

## The Dos and Don'ts: A Guide to Working with DOT

### **Before Your Visit:**

- Go through the USDOT's website to learn as much as you can about the agency and its mission.
- Do your homework – periodically check the USDOT Procurement Forecast and FedBizOpps.gov for upcoming opportunities
- Ensure that the services you provide align with the agency's needs
- Make sure your Capability Statement & Sam.gov information are up-to-date
- In the event, you are unable to keep your meeting, please call in advance and reschedule the meeting, and follow-up with an email.

### **During Your Visit:**

- Make sure you have your research and a list of questions regarding the agency as it relates to their procurement opportunities.
- Expect to learn about the DOT's OSDBU, the agency's mission, the eleven operating modes, and challenges
- Expect to learn about the various contracting vehicles the agency uses and the various federal contracting opportunities
- You will learn how to access the small business specialists and the OSDBU
- Expect to learn which large prime contractors are working with the agency and who their small business liaisons are
- Bring business cards, Capability statements (**one-page**) and other marketing material you deem necessary
- Be on time for your meeting

### **After Your Visit:**

- If you feel that the agency is a good target for your services, keep in touch, and do what was suggested to you in your meeting
- Follow-up with a "thank you" email
- Continue to monitor the OSDBU Procurement Forecast and FedBizOpps.gov for current or upcoming opportunities.
- When following up, please include your Capability Statement
- Whenever you have a question about a listed procurement opportunity, please call the Point of Contact listed for that specific procurement opportunity.

<b>DO'S</b>	<b>DON'TS</b>
<ul style="list-style-type: none"> <li>- BE PROACTIVE</li> <li>- Know your business' niche and where it fits with the agency.</li> <li>- Self-market your company</li> <li>- Always ask clarifying and pertinent questions</li> <li>- Be prepared to compete</li> <li>- Subscribe to Small Business Updates from each mode of interest. (found in Related Links), to receive informative emails on upcoming events.</li> <li>- Always ask intelligent questions.</li> <li>- Subscribe to Small Business Updates to receive informative emails on upcoming events.</li> </ul>	<ul style="list-style-type: none"> <li>- Do not think you will automatically qualify for a contract because you are a HUBZone, 8a, woman-owned, service-disabled veteran-owned, or other certified business</li> <li>- Do not expect that by visiting an OSDBU, you will receive a contract, as they do not make acquisition decisions.</li> <li>- Do not assume that just because you have a contract(s) with some agencies that others must or will procure from you.</li> <li>- Don't assume that an agency will follow-up.</li> <li>- Don't hesitate to follow-up</li> </ul>