



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. If you need further information, visit the following web address: www.sbaonline.sba.gov/index.html.
- 4. Identify your target market within USMS** - Identify what the USMS procures. Review the USMS website and industry publications.
- 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 FedBizOps search to find opportunities** - Visit www.fbo.gov.
- 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
FSD – Office of Procurement
Washington, DC 20530-0001

HELPFUL PROCUREMENT WEBSITES

Department of Justice – OSDBU

www.usdoj.gov/jmd/osdbu/ or
<http://www.justice.gov/business/business-opportunities.htm>

Federal Acquisition Regulation (FAR)

www.acquisition.gov

Federal Acquisition Regulation FORMS

www.gsa.gov/Portal/formslibrary.jsp

Federal Business Opportunities (FedBizOpps)

www.fbo.gov

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.nasbc.org

National Center for American Indian Enterprise Development

www.ncaied.org

North American Industrial Classification System

www.census.gov/epcd/www/naics.html

Past Performance Information Retrieval System

www.ppirs.gov

Product and Service Codes

www.wingovcon.com/downloads/service_product_codes.pdf

Size (Industry) Standards (FAR Part 19)

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

<http://www.census.gov/eos/www/naics/>

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.uida.org

United States Marshals Service

www.usmarshals.gov

Veteran's Business Opportunities Web Site

www.vetbiz.gov

White House Initiative on Asian American & Pacific Islanders

www.aapi.gov

Women-Owned Business

www.womenbiz.gov



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

PRODUCTS & SERVICES

- 1) Aircraft Charter, Repair & Maintenance Service (488190)
- 2) Automobile Leases and maintenance (532112)
- 3) Asset Forfeiture (including Property Management, Auctioneer Services, etc.) (561990)
- 4) Communication & Telecommunications Services (517410)
- 5) Court Reporters (561492)
- 6) Facsimile Supplies (325992)
- 7) Graphic Services (Composition no Typography) (541430)
- 8) Guard Services, Armed and Unarmed (561612)
- 9) Photographic Equipment, Supplies, and Services (423410)
- 10) Furniture & Equipment Repairs (811420)
- 11) Relocation Services (484210)
- 12) Remediation Services (562910)
- 13) Towing, Storage, and Disposal of Seized/Forfeited Vehicles (488410)
- 14) Training (624310)
- 15) Telecommunications Maintenance (811213)
- 16) Warehousing Services, Bonded (493110)

- 1) Automatic Data Processing Equipment (IT) (518210)
- 2) Ammunition and Firearms & Accessories, Weapons (423990)
- 3) Automobile Purchase, Parts and Accessories (441110/441310)
- 4) Athletic & Recreational Equipment (451110/423910)
- 5) Badges, Credentials (326199)
- 6) Barrier Tape, Binoculars, Night Vision Scopes and Batteries (for various items) (333314)
- 7) Bomb Detectors & Chemical Agents (334511)
- 8) Books, Maps, Calculators, and Clothing (511199/333318)
- 9) Communication and Telecommunications Equipment, Pagers (334220)
- 10) Copying and Duplicating Equipment (423420)
- 11) Drapes, Furniture, Lamps (423220)
- 12) Electronic Surveillance Equipment (334511)
- 13) Facsimile Equipment (334210)
- 14) Finger Printing Supplies, Fire Extinguishers (325998)
- 15) Flags, Furniture, General Office Supplies (Computers) (424120)
- 16) Law Enforcement Equipment and Supplies, Security Equipment, X-Ray Equipment (453998)
- 17) Material Handling Supplies (423830)
- 18) Paper, Xerographic, Facsimile, and Laser (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.