



Where Government Contracting Starts



Small Business Search

Small Business Search

Supersize Your SBA Profile

Highlighting your SBS profile to the best advantage

Jody King, Assistant Director, Alaska APEX Accelerator
September 22, 2026

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Webinar Housekeeping

1. 
2.  <https://apexalaska.org/events-services/on-demand-training/>
3. 
4. 
5. 





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Today's Agenda

- ❖ DSBS to SBS – What is it?
- ❖ How to access your SBA profile
 - 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





Where Government Contracting Starts

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



Where Government Contracting Starts

Signing 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.

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



Don't Have a SBA Account

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

Federal government users

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

Important note for government users:
Effective April 11, 2026, all government user logins will use FedHub instead of Max.gov. You will be required to register your account when you first log in through FedHub, after which you can continue to access your SBS account. [Click here to learn more.](#)

[Log in as a government user](#)

Log In

Enter email address

Password

[Forgot password?](#)

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

Need Help: [866-SBA-HELP](#)

[Sign in](#)

Sign up

First name

Enter your first name

Enter your legal first name as it appears on your ID

Last name

Enter your last name

Primary email

Enter your email address

We'll send a verification link to this email

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. In order to verify your identity, you may be asked to provide certain Personal Identifiable Information (PII). Any information provided by you through this system will be used solely for the intended purpose of verifying your identity through third-party service providers. You are not required to provide PII to visit this website; however, failure to do so may impede the identity and account verification process. 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

[Sign Up](#)

[Already have an account?](#)

Need Help: [866-SBA-HELP](#)



Options After Signing In

[SBA](#)
[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.

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

[Quick Search](#)

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

Where Government Contracting Starts

Claim A Business

Jody King

Claim a business

Edit KING JODY L

Log out

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.
- NOTE: The TIN should be the EIN or SSN you used to register at SAM.gov, and is updated 3-4 business days after the business has been ACTIVATED by SAM. Questions about your TIN should be referred to the Federal Service Desk (FSD).

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: 012345678

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 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@sba.gov](#).

Close

Taxpayer Identification Number (TIN) *

9 numeric digits with no spaces or hyphens.

Find this business

Where Government Contracting Starts

Updating Your Profile

Edit KING JODY L

Review and modify the information that appears in your small business's profile to show up in the right search results.

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, or Service-Disabled Veteran-Owned Small Business SBA programs are, by law, a matter of public record.

During SAM.gov registration, you did not opt 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.

☒ **Searchable by the public**

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

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
9077867270

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

Email address
jking@alaska.edu

☐ 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:

1. 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;
2. 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;
3. The characteristics of the small business's ownership are accurately reflected in the System for Awards Management (SAM) profile;
4. I have personally reviewed all of the information provided in the profile and believe that it is true and correct;
5. 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 1986 (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
6. 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



Where Government Contracting Starts

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 ?

9077867270

☒ Show my phone number in public searches

☐ Hide my phone number from public searches

Email address ?

jking8@alaska.edu

☒ 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

1. Participation:

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 QALGI AVE, 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

Overview information

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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Overview information

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

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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Where Government Contracting Starts

Overview information

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



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

Overview information

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

- Must enter full URL



Where Government Contracting Starts

Overview information

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



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Organization & ownership

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 *

Type the principal owner's name here

Title *

Type the principal owner's title here

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

Certifications

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 *

Type the certification name here

Save and add another

Remove



Example of SBA Certifications

Certifications

[SBA certification not visible in SAM.gov?](#)

[SBA](#) [Small Business Search](#)

SBA certifications

8(a) Business Development Program
8(a) Certified
 Entrance date: January 2, 2018
 Exit date: January 18, 2028
 SBA Servicing Office: South Florida District Office (SBA Office code 0455)

HUBZone certified
HUBZone Certified
 Entrance date: April 21, 2017

Women-Owned Small Business (WOSB)
WOSB Certified
 Entrance date: February 11, 2021

Economically-Disadvantaged Women-Owned Small Business (EDWOSB)
EDWOSB Certified
 Entrance date: February 11, 2021

Veteran-Owned Small Business (VOSB)
VOSB Certified
 Entrance date: September 28, 2021
 Exit date: January 2, 2027

Service-Disabled Veteran-Owned Small Business (SDVOSB)
SDVOSB Certified
 Entrance date: September 28, 2021
 Exit date: January 2, 2027

Public view from SBS and SAM profiles

ENTITY TYPES

Business Types

Entity Structure	Corporate Entity (Not Tax Exempt)
Entity Type	Business or Organization
Profit Structure	For Profit Organization
Organization Factors	Subchapter S Corporation

Socio-Economic Types

Women-Owned Small Business, Minority-Owned Business, Veteran-Owned Business, Women-Owned Business, Black American Owned, Service-Disabled Veteran-Owned Business, DOT Certified DBE

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.

SBA Certified HUBZone Firm
 Entrance Date: **Apr 21, 2017**
 Exit Date: **(blank)**

SBA-Certified Economically Disadvantaged Women-Owned Small Business
 Entrance Date: **Feb 11, 2021**
 Exit Date: **(blank)**

SBA-Certified Women-Owned Small Business
 Entrance Date: **Feb 11, 2021**
 Exit Date: **(blank)**

SBA-Certified 8(a) Program Participant
 Entrance Date: **Jan 02, 2018**
 Exit Date: **Jan 02, 2028**



NAICS codes

8. NAICS codes

- 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 i
541611	Primary Administrative Management and General Management Consulting Services	✓ Yes



Where Government Contracting Starts

Service information

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.

business consultant × government contracting assistance × business development ×

Save changes

Special Equipment/Materials
Describe any special equipment or materials your small business uses in a short paragraph.

Special Equipment/Materials 0/500
Type your capabilities narrative here

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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Service information

10. Bonding levels

Bonding levels

Write your bonding levels in USD.

Minimum construction bonding level: Individual

Minimum construction bonding level: Aggregate

Minimum service bonding level: Individual

Minimum service bonding level: Aggregate





Where Government Contracting Starts

Service information

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



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Where Government Contracting Starts

Export information

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

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Where Government Contracting Starts

Export information

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



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Where Government Contracting Starts

Performance history

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

📅

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!





**ALASKA
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ACCELERATOR**

Where Government Contracting Starts

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 *

Type the name of the reference here (90 Character limit)

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

📅

MM/DD/YYYY

📅

Save and add another

Save changes

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

EXAMPLE

 Remove

Name *

Dept of the Air Force – Eielson AFB (Paving IDIQ)

(90 Character limit)

Contract number

FA500420D001

Contract value *

\$4,550,708 (funded total for 11 delivery orders)

Contact name

Full name, Title

Contact phone number

(000) 000-0000 x00

From *

05/06/2020

To

06/25/2025

Save and add another

Save changes

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.

EXAMPLE

Reference #1 Remove

Name * (90 Character limit)

Alaska Airlines (paving – Kodiak Airport, AK)

Contract number

Contract value *

Demo & new pavement

\$1,800,750

Contact name

Contact phone number

Kasey Brown, Facility Maintenance Supervisor

(000) 000-0000 x00

From *

To

05/06/2025 Contract Award Date

08/06/2025 Project Completion Date

Save and add another

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

Save changes

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



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 →](#)



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

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

Small Business Search

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.](#)

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



Where Government Contracting Starts

Program Introduction

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

- 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 War (DoW), Office of Industrial Base Growth.



Where Government Contracting Starts

Questions?

Alaska APEX Accelerator Staff Contact Information

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Fairbanks: Phone: 907-786-7258

Currently vacant

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?