



United States Marshals Service (USMS) Office of Procurement (OOP)

10 TEN STEPS TO DOING BUSINESS WITH USMS

1. **Identify your product/service** - Know the [Federal Supply Class or Service \(FSC/SVC\)](#) codes and the [North American Industry Classification System \(NAICS\)](#) codes for your products or services.
2. **To do business with USMS, vendors need a DUNS number** - To apply for or look up your company's number, go to the following web address: www.dnb.com.
3. **Vendors must register with SAM** - All vendors must have a Contractor and Government Entity (CAGE) code. If you do not have a CAGE code, one will be assigned to you when you complete the SAM registration at www.SAM.gov. This registration must be updated annually before the expiration date. Be sure to completely fill out the SAM application, including every business classification that applies to your company.
4. **Identify your target market within USMS** - Identify what the USMS procures.
5. **Match your company's capabilities to the Federal Supply Schedule** - Contact the [U.S. General Services Administration \(GSA\)](#) for information on how to obtain a Federal Supply Schedule contract. Many USMS purchases are, in fact, orders on FSS contracts.
6. **Perform a search on Contract Opportunities (formally FBO) to find upcoming and current USMS business opportunities** - Visit www.beta.sam.gov/help/contract-opportunities
7. **Familiarize yourself with USMS Contracting procedures** - Be familiar with the [Federal Acquisition Regulations \(FAR\)](#) and the [Justice Federal Acquisition Regulation Supplement](#).
8. **Explore subcontracting opportunities** - Obtain information on subcontracting opportunities through the SBA's [SUB-Net](#) or [Subcontracting Opportunities Directory](#). Solicitations or notices are posted by prime contractors.
9. **Research small business programs** - Visit www.sba.gov to learn about Small business development and mentoring programs.
10. **Market your company** - Key steps in marketing your company include but are not limited to having a plan and a budget, a great product and/or service, a professional brand, and powerful marketing materials.

OFFICE ADDRESS:

U.S. Marshals Service
Office of Procurement Washington,
DC 20530-0001

HELPFUL PROCUREMENT WEBSITES

AbilityOne
www.abilityone.gov/

Acquisition Gateway
www.hallways.cap.gsa.gov/app/#/

Department of Justice – OSDDBU
www.usdoj.gov/jmd/osdbu/ or
www.justice.gov/business/business-opportunities.htm

Federal Acquisition Regulation (FAR)
www.acquisition.gov

Federal Acquisition Regulation FORMS
www.acquisition.gov/browse/index/far

Federal Business Opportunities (FedBizOpps)
www.beta.sam.gov/help/contract-opportunities

GSA FSS Schedules e-Library
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/pe/jarinet.htm

Minority Business Development Agency
www.mbda.gov

National Association of Small Business Contractors (NASBC)
www.nafcasmallbusiness.com/

National Center for American Indian Enterprise Development
www.ncaied.org

Standard Industrial Codes (SIC) to North American Industrial Classification System (NAICS) Code
www.census.gov/epcd/www/naics.html

Contractor Performance Assessment Reporting System
www.cpars.gov/

Product and Service Codes
www.acquisition.gov/sites/default/files/manual/PSC_Manual_October_2020.pdf

Size (Industry) Standards (FAR Part 19)
www.sba.gov/size/indexsize.html

Small Business Administration (SBA)
www.sba.gov

System for Award Management
www.SAM.gov or www.acquisition.gov

U.S Women's Chamber of Commerce
www.uswcc.org

UIDA (Native American Procurement & Technical Assistance Center) Business Services
www.sba.gov/offices/headquarters/naa/spotlight
www.nativesba.sisterskyinc.com/resource-library/sba-onaa-resources/

United States Marshals Service
www.usmarshals.gov

Veteran's Business Opportunities Web Site
www.va.gov/osdu/programs/

White House Initiative on Asian American & Pacific Islanders
www.Mbda.gov/WHIAAPI

Women-Owned Business
www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contracting-program



PRODUCTS/SERVICES PURCHASED BY THE UNITED STATES MARSHALS SERVICE AND ASSOCIATED NAICS CODES *(This is not an all-inclusive list.)*

PRODUCTS & SERVICES

- 1) Other Support Activities for Air Transportation (488190)
- 2) Passenger Car Leasing (532112)
- 3) All Other Support Services (561990)
- 4) Satellite Telecommunications (517410)
- 5) Court Reporting and Stenotype Services (561492)
- 6) Graphic Design Services (541430)
- 7) Security Guards and Patrol Services (561612)
- 8) Photographic Equipment and Supplies Merchant Wholesalers (423410)
- 9) Reupholstery and Furniture Repair (811420)
- 10) Used Household and Office Goods Moving (484210)
- 11) Remediation Services (562910)
- 12) Motor Vehicle Towing (488410)
- 13) Vocational Rehabilitation Services (624310)
- 14) Communication Equipment Repair and Maintenance (811213)
- 15) General Warehousing and Storage (493110)

- 1) Data Processing, Hosting, and Related Services (518210)
- 2) Other Miscellaneous Durable Goods Merchant Wholesalers (423990)
- 3) New Car Dealers, Automotive Parts and Accessories Stores (441110/441310)
- 4) Sporting Goods Stores, Sporting and Recreational Goods and Supplies Merchant Wholesalers (451110/423910)
- 5) All Other Plastics Product Manufacturing (326199)
- 6) Optical Instrument and Lens Manufacturing (333314)
- 7) Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing (334511)
- 8) All Other Publishers, Other Commercial and Service Industry Machinery Manufacturing (511199/333318)
- 9) Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing (334220)
- 10) Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing (334511)
- 11) All Other Miscellaneous Chemical Product and Preparation Manufacturing (325998)
- 12) Stationery and Office Supplies Merchant Wholesalers (424120)
- 13) All Other Miscellaneous Store Retailers (except Tobacco Stores) (453998)
- 14) Industrial Machinery and Equipment Merchant Wholesalers (423830)
- 15) Paper (except Newsprint Mills), Stationary Office Supplies Merchant Wholesalers (322121/424120)

DEFINITIONS

“**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.

“**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.

“**Veteran-Owned Small Business Concern,**” means a small business concern that is not less than 51 percent 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.

“**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.

“**HUBZone,**” means a historically under-utilized 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.