

TREATED WOOD POST & POLE GOVERNMENT BUYER SURVEY REPORT

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**Conducted for
Intermountain Roundwood Association
In cooperation with Montana Community Development Corp.
And Montana State Dept. of Commerce**

**Conducted by
Results! Marketing & Communications**

**TREATED WOOD POST & POLE
GOVERNMENT BUYER SURVEY REPORT**

TABLE OF CONTENTS

	<u>Page</u>
Background	3
Survey Findings: Government Agencies	
<u>Federal Agencies:</u>	
Bureau of Land Management	4
U.S. Forest Service (USFS)	5
<u>State Agencies:</u>	
State Departments of Fish, Wildlife & Parks -	
Oregon and Montana	6
Idaho, Utah, Wyoming and Colorado	7
Survey Findings: Procurement Systems	
FedBizOpps	8
Vendor Notification Service	9
Central Contractor Registration	10
Interior Dept. Electronic Acquisition System	10
Procurement Technical Assistance Centers (PTAC)	11
Federal Bio-based Products Preferred Procurement Program (FB4P)	11
Recommendations	
Register as a Vendor	13
Register on FedBizOpps Listserv	13
Routinely Check Ideasec.nbc.gov	13
Get on Government Vendor Lists	13
Influence Government Buyers to Specify Quality Product	14
Notify Government Buyers and Tell Trade Editors of IRA Website	14
Follow the FB4P Program	14
Sources	15
Attachment A	
Colorado Plan Service Organizations	18

TREATED WOOD POST & POLE GOVERNMENT BUYER SURVEY REPORT

BACKGROUND

A survey was undertaken to help the Intermountain Roundwood Association learn how best to identify and reach government buyers and specifiers of treated wood post & pole products. The aim is 1) to discover the most effective means to make this special buyer group aware of the difference between quality-treated and inferior-treated product and 2) to gain new sales of member-produced product from these buyers.

This survey was conducted between December 2003 and January 2004 with as close to a representative sample of buyers and specifiers within the major government agencies as possible. These agencies included the Bureau of Land Management; U.S. Forest Service; State Fish, Wildlife and Parks departments; and Soil & Water Conservation Districts. To get a list of appropriate contacts to survey, Results! Marketing sought help from the Treated Wood Awareness Campaign Advisory Committee. The only response from this group yielded a recommendation to seek the representative sampling by using each agencies' website and call general agency numbers to request names of appropriate buyers within those agencies. This was the methodology used to gather names of buyers and specifiers.

The size of the sample was limited to 31 interviews to meet the budgetary parameters of the project. Results! Marketing believes that the information gleaned from these interviews is sufficiently indicative of the marketplace and that the recommended actions provide good counsel to the Intermountain Roundwood Association.

SURVEY FINDINGS

Federal Agencies

Two key federal agencies were surveyed to discover how procurement is handled at the federal level – the Bureau of Land Management and the U.S. Forest Service. A sampling of 17 interviews yields the following basic understanding of how the process works in these two organizations.

Bureau of Land Management (BLM)

The BLM is organized by District Offices representing various states – such as the Oregon/Washington District Offices and the Montana/Dakotas District Offices. Within those offices are area district offices, such as the Burns District in Oregon and the Butte Zone Office in Montana. Within these districts, engineers typically specify the material needed for their fencing projects and turn those requests over to their contracting or procurement officers to post and fill those orders. The primary District Office Procurement Officers (in OR/WA BLM District for instance) have unlimited authority to contract for supplies, services, and construction projects. The ten BLM District Offices located throughout OR and WA perform simplified procurements under \$25,000.

The materials specifications for treated fencing prescribe applying AWPAs industry standards. An engineering tech said the specs still use the industry standard treatment specs for CCA and will continue to do so “until the BLM headquarters tells us to do differently.” The Montana engineer said they conduct core tests of the delivered product, especially when/if they are working with a new, untried supplier.

Projects cited include material for ranchers on their allotments, snow fencing, and spring enclosures. The interviewees said they use local contractors or their own people to do the installation and that most projects use wire fence construction. An engineering officer in Butte said they try to gather several purchasing requests from around their system in order to put in a conglomerate order for better pricing.

If the dollar amount of fencing material is under \$2500, the contracting officer can go to sole source post & pole suppliers without needing to seek competitive bids. Typically these jobs are let within the local area; sometimes vendors are found in the Yellow Pages.

All projects costing more than \$2500 and less than \$25,000 are posted on a centralized federal purchasing website – www.ideasec.nbc.gov.

When projects exceed \$25,000, they must be posted on another federal purchasing system FedBizOpps website – www.fedbizopps.gov. This requirement exists for all federal government agencies. In these cases, purchasing agents must provide a synopsis of the project on the site. This website is viewable by anyone and is linked to the www.ideasec.nbc.gov site. Government buyers are required to take the low bid among those that meet the specs in this competitively bid system.

Contracting officers said it would be important for all suppliers to register on the central contractor registration site – www.ccr.gov. In this registration process, vendors must provide their Dunn & Bradstreet identification # (a requirement that helps the federal government assure uniform cross-referencing in order to make payments through electronic funds transfer). One contracting officer also recommended that suppliers make themselves known to contracting officers in their area so that buyers can make sure vendors on their list are advised of posted RFPs and smaller non-competitively-let projects. In this case, she suggested that vendors send her a letter on their letterhead, advising about where they are located, where they get their wood, characteristics about its quality, and listing references of other government jobs they've done. Face-to-face meetings were also encouraged.

U.S. Forest Service (USFS)

The U.S. Forest Service is divided into Regions – in the Western States there are six:

- Region 1 – Northern Region (Montana, North Dakota, panhandle of Idaho; based in Missoula, MT)
- Region 2 – Rocky Mountain Region (South Dakota, Nebraska, Kansas, Colorado and most of Wyoming; based in Lakewood, CO)
- Region 3 – Southwest Region (New Mexico and Arizona; based in Albuquerque, NM)
- Region 4 – Intermountain Region (Utah, Nevada, Western Wyoming and southern Idaho; based in Ogden, UT)
- Region 5 – Pacific Southwest Region (California; based in Vallejo, CA)
- Region 6 – Pacific Northwest Region (Washington and Oregon; based in Portland, OR)

Within each region, there are numerous national forests. At the national forest level, each has a contracting officer for all purchasing, though with budget cuts, several forests may share a single procurement officer. If fencing construction is required, the project would be led by engineers at the national forest level, using strict materials specifications and actually executed by contracting officers. Like the BLM, they buy fencing material for livestock grazing allotments.

Again, all projects over \$2500 are posted on www.ideasec.nbc.gov and projects over \$25,000 are posted on www.fedbizopps.gov. The USFS contracting officers interviewed recommended that vendors register on these central websites, follow jobs that get posted there, and respond to RFQs of interest.

SURVEY FINDINGS

State Agencies

The State Fish, Wildlife & Parks Departments of six Western States were surveyed to discover how procurement is handled at the State level. This represented a sampling base of 15 interviews that yielded the following basic understanding of how the purchasing process works in Western State governmental agencies.

State Departments of Fish, Wildlife & Parks

Oregon:

All Oregon state agencies must use the V.I.P. system (Vendor Information Program) for projects over \$5,000. To take advantage of these RFQ postings, a vendor must sign up and get a vendor identification #, which allows them to view and/or download project opportunities that are posted to the website. It is suggested that vendors look at the site once a week to see new projects that are posted. The system is being upgraded in the fall of 2004 and *may* have a listserv system where vendors could be proactively notified of all new postings in their category of interest. The Oregon state agency purchasing system can be reached at <http://tpps.das.state.or.us/purchasing/contracts.php> or <http://tpps.das.state.or.us/purchasing/vip/vip-menu.php>

Montana:

A Montana State Fish, Wildlife & Parks purchasing officer reported that projects between \$5,000 and \$25,000 must be competitively bid by three vendors. A construction supervisor suggested that 95% of projects are competitively bid. He also said that the specifications come from the Design & Construction Bureau, which specifies AWWA treating standards for all wood projects.

The purchasing officer recommended that the IRA provide her with a vendors list of state post & pole suppliers so that she could consider them when she next needs to go out competitively to three vendors. She also recommended IRA members individually get their names on each relevant state agency vendor list by sending information on their company directly to the agency buyer. In her case, she said to send a letter on "your letterhead" to Montana Fish, Wildlife & Parks, Purchasing Unit, P. O. Box 20071, Helena, MT 59620 or fax it to 406-495-3253.

All state agency projects over \$25,000 must go through the State Procurement Bureau and be posted on the state website – www.state.mt.us.doa/gsd/osbs/default.asp. Those interviewed also post projects of this size in the County Seat paper, the local newspaper, and at builders' exchanges. To be a bidder on projects over \$25,000, a vendor must fill out a vendor registration form found on the state website. Information on how to register can be requested from the State Procurement Bureau at 406-444-2575, Mitchell Building, Room 165, Helena, MT 59620 and is spelled out in a vendor handbook on their website – <http://www.discoveringmontana.com/doa/gsd/css/BidsProposals/VendorHandbookReg.asp>. Montana state agencies will all soon go through a centralized purchasing system on the Internet, much like is done in Oregon's V.I.P. system.

Idaho:

Idaho State Division of Purchasing is where all state agencies' contracts of \$25,000+ are bid and let. Their website is www2.state.id.us/adm/purchasing. Vendors need to register on that website to participate. All projects less than \$25,000 can be administered at the individual agency level. An Idaho Fish & Game Dept. purchasing agent suggested that vendors send her a letter on their letterhead to get on their agency vendor list; she suggested a similar letter be sent to all state agencies separately for projects under the \$25,000 threshold.

Utah:

Utah state agencies must go through the Utah State Purchasing Division to handle bids on all projects over \$5,000. Access to their bidding system can be found on their website – www.purchasing.utah.gov or by calling 801-538-3026.

Wyoming:

In Wyoming, it was suggested that suppliers register on the Wyoming State Auditor's vendor list by going to their website – www.sao.state.wy.us. While every Wyoming State agency does their own bidding, this is a central list of vendors that is accessed by all state agency procurement officers when letting out bids.

Colorado:

In Colorado, each agency has their own bidders list. If you sign up for the Fish & Wildlife bidders list, you pay \$100 and can be notified every time there is a fencing project that comes up. There is a state purchasing office that offers centralized vendor registration – www.gssa.state.co.us. A Fish & Wildlife engineer reported that they do a lot of boundary fencing but most is wire and steel. If they do need wood corner posts, they typically purchase them at local fence retailers. The reason he said steel is used is because the ground is hard and rocky, making setting wood posts difficult. The engineer also said Plan Rooms and other organizations are good places to go to view contracts let by state agencies since all RFQs are posted there. (See list in Attachment A.)

SURVEY FINDINGS

Procurement Systems

Through this research a number of critical government procurement systems were discovered that serve as the primary means of learning about and submitting bids for government projects. Those systems include

- 1) FedBizOpps, a central federal government-wide procurement website for all projects over \$25,000
- 2) Vendor Notification Service, an electronic service to notify participants of procurement announcements when they arise
- 3) Central Contractor Registration, a federal vendor registration database used by all agencies
- 4) Ideasec.nbc.gov, a second centralized procurement system for smaller-dollar projects
- 5) USDA's Federal Bio-based Products Preferred Procurement Program, an evolving program that will give preference to bio-based products in government buying.

A detailed explanation of the ways these systems work and how Intermountain Roundwood Association members can take advantage of them follow.

FedBizOpps

Effective October 1, 2001, Federal Acquisition Regulation required that all federal government agencies synopsis and publicize projects over \$25,000 via a government-wide point of entry system called FedBizOpps (FBO), employing the website www.fedbizopps.gov. All federal government agencies were to post these \$25,000+ procurement actions on this site regardless of whether they have their own website.

FedBizOpps was established to provide convenient and universal public access to information on government procurement opportunities and to replace paper publication of such notices in the Commerce Business Daily (CBD), previously handled through the U.S. Government Printing Office.

As of Aug 2002, FedBizOpps served over 26 million annual visitors, had an inventory of over 380,000 solicitation documents and a user community including 92 agencies, over 20,600 Federal buyers and over 230,000 vendors registered for FBO notification service.

How to Use the System:

Contractors are expected to obtain information electronically using this website, print and return the required forms based on the instructions given. While the U.S. General Services Administration (GSA) Federal Supply Service is responsible for the operation and maintenance of the FedBizOpps (FBO) system and website, the content of any notice published in FBO is the sole responsibility of the agency that has issued the notice. Therefore, for information concerning any notice published in FBO, vendors should contact the designated agency point of contact specified by the agency in the notice.

Information and guidance in the use of FedBizOpps is available through their help desk – toll-free 1-877-472-3779 between 8 am and 6 pm EST or email fbo.support@gsa.gov. A user's

manual for Vendors using the FedBizOpps system can be accessed from the FedBizOpps home page by clicking on Vendor and then going to “FBO Vendors Guide.”

To find solicitations on the system, go to FedBizOpps home page, click on Find Business Opportunity, specify all the information you want to outline your search:

- all or a specific agency
- all or specific geographies (via zip codes)
- all active and/or archived documents
- all days or previous set of weeks/days of project postings
- Procurement Classification Code (for IRA members, the most-desired code will likely be **56 – Construction and Building Materials**; its subset is 5660 for Fencing, Fences, Gates & Components)

Once you have found a procurement listing of interest, click on Synopsis to read a fuller description of the specifications; clicking on the Solicitation number allows you to view the solicitation document.

In order to view clauses and attachments to the solicitation, vendors must first register on the Bidder’s Mailing List. Once on the bidder’s mailing list, you will receive all Amendment notices related to the solicitation.

The FedBizOpps system includes the capability to join and view a published list of vendors interested in a particular solicitation. This is useful for vendors who are interested in teaming on procurement opportunities. Vendors can obtain more information on the Interested Vendors List via – <http://www.eps.gov/EPSSVendorsManual/VG6-Interest.html>

Frequently Asked Questions on the FedBizOpps system can be found at www.fedbizopps.gov/FAQs-r2-0622.html

Vendor Notification Service

On the www.fedbizopps.gov website, vendors can register for a list service to be notified via email whenever relevant postings of projects \$25,000+ occur. You subscribe to the service in one of three ways: go directly to www.eps.gov/servlet/VendorRegistration or www1.eps.gov/EPSSVendorRegistration.html or go to the www.fedbizopps.gov home page, click on “Vendor Notification Service” and follow the instructions. Here you simply specify the Procurement Classification Codes you wish to receive information on. Then emails will be generated back to you when the codes you have identified are in RFQs or RFPs input into the FedBizOpps system. (Request for Quotes or RFQs are estimated to be under \$100,000; Request for Proposals or RFPs are estimated over \$100,000.) You will also receive emails of pre-solicitations, modifications, and solicitation amendment releases.

You are welcome to change your request category or unsubscribe at any time. This service is not an absolute guarantee that you will receive notification on all acquisition requests that you might be interested in, so the FBO suggests that subscribers continually review postings on the FedBizOpps website.

Central Contractor Registration (CCR)

The Central Contractor Registration (CCR) provides a “single face” to a vendor for registering to do business with the Federal government. The contractor is responsible for ensuring the accuracy of the data and is the only one authorized to change their data. The CCR collects, validates, stores and disseminates data internally to expedite the exchange of information among the various Agencies looking for and using outside vendors.

Effective October 1, 2003, vendors were required to be registered in the CCR database to receive contracts, purchase orders or payment (even from previously awarded contracts) from most federal agencies, including the Forest Service, BLM, Department of Transportation, and Department of Defense. With this system, vendors no longer need to submit Electronic Funds Transfer (EFT) information to each agency.

The CCR is a self-service database. Vendors complete a one-time registration to provide basic information relevant to procurement and financial transactions. To register, go to the CCR homepage at <http://www.ccr.gov> and click on “Start New Registration.” Complete and submit the registration online. It takes an estimated 30 minutes to complete, depending upon the size and complexity of your company and whether you have all the required information available at the time. You must update or renew your registration annually to maintain an active status.

If your registration is submitted successfully, you will receive two letters via U.S. Mail or email. The first notice welcomes you to CCR and includes a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN), which is to be used to change or update your registration. (It is not used on contracts or other government paperwork.) You will also be assigned a Commercial and Government Entity (CAGE) code through the CCR registration process. It allows registered vendors to conduct business with any federal government entity.

Among the information you will need to provide is your Data Universal Number System (DUNS) number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B). If you do not have a DUNS number, call D&B at 866-705-5711 number. (It takes about 10 minutes and is free of charge.) Also, you will need to provide your company’s SIC code. To view the entire list of SIC codes, go to <http://www.osha.gov/oshstats/sicser.html>

For complete instructions and assistance in registering, go to their handbook at <http://www.ccr.gov/handbook.cfm>. If you need further help, call CCR customer service toll-free at 1-9888-227-2423.

Interior Department Electronic Acquisition System (IDEAS)

The Department of Interior National Business Center (NBC) created a centralized purchasing system for government projects under the \$25,000 threshold required of the FedBizOpps system. This system is called the Interior Department Electronic Acquisition System (or IDEAS) and uses the website <http://ideasec.nbc.gov>. This system allows government offices to interact with the vendor community right from desktop software. All actions posted on FedBizOpps system have a link to the ideasec.nbc.gov website.

Vendors may register with IDEAS at any time, and they must register to submit quotes on any RFQs posted on ideas.nbc.gov. The registration process requires each vendor to enter their DUNS number and a password and other vendor detail information. Find the power point step-by-step registration process on www.nbc.gov.

If you already have registered under the Central Contractor Registration (CCR), you already have access to the IDEAS registration system. Enter your DUNS number in ideasec.nbc.gov to see if you are already on the system.

To submit a quote on an RFQ, simply go online on the Quote Administration Information page of the ideasec.nbc.gov website. You will receive an email if you are given the contract award. You will have to check back on the Award Query section of the website if your company did not receive the award. The summary information will tell you the winning vendor and the award amount.

Any questions should be directed to IDEAS_HelpDesk@nbc.gov or call 703-390-6633. Questions about the procurement should be directed to the indicated procurement official.

Procurement Technical Assistance Centers (PTAC)

A network of Procurement Technical Assistance Centers (PTACs) exist throughout the United States to help businesses tap into federal government contracts. PTACs offer free assistance to help you navigate the government contracting process, helping avoid the pitfalls that plague many first-time government contract vendors. Among PTACs' typical services are help registering as a vendor on the Central Contractor Registration system, assistance preparing bids/proposals, and offering a better understanding how to sell to the government.

To find the PTAC office nearest you, go to www.sellingtothegovernment.net/ptac_map.asp

USDA's Federal Bio-based Products Preferred Procurement Program (FB4P)

The FB4P Program will be an important process to watch as it may provide government sales opportunities for Intermountain Roundwood Association products in the future.

The Farm Security & Rural Investment Act of 2002 (FSRIA) launched the new bio-based products initiative. It provides for the development of a preferred procurement program for bio-based products under which federal agencies are required to purchase bio-based products.

Since then, new stewardship contracting procedures have been in the development process. The new proposed guidelines for Federal Procurement of Bio-based Products can be found at www.doi.gov/greening/guide.html.

President Bush's Healthy Forests Initiative supports the new Stewardship Contracting Procedures (where Dept. of Interior and U.S. Dept. of Agriculture will follow interim guidance procedures designed to improve the removal of underbrush and trees that often serve as hazardous fuels for catastrophic wildfires).

A related DOE/USDA Buy Bio initiative authorizes USDA to support testing of bio-based products for bio-based content and other qualities, and develop guidelines to support Federal agency affirmative procurement of such products.

A list of “items” that meet established criteria is being developed. Those items then must be considered by government buyers for procurement if they are price-competitive, perform as well as existing products, and are available. It is anticipated the process for designating bio-based products (including Federal Register publication and comment review) will be a lengthy process, perhaps until the end of 2004 to define specific products and their specifications that meet the criteria.

The Federal Bio-based Products Preferred Procurement Program (FB4P) website – www.biobased.oce.usda.gov/public/index.cfm – will be the eventual gateway through which manufacturers and vendors of qualifying bio-based products can obtain the use of the official “U.S.D.A. Certified Bio-based Product” label.

Currently, there is a Bio-based Products Manufacturers Association, and Iowa State is the “testing” agency for this process.

RECOMMENDATIONS FOR REACHING GOVERNMENT BUYERS

To take advantage of the sales potential available from government buyers, Results! Marketing recommends that Intermountain Roundwood Association members consider taking the following actions.

1. Register as a Vendor

To take advantage of any future government contract, it will be important that each IRA member individually register on the government system through the Central Contractor Registration (CCR) system described above. Before registering, members should first acquire a DUNS number and have their relevant SIC code numbers available, again following the steps described. This registration will automatically place IRA members on the www.FedBizOpps.gov and <http://ideasec.nbc.gov> systems.

2. Register on FedBizOpps Listserv

To receive notices of all future fencing and related projects valued at \$25,000+, it is recommended that IRA members individually register for the FBO Vendor Notification Service. The process for registering is described in the findings above. While this is not a guarantee that members will be notified of all desired RFQs, it will automate notification of many potential projects.

3. Routinely Check Ideasec.nbc.gov

It should prove worthwhile to set up a routine of checking the ideasec.nbc.gov website weekly or monthly to learn of any new fencing-related RFQs posted on either that system or the linked fedbizopps system. Members also may want to take advantage of the FedBizOpps Interested Vendors List feature that would allow several members to team up on larger procurement opportunities.

4. Get on Individual State & US Government Vendor Lists

In order to become a top-of-mind vendor to government buyers within each IRA member's regional area, it is advisable to be listed on their vendor lists. These may be formal or informal vendor lists, depending upon the nature of the buyer's systems. This effort will help assure the IRA members get notices of projects in their areas for competitive or non-competitive bidding, especially for jobs smaller than \$25,0000.

Getting on all relevant buyers' vendor lists will require initiative on the part of each individual IRA member. It is suggested that each member write a letter of introduction about their business – who you are, where you are located, the quality and other characteristics of your wood products, where your wood comes from, and your contact information. Then members will need to seek the names, titles and addresses of the various state and federal government buyers in their

region. This will take quite a number of phone calls – a starting list appears under Sources at the end of this Report.

As suggested by several buyers, IRA members should address their letters to the buyer/s and send it on company letterhead. It is recommended that a follow-up phone call be placed to assure that the buyer received the letter and to make a more personal introduction. This effort should be repeated annually to stay in front of the government buying community and to update contact lists of buyers who likely change jobs and contact information over time.

5. Influence Government Buyers to Specify Quality Product in Few Ways Possible

Fortunately, it appears that the engineering specifications for most large government projects do include American Wood Products Association (AWPA) treating standards. It also was suggested in some interviews that engineers on occasion even have core samples taken of post & pole products before construction begins to verify the AWPA standards were met.

The research suggests that there is no efficient way to get the Treated Wood Quality Story disseminated to all engineers throughout the labyrinth of government agencies, since each agency is organized differently and buyer groups vary by agency and by entity within agencies. For this reason, it is recommended that the Intermountain Roundwood Association pursue two avenues for influencing these buyers to specify quality treated posts:

- By continuing to target and communicate with fencing contractors (who are reachable through the American Fence Association, their conferences and vertical trade publications) – since these players do much of the actual buying for government jobs when they are brought in to do the project installations.
- When designing and conducting web search optimization of the IRA’s new website, be sure to incorporate key words that will cause government engineers and buyers to find the IRA site when they search the web for sources of supply and industry specifications.

6. Notify Government Buyers and Trade Publication Editors of New IRA Website

The future upgrade of the Intermountain Roundwood Association’s website (to more fully feature the range/quality of IRA member products, business locations, and industry specifications) presents an excellent opportunity to notify government buyers of this informational resource. It is advised that the IRA send a news release about the new website to all known government buyers and government trade publication editors in addition to IRA customers, vendors, strategic partners and other trade press. The lists of government buyers that individual IRA members pull together in step 4 above could be used for this announcement purpose.

7. Follow the Federal Bio-based Products Preferred Procurement Program (FB4P)

Because there may be future sales opportunities for IRA members once the FB4P Program is operational, it may be worthwhile for the organization to appoint one member to follow the progress of this development. That member could alert members to critical milestones in the process through publishing updates in the IRA newsletter and reporting on it at the annual meeting.

**TREATED WOOD POST & POLE
GOVERNMENT BUYER SURVEY
SOURCES**

Bureau of Land Management (BLM)

Contacted (9):

- BLM Montana/Dakotas – Chief, Branch of Engineering – Greg Bergum, 406-896-5217; Kent Satterly, Butte Zone Office, 406-533-7600; Lee Walsh, Engineering Tech, 406-533-7627; Gordon Ross, Contract Officer, 406-533-7628; Mary Clark, Procurement for State, 406-896-5205
- BLM Oregon/Washington District Offices – Susie Heckman, Burns District, 541-573-4400; Stan Woodworth, engineer, Burns District, 541-573-4400; Sandra, Prineville District Office, 541-416-6700; Carmen Burnhart, Medford District Office, 541-618-2212

Others to Contact:

- BLM Idaho Field Offices – 3 Districts – 208-769-5030, 208-524-7500, and 208-384-3300
- BLM Montana/Dakotas – Chief, Branch of Land Resources – Cindy Staszak, 406-896-5117
- BLM Montana/Dakotas – Zone Offices: Mike Montgomery, Lewiston, 406-538-7461; Wendy Warn, Mile City, 406-233-2800
- BLM Colorado – State Office – 303-239-3600
- BLM Utah – Dave Howell, Manager, Vernal Field office – 435-781-4400
- BLM Utah – Glenn Carpenter, SLC Field Office – 801-977-4300
- BLM Oregon/Washington District Offices – Mary Jo, Roseburg District Office, 541-440-4930

US Forest Service National Forests

Contacted (8):

- Oregon Dept. of Forestry, Ochoco National Forest, Gayle Hunt, purchasing agent, 541-416-6531
- National Forest Regions, Region 1 (Northern Region) – MT, Northern ID, ND, NW South Dakota, Missoula, MT, 406-329-3675 general number; Tom Pettigrew, Engineering Director, 406-329-3175; Bruce Fox, Rangeland Management Specialist, 406-329-3564; Laurie Hammers, Acquisition Management: Supervisory Contract Specialist, 406-329-3244; Eric Heyn, Rexford Ranger District, 406-296-2536
- Siskiyou National Forest Offices, Forest Supervisor, Scott Conroy, Medford, 541-858-2200; Nick Vagley, Prospect District, 541-471-6500; Gina, Prospect/Rogue River District, 541-560-3403

Others to Contact:

- Rangeland Management Service Center (Fort Collins, CO) – provides rangelands expertise and technical support for National Forests – Van, 970-295-5747
- Oregon Dept. of Forestry, Salem – 503-378-2564
- National Forest Regions, Region 1 (Northern Region) – MT, Northern ID, ND, NW South Dakota, Missoula, MT, 406-329-3675 general number

- Acquisition Management: Supervisory Contract Specialist, Carol Anderson, 406-329-3580
- Transportation Planning, Operations & Maintenance – Fred Bower, 406-329-3354
- Materials Engineering Center, Civil Engineering (Materials) – Bill Vischer, 406-329-3870
- Forest & Rangeland Management – Robert Schrenk, Director, 406-329-3604
- Recreation, Minerals, Lands, Heritage & Wilderness – Tom Puchierz, Director, 406-329-3584
- Montana State, Michael Justus, Libby, 406-293-2711; Jim Puckey, 406-296-7185
- USDA Forest Service, Recreation, Heritage & Wilderness Resources, Washington DC, 202-205-1706
- USDA Forest Service, Intermountain Region (Utah, western Wyoming, southern Idaho, Nevada and small portion of CA), Ogden, UT, 801-625-5306

State Fish & Wildlife Departments

Contacted (12):

- Oregon Dept. of Fish & Wildlife, Procurement and Contracts, Carleen, 503-947-6133; Joni Hall and Steve Diamini, Vendor Information Program, 503-378-4653
- US Fish & Wildlife Service, Portland, OR, Refuge Office, 503-231-6118; Francis, CGS Purchasing, 503-231-6214; Stephanie Wichman, 503-231-2072
- Montana Fish, Wildlife & Parks, Mary House, Purchasing Officer, 406-495-3249; Ken Phillips, Construction Supervisor, 406-841-4003
- Montana State Procurement Bureau, Carrie Muffick, 406-444-3319
- Idaho Fish & Game, Norma Stewart, Purchasing Administrator, 208-334-3700, www.state.id.us/fishgame/
- Utah State Purchasing, Dennis Rigby, Procurement Consultant, 801-538-8652 and 801-538-3026
- Wyoming State Fish & Game, Meredith Allen, 307-777-4600
- Colorado State Division of Wildlife, John Conte, Engineering, 303-291-7402

Others to Contact:

- Oregon Dept. of Fish & Wildlife (ODFW), Salem – 503-947-6000
- ODFW Facilities/Engineering/Realty – 503-947-6244
- ODFW Administrative Services/Fiscal – 503-947-6150
- ODFW Springfield Field Office, Springfield, OR 541-726-3515
- ODFW NW Wildlife Area, 541-745-5334
- US Fish & Wildlife Service, Tualatin River National Wildlife Refuge, Sherwood, OR, 503-590-5811
- Columbia Basin Fish & Wildlife Authority, Portland, 503-326-7031
- USFW, National Wildlife Refuges, Montana – Montana has 21 National Wildlife Refuges and five Wetland Management Districts; one of primary objectives is to restore and manage the land to provide quality wildlife habitat.
 - Benton Lake National Wildlife Refuge, Great Falls, MT – 406-727-7400
 - Refuge Office, Moiese, MT, 406-644-2211
- USFW, Rocky Mountain Arsenal National Wildlife Refuge, Commerce City, CO, 303-289-0232

- Arapaho National Wildlife Refuge, Walden, CO, 970-723-8202
- Bear Lake National Wildlife Refuge, Montpelier, ID, 208-847-1757
- National Wildlife Refuge System, USFW Pacific Region, Portland, OR – no #

Soil & Water Conservation Districts

Contacted (2):

- USDA National Resources Conservation Service – Bob Graham, State Conservationist, Portland, OR, 503-414-3200; Jeff Gobel, Redmond Service Center, 541-923-4358

Others to Contact:

- National Association of Conservation Districts (NACD) – district operations – Eugene Lamb, 202-547-6223
- NACD Environmental and Resource Policy – Laura McNichol, 202-547-6223
- NACD Forest Resources – Bill Horvath, Forest Resources Specialist, Stevens Point, WI, 715-341-4021
- Operations of NACD – Bob Doucette, 202-547-6223
- NACD State Association Executives – Christa Jones (317) 738-3849
- Montana Assn. of Conservation Districts – Sara Carlson, Executive Dir, Helena, 406-443-5711
- NACD Pacific Region Regional Chair – Larry Cochran, Colfax, WA, 509-397-2302
- NACD Pacific Region Exec Board Member – Kevin Koester, Lava Hot Springs, ID, 208-776-5382
- Oregon Soil & Water Conservation Commission – Tom Bedell, Chair, Philomath, OR, 541-929-5598
- Colorado Association of Soil Conservation Districts – Callie Hendrickson, Executive Director, Lakewood, CO, 303-232-6242
- Idaho Assn. of Soil Conservation Districts – Ken Foster, Executive Director, 208-338-5900
- Oregon Assn. of Conservation Districts – John McDonald, Executive Director, Hillsboro, OR, 503-640-2841

DOING BUSINESS WITH THE GOVERNMENT RECOMMENDED STEPS RECAP

1. Register as a Vendor

- Find out your DUNS number (call **866-705-5711**) and relevant SIC code numbers (www.osha.gov/oshstats/sicsr.html)
 - Register on the Central Contractor Registration (CCR) system – www.ccr.gov
 - [This makes you eligible to bid on any projects posted on FedBizOpps.gov and ideasec.nbc.gov systems](http://www.fedbizopps.gov)
2. **Register on FedBizOpps Listserv**
 - Sign up to receive notification of all RFQs in the categories you desire (such as 56 for construction and building materials or 5660 for all fencing projects) – their website is www.eps.gov/servlet/VendorRegistration; follow the instructions
 - This service does not guarantee you'll see all jobs, so check <http://ideasec.nbc.gov> often
 3. **Routinely check <http://ideasec.nbc.gov> and www.fedbizopps.gov websites**
 - Check these websites weekly or monthly to learn of any new fencing-related RFQs
 - Check FedBizOpps Interested Vendors List (www.eps.gov/EPSEndorsManual/VG6-Interest.html) to see who else intends to bid on RFQs; you may want to collaborate
 - If you have questions about the system, go to their Frequently Asked Questions at www.fedbizopps.gov/FAQs-r2-0622.html
 4. **Seek assistance from your regional Procurement Technical Assistance Centers (PTAC)**
 - Find out the PTAC office nearest you: www.sellingtothegovernment.net/ptac_map.asp
 - Seek their assistance to registering as a vendor on the CCR system and when preparing proposals for projects you'd like to bid on
 5. **Personally introduce yourself to locally or regionally located Federal and State agency buyers (send letter and product specs)**
 - Call to find out the name of buyers in various federal and state government agencies in your area – BLM, USFS, US & State Fish & Wildlife Depts., State Forest Service and Parks Depts.; start with their websites to determine first points of contact
 - Send letter of introduction on your letterhead along with literature or description of your product lines and references of similar jobs you have done; follow up with a phone call to personally introduce yourself and punctuate the information you sent
 - [Revisit these contacts each year since there may be new players in those positions](#)
 6. **Get on your state agencies' vendor lists**
 - Sign up to be listed on your state's government vendor purchasing list, if your state has such a centralized system
 - If your state government purchasing office provides a list service to notify vendors when RFQs are posted, register for the listserv, too
 7. **Notify government buyers and trade publication editors of new IRA website (if and when it is completed)**