



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)
- 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) and Forest Service FAR (FSAR)
- 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

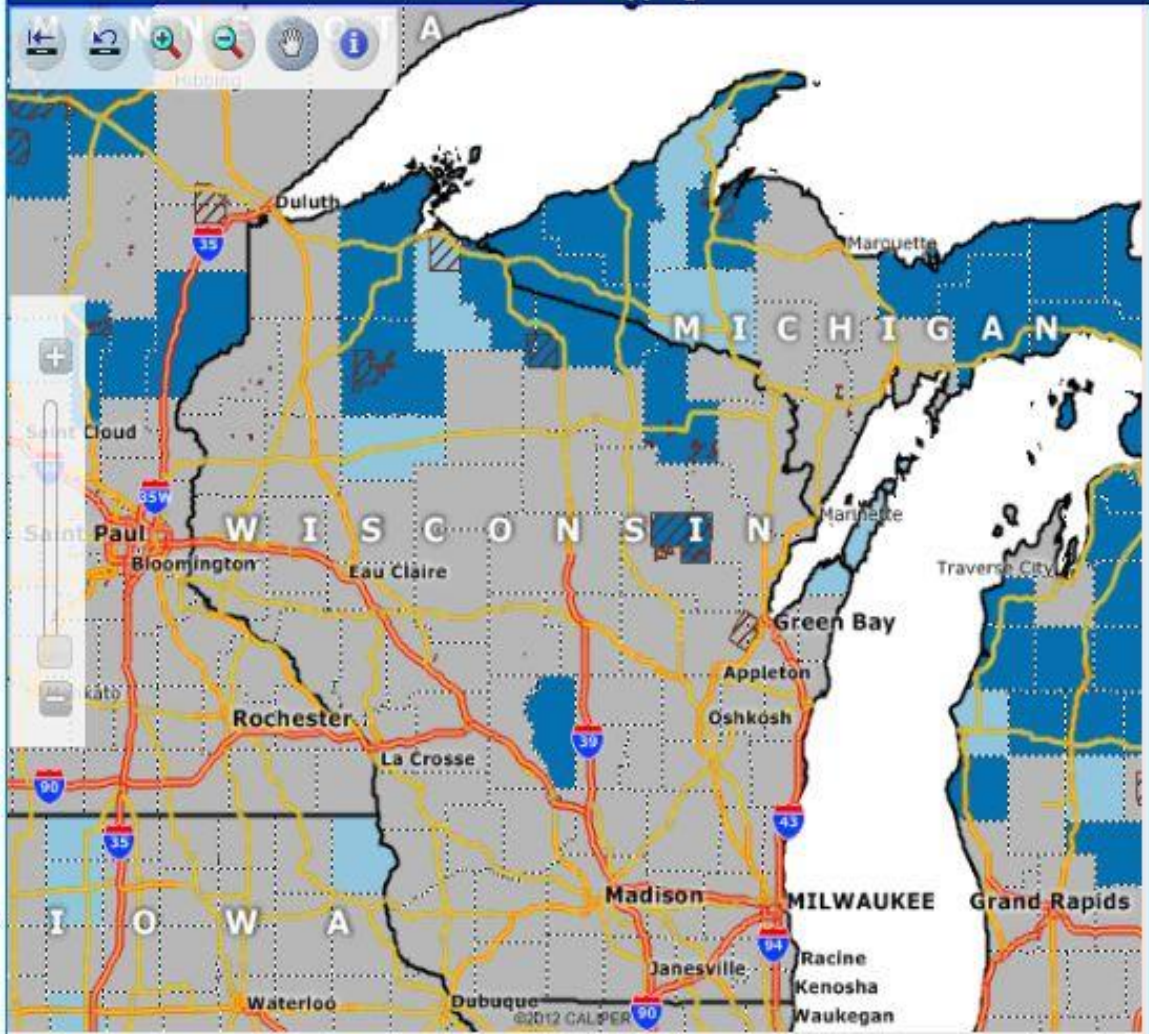
- Market research
 - SBA Dynamic Business Search
- Historical information
- Agency progress in fulfilling goals
- Determining that:
 - Adequate companies are available (2 or more)
 - Award can be made at a fair price



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

HUBZone Mapping



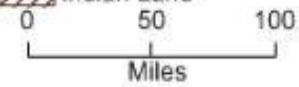
Legend

Counties

- Non-Qualified County
- Qualified County
- Redesignated County

Other Qualified Areas

- Base Closure Area
- Indian Land



Zoom in to view tracts

Powered by Mapitude for the Web

[\(Review HUBZone Program Definitions\)](#)



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.

March 9, 2015



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

Prime Contracts	FY2014	FY2015
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
 - Requires a DUNS #
 - **No cost involved**
 - 30-45 minutes to complete
 - Always check “NO” to public
- IPP (Invoice Processing Platform)
 - www.ipp.gov
 - No cost involved
 - 20-30 minutes to complete
 - Reference guide available (in packet)
- FBO (Federal Business Opportunities)
 - 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
- www.dol.gov
- www.fbo.gov
- www.sam.gov
- www.ipp.gov



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