National Aeronautics and Space Administration

The Small Business GUIDE to NASA

OFFICE OF **SMALL BUSINESS** PROGRAMS
…Above and Beyond Goals

OSBP

MISSION

OFFICE OF SMALL BUSINESS PROGRAMS

The mission of the NASA Office of Small Business Programs is to promote and integrate small businesses into the industrial base of contractors and subcontractors that support the future of space exploration, scientific discovery, and aeronautics research.

Colorful swirling cloud belts dominate Jupiter's southern hemisphere in this image captured by NASA's Juno spacecraft.

OVERVIEW

Small Businesses are the backbone of the American economy and play a very critical role in propelling our nation forward into a new space age. Hundreds of small businesses have contributed to some of NASA's most premier space exploration missions, from the Space Launch System (SLS) to the James Webb Space Telescope. Small Businesses not only support science and technology tasks across a wide range of disciplines, but many also provide critical program management functions that keep our projects within budget and on schedule.

NASA's Office of Small Business Programs primary mission since its inception has been to increase the representation of small businesses in NASA's contracting efforts. Our efforts encompass all federally recognized socio-economic small business categories and we work hard to make sure each type of business gets a fair chance to work with NASA.

A United Launch Alliance Atlas V rocket with NASA's Mars 2020 Perseverance rover onboard launches from Space Launch Complex 41, July 30, 2020. (NASA/Joel Kowsky)

UNLOCKING OPPORTUNITIES AND CHARTING A COURSE FOR SMALL BUSINESS SUCCESS:

A Message from the NASA OSBP Assistant Administrator

We appreciate your interest in doing business with the National Aeronautics and Space Administration (NASA)!

I hope you find this Small Business Guide useful as you collaborate with NASA Office of Small Business Programs (OSBP). The mission of NASA OSBP is to take small businesses "Above and Beyond Goals," across all small business categories by employing innovative strategies to promote small business awareness and engagement. A key aspect of this mission involves being strategic and innovative with respect to reaching out to small businesses wherever they may be. OSBP strives to meet this objective by organizing virtual educational webinars and outreach events. These events provide participants with the opportunity to directly engage with NASA professionals as well as representative from NASA's small business community and partners through interactive sessions and comprehensive training programs.

NASA OSBP actively encourages small businesses compete for prime and subcontract contracts opportunities with the Agency. OSBP serves as a conduit for fostering transparent and efficient communication between NASA Centers and the nation's industrial base. Furthermore, we are committed to improving and encouraging small business participation within NASA. OSBP offers various channels for prospective small businesses to stay informed about current events and news, including the NASA Vendor Database, social media platforms, and the OSBP Mobile App.

As you navigate your journey as a small business, I encourage you to stay engaged, ask questions, and foster relationships with our small business advocates. Doing business with NASA requires patience and persistence; success doesn't happen overnight. However, whether you're a newcomer or an experienced business owner, NASA remains committed to supporting you. Our small business team, prime contractors, and partners are knowledgeable and eager to help you navigate the complex yet rewarding contracting process.

This publication contains essential information on conducting business with NASA, its Centers, and more. For further details, please visit the NASA OSBP website at **www.nasa.gov/osbp** at your convenience.

Best of luck with your future endeavors!

Mr. Dwight D. Deneal

Assistant Administrator
NASA Office of Small Business Programs

OSBP
OFFICE OF **SMALL BUSINESS** PROGRAMS

http://www.nasa.gov/osbp
202-358-2088
smallbusiness@nasa.gov
NASA Vendor Database
@NASA_OSBP
NASASmallBusiness
OSBP Mobile App, available on iOS and Android devices

SO, YOU WANT TO DO BUSINESS WITH NASA?

Artist's representation of the X-59 QueSST aircraft. (NASA)

It takes time to secure a partnership with NASA. While contracts are not guaranteed, it can take approximately 18 to 24 months to build a relationship with the Agency acquisition personnel.

At NASA, the Simplified Acquisition Threshold (SAT) Team, at the NASA Shared Services Center (NSSC), provides Agency leadership with unprecedented insight into simplified acquisition purchasing activity of the Agency by consolidation SAT purchases.

As a reminder, the NSSC processes all SAT purchases at or below $250,000, within scope in the shared services environment.

NASA is committed to providing all categories of small businesses with an opportunity to participate in both NASA prime contracts and subcontracts. To do this, we need to ensure that the lines of communication are open and effective. This publication is key to that open communication.

In order to do business with NASA, here are a few "First Steps" that you will want to explore →

FIRST STEPS

1 Connect with OSBP

- **NASA Vendor Database**
- **Facebook**
- **X** @NASA_OSBP
- **OSBP Mobile** (mobile app)

2 Locate and Contact the Appropriate Small Business Specialist

- **Center Locations**
  https://www.nasa.gov/osbp/center-locations

3 Match your Company's Primary NAICS* Code to the Center NAICS Code

- **NAICS**
  https://www.census.gov/naics
- **OSBP About NASA Centers**
  https://www.nasa.gov/osbp/about-nasa-centers

4 Identify Procurement Opportunities

- **Contract Opportunities**
  https://sam.gov/content/home
- **Acquisition Forecast**
  https://www.hq.nasa.gov/office/procurement/forecast/
- **SBIR/STTR** *https://sbir.nasa.gov/*
- **NSPIRES** *https://nspires.nasaprs.com/external/*

5 Attend NASA OSBP Outreach Events

- **Outreach**
  https://www.nasa.gov/osbp/regional-outreach
- **Calendar**
  https://osbp.nasa.gov/calendar_bootstrap.html

6 Do the Homework!

Government contracting can be complex, especially for small businesses getting involved for the first time! Homework for small businesses includes lots of research.

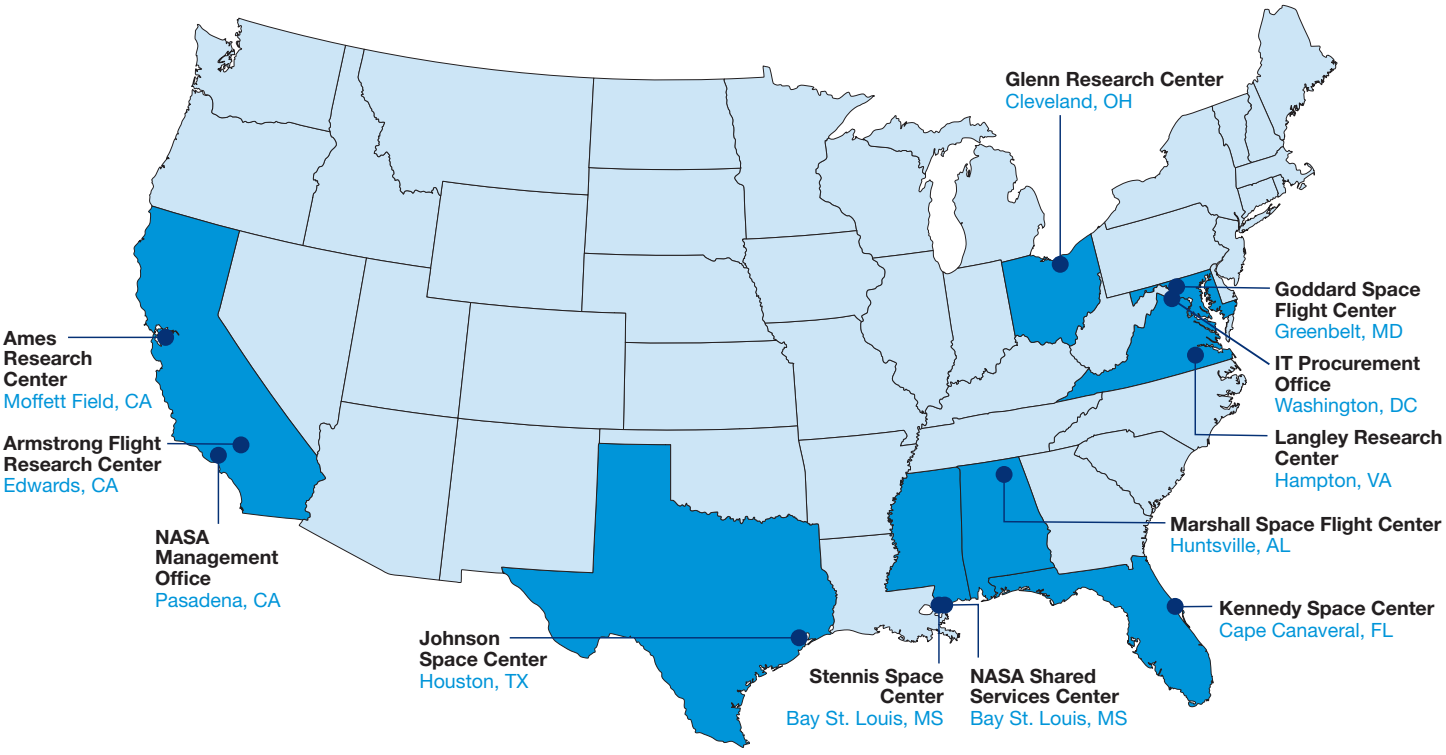
* North American Industry Classification System

NASA CENTERS

The Vehicle Assembly Building is seen at sunset, at NASA's Kennedy Space Center in Florida. (NASA/Joel Kowsky)

NASA Centers and the JPL facility locations are listed below.

Industry councils exist at each center. For more information, reach out to the Small Business Specialists.



AMES

The Unitary Plan Wind Tunnels at Ames Research Center (NASA)

AMES RESEARCH CENTER

Ames Research Center (ARC), located in California's Silicon Valley, is a leader in information technology research with a focus on supercomputing, networking, and intelligent systems. ARC conducts the critical research and development that creates the enabling technologies that make NASA missions possible. Ames is also a leader in nanotechnology, fundamental space biology, biotechnology, aerospace and thermal protection systems, and human factors research. Ames research in astrobiology focuses on the effects of gravity on living things and the nature and distribution of stars, planets, and life in the universe.

In addition, ARC works collaboratively with the Federal Aviation Administration (FAA), conducting research in air traffic management to make safer, cheaper, and more efficient air travel a reality. Ames engages in information and education outreach, forms collaborative partnerships, and fosters commercial application of NASA technologies. Ames is developing NASA Research Park, an integrated, dynamic research and education community created to cultivate diverse partnerships with academia, industry, and nonprofit organizations in support of NASA's mission.

https://www.nasa.gov/osbp/ames

PROCUREMENT AT AMES RESEARCH CENTER

https://www.nasa.gov/office/procurement/ames-procurement

Small Business Contact

Christine L. Munroe
Small Business Specialist
Tel: 650-604-4695
Fax: 650-604-0912
arc-smallbusiness@mail.nasa.gov

ARMSTRONG

A NASA F/A-18 is towed to the apron at NASA's Armstrong Flight Research Center in Edwards, California during sunrise over Rogers Dry Lake. (NASA/Lauren Hughes)

ARMSTRONG FLIGHT RESEARCH CENTER

The Armstrong Flight Research Center (AFRC) is advancing aerospace technology and environmental and space science through atmospheric flight. Located at Edwards Air Force Base in California, AFRC conducts flight Research and technology integration to revolutionize aviation and pioneer aerospace technology. The Center also supports operations of the International Space Station for NASA. From its satellite Armstrong Aircraft Operations Facility in nearby Palmdale, CA, AFRC conducts airborne remote sensing and environmental science missions. The Palmdale facility is also the base of operations for the Stratospheric Observatory for Infrared Astronomy (SOFIA).

https://www.nasa.gov/osbp/armstrong

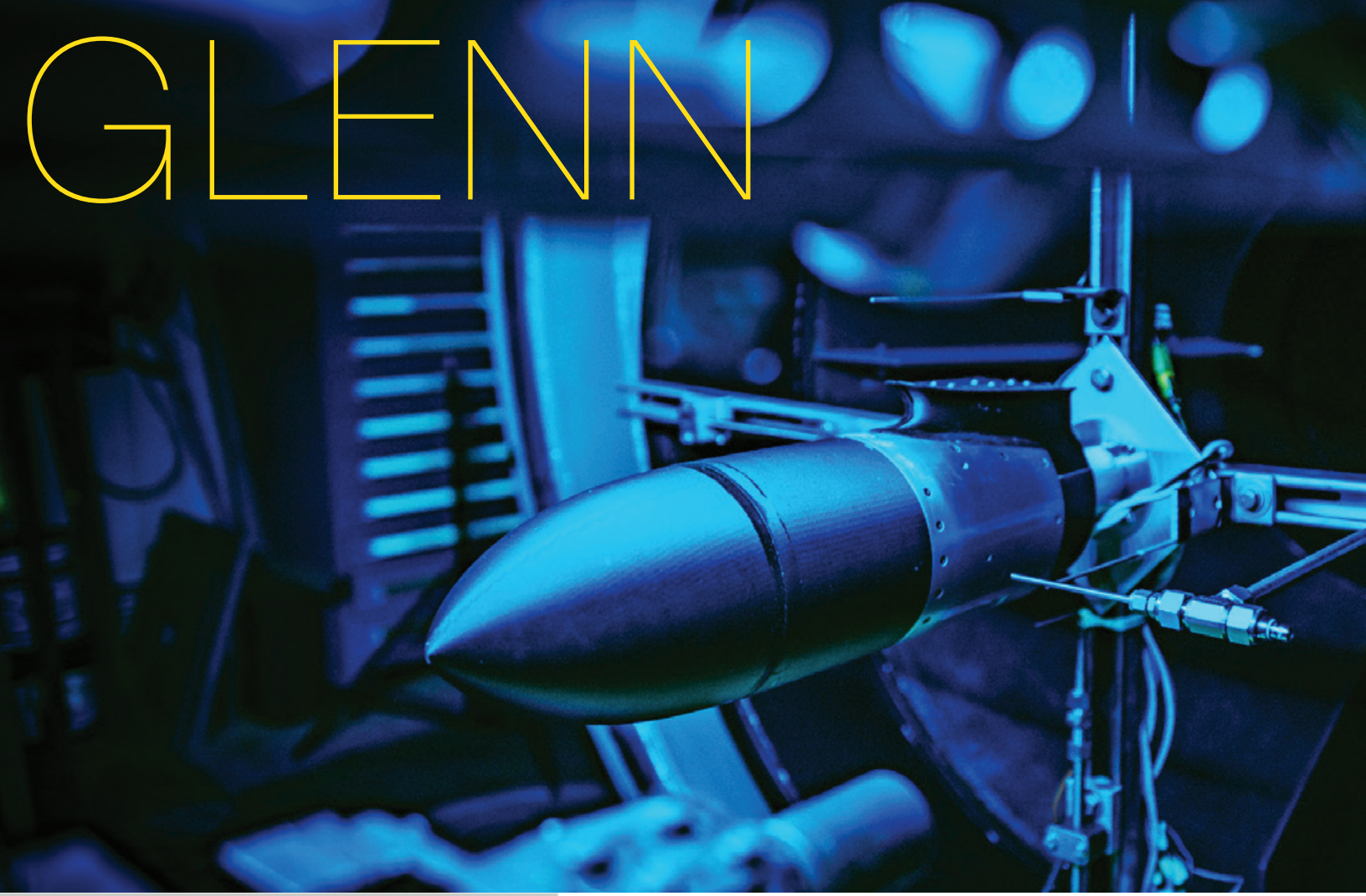
PROCUREMENT AT ARMSTRONG FLIGHT RESEARCH CENTER

https://www.nasa.gov/office/procurement/afrc-procurement

Small Business Contact

Christine L. Munroe
Small Business Specialist
Tel: 650-604-4695
Fax: 650-604-0912
arc-smallbusiness@mail.nasa.gov

GLENN



Generalized Intelligent Motor Control (GIMC)-Sector hardware in a small wind tunnel at NASA Glenn Research Center. (NASA/Rami Daud)

PROCUREMENT AT GLENN RESEARCH CENTER
https://www.nasa.gov/reference/procurement-divisions-and-offices/#hds-sidebar-nav-8

GLENN RESEARCH CENTER

Glenn Research Center (GRC) at Lewis Field in Cleveland, OH, develops critical space flight systems and technologies to advance the exploration of our solar system and beyond while continuing to maintain leadership in aeronautics. In partnership with U.S. industries, universities, and other Government institutions, the Center's Research and development efforts focus on advancements in propulsion, power, communications, nuclear technology, and human related aerospace systems.

https://www.nasa.gov/osbp/glenn

Small Business Contact

Eunice J. Adams-Sipp
Small Business Specialist
Tel: 216-433-6644
Fax: 216-433-2480
grc-smallbusiness@mail.nasa.gov

GODDARD

GODDARD SPACE FLIGHT CENTER

Goddard Space Flight Center (GSFC) is located in Greenbelt, MD, with the mission to expand knowledge of Earth and its environment, the solar system, and the universe through observation from space. To ensure that our Nation maintains leadership in this endeavor, we are committed to excellence in scientific investigation, in the development and operation of space systems, and in the advancement of essential technologies. GSFC is also the contracting office for NASA Headquarters (HQ) in Washington, DC. The list of NAICS codes is the combined list of requirements for both GSFC and HQ.

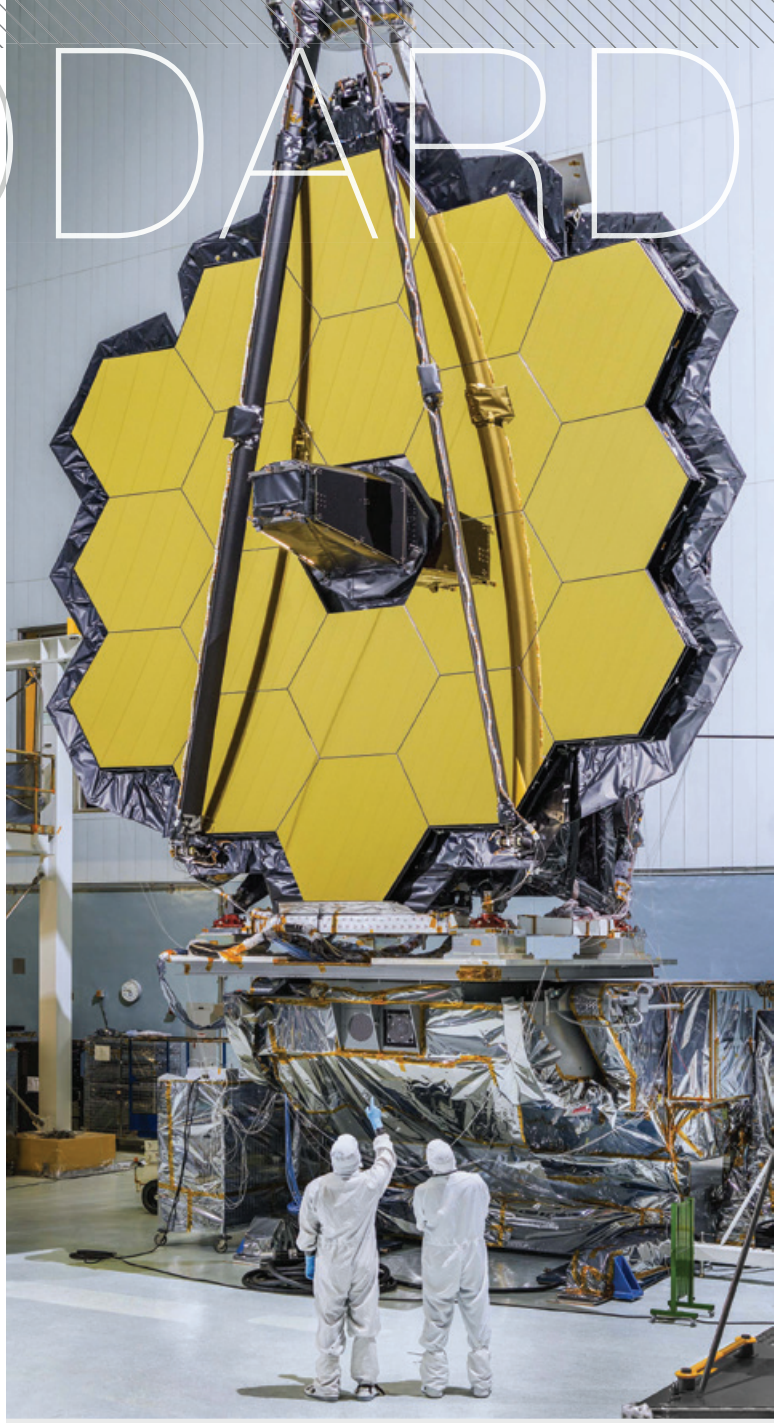
https://www.nasa.gov/osbp/goddard

Small Business Contacts

Jennifer D. Perez
Small Business Specialist
Tel: 301-286-4379
Fax: 301-286-2666
gsfc-smallbusiness@mail.nasa.gov

Kandace P. Chappell
Small Business Specialist
Tel: 301-286-8136
Fax: 301-286-2666
gsfc-smallbusiness@mail.nasa.gov

Djaataa Onanuga
Small Business Specialist
Tel: 301-286-9083
Fax: 301-286-2666
gsfc-smallbusiness@mail.nasa.gov



The primary mirror of NASA's James Webb Space Telescope consisting of 18 hexagonal mirrors looks like a giant puzzle piece standing in the massive clean room of NASA's Goddard Space Flight Center in Greenbelt, Maryland. (NASA/Goddard/ Chris Gunn)

PROCUREMENT AT GODDARD SPACE FLIGHT CENTER
https://www.nasa.gov/office/procurement/gsfc

IT PROCUREMENT OFFICE

Nebula Containerized Server at NASA's Ames Research Center.

NASA INFORMATION TECHNOLOGY (IT) PROCUREMENT OFFICE

The NASA Information Technology (IT) Procurement Office, has Agency-wide responsibility for providing guidance and support to NASA Centers geographically dispersed across the United States, Headquarters Mission Directorates, and Mission Support Offices in planning, conducting, and processing IT procurement actions above the Simplified Acquisition Threshold. The portfolio is composed of three primary areas: Enterprise IT Contracts, Center IT Contracts, and the Solutions for Enterprise-Wide Procurement (SEWP) Program. The Enterprise IT Contracts cover End-User IT services, Cybersecurity, Communications, and Application services. The Center IT contracts cover a wide breadth of Center-unique IT services. SEWP is a Government-wide Acquisition Contract (GWAC) consisting of over 140 pre-competed Prime Contract Holders that provide a variety of IT products and services to all federal agencies. The NASA IT Procurement Office works in close partnership with NASA's Office of Chief Information Officer in developing strategic approaches to acquiring and delivering NASA's IT needs.

https://www.nasa.gov/office/procurement/itpo

PROCUREMENT AT
NASA IT PROCUREMENT OFFICE
https://www.nasa.gov/office/procurement/itpo

Procurement Contacts

Robert O. Betts
Small Business Specialist
IT Procurement Office (ITPO)
Tel: 757-864-6074
hq-itpo-smallbusiness@mail.nasa.gov

Additional Contact
Tom Weih
ITPO Deputy Procurement Officer
Tel: 757-864-3878
carl.t.weih@nasa.gov

The first anniversary image from NASA's James Webb Space Telescope displays star birth like it's never been seen before, full of detailed, impressionistic texture. The subject is the Rho Ophiuchi cloud complex, the closest star-forming region to Earth. It is a relatively small, quiet stellar nursery, but you'd never know it from Webb's chaotic close-up. Jets bursting from young stars crisscross the image, impacting the surrounding interstellar gas and lighting up molecular hydrogen, shown in red. Some stars display the telltale shadow of a circumstellar disk, the makings of future planetary systems.

Credits: NASA, ESA, CSA, STScI, Klaus Pontoppidan (STScI)

JOHNSON

NASA astronaut candidate Jessica Watkins prepares to be submerged in the water for underwater spacewalk training at NASA Johnson Space Center's Neutral Buoyancy Laboratory in Houston. (NASA/Norah Moran)

PROCUREMENT AT JOHNSON SPACE CENTER
https://www.nasa.gov/johnson/jsc-procurement/

JOHNSON SPACE CENTER

Johnson Space Center (JSC), located in Houston, TX, provides leadership for human space exploration and operations. JSC strives to advance human capability for exploration and utilization of space by conducting space operations and by designing, testing, and developing space flight hardware and systems. JSC has the responsibility for the operation of the International Space Station. Additionally, the Center hosts the Commercial Cargo Project, which will foster increased commercial space enterprise opportunities.

https://www.nasa.gov/osbp/johnson/

Small Business Contacts

Robert E. Watts
Small Business Specialist
Tel: 281-244-5811
Fax: 281-483-4326
jsc-smallbusiness@mail.nasa.gov

Monica F. Craft
Small Business Specialist
Tel: 281-244-5811
Fax: 281-483-4326
jsc-smallbusiness@mail.nasa.gov

Tumarrow Romain
Small Business Specialist
Tel: 281-483-2824
Fax: 281-483-4326
jsc-smallbusiness@mail.nasa.gov

KENNEDY

KENNEDY SPACE CENTER

Kennedy Space Center (KSC) will transform from a Government- and program-focused, single-user launch complex to a more capability-centric and cost-effective multiuser spaceport, enabling both Government and commercial space providers. KSC's future is the launch services, commercial crew, and exploration programs.

The 21st Century Ground Systems Program will align the KSC infrastructure to support the future needs of these programs to process and launch Government and commercially provided vehicles and spacecraft. KSC will play a key role in solving technical problems, processing payloads and hardware for future missions, and diversifying partnerships that will utilize existing capabilities.

https://www.nasa.gov/osbp/kennedy

NASA's Pegasus Barge arrived at the Launch Complex 39 turn basin wharf at Kennedy Space Center in Florida to make a delivery to Kennedy in support of the agency's Artemis missions. (NASA)

Small Business Contacts

Natalie B. Colvin
Procurement Analyst
Tel: 321-867-4773
Fax: 321-867-7999
ksc-smallbusiness@mail.nasa.gov

PROCUREMENT AT KENNEDY SPACE CENTER
https://www.nasa.gov/office/procurement/kennedy-space-center-ksc

LANGLEY

HDR Time lapse composite during the 2017 solar eclipse, with the Falcon UH-25 in front of the NASA Langley hangar. (NASA/ Sandie Gibbs)

PROCUREMENT AT LANGLEY RESEARCH CENTER
https://www.nasa.gov/reference/procurement-divisions-and-offices

LANGLEY RESEARCH CENTER

Langley Research Center (LaRC), located in Hampton, VA, pioneers the future in space exploration, scientific discovery, atmospheric research, and aeronautics through the research and development of technology, scientific instruments and investigations, and exploration systems.

www.nasa.gov/centers-and-facilities/langley/osbp-langley/

Small Business Contact

Robert O. Betts
Small Business Specialist
Langley Research Center (LaRC)
Tel: 757-864-6074
larc-smallbusiness@mail.nasa.gov

IT Procurement Office (ITPO)
Small Business Specialist
Tel: 757-864-6074
hq-itpo-smallbusiness@mail.nasa.gov

MARSHALL

MARSHALL SPACE FLIGHT CENTER

Marshall Space Flight Center (MSFC), located in Huntsville, AL, serves as a systems developer and integrator for exploration and science missions. It advances Agency priorities with its full life-cycle engineering capabilities, developing and integrating human and scientific space flight systems from concept to development to operation. MSFC's work in advanced materials and manufacturing processes and its scientific research in specialized areas round out its portfolio.

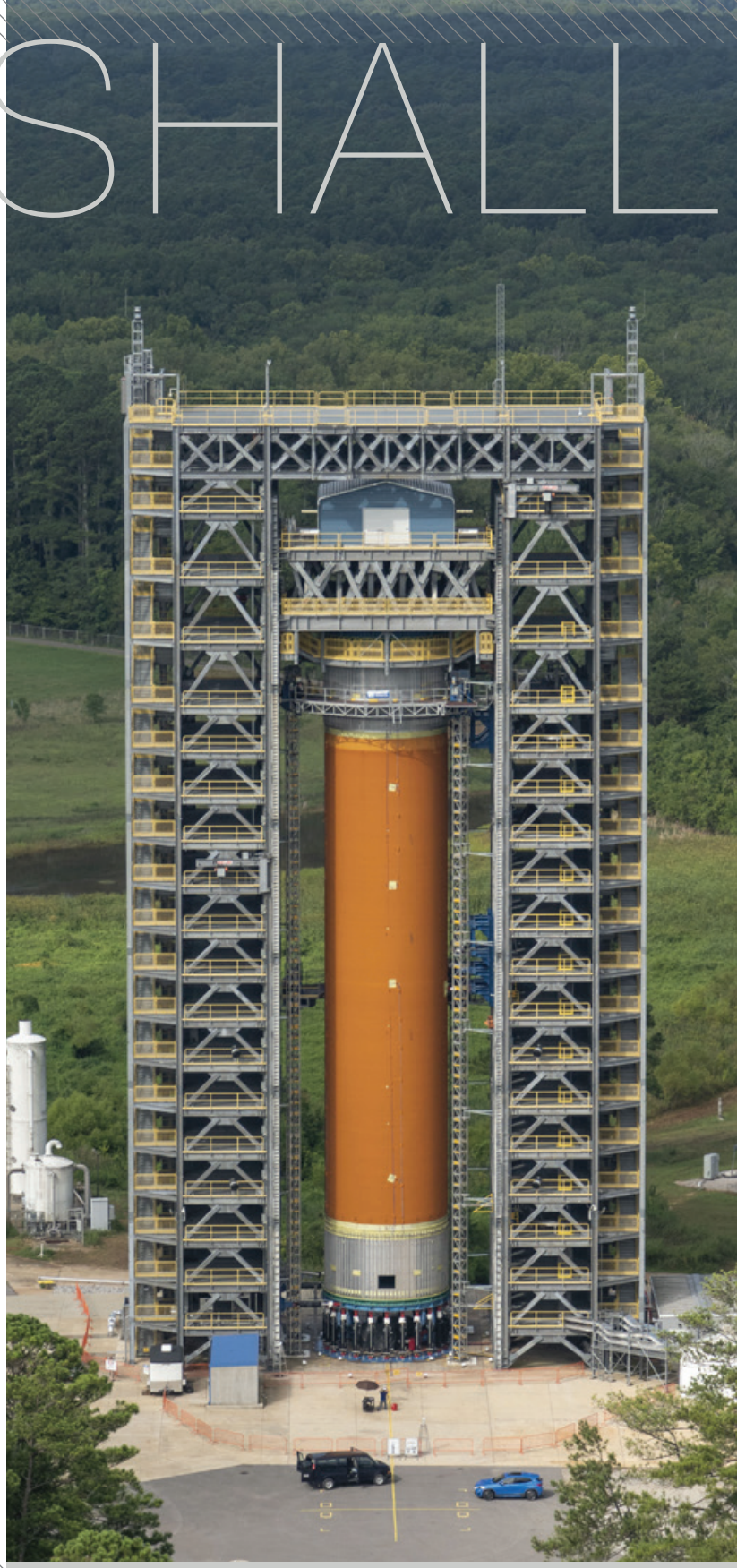
https://www.nasa.gov/osbp/marshall

PROCUREMENT AT MARSHALL SPACE FLIGHT CENTER

https://doingbusiness.msfc.nasa.gov/

Small Business Contact

David E. Brock
Small Business Specialist
Tel: 256-544-0267
Fax: 256-544-2772
msfc-smallbusiness@mail.nasa.gov



Aerial photograph of MSFC test stand 4693 with the Liquid Hydrogen test article (LH2) in the stand. (NASA/MSFC/Fred Deaton)

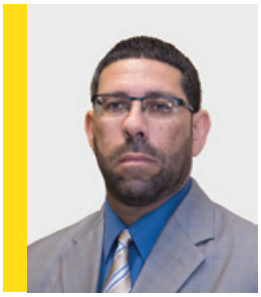
NASA SHARED SERVICES CENTER

Aerial photo of the NASA Shared Services Center.

NASA SHARED SERVICES CENTER

The NASA Shared Services Center (NSSC), located at Stennis Space Center, serves as a major Agency-wide service resource that provides timely, accurate, high-quality, cost-effective, and customer-focused services for NASA. The Center is a value-added, independent resource for NASA's information technology, financial management, procurement, and human resources communities. By achieving synergy within and across functions, the NSSC increases operational efficiency, reduces resource requirements for institutional support areas, and positions NASA for further business process improvements and innovations.

https://www.nasa.gov/osbp/nasa-shared-services-center/

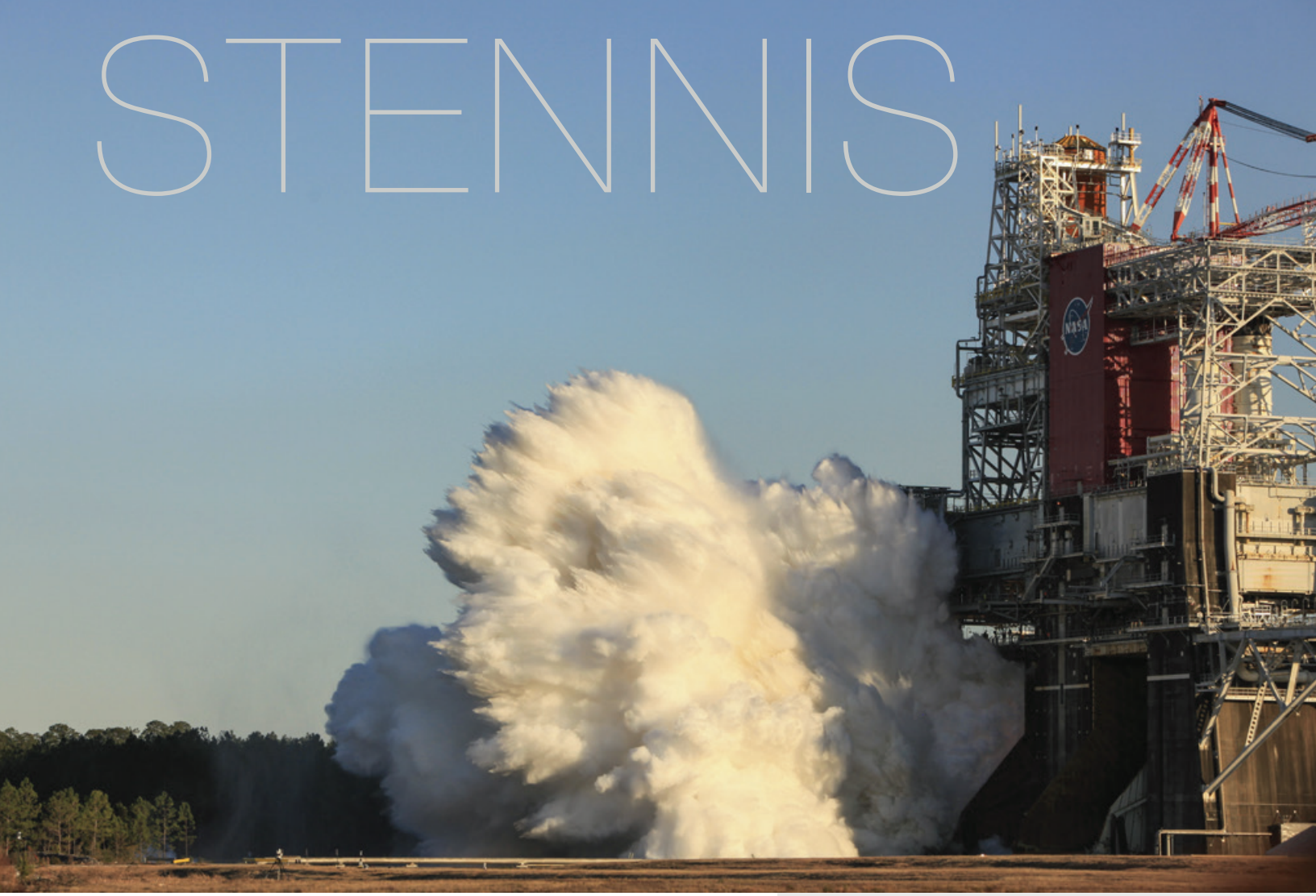


Small Business Contact

Troy E. Miller
Small Business Specialist
Tel: 228-813-6558
Fax: 228-813-6434
nssc-smallbusiness@mail.nasa.gov

PROCUREMENT AT NASA SHARED SERVICES CENTER
https://www.nasa.gov/nssc-procurement/

STENNIS



The core stage for the first flight of NASA's Space Launch System rocket is seen in the B-2 Test Stand during a hot fire test in January 2021, at NASA's Stennis Space Center. (NASA/ Robert Markowitz)

STENNIS SPACE CENTER

Stennis Space Center (SSC), located in Stennis, MS, implements NASA's mission in areas assigned by two Agency Mission Directorates. SSC manages rocket propulsion testing for the Human Exploration and Operations Mission Directorate (HEOMD) and is serving as the Systems Engineering Center, managing assigned applied sciences program activities for the Science Mission Directorate (SMD). Stennis also serves as Federal manager and host Agency of a major Government multi-agency center.

https://www.nasa.gov/osbp/stennis

PROCUREMENT AT STENNIS SPACE CENTER

https://www.nasa.gov/stennis/doing-business-with-stennis/

Small Business Contact

Kay S. Doane
Small Business Specialist
Tel: 228-688-1720
Fax: 228-688-6024
ssc-smallbusiness@mail.nasa.gov

This Veil Nebula image captured by the Hubble Space Telescope, has been processed using new techniques, bringing out fine details of the nebula's delicate threads and filaments of ionised gas. (ESA/Hubble & NASA, Z. Levay)

ACTIVE CONTRACT LISTINGS (ACLs)

➔ NASA Employees Click Here ➔ Vendors Click Here

Active Contract Lists (ACLs) record NASA recurring acquisitions. ACLs are grouped based on NAICS codes and are categorized as follows:

- Accounting Financial Business Services
- Administrative Services
- Environmental Services and Remediation
- Facilities Maintenance
- IT
- Multiple Award Construction
- Occupational Health
- Protective Services

NASA ACQUISITION FORECAST

https://www.hq.nasa.gov/office/procurement/forecast/

The NASA Acquisition Forecast is a consolidated Agency-wide forecast provided to allow users to search multiple NASA Centers for procurement opportunities.

Expiration Date (or "last date to order" for indefinite-delivery contracts)
This allows for long-term tracking of recurring requirements, as well as for the long-term planning time normally required in pursuing the contracts.

Sample Active Contract Listing

Center	NAICS	Contract Name	Contractor Name Contract #	Type of Competition	Potential Value	Ultimate Contract End Date
AFRC	561210	Facilities Operations and Maintenance Services	Helix Management Services, LLC **NND13AD53C**	8(a) Competitive	$44.9 M	5/31/2021 Last Date to Order
ARC	561210	Safety and Mission Assurance	Bastion Technologies, Inc. **80ARC020D0012**	Full & Open	$66.6 M	10/31/2024 Last Date to Order
GRC	561720	Janitorial Services	Creative Management Technology **80GRC020C0007**	SB Set-Aside	$15.4 M	7/31/2025
KSC	561210	Base Operations and Spaceport Services (BOSS)	PAE-SGT Partners, Inc. **80KSC018C0017**	Full & Open	$609 M	3/21/2023
KSC	561730	Grounds and Landscaping Maintenance and Pest Contract II	S.C. Jones Services, Inc. **80KSC019C0020**	HUBZone Set-Aside	$10.9 M	9/30/2023

Center Acronym
Indicates the center(s) or location(s) of the work to be performed, or where the requirement exists. The location of the contracting center may or may not be the same as the location of the work/requirement.

The core stage for the first flight of NASA's Space Launch System rocket is seen in the B-2 Test Stand during a second hot fire test, March 18, 2021, at NASA's Stennis Space Center.

Mars 2020 parachute testing at the 80- by 120-foot wind tunnel at Ames Research Center. (NASA/JPL-Caltech/T. Wynne)

OTHER PROGRAMS OF INTEREST

NASA Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR)

https://sbir.nasa.gov/

The NASA SBIR and STTR programs fund the research, development, and demonstration of innovative technologies that fulfill NASA needs as described in the annual Solicitations and have significant potential for successful commercialization. If you are a small business concern (SBC) with 500 or fewer employees or a nonprofit Research Institution (RI), such as a university or a research laboratory with ties to an SBC, then NASA encourages you to learn more about the SBIR and STTR programs as a potential source of seed funding for the development of your innovations.

NASA Mentor-Protégé Program

https://www.nasa.gov/osbp/mentor-protege-program

The NASA Mentor-Protégé Program (MPP) encourages NASA prime contractors to assist eligible Protégés, thereby enhancing the Protégés' capabilities to perform on NASA contracts and subcontracts, fostering the establishment of long-term business relationships between these entities and NASA prime contractors, and increasing the overall number of these entities that receive NASA contract and subcontract awards.

White House Initiative on Historically Black Colleges and Universities (WHIHBCU)

https://sites.ed.gov/whhbcu/

The Initiative shall work with agencies, private-sector employers, educational associations, philanthropic organizations, and other partners to increase the capacity and competitiveness of HBCUs to provide the highest-quality education to an increasing number of students.

The Initiative is dedicated to helping HBCUs successfully compete for top opportunities in national and global markets while providing education and economic experiences that can improve the standards of living for the students and communities HBCUs primarily serve.

NASA Minority University Research and Education Project (MUREP)

https://www.nasa.gov/stem/murep/home/index.html

The MUREP engages underrepresented populations through a wide variety of initiatives. Multiyear grants are awarded to assist Minority Institution faculty and students in research of pertinent missions.

NASA Partnership Office

https://www.nasa.gov/partnerships.html

NASA engages in partnerships with international, intergovernmental, academic, industrial, and entrepreneurial communities, recognizing them as important contributors of skill and creativity to our missions and for the propagation of our results. The NASA Partnership Office, within the Headquarters Mission Support Directorate, provides Agency-level strategic policy and procedural guidance for all domestic, unclassified partnership matters. Such partnerships are implemented through a variety of mechanisms including Space Act Agreements, Commercial Space Launch Act Agreements, and Cooperative Research and Development Agreements, among others.

NASA Office of STEM Engagement

https://www.nasa.gov/stem/about.html

In NASA STEM Engagement, we deliver tools for young Americans and educators to learn and succeed. Learn more about NASA's Office of STEM Engagement and its wide-reaching impacts. Through its diverse efforts, NASA makes compelling contributions to federal education goals in building a strong foundation for STEM literacy, preparing the STEM workforce of the future and increasing diversity, equity, and inclusion in STEM.

ADDITIONAL RESOURCES

NASA Federal Acquisition Register Supplement 1826.302
https://www.acquisition.gov

U.S. Small Business Administration
http://www.sba.gov

SBA provides programs for small businesses in the Federal contracting arena. Programs available to small business within the Federal arena include:

- Women-Owned Small Business Federal Contracting program
- Service-disabled Veteran-Owned Small Business program
- 8(a) Business Development program
- SBA Mentor-Protégé program
- HUBZone program

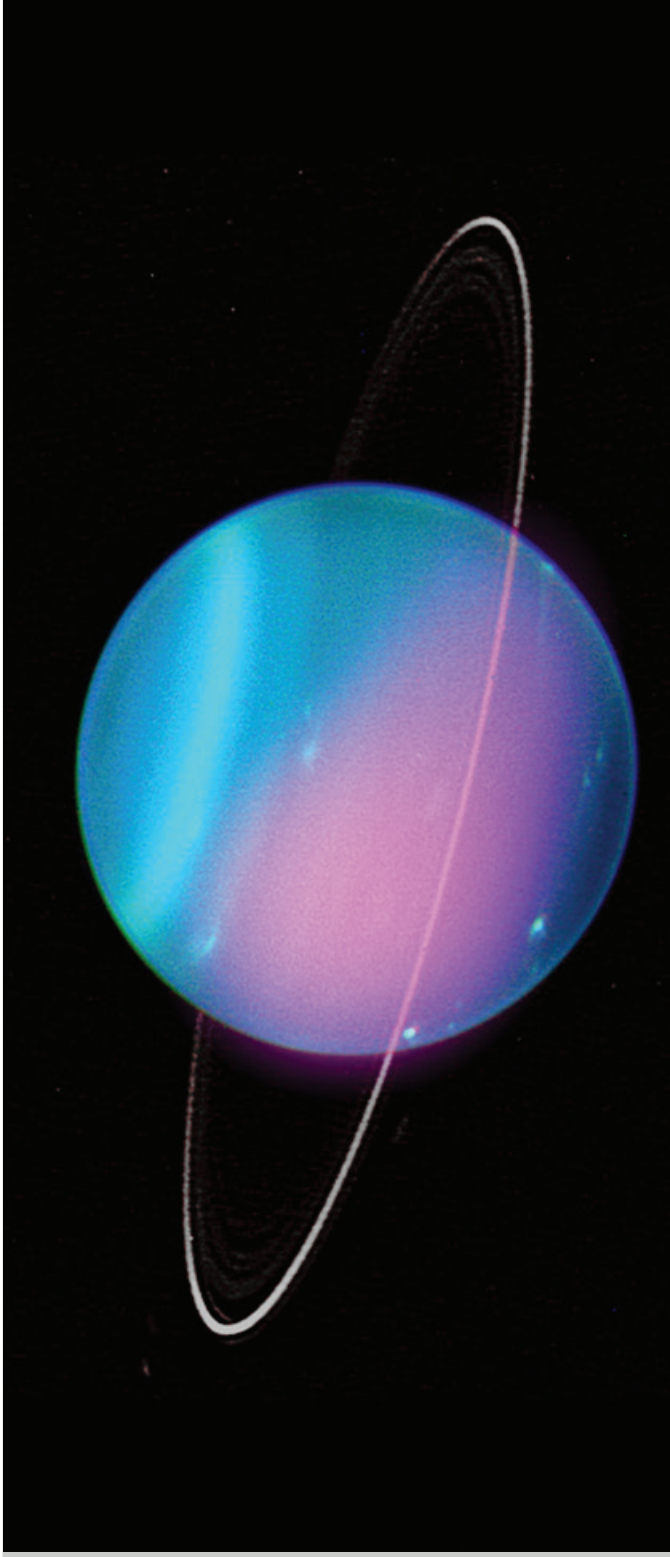
Association of Procurement Technical Assistance Centers
http://www.aptac-us.org/

Small Business Development Centers (SBDC)
https://americassbdc.org/

Service Corps of Retired Executives (SCORE)
https://www.score.org/

NASA Solutions for Enterprise-Wide Procurement (SEWP)
https://www.sewp.nasa.gov/

TIP Use resources such as these to learn about writing a business plan, determining the legal structure of your business, and more. Avoid common mistakes and get advice from experienced small business owners who want to help. Local SBA partner organizations offer free access to mentors and trainers.



Chandra X-ray image of Uranus from 2002 (in pink) superimposed on an optical image from the Keck-I Telescope obtained in a separate study in 2004. (NASA/CXO/University College London/W. Dunn et al; W.M. Keck Observatory)

CONTACTS

NASA OFFICE OF SMALL BUSINESS PROGRAMS

ENTERPRISE LEADERSHIP

NASA Headquarters (HQ)
Dwight D. Deneal
Assistant Administrator
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

NASA Headquarters (HQ)
Robert Medina
Deputy Assistant Administrator
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

NASA Headquarters (HQ)
Richard L. Mann
Program Manager
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

NASA Headquarters (HQ)
Charles T. Williams
Program Manager
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

NASA Headquarters (HQ)
E. Ann Haase
Program Manager
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

ENTERPRISE ORGANIZATION

NASA Headquarters (HQ)
Truphelia M. Parker
Program Specialist
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

NASA Headquarters (HQ)
Naeemah A. Lee
Program Specialist
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

NASA Headquarters (HQ)
Briana L. Goins
Program Specialist
Tel: 202-358-2088
Fax: 202-358-3261
smallbusiness@nasa.gov

Ames Research Center (ARC)/
Armstrong Flight Research Center (AFRC)
Christine L. Munroe
Small Business Specialist
Tel: 650-604-4695
Fax: 650-604-0912
arc-smallbusiness@mail.nasa.gov
afrc-small-business-office@mail.nasa.gov

Glenn Research Center (GRC)
Eunice J. Adams-Sipp
Small Business Specialist
Tel: 216-433-6644
Fax: 216-433-2480
grc-smallbusiness@mail.nasa.gov

Goddard Space Flight Center (GSFC)
and Headquarters Acquisition Branch
Jennifer D. Perez
Lead Small Business Specialist
Tel: 301-286-4379
Fax: 301-286-2666
gsfc-smallbusiness@mail.nasa.gov

Goddard Space Flight Center (GSFC)
and Headquarters Acquisition Branch

Kandace P. Chappell

Small Business Specialist

Tel: 301-286-8136

Fax: 301-286-2666

gsfc-smallbusiness@mail.nasa.gov

Goddard Space Flight Center (GSFC)
and Headquarters Acquisition Branch

Djaataa Onanuga

Small Business Specialist

Tel: 301-286-9083

Fax: 301-286-2666

gsfc-smallbusiness@mail.nasa.gov

Johnson Space Center (JSC)

Robert E. Watts

Small Business Specialist

Tel: 281-244-5811

Fax: 281-483-4326

jsc-smallbusiness@mail.nasa.gov

Johnson Space Center (JSC)

Monica F. Craft

Small Business Specialist

Tel: 281-483-4134

Fax: 281-483-4326

jsc-smallbusiness@mail.nasa.gov

Johnson Space Center (JSC)

Tumarrow Romain

Small Business Specialist

Tel: 281-483-2824

Fax: 281-483-4326

jsc-smallbusiness@mail.nasa.gov

Kennedy Space Center (KSC)

Natalie B. Colvin

Small Business Specialist

Tel: 321-867-4773

Fax: 321-867-7999

ksc-smallbusiness@mail.nasa.gov

IT Procurement Office (ITPO)
Langley Research Center (LaRC)

Robert O. Betts

Small Business Specialist

Tel: 757-864-6074

Fax: 757-864-8541

hq-itpo-smallbusiness@mail.nasa.gov

larc-smallbusiness@mail.nasa.gov

Marshall Space Flight Center (MSFC)

David E. Brock

Small Business Specialist

Tel: 256-544-0267

Fax: 256-544-4400

msfc-smallbusiness@mail.nasa.gov

NASA Office of JPL Management and
Oversight (NOJMO)

Lynn M. Torres

Small Business Specialist

Tel: 818-354-1684

Fax: 818-393-1746

nojmo-smallbusiness@mail.nasa.gov

NASA Shared Services Center (NSSC)

Troy E. Miller

Small Business Specialist

Tel: 228-813-6558

Fax: 228-813-6434

nssc-smallbusiness@mail.nasa.gov

Stennis Space Center (SSC)

Kay S. Doane

Small Business Specialist

Tel: 228-688-1720

Fax: 228-688-6024

ssc-smallbusiness@mail.nasa.gov

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http://www.nasa.gov/osbp
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smallbusiness@nasa.gov

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Office of Small Business Programs
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