Cybersecurity Compliance and Risk Management	HQ085822R0009	https://sam.gov/opp/69e4de8a9c844d468a53120b0e6c85d2/view	▾
FOLLOW-UP TO SOURCES SOUGHT TO DETERMINE POTENTIAL VENDORS FOR THREAT HUNTING FOR CYBER SECURITY ASSISTANCE TEAMS	MDADERFI19	https://beta.sam.gov/opp/7992f8eb68a442fcbd860cab1539e16a/view	▾
Ground-Based Midcourse Defense (GMD) System Integration Test and Readiness (SITR) HQ085622R0001 Amendment 0001	MDA21GMSPN11	https://sam.gov/opp/6b6ea0aa80dc4c50b31f0960ad1865c0/view	▾
HQ0852-22-R-0001 MDA C2BMC Foreign Military Sales (FMS) Cross Domain Solution (CDS)	HQ0852-22-R-0001	https://sam.gov/opp/380517198fe64b629982628f9b225d4c/view	▾
HQ0852-22-R-0001 MDA C2BMC Foreign Military Sales (FMS) Cross Domain Solution (CDS)	HQ0852-22-R-0001	https://sam.gov/opp/5454287466f84741b9471ef724ed04ff/view	▾
LRDR System Development and Hardware_Software Sustainment RFI	MDA22SNRFI01	https://sam.gov/opp/5e08d33fb06845ad9a69b45652fb231f/view	▾
MDA Industry Innovation Summit 2022		https://beta.sam.gov/opp/b6394f31676140a48c2d7eac604fa63d/view	▾
MDA TEAMS Next Request For Information	CS-2019-0002	https://sam.gov/opp/fb43215070c546e08f19be070b3e071c/view	▾
Missile Defense Agency (MDA) Mentor Protégé Program (MPP) Broad Agency Announcement (BAA)	HQ0860-22-S-0001	https://sam.gov/opp/cf95d202f46949faa3e2ba2fb6c0ec72/view	▾

< 1 2 3 >

When you are ready, scroll down and select which **Marketplace Opportunities** your company is interested in. Select a **Marketplace 1** category, add **Marketplace 2** infrastructure category(s), add **Marketplace 3** program area of support(s), and whether **Marketplace 4** is SBIR/STTR. If you would like to share your information with other registered small businesses looking for marketplace opportunities, chose **Opt-in**. When finished, click **Submit.**

Select opportunities of interest from each Marketplace below, as applicable.

You may choose to share your company information with other registered small businesses by opting in
○ Opt-in   ● Opt-out

Selected MDA Opportunities

[Select Marketplace Opportunity]

Opportunity Name ↑	Solicitation Number	Link to Opportunity Listing

There are no records to display.

Marketplace 1 - Support for Development, Production, Fielding and Sustainment of MDS

[🔍]

Marketplace 2 - IT and Infrastructure Support Services

[Add IT and Infrastructure Support Service(s)]

Infrastructure Category ↑

There are no records to display.

Marketplace 3 - Technical, Engineering, Advisory and Assistant Services (A&AS) – TEAMS-Next Requirements

[Add A&AS and/or Teams-Next Requirement(s)]

Program Area of Support ↑	NAICS	Size

There are no records to display.
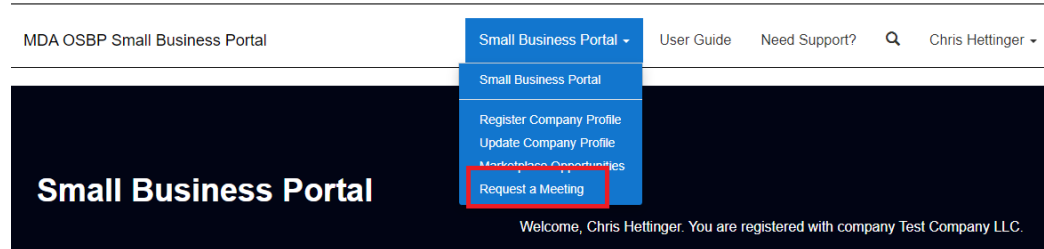
Marketplace 4 - SBIR/STTR
● No   ○ Yes

[Submit]

Your marketplace opportunities have been added to you company.

Submission completed successfully.	X

Once your company profile has been registered, you will be able to request a meeting. To do so, click **Request a Meeting** in the navigation or on the Small Business Portal home page.

Provide a **Subject** (Specify group or purpose, i.e., Capability Briefing, Mentor-Protégé Program) and **Description** (What do you wish to discuss? Add names and email addresses of additional attendees). Finally, enter the captcha code from the image and click **Submit**.

Request a Meeting with the MDA Office of Small Business Programs

MDA OSBP welcomes the opportunity to meet with you.

Submit the form below to request a meeting. A representative will reach out to you from the contact information in your profile.

Subject of Meeting *

Specify group or purpose, i.e., Capability Briefing, Mentor-Protégé Program

Description *

What do you wish to discuss? Add names and email addresses of additional attendees.

2PM8hcd

Generate a new image
Play the audio code

Enter the code from the image

Submit

Once submitted, a representative will reach out to you using the contact information in your profile.

Submit the form below to request a meeting. A representative will reach out to you from the contact information in your profile.

Submission completed successfully.   X

GLOSSARY

DUNS - Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

NAICS - The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.