

MARKETING AND REGULATORY PROGRAMS (MRP)
MRP-BUSINESS SERVICES (MRPBS)
ADMINISTRATIVE SERVICES DIVISION (ASD)

OFFICE OF THE DIRECTOR

Howard Price, Director 301-734-5564 Fax: 301-734-3271
Tanica Butler, Secretary 301-734-7673

MAILING ADDRESSES

MINNEAPOLS, MN

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100 North Sixth Street, 5th Floor, Suite 510C
Minneapolis, MN 55403

RIVERDALE, MD

USDA, APHIS, MRPBS, ASD
4700 River Road, Unit#122
Riverdale, MD 20737

WASHINGTON, DC

USDA, APHIS, MRPBS, ASD
1400 Independence Ave., SW
Mail Stop 3445
Washington, DC 20250

General Contracting

Receives the requests for acquisitions that are estimated above \$100,000. These goods and services are not available from the primary sources of supply such as GSA stock, programs or contracts. This team assists in preparing Statements of Work for a wide range of service and supply contracts and awards and administers these contracts. This team provides services to all of MRP.

Peter Opheim	Branch Chief	612-336-3227
Dave Asher	Procurement Technician	612-336-3203
Gloria Benson	Contracting Officer	612-336-3220
Leigh Eberhart	Contract Specialist	612-336-3206
Jeanine Goral	Administrative Support	612-336-3353
Patricia Harris	Contracting Officer	612-336-3207
Debbie Halvorson	Procurement Technician	612-336-3239
Nathan Johnson C	Contract Specialist	612-336-3404
Joanne Mann	Contracting Officer	612-336-3224
Larry Nelson	Contracting Officer	612-336-3225
Corinne Nygren	Contracting Officer	612-336-3235
Margie Thorson	Contracting Officer	612-336-3209
Jason Wilking	Contracting Officer	612-336-3210

Fax No: 612-336-3550

Specialized Contracting

Plans, organizes, and coordinates the contracting program for procurement of information technology awards. Services for AMS entail the receipt of request for IT supplies, equipment, and services and securing these through the issuance of purchase orders or contract awards to vendors on the open market or through GSA. This team provides services for all of MRP.

Herbert L. Suber	Branch Chief	301-734-7790
Ruth Brado	Contract Specialist	970-494-7328
Arleane Dean	Contract Specialist	301-734-4912
Vacant	Contract Specialist	301-734-7790
Andre Nelson	Purchasing Agent	301-734-7915
Bonnie Simpson	Contract Specialist	970-494-7179
Rodney Walker	Purchasing Agent	301-734-8103
Linda Washington	Contract Specialist	301-734-7576

Fax No: 301-734-7323

Purchasing Team

Processes procurement requests under \$100,000 for all of MRP. Like the Contracting Team, this team works in defining work statements for supplies and services. The Purchasing Team provides service to all of MRP.

Dennis Barry	Purchasing Agent	612-336-3219
Sheree Johnson	Purchasing Agent	612-336-3222
Charlene Lambert	Purchasing Agent	612-336-3223

Fax No: 612-336-3554

Engineering Services Branch

Provides professional services of an engineering nature specifically in the areas of planning, design, construction, utilities, alterations, repairs and installation of fixed equipment in APHIS-owned/leased buildings and facilities. This Branch provides services to APHIS, AMS and GIPSA.

Gareth Rawle-Diedrick	Branch Chief	301-734-8263
Blair Barger	Civil/Structural Engineer	301-734-7907
Cynthia Barzey	Contract Specialist	301-734-5343
Martha Garza	Contract Specialist	956-580-7222
Wendall Leonard	Architect	301-734-4462
Margaux Nenichka	Contract Specialist	301-734-8263
Keith O'Brien	Mechanical Engineer	301-734-5505
Toni Taylor	Electrical Engineer	301-734-4793
Maxwell Yao	Environmental Engineer	301-734-7911
Vacant	Contract Specialist	

Fax No: 301-734-4846

Real & Personal Property Team

Realty Team – The team covers all areas of leasing, market surveys, lease administration, as well as household and office moves. The team performs all Agency and GSA leasing activities for APHIS, AMS, GIPSA and NAD, including management of real property, tracking, and reporting on these activities.

George Hartson	Branch Chief	612-336-3214
Gary Crook	Realty Specialist	612-336-3226
Karin Finke	Realty Specialist	612-336-3232
Darrellyn Gereau	Transportation Asst.	612-336-3229
Theresa Gmitterko	Realty Specialist	612-336-3230
Kay Huntsman	Asset Manager	612-336-3233
Jennifer Rammer	Realty Specialist	612-336-3212
Brenda Santelman	Realty Specialist	612-336-3231
Russell Noyes	Realty Specialist	612-336-3228

Fax No: 612-336-3553

Property Team

This team provides motor vehicle and personal property management services. Services provided to APHIS, AMS and GIPSA include: managing and tracking all inventories, motor vehicle purchases, management of Voyager gas cards, handling activities involved with tracking and working with motor vehicle accident claims.

George Hartson	Manager	612-336-3214
Archie Crandall	Property Management Spec	612-336-3216
Inez DeCoteau	Property Management Spec	612-336-3217
Mike Hancock	Property Management Analyst	202-720-4362
James Norrix	Vehicle Fleet Mgmt Spec	612-336-3218
Tim Rook	Aviation Program Manager	202-690-0054
Ray Witcher	Property Management Tech	612-336-3419

Fax No: 612-336-3552

Programs, Policy and Systems Branch

Provides policy coordination and interpretation and program management services in the areas of real and personal property, general contracting, Purchase Card Management System (PCMS), Contracting Officer Warrant System, Office of Small and Disadvantaged Business Utilization (OSDBU), Aircraft and Fleet management, gas card and Energy and Recycling Management. This branch provides services for all of MRP.

Norita Thomas	Branch Chief	301-734-3696
Marcus Brown	Business and Industry Spec	301-734-0733
Bob Crowther	Business and Industry Spec	612-336-3205
Estela Diaz	Business and Industry Spec	301-734-8110
Ken Lawson	Business and Industry Spec	202-720-3020
Annette Perry	Business and Industry Spec	301-734-8468
Shanda Turner	Business and Industry Spec	301-734-4703
Vacant	Management Asst.	301-734-3703

Fax No: 301-734-3271

Printing, Distribution, Mail and Copier Solutions

Establishes and interprets policy for MRP printing, copying, distribution, mail management, and delivery. For these same services, the branch pursues initiatives to improve systems and technology.

Raymond Nosbaum	Branch Chief	301-734-4474
Lorraine Wolf	Project Management	301-734-8227
Hushai Matthews	Team Leader	301-734-3869
David Lee	Motor Vehicle Operator	301-734-6893
Sonja Horne	Administrative	301-734-5524
Tawanna Johnson	Document Management	301-734-5908
Anita McGrady	Printing	202-720-4363
Bill Sumler	Print Shop	301-734-8199
Darryl Thomas	Document Management	301-734-3701
Milton McKinney	Mail Management	301-734-4482
Vacant	Mail Management	301-734-5912
Mary Kellington	Distribution	301-734-7582
Edward Lawson	Distribution	301-734-5523
Carol Johnson	Mail Center	301-734-8633
Bennie Leaphart	Mail Center	301-734-3851
Dale Hayes	Mail Center	301-734-0806

Fax No: 301-734-8455