



# Doing Business with the USDA Forest Service





# Forest Service General Information

- Established in 1905, the Forest Service (FS) manages 193 million acres of National Forests and Grasslands and is the largest natural resource research organization in the world
- The FS is comprised of nine Regions and multiple Research Stations/Facilities



# Acquisition Within Region 9

- The Eastern Regional Office (R9) is in Milwaukee
- Region 9 Acquisition Management consists of a Regional Office staff and four Procurement Zones
- The Lake States Acquisition Team (LSAT) is responsible for all acquisitions over \$25K for the four National Forests in WI & MI
- All competitive LSAT solicitations are posted in FBO



# Lake States Acquisition Team

- Area of Coverage – National Forests in Michigan and Wisconsin
- Contracting for Chequamegon-Nicolet, Ottawa, Hiawatha, Huron-Manistee NFs
- Main Office in Rhinelander, WI
- Reference Lake States Acquisition Team (yellow sheet) for Contact Information



# Type of Contracts

- Construction – culvert replacement, erosion control, dams, roads, campgrounds, building maintenance & new construction
- A&E (Architect & Engineering)
  - Short List Solicitation AG-56A1-S-16-0001
- Service – tree planting, timber stand improvement, timber marking, common stand exam, janitorial, garbage hauling, mowing & brushing, and various land, vegetation & wildlife surveys
- Supplies – Typical business operating supplies, forestry related supplies & equipment



# How the Forest Service Buys

- Not all that different from other Federal Agencies
- Must follow Federal Acquisition Regulations (FAR) supplemented by the Department of Agriculture FAR (AGAR)
- Forestry type work also requires Migrant & Seasonal Worker Protection Act Regulations



# Required Sources of Supply and Service

- Existing Indefinite Delivery – Indefinite Quantity (IDIQ) contracts
- General Services Administration (GSA)
- Required Sources (JWOD/UNICOR/FSS)
- Open Market
  - Unrestricted (very rare)
  - Small Business
  - HubZone
  - 8(a)
  - Disabled Veteran Owned Small Business (SDVOSB)
  - Woman Owned Small Business (WOSB)



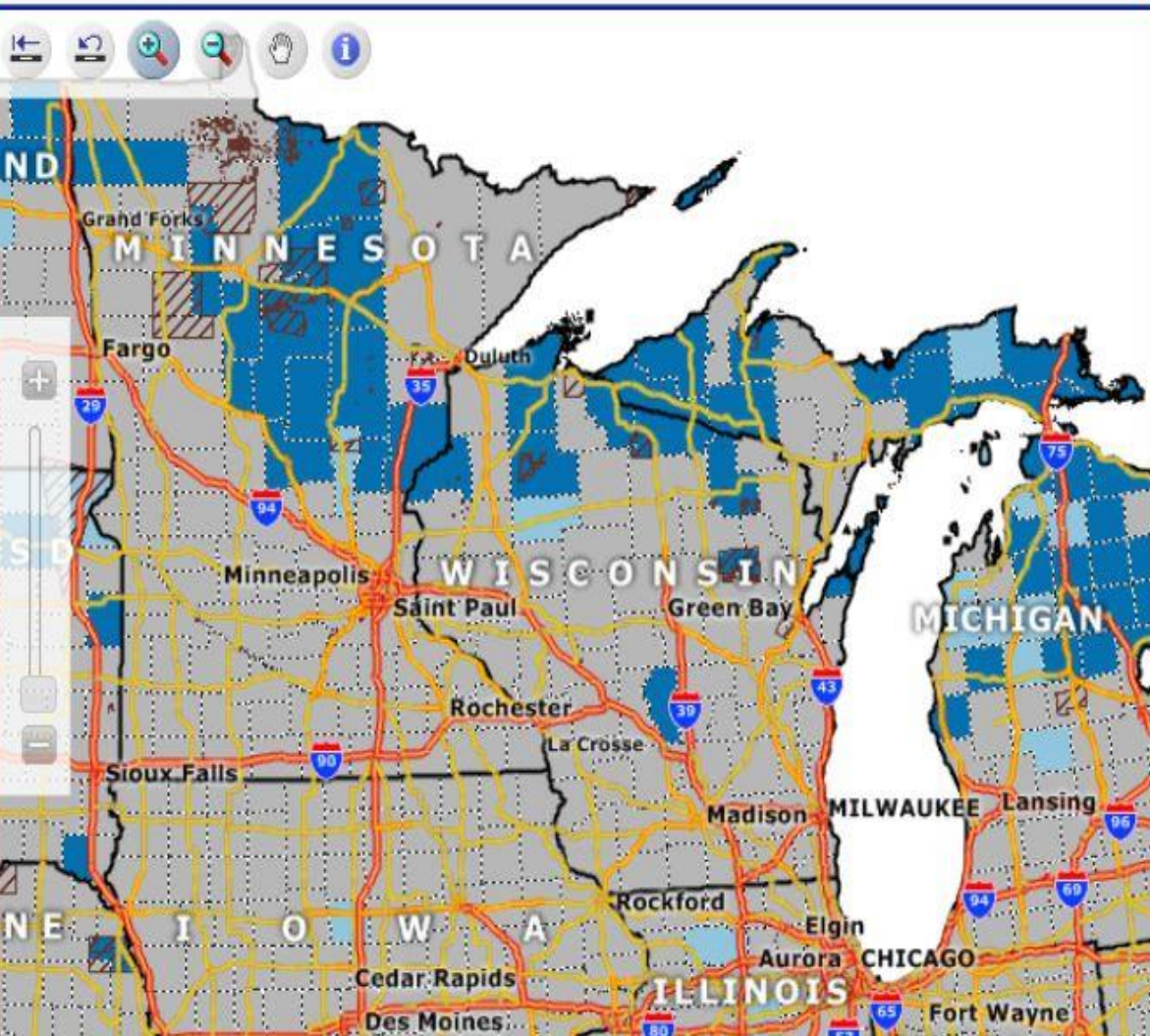
# Determining the Set-Aside

- Market research
  - SBA Dynamic Business Search
- Historical information
- Agency progress in fulfilling goals
- Determining that:
  - Adequate companies are available (2 or more)
  - Award can be made at a fair price



# Some Set-Aside Programs we utilize

- 8(a)
  - Uses statutory authority to provide business development and federal contract support to small disadvantaged firms
  - Customers of this program are socially and economically disadvantaged small businesses
- HubZone
  - Encourages economic development in historically underutilized business zones (much of northern Wisconsin and Michigan's upper peninsula)
  - Customers of this program are small businesses located in historically underutilized business zones



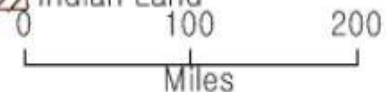
## Legend

### Counties

- Non-Qualified County
- Qualified Non-Metro County
- Redesignated County

### Other Qualified Areas

- DDA
- Base Closure Area
- Indian Land



Zoom in to view tracts

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(Review HUBZone Program Definitions)



# Service Disabled Veteran Owned Small Business (SDVOSB) Initiative

- *The Veterans Benefits Act of 2003* permits contracting officers to restrict competition to small business concerns owned and controlled by service-disabled veterans if the contracting officer has a reasonable expectation that two service-disabled owned small business concerns will submit offers and that award can be made at a fair market price.
- In addition, the law authorizes sole source awards to service-disabled veteran owned small business concerns under certain conditions.

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## SDVOSB (Con't)

- For more information on the service-disabled or veteran-owned small business programs, contact the **SBA's Office of Federal Contract Assurance for Veteran Business Owners** at (202) 205- 7330, visit the website at **SBA's Office of Veterans Business Development**, at <http://www.sba.gov/vets> or visit the U.S. Department of Veteran Affairs website at <http://www.va.gov>.



# FS Socio-Economic Goals

<b>Prime Contracts</b>	<b>FY2016</b>	<b>FY2017</b>
Small Business Concerns	70%	72%
8(a) Business Concerns	10%	12%
Small Disadvantaged Business Concerns other than 8(a)	15%	17%
HUBZone	10%	10%
Service-Disabled Veteran Owned Small Business (SDVOSB)	3%	4%
Women Owned Small Business	7%	9%



# First Steps – Paperwork!

- SAM (System for Award Management)
  - [www.sam.gov](http://www.sam.gov)
  - Requires a DUNS #
  - **No cost involved**
  - 30-45 minutes to complete
  - Always check “NO” to public
- IPP (Invoice Processing Platform)
  - [www.ipp.gov](http://www.ipp.gov)
  - No cost involved
  - 20-30 minutes to complete
  - Reference guide available
- FBO (Federal Business Opportunities)
  - [www.fbo.gov](http://www.fbo.gov)
  - Web site for Federal government procurement opportunities over \$25,000



# Solicitations -The Process

- Request for Proposals/Request for Quotations
  - Proposals
    - Negotiated acquisitions to communicate government requirements and solicit proposals.
    - Project is advertised for 30+ days (via FBO)
  - Quotes
    - Government estimate is over \$3,000.00 (\$2,000.00 for construction)
    - Projects estimated to exceed \$25,000.00 are advertised via FBO (14-30+ days depending on complexity, type of contract and dollar value)
    - Projects estimated between \$3,000.00 and \$25,000.00 may be competed locally between a minimum of 3 contractors



# Vendor Qualities

- Responsive and Responsible contractors
  - Good past performance
  - Technical capability
  - Adequate resources to complete the work
  - Quality work offered at a fair price
- 8(a), Hub Zone, SDVOSB, Native American, Woman-Owned small businesses
- GSA Contractors



# Proposals & Quotations

- Read the solicitation
- Follow the instructions in the solicitation
- Technical questions to technical contacts
- Responsive & Responsible contractors
  - Responsive is providing all requested/required information
  - Responsible can mean good past performance, prompt payment to suppliers and subcontractors, good business standing



# Technical Proposals

- Lowest Price Technically Acceptable & Best Value
- Section L & Section M will provide guidance regarding technical proposal requirements
- Address all criteria



# More Than Just Price

- “Best Value” Award
  - Factors other than price are considered and evaluated for award
    - Past Performance
    - Experience
    - Capability
  - Relevant importance is stated in the solicitation
  - Respond to the evaluation criteria (experience and past performance questionnaire)

# Additional Contract Requirements

- **Bonding Requirements**

- Over \$150,000 requires payment and performance bonds as well as a bid guarantee
- Construction over \$30,000 requires payment protection (typically a payment bond)
- May also be required on service contracts

- **Labor Related Acts**

- Davis-Bacon**

- Applies to construction contracts over \$2,000
  - Sets minimum wages to be paid to various classes of laborers

- Service Contract Act**

- Applies to service contracts over \$2,500
  - Sets minimum wages to be paid



# Interested in Doing Business?

- Do the necessary paperwork
  - SAM
  - IPP
- Work with SBA **if** you are 8(a)/Hub Zone/SDVOSB Qualified
- Check out FBO
- Contact Forests for opportunities (less than \$25,000)

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# Stumped by Paperwork or Processes?



Call your local PTAC representative.

## Useful Links

- [www.sba.gov](http://www.sba.gov)
- [www.dol.gov](http://www.dol.gov)
- [www.fbo.gov](http://www.fbo.gov)
- [www.sam.gov](http://www.sam.gov)
- [www.ipp.gov](http://www.ipp.gov)



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