Types of Contracts

Micropurchases
Micropurchases, a category that was created under the Federal Acquisition Streamlining Act of 1994 (FASA), consist of purchases that do not exceed $2,500. While micropurchases are not set aside for small businesses, they may be awarded noncompetitively if the contracting officer considers the price to be reasonable. Micropurchases are equitably distributed among qualified suppliers to the extent practicable. Micropurchases are usually not handled by procurement staff. Instead, they are made by various government employees who are authorized to use a U.S. Government MasterCard for purchases of goods and services. Please ask for the government employee who has purchase authority using the charge card before you provide any goods or services. If you do not accept MasterCard, then a contracting officer will need to make the commitment and issue you a convenience check.

Small Purchases
Small purchases are those valued at $100,000 or less; this value is referred to as the Simplified Acquisition Threshold (SAT). With the exception of micropurchases of $2,500 or less, procurements valued at $100,000 or under are reserved for small businesses and simplified acquisition procedures apply. These purchases must be set aside unless the contracting officer determines that there is little likelihood of obtaining offers from two or more responsible small business firms that are competitive in terms of market prices, quality, and delivery. In this instance, full and open competition from both large and small firms or a partial small business set-aside can be used. Even in full and open competition, small businesses are encouraged to compete.

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The BLM oversees recreational opportunities, commercial activities (livestock grazing, oil and gas development, etc.), wildlife habitat, transportation systems, archaeological sites, wilderness areas, public land survey activities, and numerous other activities.

Goods and Services Needed by the BLM
Goods and services needed include construction projects, land treatments; professional and nonprofessional services; supplies; information technology resources; workplace leases; environmental studies; wild horse and burro roundups; cadastral surveying; fire prevention, suppression, and rehabilitation services/supplies; and hazardous material management. A more complete list of goods and services that are acquired is located at the BLM National Acquisition Website: [http://www.blm.gov].

Doing Business with the BLM

The BLM’s headquarters is in Washington, D.C., but our procurement offices are decentralized for procurements less than $100,000. Procurements over $100,000 are handled through the National Business Center in Denver, Colorado, and in our Portland, Oregon, Office. A complete listing of BLM acquisition organization and office contacts is posted on the BLM’s National Acquisition Internet website.

The BLM is committed to increasing contracting opportunities for the small business community. Doing business with the BLM requires that you have a great product or service at a competitive price, and have the necessary people and equipment. It also helps if you develop a viable marketing plan for obtaining contracts and subcontracts, establishing a team approach, or creating joint ventures.

The BLM and the DOI are now acquiring goods and services electronically using the Internet.

To take advantage of future business opportunities with the BLM, you must:

1. Obtain a valid Dun & Bradstreet Number (D&B) from Dun & Bradstreet at [http://www.dnb.com] or call them at 800-333-0505.
2. Register your firm on the Central Contractor Registration (CCR) System at [http://www.ccr.gov].
Some Helpful Hints

• Be “customer friendly.”
• Be sure you have Internet and e-mail capabilities.
• Make direct contact with acquisition and program staff.
• Become familiar with what the BLM needs.
• Consider subcontracting as well as prime contracting opportunities.
• Match your capabilities and expertise to specific BLM procurement opportunities.
• Research procurement opportunities and pursue selling opportunities.
• Make sure you can accept credit card payments because many purchases are being made with the Governmentwide charge card. Additional information on the card is available from GSA at: http://www.fss.gsa.gov/services/gusmart-pay.

Finding Out about Contracting Opportunities

There are a number of sources where you can find out about BLM contracting opportunities:

- http://www.fedbizopps.gov is a daily public notification of federal agencies’ proposed solicitations and contracts for goods and services valued over $25,000. All BLM and other federal agencies’ solicitations and contracts for goods and services over $25,000 are required to be posted at this site. If you are unable to access a BLM solicitation electronically, please contact the appropriate BLM contracting office.
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Self-Certification

You may self-certify if you are a woman-owned small business or a service-disabled or veteran-owned small business. Visit http://www.sba.gov for an explanation of the above categories. For more information about woman-owned small opportunities, go to http://www.womenbc.gov.

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SBA Certification

To qualify as a Small Disadvantaged Business, an 8(a) participant, or a Historically Underutilized Business Zone (HUBZone), you must comply with the SBA’s official certification process. If you would like to use your status as an 8(a) participant, a small disadvantaged business, or a HUBZone business, you will need to be able to validate to government procurement personnel that you qualify.

Small disadvantaged businesses must be owned by individuals who are “socially and economically” disadvantaged as defined by regulations. For more information, please refer to http://www.sba.gov/sdb/index.html.

The 8(a) program assists in the expansion and development of existing, newly organized, or prospective profit-oriented small disadvantaged firms. Small businesses may apply for the Section 8(a) program if they are owned and controlled by one or more persons who can provide evidence of having been deprived of the opportunity to develop and maintain a competitive position in the economy because of social and economic disadvantages. For more information, visit http://www.sba.gov/businessop/programs/8a.html.

The Historically Underutilized Business Zones (HUBZone) Program stimulates economic development and creates jobs in urban and rural communities by providing Federal contracting preferences to small businesses. These preferences go to small businesses that obtain this certification by employing staff who live in a HUBZone, and the company must have a “principal office” in one of the specifically designated areas. To determine whether your business qualifies for HUBZone certification by the SBA, please visit http://eweb1.sba.gov/hubzone/internet/.

Native American Business Development Centers

The Minority Business Development Agency (under the Department of Commerce) has established a Native American Program to address the special problems of Native American firms and individuals interested in entering business, or in maintaining or expanding their efforts in the competitive marketplace. Although they can provide service to any minority client, Native American Business Development Centers are designed to focus on the unique business needs of Native Americans. For more information, go to http://www.sba.gov/hotlist/minor.html.

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All federal agencies are required to use the CCR system as a single, government-wide system for storing contractor procurement and payment information.

The BLM must comply with all provisions of the Federal Acquisition Regulations (FAR), which are based on numerous small business regulations and statutes that impact the contracting process. You should have access to the FAR (http://www.armedgov/far). Ultimately, you must be prepared to use the FAR and comply with all BLM regulations if you want to be successful in doing business with the Bureau.

**Some Helpful Hints**

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It is very important to properly evaluate and understand the terms and conditions of Invitations for Bids (IFBs), Requests for Proposals (RFPs), and Requests for Quotations (RFQs). Only realistic offers that match your firm’s capabilities and intentions should be submitted for consideration.

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