



**IOWA AIR NATIONAL GUARD
HEADQUARTERS 185TH AIR REFUELING WING
2920 HEADQUARTERS AVE
SIOUX CITY IOWA 51111-1300**

MEMORANDUM FOR PROSPECTIVE 185ARW/133TS CONTRACTORS

FROM: 185ARW/MSC

SUBJECT: New Contractor Information

1. Thank you for your interest in doing business with the 185th Air Refueling Wing (185ARW) or the 133rd Test Squadron (133TS). The following information briefly explains the requirements to qualify for contracts with federal government agencies and the Department of Defense (DOD), including the 185ARW and 133TS.
2. Contractors must have a valid Dun and Bradstreet (DUNS) number to be eligible for award of government contracts. You may visit the web site at <http://www.dnb.com> to determine if your company has been issued a DUNS number. You may also apply for a DUNS number at this site. You must obtain a DUNS number prior to registration in CCR or ORCA, which are discussed below.
3. Contractors must have an active registration in Central Contractor Registration (CCR) to be eligible for contract award. This registration can be completed at <http://www.ccr.gov>. Please select all NAICS Codes and SIC Codes that apply to your business when completing your CCR registration. Contractors are also required to complete the Online Representations and Certifications (ORCA) at <https://orca.bpn.gov> to be eligible for award of contracts. Both CCR and ORCA are updated annually.
4. Defense Finance and Accounting Service (DFAS), the agency that processes payments for our contracts, requires that invoices be submitted electronically via Wide Area WorkFlow (WAWF), at <https://wawf.eb.mil>. DFAS makes payment via electronic funds transfer (EFT) to the bank account indicated in your CCR registration. DFAS provides excellent WAWF instructions at <http://www.dfas.mil/dfas/ecommerce/wawf/vendor.html>.
5. You must accept credit cards to qualify for orders below the micro-purchase threshold (\$3,000.00 for supplies, \$2,500.00 for services, or \$2,000.00 for construction). In rare instances, we may make payment for micro-purchases with credit card convenience checks. However, the convenience checks are only used as a last resort, when we can find no vendors who accept credit cards that are able to provide the required supplies or services.
6. Construction contracts over \$2,000.00 are subject to the Davis Bacon Act, which requires that employees working on a federal facility are paid wages and fringe benefits in accordance with

the most current U.S. Department of Labor Wage Determination. Construction is defined as maintenance, alteration, or repair of real property and may include, but is not limited to the following trades: concrete or masonry, electrical, plumbing, mechanical, painting, landscaping, roofing, etc. You can learn more about the Davis Bacon Act at <http://www.dol.gov/whd/contracts/dbra.htm>.

7. Service contracts over \$2,500.00 are subject to the Service Contract Act, which requires that employees working on a federal government contract, whether located on a federal facility or not, are paid wages and fringe benefits in accordance with the most current U.S. Department of Labor Wage Determination. You may learn more about the Service Contract Act at <http://www.dol.gov/whd/contracts/sca.htm>.

8. A Procurement Technical Assistance Center (PTAC) is available to provide free or low-cost assistance to contractors wishing to do business with state or federal government agencies. To find the PTAC for your state, go to <http://www.dla.mil/db/procurem.htm>. The PTAC staff will be able to assist you with most of the requirements listed above and provide additional guidance as your business prepares to work with government agencies.

9. The 185th ARW Contracting staff would be happy to meet with you personally to discuss the above requirements and learn more about your company. Please contact one of us at the numbers below or e-mail 185ARW.MSC@ANG.AF.MIL make an appointment. We look forward to meeting with you.

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