



## BLM Acquisitions



# The Bureau of Land Management Small Business Program

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[About the BLM](#)

[What BLM Procures](#)

[How to Do Business with the BLM](#)

[Certifications](#)

[List of BLM Small Business Specialists](#)

[Contract Opportunities](#)

[Acquisition Policy & Regulations](#)

[Advance Procurement Plan](#)

[Types of Agreements \(reserve\)](#)

[Small Business Goals \(PL 100-906\)](#)

## **About The Bureau of Land Management**

The Bureau of Land Management (BLM) is an agency within the U.S. Department of Interior (DOI). We might best be described as a small agency with a big mission and a lot of ground to cover. As the Nation's largest land manager, the BLM is responsible for over 260 million acres of public land located primarily in 12 Western States.

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.

## **What BLM Procure**

Goods and services needed include construction projects; land treatments; professional and nonprofessional services; supplies; information technology resources; workspace 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 Website: <http://www.blm.gov>.

## **How to Do Business with the BLM**

The BLM's headquarters is in Washington, D.C., but our procurement offices are decentralized for procurements less than \$150,000. Procurements over \$150,000 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 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.

## **Market your Business**

- Capability Statement and/or Brochures
- Meet with Small Business Specialist
- Review Advance Acquisition Planning on DOI -<http://www.doi.gov/osdbu/>
- Business Cards – Ensure proper information
  - Company Name
  - Type of Business
    - Small Business (SB)
    - Small Disadvantaged Businesses (SDB)
    - 8(a) Firms
    - Woman-Owned Businesses (WOB)
    - Historically Underutilized Business Zone (HUBZone)
    - Veteran-Owned Small Business (VOSB)
    - Service-Disabled Veteran-Owned Small Business (SDVOSB)

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:

Register with the following government agencies

- Central Contractor Registration” – [www.ccr.gov](http://www.ccr.gov)  
Obtain a valid Dun and Bradstreet Number (D&B) from Dun & Bradstreet at <http://www.dnb.com/> or call them at 800-333-0505.
- Online Representations and Certifications Application (ORCA) – <https://orca.bpn.gov/>
- Federal Business Opportunities - <https://www.fbo.gov>
- Electronic Subcontracting Reporting System (eSRS) - <http://www.esrs.gov/>

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

## **Other Helpful Links:**

Office of Small and Disadvantaged Business Utilization (OSDBU)

<http://www.doi.gov/osdbu/>

Small Business Administrative - <http://www.sba.gov/>

U.S. General Service Administration - <http://www.gsa.gov/>

Department of Defense Procurement Technical Assistance Centers (PTAC's) – <http://www.dla.mil/db/procurem.htm>

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.arnet.gov/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.

## **Policy:**

### **Office of Acquisition and Property Management (PAM)**

- [Department of the Interior Acquisition Regulation](#)
- [Department of the Interior Acquisition Policy Release](#)
- [Department of the Interior Acquisition Guidance \(DIG\)](#)

## **Government wide:**

### **Code of Federal Regulations (House of Representatives) -**

<http://www.gpoaccess.gov/cfr/index.html>

[Congressional Documents - Bills and Congressional Record/Legislative Information \(Thomas\) http://thomas.loc.gov/](http://www.thomas.loc.gov/)

[Executive Orders - http://www.archives.gov/federal-register/executive-orders/index.html](http://www.archives.gov/federal-register/executive-orders/index.html)

[Federal Acquisition Circulars: FAC 90-29 to current \(GSA\) - http://www.arnet.gov/far/fac.html](http://www.arnet.gov/far/fac.html)

[Federal Acquisition Regulation \(GSA\) - http://www.arnet.gov/far/fac.html](http://www.arnet.gov/far/fac.html)

[Federal Register \(GPO\) - http://www.gpoaccess.gov/fr/tips.html](http://www.gpoaccess.gov/fr/tips.html)

[Federal Statutes \(House of Representatives\) - http://www.law.cornell.edu/statutes.html](http://www.law.cornell.edu/statutes.html)

[OMB Circulars \(OMB\) - http://www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html)

**How to determine if your company is a Small Business** - SBA's size determinations are based on the existing size standards set forth in SBA's Small Business Size Regulations. Size standards vary from industry to industry, as defined under NAICS, which replaced the Standard Industrial Classification (SIC) system. There is a single table of small business size standards that applies to both Federal procurement and SBA's financial assistance programs.

### **Types of Contracts Set-Aside for Small Business**

- Small Business (SB)
- Small Disadvantaged Businesses (SDB)
- 8(a) Firms
- Woman-Owned Businesses (WOB)
- Historically Underutilized Business Zone (HUBZone)
- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)

## **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.
- The Advanced Procurement Plan (APP) is the BLM's annual forecast of goods and services needed by contract. The APP is located at [www.doi.gov/osdbu](http://www.doi.gov/osdbu). Also at <http://www.blm.gov>. Just click on the APP and then on BLM to view. The BLM Home Page also provides a list of goods and services we buy as well as the procurement office contacts.

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.

## **Certifications**

There are two types of certifications-- self and Small Business Administration (SBA). Visit the SBA Office of Size Standards at <http://www.sba.gov/size> to see if you qualify as a small business. Based on current size standards, some small businesses can self-certify.

## **Forecast**

### **Forecast of Department of Interior's Acquisitions Instructions for Vendors**

1. Go to <http://www.nbc.gov/>
2. Click on Acquisition Services under BUSINESS SOLUTIONS (located on the left hand side of the screen)
3. Click on Vendor Information (located on the left hand side of the screen)
4. Click on Vendor Resources
5. Click on Forecast of the Department of the Interior's Acquisitions  
[Forecast of the Department of the Interior's Acquisitions](#)

You will now see a window that displays the National Business Center IDEAS-EC. Click [create a report](#) - it may take a few seconds to download. The page now should look like a form, with filter options for your search criteria. You now have a selection of Bureaus to choose from. Using the scroll bar on the right hand side of the screen – scroll down to the bottom of the page and click on the Search button. The Report lists all of the acquisitions by fiscal year. You can refine your search within any Bureau by populating the fields within the form.

**If you have problems with the site you must contact the NBC helpdesk by clicking on the “Contact Us” tab at the bottom of the screen.**

## 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 Government wide charge card. Additional information on the card is available from GSA at: <http://www.fss.gsa.gov/services/gsmart-pay>.

## List of BLM Small Business Specialist

<b>State</b>	<b>Name</b>	<b>Phone No.</b>	<b>E-mail Address</b>
Anchorage, Alaska	Alissa Varrati	(907) 271-3439	<a href="mailto:avarrati@ak.blm.gov">avarrati@ak.blm.gov</a>
Phoenix, Arizona	Shawna Rogers	(602) 417-9328	<a href="mailto:vrogers@blm.gov">vrogers@blm.gov</a>
Sacramento, California	Julia Lang	(916) 978-452	<a href="mailto:julang@ca.blm.gov">julang@ca.blm.gov</a>
Lakewood, Colorado	Sara Dawson	(303) 239-3764	<a href="mailto:sdawson@blm.gov">sdawson@blm.gov</a>
Denver, Colorado (NOC)	Shelly Goergen	(303) 236-0140	<a href="mailto:sgoergen@blm.gov">sgoergen@blm.gov</a>
<b>Washington, DC</b>	<b>Dottie Williams</b>	<b>(202) 912-7476</b>	<b><a href="mailto:dwilliam@blm.gov">dwilliam@blm.gov</a></b>
Boise, ID (NIFC)	Julie Whaley	(208) 387-5546	<a href="mailto:jwhaley@nifc.blm.gov">jwhaley@nifc.blm.gov</a>
Boise, ID	Linda Pitzer	(208) 383-3909	<a href="mailto:lpitzer@blm.gov">lpitzer@blm.gov</a>
Billings, Montana	Paris Everson	(406) 896-5148	<a href="mailto:peverson@blm.gov">peverson@blm.gov</a>
Santa Fe, New Mexico	Mary Ann Crafton-Williams	(505)761-8946	<a href="mailto:mawillia@blm.gov">mawillia@blm.gov</a>
Reno, Nevada	Kenda Tucker	(775) 861-6417	<a href="mailto:ktucker@blm.gov">ktucker@blm.gov</a>
Salt Lake City, UT	Steven Wimmer	(801) 539-4172	<a href="mailto:sswimmer@blm.gov">sswimmer@blm.gov</a>
Cheyenne, Wyoming	Janet Edmonds	(307) 775-6007	<a href="mailto:jedmonds@blm.gov">jedmonds@blm.gov</a>

## **REMEMBER:**

1. **IDENTIFY** which organization best fits the type of work you do. Since Interior's acquisition programs are decentralized; your marketing strategy should include direct contact with each Bureau or Office. Do your homework, RESEARCH, and Know Interior. Visit Interior's website [www.doi.gov](http://www.doi.gov) which has a wealth of information on the mission and requirements of its bureaus and offices.
2. **CONTACT** the Small Business Specialist of the Organizations listed in this booklet to find out who your regional representatives are and how to contact them.
3. **FOLLOW UP** periodically, (but be reasonable about it, don't wear out your welcome) with the regional SBS and send capability statements and brochures and don't forget to register at all the suggested websites.

**U.S. Department of the Interior, Bureau of Land Management**