

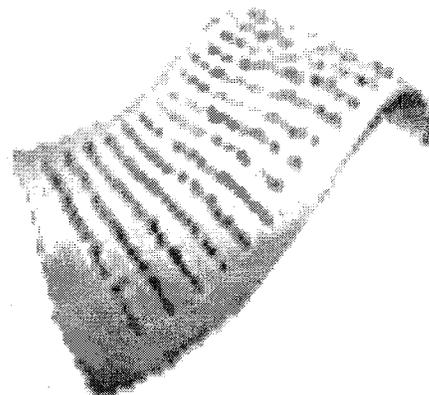
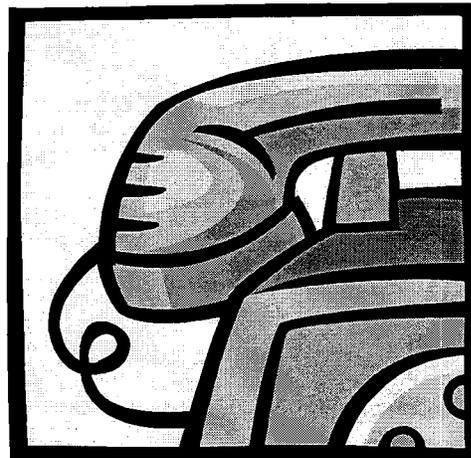
U. S. Department of Justice

United States Marshals Service

Business Services Division - Procurement Office



**HANDBOOK ON
DOING BUSINESS
WITH THE
UNITED STATES
MARSHALS SERVICE**



Dear Sir/Madam:

The United States Marshals Service (USMS) welcomes all Small, Women-Owned, Hub-Zone, Disadvantaged, Service-Disabled and Veteran-Owned businesses who are interested in doing business with our agency. This publication introduces you, the vendor, to some of the routine commodities and services which we purchase regularly, including any cutting edge or innovative technological goods and services. We continuously strive to encourage the participation of all Small, Women-Owned, Disadvantaged, HUBZone, Service-Disabled and Veteran-Owned businesses to become partners with us while we meet the goals of our agency in the 21st century.

The USMS has implemented the Purchase Card credit card program through a General Services Administration contract with Bank One. All of our district offices and headquarters divisions are now using the credit card for small buys not exceeding \$2,500. We are committed to the fullest use of the MasterCard credit card for routine small purchases and payment of goods and services. We strongly urge businesses that presently do not accept MasterCard buys and payments to consider the benefits and simplicity of credit card transactions. If interested in this opportunity, please contact Bank One at 1-888/297-0781 or via facsimile at 1-888/297-0785. They will provide you with the information and documentation that you will need in order to maximize your relationship with the USMS.

The USMS, in its ongoing search for qualified products and services, extends an invitation to Small, Women-Owned, HUBZone, Disadvantaged, Service-Disabled and Veteran-Owned Business Enterprises to inform us of your supplies or services, and to participate in future requests for proposals and quotations. We recommend *all* small, women-owned, disadvantaged, Hub-Zone, service-disabled and veteran-owned businesses register themselves through Department of Defense, Central Contractor Registration (CCR). The USMS does not maintain a bidder's mailing list

For further information, you may visit the Procurement Office website at: www.usmarshals.gov or direct your inquiries to Ms. Elizabeth L. Howard at 202/307-9349 or by facsimile at: 202/307-9695.

Patricia Hanson
Procurement Chief
Business Services Division

P R E F A C E

The Procurement Office at a glance: The Headquarters Contracts Team is responsible for the centralized procurement of national supplies and services for the United States Marshals Service (USMS). The Simplified Acquisitions Team processes headquarters and field requirements up to \$100,000. The ninety-four (94) field offices have delegated procurement authority of at least \$25,000 and some \$100,000.

Headquarters and field offices buy supplies and services from Small businesses, Socially and Economically Disadvantaged, HUBZone, Women-Owned, Service-Disabled and Veteran- Owned businesses to the maximum extent practicable.

Contained in this booklet are the purchasing procedures mandated by: Code of Federal Regulations (CFR), Title 48, Chapter 1; Federal Acquisition Regulations; Federal Property Management Regulations; Department of Justice Acquisition Regulations; agency policies and procedures and other general information concerning doing business with the USMS.

Additional information regarding our agency's forecast of contracting opportunities and prime contractor directory can be obtained via the Department of Justice, Office of Small and Disadvantaged Business Utilization at their website, www.usdoj.gov/jmd/osdbu/.

The USMS's procurement staff has, in the past, and will continue in the future, to encourage participation by all enterprises capable of providing supplies and services which are not available through mandatory procurement sources.

TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Welcome.....	i
Preface.....	ii
Table of Contents.....	iii
Procurement Office - Headquarters Contracts, Procurement Policy and Oversight Team, and Simplified Acquisitions Team.....	1
Other Agency Procurement and Program Officials.....	2
Helpful Procurement Web Sites.....	5
Other Agency Small Business Technical Advisors.....	6
Priorities for Use of Supply Sources.....	7
Products and Services Purchased by the USMS.....	8
Definitions.....	10

PROCUREMENT OFFICE

Patricia Hanson
Procurement Chief
Business Services Division, Suite 924
Washington, D.C. 20530-1000
202/307-8640

PROCUREMENT POLICY & OVERSIGHT TEAM: HEADQUARTERS CONTRACTS TEAM:

Mrs. Anita K. Maldon, Team Leader
Procurement Analyst
202/307-9227

VACANT, Team Leader
Contracting Officer

Ms. Elizabeth L. Howard
Procurement Analyst and
Small Business Technical Advisor
202/307-9349

**SIMPLIFIED ACQUISITIONS TEAM
(over \$25,000):**

Mrs. Joanne G. Rekas, Team Leader
Contracting Officer
202/307-9374

OTHER AGENCY PROGRAM OFFICIALS

DIRECTOR

Mr. Benigno G. Reyna
Director
United States Marshals Service
Washington, DC 20530-1000
202/307-9001

OFFICE OF EEO*

Mrs. Lisa Dickinson, EEO Officer
202/307-9048

AFFIRMATIVE EMPLOYMENT PROGRAMS

Ms. Annalisa D. Lee, Chief - 202/307-9691

COMPLAINTS

Ms. Joann Grady, Chief - 202/307-9040

DEPUTY DIRECTOR

Mr. Donald A. Gambatesa - 202/307-9005

GENERAL COUNSEL*

Mr. Gerald Auerbach - 202/307-9054

BUSINESS SERVICES DIVISION:

Mr. Gary E. Mead, Assistant Director
202/307-9700

MOTOR VEHICLES (AO):

Mr. Ron Rucker, Chief - 202/307-9307

ASSET FORFEITURE OFFICE

Mrs. Katherine Deoudes, Chief - 202/307-9009

PROCUREMENT OFFICE

Mrs. Patricia Hanson, Chief - 202/307-8640

HEADQUARTERS CONTRACTS TEAM***

VACANT, Team Leader
202/307-9675

PROCUREMENT POLICY & OVERSIGHT TEAM

Mrs. Anita K. Maldon, Team Leader
202/307-9227

AGENCY PURCHASE CARD COORDINATOR

Ms. Suzanne Agee - 202/307-8664

ASSET FORFEITURE CONTRACTS TEAM***

Ms. Carolyn Hendrick, Contracting Officer -
202/353-8350
Mr. Gary Insley, Contract Specialist - 202/307-5009

SMALL BUSINESS TECHNICAL ADVISOR

Ms. Elizabeth L. Howard - 202/307-9349

SIMPLIFIED ACQUISITION TEAM**

Mrs. Joanne G. Rekas, Team Leader
202/307-9374

PROPERTY MANAGEMENT

Mr. Nick Prevas, Chief - 202/307-8644

RECORDS MANAGEMENT

Mr. Peter A. Reese, Acting Mgr. - 202/307-9339

PUBLISHING & DISTRIBUTION TEAM (WAREHOUSE OPERATIONS & COPIERS)

Mr. Lawrence A. Mogavero, Chief - 202/307-5000

EXECUTIVE SERVICES DIVISION:

Mr. Michael A. Pearson, Assistant Director*
202/307-9105

CONGRESSIONAL AFFAIRS

Mr. John J. McNulty, III, Chief - 202/307-9220

PUBLIC AFFAIRS

Mr. Donald C. Hines, Chief - 202/307-9065

SPECIAL EVENTS

Ms. Garland Preddy, Manager - 202/307-9089

OTHER AGENCY PROGRAM OFFICIALS
(Continued)

HUMAN RESOURCES DIVISION:

Mrs. Suzanne D. Smith, Assistant Director
202/307-9625

EMPLOYMENT SERVICES

Ms. Patricia Lowery, Chief - 202/307-5170

HUMAN RESOURCE SERVICES

Mr. James R. Ogan, Chief - 202/307-9696

HEALTH & SAFETY PROGRAMS

Ms. Laura Kelso, Chief - 202/307-9653

PERSONNEL SECURITY

VACANT, Chief - 202/307-9487

MANAGEMENT SERVICES

PERSONNEL OFFICER*

Mrs. Katherine Mohan - 202/307-9414

**WORKFORCE RELATIONS & PERFORMANCE
MANAGEMENT**

Mr. Harry Mays, III, Chief - 202/307-9627

EMPLOYEE RELATIONS TEAM

Mr. Timothy Hickey, Chief - 202/307-9624

TRAINING ACADEMY*

Mr. Brian Beckwith, Chief, - 912/267-2731
Glynco, GA

DEPUTY CHIEF

Mr. Michael A. Cherne - 912/267-2555

CORE PROGRAMS BRANCH

Mr. David King, Chief - 912/267-2397

PROFESSIONAL DEVELOPMENT BRANCH

Mr. Clifford LaBarge - 912/267-2792

ARMORER

Mr. Steve Bryant, 912/267-3519

INVESTIGATIVE SERVICES DIVISION:*

Mr. Robert J. Finan, II, Assistant Director
202/307-9707

INVESTIGATIVE OPERATIONS

Mr. T. Michael Earp, Chief - 202/307-9195

TECHNICAL OPERATIONS - (ELECTRONIC

SURVEILLANCE)**

Mr. Tim Williams - 703/285-3222

JUDICIAL SECURITY DIVISION:*

Mr. Mark Farmer, (Acting) Assistant Director
202/307-9500

**CENTRAL COURTHOUSE MANAGEMENT
GROUP (CCMG)**

Mr. Dave Barnes, Chief - 202/353-8767

ARCHITECTURAL DESIGN

Mr. Barry Sullivan, Assistant Chief - 202/305-0152

**OFFICE OF OCCUPATIONAL SAFETY &
HEALTH**

Mr. Joe Buonocore, Assistant Chief - 202/307-8767

JUDICIAL SECURITY CONTRACTS TEAM***

Mr. John F. Kraus, Team Leader - 202/307-5080

Mr. Lauris Eek, Cont. Ofcr. - 202/307-5137

Susan Erickson, Cont. Ofcr. - 202/307-9254

Mrs. Maxine Robinson, Cont. Ofcr. - 202/307-9185

Mr. Donnell Sam, Cont. Ofcr. - 202/307-9249

JUDICIAL PROTECTIVE SERVICES

Mr. Marc A. Farmer, Chief - 202/307-9504

RESOURCE OVERSIGHT BRANCH

Ms. Joanne Lardy, Program Mgr. - 202/307-9513

PROTECTIVE OFFICE OF INTELLIGENCE

Mr. Donald Horton, Chief - 202/307-9139

MANAGEMENT & BUDGET DIVISION:*

COMPTROLLER

Mr. Edward Dolan, 202/307-9027

Mrs. Broadine M. Brown, Assistant Director MBD
202/307-9032

BUDGET EXECUTION

Mr. John May, Jr., Chief - 202/307-5141

**OTHER AGENCY PROGRAM OFFICIALS
(Continued)**

BUDGET FORMULATION

Ms. Maureen Pan, Chief - 202/307-9301

OFFICE OF FINANCE

Mr. Robert A. Whiteley, Chief - 202/307-9320

MANAGEMENT & PLANNING

Mr. Joseph Briggs, Chief - 202/307-9077

**OFFICE OF INFORMATION SERVICES
CHIEF INFORMATION OFFICER****

Ms. Diane Litman, Assistant Director - 202/307-9350

APPLICATIONS TEAM

Mr. Ron Pautz, Team Leader - 202/307-9571

**COMMUNICATIONS (TELEPHONE
SERVICES)**

Mr. Joe Eason, Team Leader - 202/307-9325

IT SECURITY TEAM

Ms. Claire Adams, Team Leader - 202/307-9566

OPERATIONS SUPPORT DIVISION

Mr. Arthur D. Roderick, Jr, Assistant Director
202/307-9489

AUDIT

Mr. W. Buz Brown, Chief Inspector
202/307-9303

INTERNAL INVESTIGATIONS

Ms. Alonda Guilbeau, Chief - 202/307-9597

SPECIAL OPERATIONS TACTICAL CENTER**

Mr. Scott Flood, Commander - 3318/640-4560

OFFICE OF INSPECTION

Ms. Yvonne Bonner, Chief - 202/307-9154

**WITNESS SECURITY & PRISONER
OPERATIONS DIVISION:***

Mr. Sylvester E. Jones, Assistant Director
202/307-5100

ANALYSIS & PLANNING

Ms. Jerry Monroe, Branch Chief - 202/307-9099

INVESTIGATIONS & DETENTION

VACANT, Branch Chief - 202/307-5100

PROTECTIVE OPERATIONS

Mr. Kearn J. Knowles, Sr., Chief - 202/307-9150

PRISONER MEDICAL

Mrs. Patricia H. Macherey, Branch Chief
202/307-9681

PROGRAMS & ASSISTANCE

VACANT, Branch Chief, - 202/307-9591

**JUSTICE PRISONER AND ALIEN
TRANSPORTATION SYSTEM (JPATS):**

Mr. Kenneth Pakarek, Assistant Director
816/374-6060

BUSINESS OFFICE

Mr. Jim Ellis - 816/467-1903

ADMINISTRATIVE OFFICER**

Mr. John Wichmann -816/497-1908

CONTRACTING/PURCHASING STAFF:

Ms. Shelley Bothwell, Cont. Ofcer. - OKL 405/680-3425

Mr. Larry Park, Simp. Acq.,OKC - 405/680-3424

Mr. Jesus Flores, Simp. Acq., El Paso, TX -
915/782-4494

Ms. Jeanie Molinar, Simp. Acq., El Paso, TX -
915/782-4489

Ms. Amy Hebert, Simp. Acq., Alexandria, LA -
318/473-7523

Legend:

* Office has procurement authority up to \$25,000.

**Office has procurement authority up to \$100,000.

***Unlimited Procurement Authority

HELPFUL PROCUREMENT WEB-SITES

- Central Contractor Registration:** <http://www.ccr.gov/>
- Department of Justice - OSDBU:** <http://www.justice.gov/jmd/pe/index.htm>
- Federal Acquisition Regulation (FAR):** www.arnet.gov/far
- Federal Acquisition Regulation FORMS:** <http://www.gsa.gov/Portal/formslibrary.jsp>
- Federal Business Opportunities (FedBizOpps) formerly Electronic Posting System (EPS):**
(Note: Vendors can register to receive notifications regarding certain service and commodity codes)
www.fedbizopps.gov
- FIPS PUB. 55:** http://geonames.usgs.gov/pls/gnis/web_fips55.gnis_web_fips55_form
- GSA FSS Schedules e-Library:** <http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome>
- HUBZone Status (List of Qualified HUBZone Small Business Concerns:** www.sba.gov/hubzone
- Justice Acquisition Regulation (JAR):** www.usdoj.gov/jmd/pss/jarinet.htm
- North American Industrial Classification System:** <http://fpdcapp.gsa.gov/pls/fpdsweb/NAICSWiz>
- Past Performance Information Retrieval System:** <http://www.ppirs.gov/>
- Product and Service Codes:** <http://fpdcapp.gsa.gov/pls/fpdsweb/PscWiz>
- Size (Industry) Standards (FAR Part 19):** <http://www.sba.gov/size/indexsize.html>
- Small Business Administration (SBA):** www.sba.gov
- Standard Industrial Codes (SIC) to North American Industrial Classification System (NAICS) Code:**
www.census.gov/epcd/www/naicstab.htm or https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm
- United States Marshals Service:** See "District Offices" link on the left side of site.
www.usmarshals.gov
- Women-Owned Business Web Site:** <http://www.womenbiz.gov/>

Other Agency Small Business Technical Advisors (SBTA):

- Alcohol, Tobacco, Firearms and Explosives (ATF): Grace E. Foster 202/927-7716
Grace.Foster@atf.gov
650 Massachusetts Avenue, N.W., Suite 3290
Washington, DC 20026
FAX: 202/927-7314
- Bureau of Prisons (BOP): Lenard Foust, 202/307-0985
Len.G.Foust@usdoj.gov
320 1st Street, N.W., Suite 5995
Washington, DC 20534
FAX: 202/616-6007
- Drug Enforcement Administration (DEA): Yolanda Tillman., 202/307-4921
Yolanda.T.Tillman@usdoj.gov
700 Army Navy Drive, Suite W-5140
Arlington, VA 22202
FAX: 202/307-4877
- Federal Bureau of Investigations (FBI): Julie Hammond, 202/324-0569
No-Email Address
935 Pennsylvania Avenue, N.W. Suite 1B015
Washington, DC 20532-0001
FAX: 202/324-0570
- Federal Prison Industries - UNICOR (FPI): Vivian Drammeh 202/305-7324
Vivian.Drammeh@usdoj.gov
400 1st Street, N.W., 7th Floor
Washington, DC 20534
FAX: 202/305-7365
- Justice Management Division (JMD): Kenneth H. Freeman, 202/307-1971
Kenneth.H.Freeman@usdoj.gov
1331 Pennsylvania Avenue, N.W., Suite
Washington, DC 20530
FAX: 202/307-1931
- Office of Detention Trustees (ODT): Lori A. Ray, 202/353-4601
Lori.Ray@usdoj.gov
1331 Pennsylvania Avenue, N.W., Suite 1210
Washington, DC 20530
FAX:
- Office of Inspector General (OIG): Clarice L. Backebanga, 202/616-4543
Clarice.L.Backebanga@usdoj.gov
1425 New York Avenue, NW, Suite 7000
Washington, DC 20005
FAX:
- Office of Justice Programs (OJP): Raymond C. German, 202-307-0613
Raymond.German@usdoj.gov
810 7th Street, N.W., 12th Floor
Washington, DC 20531
FAX: 202/307-0086

**PRIORITIES FOR USE OF
SUPPLY SOURCES**

Executive agencies shall order supplies and services from the following sources in the order listed below in descending order of priority, except in accordance with the FAR 8.003:

SUPPLIES

1. Agency Inventories.
2. Excess from other agencies (FAR Subpart 8.1).
3. Federal Prison Industries Inc. (UNICOR) (see FAR Subpart 8.6).
4. Supplies which are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7)
5. Wholesale supply sources, such as: stock programs of GSA (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points.
6. Mandatory Federal Supply Schedules (see FAR Subpart 8.4).
7. Optional use Federal Supply Schedules (see FAR Subpart 8.4); and
8. Commercial sources (including educational and non-profit institutions).

SERVICES

1. Services which are on the Procurement List maintained by the Committee for Purchase From People Who Are Blind and Severely Disabled (see Subpart 8.7)
2. Mandatory Federal Supply Schedules (see FAR Subpart 8.4).
3. Optional use Federal Supply Schedules (see FAR Subpart 8.4); and
4. Federal Prison Industries, Inc., (UNICOR) (see FAR Subpart 8.6) or other commercial sources (including educational and non-profit institutions).

Sources other than those listed above may be used as prescribed in 41 CFR 101-26.301 and in an unusual and compelling urgency as prescribed in FAR 6.302-2 and in 41 CFR 101-25.101-5.

Statutory obligations for Government agencies to satisfy their requirements for supplies available from the Committee for Purchase from People Who Are Blind or Severely Disabled also applies when contractors purchase the supply items for Government use.

**PRODUCTS/SERVICES PURCHASED BY THE
UNITED STATES MARSHALS SERVICE**

Aircraft Charter Services and Lease (JPATS)
Aircraft Repair Services and Maintenance (JPATS)
ADPE - Automatic Data Processing Equipment accessories, parts, lease, supplies,
services, (including Information Technology) (nationwide)
Ammunition and related items (nationwide)
Antenna Sites (nationwide)
Automobiles, lease, purchase, maintenance, parts and accessories (nationwide)
Asset Forfeiture (including Property Management, Auctioneer Services, etc.)(nationwide)
Athletic & Recreational Equipment (Training Academy)
Badges, Credentials (HQTRS.)
Barrier Tape (nationwide)
Batteries (aircraft, vehicle, pager, cell phone, etc.) (nationwide)
Binoculars (nationwide)
Bomb Detectors (i.e., Walk-Thru, Hand-Held Metal Detectors) (nationwide)
Books, Maps and Publications (HQTRS.)
Chemical Agents (nationwide)
Calculators (nationwide)
Clothing (i.e., operational or tactical) (nationwide)
Communications and Telecommunications Equipment and Services (nationwide)
Copying and Duplicating Equipment and Supplies (nationwide)
Court Reporters (nationwide)
Dictating and Transcribing Services (nationwide)
Drapes (nationwide)
Electronic Surveillance Equipment (HQTRS.)
Facsimile Equipment and Supplies (nationwide)
Fingerprint Supplies (nationwide)
Fire Extinguishers (nationwide)
Firearms (i.e., weapons)(nationwide)
Flags (nationwide)
Furniture, Systems, Computer, General Office etc. (nationwide)
Graphic Services (Composition **no** Typography) (HQTRS.)
Guard Services, Armed and Unarmed (nationwide)
Holsters, Handbags and other Leather Goods (nationwide)
Judicial Security Systems (nationwide)

(Continued)

Lamps (nationwide)
Law Enforcement Equipment and Supplies (nationwide)
Material Handling Equipment (HQTRS.)
Office Supplies (nationwide)
Night vision scopes (nationwide)
Packaging Supplies (HQTRS.)
Pagers (nationwide)
Paper, Xerographic, Facsimile and Laser (nationwide)
Photographic Equipment, Supplies and Services (nationwide)
Promotional Item (HQTRS.)(nationwide)
Property Management Services (Asset Forfeiture)(nationwide)
Radios, Mobile, Handheld, installation and repair (nationwide)
Rehabilitation of Furniture & Equipment (HQTRS.)
Relocations Services (nationwide)
Remediation Services (nationwide)
Safes (nationwide)
Shredders, paper (nationwide)
Stamps Re-inking, Pre-inked, and Rubber (HQTRS.)
Security Equipment (nationwide)
Tactical Weapons (nationwide)
Targets (nationwide)
Tires (nationwide)
Tools (HQTRS.)
Towing, Storage and Disposal of Seized/Forfeited Vehicles (nationwide)
Training (HQTRS.)
Telecommunications equipment, parts and maintenance (nationwide)
Typewriters, Electronic (nationwide)
Video Equipment and Productions (HQTRS.)(nationwide)
Weapons (hand-held, automatic, rifles, shotguns)(nationwide)
Warehousing Services, Bonded (HQTRS.)
X-Ray Equipment (nationwide)

DEFINITIONS

“HUBZone” means a historically underutilized business zone, which is an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation.

“HUBZone Small Business Concern” means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the SBA.

“Service-Disabled veteran-owned small business concern” means a small business concern that is not less than 51 percent owned by one or more service-disabled veterans or in a publicly owned business 51 percent of the stock is owned by one or more service-disabled veterans; and the management and daily business operations are controlled by one or more service-disabled veterans with permanent and severe disability, the spouse or permanent caregiver of such veteran.

“Small Business Concern”, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operations in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR 121. (See FAR 19.001, Definitions, and FAR 19.102).

“Small Disadvantaged Business Concern”, means an offeror that represents, as part of its offer, that it is a small business under the size standards applicable to the acquisition - either received certification as a small disadvantaged business concern; no change in disadvantaged ownership since certification concern is owned by one or more individuals whose individual net worth does not exceed \$750,000 or is a certified small disadvantaged business concern in SBA’s PRO-Net database.

“Veteran-Owned Small Business Concern” means a small business concern that is not less than 51 percent of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans and the management and daily operations are controlled by one or more veterans.

“Very Small Business Concern” means a small business concern whose headquarters is located within the geographic area served by a designated SBA district; and which, together with its affiliates, has no more than 15 employees and has average annual receipts that do not exceed \$1 million.

“Women-Owned Business”, means a small business which is at least 51 percent owned by one or more women; who also control and operate the business or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.