Acquisition Resource Center

ARC Registration

Guide

https://www.nsarc.net

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Table of Contents

Introduction ........................................................................................................................................2
ARC Mission and Background: ...........................................................................................................2
ARC Registration Section 1 – Getting Started .................................................................................3
System For AWARD Management (SAM) .........................................................................................3
Registrant Information .......................................................................................................................5
Email Confirmation ............................................................................................................................6
General Information ..........................................................................................................................7
Security Information ..........................................................................................................................8
Physical Address ..............................................................................................................................9
Address Security Information .........................................................................................................10
Address Venue Information ............................................................................................................10
Points of Contact .............................................................................................................................15
Locality Summary ............................................................................................................................17
Business Types ...............................................................................................................................18
Contract Vehicles ............................................................................................................................19
North American Industry Classification System (NAICS) Capabilities ........................................20
NAICS CAPABILITY ......................................................................................................................21
Capability Statement .......................................................................................................................21
Capability Statement Guidelines .....................................................................................................21
Products and Services ......................................................................................................................24
Conclusion .........................................................................................................................................25
Introduction
Thank you for your interest in the National Security Agency’s (NSA) and Intelligence Community’s (IC) Acquisition Resource Center (ARC). This guide is designed to assist you in preparing for registration with the ARC. A complete and accurate registration is essential in order to best showcase your organization’s capabilities and to facilitate collaborative partnerships with the government.

ARC Mission and Background:
The Acquisition Resource Center (ARC) provides government and industry with a one-stop source for acquisition information at NSA and other Intelligence Community Agency’s (IC). It also serves as a market research tool for requirements personnel and as a means to expand our industrial base, which in turn will increase government’s competitive contracting opportunities.

One of the key benefits of the ARC is that it provides a means for NSA, the IC and industry to better exchange acquisition information. NSA provides industry with current, relevant acquisition information that supports industry strategic business planning such as near-term solicitation schedules and long-term government business forecasts. Companies registered in the ARC that have the appropriate security clearances may visit the ARC, located in Hanover, MD, to review NSA Technology Forecasts, Market Surveys, Broad Area Announcements, Requests For Information (RFIs) and Requests For Proposals (RFPs), both draft and final versions. Companies also can perform searches of the ARC’s Business Registry to identify potential subcontractors or teaming opportunities.

NSA and other IC Contracting Officers, Program Managers, Business Managers, Contracting Officer’s Representatives, Technical Directors, Small Business Specialists, and the Competition Advocate use the ARC Business Registry to identify potential sources for satisfying acquisition requirements.

We have established this service so that vendors can register for possible future business opportunities with NSA and the IC. We encourage you to tell us about your organization and its capabilities so we can contact you for any future acquisition that would suit your products and services. Please do not submit any information that you consider proprietary, as the government currently will not protect information so provided. By registering in this database, you will receive notification of specific NSA and IC acquisition efforts, Broad Area Announcements (BAA) and Requests for Information (RFI). This Web-based tool is the front door for business opportunities with NSA and IC. We look forward to learning more about your business.

The information contained in the ARC Business Registry is intended solely to advise the government, its vendors, and prospective vendors of the possible sources of supplies and services to be acquired by the National Security Agency, Intelligence Community and to establish a database for the dissemination to vendors of certain current and future acquisition information. Any government generated emails or Internet announcements may simply advise a vendor to visit the ARC located in Hanover, Maryland or to contact the Agency concerning a particular unclassified acquisition. The messages have a return address of nsaarc@nsaarc.net, and links to more details related to the announcement.
ARC Registration Section 1 – Getting Started

System For AWARD Management (SAM)

All companies wishing to register in the ARC must first register in the System for Award Management (SAM). The SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. For additional information, please visit the SAM web site (https://www.sam.gov).

The ARC registration process uses your firm’s Dun and Bradstreet number (DUNS), and your company’s Commercial And Government Entity (CAGE) Code, to retrieve your information from SAM as shown in Figure 1.

**DUNS Number:** A DUNS number, provided by Dun & Bradstreet, is required for registration in the Acquisition Resource Center (ARC). Dun & Bradstreet may include your basic information (i.e. vendor name, address) in some of their products, such as mailing lists. If at any time you do not wish to be included in these Dun & Bradstreet products or have questions please contact them at 1-866-705-5711.

**CAGE Code:** The Commercial and Government Entity (CAGE) code is a five character ID number used extensively within the Federal Government. The Defense Logistics Information Service (DLIS) administers the CAGE code system. Visit www.sam.gov to learn more.
Once you submit the SAM Verification form, the ARC will attempt to match your submission with existing data held at SAM using the DUNS and CAGE information. If successful, the matching data will be displayed on the SAM Information form (Figure 2) for verification. Follow the instructions to verify the accuracy of the information prior to continuing with your registration in the ARC.

![SAM Information Form](image)

**Figure 2 – SAM Information**

Once you have verified your registration is for the correct business unit for your organization, you will be asked to provide standard personal information. This will be used to verify your email address, so, DO NOT submit any information other than your own!
Registrant Information
The Registrant Information form (Figure 3) will be pre-populated with the company information retrieved from SAM. Please enter your name, phone number and email address in the spaces provided. The email address must be that of a real person, distribution lists and aliases are not allowed and will delay the registration process. Finally tell us how you heard about the ARC by selecting the most appropriate answer from the dropdown menu.

![Registrant Information Form](image)

*Figure 3 – Registrant Information (Note: Company Name & Physical Address are derived from SAM).*
Email Confirmation

In order to ensure your email system is compatible with the ARC, an email will be sent to your registered address with an enclosed link (Figure 4). If you do not receive the email, check your spam/junk mail folder, if you still do not find the email contact your support desk so they may tune the spam and spyware filters to accept email from the ARC. Once you open the email and click on the link, a new window will launch in your web browser (Figure 5) which will welcome you back to the ARC registration process.

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This e-mail confirms your initiation of the registration process for the NSA ARC Business Registry. Your entry will not be submitted to the ARC until you have completed your registration. In order to allow time for you to gather the required information for registration, you can leave the registration process at any time and return at your convenience using the following link. THIS LINK WILL EXPIRE SEP 27, 2013 AT 11PM EDT. After that time, you will need to contact the ARC staff to make changes.

To continue your registration, please follow this link:
https://www.nsaarc.net/continue?cid=5411585482699123537

Sincerely,
The ARC Webmaster

The information contained herein is for the exclusive use of the original recipient. This information is granted for limited distribution within the recipient’s place of business for planning purposes only. Further dissemination, whether private or public is prohibited.

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Figure 4 – Confirmation Email

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WELCOME BACK

Registration Progress
The progress indicator to the right uses an arrow 3 to the left of a section to indicate where you are in the registration process. You will also notice a checkmark 4 to the right of a section if that section’s requirements have been satisfied. For example, you’ll notice a checkmark already next to Products and Services. That is because there is no required information in that section. You may provide information for that section, but it is not required.

SAM Information
Your ARC registration has been pre-populated with information from your record in System for Award Management (SAM). This information is labeled throughout the site using this image 5 SAM. Information that has been provided by SAM is read-only and cannot be updated via the ARC. To update your SAM information you will first need to update your registration with SAM. Changes you make to your SAM record will then be automatically updated in your ARC registration. Note: Please allow two business days for updates to your SAM record to take effect in your ARC registration.

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Figure 5 – Email Confirmation Complete
General Information
Now that you have verified your business unit and your email address, you are ready to begin the registration process. Throughout the process you will be presented with information derived from SAM, these fields are clearly marked by the SAM icon as shown below in Figure 6. Any field designated as SAM can only be modified on the SAM website itself at www.sam.gov and you will need to allow up to 48 hours for these changes to take effect.

Figure 6 – General Information

Vendor Acronym: If applicable, enter your acronym and the name of the division you are registering. Please do not use the word ‘Division’.

Name of Parent Company: If applicable, enter the name of your parent company. This section is designed for wholly owned subsidiaries and other hierarchical business relationships that signify ownership.

Vendor’s Internet Website URL: Enter the World Wide Web address (URL) for your company’s website. Please use your domain name ONLY as shown in the example.
Security Information
The Security form collects information about the clearances held by the company and its employees, as well as information about any foreign government affiliations. More detailed descriptions of each field on the form is provided in Figure 7.

Does your organization employ any personnel with an active NSA Clearance? For this purpose, an active NSA Clearance is defined as a TS/SCI Full Scope Polygraph. Military clearances and/or expired clearances are not valid.

Does your organization employ any personnel with other U.S. Government Clearance(s)? There are different types of security clearances allowing a person to access classified material; Confidential (C), Secret (S), Top Secret (TS), and Sensitive Compartmented Information (SCI). Military clearances and/or expired clearances are not valid.

Do Foreign Interest own or have controlling interest in your organization’s securities? A Foreign Interest is defined as any non-U.S. entity. Please list the foreign interests (e.g. Japan, France, etc.).

Do non-U.S. citizens hold executive positions? Any position that includes responsibilities for a natural segment of the operation or management of a business. This would include a position on a Board of Directors.
Physical Address
Physical street information is automatically populated by Dun and Bradstreet (D&B). In order to edit this information, registrants must go to the Dun and Bradstreet website, http://fedgov.dnb.com/webform/, and edit the information that is currently in their D&B record.

If you are unable to receive mail at your physical address, you will be given the opportunity to provide a mailing address on a subsequent screen.

County information is provided by the United States Post Office - If your county is incorrect, please alert the ARC staff at nsaarc@nsaarc.net.

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**Vendor’s Toll-Free Phone Number:** Enter the toll-free business telephone number for your company. If you do not have a toll-free number, please leave this field blank.

**Primary Vendor Main Phone Number:** Enter the primary (local) business telephone number for your company. Ex: (410) 694-0750.
Address Security Information
This form (Figure 9) asks you to provide your security-related information for the physical address that you just reviewed on the previous page. If this is your first time pursuing business within the Intelligence Community, there may be acronyms and concepts that are unfamiliar to you. Use the guide on the following pages to thoroughly review these questions prior to initiating your registration and feel free to contact the ARC if you have any questions or special circumstances.

Figure 9 – Physical Security *(Note: Physical Address is derived from SAM)*
**Does your company hold a TOP SECRET facility clearance for your facility?** A Facility Security Clearance (FCL) is an administrative determination that, from a national security standpoint, a facility is eligible for access to classified information at the same or lower classification category as the clearance being granted. The FCL may be granted at the Confidential, Secret, or Top Secret level. The FCL includes the execution of a Department of Defense Security Agreement (DD Form 441). Under the terms of the agreement, the Government agrees to issue the FCL and inform the contractor as to the security classification of information to which the contractor will have access. The contractor, in turn, agrees to abide by the security requirements set forth in the National Industrial Security Program Operating Manual, commonly referred to as the NISPOM. See http://www.dss.mil/isec/pcl_index.htm for more information.

**Do you have an accredited Top Secret Special Compartmented Information Facility (SCIF) at this address?** If the contract requirements mandate that the Contractor must store classified information at the Contractor’s site, the Contractor must be prepared to provide facilities that meet the security standards set forth in the National Industrial Security Program Operations Manual (NISPOM). A Sensitive Compartmented Information Facility (SCIF) is an accredited area, room, group of rooms, buildings, or installation, where SCI may be stored, used, discussed, and/or processed. SCI is classified information concerning or derived from intelligence sources, methods, or analytical processes, which is required to be handled within formal access control systems established by the Director of Central Intelligence.

**If you do have an accredited SCIF at this location, please tell us the square footage:** The government uses SCIF square footage in a number of different ways (i.e. internal metrics, determining potential overflow sites for growing programs, etc.). Other contractors can use this information to research sublease and sharing arrangements.

**If your organization holds a Top Secret (TS) facility clearance for this facility, who is your Security Point of Contact?** Your security point of contact is typically your Facilities Security Officer (FSO). FSO responsibilities include planning and monitoring classified information systems and controlled areas, investigating and reporting security violations and adverse information reports with the cognizant government security agency, and directing employees in the proper application process for security clearances.
What is your Security Phone Number? A direct number to your security office. This number must be open (unclassified).
Address Venue Information

The following form (Figure 10) only appears if you answered, “Yes” to the last question in Figure 9. By providing your conference venue information in the ARC, you are advertising your capabilities to government and corporate conference planners for Industry Days, conferences, off-sites, and other acquisition-related meetings.

![ADDRESS VENUE INFORMATION](image)

**Figure 10 - Venue Capabilities** *(Note: Physical Address is derived from SAM)*

**Does your organization have the ability to host meetings or conferences for outside parties, to include the government at this address?**

Please disclose your firm’s willingness and capability to host gatherings at your location. Listing this ability on the ARC does not obligate your organization in any way, it only serves as an additional capability the government may consider valuable to meeting their requirements. If you answer yes to this question, you will be given the ability to post your conditions and, contact information on subsequent registration forms.
**How many separate meeting rooms are available?** Meeting rooms are defined as any segregated, enclosed space, professionally finished for office use. Meetings rooms must seat four (4) adults at a minimum.

**Do you provide overnight lodging at this location?** If so what is your maximum capacity? If you are licensed to operate a lodging facility at this location, please enter the number of available beds.

**Please provide a short description of this facility (500 words max)** Please provide a general description of your facility, to include rates, availability, and links to more information.
Points of Contact
The first point of contact you list will be, by default, the account manager for your ARC account (Figure 11). This means that many administrative functions will be restricted to this person. It is recommended your ARC account manager have free and easy access to email, and hold a position within your organization that will enable him/her to identify and designate appropriate recipients to receive solicitation and contract-related material from the government. Once you have added the Primary point of contact you will have the opportunity to add additional point of contacts (Figure 12), there is no limit to the number of Points of Contact you may have.¹

![Figure 11 – Primary Point of Contact](image)

¹ Only two of your points of contact may be designated to reply to Market Surveys.
**ARC Account Manager**: Serves as the principle contact for this record and assumes responsibility for its content, to include future updates and corrections.

**Business Contact**: Serves as primary business contact (Reserved for future use).

**Technical Contact**: Serves as primary technical contact (Reserved for future use).

**Market Survey Contact**: You may designate two contacts to respond to Market Surveys.

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*Figure 12 – Other Points of Contact*
Locality Summary
Here you have the opportunity to review and edit the address information that you’ve provided thus far. Clicking “Add Address”, as shown in Figure 13, will allow you to add additional locations, typically forward-deployed offices and secondary business units and/or divisions. You will be allowed to designate points of contact and capabilities for each address that you list! You may include an unlimited number of locations and points of contacts.

Figure 13 – Locality Summary (Note: Physical Address is derived from SAM)
Business Types

Business types are exclusively derived from SAM, if the information is not correct, please go to the SAM web site to make corrections, corrections may take up to 48 hours to appear.

The Small Business Administration establishes a numerical definition for each for-profit industry using the North American Industry Classification System (NAICS). A small business size standard is numerical and represents the largest a concern can be and still be considered a small business. This numerical definition is called a “size standard.” For several NAICS codes, certain industry characteristics exist that have warranted a separate segmented size standard for a segment of the industry. These are known as Size Standard Exceptions. The standard can be higher or lower than the general size standard for that industry (see SBA’s Table of Size Standards at www.sba.gov/size for a complete listing of NAICS codes and size standards). The Small Business Types will display if a vendor qualifies as a small business for the general size standard or for each segmented standard.
Contract Vehicles
Use the forms detailed in Figures 15 and 16 to add Contract Vehicles your company is eligible to compete under. Examples include GSA and GWAC, provide contact number if applicable.

**Figure 15 – Contract Vehicle Summary**

**Figure 16 – Add Contract Vehicle**
North American Industry Classification System (NAICS) Capabilities

NAICS\(^2\) are collected from SAM, in order to add NAICS they must first be registered in SAM. The form in Figure 17 will provide a list imported from SAM and allow you to choose which ones to publish to the ARC. Once you have chosen NAICs to publish, you will be prompted to provide a description of your company’s capabilities in each as shown in Figure 18.

\(^2\) The North American Industry Classification System (NAICS, pronounced “Nakes”) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. Visit http://www.census.gov/epcd/www/naics.html for more information.
NAICS CAPABILITY

Figure 18 – NAICS Capability

Capability Statement

The capability statement is arguably the most important piece of information you will be asked to provide. The presentation of your firm’s capabilities is a critical step in establishing a business relationship with the National Security Agency (NSA) and Intelligence Community (IC). Once submitted, your Capability Statement will be available to procurement agents, program offices, as well as appropriately cleared contractors in need of a sub-contractor, as they conduct market research for goods and services in support of NSA and IC. Questions? Please feel free to contact the ARC toll free at (866) 91-GO-ARC (866-914-6272), or by email at nsaarc@nsaarc.net. The form in Figure 18 is used to enter your Capability Statement for a specific NAICS code, while the form in Figure 19 is used to enter the General Capability Statement for your entire company, the guidelines below apply to both types of Capabilities Statements.

Capability Statement Guidelines

1. Your capability statement is limited to 500 words.
2. Please do not use any structured formatting such as bullets, lines breaks, html, etc.
3. Our search Engine reads all UPPER CASE type as acronyms.
4. Update your statement at least once a year. It’s important!

The three components of a good capability statement:

a. Clearly state what your company or organization offers:
The vision of the ABC Company is to set the standard for information technology services and innovation within the Federal Government. ABC’s core competencies are JAVA programming, secure e-commerce web services, and securing transactions using Public Key Infrastructure (PKI).

b. List acronyms and keywords associated with your industry, especially those related to breaking technologies, or problems/solutions to current challenges faced by our government.

ABC’s expertise is in web application development, database development and a range of programming environments. ABC programmers are experienced in all major JAVA disciplines (Servlets, J2EE, RMI, JDBC, and Swing) as well as C/C++, ASP, PHP, Cold Fusion and PERL. Our database architects are skilled in SQL, PL/SQL, ODBC, JDBC, Native-driver connections, Entity Relationship Modeling and Relational Database Design. Additional skills include network design/setup/management and Internet/network security with such “hot topics” as penetration testing, intrusion detection, and network/server hardening, as well as specialized network situations/configurations.

c. This form is closely related to the capabilities statement, but allows you to align your capabilities directly with potential NSA requirements. (IT Vendors only) Not all products and services are listed! Do your best to align your products and services with the provided list.
Figure 19 – Capability Statement
Products and Services
If your company provides certain specific types of products and services, the ARC needs to know about them. Use the form in Figure 20 to provide the requested information.

![PRODUCTS AND SERVICES](image)

Figure 20 – Products and Services

You may now review your submission for typos and completeness, and then click the submit button to complete your registration. If you need to return to the registration you can use the link in your email until the expiration date that was included in the email. Upon successful completion of registration you will see the screen shown in Figure 21

![EXIT](image)

Figure 21 – Registration Complete
Conclusion
The Acquisition Resource Center (ARC) is located in Hanover, Maryland. Visits are available by appointment only for cleared contractors. Before you schedule an appointment to the ARC please submit a Visit Request (VR) to the ARC Security Department. For directions on how to submit a VR please contact the ARC Security Department arcsecurity@nsaarc.net or the ARC Webmaster nsaarc@nsaarc.net.

Once you register, you will be eligible to receive notification of specific NSA and IC acquisition efforts, Broad Area Announcements (BAA) and Requests for Information (RFI). This is the front door for future business opportunities with NSA and the IC.

The information contained in the ARC Business Registry is intended solely to advise the government, its vendors, and prospective vendors of the possible sources of supplies and services to be acquired by NSA and other IC and to establish a single database for the dissemination to vendors of certain current and future NSA/IC acquisition information.

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