

Doing Business with the USDA Forest Service, Southern Region



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Small Business Coordinator

Overview

- Organization
- Products & Services
- Vendors Qualifications & Requirements
- Marketing Your Products or Services



What is the Forest Service?

- Established in 1905 under the Department of Agriculture
- Our agency manages 193 million acres of public lands in the national forests and grasslands
- Is the largest natural resource organization in the world
- Headquarters in Washington, DC
- 9 Regions across the country
- Forest Supervisor Offices within the regions
- More than 600 Ranger Stations located in 44 states

Southern Region (Region 8)

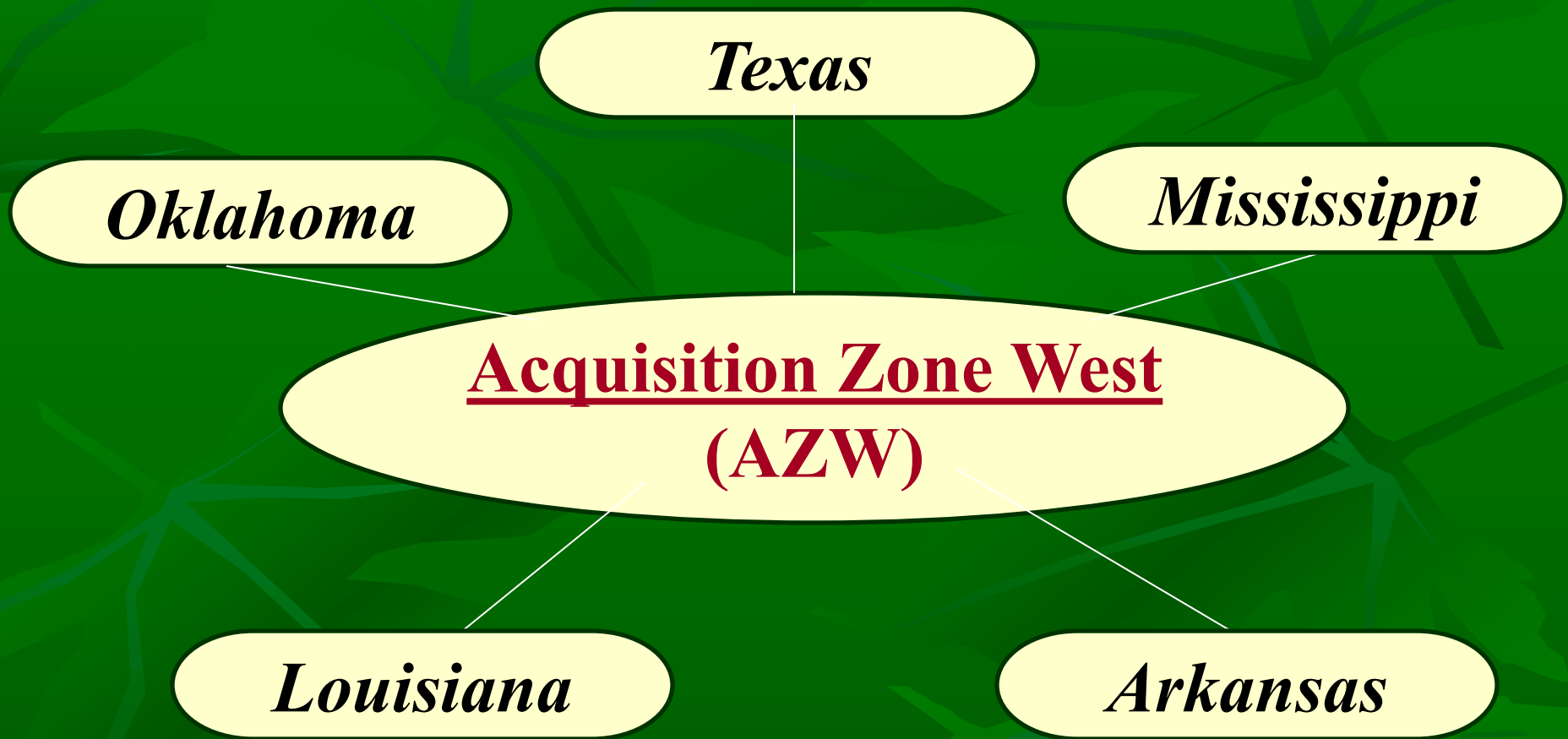


Southern Region

Procurement Offices/Zones

- Regional Procurement Office in Atlanta, GA
- Our Procurement organization is decentralized.
- There are 6 procurement zones in our region.
- A Team Leader is assigned to each zone.
- In each zone, there are several contracting officers and purchasing agents assigned to buy supplies and services to support the Forest mission.

Southern Region Procurement Offices/Zones



Southern Region Procurement Offices/Zones

Southern Administrative Zone
(SAZ)

Alabama

Florida

Georgia

Tennessee

Southern Region Procurement Offices/Zones

North Carolina

Eastern Administrative Zone
(EAZ)

South Carolina

Southern Region Procurement Offices/Zones

**Land Between The Lakes
(LBL)**

Golden Pond, KY

Southern Region Procurement Offices/Zones

Ohio River Basin
(ORB)

Virginia

Kentucky

Southern Region Procurement Offices/Zones

Regional Contracting Operations
(RCO)



Fire & Aviation Procurement Staff

Key Players in the Procurement Process

- Small Business Coordinator
- Contracting Officers
 - At least a 1 million dollar warrant (spending authority)
- Purchasing Agents
 - \$100,000 warrant (spending authority)
- Micro –Purchasers
 - \$2500 - warrant (spending authority)
- Technical Persons (End User)



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



Procedures used to purchase Products and Services

- Micro-Purchases less than \$2000 construction, \$2500 services and \$3000 supplies
- GSA Federal Supply Schedule, except construction
- Simplified Acquisition Procedures (RFQ) under \$150,000
- Sealed Bid (IFB) and Negotiated Procedures (RFP) \$150,000 and over.



NAICS codes for products & services frequently purchased by FS

- **115310** – Support Activities for Forestry
- **236220** – Commercial & Institutional Building Construction
- **237110** – Water & Sewer Line and Related Structures Construction
- **237310** – Highway, Street, & Bridge Construction
- **237990** – Other Heavy Civil Engineering Construction

NAICS codes for products & services frequently purchased by FS

- 541310 – Architectural Services
- 541330 – Engineering Services
- 541370 – Surveying & Mapping
- 541620 – Environmental Consulting Services
- 562111 – Solid Waste Collections
- 561730 – Landscaping Services
- 115112 – Soil Preparation, Planting, & Cultivating
- 238210 – Electrical Contractors
- 238220 – Plumbing, Heating & Air Conditioning Services

NAICS codes for products & services frequently purchased by FS

- 236210 – Industrial Building Construction
- 238160 – Roofing Contractors
- 325320 – Pesticide & Other Agricultural Chemical Manufacturing
- 423820 – Farm & Garden Machinery and Equipment Merchant Wholesalers
- 488190 – Other Support Activities for Air Transportation

Small Business Goals

Fiscal Year 10 & Fiscal Year 11

	FY 2010	FY 2011
■ Small Bus.	80%	80%
■ SDB	15%	17%
■ 8(A)	10%	12%
■ Women-Owned	7%	9%
■ HUB Zone	10%	10%
■ SDVOSB	3%	4%
■ American Indian	2%	2%

Small Business Goals & Accomplishments FY 2010

REGION 8 FORESTS AND STATIONS

(Source: FPDS-NG 09/30/2010)

	R8 GOALS	ACCOMPLISHMENTS
■ Small Bus.	80%	91%
■ SDB	15%	17%
■ 8(A)	10%	7.4%
■ Women-Owned	7%	28%
■ HUB Zone	10%	30%
■ SDVOSB	3%	3%
■ American Indian	2%	0%
■ Average \$83 million in large and small businesses awards		

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 business size standards



2. 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



2. 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.fbo.gov



3. Keep Abreast of Business Opportunities

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

Requirements less than \$25,000, vendors are
found in CCR database or visit the each
National Forest website for information on
upcoming procurement opportunities.



4. 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

6. Win a GSA Contract



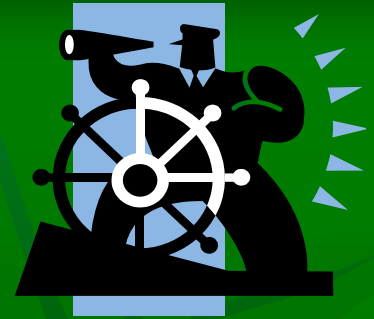
- Many Forest Service products or services (not construction) are purchased from the Federal Supply Schedule (FSS)
- Learn how to obtain a GSA (General Service Administration) contract at www.gsa.gov

7. Get Certify in the Small Business Programs



- Small Business Administration (SBA) certifies the 8(a) program and HubZone programs
- Self-Certification: Women Owned, Small Disadvantage Businesses (SDB), and Service Disable Veteran Owned Small Business (SDVOSB) small business programs.

8. Explore Sub-contracting Opportunities



Large businesses with prime contracts over \$500,000 for services and 1 million for constructions must have a sub-contracting plan.

SBA maintains a database of subcontracting opportunities. This searchable database is called SUB-Net. www.sba.gov/subnet

9. Make Your Capabilities Known



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

Contact the Small Business Coordinator to market your services and products.

Respond to Sources Sought notices in Fedbizopps.

9. Make Your Capabilities Known

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

Include NAICS code, DUNS' and SBA certifications





Before you start, you need to 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?

Resources

- Contact your local Small Business Administration Office www.sba.gov
- Contact your local Procurement Technical Assistance Centers www.ptac.org
- Federal Acquisition Regulations www.arnet.gov/far
- Federal Business Opportunity www.fbo.gov
- Acquisition Central www.arnet.gov



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