



Partner with the Bureau of Prisons To Impact Economic Development In Your Community

A. Summary of Housing Market Study

(Prepared for the Federal Bureau of Prisons by the Louis Berger Group, Inc., 8/07)

- A FCI is projected to employ approximately 315 - 330 persons.
- The FCI facility will attract an in-migrating staff household population of about 1,722 persons with 42% of movers and new non-local hires having 3 or 4 persons in the household.
- The typical Bureau employee prefers to purchase a three or four bedroom, single family detached dwelling within the fair market value cost range for the area.
- Approximately 20% of total households are expected to rent rather than purchase property.
- Over half (58%) of the relocating households would prefer a one way commute of no more than 30 minutes daily. However, 34% would be willing to commute more than 45 minutes one way to the facility.
- The median income of relocating households was estimated to be between \$60,000 and \$100,000.
- Many Bureau employees have school age children so the quality of schools and child care options are important in determining where employees choose to live.
- The majority of Bureau employees will participate in pre-qualification services prior to relocation of his/her household through the Bureau of Prisons Relocation Program.
- Historically, there is a lack of temporary housing for transferring employees.

B. Realtor Services

The Bureau of Prisons contracts at a national level with Prudential. To be considered for the realtor referral list, please contact Melissa Moorer, Prudential Account Manager at 202-628-7584 or 800-523-3267, ext. 7584.

C. Community Services and Products used by Bureau staff

Bureau of Prisons staff are a professional, ethical and diverse group of individuals. Many transferring staff relocate every two years for promotion opportunities and are very knowledgeable and resourceful when deciding where to settle with his/her family. It is important for you to know that all Bureau of Prisons employees have access to the Internet on the job. As a general rule, before an employee decides to submit an application for a new position, they investigate the area using the Internet by searching based on the name of the new institution.

Community Services

- Quality child care
- Rental home options
- Hotel/motel within government per diem
- Health care professionals that honor federal health insurance providers
- Recreational opportunities to include restaurants, movie theater, sports leagues for children and adults

Products

- Multi-cultural personal items
- Multi-cultural food items
- Price competitive home improvement stores
- Professional clothing stores

D. Prepare to “Do Business” with the Federal Bureau of Prisons

Participation in the Bureau of Prisons (BOP) acquisition process is the same as with any other Federal

agency in accordance with procedures stated in the Federal Acquisition Streamlining Act (FASA) of 1994, Part 13 of Federal Acquisition Regulation. All Federal agencies are required to post notices of proposed Governmental purchases exceeding \$25,000, subcontracting leads, contract awards, sales of surplus property, and foreign business opportunities to the Government electronic point of entry system known as Federal Business Opportunities (FBO), at www.fedbizopps.gov. Since the use of this website is mandatory for all Federal agencies, it is the most comprehensive and effective method of receiving solicitations. Companies wishing to do business with the BOP are strongly encouraged to become familiar with the FBO and to register for notifications of solicitations in their area of expertise.

You can also find this link available at www.bop.gov. Select "Doing Business" tab at the top of the page to the BOP published proposed acquisitions.

The BOP is further required by Federal regulations to use the consolidated purchasing performed by the General Services Administration (GSA) of certain common-use items. If you believe your company can supply the BOP institution with needed products and services, please contact the Procurement Technical Assistance Center (PTAC) below for assistance with the registrations required for Federal Government contracting. You may find the PTAC nearest you and a thorough explanation of the government procurement process at www.gsa.gov/selltogovernment. For FCI McDowell, contact Sommer Straight at ssstraight@rcacwv.com. For FCI Berlin, contact Christopher Way at cway@dred.state.nh.us. For other institution locations, find your local representative at:

Procurement Technical
Assistance Center

<http://www.aptac.us.org/new/>

Small Business Development Center
www.sba.gov

Federal regulations mandate that purchases less than \$100,000 are set aside for small business except those under \$2,499, which could be made at small or large businesses, using a government issued credit card. Purchases over \$2,500 will be completed by the institution Contracting Officer after checking GSA mandatory sources such as Small Disadvantaged Business Program, 8(a) Firms, and HUBZone certified companies.

Examples of Products (Vary by institution needs)

Perishable food products

Fresh eggs, dairy products

Fresh produce

Bread and bakery items

Recreational equipment

Kosher food products
Building supplies, lumber, tools
Canned Goods
Liquid coffee concentrate
Office supplies but NOT computer items
Composite Toe boots

Examples of Services (vary by institution needs)

Comprehensive Medical Services
Parenting Program/Substance Abuse Services
Water and Sewer Services
Solid Waste Collection & Disposal Services
Spiritual Services (Rabbi, Priest, Imam)
Vocational Instructor services
Burial Services
Medical material waste removal services
Food service/Office equipment repair & maintenance
Unarmed Guard Services

F. What You Can Do To Be Ready

1. Register your company to conduct business with Federal agencies:

a. Taxpayer Identification Number (TIN)

Visit www.irs.gov/business to find out how to request a TIN. If you conduct business as a corporation, partnership or limited liability corporation, you must obtain this number for the organization. If you conduct business as a sole proprietor, you may use your social security number as your taxpayer identification number or you may obtain a new TIN for your business operation. It is highly recommended that you obtain a new TIN number if you have employees.

b. DUNS Number (Data Universal Numbering System)

Call 1-866-705-5711 to get your DUNS Number. The D-U-N-S Number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together. More than 70 million corporations use this around the world. Used by the world's most influential standards-setting organizations, it is recognized, recommended and/or required by more than 50 global, industry and trade associations, including the United Nations, the U.S. Federal Government, the Australian Government and the European Commission. In today's global economy, the D&B D-U-N-S Number has become the standard for keeping track of the world's businesses

c. Central Contractor Registration (CCR) (www.ccr.gov)

Does your business development strategy include providing goods and services to the Federal Government? Creating a profile in the Central Contractor Registration (CCR) and the Dynamic Small Business Search (DSBS) and keeping it current ensures that your firm has access to federal contracting Opportunities, especially those for small businesses. Entering your small business profile data into CCR allows you to populate the Small Business Administration's (SBA) Supplemental Pages, known as DSBS, where your business information and capabilities statements can be viewed by contracting officers, large prime contractors and the general public. This site also provides FREE on-line training and E-newsletters. Go to the website and click on "Start New Registration." Hint: Print a copy of the registration so you can have all the information together before you start since the screens "time out."

2. Identify whether your company falls into one of the following groups that the federal government targets for special contracting incentives:

a. 8(a) Registration (www.sba8a.symplicity.com/applicants)

This registration is designed to put socially and economically disadvantaged companies into a nine-year program that will enhance their development and ability to participate in federal contracts.

There are financial and other guidelines for this program.

B. HUBZone Registration (www.sba.gov/hubzone)

This program is designed to help companies that are located in geographical "historically underutilized business zones." Underutilized means the federal government has historically not used companies in these areas at the same rate as companies in more commercial areas. FCI Aliceville, Alabama; FCI McDowell, West Virginia; FCI Berlin, New Hampshire and FCI Mendota, California are currently located in a HUBZone.

c. Small Disadvantaged Business (SDB) Program (www.sba.gov/sdb)

Any company that qualifies and registers as an 8(a) company automatically qualified as an SDB without further registration. Any other socially and economically disadvantaged company may become SDB certified through this program.

d. Veteran's Employment Registration Program (www.dol.gov/vets/programs/main)

This website describes a variety of public/private partnership programs that have been established to assist veterans.

e. Other new registration sites (www.gsa.gov/selltogovernment)

Check this website for new additions as changes occur frequently.

3. Set up capability to accept credit card purchases. Bureau of Prisons utilizes GSA Smartpay credit cards as travel and purchase credit cards.

4. Set up Electronic Funds Transfer (EFT) capability for your company.

5. Direct specific questions to:

Cathi Litcher, Activation Coordinator

Office 919-575-5028

E-mail address: clitcher@bop.gov