

accounts, and pay merchants who accept the card.

The McAlester AAP Contracting Office generally does not purchase requirements estimated at \$3,000 or less. These purchases are usually made by individual GPC holders or the GPC clerk.

If you are interested in doing business with McAlester AAP or the Government in general for purchases under \$3,000, you will need to accept the VISA GPC card. If you do not already accept VISA and wish to find out how you can begin to participate in the Government's GPC program, contact your bank or other financial institutions that offer merchants the VISA card.

**FOR REQUIREMENTS ESTIMATED  
OVER \$3,000 BUT NOT EXCEEDING  
\$100,000**

The McAlester Contracting Office purchases almost all supply and service requirements and many construction requirements via Army Single Face to Industry (ASFI) at <https://acquisition.army.mil/asfi/>. In order to utilize this capability you MUST first register with the ASFI. Registration can be accomplished by clicking on ASFI Registration/Administration located on the ASFI website. Additionally, the ASFI has a secure Bid Response module. Compatible web browsers as well as necessary plugins required to view solicitations and submit bids on ASFI can be viewed here <https://acquisition.army.mil/asfi/plugins.cfm>

**FOR REQUIREMENTS ESTIMATED  
OVER \$100,000**

Requirements for the McAlester Contracting Office will be posted on the

ASFI website. Proposed contract actions for other Federal Government agencies can be found on the FedBizOpps website, which can be accessed at <http://www.fedbizopps.gov>

**VENDOR LISTS**

*Please DO NOT forward a Standard Form 129, Solicitation Mailing List Application, to the **McAlester Contracting Office**. Due to use of EDI, we no longer utilize vendor lists*

# DOING BUSINESS WITH....

---

## McAlester Army Ammunition Plant



McAlester Army Ammunition Plant  
Contracting Office SJMMC-PC  
1 C Tree Road  
McAlester, OK 74501-9002  
Phone (918) 420-6479  
Fax (918) 420-7391

(Julu 2007 Edition)

## HOW TO GET STARTED

McAlester AAP is ready to do business, on a competitive basis, with competent firms that can supply the products or services it needs. Defense purchasing activities are particularly interested in establishing contacts with small business firms, small disadvantaged business firms, women-owned small business firms and veteran-owned small business firms.

Interested firms must help themselves by learning how DOD conducts its business, and seeking out those military purchasing offices that buy the products and services they can supply.

Actually, there are few differences between your commercial business and selling your products or services to the various DOD organizations. Basic principles followed in selling within the commercial business field generally apply in dealing with DOD. Two principles appropriate in establishing and keeping a working relationship with military purchasing activities are:

- Learn both the needs and the buying practices of your potential customer.
- Follow leads on where buying is done, and seek sales opportunities throughout DOD.

This brochure is intended to provide firms that have little or no experience in selling to DOD with basic information about how DOD conducts its business, and with specific information for locating sales opportunities.

## DOD CONTRACTING PRINCIPLES AND PRACTICES

The basic contracting rules for all Federal Government agencies are set forth in the Federal Acquisition Regulation (FAR). Additional rules unique to DOD are set forth in the DOD FAR Supplement (DFARS). These publications can be reviewed at any DOD purchasing or contract administration office, at any Small Business Administration (SBA) office, and at many local libraries (where they are known as Chapters 1 and 2 of Title 48 of the Code of Federal Regulations). The FAR and DFARS are also available on numerous world wide websites, including the OSD SADBUs website (<http://www.acq.osd.mil/sadbu>) under "Links". To be a successful Defense contractor, you must have a working knowledge of both of these regulations.

### DOD CENTRAL CONTRACTOR REGISTRATION (CCR)

All contractors that desire to do business with the Department of Defense (DOD) must register in the Central Contractor Registration (CCR) program. Registration confirmation takes approximately 30 days by mail or 24 hours online so it is very important that you *Register NOW*. Follow these steps to get registered:

- 1 Know your DUNS number! Call D&B at 866-705-5711 if you do not have a DUNS number.
- 2 Go to CCR's homepage at <http://www.ccr.gov>
- 3 Click on "Register in CCR".
- 4 This will go to the CCR Registration screen and click New.

5 When prompted, enter your DUNS number. Click "Submit".

6 Provide all mandatory information and any applicable optional information. Mandatory information is marked in green with a \* next to them.

7 Click "Validate/Save" when finished entering all your information on each page.

*Your registration should become active within 24 hours of completion. If you have questions regarding your registration please contact our CCR Assistance Center at 1-888-227-2423.*

### FOR REQUIREMENTS ESTIMATED AT \$3,000 OR LESS

The Government Purchase Card (GPC) program was primarily designed to streamline the Government's acquisition of goods and services valued at The International Merchant Purchase Authorization Card program was primarily designed to streamline the Government's acquisition of goods (\$3,000) and services (\$2,500). The program enables personnel outside of contracting offices to make purchases using the GPC. The program also provides advantages to merchants who accept the GPC card because it cuts down on paperwork and expedites payments to them.

The GPC program is Government-wide. The GPC is a VISA card. This card is uniquely designed so that it will not be confused with personal credit cards. The card bears the Great Seal of the United States of America, For Official US and Government Purchases Only. U.S. Bank holds the current General Services Administration (GSA) contract to issue cards to Government employees, maintain