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Environmental Protection  
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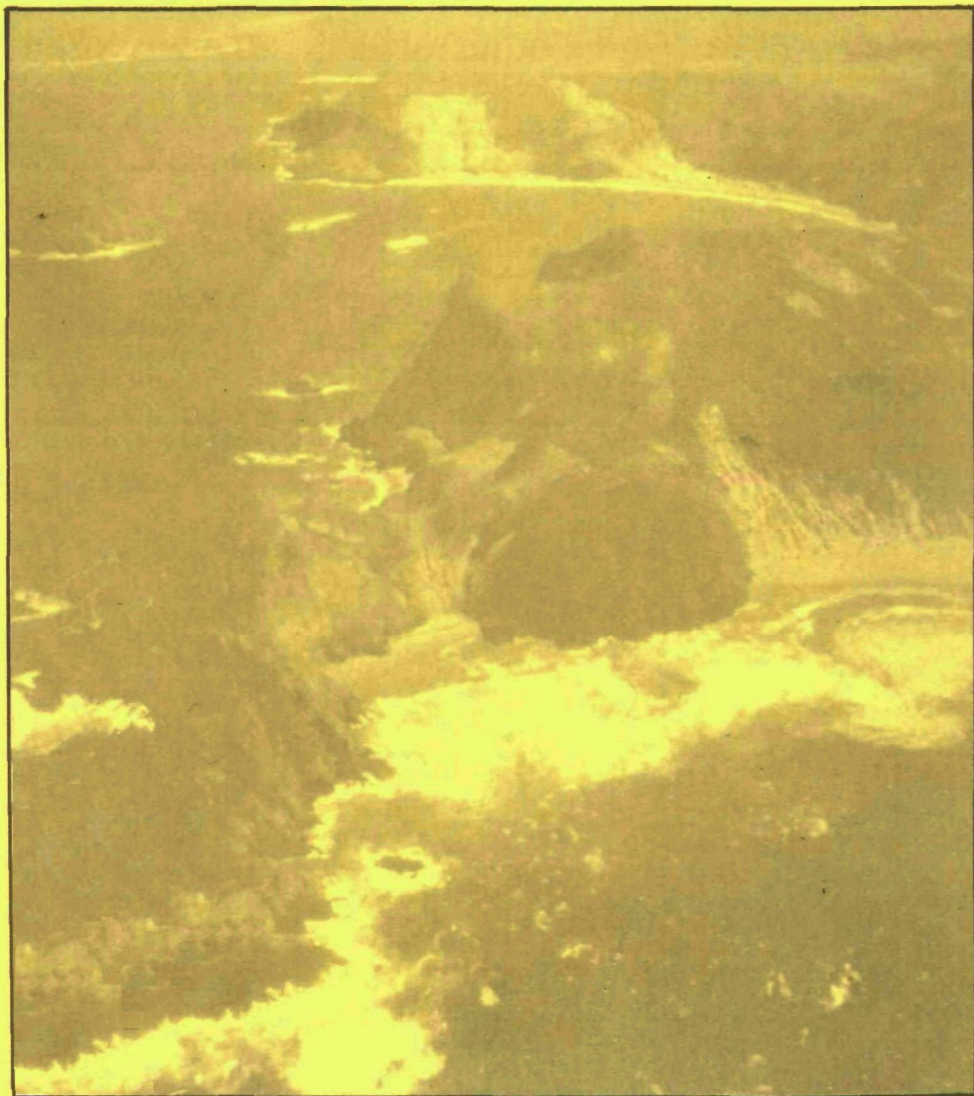
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Small And Disadvantaged Business Utilization

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# Doing Business With EPA



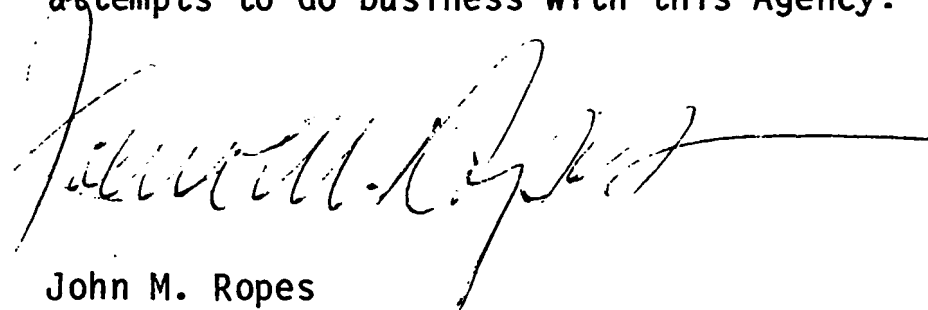
## FOREWORD

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

This publication has been developed for the express purpose of aiding prospective small, small disadvantaged, minority and women-owned firms in their efforts to become contractually involved in the Agency's acquisition activities. In this directory, you will find information on the Agency's policies, procedures and practices. Additionally, it provides listings of the Headquarters, Regional and field installations user-office contacts under the various categories of products and services acquired by the Agency.

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



John M. Ropes  
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, 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 Regulations, 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 \$25,000, 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 and 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, 1441 L Street, N.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 award 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

The acquisition of supplies or services that have an anticipated dollar value of \$25,000 or less are generally reserved exclusively for small business concerns. These purchases are identified as small business set-asides. Notices of small business set-asides that are expected to exceed \$10,000 are posted for at least 10 days in the EPA Contracting Office issuing the solicitation.

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## COMPETITION ADVOCATE

The EPA fully supports Part 70 of Public Law 98-369, Competition in Contracting Act of 1984. As such, the Director of Procurement and Contracting Management Division has appointed a Senior Competition Advocate.

The Competition Advocate 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 Provision of Public Law 95-507 requires that all Federal Agencies ensure that their prime contractors establish specified percentage goals for awarding subcontracts to qualified small and small disadvantaged firms in contracts which exceed the statutory threshold of \$500,000 (negotiated) (or \$1,000,000 in the case of a contract for the construction of any public facility).

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

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## 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 exists, submitting an unsolicited proposal may be appropriate. Unsolicited proposals should be forwarded to:

U.S. Environmental Protection Agency  
Grants Administration Division (PM-216)  
Washington, D.C. 20460

Unsolicited Proposals are processed in accordance with the FAR 15.5 and EPAAR part 1515.5.

## ARCHITECT-ENGINEER CONTRACTING

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 Board maintains a list of qualified firms for various types of projects.

Standard Form 254 and Standard Form 255 should be forwarded to:

The EPA Facilities Management Branch  
(PM-215)  
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.

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## 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 procurements, subcontracting leads, contract awards, and foreign business opportunities.

To subscribe, contact the Superintendent of Documents, U.S. Government 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 business, small disadvantaged business, women-owned business, 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 vendor source lists for upcoming acquisitions which could result in increased business opportunities for your firm. Please mail your capability statement to:

Office of of Small and Disadvantaged Business Utilization  
U.S. Environmental Protection Agency  
401 M Street, S.W. (A-149C)  
Washington, D.C. 20460  
Telephone: 703-557-7305



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## 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, or in case of any publicly owned business, at least 51 percent of the stock of which is 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.

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- ° 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.

#### RESPONSIBILITIES OF EPA PROGRAM MANAGERS AND CONTRACTING OFFICERS

Each program's Assistant or Associate Administrator is responsible for developing its Preferential Procurement Goals on a fiscal year basis. The goals are developed in consultation with the supporting Chiefs of Contracting Offices and local Small and Disadvantaged Business Specialists (SDBS) and the OSDBU. The goaling process is performed in accordance with FAR Part 19.2 as supplemented by EPAAR Part 1519.2.

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

Director  
Office of Small and Disadvantaged  
Business Utilization (A-149C)  
U.S. Environmental Protection Agency  
401 M Street, S.W.  
Washington, D.C. 20460  
Telephone: (703) 557-7777

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## COMMODITIES AND SERVICES ACQUIRED BY EPA

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

- ° Research and Development

- Pollution Abatement and Control R&D
  - Air Pollution R&D
  - Water Pollution R&D
  - Other Pollution R&D
  - Other Environment R&D
  - Biomedical R&D
  - Other Medical R&D
  - 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
  - ADP System Analyses
  - Maintenance of ADP Equipment
  - Install Computer and Related Equipment
  - Financial/Auditing Services
  - Consulting Services
  - Other Management Services
  - Air Quality Analyses
  - 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

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Quality Assurance Services  
Soil Studies  
Cost Benefit Studies  
Economic Studies/Analyses  
Regulatory Studies  
Feasibility Studies  
Hazardous Waste and Removal Design Studies  
Hazardous Removal Services  
Electrical 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 Center  
Scientific and Management Education  
Vocational/Technical Training  
Other Training  
Maintenance, Repair, Rebuilding of Miscellaneous Equipment  
Transportation Services  
Construction (New)  
Additions, Alterations to Real Property

° Supplies and Equipment

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

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## 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 pollutions 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.

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

Director, Contracts Management Division  
(MD-33)

U.S. Environmental Protection Agency  
Research Triangle Park, NC 27711  
Telephone: (919) 541-3046

(Small and Disadvantaged Business Specialist)  
Contracts Management Division  
Research Triangle Park, NC 27711  
Telephone: (919) 541-2249

### Cincinnati, Ohio

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; advance waste treatment; water renovation, storm and combined sewer

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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 St. Clair Street  
Cincinnati, OH 45268  
Telephone: (513) 684-7731

(Small and Disadvantaged Business Specialist)  
Contracts Management Division  
U.S. Environmental Protection Agency  
26 West St. Clair Street  
Cincinnati, OH 45268  
Telephone: (513) 684-7723

Washington, D.C.

The Headquarters Contracting Office at 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.

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

Chief, Emergency Response Branch (Superfund)  
401 M Street, S.W. (PM-214F)  
Washington, D.C. 20460  
Telephone: (202) 382-3172

Chief, Procurement Operations Branch  
(Management Support Services and ADP Equipment & Services)  
401 M Street, S.W. (PM-214F)  
Washington, D.C. 20460  
Telephone: (202) 382-3233

Chief, Resources Conservation Recovery Branch  
(RCRA)  
401 M Street, S.W. (PM-214F)  
Washington, D.C. 20460  
Telephone: (202) 382-3168

Chief, Remedial Action Branch (Superfund)  
401 M Street, S.W. (PM-214F)  
Washington, D.C. 20460  
Telephone: (202) 382-3184

Chief, Contracts and Management Support Branch  
(Small Purchases)  
401 M Street, S.W. (PM-214F)  
Washington, D.C. 20460  
Telephone: (202) 382-2355

Senior Program Officer  
Office of Small and Disadvantaged Business Utilization  
401 M Street, S.W. (A-149C)  
Washington, D.C. 20460  
Telephone: (703) 557-7305

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## 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 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 Contract Operation. Construction in excess of \$2,000 is acquired by Cincinnati Contract Management Division.



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**EPA REGIONAL AND LABORATORY PROCUREMENT TELEPHONE DIRECTORY**

Environmental Protection Agency  
Contracts Management Division  
26 West St. Clair Street  
Cincinnati, OH 45268

Ms. Anne-Marie Turnbough  
Phone: 513-569-7737

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

Ms. Vira Burnett  
Phone: 919-541-2213

Environmental Protection Agency  
Procurement and Contracts  
Management Division  
Fairchild Building (PM-214F)  
499 South Capitol Street, S.W.  
Washington, D.C. 20460

Ms. Carolyn Williams  
Phone: 202-382-2363

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

Ms. Janet Bartlett  
Phone: 617-565-3726

Environmental Protection Agency  
Facilities and Administrative  
Management Branch  
26 Federal Plaza  
New York, NY 10278  
Region II

Mr. Joe Mastandrea  
Phone: 212-264-1798

Environmental Protection Agency  
Contracts and Procurement Office  
841 Chestnut Street  
Philadelphia, PA 19107  
Region III

Ms. Barbara Latsios  
Phone: 215-597-6156

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Environmental Protection Agency  
Management Branch  
345 Courtland Street, N.E.  
Atlanta, GA 30365  
Region IV

Ms. Carole Wallace  
Phone: 404-347-3325

Environmental Protection Agency  
Management Services Branch  
230 South Dearborn Street  
Chicago, IL 60604  
Region V

Ms. Brigitte Manzke  
Phone: 312-353-6581

Environmental Protection Agency  
Administrative Services Branch  
1445 Ross Avenue  
Dallas, TX 75202  
Region VI

Mr. Ernest Godwin  
Phone: 214-655-6510

Environmental Protection Agency  
Administrative and Information  
Management Branch  
726 Minnesota Avenue  
Kansas City, KS 66101  
Region VII

Ms. Marilyn Millon  
Phone: 913-236-2828

Environmental Protection Agency  
Administrative Services Branch  
One Denver Place - 999 18th Street  
Denver, CO 80202-2413  
Region VIII

Mr. Benton Jordan  
Phone: 303-293-1635

Environmental Protection Agency  
Support Services Section  
75 Hawthorne Street  
San Francisco, CA 94105  
Region IX

Ms. Emi Masunaga  
Phone: 415-744-8933

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Environmental Protection Agency Support Services Branch 1200 Sixth Avenue Seattle, WA 98101 Region X	Ms. Brenda Mirasol Phone: 206-442-1385
Environmental Protection Agency Robert S. Kerr Environmental Research Laboratory P.O. Box 1198 Ada, OK 74820	Ms. Barbara Marion Phone: 918-743-2217
Environmental Protection Agency 839 Bestgate Road Annapolis, MD 21403	Ms. Ruth Donovan Phone: 301-266-9180
Environmental Protection Agency Motor Vehicles Emissions Laboratory 2565 Plymouth Road Ann Arbor, MI 48105	Ms. Marion McQueen Phone: 906-374-8217
Environmental Protection Agency Environmental Research Laboratory College Station Road Athens, GA 30613	Ms. Pam Gunter Phone: 404-250-3517
Environmental Protection Agency Environmental Reserach Laboratory 200 - SW 35th Street Corvallis, OR 97333	Ms. Betty Livingstone Phone: 503-420-4654
Environmental Protection Agency National Enforcement Investigations Center Denver Federal Center - Bldg 53 P.O. Box 25227 Denver, CO 80225	Ms. Ella Mae "Tilly" Pike Phone: 719-776-5111

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Environmental Protection Agency Environmental Research Laboratory 6201 Congdon Boulevard Duluth, MN 55804	Ms. Millie Medlin Phone: 218-780-5544
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Environmental Protection Agency Environmental Research Laboratory Sabine Island Gulf Breeze, FL 32561	Ms. Connie Shoemaker Phone: 407-686-9011
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Environmental Protection Agency Environmental Monitoring Systems Laboratory 944 East Harman - P.O. Box 93478 Las Vegas, NV 89193-3478	Ms. Frances King Phone: 702-545-2574
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Environmental Protection Agency Eastern Environmental Radiation Facilities 1890 Federal Drive Montgomery, AL 36193	Mr. Robert Lincoln Phone: 205-534-7615
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Environmental Protection Agency Environmental Research Laboratory South Ferry Road Narragansett, RI 02882	Ms. Sandy Barrington Phone: 401-838-6000
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Environmental Protection Agency Environmental Research Laboratory Hatfield Mariane Science Center Marian Science Drive Newport, OR 97365	Ms. Eleanor McDonald Phone: 503-867-4035
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Environmental Protection Agency 303 Methodist Building 11th and Chapline Streets Wheeling, WV 26003	Ms. Elsie Tavlores Phone: 304-233-1271
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