

DOING BUSINESS WITH THE MILITARY



A Constituent's Guide



**From the Office of
Senator Jack Reed**

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1. Introduction.

“My company has developed the most technologically advanced widget, how can I sell this to the military?” Due to the volume and variety of acquisitions by the U.S. military, as well as the inherent decentralization of the military acquisition process, it can be very daunting and often difficult to approach the military with a product or service for sale. Much of the difficulty arises from the fact that the military acquisition process is, by necessity, managed by several agencies within the Department of Defense (DoD) as well as the Army, Air Force, Navy, and Marine Corps. However, the military actually has some good, business-friendly policies in place to enable newcomers, especially small businesses, to contract with the military.

The DoD has developed very user-friendly internet sites with information, publications, references, and points of contact within the DoD to help one start deciphering the maze. Unfortunately, many times these websites are often the only location for many of these resources, since budget constraints prohibit the DoD from publishing these documents in hard copy.

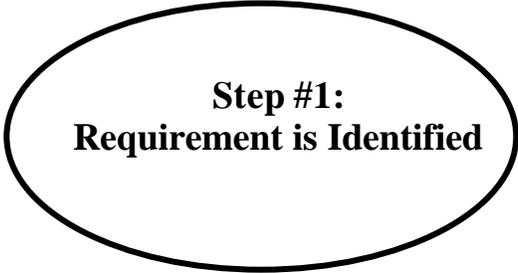
Two of these references stand out as the most comprehensive sources for learning about how to conduct business with the DoD as well as finding existing and future business opportunities with the DoD, they are the DoD’s publication “Selling to the Military” available online at <http://www.acq.osd.mil/sadbu/publications/selling/index.html>, and the website: <http://www.dodbusopps.com>.

These websites provide in-depth, detailed knowledge of conducting business with the military. This pamphlet is only intended to give you a broad overview of the acquisition process and to put you in touch with the appropriate personnel, procurement agencies, and references. I hope that these materials will be of some benefit, so that you can be on your way to contracting with the DoD! If you have further questions please contact the Office of U.S. Senator Jack Reed at (202) 224-4642.

2. Overview of the Military Acquisition Process

This section provides you a broad overview of the process by which the DoD acquires goods and services and how YOU, the contractor, fit into this process.

The first step - “Requirement is Identified” - raises an important aspect of dealing with the DoD - that is, the DoD primarily decides on its own, internally, what goods and services, and how many, it requires to perform its mission. So, in order to have a realistic chance of dealing with DoD your company should produce a good or service for which DoD has already determined a need.

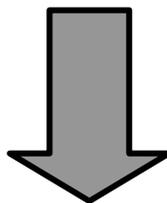


**Step #1:
Requirement is Identified**

The military identifies a need, or “requirement”, for a particular good or service. The requiring office will develop a package on the required good or service. This usually includes the following:

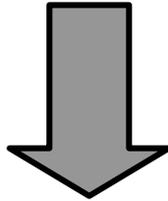
- Requirements document
- Statement of work
- Technical data package
- Specifications
- Cost estimate

This documentation is sent to a resource management office.



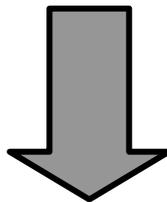
**Step #2:
Money is Allocated**

A resource management office will ensure that there are funds available to buy the good or service required. They will then allocate the funds to this contract, and notify the contracting office.



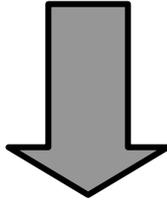
**Step #3:
Solicitation (RFP/RFQ) is Released/Published**

The contracting office prepares the official notification of the need for a company to provide the required good or service. This official notification is called a “solicitation”. The term “solicitation” covers several types of documents, including Request for Quotes (RFQ’s) and Requests for Proposals (RFP’s). For proposed contracts over \$25,000, the contracting officer is required to publish a “synopsis.” This is a notification of the upcoming opportunity, and is usually released a minimum of 10 days before the “solicitation.” Synopsis and solicitations are posted in the Commerce Business Daily, acquisition websites, and on Solicitation Mailing Lists.



**Step #4:
Companies Research and Bid on Opportunities**

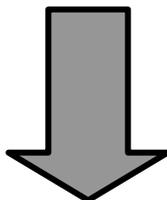
Companies must research open solicitations through agencies and applicable websites, as well as by placing themselves on agency solicitation mailing lists. The company then submits a proposal/bid to the soliciting agency (see Section III: Researching Business Opportunities).



**Step #5:
Bids are Evaluated**

A Source Selection Board is convened, which evaluates the bids on three main criteria:

1. Technical merit (where applicable)
2. Cost
3. Past Performance (for larger dollar-value contracts)



**Step #6:
Selection is Made, Contract Awarded**

Once the selection has been made, the contract will be awarded to the winning company. Companies must be registered with Central Contractor Registration (CCR) before they can receive awards.

3. Researching Business Opportunities

This section lists the many ways in which you can find sales opportunities at DoD. The first step is to determine whether there is a DoD market for your product or service. Annex A provides a list of the types of goods and services purchased by each acquisition agency, also referred to as a “DoD purchasing office”. However, each agency’s need for a particular product or service increases or decreases depending on its budget, the fiscal year calendar, as well as current mission and operational requirements. When DoD needs a product or service, it is just as anxious to find the right product at the right price as industry is to sell them the right product at the right price. So DoD has several mechanisms for providing notice of upcoming opportunities, enabling business to research these opportunities, assist business in researching and developing products to meet these opportunities, and submit respective proposals. This section will introduce you to these mechanisms.

a Solicitation Mailing Lists (SMLs)

The most common way to match your capabilities with the potential DoD market is to have your firm listed on the appropriate SMLs. Every DoD purchasing activity maintains lists of prospective suppliers that have indicated their desire to sell their products or services to that activity. These lists are the key to obtaining the best opportunities to compete for DoD contracts. When your name is placed on an SML, most solicitations for that product or service will automatically be issued to you.

Virtually every DoD purchasing activity uses Standard Form 129, Solicitation Mailing List Application. However, this document almost always needs to be supplemented by other documents or information useful only to the individual contract. You must submit a separate application to each activity you hope to win. Note that each activity may have slightly different instructions for this information. The small business advisor at any activity will furnish the forms free and will help you with their preparation. Section IV of this pamphlet discusses how to contact the “small business advisor” at a DoD activity.

b. Commerce Business Daily (CBD)

Another way to learn of proposed purchases is through the CBD. This paper, published everyday by the Commerce Department, lists virtually every proposed DoD procurement estimated to exceed \$25,000. It lists major DoD prime contract awards that have potential subcontracting opportunities. It also contains information about DoD needs for Research & Development efforts in fields in which unsolicited proposals may be appropriate. The CBD is available at each DoD purchasing activity and at all field offices of the small business advisor, the Department of Commerce, Government Services Administration, as well as some local chambers of commerce and libraries. The CBD is also available electronically at <http://www.acq.osd.mil/sadbu>.

c. Procurement Technical Assistance (PTA) Cooperative Agreement Program

The PTA Program is a Congressionally authorized DoD initiative designed to establish a network of assistance offices for business entities seeking to market their goods and/or services to federal, state and local governments. PTA centers provide technical expertise in such areas as identifying bid opportunities through bid matching, bid and proposal preparation, pre-award surveys, quality assurance, and accounting systems. Business firms interested in marketing their products and/or services to the federal, state and local governments should contact these centers. The DoD Procurement and Technical Assistance Center (PTAC) in Rhode Island has teamed with the Rhode Island Economic Development Corporation (RIEDC) to administer PTA Program in Rhode Island. Kenneth Lewis, the current Director of PTAC can be contacted at:

RIEDC
Business Expansion Division
One West Exchange Street
Providence, R.I. 02903
(401)222-2601, Ext.142
Fax: (401)222-2102
e-mail: klewis@riedc.com

d. Subcontracting Opportunities

Subcontracting offers small business firms an important means of participating in DoD purchasing. If you are interested in pursuing DoD subcontracting opportunities, there are two major sources of information. The Commerce Business Daily, which lists awards of contracts in excess of \$100,000 that provide subcontracting opportunities. The other, larger business firms receiving DoD construction contracts in excess of \$1,000,000 or other contracts in excess of \$500,000 offering subcontracting possibilities are required to establish plans for subcontracting to small and small disadvantaged business. These contractors must designate a small business liaison officer to administer these plans. DoD annually publishes Subcontracting Opportunities with DoD Major Prime Contractors, which lists all these prime contractors, their product lines, and the names and telephones numbers of their small business liaison officers. This directory is a major source of leads to subcontracting opportunities with DoD prime contractors and is available at <http://www.acq.osd.mil/sadbu> under "Publications".

4. Programs for Small Businesses

Section IV discusses programs designed to enhance the capability of small businesses to compete in the acquisition process for these business opportunities. DoD programs for small disadvantaged businesses provide assistance for your small business in researching opportunities, submitting proposals, and competing for contract awards.

a. Small and Disadvantaged Business Utilization Program (SADBU)

Many of the DoD major procurement agencies and all of the individual services operate Small and Disadvantaged Business Utilization Offices which provide guidance and technical assistance to advance the growth and development of small businesses in becoming competitive contractors. These offices will introduce you to and assist you in taking advantage of the programs and opportunities offered by the DoD for small businesses, some of which are discussed below. You are encouraged to visit some of the major SADBU office websites:

Department of Defense <http://www.acq.osd.mil/sadbu/>
U.S. Army <http://www.sellingtoarmy.org/>
U.S. Navy <http://www.hq.navy.mil/sadbu/>
U.S. Air Force <http://www.selltoairforce.org/>

b. Small Business Advisors

Every DoD purchasing office has at least one small business specialist. These specialists can provide information about contracting and subcontracting opportunities with that office and at other DoD purchasing offices. The telephone number for each activity's specialist is listed in Annex A.

c. Small Business Innovation Research Program (SBIR) and Small Business Technology Transfer (STTR) Programs

If you are a small business engaged in Research & Development efforts you should research opportunities through the SBIR and STTR programs. The purpose of DoD's SBIR and STTR programs is to harness the innovative talents of our nation's small technology companies for the benefit of the U.S. military and the U.S. economy. DoD's SBIR program funds early-stage R&D projects at small technology companies -- projects which serve a DoD need and have the potential for commercialization in private sector and/or military markets. The program, funded at roughly \$530 million per year, is part of a larger (\$1.1 billion) federal SBIR program administered by ten federal agencies. Small companies retain the intellectual property rights to technologies they develop under these programs. Funding is awarded competitively, but the process is streamlined and user-friendly. If you have general questions about the DoD SBIR or STTR programs, please call the DoD SBIR/STTR Help Desk at (800) 382-4634.

(1) Small Business Innovation Research Program (SBIR).

As part of its SBIR program, the DoD issues a SBIR research solicitation twice a year, describing its R&D needs and inviting R&D proposals from small companies. Companies apply first for a six-month phase I award of up to \$100,000 to test the scientific, technical, and commercial merit and feasibility of a particular concept. If phase I proves successful, the company may be invited to apply for a two-year phase II award of up to \$750,000 to further develop the concept, usually to the prototype stage. Proposals are judged competitively on the basis of scientific, technical, and commercial merit. Following completion of phase II, small companies are expected to obtain funding from the private sector and/or non-SBIR government sources to develop the concept into a product for sale in private sector and/or military markets.

(2) Small Business Technology Transfer (STTR) Programs.

In 1992, Congress established the STTR pilot program. STTR is similar in structure to SBIR but funds *cooperative* R&D projects involving a small business and a university, federally-funded R&D center, or nonprofit research institution. DoD issues one STTR research solicitation each year. DoD's STTR program, is part of a larger federal STTR program administered by five federal agencies. (For information on the five-agency federal STTR program, call the Small Business Administration at (202) 205-6450, or see the SBA's SBIR/STTR Home Page, at <http://www.sbaonline.sba.gov/sbir/>).

To obtain hard copies of current and future DoD SBIR and STTR solicitations, place your name and address on the SBIR/STTR mailing list by calling 800/382-4634 or e-mail to sbirhelp@us.teltech.com. You can also access each solicitation electronically on the DoD SBIR/STTR Home Page (<http://www.acq.osd.mil/sadbu/sbir>), starting four to six weeks before the official opening date (i.e., before October 1 or June 1 for SBIR, and before December 1 for STTR).

If you have general questions about the DoD SBIR or STTR programs, please call the DoD SBIR/STTR Help Desk at (800) 382-4634.

5. Unsolicited Proposals

Section V provides an overview of the traditional “unsolicited proposal” process, as well as new systems being put into place to deal with the overwhelming amount of proposals to combat terrorism. Sometimes you can create your own contracting opportunities by submitting unsolicited proposals to perform Research & Development work or to introduce a new or improved item that may be of interest to DoD. The DoD does acquire a small percentage of its goods and services in response to these “unsolicited proposals”. You can learn about DoD R&D needs from advance notices in the CBD. Informal contacts with agency personnel are also a good means of obtaining this information. To be considered, an unsolicited proposal must offer a unique and innovative concept to the Government. Your proposal should contain an abstract of the proposed effort, the method of approach, and the extent of the effort. It should also include a proposed price or estimated cost. If it includes any proprietary data you wish to protect against disclosure to third parties, you should clearly mark such data with a restrictive legend.

Since the attacks of September 11th, 2001 and the subsequent War on Terrorism there has been an unprecedented rise in the number of creative ideas for products and services to fight terrorism submitted by ordinary American citizens and companies. As a result many governmental agencies, including procurement agencies within the DoD are issuing broad announcements for proposals to combat terrorism. In addition to Annex A the following resources are recommended for researching opportunities and submission of unsolicited proposals regarding products and services to combat terrorism:

Department of Homeland Security. The DHS will likely institute its own procurement agencies, procedures, and points of contact.

Homeland Security Electronic Portal. Governor Tom Ridge plans to create an internet site to solicit and receive proposals for homeland security.

Combating Terrorism Technology Support Office (CTTSO). The CTTSO is an interagency office which has issued several Broad Agency Announcements (BAAs) for proposals to combat terrorism. While the CTTSO seek products for the DoD, it also looks for products for other departments and agencies as well. Similar to mailing lists, the CTTSO encourages businesses to register with the office, so that they can receive advanced notice of upcoming BAAs and other opportunities. You may do so at <http://www.tswg.gov>.

Defense Advanced Research Projects Agency (DARPA). DARPA develops imaginative, innovative and often high-risk research ideas offering a significant technological impact that will go well beyond the normal evolutionary developmental approaches and pursues these ideas from the demonstration of technical feasibility through the development of prototype systems. DARPA often issues Broad Agency Announcements (BAAs) for innovative technologies, and can be expected to issue similar BAAs for technologies to combat terrorism. Their website contains instructions for submitting unsolicited proposals as well. Go to: <http://www.darpa.mil>.

Defense Threat Reduction Agency (DTRA). DTRA combines the Department of Defense's resources, expertise and capabilities to ensure the United States remains ready and able to address the present and future threat from Weapons of Mass Destruction (WMD). DTRAs website contains instructions for submitting unsolicited proposals. Go to: <http://www.dtra.mil>.

6. Annexes.

Section 6 provides Annexes which contain more detailed information on specific agencies, websites, references, and points of contact that will enable you to find information geared to your company, product or service. Annex A contains the names of nearly all of the DoD acquisition agencies with whom you may have opportunities to do business. Under each agency name is a list of the goods and services they buy along with the phone number of the Small Business Advisor at that agency. Annex B contains a list of DoD and Service websites which list all of the current open solicitations with all of the agencies listed in Annex A.

Annex A: Procurement/Acquisition Agencies.

This Annex provides a list of the major acquisition agencies which handle the vast majority of the military's acquisition of goods and services. Each agency is responsible for equipping either the entire DoD or the individual services with specifically identified goods and services. These agencies will issue a *solicitation* for bids or proposals, called either a "Request for Proposal" (RFP) or "Request for Quote" (RFQ). If you are awarded a contract with the military, the contract will most likely be handled by a contracting officer assigned to one of these agencies.

The phone numbers listed are for the Small Business Advisor for each agency. Following a listing of these major acquisition agencies, is a list of websites which provide a listing of all the *solicitations* (RFQs and RFPs) issued by these agencies, including any *synopsis*.



Department of Defense Procurement/Acquisition Agencies (Major Defense Logistics Agency (DLA) Buying Offices)

Defense Supply Center Columbus

Columbus, Ohio

Phone: (614) 692-3541

Toll-free: 1-800-262-3272

Principal interests: Guns, mechanisms and components; aircraft landing gear components; aircraft launching, landing, and ground handling equipment; aircraft wheel and brake systems; right-of-way construction and maintenance equipment, railroad; track materials, tractors; vehicular cab, body, and frame structural components; vehicular power transmission components; vehicular brake, steering, axle, wheel and track components; vehicular furniture and accessories; miscellaneous vehicular components; gasoline reciprocating engines and components; diesel engines and components; steam turbines and components; water turbines and water wheels and components; gasoline rotary engines and components; steam engines, reciprocating; non-aircraft engine fuel system, electrical system, and engine cooling system, engine and oil filters; miscellaneous engine accessories, non-aircraft; torque converters and speed changers; gears, pulleys, sprockets, and transmission chain; belting, drive belts, V-belts, and accessories, ship and boat propulsion equipment.

Farm equipment; pest, disease, and frost control equipment; saddlery; earth moving and excavating equipment; earth boring and related equipment; road clearing and cleaning equipment; miscellaneous construction equipment; fire fighting equipment.

Marine lifesaving and diving equipment; compressors and vacuum pumps; power and hand pumps; centrifugal; separators and pressure and vacuum filters; industrial boilers; heat exchangers and steam condensers; industrial furnaces; air and water purification equipment; space heating equipment; fuel burning equipment units; miscellaneous plumbing, heating, and sanitation equipment; piping and tubing; noses and fittings, valves, powered; valves, non-powered; motor vehicle maintenance and repair shop equipment; prefabricated and portable buildings; storage tanks; scaffolding equipment and concrete forms; prefabricated tower structures; and miscellaneous construction equipment.

Defense Energy Support Center

Fort Belvoir, Virginia

Phone: (703) 767-9400

Toll Free: 1-800-523-2601

Principal interests: Petroleum products and petroleum related services for the U.S. military and U.S. Government agencies worldwide.

Defense Supply Center Richmond

Richmond, VA

Phone: (804) 279-3617

Toll Free: 1-800-544-5634

Principal interests: Laundry and dry cleaning equipment; shoe repairing equipment; industrial sewing machines and mobile textile repair shops; electric arc-welding equipment; woodworking machinery and equipment; printing; duplicating and bookbinding equipment; gas generating equipment; non self-propelled materials-handling equipment; pallets, skids, load binder, and support sets; refrigeration equipment, fans, and air circulators; lugs, terminals, and terminal strips; electrical hardware and supplies; electrical insulators and insulating materials; contact brushes and electrodes; cable, cord, and wire assemblies for communication equipment; electrical motors and electrical control equipment; electrical generators and generator sets; distribution and power station transformers; miscellaneous electric power and distribution equipment; secondary batteries, miscellaneous alarm and signal systems; lighting fixtures and lamps; photographic supplies; chemicals and chemical specialties; pest control agents and disinfectants; food cooking, baking, and warming equipment; food preparation and serving sets, kits, and outfits; books and pamphlets, sheet and book music, and miscellaneous printed matter; drums and cans; commercial and industrial gas cylinders; bottles and jars; rubber, plastic, and glass fabricated materials; refractories and fire surfacing materials, asbestos, clay, cork, and other vegetable and mineral materials; ecclesiastical equipment, furnishings, and supplies; mortuary supplies; physical properties testing equipment; geophysical and astronomical instruments; scales and balances; drafting, surveying, and mapping instruments; and liquid and gas flow, liquid level, and mechanical motion measuring instruments, packaged petroleum products, cutting tools, industrial plant equipment. tackle blocks; shackles and slings; airframe structural components; parachutes; aerial pickup, delivery, and recovery systems; cargo tie-down equipment; cargo nets; aircraft accessories and components; rigging and rigging gear; deck machinery; marine hardware and hull items.

Defense Industrial Supply Center

Philadelphia, PA

Phone: (215) 697-2747

Toll-Free: 1-800-831-1110

Principal interests: Bearings; chain and wire rope; fiber rope, cordage and twine; rope, cable, and chain fittings; ores and minerals; ferrous and nonferrous scrap; ferrous and nonferrous bars, sheets, and shapes; electrical wire and cable; screws, bolts, and studs; nuts and washers; nails, keys, and pins; rivets; fastening devices; packing and gasket materials; metal screening; coil, flat, and wire springs; rings; shims; spacers; miscellaneous hardware; plumbing fixtures and accessories; knobs and pointers; construction materials; film; kitchen equipment and appliances; lumber; photographic equipment and supplies.

Defense Supply Support Center

Philadelphia, PA

Phone: (215) 737-2321

Toll-Free: 1-800-523-0705

Principal interests: Men's and women's military clothing, dress and work; textile fabrics; wool tops; artificial leather; tents and tarpaulins; flags and pennants; leather and rubber footwear; hats and caps; canvas products; special-purpose clothing; underwear; hosiery; gloves; badges and insignia; luggage; individual equipment; body armor; specialized flight clothing; helmets. Drugs and biological; surgical dressing materials; surgical, dental, and optical instruments, equipment and supplies; X-ray equipment and supplies; hospital furniture, equipment, utensils, and supplies; medical sets, kits, and outfits; chemical analysis instruments; laboratory equipment and supplies; medicinal chemicals; hospital and surgical clothing. Perishable and nonperishable foods are purchased for distribution in the United States and overseas. Such purchases include meats and meat products, fresh fruits and vegetables, dehydrated items, seafood or water foods, cereals, dairy products, poultry, and other related food items. Canned, packaged, fresh, and frozen items are purchased in car-lots or less. Retort pouched foods are bought in large quantities as ration components.

Defense National Stockpile Center

Fort Belvoir, VA

Phone: (703) 767-5505

Principal interests: Manages the nation's reserves of strategic and critical materials for times of national emergency. Procures and sells aluminum, beryllium, cobalt, germanium, lead, manganese, mercury, mica, and rubber.

Television-Audio Support Activity

McClellan AFB, CA

Phone: (916) 364-4223

Principal interests: A wide variety of Radio and Television Broadcast Equipment for all DoD activities worldwide. Procures video camcorders (all formats), broadcast TV equipment, recorders/reproducers, transmitters, switchers, monitors, cameras, color laser copiers, graphics systems, and test equipment that is used to support the Broadcast and Audio/Video Equipment.



U.S. Army Procurement/Acquisition Agencies

U. S. Army Chemical Biological Defense Command

(410) 671-3136

Principal Interests: Research, concept exploration, demonstration and validation, engineering manufacturing development and internal production of chemical defense system, obscuring smoke and aerosol systems and flame weapons, chemical material destruction (stockpile/nonstockpile).

U. S. Army Aviation and Missile Command

(205) 876-5441

Principal Interests: Army aircraft, equipment, and supplies; development of turbine engines and new helicopter systems. Free rockets, guided missiles, ballistic missiles, targets, air defense, fire control coordination equipment, related special-purpose and multisystem test equipment, missile launching and ground support equipment, and metrology and calibration equipment.

U. S. Army Communications and Electronics

(908) 532-4511

Principal interests: Communications-electronics systems and subsystems and related equipment for command, control and communications; countermeasure and tactical sensor equipment.

U. S. Army Communications and Electronics Command Acquisition Center-Washington Operations Office

(703) 325-5793

Principal interests: Automated information hardware, software, services, maintenance, and systems.

U. S. Army Research Laboratory

(301) 394-3692

Principal Interests: Nuclear survivability, lethality, radar, signal sensors, signatures, information processing; electronic surveillance systems; high-power microwave and acoustic technology, materials, digitization of battlefield, MANTECH, advanced computing.

U. S. Army Tank-Automotive and Armaments Command
(810) 574-5388

Principal interests: Ground vehicles (tanks, infantry fighting vehicles, trucks and trailers, construction and material handling vehicles); vehicle components and supplies (e.g., power train components, electronic assemblies, armor, tires, special purpose kits); combat engineering equipment (e.g., bridges); railway cars; watercraft; fuel and water tanks; and research and development services (product development/ improvement, testing and analysis, technical support for fielded systems).

U. S. Army Armament and Chemical Acquisition and Logistics Activity
(309) 782-6709

Principal Interests: Armament systems (artillery, small arms, fire control equipment); armament components and supplies (e.g., optical equipment, electronic assemblies); and chemical, nuclear and biological protection equipment.

Department of the Army Defense Supply Service-Washington
(703) 697-6024

Principal interests: Supplies, materials, and equipment; research; contractual services; studies and analytical support services; machine rental, repair, and maintenance services; and other related services for DoD agencies located in or near Washington, D. C.

Military Traffic Management Command
(201) 823-6509

Principal interests: Repair and maintenance services for the Defense Freight Railway Interchange Fleet; processing privately-owned vehicles; terminal support supplies and services, and other services such as guard, trucking, towing, janitorial, refuse collection, and minor construction and repair.

U. S. Army Medical Research & Materiel Command
(301) 619-2471

Principal interests: Basic and applies medical research and product development. Medical laboratory and logistical support services, supplies, equipment, and telecommunications.

U. S. Army Medical Commands

Principal interests: Medical supplies and equipment, direct health care professionals.

U. S. Army Depots

Principal interests: Overhaul and modify munitions, weapon systems, helicopters, and communication equipment.

U. S. Army Corps of Engineers

(202) 761-0725

Principal interests: Designs and manages the construction of military facilities for the Army and Air Force. Provides design and construction management support for other DOD and Federal agencies. Plans, designs, builds and operates water resources and other civil works projects. Provides research and development services for both military and civil works projects and for other agencies on a reimbursable basis.



U.S. Air Force Procurement/Acquisition Agencies.

Space and Missile Systems Center

(310)363-2855

Acquire space systems, subsystems, support equipment, and related hardware and software; provide for the maintenance, construction, alteration, and security of launch, tracking, and support facilities; plan, program, and acquire test facilities and other test investments required by AFMC programs at all locations (test centers and contractor facilities); plan and provide for security on all systems and information requiring safeguards consistent with AF and DoD security directives.

Electronic Systems Center

Hanscom AFB, MA

(617)377-4 973

Principle interests: ESC plans and manages the acquisition and related engineering development of command, control, communications, and intelligence systems, subsystems and equipment including surveillance systems, navigation systems, air traffic control and landing systems, intelligence systems, electronic physical security surveillance and intrusion detection systems and weather systems, information and management systems. R&D contracts are also initiated by the Geophysics Division of the AF Laboratory in the environmental, physical and engineering sciences. The work pursued may be categorized generally as falling within the following functional areas: Space Physics, Ionospheric Physics, Terrestrial Science, Upper Atmospheric and Stratospheric operations, Optical/IR Backgrounds and Targets, Weather Specification and Prediction.

Aeronautical Systems Center

Wright-Patterson AFB, OH

(937)255-5422

Principle interests: ASC's responsibilities include design, development, and acquisition programs for aeronautical systems, cruise missiles, their components, and related government-furnished aerospace equipment including aircraft engines, airborne communication systems, aircraft navigation systems, aircraft instruments; management of engineering development and initial procurement of aeronautical reconnaissance systems, aeronautical electronic warfare systems, life support systems, chemical/biological defense systems, and simulators, including armament, operational, and communication training devices.

ASC has central contracting responsibility for a number of specialized programs including the following: Specialized Programs and Aircraft and Reconnaissance, Contractor Engineering and Technical Services, Mechanized Material Handling Systems, AF Packaging Evaluation Agency Requirements, Automatic Data Processing Studies, Software, and Equipment, Chaplain Supplies and Equipment, Educational Services Contractual Support, Library Books and Publications

ASC Small Business Office provides contracting support for the Joint Logistics Systems Center (JLSC) which is located at Wright-Patterson AFB. JLSC is involved in the development, operation, and enhancement of the management information systems for logistics management systems for the military services and Defense Logistics Agency.

Wright Laboratory

Wright-Patterson AFB OH
(937)255-5422

Principle interests: This directorate provides business and contracting support for Wright Laboratory (WL). Contracts are written for requirements of the following directorates: Aero Propulsion and Power Directorate, Avionics Directorate, Solid State Electronics Directorate, Flight Dynamics Directorate, Materials Directorate, Manufacturing Technology Directorate, Plans and Programs Directorate and Armament Directorate.

AF Development Test Center

Eglin AFB, FL
(904)882-2843

AFDTC plans, directs, and conducts the test and evaluation of nonnuclear munitions, electronic combat, and navigation/guidance systems. AFDTC manages the large land test ranges that are located on the 724 square mile Eglin complex as well as the 86,500 square miles of water ranges located in the adjacent Gulf of Mexico. Major tests on or above AFDTC's ranges cover aircraft systems, subsystems, missiles, guns, rockets, targets and drones, high-powered radar, and electronic countermeasures equipment. The operational contracting division contracts for supplies, equipment, and work necessary for the operation and maintenance of Eglin AFB.



U.S. Navy/Marine Corps Acquisition Agencies

Headquarters U.S. Marine Corps (703) 696-1022

Principal interests: Electronics equipment, specialized vehicles, and equipment peculiar to the Marine Corps.

Marine Corps Systems Command (703) 784-5822

Principal interest: Research, development and acquisition of equipment, information systems, training systems and weapon systems to satisfy approved material requirements of the Marine Corps.

Military Sealift Command (202) 685-5025

Principal interests: Ocean shipping services to maintain strategic sealift, support of fleet units worldwide, and meeting special transportation needs of DoD sponsors for research, cable laying and repair, and special missions; movement of material, petroleum, oil, and lubricants, and personnel using U.S.-flag vessels; repair of oceangoing noncombatant ships.

Naval Research Laboratory (202) 767-6263

Principal interests: Scientific research and advanced technology development for new and improved materials, equipment, techniques, systems and related operational procedures for the Navy. Fields of interest include space science and systems; environmental sciences; plasma physics; acoustics; radar; electronic warfare; marine technology; chemistry; materials; optical and radiation sciences; electronics and information technology.

Strategic Systems Program

(703) 607-0217

Principal interests: Fleet ballistic missiles.

Naval Air Systems Command

(301) 757-9044

Principal interests: Navy and Marine Corps aircraft systems; air-launched weapons systems and subsystems; airborne electronics systems; air-launched underwater sound systems; airborne pyrotechnics; astronautics and spacecraft systems; airborne mine countermeasures equipment (except for explosives, explosive components, and fusing); aeronautical drones and towed target systems, including related ground control equipment and launch and control aircraft; meteorological equipment; overhaul and modification of all Naval aircraft/engines; operation and maintenance of weapons training ranges.

Naval Air Warfare Center

Aircraft Division

Lakehurst, NJ

(908) 323-2812

Principal interests: Launching, guidance, and recovery of Navy and Marine Corps aircraft in connection with test and evaluation; test design; stress analysis; structures; environmental simulation; design evaluation; aeronautical design; hydraulics; computer sciences; metallurgy; synthetic materials; electrical systems; mechanical systems and electronics; industrial engineering; optics; propulsion systems; acoustics; corrosion control; cryogenics; and control techniques. Procurements also include ground support equipment such as handling and servicing; armament support; avionics, propulsion, and mechanical devices; and medium and heavy machine shop assemblies and components.

Naval Air Warfare Center

Aircraft Division,

Patuxent River, MD

(301) 342-7567 Ext. 103

Principal interests: Development of aircraft systems and their components; also antisubmarine warfare command systems and related equipment.

Naval Air Warfare Center

Weapons Division

China Lake, CA

(760) 939-2712

Principal interests: Air warfare systems (except antisubmarine warfare systems) and missile weapons systems including propulsion, warheads, fuses, avionics and fire control, and guidance; and the national range/facility for parachute test and evaluation.

Naval Air Warfare Center

Training Systems Division

Orlando, FL

(407) 380-8253

Principal interests: Training aids, devices, equipment, and material for the Navy, Marine Corps, and other DoD activities.

Space and Naval Warfare Systems Command

San Diego, CA

(619)524-7701

Principal interests: Shore (ground) electronics; shipboard communications IFF, ECM, radio-navigation; fixed underwater surveillance systems; navigation aids; landing aids and air traffic control aids, except airborne communications via satellite and space surveillance systems; shore-based strategic data systems; communication data-link systems; radial equipment; special communications for fleet ballistic missile systems; standardized telemetry equipment and components; cryptographic equipment; expeditionary and amphibious electronic equipment; multiplatform electronic systems not otherwise assigned; antenna design and integration.

Space and Navy Warfare System Center

RDT&E Division

San Diego, CA

(619) 553-4326

Principal interests: New developments in command, control, and communications, electronic warfare, ocean surveillance, antisubmarine warfare weapon systems, submarine arctic warfare, ocean science, ocean engineering, biosystems research, and related technologies. Purchases include computer software and systems engineering services, computer equipment, electronic test instruments, and miscellaneous support equipment and services.

Space and Navy Warfare System Center

North Charleston, SC

(803) 974-5115

Principal interests: Sensors, video teleconferencing, image processing, air traffic control, meteorology, navigation, physical and computer security, command and control, communications, and crypto logic and intelligence.

Naval Facilities Engineering Command

(703) 325-8549

Principal interests: Cranes; power plants; floating pile drivers; major boiler plants and electrical generators; and permanent facilities (including acquisition and disposal of real estate); design and construction projects as well as station maintenance and repair, including public utilities services.

Navy Construction

Northern Division

Naval Facilities Engineering Command

Lester, PA

(610) 595-0637

Principal interests: A&E services, construction, and major maintenance and repair of naval facilities.

Naval Sea Systems Command

(703) 602-1964

Principal interests: Shipboard weapons systems and components, explosives and propellants, and related actuating technology. Ship systems design and integration including construction, overhaul, modernization, and conversion; propulsion; auxiliary power generating and distribution; navigational equipment; habitability and environment control features; rescue and salvage systems; ship maintenance and support; degaussing; and shipboard minesweeping equipment, including R&D needs for these items.

Naval Surface Warfare Center

Indian Head, MD

(301) 743-6604

Principal interests: Chemicals, igniters, metal parts, and components for rocket engines; electronic weapon system simulators and components; and cartridges, cartridge-actuated devices, and propulsive components for aircrew escape systems. Includes all related engineering tasks for fleet support and test.

Naval Surface Warfare Center

Port Hueneme, CA

(805) 982-0372

Principal Interests: Test and evaluation, inservice engineering, and integrated logistic support for Navy surface fleet surface and mine warfare combat systems, command and control systems F-I System interface, weapons systems and subsystems and related expendable ordnance. Engineering, production and logistic support for cruiser, destroyer, battleship and frigate combatants for the following software requirements: combat direction systems operational programs, inter-computer communications for integrated systems, Navy standard program generation system computer programs, and shore establishment computer programs.

Naval Surface Warfare Center

Dahlgren, VA 22448-5100

(540) 653-4806

Principal interests: Advanced technology developments in radar, communications, electronics, optics, chemistry, materials, plasma physics, space systems, and countermeasures.

Naval Surface Warfare Center

West Bethesda, MD

(301) 227-2871

Principal interests: Development and evaluation of systems, subsystems, and components.

Naval Undersea Warfare Center

Newport, RI

(401) 841-2442

Principal interests: Submarine and other underwater combat systems.

Navy Exchange Service Command
(757)631-3582

Principal interests: Supplies for Navy exchanges, commissary stores, lodges, ships stores, and military sealift exchanges, including retail merchandise of various types; food; vending machine items; service station supplies; air conditioners; vehicles; hotel furnishings; store fixtures; and other supplies and equipment.

Fleet and Industrial Supply Center Norfolk
Philadelphia, PA
(215) 697-9555

Principal interests: Ship and marine equipment, parts, accessories, and components, and a wide array of services. Support for naval activities in the region.

Annex B. Military Procurement/Acquisition Websites

Current opportunities, or “solicitations”, with the above listed procurement/acquisition agencies can be found easily and readily on the following websites:



Department of Defense Websites

DoD Business Opportunities: <http://www.dodbusopps.com>

The mission of the DoDBusOpps.com website is threefold:

1. Help vendors find opportunities. DoDBusOpps.com is an electronic portal for vendors to identify business opportunities within the DoD Components. The site indexes open and active solicitations from multiple sources, providing a central source for over 70% of the Defense Department’s opportunities. To get started looking for opportunities, visit their *Advanced Search* page.
2. Help vendors begin the procurement process. Once the opportunity is found, DoDBusOpps helps vendors bid on and win business by providing links to resources such as the Central Contractor Registration (CCR), the DoD Agency’s technical data sites and on-line bidding modules.
3. Educate vendors on selling to the federal government. This site educates vendors on federal e-procurement and directs them to online informational resources. To get started, look at the *E-Government Resources*.

Defense Logistics Agency Procurement Gateway: <http://progate.daps.mil>

Defense Information Technology Contracting: <http://www.ditco.disa.mil>

Central Contract Registration: <http://www.ccr.gov>



U.S. Army Website

Army's "Single Face To Industry" Site: <http://acquisition.army.mil>



Air Force Website

The Air Force has teamed with the General Services Administration (GSA) to list all of their solicitations on the GSA's "FedBizOpps" website: <http://www.eps.gov>



Navy & Marine Corps Website

Navy's "Electronic Commerce On Line" Site: <http://www.neco.navy.mil>