



Office of Government Contracting – Area VI

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A PRACTICAL GUIDE TO DOING BUSINESS WITH
THE FEDERAL GOVERNMENT

AND

Directory of Federal Procurement Offices

Message from the Area Director-

In Fiscal Year 2007, the Federal Government bought more than **\$425 Billion** in goods and services ranging from paper clips and janitorial services to space shuttles and advanced scientific research - and pretty much everything in between. While dealing with the Federal Government can be a formidable task at times, I believe that the Small Business Administration (SBA), through our Office of Government Contracting (GC), can assist you to market your firm's products and services.

Knowledge is power! We hope this guide and directory will help you overcome any uncertainties that you may have and be a useful tool for you. Best wishes and Good Luck!

James A. Gambardella

SBA GC Area VI -

Providing Small Business with the Competitive Edge

Twelve Step Program for Success

Dealing with the Federal Government can seem like a formidable task at times. However, with a little patience, persistence and perseverance on your part -- your efforts will be rewarded in the long run. To assist you, we developed a series of procedural steps essential for success. Good Luck!

1. Become familiar with the SBA/GC Internet Homepage.

The SBA offers a wide array of programs and “hands-on” assistance to small businesses considering the federal marketplace. Go to our website at <http://www.sba.gov/bussinessop/index.html> and familiarize yourself with the programs and services we offer. From this site you can identify local SBA contracting experts who can be an invaluable resource to you, whether you are new to government contracting or are currently doing business with the Government and are seeking advice on how to deal with a particular issue. From the “Resources and Opportunities” section on our website, you will find links to additional procurement-related programs and assistance. In addition, this site provides information about other SBA resources including Small Business Development Centers, Service Corps of Retired Executives (SCORE), and Women’s Business Development Centers. Log onto the SBA/GC website today and find out why we believe that it is truly the entrance ramp to the Government’s procurement Super-Highway.

The SBA also offers excellent on-line courses and training resources thru our Small Business Training Network (SBTN). The SBTN is a virtual campus providing quality and targeted online training to meet the information needs of prospective and existing small business owners. Go to <http://www.sba.gov/services/training/index.html>.

2. Determine if your firm qualifies for one of SBA’s Certification Programs.

Formal certification by small business concerns is not required to bid on Federal contracts. Firms self-certify that they are small at the time of bid/proposal submission. The SBA currently has 3 contracts-related certification programs. Our 8(a) Business Development program assists eligible small businesses to compete through business development assistance. Although primarily a business development program, there are certain contracts restricted to certified 8(a) concerns. Certification in our Small Disadvantaged Business (SDB) and Historically Underutilized Business Zone (HUBZone) programs entitles qualified firms to special bidding benefits in the Federal-contracting arena.

The SBA offers an on-line application process that makes it easier, faster and less expensive for small firms to apply for 8(a) Business Development, Small Disadvantaged Business (SDB) and HUBZone certification directly from SBA’s website, eliminating the need to download and complete a “paper” application. The applications are 100% Web-based, which incorporates context sensitive help, real-time validation, printer-ready versions and integrates with the Central Contractor Registration (CCR) database.

To learn more about these programs and to determine if your firm qualifies for 8(a), SDB, or HUBZone certification go to the appropriate SBA website (<http://www.sba.gov/8abd>); (<http://www.sba.gov/sdb>) and, (<http://www.sba.gov/hubzone>)

Although not a formal certification program, in May 2004, the SBA announced a new procurement program that will boost federal contract opportunities for service-disabled veteran-owned small business (SDVOSB) concerns. Under the new rule contracting officers may restrict contract awards to SDVOSBs where there is a reasonable expectation that two or more SDVOSB concerns will submit bids at a fair market price. If the anticipated contract price will not exceed \$3 million (or \$5 million for manufacturing contracts) the new rules allow for a sole-source award, if there is not a reasonable expectation of competitive bids/offers from 2 or more SDVOSB concerns. The rule allows SDVOSB concerns to self-certify. Any challenge to a concern’s status as a small business or as a SVOSB must be referred to the SBA for resolution.

3. Obtain a DUNS Number, and register in the Central Contractor Registration (CCR) System.

If you do not already have a “DUNS Number,” contact Dun & Bradstreet (D&B) at <http://www.dnb.com/> to obtain one. Your DUNS Number is an important “identifier”, used for a multitude of purposes by the Government in the contracting arena.

The Government’s Central Contractor Registration (CCR) database holds information relevant to procurement and financial transactions. CCR affords you the opportunity for fast electronic payment of your invoices. You must be registered in CCR to be awarded a Federal contract. To learn more about CCR log onto the website at <http://www.ccr.gov> On January 1, 2004, the SBA’s Procurement and Marketing Access Network (PRO-Net) was integrated into CCR to provide a single portal to assist small businesses with marketing their goods and services to the Federal government. The CCR-PRO-Net linkage is part of a comprehensive strategy to transfer PRO-Net’s functions to the E-Gov Business Partner Network (BPN) in order to simplify government-wide vendor registration. The BPN is part of the Integrated Acquisition Environment (IAE), one of the e-government initiatives to create integrated business processes for buyers and

sellers in the federal marketplace. For more information about IAE, visit the website at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=20144&noc=T

Effective April 2005, CCR made changes to firm's Trading Partner Profile (TPP) to display a firm's small business size status according to each NAICs code listed (CCR will use 2002 NAICs codes), based on the firm's inputted revenue and/or employee size information. The SBA's small business size logic will populate fields indicating if a firm is certified as an 8(a) Business Development, small disadvantaged business (SDB) or historically underutilized business zone (HUBZone) program participant. Questions concerning your CCR registration should be directed to the CCR Assistance Center, by e-mail at: <http://www.ccr.gov/ContactCCR.aspx> or by phone at 1-888-227-2423.

The Government has implemented the Online Certifications and Representations Application (ORCA) initiative to replace the paper based representations and certifications (more commonly referred to as "reps and certs") process required with the submission of each sealed bid (IFB) or request for proposal (RFP). Now using ORCA, a prospective contractor can enter their reps and certs information over the web once and will then be able to submit them electronically from the web. This is a mandatory requirement and firms must review/update their data at least once annually or as circumstances change. The ORCA website can be found by going to <http://www.bpn.gov> and clicking on "Online Reps and Certs" on the left side of the screen.

The SBA manages the Business.gov website which has a search engine that can find forms, such as wage and tax statements by their identifying number, or by keywords, in a database of 5,400 documents. Federal forms used by companies are only a click away at <http://www.business.gov>.

4. Identify your product or service.

It is helpful to know the Federal Supply Classification Code (FSC) and North American Industry Classification System (NAICS) Code for your product or service. Many government product/service listings and future procurements are identified by FSC. To identify FSCs applicable to your company log onto <http://www.dlis.dla.mil/hcfsch21.asp>. Detailed information regarding NAICs can be found on the SBA website by clicking onto: https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm. **NOTE:** Small Business Size Standards for all Federal Government programs formerly associated with Standard Industrial Classification (SIC) codes were replaced by those that SBA has established for industries as described in the North American Industry Classification System (NAICS). SBA has established a new table of small business size standards based on NAICS www.sba.gov/size/

5. Identify current Federal procurement opportunities.

Federal Business Opportunities (FedBizOpps) <http://www.fedbizopps.gov/> – the designated government-wide point of entry – is the exclusive official source for public access to notices of Federal contracting actions over \$25,000. (Agencies are encouraged to use FedBizOpps to provide notices for actions of \$25,000 or less). Notices of proposed procurements were formerly publicized in the Commerce Business Daily (CBD). However, with FedBizOpps designation as the one-stop Internet gateway to procurement opportunities, the CBD has ceased publication. Once you identify those Agencies and buying offices that purchase your products and services, it's a good idea to contact them directly to learn more about upcoming procurements (i.e., procurement forecasts) posted on websites or electronic bulletin boards.

The Department of Defense website has links for small business opportunities in Iraq. Go to <http://www.acq.osd.mil/osbp/news/iraq.htm> for additional information.

The Government is encouraging agencies to utilize environmentally-friendly oriented products and services (Buy Green). To learn more about the Government's Buy Green/Comprehensive Procurement Guideline, log onto <http://www.epa.gov/cpg>.

6. Familiarize yourself with the Government's contracting procedures.

Be familiar with Federal Acquisition Regulations (FAR) (<http://www.acqnet.gov/far>) and the Defense Federal Acquisition Regulation Supplement (DFARS) <http://www.acq.osd.mil/dpap/>. You can also get access to other Federal agency FAR supplements from their respective web pages.

7. Investigate Federal Supply Schedule (FSS) contracts.

The General Services Administration (GSA) manages Multiple Award Schedules (MAS) contracts, also known as Federal Supply Schedule (FSS) contracts. Under MAS/FSS, contracts are awarded to multiple companies supplying comparable products and services at pre-negotiated prices, terms and conditions. Once GSA awards the contracts, Federal contracting officers and other authorized users order directly from the Schedule contractor. Many Federal purchases are, in fact, orders on MAS/FSS contracts. Contact the General Services Administration (GSA) for information on how to obtain a MAS/FSS contract: <http://www.fss.gsa.gov/> (Be sure that your marketing information and CCR profile contains information on any MAS/FSS contracts held by your firm).

8. Seek additional assistance as needed in the Federal marketplace.

There are a number of important resources that are available to provide you with “hands-on” assistance in the Federal marketplace:

-SBA Procurement Center Representatives (PCRs) and Commercial Marketing Representatives (CMRs) SBA has a nationwide cadre of procurement professionals who are charged with assisting small businesses and acting as their advocates at both the prime and subcontracting levels. PCRs assist small firms interested in doing business, as prime contractors, directly with Federal agency buying offices. Our CMRs work with those small firms interested in identifying subcontracting opportunities with large businesses that have been awarded a Federal contract. To identify the PCR or CMR located nearest to you go to <http://www.sba.gov/aboutsba/sbaprograms/gc/contacts/index.html>.

-Procurement Technical Assistance Centers (www.dla.mil/db/procurem.htm) are located in most States. Procurement Technical Assistance Centers, while funded by the Department of Defense, provide technical contracting and marketing assistance to small businesses wishing to do business with any federal agencies. They provide training and counseling on marketing, financial, and contracting issues at minimal or no cost.

-Small Business Development Centers (http://www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/SBDC_LOCATOR.html) offer training and counseling services to small businesses and would-be entrepreneurs. They offer free one-on-one consulting, and training programs on a variety of issues, including marketing, regulatory compliance and international trade.

-Small Business Specialists are located at each Federal buying office and can provide assistance on how to market to that Agency. An addendum to this document contains a listing of Small Business Specialists (sometimes referred to as SADBUS) in your state. A complete listing of Small Business Specialists can be obtained from each Agency’s website. For example, links to the homepages of every DOD activity can be found on the *DefenseLink website*: <http://www.defenselink.mil/>. This information can be invaluable in researching the Federal marketplace and identifying your target market. Links to *Agency Procurement Forecasts* http://acquisition.gov/comp/procurement_forecasts/index.html and other program information are available on their individual websites.

-Directors of Federal Agency Office of Small and Disadvantaged Business Utilization (OSDBU)/Directors of the Office of Small Business Programs (OSBP) for Defense agencies, are in place at the headquarters level of each Federal agency and department. They are responsible for ensuring that small businesses are afforded an equitable opportunity to compete for their agency’s/ department’s prime contracting opportunities. The OSDBU Directors have formed an Interagency Council which meets regularly to, among other functions, identify procurement practices that will enhance small business participation for the Government’s procurement opportunities. A listing of each of the OSDBU directors can be found at: <http://www.osdbu.gov/>.

-The SBA’s Women’s On-Line Business Center at <http://www.onlinewbc.gov/> and the *Gateway for Women-owned Businesses Selling to the Federal Government* at <http://www.womenbiz.gov/> are excellent resources for women-owned firms seeking to do business with the Government.

9. Explore subcontracting opportunities.

Regardless of your product or service it is important that you do not neglect our very large secondary market, Subcontracting Opportunities with Federal Prime Contractors. Be sure to check out our website at <http://www.sba.gov/GC/indexcontacts-sbsd.html>. The SBA/GC Subcontracting Opportunities Directory lists, by State, large business Federal prime contractors along with the name and telephone number of each firm’s Small Business Liaison Officer (SBLO). We encourage you to investigate potential opportunities with these firms. Many of these firms also have websites that may be useful and we encourage you to contact their respective SBLO for subcontracting and teaming opportunities. The SBA’s SUB-Net (<http://web.sba.gov/subnet>) is a valuable source for obtaining information on subcontracting opportunities.

10. Investigate other Federal programs.

There are several other programs that may be of interest to you, such as individual Agency Mentor-Protégé Programs, the SBA’s Small Business Innovation Research Program <http://www.sba.gov/sbir/indexsbir-sttr.html>, etc. Information on these and other programs is available on Agency websites <http://www.sba.gov/gc/indexresources.html>, and “click on” miscellaneous links to other Federal Government Acquisition sites.

11. Accept credit cards.

More than 250,000 Federal employees are using the GSA Smartpay cards. As a vendor you can maximize your ability to capture government sales by accepting credit cards (Visa, MasterCard and Voyager). If you already accept these cards, you have no additional work to do. If you do not accept these cards contact a bank to establish a merchant account. For more information, visit GSA’s website at <http://www.gsa-smartpay.com/>.

12. Market, Market, Market!

The 3 most important words to remember in order to be successful in the Federal Procurement Arena is market, market, market. Hopefully, this guide will have given you some good ideas on how to market your firm. After you have identified your customers, researched their requirements, and familiarized yourself with the Government's procurement regulations and strategies, it is time to market your product or service. Present your capabilities directly to those buying offices that purchase your products or services. Realize that, like you, their time is valuable and if the match is a good one and you can provide them with a cost-effective, quality solution to their requirements the contract could be yours. Good luck and remember – you're not alone.

SBA's Government Contracting Area VI -

Providing the Nation's Small Business with the competitive edge

The SBA's Office of Government Contracting Area VI office covers the states of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming and the Territory of Guam. The Area Office is located in San Francisco with field representatives in Los Angeles, Santa Ana, San Diego (California), Phoenix, Arizona, Las Vegas, Nevada, Ogden, Utah, Honolulu, Hawaii, Seattle and Auburn (Washington) and Anchorage, Alaska.

Contact Information for Small Business Support

ALASKA

Alaska Air National Guard
Willie J. Hardee
(907) 249-1288
5005 Raspberry Road, Bldg 23
Anchorage
99502-1998
willie.hardee@akanch.af.mil

Bureau of Indian Affairs
Christine Vavalis
(907) 586-7781
P.O. Box 25520
Jueanu
99802
christine.vavallis@bia.gov

Bureau of Land Management
Vicky Hawkinson
(907) 271-5087
222 W 7th Avenue, #13
Anchorage
99513
vicky_hawkins@ak.blm.gov

Department of the Air Force
Michael A. Lelevier
(907) 377-4183
354 Broadway St., Unit 5B
Eielson AFB
99702-1887
michael.lelevier@eielson.af.mil

Department of the Army
Army Contracting Agency, RCO-AK
Marian Taylor
(907) 384-7105
P. O. Box 5-525, Ft Richardson
99505-0525
marian.taylor@richardson.army.mil

Alaska Army National Guard
Dave Hunt
(907) 428-6182
P.O. Box B, Camp Denali
Fort Richardson
99505
huntda@ak-arng.ngb.army.mil

Bureau of Indian Affairs
Charles Banch
(907) 271-4088
3601 C Street, Suite 1100
Anchorage
99501

Department of the Interior
Caroline Wallace
(907) 271-5021
4405 Lear Court
Anchorage
99502
caroline_wallace@nbc.gov

Department of the Air Force
Della Simmons
(907) 552-5318
10480 22nd Street
Elmendorf AFB
99506-2500
Della.Simmons@ELMENDORF.af.mil

Department of Veterans Affairs
V. Michele Waters
(907) 257-6945
2925 DeBarr Road, Rm 2200
Anchorage
99508
virginia.waters@va.gov

Contact Information for Small Business Support

ALASKA

Federal Aviation Administration
Karla Shaw
(907) 271-5859
222 W. 7th Avenue, #14
Anchorage
99513
karla.shaw@faa.gov

General Services Administration
Thomas Deakins
(907) 271-6205
222 West 7th Avenue, Rm 1515
Anchorage
99513
thomas.deakins@gsa.gov

National Park Service
Andy Toller
(907) 257-2602
2525 Gambell Street, Rm 107
Anchorage
99503

USDA Forest Service
John Inman
(907) 228-6231
648 Mission Street
Ketchikan
99901
jinman@fs.fed.us

U. S. Army Corps of Engineers
Ivonne Drake
(907) 753-5576
P. O. Box 6898
Anchorage
99506-6898
Ivonne.E.Drake@poa.usace.army.mil

U.S. Coast Guard
Ed Rockenstire
(907) 463-2414
P.O. Box 21747
Juneau
99802-1747
Ed.Rockenstire@uscg.mil

U.S. Fish and Wildlife Services
Sheri Della Silva
(907) 786-3436
1011 E. Tudor Road
Anchorage
99503
sheri_dellasilva@fws.gov

U.S. Geological Survey
Alain Charles
(907) 786-3338
1011 E. Tudor Road, MS 701
Anchorage
99503
acharles@usgs.gov

USDA NRCS
Teresa Cortes
(907) 271-2424, Ext.101
510 L. Street, Ste 270
Anchorage
99501
tcortes@ak.usda.gov

USDA Forest Service
Walter Ullmayer
(907) 586-7903
P. O. Box 21628
Juneau
99802
wullmayer@fs.fed.us

Contact Information for Small Business Support

ARIZONA

Bureau Land Management
Ed Walsh
(602) 417-9289
222 North Central Ave
Phoenix
85004-2203

Natural Resource Conservation Svc
Dale C. Clark (Curt)orna Lincoln
(602) 280-8804
3003 N. Central Avenue
Phoenix
85012-2948
Curt.clark@az.usda.gov

National Park Service
Dixie Buehler
(602) 640-5250, Ext 230
3115 North 3rd Ave., #101
Phoenix,
85013-4334
dlbuehler@nps.gov

Department of Health and Human Svc
Matilda Jones
(602) 364-5012
40 N. Central Ave
Phoenix
85004
matilda.jones@mail.hhs.gov

Army Yuma Proving Ground
Ann Sanchez
(928) 328-6123
310 C Street, Bldg 2100
Yuma
85365-9498
ann.sanchez@yuma.army.mil

U.S. Dept of Interior-NPS
Leann Herron
(928) 608-6510
Box 1507
Page
86040
leann_herron@nps.gov

Department of Air Force
Joanne Squire
520) 228-3131
3180 S. Craycroft Road
Davis-Monthan AFB
85707-3522
Joanne.squire@dm.af.mil

Department of Veterans Affairs
Bonny Walter
(602) 200-2310
650 E. Indian School Road
Phoenix
85012
bonny.walter@va.gov

Federal Bureau of Prisons
Kevin Megli, Contract Spec
(972) 352-4520
U.S. Armed Forces Reserve Complex
346 Marine Forces Drive
Grand Prairie, TX 88546
KMEGLI@BOP.GOV

U.S. Army, Corps of Engineers
John Keever
(602) 640-2000, Ext. 230
3636 N. Central Ave
Phoenix
85012
jkeever@spl.usace.army.mil

Contact Information for Small Business Support

ARIZONA

U.S. Marine Corps Air Station
Chuck Smith
(928) 269-2663
P.O. Box 99129
Yuma
85365
smithcr@efdswnavfax.navy.mil

Army Communications-Electronics Com
Toni Isom
(520) 538-6915
Building 61801
Fort Huachuca
85613-6000
anthony.isoma@us.army.mil

Dept. of Interior-Nat'l Business Ctr
Betty Sebastian
(520) 533-8948
P. O. Box 12924
Fort Huachuca
85670-2924
betty_e_sebastian@nbc.gov

Army Electronic Proving Ground
Virginia Miller
(520) 538-3978
Bldg. 66801
Fort Huachuca
85670

Arizona Army National Guard
Mary Duncanson
(602) 267-2704
5645 E. McDowell Road
Phoenix
85008-3422
mary.duncanson@az.ngb.army.mil

Department of Veterans Affairs
Paulette Parera
(520) 629-4610
3601 South 6th Ave.
Tuscon
85723

General Services Administration
Darrell Kinder
(602) 514-7379
401 W. Washington
Phoenix
85025
darrell.kinder@gsa.gov

Department of the Air Force
Bernard Clemens
(623) 856-7121, Ext. 223
56th Contracting Sqdrn
Luke AFB
85309-1217
bernard.clemens@luke.af.mil

Army Information Technology-Elect. Com
Chuck Collins
(520) 533-3001
Bldg 66801
Fort Huachuca
85670
chuck.collins@hua.army.mil

Bureau of Reclamation
Ruth Martin
(602) 216-3880
P.O. Box 81169
Phoenix
85069
ramartin@lc.usbr.gov

Contact Information for Small Business Support

ARIZONA

USDA Forest Service
Alan Zero
(602) 225-5204
R3 Western Zone AQM, Staff Office
Reg. 3. Tonto National Forest
Flagstaff-86004
azero@fs.fed.us

Bureau of Indian Affairs
Renee Holly
(602) 379-6760
400 North 5th Street
Phoenix
85004

USDA Forest Service, Coronado Nat'l Forest
Sylvia Nunez
(520) 670-4566
300 West Congress
Tucson
85701
snunez@fs.fed.us

U.S. Geological Survey
Olga Vergara
(928) 556-7026
2255 North Gemini Drive
Flagstaff
86001
overgara@usgs.gov

USDA Forest Service
George Morrissey
(602) 225-5340
2324 E. McDowell Road
Phoenix
85006
[morrisey@fs.fed.us](mailto:morrissey@fs.fed.us)

Federal Bureau of Prisons
Stephanie Kongable
(623) 465-9757, Ext. 113
37900 N. 45th Ave, Dept 1680
Phoenix
85086
skongable@bop.gov

Housing and Urban Development
Sally Thomas
(602) 379-7111
1 North Central Avenue
Phoenix
85004-2361
Sally_G.Thomas@hud.gov

United States Postal Service
Jose Guzman
(602) 225-3410
4949 E. Van Buren
Phoenix
85026-9991
jguzman@email.usps.gov

General Services Administration
Toni Joyce
(520) 670-4762
300 W. Congress Street
Tucson
85701
toni.joyce@gsa.gov

USDA Forest Service
Warren Abbot
(928) 333-6344
P.O. Box 640
Springerville
85938
wabbot@ss.fed.us

Contact Information for Small Business Support

ARIZONA

General Services Administration
Charlene Matheson
(480) 663-9840
5665 N. Scottsdale Road, F135
Scottsdale
85250-5905
charlene.matheson@gsa.gov

Federal Bureau of Prisons
Annette Rupp
(520) 574-7100
8901 S. Wilmont Road
Tucson
85706
arupp@bop.gov

Bureau of Reclamation
Leo Pelletier
(928) 343-8138
7301 Calle Auga Salada
Yuma
85364
lpelletier@lc.usbr.gov

Contact Information for Small Business Support

CALIFORNIA

Bur. of Reclamation Regional
Office., Dept. of Interior
Dion Steele
(916) 978-5542
2800 Cottage Way, Rm E1815
Sacramento 95825-1898
dsteale@mp.usbr.gov

Department of Air Force
Dee Perry
(805) 605-7265
8060 13th Street
Vandenberg AFB
93437
diane.perry@vandenberg.af.mil

Department of Army
Beverly Rodriguez
(760) 380-3838
P.O. Box 105095
Ft. Irwin
92310

Department of Navy
Sandra Craft
(562) 626-6110
800 Seal Beach Blvd.
Seal Beach
90740
craftsl@efdswnavac.navy.mil

Department of Navy
Thomas Winans
(805) 228-0372
4363 Missile Way
Port Hueneme
93043
thomas.winans@phdnswc.navy.mil

Army Reserve Contracting Center-West
(incl. Def. Lang. Inst., Presidio of Monterey)
Gordon Ross
(831) 242-6581
400 Gigling Road (Bldg. 4385, Ste 2041)
Seaside 93955-6771
Gordon.k.ross@monterey.army.mil

Department of Army
Stan Davis
(562) 795-1246
4235 Yorktown Ave.
Los Alamitos
90720
stanleyh.davis@usarc-emh2.army.mil

Department of Justice
Maria Perez
(805) 736-4154
3600 Guard Road
Lompoc
93436
10f537@bop.gov

Department of Navy
Charlene Sterling
(760) 830-7414
Marine Corps Air Ground
Twentynine Palms
92278
charlene.sterling@navy.mil

Department of Navy
Paige Maloney
(760) 577-6844
P.O. Box 1103
Barstow
92311

Contact Information for Small Business Support

CALIFORNIA

Department of Navy
Pamela Lochhead
(760) 939-2712
Naval Warfare Center
China Lake
93555
lochheadpl@navair.navy.mil

Department of the Air Force
Donna L. Thomason
(661) 277-3641
5 South Wolfe Ave
Edwards AFB
93524
donna.thomason@edwards.af.mil

Department of the Air Force
Jessica Black
(951) 655-2048
452 LSS/LGC
March Air Reserve Base
92518-2260
jessica.black@march.af.mil

Department of the Army
Mary Spencer
(213) 452-3937
P.O. Box 2711
Los Angeles
90053
mary.e.spencer@sp101.usace.army.mil

Department of Veterans Affairs
Wayne Keen
(562) 494-5828
5901 E. Seventh Street
Long Beach
90822
wayne.keen@med.va.gov

Dept. of Veterans Affairs, Con-
solidated Contracting, VISN 21
Terrence (Terry) Nelson
(916) 561-7530
5342 Dudley Blvd.
McClellan Park 95652
terrence.nelson@va.gov

Environmental Protection Agency
Regional Office (PMD-1)
Joe Ochab
(415) 972-3761
75 Hawthorne Street
San Francisco 94105
ochab.joe@epa.gov

GSA-Pacific Rim Region Off. of
Small Bus. Utilization (Director)
Pam Smith-Cressel
(213) 894-3210
300 North Los Angeles Street
Los Angeles, 90012
pam.smith-cressel@gsa.gov

GSA-Pacific Rim Region Off. of
Small Business Utilization
Lori Falkenstrom
(415) 522-2700
450 Golden Gate Ave. 5th Flr (9ADB)
San Francisco 94102
lori.falkenstrom@gsa.gov

NASA, Ames Research Center
Acquisition Division
Lupe M. Velasquez
(650) 604-4522
(Mountain View)
Moffett Field 94066-5066
lupe.m.velasquez@nasa.gov

Contact Information for Small Business Support

CALIFORNIA

NASA
Robert Medina
(661) 276-3343
Dryden Flight Research
Edwards AFB
93523
robert.medina@dfrc.nasa.gov

U.S. Air Force, 60 Contract Squadron
Dawneen Williams, SMSgt.
(707) 424-7713
350 Hangar Ave., Bldg 549
Travis AFB (Fairfield)
94535-2632
dawneen.williams@travis.af.mil

U.S. Air Force-750 LSS/PK
Onizuka Air Station, 21SOPS/LGC
Ivy Abafo, Chief, Contracting Office
(408) 752-3057
1080 Lockheed-Martin Way, Box 126
Sunnyvale
ivy.abafo@onizuka.af.mil

Army Corps of Engineers
Sacramento District
Michelle Stratton
(916) 557-7641
1325 J Street
Sacramento 95814-2922
michelle.d.stratton@usace.army.mil

U.S. Coast Guard, MLCPCAC
Integrated support
CWO D. Whitehead
(510) 437-3184
(ISC)-Bldg. 42, Coast Guard Is.
Alameda 94501-5100
dflory@d11.uscg.mil

Off. Of Secy. Of Defense,
Defense Microelectronics Activity
John Jakubowski
(916) 231-1656
4234 54th Street-Building 620
Sacramento 95652-1521
Jakubowski@dmea.osd.mil

U.S. Air Force-9th Contracting Sq.
Maj. Andy Loving, Chief of Contracting
Larry Fox, Flight Chief
Loving-(530) 634-2868/Fox-634-3366
6500 B Street, Suite 101
Beale AFB 95903-1712
andy.loving@beale.af.mil

Army Corps of Engineers
San Francisco District
Linda Hales
(415) 503-6990
1455 Market Street, 17th Floor
San Francisco 94103-1398
linda.f.hales@usace.army.mil

U.S. Coast Guard, Main. & Logistics
Command, Pacific (MLCPAC)
Jennifer A. Mitchell
(510) 437-3727
Coast Guard Island, Bldg.54A
Alameda 94501
jennifer.a.mitchell@uscg.mil

U.S. Coast Guard, MLCPCAC
Naval Engineering Division
John Porter
(510) 637-5960
1301 Clay Street
Oakland 94621
jporter@d11.uscg.mil

Contact Information for Small Business Support

CALIFORNIA

U.S Coast Guard, MLCPAC
Civil Engineering Unit
Jeffrey Cross
(510) 535-7236
2000 Embarcadero, Ste 200
Oakland 94606-5000
jcross@dll.uscg.mil

Naval Postgraduate School, Fleet Industrial Supply Cntr (FISC) Monterey Site
Diana Vandergrift
(831) 656-2179
1588 Cunningham Rd, Rm E100
Monterey 93943
Dvandergrift@nps.navy.mil

U.S. Dept. of Transportation
Richard Carter
(415) 744-0271
210 Mission Street
San Francisco
94107-1372
richard.carter@dot.gov

Navy, Southwest Regional Maint. CMD
Bonnie Sears
(619) 556-1169
3755 Brisner Street, Suite 4
San Diego
92136
bonnie.sears@navy.mil

U.S. Forest Service, Pacific Southwest Region
Doug Lee
(707) 562-8909
1323 Club Dr.-Mare Island,
Vallejo 94592
dlee08@fs.fed.us

U.S. Geological Survey, Western Region
Branch of Acquisition and Grants
Ray Donez
(916) 278-9342
3020 State University Dr. East (#3001)
Sacramento, 95819
rdonez@usgs.gov

U.S. Internal Revenue Service-Western Area, Contracts & Procurement
Cathy P. Handy
(415) 848-4716
333 Market Street, Suite 1400
San Francisco, 94105
cathy.handy@irs.gov

U.S. Department Navy
Cella Ellis
(831) 656-2807
Lemoore NAS – Code 4120
Lemoore 93246-5011

Department of the Air Force
61 Cons/LGS
Dennos Hass
(310) 653-3180
2420 Vela Way, Ste 1467
El Segundo, 90245-4659
dennis.hass@losangeles.af.mil

Department of the Air Force
Space & Missile Systems Ctr, SMC/BC
Charles Willet
(310) 363-2855
155 Discover Blvd, Ste 2017
El Segundo, 90245-4692
charles.willet@losangeles.af.mil

Contact Information for Small Business Support

CALIFORNIA

Air Force Real Property Agency,
Western Execution Center
Joyce Stevenson
(916) 643-6420, X113
3411 Olson St., Bldg 10
McClellan, CA 95652-1071
joyce.stevenson@AFRPA.pentagon.af.mil

Space/Naval Warfare Sys. Cmd (SPAWAR)
Robert Zaccaria
(619) 524-7701
4301 Pacific Highway
San Diego
92110-3127
robert.zaccaria@navy.mil

Naval Fac. Eng. Cmd. SW Div.
Linda Ryan
(619) 532-2375
1220 Pacific Highway
San Diego
92132-5190
linda.ryan@navy.mil

Nat. Park Service, Pacific West Reg.
Hq., and Golden Gate Nat Rec. Area
Leo Guillory
(415) 561-4791
Fort Mason, GGNRA Bldg. 201
San Francisco
94123
leo_guillory@nps.gov

U. S. Marine Corps, Camp Pendleton
Lt. Col Macon Robinson
(760) 725-8457
P. O. Box 1609
Oceanside
92051-1609
macon.robinson@usmc.mil

U.S. Navy, Naval Postgraduate School
Facility Engineering & Acquisition Div.
LT Shawn Pope
(831) 656-3607
511 Gardners Road, Bldg 426
Monterey, 93943-5035
sppope@nps.edu

SPAWAR System Center-San Diego
Marti Schwartz
(619) 553-4326
53560 Hull Street
San Diego
92151-5001
marti.schwartz@navy.mil

Navy Fleet Ind. Supply Center
Gary Thomas
(619) 532-3439
937 N. Harbor Drive
San Diego
92132-0060
gary.p.thomas@sd.fisc.navy.mil

Naval Regional Medical Hospital
Phil Codella
(619) 532-8095
34800 Bob Wilson Drive, #535
San Diego
92134-5191
pscondella@nmcsd.med.navy.mil

Contact Information for Small Business Support

HAWAII-GUAM

Department of the Air Force
Eddie Franklin
(671) 366-4214 or 6608
36 Contracting Squadron
Unit 14040
Andersen AFB, Guam
96543-4040
eddie.franklin@andersen.af.mil

Department of the Air Force
James Watanabe
(808) 449-6860, X103
15 Contracting Squadron/LGCD
90 G Street, Building 1201
Hickam Air Force Base
96853-5230
james.watanabe@hickam.af.mil

Defense Information System Agency
Defense Information Technology
Hayden Hu
(808) 472-2527
477 Essex St., Bldg 77, Rm 180
Pearl Harbor
96860-5815
hayden.hu@disa.mil

Department of Army
Vancant
(808) 438-1953
Army Regional Contracting Office
ATTN: APZV-KOC
96858-5025

U.S. Department of the Navy
Vacant
(671) 339-8456
NAVFAC Marianas
PSC 455, Box 195
FPO AP, Guam
96540-2200

Army National Guard-Hawaii
Lt. Col. Tom Madeira
(808) 682-5668
U.S. Property and Fiscal Office
4208 Diamond Head Road
Honolulu
96816-4495
tom.madeira@us.army.mil

General Services Administration
Federal Technology Service
Kit Lee
(808) 541-3140
3375 Koapaka St, Ste I-590
Honolulu
96819
kit.lee@gsa.gov

U. S. Army Corps of Engineers
Monica Kaji
(808) 438-8586
Army Corps of Engineers
Building 230
96858-5025
monica.a.kaji@usace.army.mil

Contact Information for Small Business Support

HAWAII/GUAM

Department of the Army
MEDCOM Health Care Acquisition Activity
Marie Vencill
(808) 433-4487
160 Krukowski Road
Honolulu
96859-5000
marie.vencill@amedd.army.mil

Department of the Navy
Fleet & Industrial Supply Center
Bruce Powers
(808) 473-7585
1942 Gaffney Street, Suite 100
Pearl Harbor
96860-4549
bruce.powers@navy.mil

Department of the Navy
Naval Facilities Engineering Command
Floria Pang
(808) 471-4577
258 Makalapa Drive, Suite 100
Pearl Harbor
96860-3134
floria.pang@navy.mil

Department of the Navy
Navy PHNSY-IMF C400
David Dawley
(808) 473-8000, X4206
667 Safeguard St, Ste 500
Pearl Harbor
96860-5023
david.dawley@navy.mil

General Services Administration
Andrew R. Truelson
(808) 541-3632
300 Ala Moana Blvd
Room 1-336
Honolulu
96850
andrew.truelson@gsa.gov

U.S. Coast Guard
Intergrated Support Command
Mike Bertrand
(808) 842-2822
400 Sand Island Way
Honolulu
96819
michael.h.bertrand@uscg.mil

U.S. Coast Guard
Civil Engineering Unit
Bonnie Hoe
(808) 541-2158
300 Ala Moana Blvd., Rm 8-134
Honolulu
96850
bonnie.l.hoe@d14.uscg.mil

Department of the Navy
Pacific Missile Range Facility
Xavier F. Ignacio
(808) 335-4643
P.O. Box 0128
Kekaha
96752-0128
Ignaciox@pmrf.navy.mil

Contact Information for Small Business Support

HAWAII/GUAM

Department of Veterans Affairs
Karl Hall
(808) 433-0144
459 Patterson Road
Honolulu
96819-1522
Karl.hall@med.va.gov

U. S. Department of Agriculture
Shirley Yamaguchi
(808) 541-2608, X116
300 Ala Moano Blvd, 4th Floor
Honolulu
96850
shirley.yamaguchi@hi.usda.gov

U. S. Marine Corps Base-Hawaii
Donna Saito
(808) 257-2917
Box 63063-Code LSA
Kaneoha Bay, HI
96863-3063
donna.saito@mcbh.usmc.mil

Contact Information for Small Business Support

IDAHO

Dept. Air Force/366 Cont. Sqd/LGCA1
Karen Campbell
(208) 828-3100
366 Gunfighter Ave, Ste 498
Mountain Home AFB
83648
karen.campbell@mountainhome.af.mil

Department of Energy
Maria Mitchell, Contract Specialist
(208) 526-8600
850 Energy Drive
Idaho Falls
83401
mmitchell@id.doe.gov

Bureau of Reclamation
John Hadeen
(208) 378-5105
1150 N. Curtis, PN 803
Boise
83706-1234
jheddeen@pn.usbr.gov

Office of Aircraft Services
Edie Stansbury
(208) 433-5028
P.O. Box 15428
Boise
83715-5428
edie-stansbury@oas.gov

USDA Forest Ser., Nat'l Interagency Fire Ctr
Susan Prentiss, Branch Chief
(208) 387-5669
3833 S. Development Avenue
Boise
83705-5354
sprentiss@fs.fed.us

Clearwater National Forest
Pete Ruppel
(208) 476-8259
12730 Highway 12
Orofino
83544
pruppel@fs.fed.us

Idaho Panhandle National Forest
Kathy Anderson
(208) 765-7261
3815 Schreiber Way
Coeur d'Alene
83815-8363
kathyanderson@fs.fed.us

Nez Perce National Forest
Sandy Holbrook
(208) 839-2211
RT2, Box 475
Grangeville
83530
kruklic@fs.fed.us

Contact Information for Small Business Support

IDAHO

VA Medical Center
Linda Liquin
(208) 422-1137
500 W. Fort Street
Boise
83702-4598
linda.liquin@va.gov

U.S. Army & Air Nat'l Guard Bureau
Jerry DeWeerd
(208) 272-4600
3489 W. Harvard Street
Boise
83705-6512
jerry.deweerd@id.ngb.army.mil

U.S.D.A. Forest Service
Brad Bauer
(208) 557-5768
1405 Holli Park Drive
Idaho Falls
83401
bgbauer@fs.fed.us

Bureau of Land Management
Linda Pitzer
(208) 373-3909
1387 S. Vinnell Way
Boise
83709
linda_pitzer@blm.gov

Contact Information for Small Business Support MONTANA

Bureau of Land Management
Mary Clark
(406) 896-5205
5001 Southgate Drive
Billings
59101-4669
mary_clark@blm.gov

Glacier National Park
Neil Brewster
(406) 888-7870
P. O. Box 128
West Glacier
59936
neil_brewster@nps.gov

Indian Health Service
Robert Walette
(406) 247-7067
P. O. Box 36600
Billings
59107
robert.walette@ihs.gov

U.S. Forest Service
William Pfeifer (Eastern MT)
(406) 587-6760
10 E. Babcock, P.O. Box 130
Bozeman
59771
bpfeifer@fs.fed.us

U.S. Forest Service
Edward "Bill" Hodges (Western MT)
(406) 329-3770
Building 24, Ft. Missoula
Missoula
59804
ewhodges@fs.fed.us

Bureau of Reclamation
Andy Fox
(406) 247-7811
316 N. 26th Street
Billings
59107-6900
afox@gp.usbr.gov

GSA, Public Buildings Service
Karen Geier
(406) 441-1264
901 Front Street, Suite 2300
Helena
59626
karen.geier@gsa.gov

Montana Army National Guard
Kelly Traynham
(406) 324-3405
P. O. Box 4789, 1956 Mt. Majo St.
Fort Harrison
59636
kelly.traynham@us.army.mil

U.S. Forest Service
Phillip Holman
(406) 329-3541
Federal Building, 200 E. Broadway
Missoula
59807
pholman@fs.fed.us

U.S. Department of the Air Force
Chuck Weibel
(406) 731-4013
7015 Goddard Drive, Building 145
Malmstrom AFB
59402
charles.weibel@malmstrom.af.mil

Contact Information for Small Business Support

NEVADA

Bureau of Reclamation, Lower Colorado
Regional Off., Dept. of Interior
Marsha Daigle
(702) 293-8149
Boulder City, 89006-1470
mgay@lc.usbr.gov

Department of the Navy
Belinda Bratcher
(775) 426-2926
Fallon NAS, NV
Poulsbo, WA
98370-7570
belinda.bratcher@navy.mil

Department of Energy
Office of Civilian Radioactive Waste
Management
Yucca Mountain Office
Karen Pigeo
(702) 794-5074
karen.pigeo@notes.ymp.gov

Department of Energy
Wanda Hunt
(702) 295-1222
Las Vegas
89193-8518
huntw@nv.doe.gov

Department of the Air Force
George Salton
(702) 652-4003
99th Contracting Squadron
Nellis AFB
89191-7063
99cons.cd@nellis.af.mil

Contact Information for Small Business Support

OREGON

U.S. Fish and Wildlife Service
Frank Lee
(503) 872-2788
911 NE 11th Avenue, 2nd Floor
Portland
97232
frank_lee@fws.gov

Bureau of Land Management
Dawn Higgins
(503) 808-6228
333 SW First Avenue
Portland
97208
dawn_higgins@or.blm.gov

U.S. Forest Service
Region 6, Acquisitions Mgmt
Deborah Duperon
(503) 808-2370
333 SW First Avenue
Portland 97208
dduperon@fs.fed.us

U.S. Forest Service
Southwestern Oregon Acquisitions Area
John Owen
(541) 858-2209
333 West 8th Street
Medford 97501
jowen@fs.fed.us

U.S. Forest Service, Willamette NF
Western Oregon Acquisitions Area
Maurica Owen
(541) 225-6325
211 East 7th Avenue
Eugene 97401
maowen@fs.fed.us

USDA Natural Resources Conservation Svc
Rene Walls
(503) 414-3212
1201 NE Lloyd Blvd, Suite 900
Portland
97232
rene.walls@or.usda.gov

U.S. Forest Service, Mt Hood NF
Northwest Oregon Contracting Area (NOCA)
David Hallen
(503) 668-1667
16400 Champion Way
Sandy 97055
dbhallen@fs.fed.us

U.S. Forest Service
Umpqua National Forest
Joel Bone
(541) 957-3238
2900 NE Stewart Parkway
Roseburg 97470
jbone@fs.fed.us

U.S. Forest Service
Rogue-Siskiyou National Forests
Maggie Giuliani
(541) 858-2227
333 West 8th Street
Medford 97501
mgiuliani@fs.fed.us

U.S. Forest Service
Siuslaw National Forest
Janet Paul
(541) 750-7120
4077 SW Research Way
Corvallis 97339
jpaul@fs.fed.us

Contact Information for Small Business Support

OREGON

U.S. Forest Service, Wallowa-Whitman NF
Blue Mountain Acquisitions Area
Marianne Klingler
(541) 523-1210
1550 Dewey Avenue
Baker City 97814
mkklingler@fs.fed.us

U.S. Forest Service
Fremont-Winema National Forests
Donna Barks
(541) 883-6776
2819 Dahlia Street
Klamath Falls 97601
dkbarks@fs.fed.us

U.S. Forest Service
Central Oregon Acquisitions Area
Vickie Veeder
(541) 383-5548
1001 SW Emkay Drive
Bend 97702
vveeder@fs.fed.us

DOT – Federal Highway Admin
Ken Oltmann
(360) 619-7896
610 East Fifth Street
Vancouver, WA
98661
ken.oltmann@fhwa.dot.gov

U.S. Army Corps of Engineers
Rene' Baron
(503) 808-4602
333 SW First Avenue
Portland
97208
s.rene.baron@usace.army.mil

U.S. Forest Service
Umatilla National Forest
Gary Dillavou
(541) 278-3841
2517 SW Hailey Avenue
Pendleton 97801
gdillavou@fs.fed.us

U.S. Forest Service
Malheur National Forest
Stan Bird
(541) 575-3170
431 Patterson Bridge Rd.
John Day 97845
sbird@fs.fed.us

U.S. Forest Service
Ochoco National Forest
Jeanette Young
(541) 416-6533
3160 NE 3rd Street
Prineville 97754
jayoung@fs.fed.us

DOE – Bonneville Power Admin
Hamid Habibi
(360) 418-2696
P.O. Box 491, TLOS/MODW
Vancouver, WA
98666
hhabibi@bpa.gov

U.S. Department of the Army & Air
Brian Riese
(503) 584-3784
1776 Militia Way SE
Salem
97309
brian.riese@us.army.mil

Contact Information for Small Business Support

OREGON

Air National Guard
Debbie Cimmer
(503) 335-4492
Portland Air Base
Portland
97218
debbie.cimmer@orport.af.mil

U.S. Department of Veterans Affairs
Terry Bentley
(541) 440-1270
913 NW Garden Valley Blvd.
Roseburg
97470
terry.bentley@va.gov

Bureau of Indian Affairs
Linda Nelson
(503) 231-6763
911 NE 11th Avenue, 8th Floor
Portland
97232
lnelson@bia.gov

Springdale Job Corps Center
Dave Pomeroy
(503) 695-2245
31224 E Historic Columbia River Hwy
Troutdale
97060

U.S. Department of Veterans Affairs
Kathy Baughman
(541) 826-2111, Ext.3213
8495 Crater Lake Highway
White City
97503
kathy.baughman@med.va.gov

Indian Health Service
Imogene Ingawanup
(503) 326-3718
1220 SW Third Ave, Rm 476
Portland
97204
imogene.ingawanup@ihs.gov

Contact Information for Small Business Support

UTAH

Ogden Air Logistics Center
Christy Smittle
(801) 777-4143
6038 Aspen Ave., CE
Hill AFB
84056-5805
chirsty.smittle@hill.af.mil

Tooele Army Depot
Mike Newton
(435) 833-2616
PO Box 839
Tooele
84074-0839
newtonm@tooele-emh2.army.mil

U.S. Army Dugway Proving Grounds
Liz Reed
(435) 831-2363
P.O. Box 538
Dugway
84022
elizabeth.reed@us.army.mil

U.S. Bureau of Reclamation, Upper Colorado
Regional Off., Dept. of Interior
Pegge Ure
(801) 524-3761
125 South State Street, Rm 6107
Salt Lake City, 84138-1102

USDA Forest Service
Jo Lippire
(801) 975-3444
222 West 2300 South
Salt Lake City
84119-2083

National Park Service
Zion National Park
Malinda Flatray
(435) 772-0149
Springdale
84138-1102

U. S. Bureau of Management
Susan Cowin
(801) 539-4177
2370 South 2300 West
Salt Lake City
84119

Utah Army National Guard
Frank Wright
(801) 523-4090
PO Box 2000
Draper
84020-2000

U.S. Department of Agriculture
Janie Durk
(801) 524-4336
125 South State Street, Rm 4311
Salt Lake City
84138

Housing and Urban Development
Dwight Peterson
(801) 524-6070
125 South State Street, Ste 3001
Salt Lake City
84138

Contact Information for Small Business Support

UTAH

Internal Revenue Service
Vacant
(801) 625-5583
324 25th Street
Ogden
84401

VA Medical Center
Elaine David
(801) 581-1243
500 Foothill Blvd.
Salt Lake City
84148

US Postal Service
Vacant
(801) 974-2542
1760 West 2100 South
Salt Lake City
84119

US General Services Administration
Margie Rosenquist
(801) 524-3556
125 South State Street, Room 2205
Salt Lake City
84138

Contact Information for Small Business Support

WASHINGTON

McChord AFB
62nd Contracting Squadron
Tim McGlyn
(253) 982-3890
McChord AFB
98438-1109
Timothy.McGlyn@McChord.af.mil

92nd Contracting Squadron
Marion Nelson
(509) 247-4880
USAF
Fairchild AFB
99011-9403
marion.nelson@fairchild.af.mil

DCMC Seattle
Alice Richard
(425) 889-7317
GWDU
Bellevue
98004-8019
arichard@dcmdw.dcma.mil

Department of Agriculture
Ron Cason
(360) 956-2471
1835 Black Lake Blvd. SW
Olympia
98502-5623

Department of Army
Pamela Munoz
(253) 966-3505
PO. Box 339500
Fort Lewis
98433-9500
pamela.munoz@us.army.mil

Department of Interior
Beth Faudree
(206) 220-4041
909 First Ave.
Seattle
98104
beth_faudree@nps.gov

Department of the Navy
Mary Jo Juarez
(360) 396-0038
Engineering Field Activity, NW
Poulsbo
98370-7570
mary.juarez@navy.mil

Department of Transportation
Dale Lewis
(360) 696-7728
610 East 5th Ave.
Vancouver
98661-3893

Department of Transportation
Northwest Mountain Region
Mike Todd
(425) 227-1179
Renton
98055-4056
michael.r.todd@faa.gov

Veterans Administration
Rich Hague
(509) 325-7916
Procurement and Supply
Spokane
99205
rich.hague@va.gov

Contact Information for Small Business Support

WASHINGTON

Fleet & Industrial Supply Center
Lucy Leu
(360) 476-3618
467 W. Street
Bremerton
98314-5104

GSA
Business Service Center
Kenyon Taylor
(253) 931-7956
Auburn
98001-6599
kenyon.taylor

Integrated Support Command
Ann Scdorif
(206) 217-6382
Pier 36
Seattle
98131
ascdorif@pacnorwest.mil

Madigan Army Medical Center
Major Jonathan E. Branch
(253) 968-4919
9933 W. Johnson Street
Tacoma
98431-5000
jonathan.branch@nw.amedd.army.mil

National Oceanic & Atmospheric
Judi Jzyk
(206) 526-6039
Bin C 15700
Seattle
98115

Purchase Card Support Center
Dan Thulin
(360) 257-6095
1025 W. Lexington St.,
Oak Harbor
98278-5200
thulin_daniel@pcsc.navy.mil

DOE, Richland Operations Office
Andrew Wirkkala
(509) 373-7835
P.O. Box 550
Richland
99352
Andrew_H_Wirkkala@rl.gov

SUPSHIP Puget Sound
Daniel Orcutt
(425) 304-5918
U.S. Navy Code 450
Everett
98201
orcutt_daniel_T@sspuket.repair.navy.mil

U.S. Army Corps of Engineers
Gary Whitehead
(503) 808-4602
201 North 3rd
Walla Walla
99362-1876
s.rene.baron@usace.army.mil

U.S. Army Corps of Engineers
Mark Rousch
(206) 764-6807
P.O. Box 3755
Seattle
98174-1011
mark.roush@usace.army.mil

Contact Information for Small Business Support

WASHINGTON

U.S. Coast Guard Facilities
Anita Repanich
(206) 220-7420
Room 2664
Seattle
98174-1011

U.S. Naval Undersea Warfare Center
Nicky Champion
(360) 396-5679
Division Keyport, Code 10SBD
KeyPort
98345-7610
nchampion@navy.mil

Veterans Administration
Dan Turk
(509) 527-3457
Procurement & Contracting
Walla Walla
99362
daniel.turk@va.gov

U.S. Forest Service
Bonnie Childs
(425) 775-9702
21905 64th Ave. W
Mountlake Terrace
98043-2278
bonnie.childs@usfs.gov

Veterans Administration
Bill Thomson
(253) 582-8440
Supply Servies (90)
Tacoma
98493
william.thomson@va.gov

Contact Information for Small Business Support

WYOMING

F. E. Warren AFB
Charles Melvin
(303) 773-4737
90 Contract Squad, 7505 Marne Lp
F. E. Warren AFB
82005-2860
charles.melvin@warren.af.mil

Department of Energy
Neil Haugland
(307) 261-5161
907 N. Poplar, Ste 150
Casper
82601
neil.haugland@rmtoc.doe.gov

National Resources Conser.
Joe Kirkland
(307) 261-6787
100 East B Street, Rm 3124
Casper
82601
joseph.kirkland@wy.usda.gov

Rural Economic Development
Mary Sessin
(307) 233-6704
P.O. Box 11005
Casper
82602
mary.sessin@wy.usda.gov

ARS High Plains Research Station
Kathie Peterson
(307) 772-2433
8408 Hildreth Road
Cheyenne
82009
kathiep@lamar.colostate.edu

Consolidated Farm Service
Steve Swieter
(307) 261-5232
951 Werner Ct., Suite 13
Casper
82601
wyoing.state@bbs.fsa.usda.gov

General Services Administration
Kristine Aguilar
(307) 261-6425
100 East B Street, Rm 1002
Casper
82601
kris.aguilar@gas.gov

Office of Surface Mining
Debbie Giovetti
(307) 261-6555
100 East B Street, Rm 2128
Casper
82601
dgiovett@cwylgw.osmre.gov

Bureau of Reclamation
Tonya Pittsley
(307) 261-5631
P. O. Box 1630
Mills
82644
tpittsley@gp.usbr.gov

U. S. Postal Service
Mary Moyer
(307) 772-6555
4800 Converse Avenue
Cheyenne
82001

Contact Information for Small Business Support

WYOMING

U. S. Geological Survey
Patty Spranger
(307) 778-2931
2617 E. Lincoln way, Suite B
Cheyenne
82001
spranger@usgs.gov

VA Medical Center
Bob Baker
(307) 778-7329
2360 E. Pershing Blvd
Cheyenne
82001
bob.baker@med.va.gov

Shoshone National Forest
Bonnie Simpson
(307) 578-1248
801 Meadow Lane
Cody
82414
bksimpson@fs.fed.us

Bridger-Teton National Forest
Mike Whisman
(307) 739-5533
340 N. Cache
Jackson
83001

USPFO for Wyoming
Jason Salsgiver
(307) 772-5967
5500 Bishop Blvd
Cheyenne
82009
jason.salsgiver@wy.ngb.army.mil

Wyoming Air National Guard
Wayne Lindquist
(307) 772-6397
217 Dell Range Blvd
Cheyenne
82009
wayne.lindquist@wychevyang.af.mil

National Park Service
Allen Brookshire
(307) 837-2221
Ft. Laramie National Historic Site
Fort Laramie
82212
allen_brookshire@fs.fed.us

Medicine Bow National Forest
Linda Schell
(307) 745-2315
2468 Jackson Street
Laramie
82070

Contact Information for Small Business Support

WYOMING

Grant Teton National Park
Thayne O'Brien
(307) 739-3447
P. O. Box 170
Moose
83012
thayne_o'brien@nps.gov

VA Medical Center
Jim Wiltse
(307) 672-1679
1898 Fort Road
Sheridan
82801
james.wiltse@med.va.gov

Bureau of Land Management
Susan Nagel
(307) 775-6056
PO Box 1828
Cheyenne
82003
susan_nagel@blm.gov

Bureau of Land Management
Daisy Carter
(307) 261-7615
2987 Prospector Drive
Casper
82604-2968
Daisy_Carter@blm.gov

USDFA, ARS
Loren Yeager
(307) 766-3604
1000 E. University Ave., Dept 3354
Laramie
82071
yeagerl@uwyo.edu

Bighorn National Forest
Mary Mc Guire
(307) 674-2660
2013 Eastside 2nd Street
Sheridan
82801
mmcguire@fs.fed.us

Yellowstone National Park
Mark Davidson
(307) 344-2080
Mammoth Hot Springs
Yellowstone
82190
mark_davidson@nps.gov

Housing and Urban Development
Christian Stearns
(307) 261-6250
150 East B Street, Room 1010
Casper
82601
christian_t.stearns@hud.gov

Bureau of Land Management
Paulette Gordon
(307) 352-0250
280 Highway 191 North
Rock Springs
82901-3447
Paulette_Gordon@blm.gov

NOAA
Joe Sullivan
(307) 857-3898
12744 West U. S. Highway 26
Riverton
82501
joe.sullivan@noaa.gov

