

Doing Business With The U.S. Environmental Protection Agency



EPA's Mission and Buying Offices; What and How EPA Buys;
Finding Procurement Opportunities; and Marketing Your
Company's Services and Products to the U.S. EPA.

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EPA's Pacific Southwest Region 9

- Arizona, California, Hawaii, & Nevada
- 147 Federally-recognized Tribes
- U.S. Territories of Guam & American Samoa, and the Commonwealth of the Northern Marianas Islands

EPA's MISSION

Protect
Human Health
and the
Environment



EPA's Goals

- Clean Air
- Clean Water
- Clean Land
- Healthy Communities and Ecosystems



EPA Activities

- Develops and Enforces Regulations
- Sponsors Voluntary Partnerships To Prevent Pollution
- Financial Assistance to States, Tribes et al.
- Research, Education, and Assessment



EPA's Budget

Fiscal Year 2004

\$ 9.6 billion
Total Agency Budget

\$ 1.2 billion*
Direct Contracting

\$ 200 million*
Subcontracting

\$ 37 million*
Direct and Subcontracting
(EPA Region 9 only)

\$ 5.6 billion
Grants/Financial
Assistance



** based on estimated contract obligations for FY 2004/05*

EPA Organization & Buying Offices

- An Agency of the Executive Branch
- Headquarters in Washington, D.C.
- 10 Regional Offices
- EPA Laboratories
- Acquisition Service Centers:
 - Cincinnati, Ohio
 - Research Triangle Park, North Carolina



What EPA Buys

- A Wide Range of Products and Services
- Research & Development
- Technical Support
- Policy, Program Management & Administrative Services



What EPA Buys (Continued)

- Lab Testing Services
- Environmental Studies and Assessments
- Supplies & Equipment
(e.g., ADP software and hardware)



How EPA Buys

- Guided by the Federal and EPA Acquisition Regulations (FAR & EPAR)
- Large Contracts (\$ 100,000 plus)
- Simplified Acquisition \$ 2,500 - \$ 100,000 (Set-aside for small businesses, with few exceptions)
- Micro-Purchases (< \$2,500; bankcards)



EPA Units Involved in Purchasing

- Office of Acquisition and Management (OAM)
- Contracting Officers (CO) at EPA Units
- Program Offices
- Office of Small & Disadvantaged Business Utilization (OSDBU)
- Regional Small Business Specialists/Advocates (SDBUOs)



Finding Procurement Opportunities at EPA

- OAM's web site
www.epa.gov/oam
 - Sources Sought
 - Acquisition Forecast
 - Open and Awarded Contracts
- FedBizOpps
www.fedbizopps.gov
 - Bid Postings
 - Vendor Notification Service
- EPA's Grants Award Data
www.epa.gov/ogd
- Interagency Agreements (IAGs)



Finding Procurement Opportunities (continued)

- Contact EPA's Primes for Potential Subcontracting Opportunities
www.epa.gov/oam
- Peruse SBA's SUB-Net database
web.sba.gov/subnet
- Contact OSDBU and other small business offices in EPA units



EPA Technology Programs Available to Small Business

- Small Business Innovation Research (SBIR) Program

www.epa.gov/ncercqa/sbir



- Environmental Technology Verification (ETV) Program

www.epa.gov/etv



Responding to EPA's RFP or RFQ

- Allow sufficient time & resources to respond.
- Analyze the Request for Proposals/Qualifications thoroughly. Identify the requesting office's needs and objectives.
- Tailor your Capability Statement/Proposal. Respond specifically and concisely to the skills needed.



Becoming Visible & Accessible to EPA

- Register on Federal vendor databases, especially:

Central Contract Registration
www.ccr.gov

EPA's Vendor Profile System
<http://cfpub.epa.gov/sbvps/>



- Apply and Get Listed on Federal Supply Schedules
- Team or Subcontract with an EPA Prime Contractor
- Market Your Capabilities to EPA Programs and Buyers



Marketing Your Business to EPA

- Have a Well-thought-out Marketing Plan

Review Spring 2004 article: "Marketing Your Way to Success"
Go to www.epa.gov/osdbu, then click on OSDBU News

- Do your Homework and Follow-up with Contacts

- Research EPA's web sites
- Understand the organization & its mission
- Know what EPA buys
- Monitor sources announcing current and upcoming opportunities
- Match what you offer to what EPA seeks and needs

- Contact EPA's Small Business Specialists

to facilitate access to EPA programs and buyers

For contacts and locations, go to www.epa.gov/osdbu

Marketing EPA (continued)

- Network with EPA personnel and the Agency's partners at Conferences, Trade Shows, and Pre-solicitation meetings
- Let EPA know who you have worked with and what you have done on EPA projects
- Prepare a one-page Flyer indicating who your customers are/what you do for them

Resources at EPA

- Small Business Outreach Center in Washington, DC
www.epa.gov/osdbu/smbusiness.htm
- Office of Small & Disadvantaged Business Utilization
www.epa.gov/osdbu
- Office of Acquisition Management
www.epa.gov/oam



Summary Points

- EPA seeks a diversity of contractors and suppliers to help achieve the Agency's mission.
- EPA is taking steps to increase the use of small, disadvantaged, and veteran-owned businesses.
- Companies are encouraged to monitor EPA's electronic procurement solicitations/forecasts and submit responsive bids/proposals.
- EPA's small business offices can assist companies seeking to do business with the Agency.

Thank you.

