

Naval Air Systems Command Office of Small Business Programs

Guidance to Industry

Welcome to the Naval Air Systems Command (NAVAIR) Office of Small Business Programs (OSBP) located at Naval Air Station, Patuxent River, MD. Our mission is to enable the Warfighter with creative solutions brought to them through small business. We are advocates for NAVAIR's strategic priorities: current readiness, future capability and people. Achieving these priorities requires the entrepreneurial skills of small and large businesses. We strive to ensure that the creative talents of small business are nurtured and sustained in defense of freedom.

You are receiving this guidance sheet so that you may properly prepare for a meeting with one of our Small Business Deputies. The general office number is (301) 757-9083 and our website address is www.navair.navy.mil/osbp. We look forward to learning more about your company, as well as, helping you to better understand NAVAIR/NAWCAD Patuxent River and how to potentially do business with us.

Administrative Information

1. Please fill out the attached Base Access Request Form so that you may gain entry to the base, and our building. Please completely fill out the form and return it no later than **five working days prior** to your scheduled meeting.
2. Directions to the OSBP Office: The OSBP is located in Building 505. From Gate 2, keep straight on Cedar Point Road for approximately one mile. As you drive along, you will cross two traffic signals. After the second traffic signal, move into the left lane where you will cross an aircraft Taxiway "A." Immediately after the taxiway, make a left onto Millstone Road (the Marine Aviation Detachment is on the corner). After approximately 0.1 mile you will see a reddish brown brick building (Building 505) on your left. You may park in any open space. Once you enter the building, proceed to our office administrator.
3. Please be advised, that as the OSBP for this command, we are your liaison. Unless you are contacted by a NAVAIR/NAWCAD technical point of contact, any and all communication will be through our office.

Meeting Preparation and Guidance

1. Please try to bring no more than three people from your company to the meeting.
2. The OSBP does not offer any audio visual support for your presentation. Hard copy briefs are encouraged.
3. Please provide no more than three discussion topics that you would like to cover at your 30-minute informational meeting with the OSBP.
4. **Company Data Sheet:** Please provide a 1-3 page data sheet about your company and services. This should be a simple, easy to understand Microsoft Office document that makes your company stand out and should include the following: company name, address, phone and fax numbers, email address, website; how does the mission of your organization relate to Naval Aviation; describe your products or services; are your products commercially available; what intellectual property rights apply; is your product currently utilized with or on any other DoD, government, or commercial platform; describe the maturity of your product; quantitative data on product performance; small business certifications, current U.S. Government contract vehicles, and North American Industry Classification Codes (NAICS). This document will be reviewed by government engineers, logisticians, and/or other personnel as applicable.
5. If you have completed a Central Contractor Registration (CCR), please provide a copy. If you would like to register, please visit this website: www.ccr.gov.



6. Please provide all of the above requested information no later than **five working days prior** to the meeting. OSBP POC is denise.saunders@navy.mil

Feedback

Any feedback you receive about your company's products or services beyond this meeting will come to you in written form from the OSBP. Meeting with a member of the OSBP or other NAVAIR representative shall not be construed as an endorsement of your product or services. While we appreciate the effort and resources used to prepare for this meeting, NAVAIR is not liable for any costs associated with the preparation of your presentation or to attend this meeting or any future meetings. Furthermore, this opportunity to meet with a NAVAIR representative does not obligate NAVAIR to purchase your services or goods at this time or in the future.

Please sign below, acknowledging that you have read and understand this guidance sheet. Please return a signed copy of this document no later than five working days prior to the meeting.

Company Name: _____

Signature: _____ **Date:** _____