



## Dynamic Small Business Search (DSBS) Checklist

Go to: <http://dsbs.sba.gov/>

Search for your company's record. Compare your current record to this checklist to determine what needs to be updated. Contact TargetGov for directions how to update the record through your SAM ([www.sam.gov](http://www.sam.gov)) login.

Process:

Go through each item noted here in your Small Business Profile and ensure the information contained within is correct and up-to-date. Note: Anything noted as "automatic" means the data is pre-populated through SAM or other databases. Check off those noted here as they are updated:

### *Identification, Location & Contacts*

- This profile was last updated: [Should be within the last 3 months]
- Status: {Active, Expired or Inactive?}
- Name of Firm:
- Trade Name [make sure to use this field if you use an acronym or a DBA]
- DUNS Number:
- Parent DUNS Number:
- Address, line 1:
- Address, line 2:
- City:
- State:
- Zip:
- Phone Number:
- Fax Number:
- E-mail Address:
- WWW Page: your web site
- E-Mall (electronic mall selling firm's products): your web site
- Contact Person:
- Contact Title:
- County Code (3 digit): automatic
- Congressional District: automatic
- Metropolitan Statistical Area: automatic
- CAGE Code: automatic
- Year Established:
- Accepts Government Credit Card?: [ ] Yes [ ] No
- GSA Advantage Contract(s):

## Organization, Ownership & Certifications

### Certifications

List any and all certifications you have in their respective sections, especially Non-Federal-Government Certifications that are pertinent to your business. These help differentiate your profile

- Legal Structure:
- Ownership and Self-Certifications:
- Current Principals
- "Business Development Serving Office" (for certifications) automatic
- 8(a) Certification: automatic
- Small Disadvantaged Business Certification: automatic
- HUBZone Certification: automatic
- 8(a) Joint Venture Certification: automatic
- DBE Certifications (and State):
- Non-Federal-Government Certifications: [think of these as professional certifications]

## Products & Services

- Capabilities Narrative:

### Capabilities Narrative

This is the first piece of information that will be seen by anyone looking for your Small Business Profile. Use this space to describe your company in ways that set it apart from your competition. Focus on requirement-heavy terminology.

- Special Equipment/Materials: [use this space for additional information about your services and products]
- Business Type Percentages:
- Bonding Levels [only required for construction industry]
- NAICS Codes with Size Determinations by NAICS: automatic
- Keywords:

### Keywords

Another area where you can add information about your company into the Small Business Profile, be sure to use **different wording** here because of the limited space between the Capabilities Narrative and the Keywords section, this allows you to get more out of your content. Use keyword, keyword, keyword, etc.

- Miscellaneous:
  - Quality Assurance Standards: [ISO, etc.]
  - Electronic Data Interchange capable?: [ ] Yes [ ] No

## ***Export Profile (Trade Mission Online)***

- Exporter?:
- Export Business Activities:
- Exporting to:
- Desired Export Business Relationships:
- Description of Export Objective(s):

## ***Performance History (References)***

This section is very important to your Small Business Profile and many companies don't fill it out at all. Having a completed Performance History helps validate your experience and company profile. Be sure to not give away information to your competition, so it is acceptable to use an employee familiar with your past work as the contact person in this section. They must be able to provide references to anyone that calls.

- Name:
- Contract:
- Start:
- End:
- Value:
- Contact:
- Phone:

Contact the TargetGov team at 866-579-1346 with any questions relating to your DSBS record. Visit our web site at [www.TargetGov.com](http://www.TargetGov.com) for additional resources and assistance.