

Contracting with the USDA Forest Service

Our goal is to provide information and guidance to assist the small business community's participation in USDA Forest Service procurement activities.

In addition to obtaining goods and services, the federal procurement process is also used to achieve certain socio-economic and other policy objectives.

FEDERAL BUSINESS OPPORTUNITIES (FBO)

This system will provide better access for Contractors regarding procurement opportunities with the Forest Service. It is important that we inform contractors, as they are critical to the successful accomplishment of our work.

Contractors can register to receive email notifications for particular solicitations, notices from selected agencies and product service classifications, or of all procurement notices. A user guide is available at www.eps.gov to assist in its use.

PROCUREMENT MARKETING & ACCESS NETWORK (PRO-NET)

Contractors are encouraged to register with Pro-Net at www.pro-net.sba.gov. Pro-Net registration is free and is administered by the SBA's Office of Government Contracting. Contracting Officers can utilize Pro-Net to seek qualified contractor's prior to making public solicitation.

Pro-Net serves as an Internet-based search engine for contracting offices, a marketing tool for small firms, and a link to procurement opportunities and information. Pro-Net contains business information on thousands of small firms. It also provides links to FBO, federal-agency home pages and other sources of procurement opportunities.

ELECTRONIC FUNDS TRANSFER (EFT)

The National Finance Center (NFC) has established an Electronic Funds Transfer (EFT) system for payments made under USDA Forest Service contracts. Under the EFT program, NFC will automatically credit payments to your bank account in lieu of mailing a check, thus considerably *speeding up receipt of payment*.

Obtain more information, including enrollment instructions, by visiting NFC's website at: www.nfc.usda.gov/dcia/index.htm. Contractors may also contact NFC by telephone at 1-800-421-0323.

USDA Forest Service
Eastern Region
310 W. Wisconsin Avenue
Milwaukee, WI 53203
Phone: 414-297-3600
www.fs.fed.us/r9

Lake States Acquisition Team (LSAT)

3654 Nursery Road
Rhineland, WI 54501
Phone: 715.362.1187
www.fs.fed.us/r9/cnnf/general/contracting

Minnesota Shared Service Contracting Unit (MSSCU)

8901 Grand Avenue Place
Duluth, MN 55808
Phone: 218.626.4364

North East Acquisition Team (NEAT)

Allegheny National Forest
222 Liberty Street
Warren, PA 16365
Phone: 814.723.5150

Ohio River Basin Procurement Unit (ORB)

Monongahela National Forest
200 Sycamore Street
Elkins, WV 26241
Phone: 304.636.1800

CONTRACTING

WITH THE USDA FOREST SERVICE

"Caring for the Land, Serving People"



The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternate means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity employer.

USDA Forest Service
Eastern Region
310 W. Wisconsin Avenue
Milwaukee, WI 53203
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www.fs.fed.us/r9

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SMALL BUSINESS ADMINISTRATION (SBA)

The SBA is a federal agency responsible for administering Procurement Preference Programs.

SBA, through the Small Business Development Center (SBDC) program, provides management and technical assistance, counseling and training to current and prospective small business owner through centers administrated by the SBA. The program is a cooperative effort of the private sector, the educational community, and federal, state and local governments.

For more information on the following SBA programs visit: www.sba.gov or contact your local SBA office at www.sba.gov/regions/states.html.

8(a) BUSINESS DEVELOPMENT

The 8(a) Business Development program uses the SBA statutory authority to provide business development and federal contract support to small disadvantaged firms.

Customers of this program are socially and economically disadvantaged small businesses.

HUBZONE CONTRACTING (HUBZone)

HUBZone contracting encourages economic development in historically underutilized business zones – "HUBZones"- through the establishment of federal contract award preferences for small businesses located in such areas. After determining eligibility, the SBA lists qualified business in its PRO-Net database.

Customers of this program are small businesses located in historically underutilized business zones.

U.S. DEPARTMENT OF LABOR (DOL)

The DOL is charged with preparing the American workforce for new and better jobs, and ensuring the adequacy of America's workplaces. Visit DOL's website at www.dol.gov. The DOL enforces labor related acts and programs including:

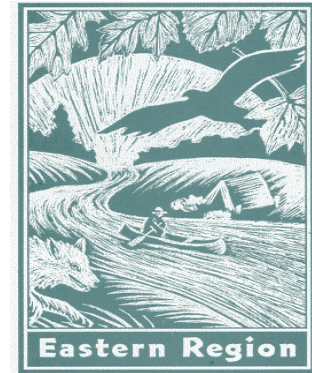
Davis-Bacon and Related Acts (DBRA) requires that each contract over \$2,000 to which the United States or the District of Columbia is a party for the construction, alteration, or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates.

Fair Labor Standards Act (FLSA) provides employers and employees the information they need to understand Federal minimum wage, overtime, child labor, and record keeping requirements.

Migrant and Seasonal Agricultural Worker Protection Act (MSPA) requires that any contractor who provides or hires migrant or seasonal workers to perform agricultural or manual forestry work shall first obtain a certificate of registration from the Department of Labor. The Act provides that no farm labor contractor (including forestry) shall knowingly employ or utilize the services of aliens not lawfully admitted for permanent residence or who have not been authorized by the Attorney General to accept employment.

Service Contract Act (SCA) applies to every service contract entered into by the United States or the District of Columbia. Contractors and subcontractors performing on Federal service contracts must observe minimum wage, safety and health standards, and must maintain certain records, unless a specific exemption applies. The wage rates and fringe benefits required are specified in the SCA wage determination included in the contract.

Veterans' Employment and Training Service (VETS) requires that any Federal contractor or subcontractor receiving a Federal contract of \$25,000 or more is required to submit an annual VETS-100 Report on employment of veterans. The VETS program promotes qualified special disabled veterans, veterans of the Vietnam-era and any other veterans who served on active duty during a war on in a campaign or expedition for which a campaign badge has been authorized. The VETS-100 Report, as well as other information, can be found at <http://vets100.cudenver.edu>.



DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

The DUNS number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.

DUNS numbers are used by the world's most influential standards-setting organizations, it is recognized, recommended and/or required by more than 50 global, industry and trade associations, including the U.S. Federal Government.

To obtain a DUNS number free of charge contact Dun and Bradstreet at www.dnb.com or via telephone at 1-800-333-0505.