



Where Government Contracting Starts




Supersize Your SBA Profile

Highlighting your SBA SBS profile to the best advantage

Jody King, Assistant Director, Alaska APEX Accelerator
September 30, 2025

Anchorage: 1901 Bragaw Street Suite 199 • AK 99508 P: 907-786-7258
Fairbanks: P: 907-450-8979
www.apexalaska.org


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Where Government Contracting Starts


Webinar Housekeeping

Thank you for joining today!





Just a few notes:

- The webinar is being recorded 
- Recording will be posted on our website
- Handouts are available on the GoToWebinar toolbar
- Please ask lots of questions!!
 - Enter in the Questions box or
 - Raise your hand for an open mic



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Today's Agenda

- ❖ DSBS to SBS – What is it?
- ❖ How to access your SBA profile
 - Via SAM.gov
 - Via SBA Small Business Search website
- ❖ Tips & Tricks to make the most of your profile
 - Page by page review
 - Discussion on References
- ❖ When & Why update your profile
- ❖ Demonstration on using the SBS search features



What is the SBS?

- ❖ The Dynamic Small Business Search website was rebranded as the Small Business Search on August 1, 2025 with a new website.
- ❖ The SBS, is a database that helps contracting officers identify contractors for potential opportunities. This tool is managed by the SBA (Small Business Administration) and is essentially a search engine for finding small businesses.
- ❖ Benefits of regularly updating your SBS profile:
 - Federal Procurement Officers primary tool to conduct market research and confirm eligibility for SBA's procurement preference programs (set-asides)
 - Great tool to identify business enterprises by socioeconomic designation
 - Generate "client lead" lists
 - Identifying business enterprises by industry and other classifications
 - Teaming arrangement leads
 - Custom searching and sorting by capabilities
 - Passive marketing of past performance

Accessing from SAM.gov

The screenshot shows the SAM.gov 'Register Entity' page. On the left sidebar, under 'Small Business Certification', the 'SBA Profile' link is highlighted. A large red 'X' icon is overlaid on the page, with a hand pointing to the 'SBA Profile' link. The main content area displays 'SBA Supplemental' information, including a 'Page Description' and instructions on how to register or update an SBA profile. The page also shows a 'Back to Workspace' button and a 'Register or Update SBA Profile' button at the bottom.

<https://sam.gov/>


SBA Supplemental
KING JODY L
Unique Entity ID: KVGBPX7GWHB5 CAGE Code: 7NYU6

Page Description
ATTENTION SMALL BUSINESSES: Do you want to further promote your business? The Small Business Administration (SBA) offers a government website called the Dynamic Small Business Search (DSBS). Government contracting/purchasing officials use DSBS in their market research to find viable small businesses. DSBS collects and provides supplemental information about your company including past work performance, socioeconomic designations, and capabilities statements; information that could reduce the selection process time. Federal procurement officials use this information to find small businesses to include in their subcontracting plans.


Register or Update Your Firm's SBA Profile in the Dynamic Small Business Search (DSBS)

- Who should complete an SBA Profile in the DSBS?
 - REQUIRED: Firms applying for certification as HUBZone, 8(a) Business Development, or 8(a) Joint Venture Program or self-certifying as WOSB or EDWOSB must complete the SBA Supplemental Pages to register or update their SBA Profile.
 - OPTIONAL: We highly recommend all small businesses complete the SBA Supplemental Pages to register or update their SBA Profile.
- How do I complete an SBA Profile in the DSBS?
 - Select Register or Update SBA Profile on the left sidebar and take you directly to the SBA Supplemental Pages for your entity. Please remember to come back to this page to complete and submit your entity registration.
- How do I know if my entity gets an SBA certification?
 - SBA will notify SAM if and when your entity is certified. SAM will send an e-mail to your entity's administrator when the SBA sends the confirmation.
 - If your entity is added to the 8(a) or 8(a) Joint Venture Program, the General Information page will be updated. You will be instructed to review the changes found on the General Information page and to re-certify to your entity's small business status.
 - If you are added to the HUBZone Program, the Representations and Certifications portion of your entity's registration will be updated. You will be instructed to review the changes and re-certify to your entity's small business status.

SBA.gov Register or Update SBA Profile



Accessing from SBA Connect


CONNECT

[Home](#)
[Dashboard](#)
[Profile](#)
[Access](#)
[Reports](#)
[Help](#)
[Sign Out](#)

Signing!


Boots to Business Management Portal

Access to SBAConnect does not include access to the B2B-MS. The B2B-MS is used for the management of the Boots-to-Business series of classes and is only used by the Veterans Business Development (OVBD) personnel and those specifically approved. If you require access to the B2B-MS to manage classes please contact the Boot-to-Business Desk at boots-to-business@sba.gov


SBIR

SBIR

<https://connect.sba.gov/Home/Index>




Signing In


Small Business Search

[Get help](#)
[Sign in](#)

Small Business Search Notifications

- The only legitimate SBA phone number related to Certifications is 1-866-443-4110. "Certify.us" is not affiliated with SBA. SBA will not demand documents or information by email related to this Small Business Search (SBS) website, including capability statements. SBA will not charge a cost for Small Business Search (SBS) content or profile management.
- Effective August 1, 2025, VOSB and SDVOSB joint venture designations will no longer be reflected in SBS. [Click here to learn more.](#)



Find the right small businesses fast.

Small businesses everywhere are seeking federal contracts.
Find the ones that meet your agency's needs right now.

[Quick Search](#)

[Or, skip directly to search filters →](#)

<https://search.certifications.sba.gov/>

Sign in


Create an account and log in to claim ownership of your small business and update your business profile information.

[Log in as a business owner](#)

Federal government users

If you're a federal government employee, log in with your MAX.gov account to see more information about businesses when searching.

[Log in with MAX.gov](#)



Where Government Contracting Starts

Don't Have a SBA Account

1. Sign in

Sign in

Create an account and log in to claim ownership of your small business and update your business profile information.

[Log in as a business owner](#)

How to Log in / Sign Up

2.

If you have a MySBA Loan Portal or Veteran Certifications account, use that existing email and password.

If you are new to MySBA, you must sign up to create a new account. Simply, click the sign up link.

How to Log in / Sign Up

Log In

Enter email address

This is a U.S. Small Business Administration federal government computer system that is for official use only. This system is subject to monitoring and anyone using it expressly consents to such monitoring. Individuals found performing unauthorized activities may be subject to disciplinary action including criminal prosecution. By registering, you consent to the collection process and storage of your information and agree to SBA.gov policies, disclaimers and terms of service.

☐ I agree to the terms and conditions of use

[NEXT](#)

Don't have an account? [Sign up](#)

Need Help: Access [customer support](#) to address your login or sign-up questions.

How to Log in / Sign Up

If you have a MySBA Loan Portal or Veteran Certifications account, use that existing email and password.

If you are new to MySBA, you must sign up to create a new account. Simply, click the sign up link.

3. Sign up

First name

Last name

Email

Country of Residence

Select an Option


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☐ I agree to the terms and conditions of use

[SIGN UP](#)

Already have an account?

Need Help: Access [customer support](#) to address your login or sign-up questions.



Where Government Contracting Starts

Log in With Existing SBA Account

1. Sign in

Sign in

Create an account and log in to claim ownership of your small business and update your business profile information.

[Log in as a business owner](#)

How to Log in / Sign Up

2.

If you have a MySBA Loan Portal or Veteran Certifications account, use that existing email and password.

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☐ I agree to the terms and conditions of use

[NEXT](#)

Don't have an account? [Sign up](#)

Need Help: Access [customer support](#) to address your login or sign-up questions.

3. Verify with your password

Verify with your password

password

[VERIFY](#)

Forgot password?

Verify with another email

[Back to sign in](#)

Need Help: Access [customer support](#) to address your login or sign-up questions.

4. Get a verification email

Get a verification email

Send a verification email to ****@.com by clicking on "Send me an email"

[SEND ME AN EMAIL](#)

[Back to sign in](#)

Need Help: Access [customer support](#) to address your login or sign-up questions.

5.

Hi Jody,


You have requested an email link to sign in to Certify285. To finish signing in, click the button below or enter the provided code. If you did not request this email, please contact an administrator at MySBA_Account@sba.gov.

[Sign in](#)


This link expires in 15 minutes.

Can't use the link? Enter a code instead: 361326

This is an automatically generated message by SBA. Replies are not monitored or answered.



Verifying Existing Account(s)



MySBA

One login for multiple SBA programs

The SBA is dedicated to protecting your data. The steps required to register and sign in are necessary to ensure your information will stay safe with us.

Having Trouble Signing In?
Contact our Support: clb@sba.gov

- 1 Sign In
- Verification Options
- Verify Identity

Sign In

Sign in with your MySBA credentials to continue.
If you already have a Capital Access Financial System (CAFS) or Veteran Small Business Certification (VetCert) account, use those credentials to sign in.

Username * [Forgot Username](#)

Password * [Forgot your password?](#)

[Disclosures and Terms](#)

☐ I have read and understand the disclosures and agree to the terms of the SBA's terms of use.

[Sign In](#)

U.S. Small Business Administration | clb@sba.gov

Register Account

KING JODY L (KVGBPX7GWHB5)

[Home](#) [Messages](#) [Documents](#) [Profile Options](#)

[Invitation Code](#)

Applications

Initial Application: Primary Qualifying Owner

0 Days Left

8(a) Business Development

HUBZone

Service Disabled Veteran-Owned

Women-Owned

Expiration 01/26/2025


Application ID 7186

[Continue](#)

U.S. Small Business Administration | clb@sba.gov

1-866-443-4110 | certifications@sba.gov

[Accessibility](#)



Options After Signing In

[Small Business Search](#)

[Get help](#) [Jody King](#)

Small Business Search Notifications


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- Effective August 1, 2025, VOSB and SDVOSB joint venture designations will no longer be reflected in SBS. [Click here to learn more.](#)

Jody King

[Claim a business](#)

[Edit KING JODY L](#)

[Log out](#)



Find the right small businesses fast.

Small businesses everywhere are seeking federal contracts.
Find the ones that meet your agency's needs right now.

[Quick Search](#)

[Or, skip directly to search filters →](#)

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Where Government Contracting Starts

Claim A Business

Jody King

Claim a business

Edit KING JODY L

Log out

CLAIM!

Claim your business

Claim ownership of your small business(es) with your UEI, CAGE code, and TIN to edit and enhance your business profile page. You can claim all businesses associated with the same TIN at the same time.

Before claiming your business

- This process must be completed by the Primary Qualifying Owner of the business. A business may only be claimed by one account.
- Verify your business ownership with SAM.gov. Ensure your SAM.gov account is current and active.

For more details about claiming your business and to get help troubleshooting any errors, see the [Claim your business](#) section of the SBS help guide.

A red asterisk (*) indicates a required field.

Unique Entity ID (UEI) *

12 alphanumeric characters with no spaces.

eg: 0123456789XX

CAGE code

If you have multiple, enter any valid one. Must be 5 alphanumeric characters.

eg: X1234

Taxpayer Identification Number (TIN) *

9 numeric digits with no spaces or hyphens.

eg: 0112345678

Find this business

You will need:

- UEI
- CAGE Code
- Taxpayer ID (EIN or SSN)

Note: must match your SAM profile!

Claim your business

Claim ownership of your small business(es) with your UEI, CAGE code, and TIN to edit and enhance your business profile page. You can claim all businesses associated with the same TIN at the same time.

Before claiming your business

- This process must be completed by the Primary Qualifying Owner of the business. A business may only be claimed by one account.
- Verify your business ownership with SAM.gov. Ensure your SAM.gov account is current and active.

Businesses using this TIN have already been claimed

- If you claimed the business from another account, please log in to that account.
- If your business has other qualifying owners, please ensure that they have not already claimed the business. Each business can only be claimed once.
- If none of the above are true, contact our support team for assistance at [search@alaska.gov](#).

Close

Taxpayer Identification Number (TIN) *

9 numeric digits with no spaces or hyphens.

Find this business

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Where Government Contracting Starts

Updating Your Profile

1. Participation

Participation

Overview information

Organization & ownership

Certifications

NAICS codes

Service information

Export information

Performance history

Participation

Search results agreement

Small Business Search is the SBA's search engine for small businesses that have been registered in SAM.gov. Small business certifications by the HUBZone, Women-Owned Small Business, Economically Disadvantaged Women-Owned Small Business, Veteran-Owned Small Business, or Service-Disabled Veteran-Owned Small Business SBA programs are, by law, a matter of public record.

During SAM.gov registration, you opted out of this business appearing in public search results. To change this, [log in to SAM.gov and update your registration](#). Please note that SBA certification information will always be searchable within Small Business Search.

☐ Not searchable by the public

Contact information

These fields must be edited within SAM.gov. However, you can choose to hide them from public search results. Federal government users will still be able to see this information.

Phone number

907-xxx-xxxx

☐ Show my phone number in public searches
 ☒ Hide my phone number from public searches

Email address

name@email.com

☐ Show my email address in public searches
 ☒ Hide my email address from public searches

Address

☐ Show my address in public searches
 ☒ Hide my address from public searches

Fax number

☐ Show my fax number in public searches
 ☒ Hide my fax number from public searches

Save changes

Small Business Certification Statement

By submitting this form, I certify that:

- The business is a small business under the size standard(s) for the listed NAICS code(s) as provided under 13 C.F.R. Part 121;
- This small business, including its principals with primary management responsibilities, has not been debarred or suspended from furnishing materials, supplies or services to the Federal Government;
- The characteristics of the small business's ownership are accurately reflected in the System for Awards Management (SAM) profile;
- I have personally reviewed all of the information provided in the profile and believe that it is true and correct;
- I am aware that the Small Business Act provides severe penalties on parties who knowingly misrepresent their status as a "small business concern" in order to obtain for oneself or another certain Federal contracts and subcontracts. Such penalties include fines of not more than \$500,000 or imprisonment for not more than 10 years, or both; administrative remedies prescribed by the Program Fraud Civil Remedies Act of 1996 (31 U.S.C. 3801-3812); and suspension and debarment as specified in subpart 9.4 of title 48, Code of Federal Regulations (or any successor regulation)(see 15 U.S.C. 645 16(d)); and
- I am authorized to make this certification on behalf of this small business. A red asterisk (*) indicates a required field.

Certifier name

Jody King

Certification date

08/18/2025

Contact information updated successfully

Your profile updates are now reflected in search results

*Note: I've selected "hide" since my profile is only used for building training courses and I'm not actively pursuing contracts or subcontracts

7

Where Government Contracting Starts

Updating Your Profile

1. Participation

Contact information

These fields must be edited within SAM.gov. However, you can choose to hide them from public search results. Federal government users will still be able to see this information.

Phone number

907-xxx-xxxx

☐ Show my phone number in public searches

☒ Hide my phone number from public searches

Email address

name@email.com

☐ Show my email address in public searches

☒ Hide my email address from public searches

Fax number

☐ Show my fax number in public searches

☒ Hide my fax number from public searches

Save changes

Should you share or hide information?

Why hide contact information when the goal is to be contacted for contract opportunities?

MDBF-AMES1 JV, LLC		No active SBA certifications	BEN ENGLISH benglish@mallardduckbay.com	205 EAST BENSON, SUITE 111, ANCHORAGE, ALASKA 99503
MIDNIGHT SUN BUILDERS LLC		No active SBA certifications	MOLLY BLANKENSHIP The business owner has hidden this email address from public searches	The business owner has hidden this information from public searches
TIKIGAQ CONSTRUCTION, LLC		No active SBA certifications	JAMES DANIEL contracts@tikigaq.com	817 QALGIAVE, POINT HOPE, ALASKA 99766
R SQUARED CONTRACTING, INC.		WOSB EDWOSB	RACHAEL RIDGE Rachael@RSquaredAK.com	3662 E BRIANNE LN, WASILLA, ALASKA 99654

Where Government Contracting Starts

Updating Your Profile

2. Capabilities narrative

- Participation
- Overview information**
- Organization & ownership
- Certifications
- NAICS codes
- Service information
- Export information
- Performance history

Overview information

Capabilities narrative


Describe what your small business does in a short paragraph.

Capabilities narrative 0/1000

Type your capabilities narrative here

Save changes

- Free form text with 1000 character limit to create your narrative!
- Use key words to encourage the searcher to view your profile!
- Don't list data that can be pre-filtered by search criteria.
- Skip generalized company information – save it for your website.



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Updating Your Profile

Sample Capabilities narratives:

"Hubzone, EDWOSB/WOSB, State of AK DBE certified. 40 years history providing construction support, logistics, site prep and debris/environmental cleanup. Expertise in Rural operations. Goods & services for FEMA, BLM, FAA, DOT, Fish & Game, USPO, US Air Force"

"Delivering advanced technical services in Information Technology (IT), electronic security, program & analytical support, Information Operations (IO), strategic communications and administrative support."

"General Contracting, Cemetery Operations, Grounds Maintenance, Snow Removal, Plowing, Winter Sanding, **Janitorial**, Certified Pesticide Applicators, Landscape Technician Certified"

Location: AK - Alaska
SBA certifications
NAICS: 561720
Keywords
Business type
Last updated: Anytime


+ More filters
Clear filters

Searching for Janitorial Companies

There are **200** small businesses in AK, and designated small in NAICS code(s) **561720**.

Market Insights Sort: Random

Small business name	Capabilities narrative	Active SBA certifications	Contact person	Address
JACK'S CLEANING LLC	No narrative	WOSB SDWOSB	JACOB BAKER jbaker@assetsservices.com	600 W 41ST AVE STE 202A ANCHORAGE, ALASKA 99503
DLO'S CONTRACTING LLC	No narrative	No active SBA certifications	DANGELO BELTON belton1@dlocontracting.com	1433 26TH AVE, FAIRBANKS, ALASKA 99701
TEYA DIVERSIFIED SERVICES LLC	Teya Diversified Services, LLC provides comprehensive, best-value Fuel System Construction and Repair (including Fuel Pipelines, Storage Tanks, Distri...	WOSB	ANDY NEWTON andy.newton@teyacompany.com	101 E 9TH AVE STE 9B MS-07, ANCHORAGE, ALASKA 99501
ADVANCED BUILDING CLEANERS, LLC	No narrative	No active SBA certifications	JANICE LARSEN janhunlar@yahoo.com	356 MALLARD LN, DILLINGHAM, ALASKA 99576
CANETE LLC	Residential/General contractor with commercial experience including remodels, interior & exterior finishes, facilities support & maintenance, medical ...	WOSB SDWOSB	PIERO DE MARZO piero@canetelc.com	1200 E 76TH AVE STE 1217, ANCHORAGE, ALASKA 99518



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Updating Your Profile

3. Capabilities Statement

Capabilities Statement

Upload a PDF of your capabilities statement, or enter a url to a publicly available PDF file.

Capabilities Statement Link

Upload a file below, or enter the url to a file here

New!

Drag and drop to upload a file, or


[Browse files](#)

Maximum file size: 10MB

Supported file types: PDF

[Save changes](#)

Must enter full URL for a website from which your Capability Statement can be downloaded.



Where Government Contracting Starts

Updating your profile

4. Additional Website


Additional website

The SBA allows you to link to an additional website on Small Business Search, formerly labeled "E-Commerce Website."

Additional website

Save changes

- Must enter full URL



Where Government Contracting Starts

Updating Your Profile

5. Information from SAM

Errors found on this page must be corrected in the SAM.gov website.

Information from SAM.gov

The following items come from this small business's SAM.gov registration, and must be updated there.
[Log in to SAM.gov](#)

Business name

KING JODY L

Trade name ("Doing business as...")

Not Provided

Address

3 Example St

City, State Zip

Country code, congressional district, and metropolitan statistical area are calculated based on address, and will update if the address is updated in SAM.gov.

County code

020

Congressional District

00

Metropolitan Statistical Area

11260

Phone number

(000) 000-0000

Fax number

Not Provided

Email address

name@email.com

Contact person

JODY KING

CAGE Code

#####

Website

Not Provided

Year established

2016


Number of employees and average gross revenue are only visible to logged-in federal employee users.

Number of employees

1

Annual gross revenue

\$000



Where Government Contracting Starts

Updating Your Profile

6. Organization & ownership

- Participation
- Overview information
- Organization & ownership**
- Certifications
- NAICS codes
- Service information
- Export information
- Performance history

Organization & ownership

Principal owners

Principal owner #1 Remove

Name *

Title *

Save and add another

Save changes

Information from SAM.gov

The following items come from this small business's SAM.gov registration, and must be updated there.


[Log in to SAM.gov](#)

Entity structure

Sole Proprietorship

Business type & self-certifications

- For Profit Organization
- Women-Owned Small Business
- Woman-Owned Business



Where Government Contracting Starts

Updating Your Profile

7. Certifications

- Participation
- Overview information
- Organization & ownership
- Certifications**
- NAICS codes
- Service information
- Export information
- Performance history

Certifications

SBA Certifications

This small business doesn't have any SBA certifications. Visit [certifications.SBA.gov](#) to learn more about the certification process.

Non-federal government certifications

Non-federal government certifications include state certifications, such as State Certified Native American, or industry-related competence certifications, such as Certified Public Accountant, Licensed Electrician, Registered Nurse, etc.


No non-federal government certifications currently listed.

Add a non-federal government certification

Save changes

Certification name * Remove

Save and add another



Where Government Contracting Starts

Updating Your Profile

8. NAICS codes

1 Participation

Overview information

Organization & ownership

Certifications

NAICS codes

Service information

Export information


Performance history

NAICS codes

Information from SAM.gov

NAICS codes come from this small business's SAM.gov registration, and must be updated there.
[Log in to SAM.gov](#)

Code	NAICS Code Description	Small
541611	<div>Primary</div> Administrative Management and General Management Consulting Services	<div>✓ Yes</div>



Where Government Contracting Starts

Updating Your Profile

9. Service Information

Participation

Overview information

Organization & ownership

Certifications

NAICS codes

Service information

Export information

Performance history

Service information

Keywords

Type comma-separated keywords that describe your small business to help it show up in search results.




Save changes

Special Equipment/Materials

Describe any special equipment or materials your small business uses in a short paragraph.

Special Equipment/Materials 0/500

Save changes



Where Government Contracting Starts

Service Information Example

NAICS codes

Sample

Code	NAICS Code Description	Small ⓘ
561720	Primary Janitorial Services	✓ Yes
238330	Flooring Contractors	✓ Yes
238990	All Other Specialty Trade Contractors	✓ Yes
238990	Size standard exception ⓘ Building and Property Specialty Trade Services	✓ Yes
561740	Carpet and Upholstery Cleaning Services	✓ Yes
561790	Other Services to Buildings and Dwellings	✓ Yes

Service information

Keywords

Janitorial Cleaning Alaska Fairbanks Housekeeping Carpets Waxing Vacuuming
 Shampooing Anchorage North Pole Commercial Cleaning Window Cleaning Maintenance
 Residential Cleaning Government Contracts Cleaning Equipment Snow Plowing
 Environmental Services Janitor Housekeeper Confidential cleaning

Special equipment/materials

Commercial Cleaning Equipment

Bonding levels

Not Provided

Quality assurance standards

Not Provided

Key Words:

- Field limitation – not defined...
- Makes it easy to find you
- Defines & clarifies NAICS codes
- Single or word strings/combinations “janitorial” or “construction janitorial”
- Provide differentiators: “Alaska State-wide” or “remote services”

Special Equipment:

- Free form text – 500 character limit
- Take advantage to market equipment/materials to distinguish you from your competitors
- List distributor information
- Don't list basic equipment that any business in your field should have!



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Updating Your Profile

10. Bonding levels

Bonding levels

Write your bonding levels in USD.

Minimum construction bonding level: Individual

\$ 0

Minimum construction bonding level: Aggregate

\$ 0

Minimum service bonding level: Individual

\$ 0

Minimum service bonding level: Aggregate

\$ 0

Save changes



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Updating Your Profile

11. Quality Assurance Standards

Quality Assurance Standards

Select any quality assurance standards your small business uses.

☐ ANSI/ASQC Z1.4
☐ ISO 9000 Series
☐ ISO 10012-1
☐ MIL-Q-9858
☐ MIL-STD-45662A

Save changes

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Where Government Contracting Starts

Updating Your Profile

12. Export information

Participation

Overview information

Organization & ownership

Certifications

NAICS codes

Service information

Export information

Performance history


Export information

Exporter

Export information is used to help find small businesses that export to other countries. If you are currently exporting, or interested in exporting, entering this information may help you expand your export business.

☒ No
☐ Yes
☐ Maybe

Save changes



**ALASKA
APEX
ACCELERATOR**

Where Government Contracting Starts

Updating Your Profile

12. Export information continued

Exporter

Export information is used to help find small businesses that export to other countries. If you are currently exporting, or interested in exporting, entering this information may help you expand your export business.

☐ No
☐ Yes
☒ Maybe

Save changes

Business Activities

☐ Manufacturer
☐ Distributor/Agent
☐ Broker (Intermediary)
☐ Retailer
☐ Service(s)
☐ Consultant
☐ Financing
☐ Other

Save changes

Desired business relationships

☐ Direct export sales
☐ Distributor/Importer
☐ Representative/Agent/Broker
☐ Overseas retailers
☐ Licensing
☐ Franchising
☐ Contract manufacturing
☐ Joint venture/coventure
☐ Wholly owned subsidiaries/branches
☐ Alliances
☐ Investment

Save changes

Countries


Before selecting countries, please check [SBA's Business Guide for Import and Export Laws and Regulations](#) (2).

Type to search for a country

COUNTRIES

☐ Andorra (AD)
☐ United Arab Emirates (AE)
☐ Afghanistan (AF)
☐ Antigua and Barbuda (AG)
☐ Anguilla (AI)
☐ Albania (AL)
☐ Armenia (AM)
☐ Aronlia (AO)

Save changes



**ALASKA
APEX
ACCELERATOR**

Where Government Contracting Starts

Updating Your Profile

13. Performance history - References

1 Participation

Overview information

Organization & ownership

Certifications

NAICS codes

Service information

Export information

Performance history

Performance history

References

List contracts with reference contact information to help demonstrate what work your small business does.

No references currently listed.

Add a reference

Save changes

References

List contracts with reference contact information to help demonstrate what work your small business does.

Reference #1 Remove

Name *

Type the name of the reference here

Contract number

Type the contract here

Contract value *

\$ Type your contract value here

Contact name

Type your reference contact here

Contact phone number

555-555-5555, extension may follow

From *

MM/DD/YYYY


To


MM/DD/YYYY

Save and add another

Save changes

- Past performance should be within 3 to 10 years dependent upon the norm for your industry.
- Avoid large time gaps.
- Update with each new relevant award!





Types of References

14. Reference Types: Contract Specific or Longevity vs. Scope

References

List contracts with reference contact information to help demonstrate what work your small business does.

Reference #1 Remove

Name *

(90 Character limit)

Contract number **Contract value ***

Contact name **Contact phone number**

From * **To**

Name:

- Agency if Federal or State
- Company name if commercial
- Add description of work completed

Contract Number:

- Federal Contract Number
- Project Name (if not federal)


Contract Value: Total awarded dollars for the full value (all option years) of the contract

Contact Name & Contact Phone Number:

- Always get permission to list name and phone number!
- Think about listing a main number for a specific department instead of a specific individual.
- If that person leaves, make sure you update POC information

From: Date Executed

To: Contract end date or completion date (can be a future date or left blank)



Types of References

14. References: Contract Specific (federal)

References

List contracts with reference contact information to help demonstrate what work your small business does.

Reference #1 Remove

EXAMPLE

Name *

(90 Character limit)

Contract number **Contract value ***

Contact name **Contact phone number**

From * **To**

Name:

- Agency if Federal or State
- Company name if commercial
- Add description of work completed

Contract Number:

- Federal Contract Number
- Project Name (if not federal)

Contract Value: Total awarded dollars for the full value (all option years) of the contract

Contact Name & Contact Phone Number:

- Always get permission to list name and phone number!
- Think about listing a main number for a specific department instead of a specific individual.
- If that person leaves, make sure you update POC information

From: Date Executed

To: Contract end date or completion date (can be a future date or left blank)

Types of References

14. References: Longevity (non federal)

References

List contracts with reference contact information to help demonstrate what work your small business does.

Reference #1

EXAMPLE

(On-Call Maintenance)
(Emergency Repairs)
(On-site Handyman)

Remove

Name *

Alaska Airlines (paving maintenance – Ted Stevens International Airport, AK) (90 Character limit)

Contract number

Ongoing paving svcs

Multiple Projects
On-Call Maintenance

Contract value *

\$1,300,560

Total \$\$ paid by this
client to date.

Contact name

Berry White, Facility Maintenance Supervisor

Contact phone number

(000) 000-0000 x00

From *

05/06/2010

When did you start
working with this client?

To

Are you still working with
this client?

Save and add another

Save changes

Name:

- Company name
- Add brief descriptor of work completed

Contract Number:

- Descriptor to show more than one job

Contract Value: Total gross receipts to date – how much did they pay you?

Contact Name & Contact Phone Number:

- Always get permission to list name and phone number!
- Think about listing a main number for a specific department instead of a specific individual.
- If that person leaves, make sure you update POC information

From: Date of first job/project

To: Leave blank if still an active client or add date of completion of the last project.

Types of References

14. References: Scope (single project - commercial)

References

List contracts with reference contact information to help demonstrate what work your small business does.

Reference #1

EXAMPLE

Remove

Name *

Alaska Airlines (paving – Kodiak Airport, AK) (90 Character limit)

Contract number

Demo & new pavement

Contract value *

\$1,800,750

Contact name

Kasey Brown, Facility Maintenance Supervisor

Contact phone number

(000) 000-0000 x00

From *

05/06/2025

Contract Award Date

To

08/06/2025

Project Completion Date

Save and add another

Save changes

Shorter time period, larger dollar
amount – shows business capacity,
implies larger staff, ready to tackle a
larger project

Name:

- Company name
- Add brief descriptor of work completed

Contract Number:

- Project/Contract Descriptor


Contract Value: Award Amount

Contact Name & Contact Phone Number:

- Always get permission to list name and phone number!
- Think about listing a main number for a specific department instead of a specific individual.
- If that person leaves, make sure you update POC information

From: Date of award

To: Date of completion



Where Government Contracting Starts

Example of SBA Certifications

SBA Profile

8(a) Certification:

SBA 8(a) Case Number: C006dP
 SBA 8(a) Entrance Date: 02/17/2017
 SBA 8(a) Exit Date: 02/17/2027

HUBZone Certification:

HUBZone Certified?: ☒ Yes ☐ No
 HUBZone Certification Date: 03/11/2024

8(a) Joint Venture - SBA Certified:

NOTE: Notify your servicing SBA Business Opportunity Specialist to have your 8(a) joint venture approval date reflected in DSBS.

8(a) JV Entrance Date:
 8(a) JV Exit Date:

Women Owned - SBA Certified:

WOSB Certified?: ☒ Yes ☐ No
 WOSB Certification Date: 01/29/2024
 WOSB Pending?: ☐ Yes ☒ No

Economically Disadvantaged Women Owned - SBA Certified:

EDWOSB Certified?: ☒ Yes ☐ No
 EDWOSB Certification Date: 01/29/2024
 EDWOSB Pending?: ☐ Yes ☒ No

Veteran-Owned Small Business - SBA Certified:

VOSB Certified?: ☐ Yes ☒ No
 VOSB Joint Venture?: ☐ Yes ☒ No
 VOSB Certification Date:
 VOSB Certification Expiration Date:

Service-Disabled Veteran-Owned Small Business - SBA Certified:

SDVOSB Certified?: ☐ Yes ☒ No
 SDVOSB Joint Venture?: ☐ Yes ☒ No
 SDVOSB Certification Date:
 SDVOSB Certification Expiration Date:

DSBS Format

ENTITY TYPES

Business Types

Entity Structure	Corporate Entity (Not Tax Exempt)
Entity Type	Business or Organization
Profit Structure	For Profit Organization
Organization Factors	Limited Liability Company


SBA Certified 8(a) Program Participant
 Entrance Date: Feb 17, 2017
 Exit Date: Feb 17, 2027

Federally Recognized Native American Entity
 American Indian Owned

Socio-Economic Types

Minority-Owned Business, Self Certified Small Disadvantaged Business, Economically Disadvantaged Women Owned Small Business, Women-Owned Small Business, Women-Owned Business, DOT Certified DBE, Native American Owned

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.



Where Government Contracting Starts

Example of SBA Certifications

Certifications

SBA certifications

8(a) Business Development Program

8(a) Certified

Entrance date: February 17, 2017
 Exit date: February 17, 2027
 SBA Servicing Office: Alaska District Office (SBA Office code 1084)

HUBZone certified

HUBZone Certified

Entrance date: March 11, 2024

Women-Owned Small Business (WOSB)

WOSB Certified

Entrance date: January 29, 2024

Economically-Disadvantaged Women-Owned Small Business (EDWOSB)

EDWOSB Certified

Entrance date: January 29, 2024

SBS Format

ENTITY TYPES

Business Types

Entity Structure	Corporate Entity (Not Tax Exempt)
Entity Type	Business or Organization
Profit Structure	For Profit Organization
Organization Factors	Limited Liability Company

SBA-Certified Economically Disadvantaged Women-Owned Small Business
 Entrance Date: Jan 29, 2024
 Exit Date: (blank)

SBA-Certified Women-Owned Small Business
 Entrance Date: Jan 29, 2024
 Exit Date: (blank)

Federally Recognized Native American Entity
 American Indian Owned

Socio-Economic Types

Self Certified Small Disadvantaged Business, Women-Owned Small Business, Women-Owned Business, DOT Certified DBE, Native American Owned

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.



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When to update your SBS profile

When to update your SBS profile:

- At a minimum, update yearly
- Update when:
 - ✓ Got a new contract or project – add a new reference
 - ✓ Delete any older references that are no longer current
 - ✓ Updated your Capability Statement – replace old document
 - ✓ Thought of additional keywords
 - ✓ Update a new Point of Contact for an existing reference



Why update your SBS profile:

- Free marketing website – make sure your company is easy to find!
- Federal employees, both contracting staff and project staff are taught to use this website for market research.
- This could be the first access point to be discovered – make sure there is a clear trail back to you – website and current contact information



Where Government Contracting Starts

Searching the SBS



Find the right small businesses **fast**.

Small businesses everywhere are seeking federal contracts.
Find the ones that meet your agency's needs right now.

 Type to search for businesses by name, UEI, or CAGE code

[Or, skip directly to search filters →](#)

Small Business Search

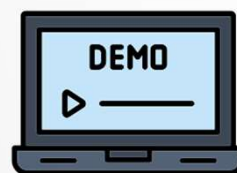
[Help Guide](#)
[Get help](#)
[Sign in](#)

Small Business Search Notifications


- The only legitimate SBA phone number related to Certifications is 1-866-443-4110. "Certify.us" is not affiliated with SBA. SBA will not demand documents or information by email related to this Small Business Search (SBS) website, including capability statements. SBA will not charge a cost for Small Business Search (SBS) content or profile management.
- Effective August 1, 2025, VOSB and SDVOSB joint venture designations will no longer be reflected in SBS. [Click here to learn more.](#)

<https://search.certifications.sba.gov/>
 Type to search for businesses by name, UEI, or CAGE code

Location: Anywhere ▾
 SBA certifications ▾
 NAICS ▾
 Keywords ▾
 Business type ▾
 Last updated: Anytime ▾
 + More filters ▾

[Clear filters](#)


Please add search terms in the Question box for the demo!



Where Government Contracting Starts

HOME GETTING STARTED EVENTS & TRAINING TOOLS NEWS ABOUT

Answers to Common Questions

Our FAQ area has info on UEI, SAM, GSA, and other government contracting topics.

[see our extensive FAQ](#)

Are you new to government contracting?

Government contracting is a more complex, involved business process than what is usually found in the private sector.


ARE YOU READY
for government contracting? »

THE 10-STEP APPROACH
to government contracting »

Program Introduction

- Free assistance with all aspects of government contracting, from cradle to grave (start to finish) for federal, state and local purchasing activity
- Free one-on-one appointments
- Free workshops (Special events and extended training session may have registration fees)
- The Alaska APEX is one of 96+ other APEX Accelerators across the US, Puerto Rico, & Guam

<https://apexalaska.org/>
<https://www.napex.us/>
<https://www.apexaccelerators.us/#/>



UAA Business Enterprise Institute
UNIVERSITY of ALASKA ANCHORAGE

The Alaska APEX is a program of the UAA Business Enterprise Institute and is funded in part through a cooperative agreement with the Department of Defense Office of Small Business Programs



Where Government Contracting Starts

Questions?

Alaska APEX Accelerator Staff Contact Information

Anchorage: Phone: 907-786-7258

Carolyn Pratt, Director/Program Manager	capratt@alaska.edu	907-786-7259
Jody King, Assistant Director	jlking8@alaska.edu	907-786-7270
Contract Specialist II	<i>vacant – now hiring!</i>	
Contract Specialist	<i>vacant – now hiring!</i>	
Lynda Gregory, Program Specialist	lmgregory@alaska.edu	907-786-7258

Fairbanks: Phone: 907-450-8979

Pierre Thompson, Center Director/Contract Specialist	pdthompson@alaska.edu	
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General email: info@apexalaska.org **Website:** <https://alaskapex.org>

To request assistance, sign up here: <https://akapex.ecenterdirect.com/signup?reset=1>





How can the Alaska APEX help you?