



**OFFICE OF PERSONNEL
MANAGEMENT
(OPM)**

**CONTRACTING
OPPORTUNITIES
FOR
SMALL BUSINESSES**

September 2003





United States
**Office of
Personnel Management**

Washington, DC 20415-0001

In Reply Refer To:

Your Reference:

September 2003

Dear Colleague:

Thank you for your interest in doing business with the Office of Personnel Management (OPM). Enclosed in this package of material is general and specific information you will find useful for this purpose.


OPM performs market surveys on all open market large purchases (those exceeding \$100,000) to determine if they should be set aside for any of the different categories of small businesses, or for small disadvantaged businesses (including the Small Business Administration's (SBA) 8(a) program). We rely heavily on SBA's Procurement Marketing and Access Network (PRO-Net) to identify these various small businesses that may offer supplies and services to meet our requirements. You may obtain information on PRO-Net registration from the Small Business Administration on the Internet at <http://www.sba.gov>.

For a reliable source for information on procurement, we recommend the Government-wide single, point-of-entry website named FedBizOpps. You may access this free Government website at <http://www.fedbizopps.gov>. It offers easy, one-stop access to all Federal agencies' contracting opportunity notices, as well as solicitation documents, through one virtual address on the Internet.

I have also included in this package information about OPM's recurring procurement actions. You may use this information as a sort of forecast to prepare for future OPM procurements. Continually review FedBizOpps for releases of these and other open market solicitations. In addition, we may also announce procurement opportunities on our agency Internet webpage. Our Internet address is <http://www.opm.gov/procure>, where you can also obtain an electronic copy of this document. Also at the OPM website, you can find updated listings of OPM contracting officers and OPM purchase cardholders in the OPM Electronic Reading Room at <http://www.opm.gov/efoia/html/reading.htm>.

If you have any questions about contracting opportunities with OPM, please contact Mr. Henry Wong, OPM's Small Business Specialist, at 202-606-1598, or if you need additional copies of this publication, please call Denise Haizlip-Harrod on 202-606-4116.

Sincerely,


Alfred F. Chatterton III
Chief, Contracting Division

Enclosures

OFFICE OF PERSONNEL MANAGEMENT (OPM)

GENERAL INFORMATION HELPFUL IN DOING BUSINESS WITH OPM

As a center of excellence in human resource management, OPM provides high-quality services to all of our customers. The President, Congress, and Federal agencies look to OPM for advice on human resources policy. OPM provides effective, merit-based, and family-friendly personnel systems for use government wide.

OPM is the preferred source for system design and expert consultation concerning human resource operating systems, research and innovation, and education and training in human resources and management. Ultimately, OPM's efforts support a Federal workforce that achieves the results desired by the American public.

OPM's responsibilities include administering the Federal employment merit system (recruiting, examining and promoting workers), the pension system, and health and life insurance programs.

OPM's central office is located at 1900 E Street, NW, Washington, DC. OPM has field offices, service centers, computer centers, representative offices, and management development centers located across the United States.

OPM's field offices and service centers conduct their own procurements. Field offices are located in Atlanta, GA; Chicago, IL; Dallas, TX; Philadelphia, PA; and, San Francisco, CA. Companies interested in exploring procurement opportunities in OPM's field offices may contact them directly. A list of offices and their points of contact are included in this document, and are kept current and available at the OPM website at <http://www.opm.gov/efoia/html/reading.htm>.

Examples of the types of products and services OPM buys are:

- C Food and lodging services, and training and office space for its Management Development Centers (located in Shepherdstown, WV, and Aurora, CO, respectively).
- C Consolidated facilities management services for the Federal Executive Institute in Charlottesville, VA.
- C Computer hardware and maintenance, and software and software support for the OPM Office of the Chief Information Officer, and for other OPM offices.
- C Training services, including the development of innovative training methodologies.
- C Various types of studies such as cost containment for the Federal Employees Health Benefits Program.

- C Facility management contracts (e.g., custodial, trash and debris removal, security) for OPM offices.

Procurements within OPM are processed differently, according to complexity and dollar value. Simple procurements, valued at \$2,500 or less (e.g. supplies) are usually made with the Governmentwide purchase cards. The user of the product or service often is a purchase cardholder and normally makes the purchase directly.

The current Governmentwide purchase card contract (awarded through the General Services Administration (GSA)) is Visa. If your company does not currently accept Visa, all you need do is apply to a bank. There is no difference in the Government Visa card and a normal Visa card except purchases made using the Government card are tax exempt. Banks vary in the rates they charge, so you should check with several. The Small Business Administration (SBA) may be able to assist you if you have problems setting up an account.

Purchases made using simplified purchasing procedures (i.e., non-complex purchases below the simplified acquisition threshold, which is currently \$100,000) are planned, budgeted and purchased by various OPM organizations. You may also access the Government's official, free website that is the Federal Government's new single point of entry for Federal contracting opportunities at <http://www.fedbizopps.gov>. Open market purchases exceeding \$25,000 are generally publicized on FedBizOpps.

Purchases at or below \$100,000 are generally not reviewed by OPM's Small Business Specialist, however, in accordance with the Federal Acquisition Regulation (FAR), procurement actions between \$2,500 and \$100,000 must be set aside for small business participation only, unless an exception is met.

Major contracts (those exceeding \$100,000) awarded by OPM include, among others, Personnel Background Investigations, Janitorial Services, Security Guard Services, Training Management Assistance (TMA), Consolidated Facilities Management Services, Telecommunications Services, Systems Software Support Services, Computer Maintenance Services and Lease of Space with Food and Lodging Services for OPM's Management Development Centers. Contracts for recurring services are often awarded with one basic, and 4-option, years.

All open market contracting opportunities greater than \$100,000, when not unilaterally set-aside by the contracting officer, are reviewed by OPM's SBS prior to processing. The SBS performs a market survey, including the use of the SBA Procurement Marketing and Access Network (PRO-Net), to determine whether or not the purchase could be a set-aside for one of the classes of small businesses. If the survey is successful in finding small businesses capable of meeting the requirement, a recommendation is made to the contracting officer to conduct a set-aside the procurement for HUBZone, small businesses, small disadvantaged businesses, or 8(a) firms.

A list of planned and/or recurring procurement actions, with the approximate date the current contract expires, is also provided.

Contracts expected to exceed \$500,000 that are awarded to large businesses require a subcontracting plan when subcontracting opportunities exist. Please solicit these companies directly for subcontracting opportunities. Those contracts are shown on the list of planned and/or recurring procurement actions.

Mr. Clarence C. Crawford is the Director, Office of Small and Disadvantaged Business Utilization (OSDBU). He may be reached at the Theodore Roosevelt Federal Building, 1900 E Street, NW, Washington, DC. The Small Business Specialist, Henry Wong, may be reached at 202-606-1598.

INFORMATION OF VALUE TO SMALL BUSINESSES IN MARKETING TO THE FEDERAL GOVERNMENT

Publications on U.S. Government contracting are available from the U.S. Government Printing Office located at 710 North Capitol Street, NW. The telephone number is 202-512-0132; the fax number is 202-512-1355. Free, electronic copies of the full text of the Federal Acquisition Regulation (FAR) are available at <http://www.acqnet.gov/far>.

Most open market U.S. Government contract opportunities, expected to exceed \$25,000, are advertised on the FedBizOpps website or through the Federal Acquisition Computer Network (FACNET). FedBizOpps includes synopses of Government procurement requirements, the Government's interest in locating sources for its requirements, as well as notices of contract awards. You can access all of this information and more at <http://www.FedBizOpps.gov>, the new primary source for information on Federal Government contracting opportunities. As for electronic commerce, you may obtain information about future directions for the Federal government through the Internet at <http://www.egov.gov>.

The Federal Procurement Data Center (FPDC) collects data on Federal agencies' procurement actions exceeding \$25,000. Contract information includes the name of the agency making the award, contract number, dollar value, product or service procured, and performance location. The report is published annually and contains approximately 200 pages. Data may be requested by North American Industrial Classification System (NAICS) Code, by agency, or by product or service. Point of Contact: Grafton Biglow 202-401-1529; FAX 202-401-1546.

Request copies of an agency's old or current solicitations to prepare for upcoming renewals. Point of Contact: Agency Procurement Office. OPM'S Point of Contact: Denise Haizlip-Harrod, 202-606-4116; FAX 202-606-1464 or e-mail to: dhharrod@opm.gov.

Ensure that your company is listed on the Small Business Administration's (SBA) Pro-Net System. Information about Pro-Net may be found on the SBA home page, <http://www.sba.gov>. Pro-Net provides access and is linked to the CBD, agency home pages and other sources of procurement activities.

The National Technology Transfer Center (NTTC) is a full service, technology commercialization center, formed to help companies compete in world markets. NTTC's Internet address is <http://www.nttc.edu> where you can find information on products, training, and technology assessment and access.

Monitor, and comment on, changes to Federal procurement policy affecting small businesses by joining trade groups, e.g., The National Association of Small Businesses, The National Association of Black Procurement Professionals, National Contract Management Association,

the National Association of Minority Contractors, and the Small, Minority, and Women Entrepreneurs. These groups interact with Congress and the Small Business Administration in the formative stages of procurement laws and regulations.

If you are a small business certified under the Small Business Administration 8(a) program, it might be helpful to try to develop a relationship with other 8(a) companies that have Government contracts. They will be able to provide information about the process.

Become familiar with the services provided by the Small Business Administration by contacting the SBA office in your area, or at the Washington District Office at 202-606-4000.

RECURRING PROCUREMENT ACTIONS
CONTRACTS EXCEEDING \$100,000
(Includes GSA Federal Supply Schedule Contract Orders > \$100,000)

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	SET A S I D E	CONTRACT END DATE (including options)	POC
Center for Creative Leadership	Large	Leadership assessment & feedback survey instruments	\$480,000	5	No	Sept. 30, 2004	Denise Haizlip-Harrold 202-606-4116
Occupational Health Strategies	Small	Wellness program for FEI, Charlottesville, VA	\$201,000	1	s/b	Sept. 30, 2006	J.C. Thieme 202-606-1570
ARAMARK	Large	Consolidated facilities mgt. services for FEI, Charlottesville, VA	\$2,440,898	3	No	Sept. 30, 2004	Andre Adams 202-606-2492
The Federal Group	Small	Training & office space and food & lodging services for Eastern Mgt. Dev. Center	\$5,057,385	3	s/b	Sept. 30, 2016	Henry Wong 202-606-1598
Clark Wilson Group	Small	Leadership assessment & feedback survey instruments	\$500,000	5	s/b	Sept. 30, 2004	Denise Haizlip-Harrold 202-606-4116
Bates Trucking Company	Small	Trash & Debris removal services	\$70,000	1	s/b	Sept. 30, 2004	Henry Wong 202-606-1598
Holiday Inn SE	Large	Training & office space and food & lodging services for the Western Mgt. Dev. Ctr.	\$4,447,502	3	No	July 9, 2006	Henry Wong 202-606-1598
US Investigations Service (ESOP)	Large	Federal employee background investigations services	113,959,574	1	No	July 6, 2006	Andre Adams 202-606-2492
C2 Technologies, Inc.	Small 8(a) WOB	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	8(a)	Sept., 2006	Henry Wong 202-606-1598

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	SET A S I D E	CONTRACT END DATE (including options)	POC
Power Train, Inc.	Small	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	s/b	Sept., 2006	Henry Wong 202-606-1598
Perform Tech, Inc.	Small	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	s/b	Sept., 2006	Henry Wong 202-606-1598
SI International, Inc.	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	s/b	Sept., 2006	Henry Wong 202-606-1598
Star Mountain, Inc.	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Human Resources Research Organization	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Cubic Applications	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
SAIC	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
ICF Consulting	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Booz-Allen & Hamilton, Inc.	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
PaL-Tech, Inc.	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Human Technology, Inc.	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	SET A S I D E	CONTRACT END DATE (including options)	POC
Performance Technologies International, Inc.	8(a)	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Intelligent Decision Systems, Inc.	Small	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Carley Corporation	Small	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
SRA Corporation	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Soza and Company	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
Anteon Corp.	Large	Training and Mgt. Assistance (TMA) services	\$50,000 (minimum)	2	No	Sept., 2006	Henry Wong 202-606-1598
TMR.	Small 8(a)	ADP mainframe maintenance services	\$850,000	5	8(a)	Sept. 30, 2006	Judy Brader 202-606-1924
Worksource Enterprises	Small JWOD	Housekeeping services at FEI, Charlottesville, VA	\$320,000	1	N/A	Sept. 30, 2007	Judy Brader 202-606-1924
Peck & Peck	Small WOB	Space design services	\$80,000	1	s/b	July 31, 2004	Judy Brader 202-606-1924
Automated Cable Services, Inc.	Small 8(a)	LAN cabling services	\$100,000	5	8(a)	Sept. 30, 2005	Judy Brader 202-606-1924
Mark. E. Bradley	Small	Disability claims review services	\$95,000	1	s/b	March 14, 2007	Judy Brader 202-606-1924
NCS	Large	Federal Employee	\$2,000,000	4	No	Mar. 31, 2004	Denise Haizlip-

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	SET A S I D E	CONTRACT END DATE (including options)	POC
		Health Benefits open-season services					Harrod 202-606-4116
QTSI	Small 8(a)	Telecommunications services	\$109,532	5	8(a)	Sept. 30, 2005	J.C. Thieme 202-606-1570
Tompkins/Mid-American Elevator	Small	Elevator maintenance	\$150,000	1	s/b	Sept. 30, 2005	Judy Brader 202-606-1924
KPMG	Large	Audit of OPM consolidated financial Statements	\$1,230,000	1	No	Jun 19, 2006	J.C. Thieme 202-606-1570
SAS Institute	Large	ADP Software license agreement	\$51,725	5	No	Sept. 30, 2004	Denise Haizlip-Harrod 202-606-4116
Economic Systems, Inc.	Small	FERCCA Calculator	\$473,296	5	S/b	Mar. 31, 2003	Andre Adams 202-606-2492
KPMG	Large	FERRCA Counseling	\$5,278,929	1	No	June 26, 2003	Andre Adams 202-606-249
Carrier Corporation	Large	Chiller Maintenance	\$150,000	1	No	Sept. 30, 2004	Denise Haizlip-Harrod 202-606-4116
Hispanic Association of Colleges and Universities (HACU)	Small	Recruitment and Screening of Hispanic Students	\$98,010	4	No	Dec. 31, 2004	J.C. Thieme 202-606-1570
IBM Corporation	Large	RIS Systems Modernization	\$9,126,700	1	No	Mar. 31, 2004	Ken McMahill 202-606-2494
Research Applications	Small	Survey Support Services	\$485,296	1	Yes	Sept. 30, 2005	Denise Haizlip-Harrod 202-606-4116
The Inn & Conference Center at the Univ. of MD	Large	Conference facilities for PMI Graduation Conference	\$70,000	1	No	Mar. 31, 2004	Judy Brader 202-606-1924

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	SET A S I D E	CONTRACT END DATE (including options)	POC
Office Remedies, Inc.	Small WOB	Survey Research Services	\$483,320	1	s/b	Sept. 30 2005	J.C. Thieme 202-606-1570
AMS	Large	Financial Management System Upgrade	\$531,333	5	No	Sept. 30 2010	J.C. Thieme 202-606-1570
Grant Thornton LLP	Large	A-76 Support Services	\$550,000	2	No	Sept. 30, 2006	Ken McMahon 202-606-2494
Maximus	Small	Disputed medical reviews	\$200,000	1	No	April 22, 2007	Judy Brader 202-606-1924
MPD Security	Small	Armed guard service	\$178,923	1	Yes	Sept 30, 2006	Henry Wong 202-606-1598
Siemens Building Technologies	Large	Facilities operating systems maintenance	\$55,000	5	Yes	Sept 30, 2006	Judy Brader 202-606-1924
Sher Associates	Small	Accounting & reconciliation services	\$295,000	1	Yes	Sept 30, 2004	Judy Brader 202-606-1924
KPMG Consulting, LLC	Large	Financial management services	\$750,000	1	No	March 15, 2004	Judy Brader 202-606-1924
Boulevard Bldg. Corp.	Small	Pittsburgh Teleservice Center Lease	\$171,000	5	Yes	November 11, 2007	Ken McMahon 202-606-2494
Bahia Resort Hotel	Large	Annual Fall Festival of Training	\$40,000	2	No	Sept. 30, 2005	Ken. McMahon 202-606-2494

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	S E T A S I D E	CONTRACT END DATE (including options)	POC
Special Operations Group, Inc	Small	Security Guard services for OPM Central Office	\$1,800,000	1	s/b	Sept. 30, 2007	J.C. Thieme 202-606-1570
LIST	Small	ADP services	\$6,800,000	5	Yes	Sept. 30, 2005	J.C. Thieme 202-606-1570
Booz-Allen & Hamilton, Inc.	Large	ADP services	\$7,600,000	2	No	Sept. 30, 2005	J.C. Thieme 202-606-1570
Computer Associates	Large	ADP services	\$6,600,000	5	s/b	Sept. 30, 2005	J.C. Thieme 202-606-1570
Various Contractors	Small	Adjunct Faculty Contracts for FEI	\$5,000 (minimum)	2	s/b	Oct. 30, 2004	J.C. Thieme 202- 606 1570
RMCI	Large	ADP services	\$900,000	5	No	Sept. 30 2005	J.C. Thieme 202-606-1570
PCTI	8(a)	ADP services	\$900,000	5	8(a)	Sept. 30 2005	J.C. Thieme 202-606-1570
Studio 105	Small	Sales and Marketing services	\$242,568	3	Yes	Sept. 30, 2007	Terry L. Anderson 202-606-4056
NCS	Large	Survey Support Services	\$150,000	1	Yes	Sept. 30, 2007	Terry L. Anderson 202-606-4056
Rockwell Electronic Commerce	Large	Maintenance of Equipment	\$128,513	1	No	Sept. 30, 2005	Terry L. Anderson 202-606-4056
Frank Parsons	Small	Multipurpose Photocopy Paper	\$100,113	1	Yes	Nov. 11, 2003	Terry L. Anderson 202-606-4056
LIST	Small	Programming services	\$2,880,000	5	Yes	Oct.30, 2006	Judy Brader 202-606-1924

CONTRACTOR	BUS. SIZE	CONTRACT DESCRIPTION	APPROX. \$ AMOUNT PER YEAR	C A T E G O R Y *	SET A S I D E	CONTRACT END DATE (including options)	POC
Siemens Building Technologies	Large	Facilities operating systems maintenance	\$55,000	5	Yes	Sept 30, 2006	Judy Brader 202-606-1924
JetSort Ancora	Large	Mail Sorting Services	\$30,000	1	No	March 30, 2004	Terry L. Anderson 202-606-4056
Arc-Tech / Tri-Ark Joint Venture	Small 8(a)	Janitorial services for OPM Bldg., Wash., DC	\$611,687	1	8(a)	Sept. 30, 2003	Andre Adams 202-606-2492
The Aspen Institute	Large	Leadership Seminars	\$197,000	s	No	Sept. 30, 2007	Denise Haizlip-Harrod 202-606-41160
			\$180,169,304				

* CATEGORIES

- 1 - General and Administrative Support
- 2 - Training Services Support
- 3 - Training Facilities Support
- 4 - Personnel Administrative Support
- 5 - IT Support