

DOING BUSINESS WITH THE FOREST SERVICE

How to Win Government Contracts - One Step at a Time



U.S. Department of Agriculture
Forest Service
Southern Region
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United States Department of Agriculture
Forest Service
Southern Region

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Dear Prospective Vendor:

Thank you for your interest in doing business with the Southern Region of the Forest Service. To assist you, we are providing this handbook to help you get started. This handbook includes:

- Products and services to be purchased by the Forest Service
- Purchasing procedures used to acquire products and services
- Information to determine if you can be classified as a small business
- North American Industry Classification System (NAICS) codes frequently used by the Forest Service
- How to market your product and services to the Forest Service
- How to register your business
- A list of procurement offices in the Southern Region of the Forest Service

If you need additional information, I will be glad to further assist you in your procurement efforts. I can be reached at 404-347-1635 or via email at cjford@fs.fed.us. You can also visit our website at <http://www.fs.usda.gov/main/r8/workingtogether/contracting> for information about our procurement program.

Sincerely,

Christopher J. Ford

/s/Christopher J. Ford
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Understanding the Forest Service

ABOUT THE FOREST SERVICE, U.S. DEPARTMENT OF AGRICULTURE

The Forest Service (www.fs.fed.us) is a federal agency within the U.S. Department of Agriculture that manages public lands in national forests and grasslands. The Forest Service is also the largest forestry research organization in the world, and it provides technical and financial assistance to state and private forestry agencies.

PRODUCTS AND SERVICES THE FOREST SERVICE MAY PURCHASE FROM VENDORS

- Natural resource services and conservation services (including forest/range fire suppression and pre-suppression, tree thinning, range/forest improvement services, tree planting, land treatment, forest/range fire rehabilitation services, aerial spraying, aerial seeding, wildlife and fisheries management services, seedling production and transplanting services)
- Construction of structures and facilities (including office buildings, airfield structures, residential buildings, roads, bridges, sewage and waste facilities, water supply facilities and recreation areas)
- Maintenance, repair or alteration of real property (including restoration of roads and bridges)
- Lease or rental of facilities (including office, warehouse and residential buildings)
- Housekeeping services (including food services, trash collection, portable sanitation and facilities operations support services)
- Transportation and charter services
- Professional, management and administrative support services
- Lease or rental of equipment (including various types of ground and motor vehicles, trailers, information technology, prefabricated structures and scaffolding)
- Special studies and analyses (including archaeological, wildlife, natural resources, environmental studies and assessment)
- General architect and engineering services (including landscaping, interior layout and design, drafting and production engineering services, architect and engineering services for construction)
- Fire and aviation support services (including helicopter services, fixed-wing airplane services, air tanker services, aircraft maintenance, fire supplies and equipment)
- Information technology (IT) (including telecommunications, hardware, software, supplies and support equipment) *

*For information on selling IT products to the Forest Service, contact Arthur Welton, Branch Chief Information Technology Support, WO Acquisition Management at 505-563-7050 or arthurlwelton@fs.fed.us. The IT support branch is located in Albuquerque, New Mexico. The mailing address is: U.S. Forest Service, WO Business Operations, Acquisition Management, IT Support, 3900 Masthead Street NE, Albuquerque, NM 87109.

HOW DOES THE FOREST SERVICE ACQUIRE PRODUCTS AND SERVICES

Purchasing procedures

The Forest Service employs a variety of procedures when purchasing on the open market. These procedures, governed by the Federal Acquisition Regulation (FAR) and the USDA Agriculture Acquisition Regulation (AGAR), are recapped below. The FAR is available on the Internet at www.arnet.gov/far/ and the AGAR is available at www.usda.gov/procurement/policy/agar.html.

Micro-purchases by non-procurement personnel

Within the Forest Service, micro-purchases (procurements of \$3,500 or less for supplies, \$2,500 or less for services and procurements of \$2,000 or less for construction) are generally not referred to a procurement office, but are purchased by authorized non-procurement personnel through use of a Government -wide commercial purchase card.

The Ability One program (formerly called Javits-Wagner-O'Day: JWOD)

The Ability One program is a mandatory source program implemented through 41 CFR Chapter 51 and FAR Subpart 8.7. The federal Government purchases products and services provided by a national network of more than 500 community-based nonprofit agencies that employ people who are blind or have other severe disabilities. <http://abilityone.org/>

GSA Advantage! ®

The Forest Service fills many of its requirements for commonly used items through GSA Advantage!® (www.gsaadvantage.gov), a General Services Administration (GSA) on-line system from which GSA stock items and Federal Supply Schedule (FSS) products and services may be ordered. Products and services from the Federal Prison Industries, Inc. (FPI), also referred to as UNICOR, and nonprofit agencies serving people who are blind or severely disabled referred to as National Industries for the Blind (NIB) and the nonprofit agencies serving people with severe disabilities other than blindness (NISH) are sold through GSA Advantage. Where specific products or services from either UNICOR or NIB/NISH are not available through GSA Advantage, the Forest Service may acquire them directly from UNICOR or the NIB/NISH nonprofit agencies.

GSA Federal Supply Schedule and other Government -wide contracts (FAR Part 8)

One of the primary methods for acquiring goods and services not available through GSA Advantage!® is by ordering from vendors that have GSA Federal Supply Schedule (FSS) contracts, or that have indefinite delivery type contracts issued by one procurement office, which allows other procurement offices to issue orders against the contracts.

Simplified acquisition procedures (FAR Part 13)

For requirements estimated to cost more than \$3,500 but not more than \$150,000, procurement offices generally use simplified acquisition procedures. These procedures are less structured than those in sealed bidding or negotiated procurements. Competition to the maximum extent practicable is required, with solicitation of at least three sources generally considered to meet this requirement. Acquisitions in this dollar range are set aside for the exclusive participation of small business concerns unless there is a reason why this is not feasible.

Up to \$25,000, requests for quotation are usually oral, and written solicitations are rarely used. Notices of business opportunities over \$25,000 are posted on the Federal Business

Opportunities (FedBizOpps) web site at www.fedbizopps.gov. These notices, also referred to as synopses, may contain sufficient information for vendors to submit quotes (this is referred to as a combined synopsis/solicitation) and in these instances, a separate written solicitation is not issued.

Sealed bidding and negotiated procedures

For acquisitions estimated to exceed \$150,000, sealed bidding or negotiated procedures are used. These are more formal and structured than simplified acquisition procedures. These acquisitions must (with limited exceptions) be competed using procedures that provide for full and open competition, which means that all responsible sources are permitted to compete. Acquisitions in this dollar range are generally synopsisized on the FedBizOpps web site (www.fedbizopps.gov) prior to issuance of the written solicitation (Invitation for Bids or Request for Proposals).

Sealed bidding (FAR Part 14)

Under sealed bidding procedures, an Invitation for Bids (IFB) is issued inviting interested companies to compete by submitting a sealed bid. Bids are publicly opened at a date and time specified in the IFB. The bids are evaluated without discussions with the bidder and contract award is made to the responsible bidder whose bid, conforming to the IFB, is the most advantageous to the Government, considering only price and the price-related factors included in the IFB.

Negotiated procedures (FAR Part 15)

Under these procedures, a Request for Proposals (RFP) is issued inviting interested companies to submit proposals by a specified date. Unlike offers submitted in sealed bidding, proposals submitted for negotiation are not publicly opened. Proposals received are evaluated based on the factors and sub-factors contained in the solicitation. Award may be made without discussions if the Government includes a notice in the solicitation stating its intent to evaluate proposals and make award without discussions. If discussions are held, offerors may be given the opportunity to revise price, schedule, technical requirements, contract type or other contractual terms and conditions in their offer. After completion of all discussions and receipt of final proposal revisions, award is made to the responsible offeror whose offer is the most advantageous to the Government considering price and the other factors specified in the solicitation.

Commercial item acquisitions (FAR Part 12)

The Federal Acquisition Streamlining Act of 1994 established a preference for the acquisition of commercial items and also established procedures intended to more closely resemble the commercial marketplace. The procedures unique to acquisition of commercial items are used in conjunction with those for simplified acquisition, sealed bidding or contracting by negotiation. Special requirements related to commercial item acquisitions include expanded market research, streamlined evaluation procedures and the ability to more closely follow the customary commercial practice for the item/service being acquired.

ALIGNING YOUR BUSINESS WITH FEDERAL AGENCIES

IDENTIFYING YOUR BUSINESS CLASSIFICATION

Small business

The U.S. Small Business Administration (SBA) defines what a small business is. Small business size standards are based on the North American Industry Classification System (NAICS). *Tip: determine if your business can be classified as a small business.*

North American Industry Classification System (NAICS)

NAICS replaced the U.S. Standard Industrial Classification (SIC) system in 1997 and the Small Business Administration adopted it as the basis for its table of size standards on October 1, 2000. The NAICS system reorganizes business categories on a production/process-oriented basis. The purpose behind the creation of the NAICS classification system is specifically for Governmental regulations and census reports. <http://www.census.gov/eos/www/naics/>

Federal Supply Classification (FSC)

The federal Government uses numeric federal supply class (FSC) codes to describe the supplies, products and commodities it purchases. *Tip: Learn what your FSC code is at <http://www.outreachsystems.com/resources/tables/pscs/>*

Woman-owned business

A woman-owned business is defined as a business that is owned and controlled 51% or more by a woman or women. Currently, a woman-owned certification process is not required for federal contracts. When submitting a proposal, simply self-certify by checking the appropriate box.

8(a) Business Development Program

To participate in the 8(a) program, a business must be a small business, owned by a U.S. citizen, at least 51% unconditionally owned and operated by an individual(s) who is socially and economically disadvantaged and established for two full years before applying for the program.

Service-disabled veteran-owned business

A service-disabled business is defined as a business that is owned 51% by one or more service-disabled veterans. The Veterans Administration certifies disability. <http://www.acq.osd.mil/osbp/programs/veterans/>

Small disadvantaged business

A small disadvantaged business is defined as a firm that is 51% or more owned, controlled and operated by a person(s) who is socially and economically disadvantaged. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a "preponderance of the evidence" that they are disadvantaged.

HUBZone business

The Small Business Administration's HUBZone program is designed to promote economic development and employment growth in distressed areas by providing access to more federal contracting opportunities. HUBZone is defined as a "Historically Underutilized Business Zone." Certified small business firms will have the opportunity to negotiate contracts and to participate in restricted competition limited to HUBZone firms.

Tip: Learn more about identifying your business by visiting the SBA website: www.sba.gov

LEARNING NAICS CODES

NAICS codes for products and services frequently purchased by the Forest Service

NAICS Codes

- 115310 - Support Activities for Forestry
- 236220 - Commercial and Institutional Building Construction
- 237110 - Water and Sewer Line and Related Structures Construction
- 237310 - Highway, Street and Bridge Construction
- 237990 - Other Heavy Civil Engineering Construction
- 236210 - Industrial Building Construction
- 238160 - Roofing Contractors
- 325320 - Pesticide and Other Agricultural Chemical Manufacturing
- 423820 - Farm and Garden Machinery and Equipment Merchant Wholesalers
- 488190 - Other Support Activities for Air Transportation
- 541310 - Architectural Services
- 541330 - Engineering Services
- 541370 - Surveying and Mapping
- 541620 - Environmental Consulting Services
- 562111 - Solid Waste Collections
- 561730 - Landscaping Services
- 115112 - Soil Preparation, Planting, and Cultivating
- 238210 - Electrical Contractors
- 238220 - Plumbing, Heating, and Air-Conditioning Contractors

MARKETING YOUR PRODUCTS AND SERVICES AND REGISTERING YOUR BUSINESS

It is the responsibility of each individual business to market and sell its company's products or services to the Forest Service. The following information may assist you in your marketing efforts.

1. Identify your product or service

It is essential to know the Federal Supply Class or Service (FSC/SVC) codes and North American Industry Classification System (NAICS) codes for your products or services. Visit the Census Bureau website at www.census.gov.

2. Register your business

➤ **Obtain a DUNS number**

The Data Universal Number System (DUNS) number is a unique nine-character identifier. If you do not have a DUNS number, contact Dun and Bradstreet at www.dnb.com to obtain one.

Registration process

The first step is to obtain a Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). To request a DUNS number call D&B at the toll free number 1-888-814-1435 or register online at <http://fedgov.dnb.com/webform>. When you obtain a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list. Once you have a DUNS number you can begin the CCR registration process. If registering on-line, go to www.sam.gov and select "Create User Account." You will need your DUNS number to start this registration.

➤ **What is CCR?**

You must be registered in Central Contractor Registration (CCR) to be awarded a contract from the Forest Service. CCR is a database designed to hold information relevant to procurement and financial transactions. CCR affords you the opportunity for fast electronic payment of your invoices. Contracting officers utilize the CCR, as well as the Dynamic Small Business Search side of the CCR, to identify small business concerns for potential prime and subcontracting opportunities. Visit sam.gov to register for CCR.

CCR is the primary vendor database for the federal Government. The information in CCR is entered and maintained by each vendor. Vendors are responsible for the accuracy and currency of their information. CCR validates the vendor information and provides a secure central database for use by federal Government agencies. The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available at www.sam.gov

➤ **What is SAM?**

The System for Award Management (SAM) is combining federal procurement systems and the Catalog of Federal Domestic Assistance into one new system. This consolidation is being done in phases. The first phase of SAM includes the functionality from the following systems:

- * Central Contractor Registry (CCR)
- * Federal Agency Registration (Fedreg)
- * Online Representations and Certifications Application (ORCA)
- * Excluded Parties List System (EPLS)
- If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your Entity record(s) in order for you to be paid or to receive an award or you need to renew your Entity(s) prior to its expiration. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration of the Entity. To update or renew your Entity records(s) in SAM you will need to create a SAM User Account and link it to your migrated Entity records. You do

not need a user account to search for registered entities in SAM by typing the DUNS number or business name into the search box.

- The purpose of SAM is to produce overarching benefits including streamlined and integrated processes, elimination of data redundancies, and reduced costs while providing improved capability.
- Registration process: To register an entity in SAM, follow these steps:
 - Step 1: Access the SAM online registration at www.sam.gov.
 - Step 2: Create a User Account.
 - Step 3: Click on "Register New Entity" from the left side navigation pane. You must have a Data Universal Numbering System (DUNS) number in order to begin the registration process.
 - Step 4: Complete and submit the online registration. If you already have the necessary information on hand (see the SAM User Guide), the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your entity.

➤ **What is ORCA?**

You must be registered in ORCA if the solicitation you are responding to requires that you have an active registration in CCR. Visit the web site at www.sam.gov.

ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR representations and certifications required by solicitations. With ORCA, vendors have the ability to maintain their representation and certification information at www.sam.gov. Representations and certifications completed in ORCA will not need to be submitted with each offer (proposal or bid). Solicitations will include a provision that allows vendors to certify that their representations and certifications in ORCA are current, complete and accurate, or to list any exceptions/changes to those certifications.

➤ **What is EPLS?**

Exclusion records identify those parties excluded from receiving federal contracts, certain subcontracts, and from certain types of federal financial and nonfinancial assistance and benefits. The purpose is to provide a single comprehensive list of individuals and firms excluded by federal Government agencies from receiving federal contracts or federally-approved subcontracts and from certain types of federal financial and nonfinancial assistance and benefits. The system is used to keep agencies abreast of administrative, as well as, statutory exclusions taken throughout the Federal Government. Actions may be taken under the Federal Acquisition Regulation (FAR) or supplements thereto, under specific agency regulations or under the Government-wide Non-procurement Suspension and Debarment Common Rule [68 FR 66533] or other specific statutory authority.

SEEKING PROCUREMENT OPPORTUNITIES WITH THE FOREST SERVICE

1. Keep abreast of current Forest Service procurement opportunities

- Follow the Federal Business Opportunities (<http://www.fbo.gov>) the major source to learn of federal requirements. It lists contract opportunities, subcontracting leads, contract awards and other business opportunities.
- FedBizOpps is the single Government point-of-entry (GPE) for federal Government procurement opportunities over \$25,000. Government buyers are able to publicize

their business opportunities by posting information directly to FedBizOpps via the Internet. Through one portal - FedBizOpps (FBO) - commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community. Visit the website at <http://www.fbo.gov>.

- **Office Identifiers for the R(8) National Forest and Properties**

- ◆ NF(s) in Alabama (AG-4146)
- ◆ Daniel Boone NF (AG-531A)
- ◆ Chattahoochee-Oconee NF (AG-435H)
- ◆ Cherokee NF (AG-4756)
- ◆ NFs in Florida (AG-4283)
- ◆ Kisatchie NF (AG-7K11)
- ◆ NFs in Mississippi (AG-447U)
- ◆ George Washington & Jefferson NF (AG-3399)
- ◆ Ouachita NF (AG-7A86)
- ◆ Ozark-St Francis NF (AG-7J18)
- ◆ Francis Marion & Sumter NFs (AG-4670)
- ◆ NFs in Texas (AG-7DF5)
- ◆ Southern (R8) Regional Office (AG-43ZP)
- ◆ Savannah River (AG-4660)
- ◆ Land Between the Lakes (AG-4870)
- ◆ NFs in North Carolina /Southern Research Station (AG-4568)
- ◆ EL Yunque NFs (AG-F430)
- ◆ Fire & Aviation (43N9)

2. **Business Capabilities Repository (BCR)**

The Business Capabilities Repository (BCR) maintains a directory for all submitted capabilities statements from interested businesses seeking opportunities with the Forest Service. BCR categorizes Capability Statements by businesses' primary North American Industry Classification System codes (NAICS). NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. The purposes of BCR are:

- To maintain a central repository for housing business capabilities statements to assist in market research
- To adhere to AGAR 419.201-71 (e), which requires that comprehensive source listings of small businesses be maintained by the Small Business Coordinator.
- To organize Capability Statements submitted by businesses interested in providing services to the Forest Service
- To assist in determining if sources capable of satisfying the agency's requirements exist

All future capabilities statements received from interested vendors shall be forwarded to the **r8_smallbiz@fs.fed.us** address.

TIPS TO PREPARE YOU FOR PROCUREMENT OPPORTUNITIES

1. Familiarize yourself with Forest Service contracting procedures

The Forest Service uses a variety of procedures for purchasing on the open market. These procedures, governed by the Federal Acquisition Regulation (FAR) and the USDA Agriculture Acquisition Regulation (AGAR), are recapped below. The FAR is available on the internet at <https://www.acquisition.gov/far/> and the AGAR is available at <http://www.usda.gov/procurement/policy/agar.html>.

2. Investigate Federal Supply Schedule (FSS) contracts

Many Forest Service purchases are, in fact, orders on Federal Supply Schedule (FSS) contracts. Contact the General Services Administration (GSA) at www.gsa.gov for information on how to obtain a FSS contract.

3. Investigate USDA small-business programs

There are several programs that may be of interest to you, such as the Service-Disabled Veteran-Owned Small Business, Historically Underutilized Businesses Zone (HUBZone), Small Disadvantaged Business (SDB), 8(a) Business Development, Woman-Owned Business and American Indian-Owned Business. For information about these programs, contact the Small Business Administration at www.sba.gov or <http://www.acq.osd.mil/osbp/programs/veterans/>.

4. Explore sub-contracting opportunities

In addition to doing business directly with the Forest Service, opportunities are available through subcontracting. All prime contracts in excess of \$750,000 (\$1,500,000 for construction) must contain a subcontracting plan with percentage goals for the practical utilization of small, small socio-economically disadvantaged and women-owned businesses. To be considered for a subcontract, apply directly to the prime contractor rather than the Forest Service. Prime contractors may be identified by contacting the Forest Service procurement offices.

5. Periodically review the Annual Procurement Forecast database

The U.S. Department of Agriculture annually publishes its current and planned projects in the Annual Procurement Forecast. Every business or interested individual can view the planned projects at the USDA website and then call a Forest Service contact person. Visit the website at www.usda.gov/procurement/. Click the USDA Annual Procurement Forecast and then select FS as the sub-agency.

6. Make your capabilities known

- Contact program offices where the work relates to the product or service your company offers.
- Identify key contact persons to whom you can direct your marketing efforts.
- Stay in touch with procurement offices, so that they are aware of your company's capabilities. Follow up periodically, but do not overdo it.
- Prepare capability statements that clearly and comprehensively define your company's special skills, experiences, prior Government contracts, references, resumes, etc.

7. Check SBA Dynamic Small Business Search

The SBA Dynamic Small Business Search is a tool often used by procurement professionals as a part of market research. This is generally a self-certifying database. The SBA does not make any representation as to the accuracy of any of the data included, other than certifications relating to 8(a) Business Development, HUBZone or Small Disadvantaged Business status. This website allows small businesses to present supplement information about themselves. Visit http://web.sba.gov/pro-net/search/dsp_dsbs.cfm, to check if your small business is being represented accurately.

NOTE: ALL NEW TRADE MISSION ONLINE REGISTRATIONS ARE NOW BEING HANDLED BY THE GENERAL SERVICES ADMINISTRATION'S SYSTEM FOR AWARDS MANAGEMENT (SAM). In addition, all updates to SAM-collected fields must also go through SAM. If you tell SAM you want to edit your SBA Supplemental Pages, you will be passed off to the SBA. You can then enter your Export Profile in the section entitled "Products and Services Data". This export profile will generate information on your Dynamic Small Business Search Profile.

8. Attend USDA's outreach sessions

Learn more about USDA's First Tuesday Trade Association Briefings, the USDA Vendor Outreach Program and the role of the Office of Small Disadvantaged Business Utilization (OSDBU) program. Visit USDA's web site at <http://www.dm.usda.gov/osdbu/>, then click on "Register to Attend a Vendor Outreach Program."

First Tuesday Trade Association Briefing

These sessions are designed to provide the various trade associations and small businesses an opportunity to voice their concerns, opinions and ideas concerning current small business issues and take their findings back to the small businesses they represent.

USDA Vendor Outreach Program

OSDBU sponsors a series of Small Business Vendor community outreach sessions, typically every second Wednesday of the month. The purpose of these sessions is to provide the small business community the opportunity to meet with the OSDBU coordinators to discuss their capabilities and learn of potential procurement opportunities. OSDBU coordinators are located in each contracting office and are responsible for carrying out the small business program in their respective agencies. Vendors must schedule an appointment in advance, with the individual coordinator(s).

9. Visit your local Procurement Technical Assistance Center or Small Business Development Centers

These centers help businesses identify, compete for and win Government contracts. They provide these services at no-cost and comes in the form of teaching, mentoring and coaching. They provide their clients with a complete set of tools to research and identify Government contracting opportunities. To find the PTAC closest to you, please visit www.dla.mil/smallbusiness

The SBA administers the Small Business Development Center (SBDC) Programs to provide management assistance and training to current and prospective small business owners. To find your local SBDC, please visit <http://www.sba.gov/sbdc/>

The difference between the PTAC and SBDC is the SBDC helps businesses get started and write business plans that will attract investors. PTACs help established businesses that wish to market their products and services to various Government agencies.

OTHER USEFUL TIPS

Government Purchase cards: Accepting Government purchase cards can help you attract more federal buyers. In many cases, the Government will use the federal credit card for goods or services purchased under simplified acquisition procedures and for micro-purchases (see FAR Part 13 - Simplified Acquisition Procedures). We suggest that you consider accepting orders placed using a federal credit card for two primary reasons: (1) In many instances, this is the only method that some end users have to purchase the goods or services they need; (2) Once the end user accepts the goods or services, payment is handled very quickly as with any other credit card transaction. Note that the dollar limitations on the credit cards vary depending on the cardholder warrant.

Capability Statement: A capability statement - (i.e., brochure, flyer or a word document) that highlights your products or services can be sent to the Small Business Coordinator. Whatever format you decide to use, a capability statement should include the products or services that you offer (along with NAICS codes as applicable), a DUNS number, business size, federal certifications, bonding level, a narrative description of your business, a list of past and current clients with brief project descriptions, business address, telephone number, email and a point of contact.

One-on-One Contact: By maintaining regular contact with the Small Business Coordinator, you can remind them of your capabilities, find out about any changes in the agency's procurement plans, and be in a better position to compete when new requirements develop. You should always have a solution to the Government's needs and to be the first firm Government staff thinks of when they see a new requirement in your area of expertise.

Ability to deliver: Make certain your company can fully provide the product or service as promised. Nothing will strip you of your credibility faster than making promises or claims that you cannot fulfill. To prevent this, realistically assess your capabilities, internal management resources, and financial capabilities. Before contracting with your firm, the Government will evaluate your past performance and assess your ability to perform successfully in the future. To make certain you can pass this evaluation, talk to previous clients and ask them how they felt about doing business with your firm. If they have positive things to say, ask them if they would be willing to serve as a reference.

Business Cards: Your business card should be easy to read and include a brief description of the primary capability of your business. It would also be helpful if it listed the type(s) of small business categories that your company is in (i.e., SB, SDB, 8(a), WOSB, VOSB, SDVOSB, HUBZone). Thousands of firms market to the Government, and it is difficult to retain from year to year the brochures and capability statements we receive. However, your business cards are easier to maintain. Therefore, the more descriptive your business card, the easier it will be for federal agency staff to contact you for various market research, network, or outreach opportunities.

LOCATING A FOREST SERVICE PROCUREMENT OFFICE

SOUTHERN REGIONAL OFFICE

<http://www.fs.usda.gov/r8/>

SOUTHERN ACQUISITION ZONE (SAZ)*

Alabama, NFs in <http://www.fs.usda.gov/alabama>

Chattahoochee-Oconee NF <http://www.fs.usda.gov/conf>

Cherokee NF <http://www.fs.usda.gov/cherokee>

El Yunque NF <http://www.fs.usda.gov/elyunque>

Florida, NFs in <http://www.fs.usda.gov/florida>

*SAZ includes the following procurement offices: Forest Service, Southern Regional Office (Atlanta, GA); Cherokee National Forest (Cleveland, TN); Chattahoochee-Oconee National Forest (Gainesville, GA); National Forests in Alabama (Montgomery, AL); National Forests in Florida (Tallahassee, FL), El Yunque National Forest, (Puerto Rico)

ACQUISITION ZONE WEST (AZW)*

Kisatchie NF <http://www.fs.usda.gov/kisatchie>

Mississippi, NFs in <http://www.fs.usda.gov/mississippi>

Ouachita NF <http://www.fs.usda.gov/ouachita>

Ozark-St.Francis NF <http://www.fs.usda.gov/osfnf>

Texas, NFs & Grasslands in <http://www.fs.usda.gov/texas>

*AZW includes the following procurement offices: National Forests in Mississippi (Jackson, MS); Ozark-Saint Francis National Forests (Russellville, AR); Kisatchie National Forest (Pineville, LA); National Forests in Texas (Lufkin, TX); Ouachita National Forest (Hot Springs, AR);

EASTERN ACQUISITION ZONE (EAZ)*

North Carolina, NFs in <http://www.fs.usda.gov/nfsnc>

Savannah River <http://www.fs.usda.gov/savannahriver>

Francis Marion & Sumter <http://www.fs.usda.gov/scnfs>

Southern Research Station <http://www.srs.fs.usda.gov/index.php>

*EAZ includes the following procurement offices: Southern Research Station (Asheville, NC); National Forests in North Carolina (Asheville, NC); Savannah River (New Ellenton, SC); Francis Marion and Sumter National Forests (Columbia, SC)

NORTHERN ACQUISITION ZONE (NAZ)*

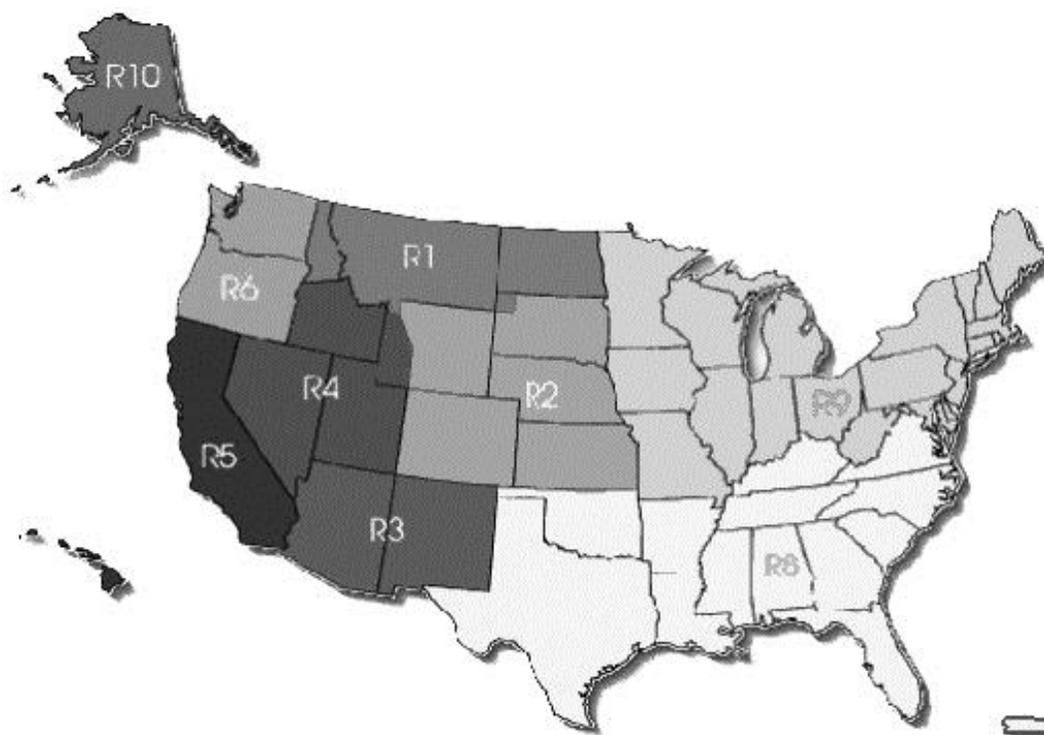
G.Washington-Jefferson <http://www.fs.usda.gov/gwj>

Land Between the Lakes <http://www.lbl.org/>

Daniel Boone NF <http://www.fs.usda.gov/dbnf>

*NAZ includes George Washington and Jefferson National Forests (Roanoke, VA); Daniel Boone National Forest (Winchester, KY), and Land Between the Lakes (Golden Pond, Kentucky)

Regions within the Forest Service



(R1) **Northern Region**

(R2) **Rocky Mountain Region**

(R3) **Southwestern Region**

(R4) **Intermountain Region**

(R5) **Pacific Southwest Region**

(R6) **Pacific Northwest Region**

(R8) **Southern Region**

Texas

Georgia

Kentucky

Oklahoma

Tennessee

Puerto, Rico

Louisiana

North Carolina

Arkansas

South Carolina

Mississippi

Florida

Alabama

Virginia

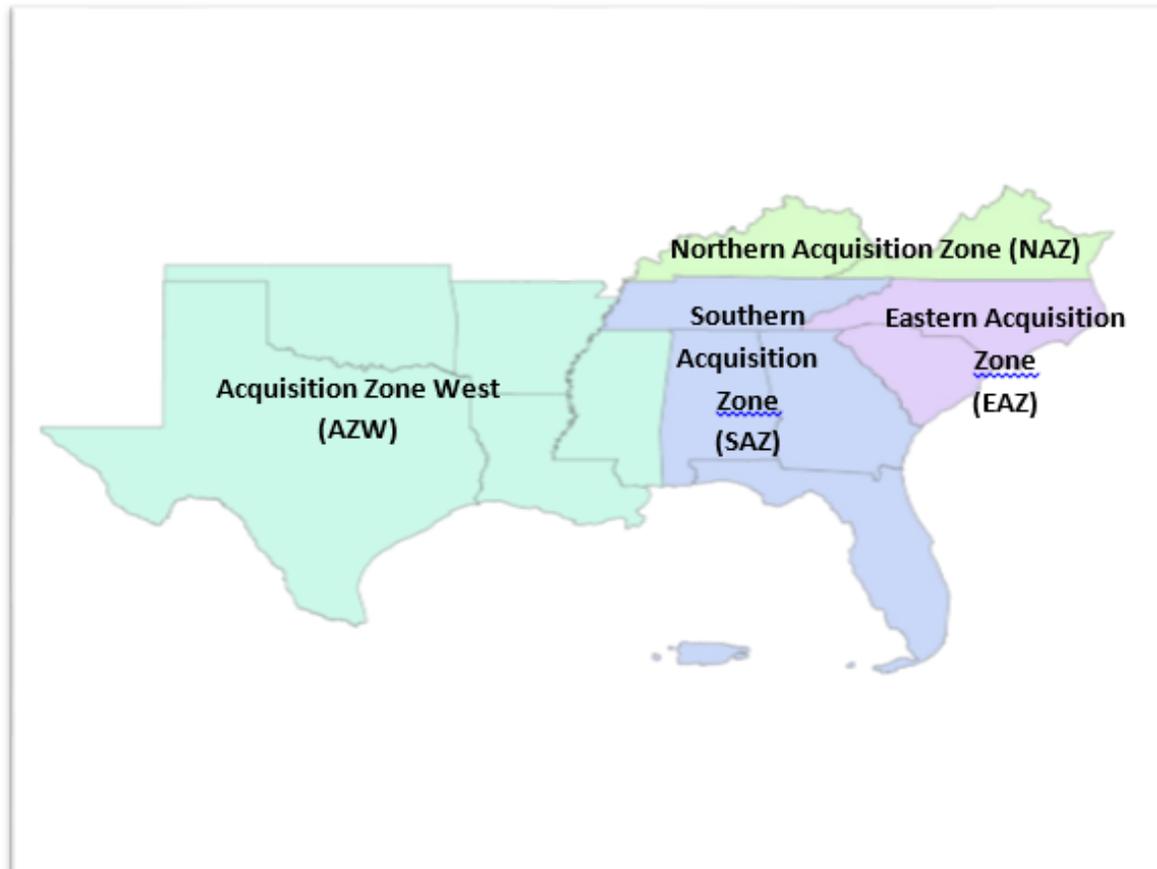
(R9) **Eastern Region**

(R10) **Alaska Region**

NOTE: There is no Region 7 due to consolidation in the 1960s.

Region 8 Acquisition Zone

Acquisition Support Area



Acquisition Zone West: Texas, Oklahoma, Arkansas, and Louisiana

(NFs in Alabama, Kisatchie NFs, NFs in Mississippi, Ozark St. Francis NF, Ouachita NF, NFs in TX)

Northern Acquisition Zone: Land between the Lakes, Virginia, and Kentucky

(Daniel Boone NFs, George Washington & Jefferson NF, Land Between Lakes)

Eastern Acquisition Zone: North Carolina and South Carolina

(NFs in N. Carolina, Southern Research Station, Francis Marion & Sumter NF, Savannah River)

Southern Acquisition Zone: Alabama, Georgia, Florida, Mississippi and Puerto Rico

(Regional Office, Fire and Aviation, Cherokee NF, Chattahoochee-Oconee NF, NFs in Florida, El Yunque NF)

