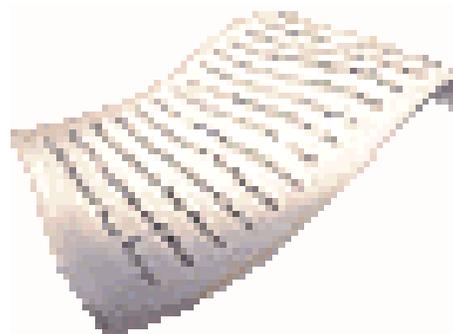




# HANDBOOK ON DOING BUSINESS WITH THE UNITED STATES MARSHALS SERVICE



Dear Sir/Madam:

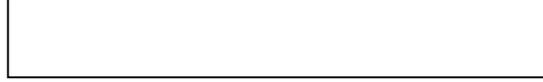
The United States Marshals Service (USMS) welcomes all Small, Women-Owned, Hub-Zone, Disadvantaged, Service-Disabled, and Veteran-Owned businesses who are interested in doing business with our agency. This publication introduces you, the vendor, to some of the routine commodities and services we purchase 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 21<sup>st</sup> century.

The USMS has implemented the Purchase Card credit card program through a General Services Administration contract with Bank One/J. P. Morgan Chase. All of our district offices and headquarters divisions are now using the credit card for small buys not exceeding the micro-purchase threshold. 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/J. P. Morgan Chase at 1-800/622-7728. 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](http://www.usmarshals.gov) or direct your inquiries to Ms. Elizabeth L. Howard at 202/307-9349 or by facsimile at: 202/307-9695.

Anita K. Maldon  
Procurement Chief  
Business Services Division



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 Asset Forfeiture Contracts Team processes simplified acquisitions and contracts related to the Asset Forfeiture mission. 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/](http://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.



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# PROCUREMENT OFFICE

Anita K. Maldon  
Procurement Chief  
Business Services Division, Suite 924  
Washington, D.C. 20530-1000  
202/353-1434

## **PROCUREMENT POLICY & OVERSIGHT**

### **TEAM:**

VACANT, Chief  
Senior Procurement Analyst

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

Ms. Lynda Jackson  
Agency Purchase Card Coordinator  
202/307-9374

### **SIMPLIFIED ACQUISITIONS TEAM (over \$25,000 up to \$100K):**

Ms. Carolyn Hendrick, Chief  
Contracting Officer  
202/353-8350

Mr. Patrick Keefe  
Contract Specialist  
202/616-0740

Ms. Malinda Joyner  
Contract Specialist  
202/616-0638

### **DISTRICT CONTRACTS TEAM:**

Ms. Karen Schroeder, Chief  
Contracting Officer  
202/343-4064

Mr. David Dover  
Contract Specialist  
202/305-9569

### **HEADQUARTERS CONTRACTS TEAM:**

Elois Anderson, Chief  
Senior Procurement Analyst  
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Mr. Donnell Sam  
Contract Specialist  
202/305-9422

Mr. Lauris M. Eek, Leasing Program  
Contract Specialist  
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### **JPATS CONTRACTS TEAM:**

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## **DIRECTOR**

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Director  
United States Marshals Service  
Washington, DC 20530-1000  
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## **CHIEF OF STAFF**

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## **DEPUTY CHIEF OF STAFF**

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## **COMPLAINTS PROCESSING**

Ms. Tanya Wright, Chief - 202/305-9048

## **DEPUTY DIRECTOR**

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## **PRINCIPAL DEPUTY GENERAL COUNSEL**

Mrs. Lisa M. Dickinson, 202/307-9054

## **FOIA OFFICE**

Mr. William E. Bordley, Chief - 202/307-8571

## **OFFICE OF COMMUNICATIONS**

### **CONGRESSIONAL AFFAIRS**

Mr. Douglas Disrud, Chief - 202/307-5140

### **DEPUTY CHIEF**

Ms. Alexis Fooshé, 202/353-1430

### **PUBLIC AFFAIRS**

Mr. Jeffrey Carter, Chief - 202/307-9065

### **DEPUTY CHIEF**

Mr. Steve Blando, 202/307-9344

## **OFFICE OF INSPECTION**

Mr. Herman Brewer, Chief - 202/307-9155

## **AUDIT**

Ms. Noelle Douglas, Chief Inspector - 202/307-9567

## **INTERNAL INVESTIGATIONS**

Mr. Stanley Griscavage, Chief Inspector - 202/307-9563

## **ASSOCIATE DIRECTOR FOR ADMINISTRATION**

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## **ASSET FORFEITURE DIVISION:**

Mr. Michael A. Pearson, Assistant Director - 202/307-9221

## **DEPUTY ASSISTANT DIRECTOR**

Mr. Eben Morales - 202/307-5085

### **ASSET FORFEITURE CONTRACTS TEAM\*\*\***

Mr. Gary Insley, Program Manager - 202/307-5009

## **FINANCIAL SERVICES DIVISION:**

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202/307-9193

## **DEPUTY ASSISTANT DIRECTOR**

Mr. Jim Murphy - 202/307-8711

## **OFFICE OF BUDGET**

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## **OFFICE OF FINANCE**

Mr. William S. Truitt, Chief - 202/307-9320

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### **DISTRICT CONTRACTS TEAM\*\*\***

Ms. Karen Schroeder, Chief - 202/353-4063

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### **PROCUREMENT POLICY & OVERSIGHT TEAM**

VACANT, Chief

### **SMALL BUSINESS TECHNICAL ADVISOR**

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### **SIMPLIFIED ACQUISITION TEAM\*\*\***

Ms. Carolyn Hendrick, Chief - 202/353-8350

**OTHER AGENCY PROGRAM OFFICIALS (Continued)**

**JPATS CONTRACTS TEAM\*\*\***

Ms. Arlene D. Carlson, Acting Chief – 202/353-8348

**HUMAN RESOURCES DIVISION:\***

Ms. Darla K. Callaghan, Assistant Director - 202/307-9619

**DEPUTY ASSISTANT DIRECTOR**

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**POSITION MANAGEMENT & CLASSIFICATION**

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**OFFICE OF MANAGEMENT SERVICES**

VACANT -

**OVERSIGHT & AUTOMATION**

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**OFFICE OF EMPLOYMENT SERVICES**

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**ADMINISTRATIVE STAFFING**

Mrs. Barbara Spangler, Chief - 202/307-9425

**LAW ENFORCEMENT STAFFING**

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**MERIT PROMOTION/BENEFITS & PAYROLL**

Ms. Joyce Menton, Chief – 202/307-5725

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**LABOR RELATIONS MANAGER**

Gil Colston, Asst. Chief - 202/353-3235

**EMPLOYEE RELATIONS TEAM**

Ms. Emmalisa Hobbs, Asst. Chief - 202/307-5186

**EMPLOYEE HEALTH PROGRAMS**

Ms. Judy Sullivan, Acting Chief - 202/307-9493

**INFORMATION TECHNOLOGY DIVISION:**

**CHIEF INFORMATION OFFICER\*\***

Ms. Lisa M. Davis, Assistant Director - 202/307-5016

**DEPUTY ASSISTANT DIRECTOR**

Mr. Judd Nicholson – 202/307-5016

**STRATEGIC AND PROGRAM MANAGEMENT**

Mr. Christopher Thorne, Chief – 303/335-3377

**ENTERPRISE MANAGEMENT**

Ms. Claire Adams, Chief - 202/307-9566

**SYSTEMS ADMINISTRATION & CUSTOMER SUPPORT**

Mr. Ron Wuthrich, Chief - 313/234-5691

**INFORMATION TECHNOLOGY APPLICATIONS**

Mr. John Campbell, Chief – 202/307-9370

**INFRASTRUCTURE & APPLICATIONS**

Mr. Joe Eason, Chief - 202/307-9325

**MANAGEMENT SUPPORT DIVISION:**

Mr. Donald S. Donovan, Assistant Director - 202/307-9011

**EVENT PLANNING**

Ms. Garland Preddy – 202/307-9089

**POLICY AND STRATEGIC PLANNING**

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**MOTOR VEHICLES (AO):**

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

**PROPERTY MANAGEMENT**

Eugene C. Pierce, Jr., Chief - 202/307-5021

**RECORDS MANAGEMENT**

Ms. Robin B. Wise - 202/353-0658

**PUBLISHING & MULTIMEDIA SERVICES OFFICE  
(WAREHOUSE OPERATIONS & COPIERS)**

Ms. Deborah Rhode, Chief – 202/307-5000

**OFFICE OF COURTHOUSE MANAGEMENT**

Mr. William G. Mayles, Chief - 202/353-8767

**DEPUTY CHIEF**

Mr. Joseph Johnson – 202/307-8767

**ARCHITECTURAL/RESOURCE OVERSIGHT BR.**

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

**EASTERN PROJECT DEV. & CONSTRUCTION BR.**

Mr. Larry Balda, Chief – 202/353-3355 (1-3, 6-8, 10)

**WESTERN PROJECT DEV. & CONSTRUCTION BR.**

Mr. Scott Robine, Chief – 202/353-8767 (4,5,9,11)

**RESOURCE OVERSIGHT BRANCH**

Ms. Barbara Gernon, Chief – 202/307-9081

**OTHER AGENCY PROGRAM OFFICIALS (Continued)**

**DEPUTY CHIEF**

Mr. Mike Brumbaugh – 202/305-9545

**HEADQUARTERS BUILDINGS BR.**

Mr. David Kohan, Chief - 202/353-8767

**OCCUPATIONAL SAFETY & HEALTH BR.**

Ms. Laura Kelso, Chief - 202/353-8767

**NATIONAL SECURITY PROGRAMS BR.**

Mr. Mark Meredith, Chief - 202/353-8767

**TRAINING DIVISION (Glynco, GA):\*\***

Mr. Marc A. Farmer, Assistant Director - 202/307-9489

**DEPUTY ASSISTANT DIRECTOR**

Mr. Vernon J. Johnson, Acting - 912/267-2578

**BASIC PROGRAMS BRANCH**

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

**PROFESSIONAL DEVELOPMENT BRANCH**

Mr. Vernon J. Johnson, Acting Chief - 912/267-2792

**FIELD TRAINING BRANCH**

Mr. Willie Richardson, Acting Chief - 912/267-2573

**ARMORER**

Mr. Steve Bryant, 912/267-3519

**LEARNING MANAGEMENT**

Mr. Mark Dunker, Chief – 912/267-2878

**ASSOCIATE DIRECTOR FOR OPERATIONS**

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**INVESTIGATIVE OPERATIONS DIVISION:\*\***

Mr. T. Michael Earp, Assistant Director -

**DEPUTY ASSISTANT DIRECTOR**

Mr. Geoffrey Shank – 202/307-9167

**TECHNICAL OPERATIONS - (ELECTRONIC SURVEILLANCE)\*\***

Mr. Joel Kirch, Chief - 202/307-9201

**INTERNATIONAL INVESTIGATIONS BRANCH**

Mr. Donald O’Hearn, Chief - 202/307-9110

**TASK FORCE OPERATIONS BRANCH**

Mr. Bill Sorukas, Chief - 202/353-4070

**CRIMINAL INFORMATION BRANCH**

Mrs. Debbie Jenkins, Chief - 202/307-9109

**PROGRAMS & POLICY BRANCH**

Ms. Michelle Arnold, Chief - 202/307-9579

**SEX OFFENDER INVESTIGATIONS BRANCH**

Mr. David Harlow, Chief - 202/353-8339

**JUDICIAL SECURITY DIVISION:**

Mr. Michael J. Prout, Assistant Director - 202/307-9500

**DEPUTY ASSISTANT DIRECTOR - SECURITY SVCS.**

Mr. Steve Conboy, - 202/616-0028

**OFFICE OF SECURITY CONTRACTS\*\*\***

Mr. Franklin Miles, Chief - 202/307-5015

Mr. Michael A. Ferstl, Acting Deputy Chief, 202/307-5129

Ms. Patricia Huffman, Contracting Spec - 202/353-3276

Mr. Roy Jones, Contracting Spec - 202/307-9666

Mr. Jesse Moore, Contract Spec - 202/307-3435

**OFFICE OF SECURITY SYSTEMS**

Mr. David F. Hubbuch, Chief - 202/305-9530

**DEPUTY ASSISTANT DIRECTOR - JUDICIAL OPERATIONS\*\***

Mr. Robert W. Fagan, Chief - 202/307-9523

**OFFICE OF PROTECTIVE INTELLIGENCE**

Mr. Michael J. Rose, Chief - 202/305-9563

**OFFICE OF PROTECTIVE OPERATIONS**

Mr. David Sligh, Chief - 202/35-3257

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

Mr. Scott C. Rolstad, Assistant Director - 816/467-1900

**DEPUTY ASSISTANT DIRECTOR**

Mr. James F. Ellis - 816/467-1903

**FLIGHT OPERATIONS**

Mr. Jerry Hurd, Chief - 816/467-1906

**OTHER AGENCY PROGRAM OFFICIALS (Continued)**

**JPATS OPERATIONS**

Mr. Scott Flood, Chief - 816/467-1905

**BUSINESS MANAGEMENT**

Ms. Kathleen Maupin, Chief - 816/467B1968

**ADMINISTRATIVE OFFICER\*\***

VACANT - 816/497-1908

**TACTICAL OPERATIONS DIVISION:\*\***

Mr. William D. Snelson, Assistant Director – 202/307-9100

**PRISONER OPERATIONS**

Mr. Dan O=Donnell, Acting Deputy Asst. Chief  
202/307-5100

**OFFICE OF RESOURCE STRATEGIES & MGT.**

Mr. Robert J. Hayes, Chief – 202/307-9448

**COMMUNICATIONS CENTER**

Mr. Jason Lewis, Chief - 202/307-9100

**EXPLOSIVES DETECTION CANINE PROGRAM**

Mr. Michael Pyo, Sr. Inspector – 703/912-2033

**SPECIAL OPERATIONS TACTICAL CENTER\*\***

Mr. David Robertson, Commander - 318/640-4560 or  
202/307-5611

**DEPUTY COMMANDER**

Mr. Walter Sanborn - 318/641-4560

**OFFICE OF EMERGENCY MANAGEMENT**

VACANT, Chef - 703/912-2034

**PERSONNEL SECURITY/EMPLOYEE RELATIONS**

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**APPLICANT SUITABILITY BRANCH**

Ms. Michele Lynch, Team Leader - 202/307-9487

**PERSONNEL SECURITY BRANCH**

Ms. Eileen Morehouse, Chief - 202/307-9474

**PRISONER OPERATIONS DIVISION:\***

Ms. Candra S. Symonds, Assistant Director - 202/307-5100

**DEPUTY ASSISTANT DIRECTOR**

Mr. Randy Becker – 202/307-5100

**DETENTION OPERATIONS**

VACANT, Chief – 202/

**OFFICE OF DETENTION MANAGEMENT**

VACANT, Chief – 202/

**OFFICE OF INTERAGENCY AGREEMENTS**

Mr. Thomas Hedgepath, Asst. Chief - 202/307-9509

**OFFICE OF ANALYSIS & PLANNING**

Mrs. Linda Caudell-Feagan, Asst. Chief - 202/307-9578

**MEDICAL OPERATIONS**

Mr. Charles Coburn, Chief - 202/307-9045

**OFFICE OF INTERAGENCY MEDICAL SERVICES**

Mr. Bernard Clinton, Acting Asst. Chief - 202/305-9433

**CHIEF PUBLIC HEALTH OFFICER**

Ms. Maureen Cippel, Commander - 202/307-9263

**OFFICE OF AUDIT SERVICES**

Mr. Richard Shapiro, Asst. Chief, - 202/307-5221

**WITNESS SECURITY DIVISION:\*\***

Mr. Sylvester E. Jones, Assistant Director - 202/307-9150

**DEPUTY ASSISTANT DIRECTOR**

Mr. Thomas E Wright - 202/307-9157

**Legend:**

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

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

\*\*\*Over \$100,000 up to Unlimited Procurement Authority

## HELPFUL PROCUREMENT WEB-SITES

**Central Contractor Registration:** [www.ccr.gov](http://www.ccr.gov) or [www.acquisition.gov](http://www.acquisition.gov)  
**Department of Justice - OSDBU:** [www.usdoj.gov/jmd/osdbu](http://www.usdoj.gov/jmd/osdbu)  
**Federal Acquisition Regulation (FAR):** [www.acquisition.gov](http://www.acquisition.gov)  
**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.fbo.gov](http://www.fbo.gov)  
**FIPS PUB. 55:** <http://geonames.usgs.gov/pls/gnispublic/f?p=133:1:1202615757382476070::NO>  
**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](http://www.sba.gov/hubzone)  
**Justice Acquisition Regulation (JAR):** <http://www.usdoj.gov/jmd/pe/jarinet.htm>  
**Latin Business Association:** <http://www.lbausa.com>  
**Minority Business Development Agency:** <http://www.mbda.gov>  
**National Association of Small Business Contractors (NASBC):** [www.nasbc.org](http://www.nasbc.org)  
**North American Industrial Classification System:** <http://www.census.gov/epcd/www/naics.html>  
**National Center for American Indian Enterprise Development:** [www.ncaied.org](http://www.ncaied.org)  
**Past Performance Information Retrieval System:** <http://www.ppirs.gov/>  
**Product and Service Codes:** [www.wingovcon.com/downloads/service\\_product\\_codes.pdf](http://www.wingovcon.com/downloads/service_product_codes.pdf)  
**Size (Industry) Standards (FAR Part 19):** <http://www.sba.gov/size/indexsize.html>  
**Small Business Administration (SBA):** [www.sba.gov](http://www.sba.gov)  
**Standard Industrial Codes (SIC) to North American Industrial Classification System (NAICS) Code:**  
[www.census.gov/epcd/www/naicstab.htm](http://www.census.gov/epcd/www/naicstab.htm) or [https://eweb1.sba.gov/naics/dsp\\_naicssearch2.cfm](https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm)  
**United States Marshals Service:** See ADistrict Offices@ link on the left side of site. [www.usmarshals.gov](http://www.usmarshals.gov)  
**UIDA (Native American Procurement & Technical Assistance Center) Business Services:** [www.uida.org](http://www.uida.org)  
**U.S. Women=s Chamber of Commerce** <http://www.uswcc.org>  
**Veteran's Business Opportunities Web Site:** [www.vetbiz.gov](http://www.vetbiz.gov)  
**White House Initiative on Asian American & Pacific Islanders:** [www.aapi.gov](http://www.aapi.gov)  
**Women-Owned Business Web Site:** <http://www.womenbiz.gov/>

## Other Agency Small Business Technical Advisors (SBTA):

Alcohol, Tobacco, Firearms & Explosives (ATF): John W. Sickler, 202/648-7524  
[John.W.Sickler@usdoj.gov](mailto:John.W.Sickler@usdoj.gov)  
99 New York Avenue, N. E., Suite 3N159  
Washington, DC 20026  
FAX: 202/648-9659

Bureau of Prisons (BOP): Pratap Das, 202/514-0642  
[Pdas@bop.gov](mailto:Pdas@bop.gov)  
320 1<sup>st</sup> Street, N.W., Suite 5995  
Washington, DC 20534  
FAX: 202/616-6007

Drug Enforcement Administration (DEA): Kori N. McKay, 202/616-5920  
[Kori.N.McKay@usdoj.gov](mailto:Kori.N.McKay@usdoj.gov)  
700 Army Navy Drive, Suite E-8237  
Arlington, VA 22202  
FAX: 202/307-7542

Executive Office of U. S. Attorneys (EOUSA): Ervin Spivy, 202/616-6434  
[Ervin.Spivy@usdoj.gov](mailto:Ervin.Spivy@usdoj.gov)  
600 AE@ Street, N.W., Suite 2400  
Washington, DC 20530  
FAX: 202/616-6651

Federal Bureau of Investigations (FBI): Lisa A. Moore, 202/324-4930  
[Lisa.Moore@ic.fbi.gov](mailto:Lisa.Moore@ic.fbi.gov)  
935 Pennsylvania Avenue, N.W.  
Washington, DC 20532-0001  
FAX: 202/324-1172

Federal Prison Industries - UNICOR (FPI): Sharon Carter, 202/305-7306, [Sharon.Carter@unicor.gov](mailto:Sharon.Carter@unicor.gov) or  
Vivian Drammeh, 202/305-7324, [Vivian.Drammeh@unicor.gov](mailto:Vivian.Drammeh@unicor.gov) or  
Moses Pettigrew, 202/616-8987, [Moses.Pettigrew@unicor.gov](mailto:Moses.Pettigrew@unicor.gov)  
400 1<sup>st</sup> Street, N.W., 7<sup>th</sup> Floor  
Washington, DC 20534  
FAX: 202/514-9695  
FAX: 202/514-7365

Justice Management Division (JMD): Kenneth H. Freeman, 202/307-1971  
[Kenneth.H.Freeman@usdoj.gov](mailto:Kenneth.H.Freeman@usdoj.gov)  
1331 Pennsylvania Avenue, N.W., Suite 1000  
Washington, DC 20530  
FAX: 202/307-1931

Office of Detention Trustees (ODT): Connie Bare, 202/305-3004, [Connie.Bare@usdoj.gov](mailto:Connie.Bare@usdoj.gov) or  
Deborah Johnson, 202/353-9475, [Deborah.Johnson3@usdoj.gov](mailto:Deborah.Johnson3@usdoj.gov)  
4601 North Fairfax Drive, 9<sup>th</sup> Floor  
Washington, DC 20530  
FAX: 202/353-4611

Office of Inspector General (OIG): Oscar McCullough, 202/307-1477  
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Washington, DC 20005  
FAX: 202/616-4532

Office of Justice Programs (OJP): Raymond C. German, 202/307-0613, [Raymond.German@usdoj.gov](mailto:Raymond.German@usdoj.gov) or  
Ramona Glover-Johnson, 202/353-3338, [Ramona.Glover@usdoj.gov](mailto:Ramona.Glover@usdoj.gov)  
810 7<sup>th</sup> Street, N.W., 12<sup>th</sup> 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)  
Information Technology (nationwide) see above ADPE  
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)

**NOTE: The above list of goods and services is not inclusive of all the goods and services the USMS purchases, but merely represents some of the types of goods and services which have been procured routinely.**

# DEFINITIONS

AHUBZone@ 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.

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

AService-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.

AVeteran-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.

AVery 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.