
Small and Disadvantaged Business Utilization (1230C)

Doing Business with EPA



FOREWORD

Doing Business with EPA" is a publication designed to familiarize small, small disadvantaged, minority and women-owned firms with the Agency's Acquisition program, practices and policies.

This publication is developed for the express purpose of helping prospective small, small disadvantaged, minority and women-owned firms to become contractually involved through the Agency's acquisition activities. This directory provides information on the Agency's contracting policies, procedures and practices. Additionally, it provides information on the Headquarters, Regional and field buying activities, and identifies the contact persons who are responsible for acquiring the requested goods and services.

We hope that this publication will be helpful to you in your attempts to do business with this Agency.

Leon H. Hampton, Jr.
Director
Office of Small and Disadvantaged
Business Utilization

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REGULATIONS GOVERNING EPA ACQUISITIONS

The Federal Acquisition Regulation (FAR) is issued within applicable laws under the joint authorities of the Administrator of the General Services Administration (GSA), the Secretary of Defense, and the Administrator for the National Aeronautics and Space Administration, under the broad policy guidelines of the Administrator for Federal Procurement Policy. EPA implements and supplements the FAR through the EPA Acquisition Regulations (EPAAR), Title 48 Chapter, 15.

The FAR is applicable to the Federal civilian agencies and the Department of Defense (DOD) and is codified in the Code of Federal Regulation, Title 48, Chapter 1, (Federal Acquisition Regulation (FAR) System).

COMPETITION FOR EPA CONTRACTS

Purchases are made either by sealed bidding or competitive proposals (negotiation). EPA seeks to obtain full and open competition for the acquisition of supplies and services necessary to meet requirements. Suppliers are notified of EPA's requirements that are expected to exceed 100,000 through announcements in the "Commerce Business Daily" published by the Department of Commerce.

Sealed bidding is performed in accordance with the FAR, Part 14 as supplemented by EPAAR, Part 1514. The competitive proposal process (negotiation) is governed by FAR, Part 15 as supplemented by EPAAR, Part 1515.

PROCUREMENT AUTOMATED SOURCE SYSTEM

EPA utilizes the Procurement Automated Source System (PASS), established by the Small Business Administration (SBA) to aid small and disadvantaged business utilization. The PASS is designed to increase government contract and subcontract opportunities for interested small disadvantaged firms, including women-owned

businesses. You may register with the PASS system by requesting a registration form from the U.S. Small Business Administration, 409 3rd Street, S.W., Washington D.C. 20416, or from the nearest SBA Regional Office.

SEALED BIDDING

The Sealed Bidding method of acquisition is used in those instances where time permits the solicitation, submission, and evaluation of sealed bids. The awards will be made on the basis of price and price-related factors only: it is not necessary to conduct discussion with the bidders; and there is a reasonable expectation of receiving more than one sealed bid.

NEGOTIATION METHOD

The negotiation method of acquisition is used in those instances where it is impractical to obtain the supplies or services by sealed bidding. This situation often occurs when there is only one firm able to furnish a particular item; where definitive specifications are not available, or when there is an urgent need for the supplies or services.

Small Purchases and other simplified purchases are performed in accordance with the FAR Part 13 as supplemented by EPAAR, Part 1513.

SMALL BUSINESS - SMALL PURCHASES

Establishes a simplified acquisition threshold at \$100,000. Reserves all contracts under the simplified acquisition threshold, except those not exceeding \$2500, for small business concerns. Raises from \$25,000 to \$50,000 the threshold for using simplified acquisition procedures, but requires Commerce Business Daily notices for all purchases over \$25,000. EPA will be able to make purchases from \$50,000 to \$100,000 using simplified acquisition procedures upon implementation of an electronic data capability, "Small Purchase Electronic Data Interchange (SPEDI)" to send out notices of solicitations and receive responses.

Once Agencies have certified that 75 percent of their eligible purchases can be performed electronically, no notice is required in the CBD for purchases up to \$250,000. However, the simplified acquisition procedure threshold remains at \$100,000.

(FASA section 4004, "Small Business Reservation" and FASA section 4201, "Simplified Acquisition Procedures")

COMPETITION ADVOCATE

The EPA fully supports Part 70f Public Law 98-369, Competition in Contracting Act of 1984. As such, the Director of the Office of Acquisition Management has appointed an Agency Competition Advocate who is responsible for dismantling barriers which reduce the opportunity for promoting full and open competition in the acquisition of products and services by the Agency.

FEDERAL SUPPLY SCHEDULE

Before acquiring direct purchases from commercial sources, EPA must determine whether or not the required supplies or services are available from a Federal Supply Schedule established by the General Services Administration. Firms interested in doing business as a Federal Supply Services Contractor should contact a GSA Business Services Center.

SUBCONTRACTING

Section 211 Subcontracting Provisions of Public Law 95-507 requires large prime contractors to establish a percentage goal for awarding subcontracts to qualified small and small disadvantaged firms in contracts which have a value in excess of \$500,000 (negotiated) (or \$1,000,000 for the construction of any public facility).

Subcontracting plans are not required in contracts where small businesses are the prime contractors.

UNSOLICITED PROPOSALS

An important method of doing business with EPA is through the submission of relevant new ideas and concepts in the form of unsolicited proposals. Familiarity with EPA programs and projects may reveal the existence of a mutuality of interest. If such mutual interest exist, submitting an unsolicited proposal may be appropriate. Unsolicited proposals should be forwarded to:

**Grants Officer
Grants Administration Division
U.S. Environmental Protection Agency
401 M Street, S.W. (3903F)
Washington, D.C. 20460**

Unsolicited Proposals are processed in accordance with the [FAR 15.5](#) and [EPAAR Part 1515.5](#).

ARCHITECT-ENGINEER

EPA has established an Architect-Engineer Selection Board to support its full range of facilities and construction management activities. The Board reviews the qualifications of firms interested in performing architectural or engineering work and related services. The Architect-Engineer Selection Board maintains a list of qualified firms for various types of projects.

Standard Form 254 should be forwarded to:

**Property Management Officer
The EPA Facilities Management and Services Division
U.S. Environmental Protection Agency
401 M Street, S.W. (3404)
Washington, D.C. 20460**

Firms are encouraged to keep their architect-engineer qualification information current preferably on an annual basis. Architect-Engineer requirements are processed in accordance with FAR Part 36 and EPAAR Part 1536.

COMMERCE BUSINESS DAILY

The EPA synthesizes its contracting requirements in the Commerce Business Daily (CBD). Every Monday through Friday, the Department of Commerce publishes a list of proposed Government procurement, subcontracting leads, contract awards, and foreign business opportunities.

To subscribe contact the Superintendent of Documents, U.S. Governments Printing Office, Washington, D.C. 20402, and from field offices of the Department of Commerce. The CBD also is available at most large Public and Federal Libraries.

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

The EPA maintains an Office of Small and Disadvantaged Business Utilization (OSDBU) as mandated under Public Law 95-507 (October 24, 1978). The Director, OSDBU provides guidance and advice to Agency program and contracting officials on small and small disadvantaged business acquisition activities.

It is EPA policy to encourage small businesses, small disadvantaged businesses, women owned businesses, and labor surplus area concerns to participate in all areas of its direct acquisition activity.

If your firm qualifies, please forward a copy of your capability statement to us for distribution to our program and contracting officers. Your capability statement will be helpful in developing a vendor source list for upcoming acquisitions which could result in increased business opportunities for your firm. Please mail your capability statement to:

Senior Program Manager
Office of Small and Disadvantaged Business Utilization
U.S. Environmental Protection Agency
401 M Street, S.W. (1230C)
Washington, D.C. 20460
Telephone (703) 305-7305

PREFERENTIAL PROCUREMENT PROGRAMS

Federal agencies are required by law to give preference to certain kinds of businesses in the awarding of contracts. Certain terms and their meaning must be understood relative to socioeconomic business development activity.

- ! **Small Business.** A business qualifies as being small if it, including its affiliates, is independently owned and operated, is not dominant in the area of business in which it is bidding on Government contracts, and meets certain other size-standard criteria established for each industry by the Small Business Administration (SBA). Size standards are published in the regulations of SBA (Title 13, CFR Part 121).

- ! **Socially and Economically Disadvantaged Individuals.** A contractor of the Federal Government shall presume that socially and economically disadvantaged individuals are (1) Black Americans, (2) Hispanic Americans, (3) Native Americans (including American Indians, Eskimos, Aleutes, and Native Hawaiians), (4) any person who has been determined by the SBA within the provisions of 13 CFR 124-1-1-(3)(i), (5) the 8(a) program, and (6) members of such minority groups as are designated as such by the SBA pursuant to the procedure set forth at 13 CFR 123.1.3(3)(iii).

- ! **Small Business Owned and Controlled by Socially and Economically Disadvantaged Individuals.** A small business concern owned and controlled by socially and economically disadvantaged individuals; a small business concern which

is 51 percent owned by one or more socially and economically disadvantaged individuals, and whose management and daily business operations are controlled by one or more of such individuals.

- ! **Women-Owned Business.** A Business that is at least 51 percent owned by a woman or women who also control and operate it. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in day-to-day management.

- ! **Labor Surplus Area.** A civil jurisdiction determined by the Bureau of Labor Statistics (Department of Labor) to have an average unemployment rate of 120 percent of the National average or 10 percent or higher, except that no area will qualify if the average age unemployment rate is less than 6 percent.

- ! **Labor Surplus Area Concern.** A concern that together with its first-tier subcontractors will perform work substantially (at least 50 percent of the costs for manufacturing production or services) in labor surplus areas.

- ! **Labor Surplus Areas** are those geographical areas identified by the Department of Labor as areas of concentrated unemployment or underemployment.

- ! A price evaluation preference is established not in excess of 10 percent for socially and economically disadvantaged business concerns in unrestricted solicitations.

(FASA Section 7102, Contracting Progress)

Requests for further information regarding EPA's small and small disadvantaged program should be addressed to the following:

Director
Office of Small and Disadvantaged Business Utilization
U.S. Environmental Protection Agency
401 M Street S.W. (1230C)
Washington, D.C. 20460
Telephone: (703) 305-7777

COMMODITIES AND SERVICES ACQUIRED BY EPA

The types of commodities and services generally acquired by EPA are:

! **Research and Development**

Pollution Abatement and Control
Air Pollution
Water Pollution
Other Pollution
Biomedical
Other Medical
Other Research and Development

! **Services**

Technical Representative Services
Laboratory Testing Services
Other Architect-Engineer Services
ADP Facility Management Services
ADP Systems Development and Programming services
Other ADP Services
Maintenance of ADP Equipment
Installation of Computer and Related Equipment
Financial/Auditing Services
Consulting Services
Other Management Services
Air Quality Analyses

! Services (Cont.)

Chemical and Biological Studies/Analyses
Environmental Assessments
Environmental Baseline Studies
Environmental Impact Studies
Water Quality Studies
Other Special Studies and Analyses
Quality Assurance Studies and Analyses
Quality Assurance Services
Soil Studies
Cost Benefit Studies
Economic Studies/Analyses
Regulatory Studies
Feasibility Studies
Hazardous Removal Services
Electric Services
Custodial - Janitorial Services
Guard Services
Other Housekeeping
Arts/Graphics Services
Operation of a Warehouse
Printing - Binding Services
Reproduction Services
Technical Writing Services
Other Photo, Printing, Publishing Services
Lease or Rental of Equipment
Vehicle Inspection and Maintenance Program
Lodging or Conference Centers
Scientific and Management Education
Vocational/Technical Training
Other Training
**Maintenance, Repair, Rebuilding of Miscellaneous
Equipment**
Transportation Services
Construction
Additions, Alterations to Real Property

! Supplies and Equipment

**Gases (all)
Gas Cylinders
Chemical, Chemical Products
ADP Mainframe
ADP Software
ADP Terminals
Lab Animals
Fuel Oil
Special Industry Equipment**

WHAT EPA BUYS-NATIONAL REQUIREMENTS

Research Triangle Park, NC

The Contracts Management Division at Research Triangle Park, North Carolina acquires a variety of equipment, supplies, and services. Typical acquisition studies on radiation's health effects on man, animals, and vegetables; identification of air pollution and the setting of standards to control source pollutants; assessments of energy resources and their associated pollution problems; the development of techniques to control present pollutants; and assessment of future energy resources and their associated pollutants.

Request for further information concerning Research Triangle Park acquisitions should be addressed to the following:

**Director, Contracts Management Division
U.S. Environmental Protection Agency
Research Triangle Park, NC 27711
Telephone: (909) 541-3045**

**(Small and Disadvantaged Business Specialist)
Contracts Management Division
U.S. Environmental Protection Agency
Research Triangle Park, NC 27711
Telephone: (919) 541-2249**

Cincinnati, OH

The Contracts Management Division at Cincinnati, Ohio, acquires a variety of equipment, supplies, and services for epidemiological studies; toxicological research; air/water quality standards development; studies of terrestrial and aquatic ecosystems as impacted by pollutants; meteorological research; advance waste treatment; water renovation; storm and eutrophication; storm and combined sewer overflows and water supply technology; treatment and control of industrial water pollution; mining and agricultural water pollution control, and control of oil and hazardous material spills, coordination of an agencywide standardization and quality control program for measurement of pollutants and environmental quality; and A & E and Construction Services.

Requests for further information concerning Cincinnati acquisitions should be addressed to the following:

**Director, Contracts Management Division
U.S. Environmental Protection Agency
26 West Martin Luther King Drive
Cincinnati, OH 45268
Telephone: (513) 366-2002**

**(Small and Disadvantaged Business Specialist)
Contracts Management Division
U.S. Environmental Protection Agency
26 West Martin Luther King Drive
Cincinnati, OH 45268
Telephone: (513) 366-2024**

Washington, D.C.

The Headquarters Contracting Office in Washington, D.C. acquires a variety of equipment, supplies, and services on epidemiological studies, toxicological research; studies of terrestrial and aquatic ecosystems as impacted by pollutants; control of industrial water

for detection; identification and qualification of pollutants; mining and agricultural water pollution control; control of oil and hazardous waste spills and interdisciplinary research, and ADP and telecommunications acquisitions.

Requests for further information concerning Headquarters acquisitions should be addressed to:

Competition Advocate
Office of Acquisition Management
401 M Street, S.W. (3801F)
Washington, D.C. 20460
Telephone: (202) 260-9428

Chief, Headquarters Procurement Operations Division
ADP Procurement Branch
401 M Street, S.W. (3805F)
Washington, D.C. 20460
Telephone: (202) 260-6692

Chief, Superfund/RCRA Program Management
401 M Street, S.W. (3805F)
Washington, D.C. 20460
Telephone: (202) 260- 9158

Chief, Superfund/RCRA Headquarters Operations Branch
401 M Street, S.W. (3805F)
Washington, D.C. 20460
Telephone: (202) 260-2578

Chief, Purchasing and Contracts Management Branch
401 M Street, S.W. (3803F)
Washington, D.C. 20460
Telephone: (202) 260-2355

Senior Program Manager
Office of Small and Disadvantaged Business Utilization
401 M Street, S.W. (1230C)
Washington, D.C. 20460
Telephone: (703) 305-7305

Regional Requirements

The Regional Offices and certain laboratories located throughout the country are authorized to make small purchases of supplies, equipment and services not in excess of \$25,000; purchases from the GSA schedules; and construction up to a maximum of \$2,000. Small purchases and other simplified purchases are conducted in accordance with the FAR Part 13 as supplemented by EPAAR Part 1513. Other Regional Office contracts are awarded by the Headquarters Contracting Office, the Cincinnati Contracts Management Division, and Research Triangle Park Contracts Operation. Construction in excess of \$2,000 is acquired by the Cincinnati Contracts Management Division.

**EPA HEADQUARTERS, REGIONAL AND LABORATORY
PROCUREMENT TELEPHONE DIRECTORY**

**Environmental Protection Agency
Procurement and Contracts
Management Division
Fairchild Building (3803F)
499 South Capitol Street, S.W.
Washington, D.C. 20460**

**Mr. Glenwood Sites
Phone: (202) 260-2355**

**Environmental Protection Agency
Contracts Management Division
26 West Martin Luther King Drive
Cincinnati, OH 45268**

**Mark Kellerman
Phone: (513) 366-2026**

**Environmental Protection Agency
Contracts Management Division
Research Triangle Park, NC 27711**

**Ms. Starry Jones
Phone: (909) 541-3416**

**Environmental Protection Agency
Administrative Services Division
John F. Kennedy Federal Building
One Congress Street
Boston, MA 02203
Region I**

**Ms. Susan Pappas
Phone: (617) 565-3740**

**Environmental Protection Agency
Contracts Management Section
290 Broad Street, 27th Floor
New York, New York 10007-1866**

**Mr. Harry Moscoso
Phone: (212) 637-3386**

**Environmental Protection Agency
Administrative Management Branch
841 Chestnut Street
Philadelphia, PA 19107
Region III**

**Ms. Alexandria Rajkowski
Phone: (215) 597-6156**

**Environmental Protection Agency
Grants and Contracts Administration Branch** Ms. Ethelreen Murdix
345 Courtland Street, N.E. Phone: (404) 347-2374
Atlanta, GA 30365
Region IV

**Environmental Protection Agency
Contracts and Grants Branch** Ms. Kathleen Williams
77 West Jackson Blvd. Phone: (312) 886-7956
Chicago, IL 60604-3590
Region V

**Environmental Protection Agency
Financial Management Branch** Ms. Earma Johnson
1445 Ross Avenue Phone: (214) 655-6510
Dallas, TX 75202
Region VI

**Environmental Protection Agency
Facilities** Ms. Marilyn Millon
726 Minnesota Avenue Phone: (913) 551-7229
Kansas City, KS 66101
Region VII

**Environmental Protection Agency
Administrative Services Branch** Mr. Benton Jordan
One Denver Place - 999 18th Street Phone: (303) 293 1635
Denver, CO 80202-2413
Region VIII

**Environmental Protection Agency
Support Services Section** Ms. Barbara Bycsek
75 Hawthorne Street Phone: (415) 744-1626
San Francisco, CA 94105
Region IX

**Environmental Protection Agency
Administrative Management Branch
1200 Sixth Avenue
Seattle, WA 98101
Region X**

**Ms. Joanne Shea
Phone: (206) 553-0310**

**Environmental Protection Agency
Robert S. Kerr Environmental
Research Laboratory
P.O. Box 1198
Ada, OK 74820**

**Ms. Barbara Marion
Phone: (405) 436-8513**

**Environmental Protection Agency
Central Regional Laboratory
839 Bestgate Road
Annapolis, MD 21401**

**Ms. Ruth Ann Donovan
Phone: (410) 266-9180**

**Environmental Protection Agency
National Fuel & Vehicle Emissions
Laboratory
2565 Plymouth Road
Ann Arbor, MI 48105**

**Ms. Priscilla Cantrell
Phone: (313) 668-4217**

**Environmental Protection Agency
Environmental Research Laboratory
College Station Road
Athens, GA 3613**

**Ms. Pam Gunter
Phone: (706) 546-2300**

**Environmental Protection Agency
Environmental Research Laboratory
200 - SW 35th Street
Corvallis, OR 97333**

**Ms. Fran Kreitzer
Phone: (503) 754-4653**

**Environmental Protection Agency
National Enforcement Investigations Center
P.O. Box 25227
Denver Federal Center - Bldg. 53
Denver, CO 80225**

**Ms. Jane Chadbourne
Phone: (303) 236-5111**

**Environmental Protection Agency
Environmental Research Laboratory
6201 Congdon Boulevard
Duluth, MN 55804**

**Ms. Kathy Fuson
Phone: (218) 720-5544**

**Environmental Protection Agency
Environmental Research Laboratory
Sabine Island
Gulf Breeze, FL 32561**

**Ms. Connie Shoemaker
Phone: (904) 934-9226**

**Environmental Protection Agency
Environmental Monitoring Systems
Laboratory
944 East Harman - P.O. Box 93478
Las Vegas, NV 89193-3478**

**Ms. Frances King
Phone: (702) 798-2574**

**Environmental Protection Agency
National Air & Radiation Environmental
Laboratory
540 South Morris Avenue
Montgomery, AL 36115-2601**

**Mr. Herbert Reed
Phone: (334) 270-3408**

**Environmental Protection Agency
Environmental Research Laboratory
27 Tarzwell Drive
Narragansett, RI 02882**

**Ms. Linda Distesano
Phone: (401) 782-3121**

**Environmental Protection Agency
Environmental Research Laboratory
Hatfield Marine Science Center
2111 S.E. Marine Science Drive
Newport, OR 97365-5260**

**Ms. Lynda Wolfe
Phone: (503) 867-4035**

**Environmental Protection Agency
303 Methodist Building
11th and Chapline Streets
Wheeling, WV 26003**

**Ms. Lora Kociban
Phone: (304) 234-0261**

**Environmental Protection Agency
EMS - Annapolis Operations Section
2305 Riva Road - suite 300
Annapolis, MD 21401**

**Ms. Betty Jeffery
Phone: (410) 224-0907**