



Doing Business with the Federal Housing Finance Agency

*How to participate in FHFA's
contracting program*



WELCOME TO FHFA CONTRACTING OPERATIONS

We are pleased you're interested in doing business with the Federal Housing Finance Agency (FHFA).

FHFA's contracting program deals daily with the diverse needs and specialized requirements of both our mission divisions and partnering offices.

We are responsible for procuring all goods and services, including information technology systems, required by FHFA, so we need a lot of good businesses to help us meet all those needs.

It is especially important to understand how FHFA contracting works, because FHFA is structured differently than many other federal agencies.

How Is FHFA ACQUISITION DIFFERENT?

FHFA's funding is nonappropriated, which means our budget resources are not provided by Congress. Instead, our funding comes from the entities we regulate. Consequently, FHFA is not subject to the Federal Acquisition Regulation (known as FAR).

FHFA works under separate and unique laws and has established its own contracting policies and procedures for procuring its goods and services.

FHFA's contracting policies and procedures are a unique blend of the best of FAR and best practices from the private sector, which allows us to be more flexible in meeting the agency's mission.

WHAT TO DO IF YOU WANT TO DO BUSINESS WITH FHFA

REGISTERING YOUR BUSINESS IS THE FIRST AND MOST CRITICAL STEP

To be included for consideration on solicitation distribution mailing lists for contracts in your business area, you should register in the following places:

1. **Central Contractor Registration (CCR) System**—
This is the primary registrant database for the federal government. Generally, FHFA only awards contracts to businesses registered in CCR. The *CCR Handbook* on the site gives detailed instructions and helps answer your questions.
www.ccr.gov
2. **Federal Business Opportunities (also called FedBizOpps)**—
www.fbo.gov
3. **FHFA Procurement Opportunities E-Mail**—
Procurement.Opportunities@fhfa.gov

Send an e-mail directly to FHFA describing what goods or services your business could provide to meet FHFA's needs. You may send extra information about you or your company's capabilities as an attachment to the e-mail. But your e-mail must include:

- Company name
- Address
- Telephone and e-mail address plus company website URL
- Point of Contact
- Years of experience
- Brief description of supplies or services (*20 words or fewer*)

- Data Universal Numbering System (DUNS) number
- Past performance references (*maximum of three sources*) with contact information
- Single most relevant North American Industry Classification System (NAICS) www.census.gov/eos/www/naics/
- GSA schedule number or Government-Wide Acquisition Contract (both if applicable)
- Any special category status

WHAT IS SPECIAL CATEGORY STATUS?

Special category status describes businesses with specific characteristics such as

DISABLED-OWNED BUSINESS

HUBZONE SMALL BUSINESS

MINORITY-OWNED BUSINESS

BLACK OR AFRICAN AMERICAN

AMERICAN INDIAN OR ALASKA NATIVE

HISPANIC OR LATINO AMERICAN

ASIAN AMERICAN

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

WOMEN-OWNED BUSINESS

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

SECTION 8(a) STATUS

SMALL BUSINESS

How FHFA's ACQUISITION PROCESS WORKS

FHFA uses a “soup-to-nuts” approach to acquisition. A contracting officer maintains control and responsibility from identification of the need through contract administration and closeout.

The basic phases of the contracting process include:

- **Presolicitation**—Identifying the requirement, performing market research, preparing the statement of work and solicitation.
- **Solicitation**—Identifying prospective offerors, issuing the solicitation, and receiving proposals or quotes.
- **Evaluation**—Evaluating the responsive technical and price proposals or quotes submitted by offerors or vendors.
- **Award**—Making the best value decision for the award, obtaining approvals, and executing the contract with the successful offeror. This stage also includes notifying the unsuccessful offerors and conducting debriefings.



CONTRACT ADMINISTRATION

FHFA's administration of the contract follows for the life of the contract and includes

- performance monitoring
- executing modifications
- handling claims
- inspection and acceptance of the goods or services

- invoice processing and payment
- close-out

CONTRACTORS AND SUBCONTRACTORS

Eligible firms interested in providing goods or services to FHFA may respond to our solicitations. Your goal should be to offer the best possible technical and price solution for our requirement. This includes forming the most attractive team to perform under the contract. In cases where a firm may need to supplement its technical expertise, subcontracting or teaming arrangements may be the solution.

ACQUISITION THRESHOLDS

Contracts and purchase orders are definitive contracting mechanisms that define specific performance periods, prices, and terms.

Contracts typically are for larger acquisitions greater than \$150,000, and purchase orders are for smaller amounts.

ACQUISITIONS \$5,000 AND LESS

When a requirement is \$5,000 or less, competitive pricing is not required. Awards may be made directly using the FHFA commercial purchase card. FHFA prefers this method for acquiring low-cost goods and administrative services because it is efficient, cost effective, and saves money.

CONTRACTING ON A BEST-VALUE BASIS

A strict lowest price decision, which is often the sole deciding factor in much of private sector contracting, does not always meet FHFA's needs.

Overall, the procurement process takes advantage of a competitive and commercial marketplace that offers the best value to FHFA.

Best-value decisions are based on business judgments, considering factors such as capability, past performance, and price.

ACQUISITIONS \$150,000 AND LESS

FHFA uses simplified acquisition procedures for contracting requirements that are not complex in nature and are \$150,000 or less.

We may make telephone calls or issue written requests for quotes from generally a minimum of three firms. Award documents are typically commercial (short form) contracts.

CONTRACTS GREATER THAN \$150,000

FHFA uses more formal contracting procedures for requirements that are complex and greater than \$150,000.

We issue formal “Request for Proposal” solicitations and award contracts for these requirements.

We generally solicit a minimum of three firms.

Award decisions are generally based on a best-value basis to responsible firms.



NONCOMPETITIVE ACQUISITION

If FHFA determines only one firm can provide the goods or services required, we use noncompetitive contracting procedures following the Competition in Contracting Act of 1984.

Unique situations may and do arise in which competitive acquisition is not possible. These generally involve urgent or specialized requirements.

CONTRACT TYPES

FHFA primarily uses firm fixed-price contracts and time-and-materials contracts (T&M), or labor hours contracts (level of effort).

FIXED-PRICE CONTRACTS

In a firm fixed-price contract, the price is established in the contract. The contractor is either paid for successfully performing the work or paid a fixed-unit price for the quantity ordered to determine the final price for successful performance.

LEVEL OF EFFORT CONTRACTS: TIME AND MATERIALS OR LABOR HOURS

T&M and labor-hour contracts compensate the contractor based on hours worked and accepted by FHFA. The T&M contract also reimburses the contractor for material costs.

OTHER ACQUISITION METHODS

In addition to individual contract awards, FHFA primarily uses the following methods to procure goods and services:

BLANKET PURCHASE AGREEMENTS

FHFA establishes blanket purchase agreements as a simplified method of filling anticipated repetitive needs for goods and services at a later date or on an ongoing basis.

OTHER TYPES OF CONTRACTS AND PURCHASE ORDERS

FHFA uses Government-Wide Acquisition Contracts to place orders for goods and services directly with contractors.

FHFA also often uses the General Services Administration's Federal Supply Schedules and NASA's Solutions for Enterprise-Wide Procurement.

ABOUT FHFA



Created in July 2008 by the Housing and Economic Recovery Act of 2008, FHFA is the regulator of the housing government-sponsored enterprises (GSEs)—the 12 Federal Home Loan Banks and the regulator *and* conservator of Fannie Mae and Freddie Mac.

Our mission is to provide effective supervision, regulation, and housing mission oversight of the housing GSEs to promote their safety and soundness, support housing finance and affordable housing, and support a stable and liquid mortgage market.

HOW FHFA IS ORGANIZED

FHFA is organized into major mission divisions and several supporting offices. Most FHFA employees are located in the Washington, D.C., area, but some financial examiners are stationed at different places across the nation.

To learn more about FHFA's organizational structure, please visit our website at www.fhfa.gov.



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