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Agency profile

Department of Veterans Affairs · Public research-method sample

Reviewed 9 September 2026. This edition shows how to structure an evidence-backed agency profile. It does not contain a newly measured award ranking or a live-opportunity feed. ITC claims no VA contract or VA past performance.

What changed in this edition

The August sample contained dated award tables, buyer rankings and opportunity deadlines. Record-level extracts supporting those tables were not available in the reviewed source packet. They are therefore not presented here as current or verified findings. This document replaces that public download with a clearly identified method sample; the previous edition remains in retained source history.

1. Define the buying question

State the service or supply being researched, relevant NAICS and PSC classifications, geographic constraints and time window. Separate the funding agency from the awarding agency and contracting office. Record whether the analysis includes prime awards, subawards, transactions, notices or each as separate datasets.

For VA, inspect the official acquisition information and small-business program guidance before inferring an accessible route. There is no general supplier-registration procedure against a contracting-office code established by this sample.

2. Capture the source records

Source	What to preserve	Interpretation limit
USASpending	Award identifier, awarding/funding office, recipient, dates, NAICS, obligations, source link and query filters	Obligations are not an award ceiling or an annual run-rate.
SAM.gov notices	Notice identifier, type, set-aside, response date/time zone, amendments and attachments	A notice can change or close; a prior snapshot is not current availability.
Agency acquisition pages	Program guidance, procurement route and update date	An agency-wide policy does not establish one solicitation's eligibility.
Subaward records	Prime award link, recipient, reporting period and source fields	Reported subawards are not a complete list of future teaming openings.

All record counts should reconcile with displayed rows, pagination and stated exclusions. Preserve the retrieval timestamp and the precise filter used to calculate each figure.

3. Check the VA purchasing route

VA's Veterans First framework and applicable Rule of Two require procurement-specific eligibility analysis. Veteran-related preferences are not a blanket statement that every other business is barred from every VA purchase or subcontract. Review the solicitation, applicable vehicle and current VA acquisition rules before deciding a route is available.

VAAR Part 819: small business programs · VAAR Part 808: required sources and schedule ordering.

4. Turn evidence into a decision

For each candidate opportunity, distinguish observed facts from inference. A useful row identifies the source, deadline, eligibility, relevant capability, missing evidence, responsible person and disposition. A historical award may help explain an agency's buying pattern; it does not establish a new solicitation, a named prime's willingness to team, or a guaranteed entry point.

Avoid categorical instructions such as ignoring an entire program through a future year unless the exact assertion is supported by a current authoritative record. A closed prime vehicle does not by itself close every related subcontracting route.

5. Review before issuing a commissioned profile

Confirm that every table total matches the underlying records, every deadline remains current, and each named organization or award is supported by a retrievable source. Label missing fields and data coverage. State the analysis window and how changes after retrieval should be checked.

A commissioned scope may add a buyer's NAICS, qualifications and procurement route. This sample makes no turnaround guarantee and includes no client files or private contacts.

Sources and contact

USASpending · SAM.gov · VA acquisition library

ITC intelligence reports · Discuss a research requirement

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