

■ **Jet Propulsion Laboratory (JPL)**

**Martin Ramirez**, Small Business Specialist  
Tel: (818) 354-6093; Fax: (818) 393-1746  
*martin.m.ramirez@jpl.nasa.gov*

**Mary Helen Ruiz**, Small Business Specialist  
Tel: (818) 354-7532; Fax: (818) 393-1746  
*maryhelen.ruiz@jpl.nasa.gov*

■ **Johnson Space Center (JSC)**

**Monica Craft**, Small Business Specialist  
Tel: (281) 483-4134; Fax: (281) 483-4326  
*monica.f.craft@nasa.gov*

**Cheryl Harrison**, Small Business Specialist  
Tel: (281) 483-3734; Fax: (281) 483-4326  
*cheryl.a.harrison@nasa.gov*

**Charles Williams**, Small Business Specialist  
Tel: (281) 483-5933; Fax: (281) 483-4326  
*charles.t.williams@nasa.gov*

■ **Kennedy Space Center (KSC)**

**Larry Third**, Small Business Specialist  
Tel: (321) 867-7357; Fax: (321) 867-7999  
*larry.m.third@nasa.gov*

■ **Langley Research Center (LaRC)**

**Vernon Vann**, Small Business Specialist  
Tel: (757) 864-2456; Fax: (757) 864-8541  
*a.v.vann@larc.nasa.gov*

■ **Marshall Space Flight Center (MSFC)**

**David Brock**, Small Business Specialist  
Tel: (256) 544-0267; Fax: (256) 544-5851  
*david.e.brock@nasa.gov*

■ **NASA Management Office—JPL**

**Angel Castillo**, Small Business Specialist  
Tel: (818) 354-1585; Fax: (818) 354-6051  
*angel.a.castillo@jpl.nasa.gov*

■ **NASA Shared Services Center (NSSC)**

**Sandra Presnell**, Small Business Specialist  
Tel: (228) 813-6172; Fax: (228) 813-6301  
*sandra.l.presnell@nasa.gov*

■ **Stennis Space Center (SSC)**

**Michelle M. Stracener**, Small Business Specialist  
Tel: (228) 688-1720; Fax: (228) 688-1141  
*michelle.m.stracener@nasa.gov*

**IMPORTANT WEB SITES**

**NASA Main Web Site**  
*http://www.nasa.gov*

**NASA Office of Small Business Programs**  
*http://osbp.nasa.gov/*

**NASA Procurement Web Site**  
*http://www.hq.nasa.gov/office/procurement/*

**NASA Acquisition Internet Service**  
*http://prod.nais.nasa.gov*

**E-mail Notification of NASA Solicitations**  
*http://prod.nais.nasa.gov/cgi-bin/nens/index.cgi*

**NASA Acquisition Forecast**  
*http://prod.nais.nasa.gov/cgi-bin/nais/forecast.cgi*

**Federal Supply Class**  
*http://www.dlis.dla.mil/h2*

**North American Industry Classification System**  
*http://www.census.gov/naics*

**Central Contractor Registry**  
*http://www.ccr.gov/*

**Federal Business Opportunities**  
*http://www.fedbizopps.gov/*

**Federal Acquisition Regulations (FAR)**  
*http://farsite.hill.af.mil/*

**General Services Administration**  
*http://www.gsa.gov*

**Procurement Technical Assistance Centers**  
*http://www.dla.mil/db/procurem.htm*

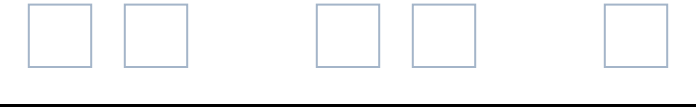
**Federal Procurement Data System NG**  
*https://www.fpds.gov*

**Electronic Subcontracting Reporting System**  
*http://www.esrs.gov*

**Past Performance Information Retrieval System**  
*http://www.ppirs.gov*

**Subcontracting Opportunities (SUB-Net)**  
*http://web.sba.gov/subnet*

**Department of Defense Office of Small Business Programs**  
*http://www.acq.osd.mil/osbp*



# HOW TO DO BUSINESS WITH NASA

National Aeronautics and Space Administration  
**NASA Headquarters**  
300 E Street SW  
Washington, DC 20546

Office of

## SMALL BUSINESS PROGRAMS



### 1. Identify your product or service

Know the Federal Supply Class or Service (FSC/SVC) codes and North American Industry Classification System (NAICS) codes for your products or services.

### 2. Register your business

- Obtain a Dun and Bradstreet Unique Number System (DUNS) number.
- Register with Centralized Contractor Registration (CCR/PRO-Net).

### 3. Identify your target market within NASA

- Identify what each NASA Center procures.
- Contact the Small Business Specialist(s) (SBS) located at each NASA Center for assistance on how to do business with that particular NASA Center.
- Refer to the Federal Technical Data Solutions (FedTeDS), which is an online system that Federal agencies use to share technical data with approved business partners.
- Follow the NASA Acquisition Forecast.

### 4. Identify current NASA procurement opportunities

Identify current procurement opportunities in your product or service area by checking the Federal Business Opportunities Web site or the NASA Procurement Web site. Doing so can assist you in identifying NASA requirements and allows for e-mail notifications of released requirements.

### 5. Familiarize yourself with NASA contracting procedures

Be familiar with Federal Acquisition Regulations (FAR) and the NASA Federal Acquisition Regulation Supplement.

### 6. Investigate Federal Supply Schedule contracts

Contact the General Services Administration (GSA) for information on how to obtain a Federal Supply Schedule (FSS) contract. Many NASA purchases are, in fact, orders on FSS contracts.

### 7. Seek additional assistance as needed

- Request training and counseling on marketing, financial, and contracting issues at minimal or no cost from Procurement Technical Assistance Centers (PTAC). PTACs are located in most states and are partially funded by the Department of Defense (DOD) to provide small business concerns with information on how to do business with DOD and other Government agencies.
- Consult with the Small Business Administration's (SBA) Procurement Center Representatives (PCR). SBA provides each of NASA's Centers with a liaison.

### 8. Explore subcontracting opportunities

Obtain information on subcontracting opportunities through SBA's SUB-Net. Solicitations or notices are posted by prime contractors. NASA's list of prime vendors is located on the NASA Office of Small Business Programs Web site.

### 9. Investigate NASA Small-Business Programs

Explore other small-business programs, such as the NASA Mentor-Protégé Program, the Small Business Innovative Research Program, and the Historically Black Colleges and Universities and Minority Institutions Program. Information on these and other programs is available on the NASA Office of Small Business Programs Web site.

### 10. Market your firm well!

After you have identified your customers, researched their requirements, and familiarized yourself with NASA procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to the NASA Centers that buy your products or services. Realize that, as with you, their time is valuable. If the match is a good one, you can provide them with a cost-effective, quality solution to their requirements.

## NASA Small Business Specialist Personnel

### ■ NASA HQ

**Glenn Delgado**, Assistant Administrator  
Tel: (202) 358-2088; Fax: (202) 358-3261  
[smallbusiness@nasa.gov](mailto:smallbusiness@nasa.gov)

**Eleanor N. Chiogioji**, Program Manager  
Tel: (202) 358-2088; Fax: (202) 358-3261  
[smallbusiness@nasa.gov](mailto:smallbusiness@nasa.gov)

**David B. Grove**, Program Manager  
Tel: (202) 358-2088; Fax: (202) 358-3261  
[smallbusiness@nasa.gov](mailto:smallbusiness@nasa.gov)

**Richard L. Mann**, Program Manager  
Tel: (202) 358-2088; Fax: (202) 358-3261  
[smallbusiness@nasa.gov](mailto:smallbusiness@nasa.gov)

■ **Ames Research Center (ARC)**  
**Lupe Velasquez**, Small Business Specialist  
Tel: (650) 604-4522; Fax: (650) 604-4646  
[lupe.m.velasquez@nasa.gov](mailto:lupe.m.velasquez@nasa.gov)

**Christine Munroe**, Small Business Specialist  
Tel: (650) 604-4695; Fax: (650) 604-4646  
[christine.l.munroe@nasa.gov](mailto:christine.l.munroe@nasa.gov)

■ **Dryden Flight Research Center (DFRC)**  
**Robert Medina**, Small Business Specialist  
Tel: (661) 276-3343; Fax: (661) 276-2904  
[robert.medina-1@nasa.gov](mailto:robert.medina-1@nasa.gov)

■ **Glenn Research Center (GRC)**  
**Timothy Pierce**, Small Business Specialist  
Tel: (216) 433-2147; Fax: (216) 433-5489  
[timothy.c.pierce@nasa.gov](mailto:timothy.c.pierce@nasa.gov)

■ **Goddard Space Flight Center (GSFC) and HQ Acquisition Branch**  
**Rosa Acevedo**, Small Business Specialist  
Tel: (301) 286-7972; Fax: (301) 286-0237  
[rosa.e.acevedo@nasa.gov](mailto:rosa.e.acevedo@nasa.gov)

**Gilberto DelValle**, Small Business Specialist  
Tel: (301) 286-8136; Fax: (301) 286-3041  
[gilberto.delvalle-1@nasa.gov](mailto:gilberto.delvalle-1@nasa.gov)

**Jennifer D. Perez**, Small Business Specialist  
Tel: (301) 286-4356; Fax: (301) 286-3041  
[jennifer.d.perez@nasa.gov](mailto:jennifer.d.perez@nasa.gov)