

QUICK REFERENCE GUIDE – SBA DYNAMIC SMALL BUSINESS SEARCH

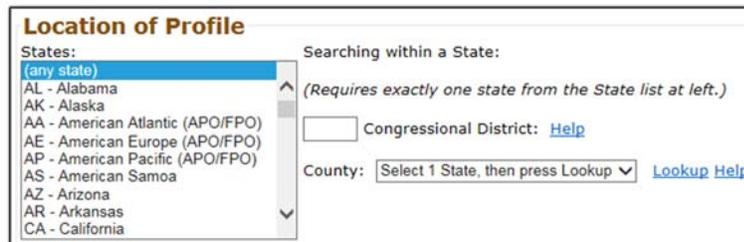
Background: The Uniform Administrative Requirements established for federal awards require non-Federal entities (NFEs) to take six affirmative steps aimed to include minority businesses, women's business enterprises, and labor surplus area firms in federally funded procurements. See 2 C.F.R. §200.321.

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). 2 C.F.R. §200.321(b)(5). NFE's should document use of these resources by saving records of searches in their procurement files. This reference guide discusses these resources, and demonstrates how to use them.

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.

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



The screenshot shows the 'Location of Profile' section of the search tool. It features a dropdown menu for 'States' with options: (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, and CA - California. To the right, there is a 'Searching within a State:' section with a note '(Requires exactly one state from the State list at left.)', a 'Congressional District:' field with a 'Help' link, and a 'County:' field with a dropdown menu and a 'Lookup Help' link.

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



The screenshot shows the 'Ownership and Self-Certifications' section. It contains a list of checkboxes for selecting ownership types: 'Any Minority Owned', 'Any Native American Owned' (with sub-options: 'Trially Owned', 'Alaskan Native Corp (ANC) Owned', 'Native Hawaiian Org (NHO) Owned', 'Other Native American'), and 'Other Minority Owned'.

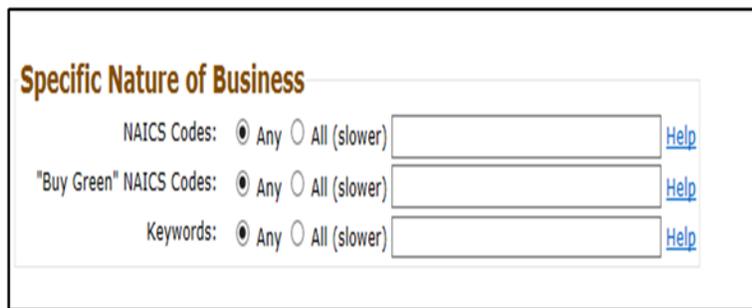
Step 4: To search for women’s business enterprises, select “Any Women-Owned Small Business” under the Ownership and Self-Certifications section.



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, or by using the SBA list identifying small business size by NAICS code, https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf.



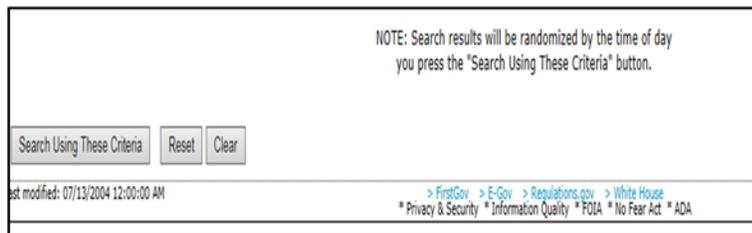
Specific Nature of Business

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.

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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.

MBDA Resources: MBDA has numerous resources for NFEs, including lists of state and local-sponsored minority business enterprises, and state offices for minority and women’s business enterprises. MBDA resources are also available on FEMA’s Procurement Disaster Assistance Team website, <https://www.fema.gov/procurement-disaster-assistance-team>, under the “Socioeconomic Contracting Resources” tab.

Conclusion: As stated in the opening paragraph of this guide, NFEs should document use of these resources to demonstrate compliance with the requirement in 2 C.F.R. §200.321(b)(5) that NFEs use the resources of the SBA and MBDA.