

Doing Business with the USDA Forest Service, Southern Region



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Small Business Coordinator

Overview

- Key Players in the Procurement Process
- How Do We Buy Our Products & Services
- Vendors Qualifications & Requirements
- Marketing Your Products or Services



Key Player in the Procurement Process

- Small Business Coordinator
- Contracting Officers
- Purchasing Agents
- Micro -Purchasers
- Technical Persons
(End User)



**How do we buy our
products and services?**



Uses a variety of procedures for purchasing products and services

- Micro-Purchases (less than \$3,000) by Non-Procurement Personnel
- The Ability One Program (formally called JWOD)
- GSA Federal Supply Schedule
- Simplified Acquisition Procedures (RFQ) \$3000 to \$100,000
- Seal Bid (IFB) and Negotiated Procedures (RFP) over \$100,000



Small Business Goals & Accomplishments FY07

	R8 GOALS	ACCOMPLISHMENTS
■ Small Bus.	80%	89.6%
■ SDB	6%	12%
■ 8(A)	5%	2%
■ Women-Owned	5%	12%
■ HUB Zone	3%	9.8%
■ SDVOSB	3%	6.6%
■ American Indian	1%	3.9%

- Average \$60 million dollars in contract awards in fiscal year 2007.
- Mandatory Set-aside programs – 8(A), HUB Zone and SDVOSB

We buy these products & services

- Natural Resources and Conservation Services
- Construction of Structures and Facilities
- Maintenance, Repair or Alteration of Real Property
- Professional, Management and Administrative Support Services
- Lease or Rental of Equipment
- Special Studies and Analyses
- Architect and Engineering Services
- Fire and Aviation Support Services



Vendors Qualifications and Requirements



Good Performance History



1. Successfully completed work for the private sector or a government agency
2. An established business with 2 or more years of work experience.
3. Good references for doing the work related to the contract requirement
4. Have not been debarred from federal contracting.

Financial Stability



Adequate cash flow to operate/pay employees until paid for the work completed and accepted.

No Advance Payments

Payment are made after work is completed and accepted.

30 days – Services

14 days Constructions

Fair Market Price



Are you competitive with other vendors who offer the same products or services?

Do you know what the government is paying for the products or services?

- Ask CO for bid information or previous contract award.

Understand the Requirement

Read the Statement of Work or Specifications

Read all sections of the solicitation and the amendments

Attend the Pre-bid meeting

Market Your Products or Services



1. Identify Your Product or Service Code

Know your NAICS (North American Industry Classification System) codes

NAICS codes identifies the product or service you are selling and determines your size standards



. Register Your Business

Obtain a DUNS Number from Duns and Bradstreet at www.dnb.com D&B provides a unique 9 digit identification number.

Phone 1-800-333-0505

Register on Central Contractor Registration (CCR) website at www.ccr.gov

. Register Your Business

Register on the On-Line Representations and Certifications Application (ORCA) website at www.orca.bpn.gov

Register on the Federal Business Opportunity (FedBizOpps) website at www.fedbizopps.gov

. Keep Abreast of Business Opportunities

Find business opportunities on
FedBizOpps at www.fedbizopps.gov.

List upcoming requirements, solicitation,
subcontracting leads, contract awards, and
other business opportunities.

Requirements less than \$25,000, request to be
added to the bidder's mailing list. Contact the
Procurement Offices.



. Review the USDA Procurement Forecast

List products and services the agency may buy during the year. Includes: a description of product or service, dollar range, contact information & other information relating to the requirement.

USDA Procurement Forecast Database at
www.pforecast.net



5. Know Contracting Procedures

- Know parts of the FAR (Federal Acquisition Regulations) that relates to the requirement
- FAR Part 13- Simply Acquisitions Procedures FAR Part 14 – Seal Bidding FAR Part 15 – Contracting by Negotiations
- Know contract jargon: CO, COR, Inspector, RFQ, IFB, RFP, SOW and so forth



. Win a GSA Contract



Many Forest Service products or services are purchased from the Federal Supply Schedule (FSS)

Learn how to obtain a GSA (General Service Administration) contract at www.gsa.gov

. Get Certify in the Small Business Programs

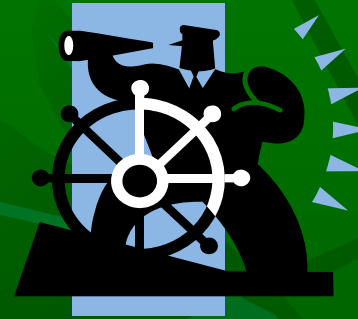


Small Business Administration (SBA) certifies the 8(a) program and HubZone programs

Self-Certification: Women Owned, American Owned, Small Disadvantage Business (SDB), and Service Disable Veteran Owned Small Business (SDVOSB) small business programs

. Explore Sub-contracting Opportunities

Prime contracts over \$500,000 for services and 1 million for constructions uses a sub-contracting plan.



Contact the Procurement offices to identify prime contractors. Apply directly to the Prime Contractor for subcontracting opportunities

. Make Your Capabilities Known



Contact program offices whose work relate to the products or services your firm offers.

Identify key contact persons to whom you can direct your marketing efforts. Contact the Small Business Representative, Contracting Officer, Purchasing Agent, or Technical Person

9. Make Your Capabilities Known

Prepare capability statements that clearly and comprehensively define your firm's special skills, experiences, prior Government contracts, references, resumes, etc.

Stay in touch with procurement offices so that they are aware of your firm's capabilities. Follow up periodically, but do not overdo it.





Before You Start... Ask Yourself?

Are you ready to do business with the
Forest Service?

Why do you want to do business with
the Forest Service?

Do you know the rules of engagement
for your targeted agency?

What is the point of entry?



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USDA Forest Service

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