



## How to Use the Resources of the Small Business Administration to Help Comply With 2 C.F.R. §200.321(b)(5)

The federal procurement rules require non-Federal entities (NFEs) to take six affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible in federally funded procurements.<sup>1</sup>

One of these six steps requires NFEs to use the resources, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA).<sup>2</sup> NFEs should document the use of these resources by saving records of searches in their procurement files. This reference guide specifically discusses how to use resources provided by the SBA.

### SBA Resources

NFEs can use the Dynamic Small Business Search tool to view databases for minority businesses, women-owned businesses and small businesses.

**Step 1:** Access the search tool: [http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm).

**Step 2:** Select the applicable state. NFEs can narrow the search by county, Metropolitan Statistical Area, Zip Code, or Area Code. NFEs can also search for businesses in a labor surplus area (designated and published by the Department of Labor by federal fiscal year).

**Location of Profile**

States:  
(any state)  
AL - Alabama  
AK - Alaska  
AA - American Atlantic (APO/FPO)  
AE - American Europe (APO/FPO)  
AP - American Pacific (APO/FPO)  
AS - American Samoa  
AZ - Arizona  
AR - Arkansas  
CA - California

Searching within a State:  
(Requires exactly one state from the State list at left.)

Congressional District: [Help](#)

County:  [Lookup Help](#)

**Step 3:** To search for minority businesses, select “Any Minority Owned” under the “Ownership and Self-Certifications” section.

**Ownership and Self-Certifications**

Any Minority Owned:

Any Native American Owned:

- Tribally Owned
- Alaskan Native Corp (ANC) Owned
- Native Hawaiian Org (NHO) Owned
- Other Native American

Other Minority Owned

<sup>1</sup> 2 C.F.R. §200.321

<sup>2</sup> 2 C.F.R. §200.321(b)(5)



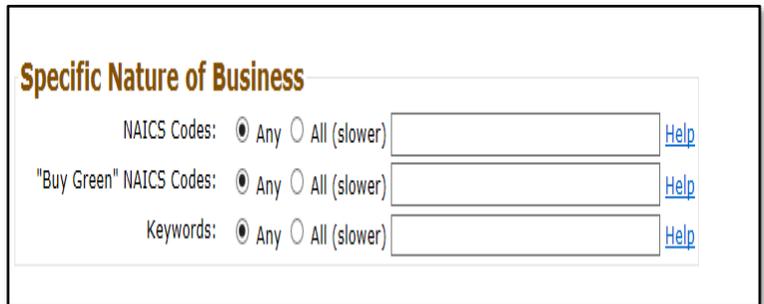
**Step 4:** To search for women’s business enterprises, select “Any Women-Owned Small Business” under the “Ownership and Self-Certifications” section.



Any Women-Owned Small Business: ([search help](#))

- Women-Owned Small Business under the Women-Owned Small Business Program ([more information](#))
- Economically Disadvantaged Women-Owned Small Business under the Women-Owned Small Business Program
- Women-Owned Small Business Joint Venture
- Economically Disadvantaged Women-Owned Small Business Joint Venture

**Step 5:** Enter the specific North American Industry Classification System (NAICS) code for the applicable industry in the Specific Nature of Business section. These NAICS codes may be found on [www.naics.com](http://www.naics.com), or by using the [SBA list](#)<sup>3</sup> identifying small business size by NAICS code.



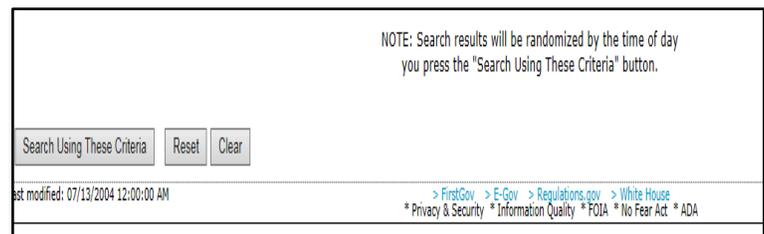
**Specific Nature of Business**

NAICS Codes:  Any  All (slower)  [Help](#)

"Buy Green" NAICS Codes:  Any  All (slower)  [Help](#)

Keywords:  Any  All (slower)  [Help](#)

**Step 6:** Scroll down and click on “Search Using These Criteria” to run the search.



NOTE: Search results will be randomized by the time of day you press the "Search Using These Criteria" button.

last modified: 07/13/2004 12:00:00 AM

[FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)  
\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

NFEs may choose to run separate searches for minority-owned businesses, women’s business enterprises and, if applicable, labor surplus areas. The search site has a “Help” tab with useful guidance on maximizing the search tool based on user’s operating system and device.



**REMEMBER!** The use of SBA resources should be documented to demonstrate compliance with the procurement requirement in 2 C.F.R. §200.321(b)(5).

<sup>3</sup> [www.sba.gov/sites/default/files/files/Size\\_Standards\\_Table.pdf](http://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf)

