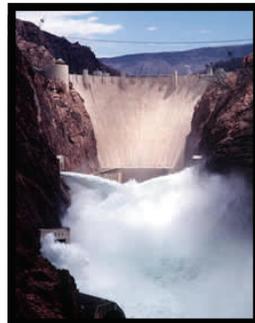


# U. S. Department of the Interior



## INTRODUCTION TO INTERIOR ACQUISITIONS: A Guide for Small Businesses



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**Overview:** This guide is prepared for use by small businesses who intend to seek contracting opportunities with the U.S. Department of the Interior. This guide serves as a point of reference to inform small businesses about the Department and its mission. The Department consists of eight Bureaus and a number other offices.





## U.S. Department of the Interior

The Department of the Interior (DOI) is the nation's principal conservation agency. Our mission is to protect America's treasures for future generations, provide access to our nation's natural and cultural heritage, offer recreation opportunities, honor our trust responsibilities to American Indians and Alaska Natives and our responsibilities to island communities, conduct scientific research, provide wise stewardship of energy and mineral resources, foster sound use of land and water resources, and conserve and protect fish and wildlife. The work that we do affects the lives of millions of people; from the family taking a vacation in one of our national parks to the children studying in one of our Indian schools.

Interior is a large, decentralized agency with over **67,000** employees and **280,000** volunteers located at approximately **2,400** operating locations across the United States, Puerto Rico, U.S. territories, and freely associated states. We discharge our responsibilities on a **\$16.8** billion total annual budget. DOI raises more than **\$18.2** billion in revenues collected from energy, mineral, grazing, timber, recreation, land sales, and other revenue producing activities.

### Land

DOI manages **500** million acres of surface land, or about one-fifth of the land in the United States, including:

- 256** million acres managed by the Bureau of Land Management
- 96.2** million acres managed by the Fish and Wildlife Service
- 84.6** million acres managed by the National Park Service
- 8.7** million acres managed by the Bureau of Reclamation associated with reclamation projects
- 66** million acres managed by the Bureau of Indian Affairs

Over **200,000** acres of abandoned coal mine sites have been reclaimed through the Office of Surface Mining's Abandoned Mine Land Program.

### Water

DOI has responsibility for managing a variety of water and underwater resources. The Bureau of Reclamation manages **479** dams and **348** reservoirs that deliver irrigation water to one of every five western farmers and provide water for **31** million people. The Bureau of Ocean Energy Management, Regulation, and Enforcement has jurisdiction over approximately **1.76** billion acres of the Outer Continental Shelf, on which it manages about **8,300** active oil and gas leases on **44** million acres. The U.S. Geological Survey conducts groundwater and surface water studies with offices in all 50 states.

### Recreation and Cultural Opportunities

- 56.9** million visits to **3,602** recreational sites provided by the Bureau of Land Management
- 274** million visits to **391** national park units, including parks, monuments, seashore sites, battlefields and other cultural and recreational sites provided by the National Park Service
- 43.7** million visits to **548** wildlife refuges provided by the Fish and Wildlife Service
- 90** million visits to **289** recreation sites provided by the Bureau of Reclamation

For more information on camping, fishing, archeology, bird watching and other recreational opportunities on Interior and other Federal lands, go to [www.recreation.gov](http://www.recreation.gov)



## Native American Lands and Needs

**52.7** million acres of land belong to Indian tribes and individuals  
The Bureau of Indian Affairs provides education services to **approximately 40,000** Indian children in **184 elementary and secondary** schools and dormitories  
The Bureau manages relationships with **562** Indian tribes

## U.S. Energy Needs

Energy projects on federally managed lands and offshore areas supply approximately **30** percent of the nation's energy production. This includes:

- 39%** of natural gas
- 35%** of oil
- 42%** of coal
- 17%** of hydro power
- 50%** of geothermal

## Scientific Research

The U.S. Geological Survey scientists:

- Monitor, analyze, interpret, and disseminate information on earthquakes, volcanoes, and the geology and topography of the United States
- Monitor and assess water quality, streamflows and ground water at thousands of sites across the nation
- Produce more than **55,000** different maps
- Estimate world and United States energy and mineral supplies
- Conduct a wide range of research on biology, geology, and water to provide land and resource managers with the information they need to make sound decisions, and to help mitigate the effects of natural hazards

## Fish and Wildlife

The Department seeks to work with others to conserve, manage, protect and enhance fish, wildlife, plants and their habitats for the continuing benefit of all Americans. DOI is responsible for:

- Improving habitats for migratory birds, certain marine animals, freshwater and anadromous fish, as well as providing public enjoyment of these resources
- Protecting **1,932** endangered or threatened species, **1,358** are U.S.
- Preventing and controlling invasive species



# Mission

The U.S. Department of the Interior protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated Island Communities.



## Secretary of the Interior—Ken Salazar

Ken Salazar, a fifth generation Coloradan, was confirmed as the 50th Secretary of the U.S. Department of the Interior on January 20, 2009, in a unanimous vote by the U.S. Senate.

Prior to his confirmation, Salazar served as Colorado's 35th United States Senator, winning election in November 2004 and serving on the Finance Committee, which oversees the nation's tax, trade, social security, and health care systems. He also served on the Agriculture, Energy and Natural Resources, Ethics, Veterans Affairs, and Aging Committees.

As a U.S. Senator, Salazar was a leader creating and implementing a vision for a renewable energy economy that is less dependent on foreign oil. He was involved in every major bipartisan legislative effort on energy since 2005, including helping craft the Renewable Fuels, Consumer Protection, and Energy Efficiency Act of 2007. Salazar also tackled the challenge of providing affordable health care by fighting to broaden the Children's Health Insurance Program and by working to improve health care for older Americans.

Salazar has been a champion for farmers, ranchers, and rural communities, leading efforts to pass the 2007 Farm Bill and to create food and fuel security for America. He worked to help veterans in rural communities get better access to health care by creating the Office of Rural Health in the Department of Veterans Affairs and by pressing that agency to open new rural outreach clinics in Colorado.

He also exercised a leadership role in championing a new defense and foreign policy that restores American security and influence around the world and pressed for a change in mission in Iraq to better advance America's national security interests. Salazar worked to strengthen our military to ensure that we are able to confront emerging threats.

From 1999 to 2004, Salazar served as Colorado's thirty-sixth Attorney General, winning statewide elections in 1998 and 2002. He chaired the Conference of Western Attorneys General and received the Profiles in Courage award from his fellow state attorneys general for his dedication to preserving and promoting the rule of law.

As Colorado's Attorney General, Salazar led efforts to make communities safer, fight crime, strengthen the state's sex offender laws, address youth and family violence, enhance and enforce Colorado's consumer protection laws, combat fraud against the elderly, and protect Colorado's environment. He established the first-ever Colorado Attorney General Fugitive Prosecutions Unit to apprehend and prosecute fugitive murderers, the first-ever Attorney General Gang Prosecution Unit, and an Environmental Crimes Unit.

From 1987 to 1994 Salazar served in the Cabinet of Governor Roy Romer as chief legal counsel and executive director of the Colorado Department of Natural Resources, where he crafted reforms for oil, mining, and gas operations to better protect the environment and the public. He fought to uphold Colorado's interstate water compacts, created the Youth in Natural Resources program to educate thousands of young people about Colorado's natural resources, and authored the Colorado constitutional amendment creating Great Outdoors Colorado. He served as the first chairman of that movement, helping make it one of the most successful land conservation efforts in the United States.

Secretary Salazar's family settled in the American West before the United States was a country. After settling in New Mexico four centuries ago, his family planted roots in Colorado's San Luis Valley, where they have farmed and ranched the same land for five generations. Raised on a remote ranch without electricity or telephone, Salazar learned the values of hard work, family, and faith. Thanks to his parents' lessons, he and his seven brothers and sisters all became first generation college graduates.

A farmer for more than thirty years, Salazar was a partner with his family in El Rancho Salazar. He and his wife have owned and operated small businesses, including a Dairy Queen and radio stations in Pueblo and Denver.

Salazar worked for eleven years as a water and environmental lawyer with some of the top firms in the West. During his time in the private sector and as Colorado's Attorney General, Salazar worked on cases from the trial courts to the Colorado and United States Supreme Courts.

He received a political science degree from Colorado College in 1977, and graduated with a law degree from the University of Michigan in 1981. He also received honorary doctorates of law from Colorado College in 1993 and the University of Denver in 1999.



## **U.S. Department of the Interior Bureaus and Offices**

### **BUREAU OF INDIAN AFFAIRS (BIA): [www.bia.gov](http://www.bia.gov)**

Enhances the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives.

### **BUREAU OF LAND MANAGEMENT (BLM): [www.blm.gov](http://www.blm.gov)**

Manages the nation's public lands and resources in a combination of ways that best serve the needs of the American people.

### **BUREAU OF RECLAMATION (BOR): [www.usbr.gov](http://www.usbr.gov)**

Manages, develops, and protects water and related resources in an environmentally and economically sound manner in the interest of the American public.

### **U.S. FISH & WILDLIFE SERVICE (FWS): [www.fws.gov](http://www.fws.gov)**

Responsible for the conservation and protection of fish and wildlife and their habitats through Federal programs relating to wild birds, endangered species, certain marine mammals, inland sport fisheries, and specific fishery and wildlife research activities.

### **BUREAU OF OCEAN ENERGY MANAGEMENT, REGULATION, AND ENFORCEMENT:**

**[www.mms.gov](http://www.mms.gov)**

Mission is to provide stewardship of the leasing activities on the Outer Continental Shelf and to provide for the efficient collection of royalties as well as fees due from leases on Federal and Indian lands.

### **NATIONAL BUSINESS CENTER (NBC): [www.nbc.gov](http://www.nbc.gov)**

Develops acquisition policy and provides acquisition support for over 50 separate offices within the Interior's Office of the Secretary

### **NATIONAL PARK SERVICE (NPS): [www.nps.gov](http://www.nps.gov)**

Preserves the past, manages the present, and invests in the future of the 385 areas that make up the National Park System. Promote and regulate the use of the Federal areas known as national parks and monuments.

### **OFFICE of SURFACE MINING RECLAMATION and ENFORCEMENT (OSM): [www.osmre.gov](http://www.osmre.gov)**

Safeguards the people and the environment; regulate adverse effects of surface coal mining operations; and, amends the damage of the past mining operations.

### **U.S. GEOLOGICAL SURVEY (USGS): [www.usgs.gov](http://www.usgs.gov)**

Provides geologic, topographic, biologic, and hydrologic information that contributes to the management of the Nation's natural resources and that promotes the health, safety, and well-being of the people.

**To learn more about each bureau or office, please visit their respective links as noted above.**



## ***Department of the Interior Procurement***

Each of the DOI bureaus and other major organizations within DOI has its own procurement office. The DOI procurement organizations contract with the private sector for a variety of supplies, equipment and services. Services that have been acquired by contract are training, architect-engineer services, advisory and assistance services, custodial services, guard services, operation and maintenance, telecommunications services and information technology (IT) services, maintenance and support.

Supplies and equipment that have been acquired by contract are office supplies, office furnishings, furniture, IT equipment such as computers (micros, minis, mainframes, and peripherals), forklifts, copiers, facsimile machines, and telephone equipment. The value of DOI purchases spans a wide range, from less than \$3,000 up to several billion dollars.

**In seeking contracting opportunities, each small business should following the process below:**

### **Getting Prepared to Compete for Federal Contracts**

- Obtain a DUNS (Data Universal Numbering System) Number from Dun & Bradstreet at [www.dnb.com](http://www.dnb.com) which is required for registration in the CCR.
- Register on the Central Contractor Registration (CCR), [www.ccr.gov](http://www.ccr.gov). If your firm is registered keep the registration current by updating yearly. The Federal Acquisition Resristration) (FAR) requires that a firm be registered on the CCR to receive a contract award.
- Know the North American Industry Classification System (NAICS) code and the Federal Supply Classification (FSC) code for your products or services. Most federal procurements are listed by their NAICS or their FSC code. Small business size standards vary by different NAICS codes. Use [www.census.gov/naics/](http://www.census.gov/naics/) to determine your NAICS code or codes.
- Complete any certifications which may be required (see Federal Acquisition Regulations (FAR) Part 19) for your socio-economic program.
- Complete the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov/>. By using ORCA, a contractor can enter their Reps and Certs information once for use on all Federal contracts, which eliminates the need to fill out the information for each contract.

### **Prepare a Capture Strategy**

- Visit websites of bureaus or offices that your firm is interested in doing business with to learn about what kinds of projects or services are needed.
- Identify how your firm can help bureaus or offices.
- Document qualifications and prior work completed. Be sure to document contract numbers, points of contact, and dollar values.
- Attend Department, bureaus or offices Small Business Outreach conferences and sponsored Matchmaking sessions. Network with a wide variety of agency Small Business Specialists.

### **Pursuing Opportunities**

- Visit FedBizOpps, [www.fedbizopps.gov](http://www.fedbizopps.gov), the Government's single point of entry portal for contracting opportunities regularly new opportunities are being added daily.
- Pursue Subcontracting opportunities with Prime Contractors. There are various subcontracting opportunities that are available. There is not a single point of entry for subcontracting. SBA's SUB-Net, <http://web.sba.gov/subnet/> is a resource for information on subcontracting opportunities.
- In responses to solicitations and other communication with Department personnel emphasize that your firm is able to respond quickly to solicitations and that your firm is ready to perform the work when and if you are awarded a contract.



You should have always draft a sample introduction letter to be transmitted with your Capability Statement. As a courtesy, the Office of Small and Disadvantaged Business Utilization drafted the following sample letter as a guide for you when you transmit your Statement to your prospective buyer.

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**Sample Introduction Letter to the OSDBUs**

**Company ABC**  
1234 North Campbell Avenue  
Anywhere, USA 12345-1234  
Phone num: (000) 123-1234

Mr. Charles A. Somebody  
U.S. Department of Everywhere  
1234 Longview Terrence  
Somewhere, USA 54321-4321

Dear Mr. Somebody:

I am a representative of **[insert company name here]**. Our business is a **[select your socio-economic classification(s) - Small, 8(a), Small Disadvantaged, Women Owned, HUBZone and/or Service Disabled Veteran Owned]** firm located **in (city, state.)** We are interested in doing business with the U.S. Department of the Interior. **[Insert company name here]** has provided exceptional services and products to a number of other government agencies including the Departments of Justice and Labor for example.

It would be an honor to support you in meeting your contracting needs as an agency in the areas of **(\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_)**. **[Insert company name here]** stands prepared to address your natural resources objective as a leading **[the following is just an example]** LEED Platinum Certified Construction Company servicing the Native American communities of our great nation. We are aware of your requirement for large scale educational structures with the latest and most innovative materials and we are confident that our support will help you meet your tight construction schedules.

Within the next several days, I will contact your office to schedule a meeting so that we may discuss the best approach in marketing our services and/or products to your agency. Prior to a possible meeting, I will research your agency's contracting requirements so that I am prepared to have a fruitful conversation that will benefit us both and help us to build a business alliance. A copy of my company's capability statement is attached for your information and review. If you would like to research additional information about my company in addition to our attached capability statement, please visit our website via: **[insert website here]**.

Sincerely,

John Doe  
President and CEO  
**[Insert company name here]**

Attachment



## In accordance with the Small Business Act, our customers are:

**Small Businesses (SB):** A small business is an concern that is organized for profit, with a place of business in the United States, and which operates primarily within the United States or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor. Further, the concern cannot be dominant in its field, on a national basis. Finally, the concern must meet the numerical small business size standard for its industry. SBA has established a size standard for most industries in the U.S. economy.

**Small Disadvantaged Businesses (SDB):** A small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. This can include a publicly owned business that has at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals and whose management and daily business is controlled by one or more such individuals.

**8(a) firm:** A firm owned and operated by socially and economically disadvantaged individuals and eligible to receive federal contracts under the Small Business Administration's 8(a) Business Development Program.

**Woman-Owned Businesses (WOB):** A Woman-owned small business concern means a small business concern-(a) which is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and (b) Whose management and daily business operations are controlled by one or more women.

**Historically Underutilized Business Zone (HUBZone) Businesses:** The HUB-zone Empowerment Contracting program provides federal contracting opportunities for qualified small businesses located in distressed areas. Fostering the growth of these federal contractors as viable businesses, for the long term, helps to empower communities, create jobs, and attract private investment.

**Service-Disabled Veteran-Owned Small Businesses (SDVOSB):** A SDVOB as a concern that is (1) at least 51% owned directly and unconditionally by a service-disabled veteran and (2) managed and controlled by a service-disabled veteran, or spouse or permanent caregiver of a service-disabled veteran with a permanent and severe disability.

**And , our Small Business Specialists are here to assist you with marketing your services and products to the Department. Those Small Business Specialist can be found throughout the United States.**



**You can visit our website at [www.doi.gov/osdbu](http://www.doi.gov/osdbu) or call our toll-free number at 1-877-375-9927 to locate the closest Small Business Specialists to your area.**



# Useful Resources/Links for Small Businesses

<b>Central Contractor Registration</b>	<a href="http://www.ccr.gov">http://www.ccr.gov</a>
<b>Center for Veterans Enterprise</b>	<a href="http://www.vetbiz.gov">http://www.vetbiz.gov</a>
<b>Counselors to America's Small Business (SCORE)</b>	<a href="http://www.score.org">http://www.score.org</a>
<b>Federal Acquisition Regulation</b>	<a href="https://www.acquisition.gov/far/">https://www.acquisition.gov/far/</a>
<b>Federal Business Opportunities</b>	<a href="https://www.fbo.gov">https://www.fbo.gov</a>
<b>Federal Small Business Directors</b>	<a href="http://www.osdbu.gov">http://www.osdbu.gov</a>
<b>Federal Government Charge Card Program</b>	<a href="http://www.doi.gov/osdbu/Fed_Govt_Charge_Card_Program.pdf">http://www.doi.gov/osdbu/ Fed Govt Charge Card Program.pdf</a>
<b>General Service Administration Schedules</b>	<a href="http://www.gsa.gov/Portal/gsa/ep/search?q=Schedule">http://www.gsa.gov/Portal/gsa/ep/search?q=Schedule</a>
<b>Government-wide Recovery Act Projects</b>	<a href="http://recovery.gov">http://recovery.gov</a>
<b>Minority Business Development Agency</b>	<a href="http://www.mbda.gov">http://www.mbda.gov</a>
<b>Native American Procurement Technical Assistance Centers (NAPTAC)</b>	<a href="http://www.nativeptac.org">http://www.nativeptac.org</a>
<b>Online Representations and Certifications Application</b>	<a href="https://orca.bpn.gov">https://orca.bpn.gov</a>
<b>Procurement Technical Assistance Centers</b>	<a href="http://www.aptac-us.org/new">http://www.aptac-us.org/new</a>
<b>Small Business Administration</b>	<a href="http://sba.gov">http://sba.gov</a>
<b>Small Business Development Centers (SBDC)</b>	<a href="http://www.sba.gov/aboutsba/sbaprograms/sbdc/index.html">http://www.sba.gov/aboutsba/sbaprograms/sbdc/ index.html</a>
<b>Sub-net</b>	<a href="http://web.sba.gov/subnet/search/index.cfm">http://web.sba.gov/subnet/search/index.cfm</a>



**The information contained in this guide was compiled by the Office of Small and Disadvantaged Business Utilization, U.S. Department of the Interior.**

**We are headquartered in Washington, DC, and our contact information is:**

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Fax: 202-208-7444  
[www.doi.gov/osdbu](http://www.doi.gov/osdbu)**