



How to do Business with FEMA



FEMA

**Small Business Office
Acquisition Policies & Legislation Support Branch
Office of Acquisition Management
Federal Emergency Management Agency
Department of Homeland Security**



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SMALL BUSINESS OFFICE CONTACT INFORMATION

Mailing Address	500 C St. SW PP 2nd Floor Washington, DC 20472
Electronic Correspondence and Inquiries	FEMA-SB@fema.gov
Points of Contact	Gregory Thevenin Small Business Program Manager Phone: (202) 646-1914
	Brandi White Strategic Partnering Manager Phone: (504) 762-2158
	Eric Irmscher Intergovernmental Liaison Phone: (504) 762-2396



HOW TO DO BUSINESS WITH FEMA

Thank you for your interest in doing business with FEMA. The Small Business Program has outlined a process to ensure information about your company's products or services is routed to the appropriate FEMA contracting and acquisition professionals in your region.

Step 1: Register with Central Contractor Registration (CCR)

Your company must be registered with CCR before doing business with FEMA. If you have not registered, please go to www.ccr.gov. If you have any questions about the CCR mandate, please contact the CCR Assistance Center at (888) 227-2423.

Step 2: Request a Vendor Profile

Contact the FEMA regional support staff via email at FEMA-Industry@dhs.gov to request a vendor profile.

Step 3: Complete and return the Vendor Profile

Upon receipt of the Vendor Profile, complete and return the profile to the FEMA Industry email account at FEMA-Industry@dhs.gov. This is the most expedient way to have your profile information posted for review by acquisition officers.

Step 4: If the vendor does not have an electronic means to request or send the Vendor Profile

If the vendor does not have the capability to respond electronically due to the disaster, please call the Acquisitions Industry Liaison Help Desk at (202) 646-1895. Please note, this step is not in lieu of step 3.

Once a vendor profile has been processed, the vendor will receive confirmation of receipt. Please allow 24 - 48 business hours to input profile information. The registration process captures your company's information and service offering to help FEMA program offices and contract professionals identify potential vendors for disaster recovery efforts.

Please be patient as FEMA acquisition professionals seek to fulfill all program requirements that require immediate needs in impacted areas. If there is an opportunity to utilize your services, an acquisitions professional will contact your company as needed to fulfill necessary requirements. You may also seek additional contracting information at <http://www.fema.gov/business/contractor.shtm>

Thank you for your desire to assist FEMA in meeting its commitment to assist those impacted by disasters.

**This correspondence or process does not promise, commit, or imply that a contract will be awarded. This process is an additional market research tool that will provide your company's information to FEMA program offices and contract professionals seeking vendor assistance during this disaster.*



VENDOR PROFILE

Business Name _____

Business Web Site _____

Business Street Address _____

Business City, State, Zip code _____

NAIC Code(s) _____

DUNS Number _____

Date of Incorporation/Inception (MM/DD/YYYY) _____

Primary Point of Contact (POC) _____

Primary POC Title _____

Email Address _____

Telephone Number _____

Fax Number _____

Alternate POC (if applicable) _____

Alternate POC Title _____

Telephone Number _____

Fax Number _____

- Reason for contacting FEMA**
- General inquiry
 - Contact for the purpose of offering a product or service
 - Offering an unsolicited proposal
 - Follow-up to a previous phone call/email
 - Vendor Day
 - Industry Day

Your company may offer many products or services, but which specific product or service are you offering at this time? _____

Which FEMA directorate or program office would your product or service apply to? List all offices that apply. _____

Have you previously met with a program office or FEMA representative? If so, please provide the name of the office, the person that you met with, and the date of the meeting. _____



FEMA

Is your company currently doing business with a federal government entity or FEMA entity? If so, please list the name of the FEMA office/department and/or other federal agency.

No

Yes

If your company is a small business, please check off all the categories that apply.

- 8(a) Small Business
- HBCU/Minority Institution
- Historically Underutilized Business Zones (HUBZone)
- Minority
- Native American
- Service Disabled Veteran Owned Small Business (SDVOSB)
- Small Business (SB)
- Small Disadvantaged Business (SDB)
- Tribal
- Veteran Owned Small Business (VOSB)
- Woman Owned Small Business (WOSB)

Please provide your company's Commercial And Government Entity (CAGE) Code assigned through Central Contract Registration (CCR). If you have not registered, please go to www.ccr.gov to register. **Your company must be registered with CCR before doing business with FEMA.**

No

Yes

Is your product or service currently on a GSA schedule? If yes, please provide GSA schedule numbers.

How did you find out about us (i.e. Web site, referral by FEMA representative, etc)?

Any additional comments (200 words or less)



HOW TO MARKET TO FEMA

1. [Federal Business Opportunities Web site](#). Contact the companies who have already won subcontractor, supplier or teaming opportunities.
2. **Track expected completion dates.** The [Federal Procurement Data Center](#) maintains this information. You will be notified before the next Request for Proposal (RFP) hits the Federal Business Opportunities Web site.
3. **Review this year's DHS budget.** The Department publishes a look ahead at budgeted enhancements for coming fiscal years.
4. **Get listed in government-wide databases.** FEMA uses the [Central Contractor Registration \(CCR\)](#) database. Register with this database and FEMA will locate your business.
5. **Become a contractor at a Disaster Field Office.** Disaster Field Office locations and telephone numbers can be accessed by calling FEMA's acquisition voice message system at (202) 646-4006 or contact the FEMA regional office where the disaster has occurred.
6. **Watch the Web.** Federal and state agencies are placing more procurement opportunities on their Web sites. Bookmark your favorites, or choose a service like Government Sales Net that tracks new Web opportunities. FEMA posts its procurement opportunities on [FedBizOpps](#).
7. Get listed in [electronic catalogs](#). GSA Advantage and other electronic commerce initiatives will let you list your product for government browsing.
8. **Link from your catalog listing to your Web site.** Let an interested buyer jump from your product description over to your company site.
9. **Make your Web site sell.** Play up your experience and past performance record as well as your product listing and financial stability.
10. **Evaluate FACNET.** Some agencies are still sending their Requests for Quotes through the FACNET system. Your best bet is to contact the buying offices you do business with and find out if they use the system and how much. If you are missing opportunities, you may want to shop for VANs. FEMA does not send procurement opportunities through FACNET.
11. **Request a debriefing on every job you lose.** You will receive important feedback regarding your proposal including pricing, teaming suggestions, and experience.
12. **Monitor draft RFP.** The agency will often indicate if it is leaning towards your competitor. Here is your chance to get the specs changed so you can compete.
13. **FOIA a copy of prime's subcontracting plans.** Agencies should have plans on file for every large business prime they've awarded to. This will show subcontracting goals. You can also get the SF 294/295 forms that show how many subcontracts they have awarded. Target the primes who have not met their goals yet to get your foot in the door.
14. **Get yourself on several primes' teams.** Prime contractors will have a preference if they list their subcontractors in the solicitation rather than committing to a percentage and filling in the names later. Start relationship building with the primes you see in the CBD Awards to partner.



15. **Take advantage of cooperative purchasing.** Determine if there are buying offices or localities that can purchase off your existing agreements signed with a federal or state agency. When marketing to the other entities, mention how easily they can now order.
16. **Accept the government credit card and mention it in all of your literature.** The government buys more than \$5 billion in goods and services annually with the purchase card. Most Contracting Officers prefer the purchase card to paperwork for purchases.
17. **Get on the road.** Using organization charts, target your marketing sessions to your top FEMA program offices. Remember to identify potential users of your products/services; these are not FEMA's contracting personnel. Get appointments with the potential users of your products/services. A face-to-face demonstration can say what a brochure or Web site cannot.
18. **Compete for multiple order contracts.** Go after GSA Schedule and Indefinite Delivery Indefinite Quantity (IDIQ) contracts. These are popular contracting vehicles with government buyers because of little or no paperwork and fast delivery. If a product or service is available through one of these vehicles – especially information technology – the agency will go this route instead of issuing an RFP.
19. **Don't stop marketing after award.** If you win a multiple ordering agreement, you still have to compete for the tasks. Keep marketing, especially on contracts where there is no minimum guarantee of orders. Multiple order agreements include National Blanket Purchase Agreements (BPA), Task Order Agreements, Indefinite Delivery Indefinite Quantity (IDIQ) contracts, and agency specific vehicles like Government Wide Acquisition Contracts (GWAC).
20. **Follow the federal money to the states.** Federal grants to the states make up half an agency's budget in some cases.
21. **Clean up your performance rating.** Get copies of how agencies evaluated you. Clear up any inaccuracies, and try to counteract negative information with positive ratings from other jobs. List best references first in your proposals.
22. **Team, partner, or form a joint venture.** If you are strong in one business area, but inexperienced in another, find a subcontractor or teaming partner who can fill in the areas where you're weak. The federal government encourages teaming.
23. **Market to the right people.** FEMA contracting personnel do not develop specific needs that are filled through contracts. FEMA's needs are evaluated in each program office where the Agency's requirements are generated. Therefore, it is imperative that you do your homework and locate the appropriate FEMA program office that buys your product or service in order to market to them.
24. **Persevere.** Making the right connection can take time. Perseverance will pay off.

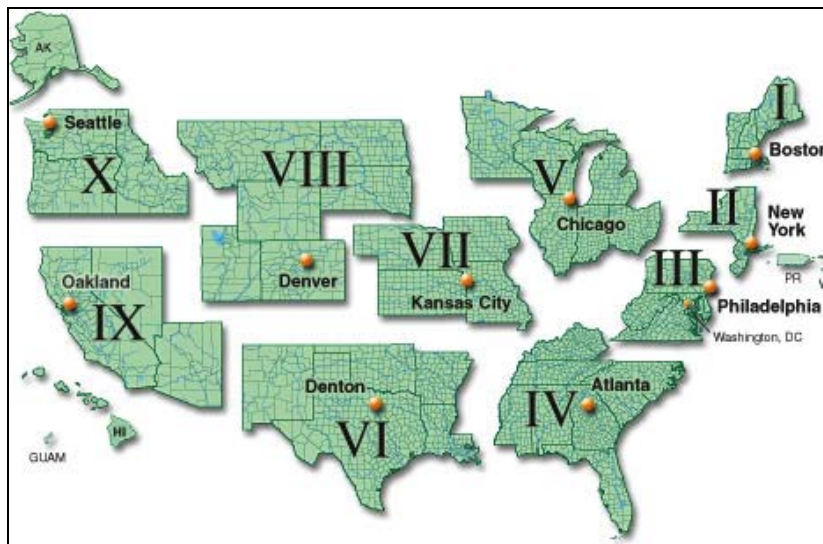


FY2008 SMALL BUSINESS GOAL

CATEGORY	PERCENTAGE
Total Procurement Dollars	
Small Business (SB) Prime Contracts	31.9%
8(a) Contracts	4.0%
Small, Disadvantaged Business (SDB) Prime Contracts	4.0%
Woman-Owned Small Business (WOSB) Prime Contracts	5.0%
Historically Underutilized Business Zone (HUBZone) Prime Contracts	3.0%
Service-Disabled Veteran-Owned Business (SDVOSB) Prime Contracts	3.0%
Total Subcontracting Dollars	
SB Subcontracts	40.0%
SDB Subcontracts	5.0%
WOSB Subcontracts	5.0%
HUBZone Subcontracts	3.0%
SDVOSB Subcontracts	3.0%

REGIONAL OPERATIONS

Region I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II	New Jersey, New York, Puerto Rico, Virgin Islands
Region III	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
Region IV	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Region V	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Region VI	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Region VII	Iowa, Kansas, Missouri, Nebraska
Region VIII	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Region IX	Arizona, California, Hawaii, Nevada, American Samoa, Guam, Commonwealth of the Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia
Region X	Alaska, Idaho, Oregon, Washington



Web site to access regional information is www.fema.gov/about/regions/index.shtm.



FEDERAL INTERAGENCY DATABASES ONLINE (FIDO)

The Web site for FIDO is www.fido.gov. To locate forecasting opportunities on FIDO, please follow the steps below:

1. Go to the Public Sites section
2. Click Department of Homeland Security - Advance Acquisition Plans
3. Select FEMA
4. Research either new or existing forecasting opportunities

SBA SUB-NET WEB SITE

The following information will help you navigate the SBA's Sub-Net Web site when looking for subcontracting opportunities. The following is the link:

<http://www.sba.gov/aboutsba/sbaprograms/gc/index.html>. The following are the directions to navigate the site:

1. Under Resources click on Sub-Net
2. Click on search at the top of the page
3. Click on Search the Database under the Search Solicitation tab

Also under the Search Solicitation tab, you can view all solicitations including the company name, descriptions of the solicitations and the closing date.

PROCUREMENT TECHNICAL ASSISTANCE CENTERS (PTACS)

Procurement Technical Assistance Centers provide a wide range of assistance – most free of charge – to businesses through one-on-one counseling sessions, classes, seminars and matchmaking events. The Web site to access your local PTAC office is

www.dla.mil/db/procurem.htm.

JOINT HOUSING SOLUTIONS GROUP (JHSG)

The Joint Housing Solutions Group (JHSG) identifies and evaluates various disaster housing options and viable alternatives to FEMA travel trailers and manufactured homes. JHSG created the Housing Assessment Tool (HAT), which is designed to collect information on housing products and help FEMA determine whether these options are suitable for disaster housing needs. If you like to register your product the Web site is

<https://asd.fema.gov/inter/hat/home.htm>.

UNSOLICITED PROPOSALS

This department is composed of several component agencies that handle different types of acquisitions. If you feel that your firm has a product or service that may be of interest to one or more of these component agencies, follow the points below:

- Monitor FedBizOpps.gov, where the government publishes its notices of procurements. This site provides a wealth of information about current government requirements and offers specific guidance that will allow you to submit bids or proposals to the respective agency offices.



FEMA

- Register on [Central Contractor Registration](#) (CCR), the primary vendor database for the federal government. In addition, [FirstGov.gov](#), a General Services Administration-based Web site, provides user-friendly service and assistance to firms that have not previously done business with the U.S. Government.

In rare cases, firms have an innovative and unique product or service for which submission of an unsolicited proposal may be the right approach. Before beginning this process, however, you should:

- Carefully and objectively assess your product/service to ensure that it is innovative and unique, and not already commercially available to the government.
- Research [Part 15.6 of the Federal Acquisition Regulation \(FAR\)](#), which provides specific criteria that must be met before an unsolicited proposal can be submitted
www.arnet.gov/far/

Once you have reviewed these requirements and made the determination you have a valid unsolicited proposal, submit your proposal to:

Federal Emergency Management Agency (FEMA)
 Matrice Dickens-Gaddy
 FEMA
 500 C Street, SW, Patriot Plaza 2nd Floor
 Washington, DC 20472
matrice.dickens-gaddy@dhs.gov
 Phone: (202) 646-4274

INDIVIDUAL ASSISTANCE TECHNICAL ASSISTANCE CONTRACT (IA-TAC) II

- Two prime contractors were awarded contracts to provide temporary housing, sheltering and mass evacuation support and related services in support of small, mid-size, large and catastrophic disasters or incidents.
- Based on two multiple-award, two-year, indefinite-delivery indefinite-quantity (IDIQ) contracts. For potential sub-contracting opportunities, contact the following individuals.

PRIME CONTRACTORS	
CH2MHill Mike Falino, Program Manager 9191 S. Jamaica Street Englewood, CO 80112 Mike.Falino@CH2M.com (305) 519-4547 HSFHQ-06-D-0819	PBS&J Ed Mayfield, Program Manager P.O. Box 409357 Atlanta, GA 30384 edmayfield@pbsj.com 904-653-1182 HSFHQ-06-D-0817



OPEN FOR BUSINESS

[Open for Business](#) centralizes information to let every business in America know how to work with the Department of Homeland Security. Designed to assist the business community, we include links to contracts, grants, small business opportunities, research and development and contacts.

Spotlight

- [Information Technology Acquisitions](#) – Homeland Security is establishing two department-wide contracts for information technology services and commodities.
- [E-Verify Program](#) allows employers to check employees' eligibility. Under Secretary for Management Paul Schneider encourages vendors to participate. [Read more](#) (PDF, 2 pages - 223 KB).

Programs and Services

- [Acquisition Policies and Regulations](#) – Links to the Federal Acquisition Regulations and the Homeland Security Acquisition Regulations and Acquisition Manual.
- [Opportunities](#) – Current contracting opportunities.
- [Small Business Procurement Assistance](#) – Information on prime contractors, vendor outreach sessions, and contacts.
- [Grants](#) – Information on the grants process.
- [Reports and Notices](#) – Includes Acquisition Report, FAIR Act Inventory and Competitive Sourcing Activities Report.
- [Forms](#) – Available for download.

Resources

- [SAFETY Act](#) – Part of the Homeland Security Act of 2002, the Support Anti-terrorism by Fostering Effective Technologies (SAFETY) Act was enacted by Congress to encourage the development and deployment of anti-terrorism technologies to protect of the nation and provides “risk management” and “litigation management” protections for sellers of qualified anti-terrorism technologies and others in the supply and distribution chain.

Information Technology Acquisitions

- [EAGLE](#)
- [FirstSource](#)
- [Enterprise Solutions Office](#)

The Department of Homeland Security is establishing department-wide contracts for Information Technology (IT) services and commodities. The Office of Procurement Operations (OPO), in cooperation with the Chief Information Officer (CIO) and the Component IT and procurement communities, is conducting these procurements.

EAGLE

Enterprise Acquisition Gateway for Leading Edge Solutions (EAGLE) will serve as a department-wide platform for acquiring IT service solutions in five functional categories (FC's):

- FC1 – Engineering Design, Development, Implementation and Integration



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- FC2 – Operations and Maintenance
- FC3 – Independent Test, Evaluation, Validation and Verification
- FC4 – Software Development
- FC5 – Management Support Services

The [EAGLE Contractor List](#) contains contact information and contract numbers.

[EAGLE IT Procurement Forecast](#)

[EAGLE Teaming/Sub-contracting Opportunities](#)

[EAGLE Awarded Contracts](#)

[EAGLE Ordering Guide](#)

- Information required to use this contract vehicle to obtain IT services throughout the Department
- Provides the procedures for ordering services under EAGLE
- Defines the roles and responsibilities of the major parties involved in the ordering process.

FIRSTSOURCE

FirstSource provides DHS with access to a wide variety of IT commodity products. The FirstSource contracts include, but are not limited to:

- Networking equipment
- Wireless technology
- Imaging products
- Voice recognition technology
- On-line data reporting services for order, delivery, warranty, asset, and spend tracking; and associated product maintenance, installation, and support.

The [FirstSource Contractor List](#) contains contact information and contract numbers.

[FirstSource Awarded Contracts](#)

[FirstSource Ordering Guide](#)

Enterprise Solutions Office

The [Enterprise Solutions Office \(ESO\)](#) is responsible for acquisition management oversight of the Information Technology Acquisitions procurement process for the Department of Homeland Security.



EAGLE PRIME CONTRACTORS

Large Businesses

Contact information for each contractor is available by going to www.dhs.gov/openforbusiness click on Information Technology Acquisitions then [EAGLE Contractor List](#) and click on the company name.

COMPANY NAME	FUNCTIONAL CATEGORIES
Accenture LLP	FC4, FC5
AT&T Government Solutions	FC1
BAE Systems Info. Technology Solutions	FC4, FC5
Bearing Point, Inc.	FC3
Booz Allen Hamilton	FC4, FC5
CACI, Inc. - Federal	FC5
CSC - Computer Sciences Corporation	FC1, FC2, FC4, FC5
Dynamics Research Corporation	FC5
EDS - Electronic Data Systems Corporation	FC1, FC2, FC4
General Dynamics One Source, LLC	FC1, FC2, FC4, FC5
IBM – International Business Machines Corp.	FC4, FC5
Keane Federal Systems, Inc.	FC3
Lockheed Martin Int. Systems & Solutions	FC1, FC4
Lockheed Martin Services, Inc.	FC2
McDonald Bradley, Inc.	FC3
Northrop Grumman Information Technology	FC1, FC2, FC4, FC5
Nortel Government Solutions	FC5
Perot Systems Government Solutions, Inc.	FC4
Kforce Government Solutions	FC5
Pragmatics, Inc	FC3
QSS Group, Inc.	FC1, FC4
Raytheon Company	FC1, FC4, FC5
SAIC - Science Applications Inter. Corp.	FC1, FC2, FC4, FC5
SRA - Systems Research & Application Corp.	FC3
Unisys Corporation	FC1, FC2



Small Businesses

COMPANY NAME	FUNCTIONAL CATEGORIES*
3H Technology LLC	FC1, FC2-T1, FC4
Abacus Technology Corporation	FC2-T2
Access Systems Inc	FC3, FC4
Aerient LLC	FC2-T1
CACI Technology Insights, Inc	FC2-T2
Analytical Services and Materials Inc	FC2-T1
Arrowhead Global Solutions	FC2-T2
Base One Technologies	FC5
Burke Consortium	FC3
Catapult Technology Limited	FC2-T2
Creative Computing Solutions	FC5
Digital Solutions	FC4
EAGLE Enterprise JV LLC	FC1, FC3
Electronic Consulting Services Inc	FC1
Energy Enterprise Solutions (EES)	FC1, FC2-T1, FC4
G&B Solutions Inc	FC1
Kadix Systems	FC3, FC5
Meters Industries Inc	FC4
MultimaxArray EAGLE	FC1
Optimal Solutions and Technologies Inc	FC4
Pragmatics Inc	FC2-T2
QSS Group Inc	FC2-T2
SCI Consulting Inc	FC2-T1
STG Inc	FC2-T2
The CENTECH Group	FC2-T2
Trawick	FC2-T2
TWD	FC2-T2
Visionary Integration Professionals LLC	FC2-T1, FC4

FIRSTSOURCE CONTRACTORS

Contact information for each contractor is available by going to www.dhs.gov/openforbusiness click on Information Technology Acquisitions then [FirstSource Contractor List](#) and click on the company name.

[All Points Logistics, Inc.](#)

[Government Acquisitions Inc.](#)

[Computer World Services Corporation](#)

[Govplace](#)

[EG Solutions, LLC](#)

[iGov](#)



FEMA

[Multimax Array](#)

[NCS Technologies](#)

[Net Direct Systems, LLC](#)

[St Net Apptis](#)

[Wildflower International, Ltd.](#)