

DOING BUSINESS WITH THE NATURAL RESOURCES CONSERVATION SERVICE IDAHO



A Legacy of Conservation

Originally established by Congress in 1935 as the Soil Conservation Service (SCS), NRCS has expanded to become a conservation leader for all natural resources, ensuring private lands are conserved, restored, and more resilient to environmental challenges, like climate change.

Seventy percent of the land in the United States is privately owned, making stewardship by private landowners absolutely critical to the health of our Nation's environment.

NRCS works with landowners through conservation planning and assistance designed to benefit the soil, water, air, plants, and animals that result in productive lands and healthy ecosystems.

Science and technology are critical to good conservation. NRCS experts from many disciplines come together to help landowners conserve natural resources in efficient, smart and sustainable ways.

Whether developed in a laboratory or on the land, NRCS science and technology helps landowners make the right decisions for every natural resource. NRCS succeeds through partnerships, working closely with individual farmers and ranchers, landowners, local conservation districts, government agencies, Tribes, Earth Team volunteers and many other people and groups that care about the quality of America's natural resources.

We work at the local level, – in field offices at USDA Service Centers in nearly every county in the Nation. NRCS employees' understanding of local resource concerns and challenges result in conservation solutions that last.

Finding Out About Contracting Opportunities

There are a number of sources where you can find out about NRCS contracting opportunities:

- <http://www.fedbizopps.gov> is a daily public notification of federal agencies' proposed solicitations and contracts for goods and services valued over \$25,000. All NRCS and other federal agencies' solicitations and contracts for goods and services over \$25,000 are required to be posted at this site. If you are unable to access a NRCS solicitation electronically, please contact the appropriate NRCS contracting officer.
- The FY2012 Procurement Forecast is the USDA's annual forecast of goods and services needed by contract. The FY2012 Procurement Forecast is on the USDA Procurement Home Page at www.dm.usda.gov/procurement/index/html Just click on the Annual Procurement Forecast and then on NRCS or any other USDA Agency to view. USDA Procurement Home Page also provides a list of goods and services we buy as well as the procurement office contacts.

It is very important to properly evaluate and understand the terms and conditions of Invitations for Bids (IFBs), Requests for Proposal (RFPs), and Requests for Quotations (RFQs). Only realistic offers that match your firm's capabilities and intentions should be submitted for consideration.

Goods and Services Needed by NRCS

Goods and services needed include construction projects; professional and nonprofessional services; supplies; information technology resources; work-space leases; environmental studies; real estate appraisals; title search & closings; and various types of technical and office equipment.

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SMALL BUSINESS PROGRAM OVERVIEW

Small business concerns are a very vital part of our acquisition process. NRCS fully supports the national policy of providing small and small disadvantaged businesses the opportunity to provide supplies, design, construction, and support services as prime and subcontractors in contracts awarded by NRCS.

Online Representations and Certifications Application (ORCA)

An offeror may choose to submit annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) located at <http://orca.bpn.gov>. Each solicitation will state if ORCA is an acceptable means of providing Representations and Certifications. An offeror must verify with the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months.

Subcontracting

Large business contractors and subcontractors receiving contracts valued over \$500,000 (\$1,000,000 for construction) are required to develop subcontracting plans and goals designed to maximize the participation of small and small disadvantaged business concerns as subcontractors. Vendors can contact awarded contractors for possible subcontracting possibilities. Contract awards are announced on FedBizOpps.

U.S. Small Business Administration

The Small Business Administration (SBA) assists the government by providing additional sources developed through many programs and contacts with small and small disadvantaged concerns. The SBA, as part of their active outreach effort, has developed the Procurement Marketing and Access Network (Pro-Net) System. Pro-Net is an electronic gateway of procurement information (i.e. SBD Certification, Small Business Size Standard, HUBZone), and points of contact.

ACQUISITION METHODS

Micro Purchase Acquisitions

Purchases \$3,000 and below (\$2,000 for construction and \$2,500 for services) are considered micro purchases and are paid using the Government Purchase Card (VISA). Competition is not required for these acquisitions; however, the price must be fair and reasonable. Mandatory source requirements such as Federal Prison Industries, Industries of the Blind and Severely Disabled, and GSA contracts may apply.

Simplified Acquisitions

Supplies and services from \$2,501 to \$150,000 (including professional/non-Architect-Engineer requirements) are completed by requesting quotes from several vendors. The preferred method of payment is the Government Purchase Card (VISA). Procurements above \$15,000 are advertised on FedBizOpps. Mandatory source requirements apply in some instances.

Formal Solicitation Acquisitions

Acquisitions estimated above \$150,000 (\$25,000 for construction) are advertised on FedBizOpps. Hardcopies of solicitations are not available through our office. However, you may contact local blueprint or printing companies that can download the solicitation from FedBizOpps and print a set for a fee. Each procurement is considered for possible HUBZone or Service-Disabled Veteran-Owned Small Business set-aside, as well as 8(a) set-aside.

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. Contractors must be registered in the CCR Database prior to any contract award with a federal agency. Lack of registration in the CCR database will make an offeror ineligible for award. To register, the business must have a DUNS number issued through Dun & Bradstreet located at www.dnb.com. The CCR website may be accessed at <http://www.ccr.gov>.

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STANDARD FORMS

Forms can be obtained electronically from the General Services Administration (GSA) at:
<http://www.gsa.gov/forms/>

HELPFUL LINKS

Central Contractor Registration (CCR)
<http://www.ccr.gov/>

Department of Agriculture (USDA)
<http://www.usda.gov/>

Dun & Bradstreet (D&B)
<http://express.dnbsearch.com/>

Federal Business Opportunities (FedBizOpps)
<http://www.fbo.gov/>

General Services Administration (GSA)
<http://www.gsa.gov/>

Natural Resources Conservation Service (NRCS)
<http://www.nrcs.usda.gov/>

NRCS Idaho
<http://www.id.nrcs.usda.gov/>

Online Representations and Certifications (ORCA) <https://orca.bpn.gov/>

Procurement marketing & Access Network (Pro-Net) <http://dsbs.sba.gov/dsbs/>

Small Business Administration (SBA)
<http://www.sba.gov/>

Procurement Technical Assistance Center
<http://www.aptac-us.org/>

Natural Resources Conservation Service

IDAHO

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