

# Small Business Programs (OSBP) where small business makes a big difference



#### NASA Vendor Database Overview and Presentation

Reaching High: Aerospace Business Matchmaker

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# Purpose of the NASA Vendor Database

The NVDB allows representatives from both small and large vendors who wish to do business with NASA to:

- Post capability briefs
- Receive e-mail updates regarding:
  - Sources Sought Notices
  - Requests for Information (RFIs)
  - Requests for Proposals (RFPs)
  - Office of Small Business Programs (OSBP) newsletter
  - Outreach Events

#### Benefits

- To NASA:
  - Market Research
  - Expanding knowledge of Agency opportunities to vendors
  - Assist Agency in meeting socioeconomic goals

- To Vendor:
  - Agency-wide visibility
  - Vendor-to-vendor access
  - Agency and Center notifications
    - Procurements
    - Events
    - News
    - Surveys

### Access the NVDB

- Go to <a href="http://www.osbp.nasa.gov">http://www.osbp.nasa.gov</a>
- Navigate to the "How to do business with NASA"
   Menu
- Select "NASA Vendor Database"

Or visit
 <a href="https://osbp.nasa.gov/vendor\_database.html">https://osbp.nasa.gov/vendor\_database.html</a>

### Accessing/Creating Vendor Accounts



How to Do Business with NASA > NASA Vendor Database

OSBP Vision and Mission

How To Do Business with NASA

- Doing Business with NASA (10 Steps)
- NASA Acquisition Forecast
- About NASA Centers
- Center Locations
- NASA Vendor Database
- Small Business Resources

**Business Development and** Technology

Small Business Programs

Outreach

Awards and Achievement

Contact Us

Locate a Small Business Specialist



#### NASA Vendor Database

Welcome to the NASA Vendor Database (NVDB). This database is open to all vendors, both large and small, who wish to do business with the National Aeronautics and Space Administration. As company representatives, vendors can post capability briefs in any format and sign up for e-mail messages on Source Sought Notices, the NASA Office of Small Business Programs Newsletter, Requests for Information (RFIs), or Requests for Proposals (RFPs).







Click here to register

Registered users login here

# Before You Register

- Data Universal Numbering System (DUNS)
  - Have your DUNS number available during the registration process
  - Visit <a href="https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number">https://www.sba.gov/contracting/getting-started-contractor/get-d-u-n-s-number</a> for more information
- System for Award Management (SAM)
  - Verify and update as needed vendor information in SAM
  - NVDB receives automatic updates from SAM nightly

## Registration: Account Creation



#### Welcome!

#### NEW! NEW! NEW!

The subcontracting module is now available as a separate record for registrants. After you register for your basic NVDB account (below) click on the "Subcontractor Details" tab and click yes to join.

#### Don't have an account?

The registration process consists of 4 easy steps:

- · Create a Vendor Login
- · Search the SAM database for your company's information
- Verify the SAM information
- Subscribe to OSBP emails

Create Account

#### Existing users

Log in to manage your vendor record or email subscriptions

If you have forgotten your password you can request a new password

SAM last updated at 05/20/2018 11:00:33

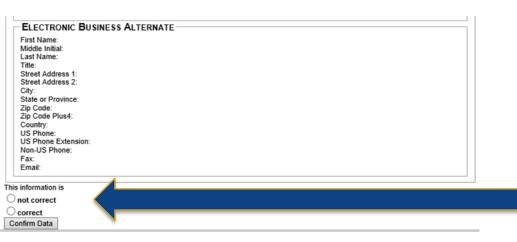
- Select "Register for the NASA Vendor Database."
- Click the "Create Account" button, then enter your username and e-mail address.
- You will receive two separate emails containing your username and password, respectively.
- Using your new username and password (we recommend that you cut and paste), you may now enter the NVDB. (Note: Quotation marks are not a part of the password.)

# Registration: Profile Update



 Upon entering the NVDB, you will be prompted to update your password.

# Registration: Vendor Record Management



- Verify that company data on the System for Award Management (SAM) has transferred by selecting "Correct" at the bottom of page and clicking
   "Confirm Data".
- If the information is not correct, you must update the information in SAM, not NVDB. NVDB is updated daily from SAM.
- Upload the relevant company information (e.g., capability brief).

# Subcontracting Module

- The subcontracting module is useful tool that is available as a separate option for registrants.
- By joining the subcontracting module, prime contractors can find subcontracting partners.
- For firms, colleges, and universities looking for subcontracting opportunities, this module provides a potential list of NASA partners. As with the regular NVDB, the subcontracting module is open to both large and small companies. Both current and new registrants must opt in to join the module.

# Registration: Vendor Record Management



Manage My Vendor Records

It doesn't look like you've entered your company's data before.

What is your business's DUNS number?

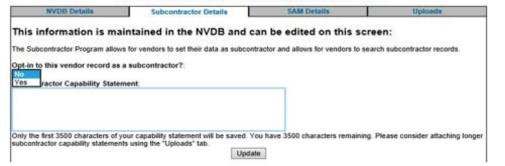
Retrieve your company's information from SAM



Your company's SAM data is now registered with us. Please use the form below to let us know more about your company.

Manage My Vendor Records

Please do not post proprietary information to the NASA Vendor Database.



- Click "Vendor," then "Manage My Vendor Record."
- Enter your company DUNS number.
- After registering in the NVDB, log into your account, open "Manage My Vendor Record."
- Click on the second tab, "Subcontractor Details."
- Select "Yes" in the drop down menu to join.
- Fill in the capabilities text box.
- Click Update

## **Subcontractors Search Criteria**

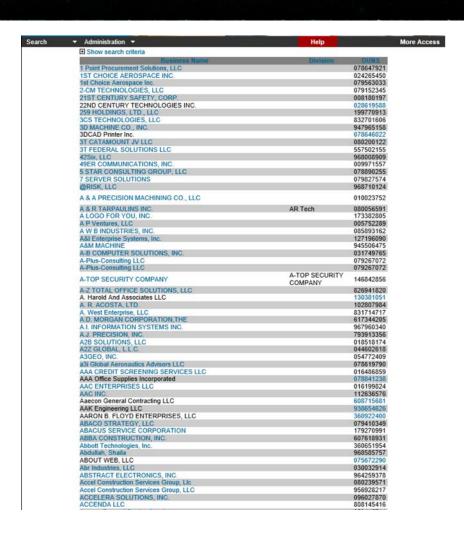
The "key word" search searches within the data fields below for subcontractor(s) only. Any data in these fields containing the "key word" value will be displayed.

- Business Name
- Division Name
- NASA Business Category
- DUNS Number
- DUNS Matching List
- NAICS Number
- NAICS Category
- NAICS Codes
- CAGE Code
- City
- State/Province
- Zip Code

Both registered NVDB
Subcontractor Module
users and NASA
Employees can search
the Subcontractor
Database.

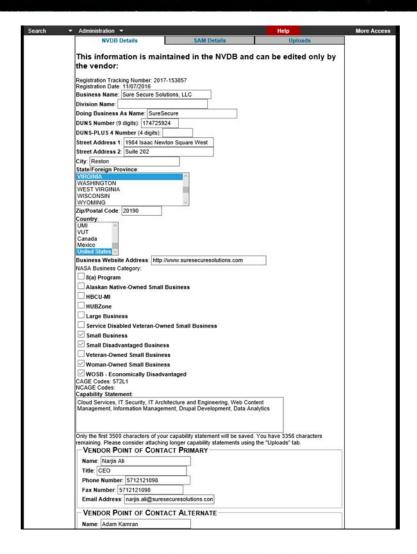


### Subcontractor Search Results



- After entering search parameters, select a subcontractor from the generated list.
- Some companies
   have multiple entries,
   in which case you'll
   click on the "DUNS"
   link before the
   "Business Name"

# **Subcontractor Company Data**



Information displayed for subcontractors/vendors includes subcontractor/vendorentered data pulled from the System for Award Management (SAM), and uploaded capability statements, if provided.

# Vendor Record Management



Welcome to the NASA Vendor Data Base (NVDB). This database is open to all vendors, both large and small, who wish to do business with the National Aeronautics and Space Administration. As representatives of their companies, they can post their capability briefs in any format, sign up for email messages that will give them information on Source Sought Notices, Requests for Information (RFI) or Request for Proposals (RFP). The database does not limit the number of representatives for each company.

The database is refreshed each year by asking the vendor's representatives to check their company's profile and update their capability brief. This ensures that you have the latest company information upon which to base your decisions.

The NVDB is not meant to replace FEDBIZOPS or the SAM but to augment them with a database of vendors that have expressed a desire to do business with NASA. For those NASA Employees it is still incumbent on you to use FEDBIZOPS, SAM, and other methods when you are doing your market research.

This database is used by all NASA employees for market research, communication, and educating the NASA industrial base about your requirements. If you wish to send an email please contact your Center Small Business Specialist for further information.



- To Opt-Out of NVDB Emails, select:
  - Administration
  - Manage Email
  - Opt-Out from NVDB E-Mails
  - Enter your e-mail address
  - Select "Please Remove Me"

### Don't Get Left Behind

- Your NVDB password is getting old:
  - Password update: A password must be changed every 60 days. It must be at least 12 characters in length and satisfy two of these three conditions:

Contain an uppercase character Contain a special character Contain a number

- Subscription renewal:
  - When requested, renew your subscription annually. If you have forgotten your password, just request another. Remember that your username is your e-mail address.
- Locked accounts:
  - Send password reset requests to <u>smallbusiness@nasa.gov</u>. Be sure to include your first & last name, company name, and DUNS number in your email.

# Questions



### **Contact OSBP**

#### **NASA Office of Small Business Programs**

Tel: (202) 358-2088

**Point of Contact:** 

Truphelia M. Parker, Program Specialist

E-mail: <a href="mailto:smallbusiness@nasa.gov">smallbusiness@nasa.gov</a>

Website: <a href="https://www.osbp.nasa.gov">www.osbp.nasa.gov</a>

NASA Vendor Database:

https://vendors.nvdb.nasa.gov