

U.S. DEPARTMENT OF THE INTERIOR
NATIONAL BUSINESS CENTER
BUSINESS AND ECONOMIC DEVELOPMENT PROGRAM

INTERNET ADDRESS: <http://www.nbc.gov/>

BUSINESS AND ECONOMIC DEVELOPMENT PROGRAM (BEDP) MANAGER:

Corazon C. Sudds

Internet Address: Corazon_C_Sudds@nbc.gov

PRINCIPAL MISSION:

National Business Center (NBC) is a component of the U.S. Department of the Interior and serves as a franchise for administrative systems for budget, procurement and contracts, personnel management, finance and accounting, and other general administrative services

To accomplish its program activities, the NBC purchases a wide range of products and services. We are dedicated to providing continuous outreach and assistance to small business, small disadvantaged businesses, and women-owned small businesses in support of Federal socioeconomic development programs.

TYPES OF PURCHASES:

1. Commodities

Information Processing Resources – IT Solutions, hardware and software including personal computers, off-the-shelf software, and telecommunication equipment;

Equipment - hydraulic turbines, pumps and valves, motors, transformers, turbines, office machines, safety and drilling equipment;

Aircraft Purchase – Purchase of new and used light helicopters and airplanes

Supplies – General, office, computer and equipment supplies

2. Services

Research and Development – Research and Development, Testing and Evaluation (RDT&E) for both DOD and Non-DOD Agencies

Miscellaneous Services - systems design, computer maintenance, data processing, janitorial, grounds maintenance, refuse removal, appraisal and title, laboratory and office equipment maintenance, telecommunications, architectural and engineering, professional and administrative services.

Flight Services – Type II and III turbine helicopters and fixed-wing aircraft, fully contractor operated and maintained. Operators are required to hold a current Federal Aviation Administration air carrier and operating certificate for the category and class of aircraft.

Fixed Wing Flight Services – Typically twin engine airplanes such as the Cessna T-337 and Aero Commander 500 series aircraft, or single engine aircraft such as a Cessna 210 or equal.

The above flight service contracts are fully contractor operated and maintained. As applicable for the type of aircraft and aircraft mission, contractors are required to hold Federal Aviation Administration air carrier and operating certificate for the category and class of aircraft required, and be certified under 14 CFR, Part 133, Rotorcraft External-Load Operations and Part 137, Agricultural Aircraft Operations. Aircraft shall be operated and maintained under 14 CFR, Part 135.

Single-Engine Air Tanker Flight Services – Contracts are fully contractor operated and maintained and typically require a single engine agricultural airplane with a FAA approved hopper capacity of 400 gallons of material 3,320 pounds. Contractors are required to have an Agricultural Aircraft Operations Certificate under 14 CFR Part 137.

Aircraft Maintenance Services – To support government –owned aircrafts located throughout the lower 48 states including Alaska. Contractors must be certified as authorized Federal Aviation Administration (FAA) repair facilities for the type of aircraft to be maintained.

3. Construction

New construction, repair, operation and maintenance of existing structures, including: office remodeling;

SOLICITATION MAILING LISTS (SF-129):

While some NBC offices maintain a Solicitation Mailing List and use the vendors on this list in issuing solicitations for recurring requirements, some offices do not maintain such a list for a variety of reasons (i.e. nonrecurring requirements and/or their requirements are posted on their Internet homepage/ or Electronic Commerce). In addition, some offices may require additional information or an automated format for submitting the SF-129. Therefore, it is suggested that you contact the appropriate Business Utilization and Development Specialist (BUDS) listed on page 4 prior to submitting a SF-129, in order to find out the business practices of that office and/or to obtain copies of required forms and instructions for completion.

SBA PRO-NET:

Pro-Net is SBA's Procurement Marketing and Access Network database which allows federal contracting officers and others to search for small businesses who can fill their needs. It also serves as a marketing and research tool for participating small businesses. The Pro-Net database has profiles of small businesses which include a summary of their products and services, history, business references, and other information important to potential contracting parties. Participating firms may also update their profiles with the most current information.

Pro-Net provides links to the Federal Business Opportunity electronic site, federal agency home-pages, and other sources of procurement opportunities. You are encouraged to contact your local SBA office (or visit the Pro-Net Internet homepage (<http://pro-net.sba.gov/>) for information.

ELECTRONIC COMMERCE:

Many of NBC's simplified acquisition requirements (valued between \$2,500 and \$100,000) are purchased electronically via Electronic Commerce (EC). Requests for Quotations (RFQ) are posted on an electronic bulletin board and awarded electronically. In addition, delivery orders issued under General Services Administration's Federal Supply Schedules are performed electronically. Vendors may access requirements for NBC's contracting requirements (over \$100,000) at the Federal Business Opportunities electronic site; <http://www.fedbizops.gov/> ; or go directly to the IDEAS Business Opportunities webpage located at Only vendors with valid Dun and Bradstreet Data Universal Numbering System (DUNS) numbers are authorized to submit quotations on posted RFQ requirements (Vendors that require a DUNS number may contact Dun & Bradstreet at 1-800-333-0505). Search features are available by using some or all of the following options: the issue date, closing date, Product and Service Code (PSC), Standard Industrial Classification (SIC) code, North American Industry Classification System (NAICS) or DUNS number. The IDEAS Business Opportunities site has been written using HTML 4.0 extensions which are not supported by all browsers. For best results it is recommended that vendors use the latest version of either Internet Explorer or Netscape. Any questions regarding IDEAS Business Opportunities may be directed to Wai See Moy at (703)648-6690.

WOMEN'S BUSINESS CENTER:

SBA's Online Women's Business Center (<http://www.onlinewbc.org/>) is a free, interactive training site on the World Wide Web. It offers beginning and advanced business principles and practices, management techniques, networking, industry news, information about SBA services, market research and technology training.

VETERAN-OWNED SMALL BUSINESS:

This is a small businesses concern that is 51% owned by one or veteran and currently requires self certification. For more information on this program, visit the following webpage:
<http://www.sba.gov/certifications/index.html#hubzone>.

Service-Disabled, Veteran-Owned Small Business:

This is a small business concern that is 51% owned by one or more service-disabled veterans and currently requires self-certification. For more information on this program, visit the following webpage:
<http://www.sba.gov/certifications/index.html#hubzone> .

PREFERENTIAL ACQUISITION PROGRAMS:

- **Small Business Set-Asides:** Acquisitions are reserved for participation by small business firms in cases where it is anticipated that 1) offers will be received from at least two responsible small businesses offering the products of small business concerns and, 2) awards will be made at fair market prices.
- **8(a) Program:** This program is available to socially and economically disadvantaged business firms certified by the U.S. Small Business Administration (SBA). Contact your local SBA office for more details.
- **Subcontracting Programs:** On prime contracts expected to exceed \$500,000 (\$1,000,000 for construction), large businesses must submit and comply with subcontracting plans. These plans contain the prime contractor's goals for subcontracting with small, small disadvantaged, and women-owned small businesses.
- **Mandatory Source Program:** If competitively priced, Federal agencies must purchase goods and services from the following sources before considering open market sources: The National Industries for the Blind and Severely Handicapped, the Federal Prison Industries, and certain items under schedules issued by the U.S. General Services Administration Federal Supply Service, and the Defense Logistics Agency Supply System.
- **Small Disadvantaged Business Concerns - Price Evaluation Adjustment:** Federal Acquisition Regulations (Subpart 19.11) now provide for a price evaluation adjustment for small disadvantaged business concerns in competitive acquisitions greater than \$100,000. For more information concerning the applicable factor (percentage) to be applied, contact NBC's local Business Utilization Development Specialist.
- **HUBZone Contracting Program:** This program provides a program of federal contracting assistance for qualified small business concerns located in distressed communities in an effort to increase employment opportunities, investment, and economic development in these communities. The program provides for set-asides for firms that meet the definition of a HUBZone small business concern, sole source awards to HUBZone SBC's, and price evaluation preferences for HUBZone SBC's in acquisitions conducted using full and open competition. For more information on this program, visit the following webpage:
<http://www.sba.gov/certifications/index.html#hubzone> .

PUBLICATIONS AVAILABLE:

The information/publications listed below are available from the Department of the Interior, Office of Small and Disadvantaged Business Utilization at:

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

- Current Forecast of the Department of the Interior Acquisitions, Guide for Small Business
- Introduction to Interior Acquisitions, Guide for Small Businesses

- Department of the Interior Business Utilization and Development Specialists
- Department of the Interior Prime Contractor Directory

RECOMMENDED VENDOR MARKETING TECHNIQUES:

- Become a participating merchant for Department of the Interior’s NationsBank MasterCard, which NBC utilizes for purchasing some of its smaller-dollar value requirements. General program information may be found at <http://www.doi.gov/pam/charge.html>
- Market to Federal small business advocates (BUDS) or to purchasing/contracting personnel.
- Read the FedBizOpps which is available at no charge at www.fedbizopps.gov/
- Don't hesitate to ask questions!
- Register with SBA Pro-Net, Internet address <http://www.pro-net.sba.gov>.
- Learn as much as possible about the Federal acquisition system by reviewing information on the Acquisition – Reform Network (<http://www.arnet.gov/>) and the Small Business Administration’s website homepage - <http://www.sba.gov/> .
- Learn about the Government at First Gov at www.firstgov.gov/

NATIONAL BUSINESS CENTER - BUSINESS UTILIZATION AND DEVELOPMENT SPECIALISTS (BUDS):

Kate McKenna
 Contract Specialist
 U.S. Department of the Interior
 National Business Center
 Washington, DC
kate_a_mckenna@nbc.gov

Edith Stansbury
 Contract Specialist
 U.S. Department of the Interior
 National Business Center
 Boise, ID
edith_stansbury@oas.gov

Victoria Warford
 Contract Specialist
 U.S. Department of the Interior
 National Business Center
 Ft. Huachuca, AZ
victoria_b_warford@hua.army.mil

Corazon Sudds
 Procurement Analyst
 U.S. Department of the Interior
 National Business Center
 Denver, CO
corazon_c_sudds@nbc.gov