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[www.doi.gov/osdbu/](http://www.doi.gov/osdbu/)

**MISSION STATEMENT :**

The Office provides outreach and assistance for procurement and contracting opportunities to small, small disadvantaged, women-owned, service disabled and veteran-owned businesses and businesses located in Historically Underutilized Business Zones (HUBZone) areas and guidance to the Interior's contracting and management officials on small business.

We ask in your research for contracting opportunities with Interior, that you focus on how your company can relate to the mission of the department which is to:

- Protect the Environment and Preserve Our Nation's Natural and Cultural Resources.
- Provide Recreation for America.
- Manage Natural Resources for a Healthy Environment and Strong Economy.
- Provide Science for a Changing World.
- Meet Our Trust Responsibilities to Indian Tribes and Our Commitments to Island Communities.

**MARKETING YOUR CAPABILITIES:**

The best and most productive marketing approach for a small business contractor is "**Do It Yourself.**" Do not depend on the Government or others to locate contracting opportunities for you.

Prepare detailed capability statements/brochures for distribution to agencies (include NAICS codes). Be specific in describing the capabilities of your firm. Indicate prior experience, prior Government contracts, references, etc.; and, if you have multiple skills, market those of which a particular agency buys the most.

You must be registered with the Central Contractor Registration @ <http://www.ccr.gov> .

**RECOMMENDED VENDOR MARKETING TECHNIQUES:** Become thoroughly familiar with the Federal agencies, their components, their missions, and how they are accomplished. Today's websites can accomplish this.

Learn as much as possible about the Federal acquisition system by reviewing information on the Acquisition Reform Network @ [www.arnet.gov](http://www.arnet.gov) and the Small Business Administration's website @ [www.sba.gov](http://www.sba.gov)

Don't hesitate to **ASK QUESTIONS!**

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*SMALL BUSINESSES ARE THE CORNERSTONE TO OUR ECONOMY!*



## Interior Bureaus and Offices



**BUREAU OF INDIAN AFFAIRS (BIA)** enhances the quality of life, to promote economic opportunity, and to carry out the responsibility to protect and improve the trust assets of American Indians, Indian tribes and Alaska Natives. BIA accomplishes this through the delivery of quality services, and maintaining government-to-government relationships within the spirit of Indian self-determination. [www.doi.gov/bureau-indian-affairs.html](http://www.doi.gov/bureau-indian-affairs.html)



**BUREAU OF LAND MANAGEMENT (BLM)** manages the nation's public lands and resources in a combination of ways that best serve the needs of the American people. [www.blm.gov](http://www.blm.gov)



**BUREAU OF RECLAMATION (BOR)** manages, develops, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public. Reclamation goal is to become the premier water management agency in the world. [www.usbr.gov](http://www.usbr.gov)



**U.S. FISH & WILDLIFE SERVICE (FWS)** is responsible for the conservation and protection of fish and wildlife and their habitats through Federal programs relating to wild birds, endangered species, certain marine mammals, inland sport fisheries, and specific fishery and wildlife research activities. [www.fws.gov](http://www.fws.gov)

**MMS**

**MINERALS MANAGEMENT SERVICE (MMS)** mission is to provide stewardship of the leasing activities on the Outer Continental Shelf and to provide for the efficient collection of royalties as well as fees due from leases on Federal and Indian lands. [www.mms.gov](http://www.mms.gov)

**NBC**

**NATIONAL BUSINESS CENTER (NBC)**, under the purview of the Assistant Secretary for Policy, Management and Budget, develops acquisition policy and provides acquisition support for over 50 separate offices within the Interior's Office of the Secretary and several independent agencies and commissions. [www.nbc.gov](http://www.nbc.gov)

**GovWorks**  
FEDERAL ACQUISITION CENTER

**GovWorks** is a Franchise Fund established by Congress and OMB to offer administrative services for procurement throughout Federal agencies and is a sub component of NBC. [www.GovWorks.gov](http://www.GovWorks.gov)



**NATIONAL PARK SERVICE (NPS)** preserves the past, manages the present, and invests in the future of the 385 areas that make up the National Park System. Promote and regulate the use of the Federal areas known as national parks and monuments. [www.nps.gov](http://www.nps.gov)



**OFFICE of SURFACE MINING RECLAMATION and ENFORCEMENT (OSM)** safeguards the people and the environment; regulate adverse effects of surface coal mining operations; and, amends the damage of the past mining operations. [www.osmre.gov](http://www.osmre.gov)

**USGS**  
science for a changing world

**U.S. GEOLOGICAL SURVEY (USGS)** provides geologic, topographic, biologic, and hydrologic information that contributes to the wise management of the Nation's natural resources and that promotes the health, safety, and well-being of the people. [www.usgs.gov](http://www.usgs.gov)

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OFFICE OF SMALL & DISADVANTAGED  
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