

#### 4. 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/](http://www.usda.gov/procurement/). Click the USDA Annual Procurement Forecast and then select FS as the subagency.

#### 5. Make your capabilities known

Contact program and procurement offices where the work relates to the product or service your company offers. Prepare capability statements that clearly and comprehensively define your company's special skills, experiences, prior government contracts, references, resumes, etc.

#### For further information please contact the Office of Small and Disadvantaged Business Utilization (OSDBU) Representatives:

USDA Forest Service  
WO-AQM  
1621 N. Kent Street, Ste. 707  
Arlington, VA 22209

USDA Forest Service  
Northern Region-AQM  
200 East Broadway  
Missoula, MT 59807

USDA Forest Service  
Rocky Mountain Region-AQM  
740 Simms Street  
Golden, CO 80401

USDA Forest Service  
Southwestern Region-AQM  
333 Broadway Boulevard, SE  
Albuquerque, NM 87102

USDA Forest Service  
Intermountain Region-AQM  
324 25<sup>th</sup> Street  
Ogden, UT 84401

USDA Forest Service  
Pacific Southwest Region-AQM  
1323 Club Drive  
Vallejo, CA 95492

USDA Forest Service  
Pacific Northwest Region-AQM  
333 SW 1<sup>st</sup> Avenue  
Portland, OR 97208

USDA Forest Service  
Southern Region-AQM  
1720 Peachtree Road NW  
Atlanta, GA 30309

USDA Forest Service  
Eastern Region-AQM  
626 E. Wisconsin Avenue  
Milwaukee, WI 53202

USDA Forest Service  
Alaska Region-AQM  
709 W. 9<sup>th</sup> Street  
Juneau, AK 99802

USDA Forest Service  
Northern Research Station  
11 Campus Boulevard, Ste. 200  
Newtown Square, PA 19073

USDA Forest Service  
Rocky Mountain Research Station  
2150 Centre Avenue, Bldg. A  
Fort Collins, CO 80526

USDA Forest Service  
Southern Research Station  
200 W. T. Weaver Boulevard  
Asheville, NC 28804



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# *Acquisition Basics – Contracting with the Forest Service*



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## What is the Forest Service?

The Forest Service is a federal agency in 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. Visit us at [www.fs.fed.us](http://www.fs.fed.us).

## What major products and services does the Forest Service purchase from vendors and contractors?

- Natural resource services and conservation services
- Construction of structures and facilities
- Maintenance, repair or alteration of real property (incl. restoration of roads and bridges)
- Lease or rental of facilities
- Housekeeping services
- Transportation and charter services
- Professional, management and administrative support services
- Lease or rental of equipment
- Special studies and analyses
- A&E services
- Fire and aviation support services
- Information technology

## How does the Forest Service acquire products and services?

The Forest Service employs a variety of procedures when acquiring products and services. These procedures are governed by the Federal Acquisition Regulation (FAR), the USDA Agriculture Acquisition Regulation (AGAR), and the Forest Service Acquisition Regulation (FSAR). The FAR is available on the Internet at [www.arnet.gov/far/](http://www.arnet.gov/far/).

### Micro-purchases by non-procurement personnel

Within the Forest Service, micro-purchases (procurements of \$3,000 or less for supplies and services and procurements of \$2,000 or less for construction) are generally purchased by authorized personnel with a government-wide commercial purchase card (VISA).

### Ability One

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.

### GSA Advantage!®

The Forest Service fills many of its requirements for

commonly used items through GSA Advantage!® ([www.gsaadvantage.gov](http://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.

**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 agencies, which allows other procurement offices to issue orders against the contracts.

### Simplified acquisition procedures (FAR Part 13)

For requirements estimated to cost more than \$3,000 but not more than \$100,000, procurement offices generally use simplified acquisition procedures. Competition to the maximum extent practicable is required. Three sources generally meets this requirement. In general, 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.

Notices of business opportunities over \$25,000 are posted on the Federal Business Opportunities (FedBizOpps) web site at [www.fedbizopps.gov](http://www.fedbizopps.gov).

### Sealed bidding and negotiated procedures

For acquisitions estimated to exceed \$100,000, sealed bidding or negotiated procedures are used. 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.

### Sealed bidding (FAR Part 14)

Under sealed bidding procedures, an Invitation for Bids (IFB) is issued. Bids are publicly opened, evaluated and contract award is made to the low 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. Proposals received are evaluated based on the factors and sub-factors contained in the solicitation. Award may be made with or without discussions. Award is made to that offeror offering the best value to the government consider price and all factors in the solicitation.

### Commercial item acquisitions (FAR Part 12)

There is 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.

## **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](http://www.census.gov).

### 2. Register your business

#### Obtain a DUNS number

The Data Universal Number System (DUNS) number is a unique nine-character identifier. To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at [ccr.dnb.com](http://ccr.dnb.com).

#### Register with Central Contractor Registration (CCR)

You must be registered in [Central Contractor Registration \(CCR\)](#) to be awarded a government contract. Vendors must renew/update their data annually to keep their CCR registration active. Detailed information about CCR is available at [www.ccr.gov](http://www.ccr.gov) or the CCR customer assistance center can be contacted toll free at 1-888-227-2423.

#### Register with On-line Representations and Certifications Application (ORCA)

With ORCA, vendors have the ability to maintain their FAR representation and certification information required when responding to government solicitations. Detailed information regarding ORCA and how to submit records is available on the ORCA web site at [www.bpn.gov](http://www.bpn.gov) under Help and FAQs.

### 3. Keep abreast of current Forest Service procurement opportunities

The Federal Business Opportunities ([www.FedBizOpps.gov](http://www.FedBizOpps.gov)) is the major source to learn of federal requirements. It lists contract opportunities, subcontracting leads, contract awards and other business opportunities over \$25,000.