

RECLAMATION

Managing Water in the West

Bureau of Reclamation Small Business Program



June 2008



U.S. Department of the Interior
Bureau of Reclamation
Acquisition and Assistance Management Division
Denver, Colorado

June 2008

The Bureau of Reclamation:

- Manages, develops, and protects water and related resources in an environmentally and economically sound manner in the interest of the American public
- Serves as the fifth largest electric utility in the 17 Western states and the nation's largest wholesale water supplier, administering 384 reservoirs with the total storage capacity of 245 million acre-feet (an acre-foot, 325,851 gallons of water, supplies enough water for a family of four for one year)
- Provides 1 out of 5 Western farmers (140,000) with irrigation water for 10 million farmland acres that produce 60 percent of the nation's vegetables and 25 percent of its fruits and nuts
- Operates 58 hydroelectric power plants averaging 42 billion kilowatt-hours annually
- Delivers 10 trillion gallons of water to more than 31 million people each year
- Manages in partnership, 308 recreation sites visited by 90 million people a year

Mission

- Assist small, underutilized community to develop and grow by fostering an environment where highly skilled businesses can compete and treated fairly for BOR contracting and subcontracting dollars.

Goal

- Continuously build an exceptional record in assisting small businesses to grow and market their strengths in the community and become the premier water management agency in the world.

Vision

- Provides informative knowledge concerning BOR contracting opportunities.
- Provides our customers the best valued goods and services.
- Ensures contracting process is simple and easy to understand.

Reclamation is dedicated to managing, developing, and protecting water and related resources in an environmentally and economically sound manner in the interest of the American public. To achieve comprehensive solutions to water and related land resource problems of regional and national significance, Reclamation applies management, engineering, and scientific skills that result in effective environmentally sensitive solutions. www.usbr.gov



**Bureau of Reclamation
Small Business Specialist (SBS)**

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What We Buy

Commodities

- Information Processing Resources - hardware and software including personal computers, off-the-shelf software, and telecommunication equipment.
- Equipment - hydraulic turbines, pumps and valves, motors, transformers, turbines, office machines, safety and drilling equipment.
- Supplies - laboratory, chemical, and engineering supplies, along with office and equipment supplies.

Services

- Research - applied science.
- Services - systems design, computer maintenance, data processing, janitorial, grounds
- Maintenance, refuse removal, appraisal and title, laboratory and office equipment maintenance, earth science data gathering and studies, telecommunications, architectural and engineering, professional and administrative services associated with functions and mission of Reclamation; for example, water resources planning and development, hydraulics, and facilities management services.

Construction

- New construction, repair, operation and maintenance of existing structures, including: aqueducts; canals; dams; drainage facilities; electric transmission facilities; levee erosion control; power plants; switch yards; water distribution facilities; office remodeling; highway, railroad, and utility relocation; and recreation facilities, and associated access roads.



How to do Business with the Bureau of Reclamation (BOR)

- Market your Business
 - Capability Statement and/or Brochures
 - Meet with Small Business Specialist
 - Review Advance Acquisition Planning on DOI - <http://www.doi.gov/osdbu/>
 - Business Cards – Ensure proper information
 - Company Name
 - Type of Business
 - Small Business (SB)
 - Small Disadvantaged Businesses (SDB)
 - 8(a) Firms
 - Woman-Owned Businesses (WOB)
 - Historically Underutilized Business Zone (HUBZone)
 - Veteran-Owned Small Business (VOSB)
 - Service-Disabled Veteran-Owned Small Business (SDVOSB)
- Register with the following government agencies
 - Central Contractor Registration” – www.ccr.gov
 - Must have a Dun and Bradstreet Number
 - Online Representations and Certifications Application (ORCA) – <https://orca.bpn.gov/>
 - Federal Business Opportunities - <https://www.fbo.gov>
 - Electronic Subcontracting Reporting System (eSRS) - <http://www.esrs.gov/>

Other Agencies for Assistance

- Office of Small and Disadvantaged Business Utilization (OSDBU) <http://www.doi.gov/osdbu/>
- Small Business Administrative - <http://www.sba.gov/>
- U.S. General Service Administration - <http://www.gsa.gov/>
- Department of Defense Procurement Technical Assistance Centers (PTAC's) - <http://www.dla.mil/db/procurem.htm>
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Policy:

- **Office of Acquisition and Property Management (PAM)**
 - Department of the Interior Acquisition Regulation
 - Department of the Interior Acquisition Policy Release
 - Department of the Interior Acquisition Guidance (DIG)

Governmentwide:

- Code of Federal Regulations (House of Representatives) - <http://www.gpoaccess.gov/cfr/index.html>
- Congressional Documents - Bills and Congressional Record/Legislative Information (Thomas) <http://thomas.loc.gov/>
- Executive Orders - <http://www.archives.gov/federal-register/executive-orders/index.html>
- Federal Acquisition Circulars: FAC 90-29 to current (GSA) - <http://www.arnet.gov/far/fac.html>
- Federal Acquisition Regulation (GSA) - <http://www.arnet.gov/far/fac.html>
- Federal Register (GPO) - <http://www.gpoaccess.gov/fr/tips.html>
- Federal Statutes (House of Representatives) - <http://www.law.cornell.edu/statutes.html>
- OMB Circulars (OMB) - <http://www.whitehouse.gov/omb/circulars/index.html>

How to determine if your company is a Small Business - SBA's size determinations are based on the existing size standards set forth in SBA's Small Business Size Regulations. Size standards vary from industry to industry, as defined under NAICS, which replaced the Standard Industrial Classification (SIC) system. There is a single table of small business size standards that applies to both Federal procurement and SBA's financial assistance programs.

Types of Contracts Set-Aside for Small Business

- Small Business (SB)
- Small Disadvantaged Businesses (SDB)
- 8(a) Firms
- Woman-Owned Businesses (WOB)
- Historically Underutilized Business Zone (HUBZone)
- Veteran-Owned Small Business (VOSB)
- Service-Disabled Veteran-Owned Small Business (SDVOSB)



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BUREAU OF RECLAMATION FY 2008 GOALS

PRIME CONTRACTS

Women-Owned Small Business	5%
HUBZone Small Business	5%
Service Disabled Veteran-owned Small Business	3%
Small Business	48%
Small Disadvantaged Business (SDB) (includes 8(a))	15%
8(a) Awards	7.5% ½ of SDB

SUBCONTRACTS

Small Business	40%
Small Disadvantaged Business (SDB) (includes 8(a))	5%
Women-Owned Small Business	5%
HUBZone Small Business	5%
Service Disabled Veteran-Owned Small Business	3%

REMEMBER:

1. IDENTIFY

which organization best fits the type of work you do. Since Interior's acquisition programs are decentralized, your marketing strategy should include direct contact with each Bureau or Office. Do your homework, RESEARCH, and Know Interior.

Visit Interior's website www.doi.gov which has a wealth of information on the mission and requirements of its bureaus and offices.

2. CONTACT

the Small Business Specialist of the Organizations listed in this booklet to find out who your regional representatives are and how to contact them.

3. FOLLOW UP

periodically, (but be reasonable about it, don't wear out your welcome) with the regional SBS and send capability statements and brochures and don't forget to register at all the suggested websites.





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