



U.S. Army Corps  
of Engineers®  
Huntsville Center

# Small Business Marketing Guide

## How we buy products and services.

### Micro Purchases.

**Purchases of \$2,500 or less.** No public notice is given. Firms of all sizes may be considered. Oral quotation and discussions will be the normal solicitation method. About 90 per cent of the micro purchase awards are made using credit cards.

**Simplified Acquisition Procedures (over \$2,500 but not more than \$100,000).** Reserved for small business firms, and acquisition procedures are similar to Micro Purchases. Simplified Acquisition Procedures are used up to \$5 million for commercial items. All actions over \$25,000 will be published in the Federal Business Opportunities website at the following URL: <http://www.fedbizops.gov>.

**FACNET.** When appropriate, acquisitions subject to Simplified Acquisition Procedures will be processed through the Federal Acquisition Computer Network (FACNET). To participate, you must be FACNET approved. Architect-Engineering contracts are not acquired through FACNET.

**Acquisitions Over \$100,000.** Formal solicitation procedures with public notice in the FedBizOpps. Major program awards are typically negotiated utilizing the Best Value procedures. Huntsville Center plans to increase the use of INTERNET/ CD ROM solicitations and oral presentations to simplify and streamline the acquisition process.

## How to get on Prospective Contractor Lists.

### For A-E contracts:

**Submit a Standard Form (SF) 254.** This general profile will remain on file with us. But, for a specific A-E contract published in the FedBizOpps, you also need to submit an SF 255.

## INFORMATION

### Judy Griggs

Assistant Director  
of Small Business

(256) 895-1179

Fax: (256) 895-1049

email:

[Judy.K.Griggs@hnd01.usace.army.mil](mailto:Judy.K.Griggs@hnd01.usace.army.mil)

P.O. Box 1600  
Huntsville, AL 35807

### Delores Foster

SADBU Assistant

(256) 895-1050

email:

[olivia.d.foster@hnd01.usace.army.mil](mailto:olivia.d.foster@hnd01.usace.army.mil)

[More](#) →

## **How to respond to our FedBizOpps notices.**

Effective 1 January 2002 Federal Business Opportunities (FedBizOpps), [www.fedbizops.gov](http://www.fedbizops.gov), became the official source for all procurement information and notices to be published in accordance with FAR Subpart 5. FedBizOpps replaced the Commerce Business Daily (CBD) becoming the single point of electronic public access on the Internet to government-wide Federal procurement opportunities that exceed \$25,000. CEHNC solicitations can also be viewed at the Center website, <http://www.hnd.usace.army.mil> under "Doing Business with Us".

### ***For supply, service, construction, and other contracts:***

Request in writing copies of the solicitation from the contracting officer named in the FedBizOpps notice.

### ***For A-E services:***

As the prime, submit a qualification package consisting of an SF 255 (and an SF 254 if you don't have one on file). Also, submit one SF 254 for each key subcontractor you will use. Selection of a firm (team) is made without further notification of the general public.

## **Tell us about your firm.**

### ***Send us a brochure.***

We **welcome** information that describes your firm's capabilities and experience. The more specific, the better!

### ***Meet with us.***

We will make time, when possible, to meet with you for discussions and briefings about your capabilities and our general upcoming workload and programs. However, we are not able to discuss acquisitions currently advertised and under competition unless all potential offerors are given an opportunity to participate, as in a preproposal briefing.

### ***Look us up on the Worldwide Web.***

Pending solicitations are usually listed on the Web along with forecast actions. Go to <http://www.hnd.usace.army.mil>.



*Fact Sheet Information:  
Small Business Office  
(256) 895-1050  
<http://www.hnd.usace.army.mil>  
2004*