

## Doing BUSINESS with the



# U.S. DEPARTMENT OF ENERGY



**SMALL BUSINESS GUIDE**  
to Contract Opportunities with DOE

## U.S. Department of ENERGY

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visit us at <http://smallbusiness.energy.gov/>

## The Department of ENERGY

is committed to increasing the contracting opportunities available for small and disadvantaged businesses. This brochure provides valuable information that will make it easier for you to sell your products and services to the Department of Energy.

## Frequently Asked QUESTIONS . . .

### What does DOE buy?

As a multi-program federal agency, DOE purchases a wide variety of goods and services:

- Facility Management
- Remediation
- Construction
- R&D
- Management/Scientific Consulting
- Plate Work Manufacturing
- Administrative Services
- Data Processing
- Security
- Engineering
- Waste Treatment & Disposal

### How do I find out about DOE contracting opportunities?

The following sources are easy to use:

- <http://www.fedbizops.gov/>
- DOE's Business Forecast at <http://smallbusiness.energy.gov/>
- DOE's Industry Interactive Procurement System (IIPS) at: <http://doe-iips.pr.doe.gov/>
- Contact small business program managers at <http://smallbusiness.energy.gov/>



SPENCER ABRAHAM  
Secretary



THERESA ALVILLAR-SPEAKE  
Director  
Office of Economic Impact  
and Diversity

### Do I have to register with DOE to bid?

Yes. Register your company on DOE's Industry Interactive Procurement System (IIPS) at: <http://doe-iips.pr.doe.gov/>. Registration is fast and easy.

### How do I find out more about RFPs?

Check with your DOE Point of Contact (POC) on the RFP. Discuss with the POC your capabilities and ask for clarification and advice.

### Does my company have to be certified?

DOE does not have a certification process. To qualify for HUBZone, Small Disadvantaged Business, or 8(a) programs, official certification from the Small Business Administration is required. Small, women-owned, veteran-owned and service-disabled-veteran-owned categories are self-certifying, and no formal certification is required.

### How do I get paid?

DOE adheres to the "Prompt Payment Act." For simplified purchases up to \$25,000, DOE uses credit cards. Other forms of payment may be used and are specified in the contract.

### What do I do next?

Refer to the "Step-by-Step Roadmap for Doing Business with DOE" on the other side of this brochure. The steps were developed from interviews with successful small business contractors, and the staff and procurement managers of DOE.

# A Step-by-Step ROADMAP for Doing Business with DOE

**1 Do your homework.** Get to know what DOE needs. Refer to DOE's current and forecasted opportunities at <http://smallbusiness.energy.gov/> and <http://hqinc.doe.gov/support/smallbusutil.nsf/homepage?readform>. Visit these web sites often to stay abreast of requirement changes.

**2 Prepare a company profile.** Develop a succinct, one-page summary of your company's capabilities including: relevant expertise and experience, references with federal agencies, registrations and certifications.

**3 Find your niche.** You are more likely to succeed by having a unique niche or focus – keep your product and service offerings focused on matching DOE's needs.

**4 Register your business.** You have to be registered with DOE's Industry Interactive Procurement System (IIPS) to bid. Register on-line at <http://doe-iips.pr.doe.gov/>.

**5 Be accessible.** Make it easy for DOE to do business with you. Equip yourself with e-mail and internet capabilities. Get on the GSA schedule at <http://www.gsa.gov> and Government Wide Acquisitions Contracts (GWACs) at <http://www.govsalesnet.com>. Make sure you can accept payment by credit card.

**6 Market your company.** Make sure you market your expertise and capabilities. Don't wait for DOE to come calling! Direct contact with acquisition and program personnel is key to marketing and success. Establish relationships with the procurement specialists throughout DOE. Talk to these POCs (Point of Contacts). They have the answers. Browse the following web sites for contacts:

- <http://smallbusiness.energy.gov/>
- [http://professionals.pr.doe.gov/ma5/ma-5web.nsf/organization/procurement+directors? open document](http://professionals.pr.doe.gov/ma5/ma-5web.nsf/organization/procurement+directors?open)
- <http://professionals.pr.doe.gov/ma5/ma-5web.nsf/business/doe+MO+contractors>

**7 Be flexible.** Consider both subcontracting and prime contracting. Major subcontracting opportunities are available with DOE.

**8 Match and bid.** Match your expertise, capabilities and experience with a specific DOE procurement opportunity and bid. Learn by doing.

**9 Don't give up.** Continue to follow the roadmap. Persevere until you have a contract!

**Ask for more.** Send in the response panel for more information. DOE is waiting to hear from you.

## Valuable Small Business CONTACTS

For more information please contact the following individuals and visit our web sites:

### HEADQUARTERS

#### General Information

Nickolas Demer  
Tel: (202) 586-1614 Fax: (202) 586-5488  
Nickolas.Demer@hq.doe.gov

#### Women-Owned and HUBZone

Marcia Haynes  
Tel: (202) 586-6933 Fax: (202) 586-5488  
Marcia.Haynes@hq.doe.gov

#### Small Disadvantaged Business (SDB), 8(a) and Mentor-Protégé

Brenda DeGraffenreid  
Tel: (202) 586-4620 Fax: (202) 586-5488  
Brenda.Degraffenreid@hq.doe.gov

#### Veteran-Owned, Service-Disabled-Veteran Owned, and Native American

Sterling Nichols, Jr.  
Tel: (202) 586-8698 Fax: (202) 586-3075  
Sterling.Nichols@hq.doe.gov

#### One-stop Contact Information for Small and Disadvantaged Businesses

<http://smallbusiness.energy.gov/>

#### Prime and Subcontracting Opportunities for Small and Disadvantaged Businesses

<http://hqinc.doe.gov/support/smallbusutil.nsf/homepage?readform>

### FIELD

#### National Laboratories and Technology Centers

<http://www.ma.doe.gov/phonebook/natlabs.html>

#### Operations, Field and Area Offices

<http://www.ma.doe.gov/phonebook/field.html>

visit us at  
<http://smallbusiness.energy.gov/>

**I want my company to do business with the U.S. Department of ENERGY.**

**I would like more information about:**

- DOE Field Office/Laboratory near me
- Procurement Opportunities for the following products/services (if you need more space please attach your capabilities statement):

**My Company** is at:

Small Business 8(a) Certified

HUBZone Certified

Small Disadvantaged Certified

Women-Owned

Veteran-Owned

Service-Disabled-Veteran-Owned

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Complete and mail to: U.S. Department of Energy  
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