

DOING BUSINESS WITH THE FOREST SERVICE

How to Win Government Contracts - One Step at a Time



U.S. Department of Agriculture
Forest Service
Southern Region
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United States Department of Agriculture
Forest Service
Southern Region

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Atlanta, Georgia 30309

Dear Prospective Vendor:

Thank you for your interest in doing business with the Southern Region of the Forest Service. To assist you, we are providing this handbook to help you get started. This handbook includes:

- Products and services to be purchased by the Forest Service
- Purchasing procedures used to acquire products and services
- Information to determine if you can be classified as a small business
- North American Industry Classification System (NAICS) codes frequently used by the Forest Service
- How to market your product and services to the Forest Service
- How to register your business
- A list of procurement offices in the Southern Region of the Forest Service

If you need additional information, I will be glad to further assist you in your procurement efforts. I can be reached at 404-347-1635 or via email at kmatthews02@fs.fed.us. You can also visit our website at www.fs.fed.us/r8/aqm/ for information about our procurement program.

Sincerely,

Kay A. Matthews

/s/Kay A. Matthews
Small Business Coordinator

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ABOUT THE FOREST SERVICE, U.S. DEPARTMENT OF AGRICULTURE

Understanding the Forest Service

The Forest Service (www.fs.fed.us) is a federal agency within the U.S. Department of Agriculture that manages public lands in national forests and grasslands. The Forest Service is also the largest forestry research organization in the world, and it provides technical and financial assistance to state and private forestry agencies.

What products and services does the Forest Service purchase from vendors?

- Natural resource services and conservation services (including forest/range fire suppression and pre-suppression, tree thinning, range/forest improvement services, tree planting, land treatment, forest/range fire rehabilitation services, aerial spraying, aerial seeding, wildlife and fisheries management services, seedling production and transplanting services)
- Construction of structures and facilities (including office buildings, airfield structures, residential buildings, roads, bridges, sewage and waste facilities, water supply facilities and recreation areas)
- Maintenance, repair or alteration of real property (including restoration of roads and bridges)
- Lease or rental of facilities (including office, warehouse and residential buildings)
- Housekeeping services (including food services, trash collection, portable sanitation and facilities operations support services)
- Transportation and charter services
- Professional, management and administrative support services
- Lease or rental of equipment (including various types of ground and motor vehicles, trailers, information technology, prefabricated structures and scaffolding)
- Special studies and analyses (including archaeological, wildlife, natural resources, environmental studies and assessment)
- General architect and engineering services (including landscaping, interior layout and design, drafting and production engineering services, architect and engineering services for construction)
- Fire and aviation support services (including helicopter services, fixed-wing airplane services, air tanker services, aircraft maintenance, fire supplies and equipment)
- Information technology (IT) (including telecommunications, hardware, software, supplies and support equipment) *

*For information on selling IT products to the Forest Service, contact Bonnie Gilbert, Branch Chief Information Technology Support, WO Acquisition Management at 505-842-3384 or bgilbert@fs.fed.us. The IT support branch is located in Albuquerque, New Mexico. The mailing address is: U.S. Forest Service, WO Business Operations, Acquisition Management, IT Support, 3900 Masthead Street NE, Albuquerque, NM 87109.

How does the Forest Service acquire products and services?

Purchasing procedures

The Forest Service employs a variety of procedures when purchasing on the open market. These procedures, governed by the Federal Acquisition Regulation (FAR) and the USDA Agriculture Acquisition Regulation (AGAR), are recapped below. The FAR is available on the Internet at www.arnet.gov/far/ and the AGAR is available at www.usda.gov/procurement/policy/agar.html.

Micro-purchases by non-procurement personnel

Within the Forest Service, micro-purchases (procurements of \$3,000 or less for supplies and services and procurements of \$2,000 or less for construction) are generally not referred to a procurement office, but are purchased by authorized non-procurement personnel through use of a government-wide commercial purchase card.

The Ability One program (formerly called Javits-Wagner-O'Day: JWOD)

The Ability One program is a mandatory source program implemented through 41 CFR Chapter 51 and FAR Subpart 8.7. The federal government purchases products and services provided by a national network of more than 500 community-based nonprofit agencies that employ people who are blind or have other severe disabilities.

GSA Advantage!®

The Forest Service fills many of its requirements for commonly used items through GSA Advantage!® (www.gsaadvantage.gov), a General Services Administration (GSA) on-line system from which GSA stock items and Federal Supply Schedule (FSS) products and services may be ordered. Products and services from the Federal Prison Industries, Inc. (FPI), also referred to as UNICOR, and nonprofit agencies serving people who are blind or severely disabled referred to as National Industries for the Blind (NIB) and the nonprofit agencies serving people with severe disabilities other than blindness (NISH) are sold through GSA Advantage. Where specific products or services from either UNICOR or NIB/NISH are not available through GSA Advantage, the Forest Service may acquire them directly from UNICOR or the NIB/NISH nonprofit agencies.

GSA Federal Supply Schedule and other government-wide contracts (FAR Part 8)

One of the primary methods for acquiring goods and services not available through GSA Advantage!® is by ordering from vendors that have GSA Federal Supply Schedule (FSS) contracts, or that have indefinite delivery type contracts issued by one procurement office, which allows other procurement offices to issue orders against the contracts.

Simplified acquisition procedures (FAR Part 13)

For requirements estimated to cost more than \$2,500 but not more than \$100,000, procurement offices generally use simplified acquisition procedures. These procedures are less structured than those in sealed bidding or negotiated procurements. Competition to the maximum extent practicable is required, with solicitation of at least three sources generally considered to meet this requirement. Acquisitions in this dollar range are set aside for the

exclusive participation of small business concerns unless there is a reason why this is not feasible.

Up to \$25,000, requests for quotation are usually oral, and written solicitations are rarely used. Notices of business opportunities over \$25,000 are posted on the Federal Business Opportunities (FedBizOpps) web site at www.fedbizopps.gov. These notices, also referred to as synopses, may contain sufficient information for vendors to submit quotes (this is referred to as a combined synopsis/solicitation) and in these instances, a separate written solicitation is not issued.

Sealed bidding and negotiated procedures

For acquisitions estimated to exceed \$100,000, sealed bidding or negotiated procedures are used. These are more formal and structured than simplified acquisition procedures. These acquisitions must (with limited exceptions) be competed using procedures that provide for full and open competition, which means that all responsible sources are permitted to compete. Acquisitions in this dollar range are generally synopsized on the FedBizOpps web site (www.fedbizopps.gov) prior to issuance of the written solicitation (Invitation for Bids or Request for Proposals).

Sealed bidding (FAR Part 14)

Under sealed bidding procedures, an Invitation for Bids (IFB) is issued inviting interested companies to compete by submitting a sealed bid. Bids are publicly opened at a date and time specified in the IFB. The bids are evaluated without discussions with the bidder and contract award is made to the responsible bidder whose bid, conforming to the IFB, is the most advantageous to the government, considering only price and the price-related factors included in the IFB.

Negotiated procedures (FAR Part 15)

Under these procedures, a Request for Proposals (RFP) is issued inviting interested companies to submit proposals by a specified date. Unlike offers submitted in sealed bidding, proposals submitted for negotiation are not publicly opened. Proposals received are evaluated based on the factors and sub-factors contained in the solicitation. Award may be made without discussions if the government includes a notice in the solicitation stating its intent to evaluate proposals and make award without discussions. If discussions are held, offerors may be given the opportunity to revise price, schedule, technical requirements, contract type or other contractual terms and conditions in their offer. After completion of all discussions and receipt of final proposal revisions, award is made to the responsible offeror whose offer is the most advantageous to the government considering price and the other factors specified in the solicitation.

Commercial item acquisitions (FAR Part 12)

The Federal Acquisition Streamlining Act of 1994 established a preference for the acquisition of commercial items and also established procedures intended to more closely resemble the commercial marketplace. The procedures unique to acquisition of commercial items are used in conjunction with those for simplified acquisition, sealed bidding or contracting by negotiation. Special requirements related to commercial item acquisitions include expanded market research, streamlined evaluation procedures and the ability to more closely follow the customary commercial practice for the item/service being acquired.

ALIGNING YOUR BUSINESS WITH FEDERAL AGENCIES

Identifying your business classification

Small business

The U.S. Small Business Administration (SBA) defines what a small business is. Small business size standards are based on the North American Industry Classification System (NAICS). *Tip: determine if your business can be classified as a small business.*

North American Industry Classification System (NAICS)

NAICS replaced the U.S. Standard Industrial Classification (SIC) system in 1997 and the Small Business Administration adopted it as the basis for its table of size standards on October 1, 2000. The NAICS system reorganizes business categories on a production/process-oriented basis. The purpose behind the creation of the NAICS classification system is specifically for governmental regulations and census reports.

Federal Supply Classification (FSC)

The federal government uses numeric federal supply class (FSC) codes to describe the supplies, products and commodities it purchases. *Tip: Learn what your FSC code is.*

Woman-owned business

A woman-owned business is defined as a business that is owned and controlled 51% or more by a woman or women. Currently, a woman-owned certification process is not required for federal contracts. When submitting a proposal, simply self-certify by checking the appropriate box.

8(a) Business Development Program

To participate in the 8(a) program, a business must be a small business, owned by a U.S. citizen, at least 51% unconditionally owned and operated by an individual(s) who is socially and economically disadvantaged and established for two full years before applying for the program.

Service-disabled veteran-owned business

A service-disabled business is defined as a business that is owned 51% by one or more service-disabled veterans. The Veterans Administration certifies disability.

Small disadvantaged business

A small disadvantaged business is defined as a firm that is 51% or more owned, controlled and operated by a person(s) who is socially and economically disadvantaged. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a "preponderance of the evidence" that they are disadvantaged.

HUBZone business

The Small Business Administration's HUBZone program is designed to promote economic development and employment growth in distressed areas by providing access to more federal contracting opportunities. HUBZone is defined as a "Historically Underutilized Business Zone." Certified small business firms will have the opportunity to negotiate contracts and to participate in restricted competition limited to HUBZone firms.

Tip: Learn more about identifying your business by visiting the SBA website: www.sba.gov

NAICS codes for products and services frequently purchased by the Forest Service

NAICS Codes

115310 - Support Activities for Forestry
236220 - Commercial and Institutional Building Construction
237110 - Water and Sewer Line and Related Structures Construction
237310 - Highway, Street and Bridge Construction
237990 - Other Heavy Civil Engineering Construction
236210 – Industrial Building Construction
238160 – Roofing Contractors
325320 - Pesticide and Other Agricultural Chemical Manufacturing
423820 – Farm and Garden Machinery and Equipment Merchant Wholesalers
488190 - Other Support Activities for Air Transportation
541310 - Architectural Services
541330 - Engineering Services
541370 - Surveying and Mapping
541620 - Environmental Consulting Services
562111 – Solid Waste Collections
561730 – Landscaping Services
115112 – Soil Preparation, Planting, and Cultivating
238210 – Electrical Contractors
238220 – Plumbing, Heating, and Air-Conditioning Contractors

Marketing your products and services and registering your business

It is the responsibility of each individual business to market and sell its company's products or services to the Forest Service. The following information may assist you in your marketing efforts.

1. Identify your product or service

It is essential to know the Federal Supply Class or Service (FSC/SVC) codes and North American Industry Classification System (NAICS) codes for your products or services. Visit the Census Bureau website at www.census.gov.

2. Register your business

➤ Obtain a DUNS number

The Data Universal Number System (DUNS) number is a unique nine-character identifier. If you do not have a DUNS number, contact Dun and Bradstreet at www.dnb.com to obtain one.

➤ Register with Central Contractor Registration (CCR)

You must be registered in Central Contractor Registration (CCR) to be awarded a contract from the Forest Service. CCR is a database designed to hold information relevant to procurement and financial transactions. CCR affords you the opportunity for fast electronic payment of your invoices. Contracting officers utilize the CCR, as well as the Dynamic Small Business Search side of the CCR, to identify small business concerns for potential prime and subcontracting opportunities. Visit the CCR website at www.ccr.gov

What is CCR?

CCR is the primary vendor database for the federal government. The information in CCR is entered and maintained by each vendor. Vendors are responsible for the accuracy and currency of their information. CCR validates the vendor information and provides a secure central database for use by federal government agencies. The Federal Acquisition Regulation (subpart 4.11) requires that contractors be registered in the CCR database prior to being awarded a contract. Detailed information about CCR is available at www.ccr.gov or the CCR customer assistance center can be contacted toll free at 1-888-227-2423.

Preferred registration method

The preferred method for registration is via the World Wide Web at www.ccr.gov. A CCR handbook, a copy of the registration template, and on-line information about the registration process and information required are available at the site.

Registration process

The first step is to obtain a Data Universal Numbering System (DUNS) number, which is a unique nine-character identification number provided by the commercial company Dun and Bradstreet (D&B). To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at ccr.dnb.com. When you obtain a DUNS number, you might be included on D&B's marketing list that is sold to other companies. If you do not want to be included on this list, ask D&B to remove your company's name from the marketing list. Once you have a DUNS number you can begin the CCR registration process. If registering on-line, go to www.ccr.gov and select "Register in CCR," then click "New." You will need your DUNS number to start this registration.

Access to the CCR database and caution regarding the TPIN number

The CCR is designed to be a highly secure, single repository of vendor information. Vendors are required to enter financial information into CCR for the purpose of facilitating payments through electronic funds transfer. Only authorized government representatives or the vendors themselves can access this financial information. Once registration is complete, each vendor receives a Trading Partner Identification Number (TPIN) that is his/her secure/confidential password. The TPIN should NOT be used on contracts or other government paperwork. The TPIN is the vendor's confidential password to allow the vendor to access his/her data in the CCR database. Vendors need both their DUNS number and TPIN number to access their data. At a minimum, vendors will need to access their data annually. Vendors must renew/update their data annually to keep their CCR registration active.

➤ Register with On-line Representations and Certifications Application (ORCA)

You must be registered in ORCA if the solicitation you are responding to requires that you have an active registration in CCR. Visit the web site at www.bpn.gov.

What is ORCA?

ORCA is a web-based system that centralizes and standardizes the collection, storage and viewing of many of the FAR representations and certifications required by solicitations. With ORCA, vendors have the ability to maintain their representation and certification information at www.bpn.gov. Representations and certifications completed in ORCA will not need to be submitted with each offer (proposal or bid). Solicitations will include a provision that allows vendors to certify that their representations and certifications in ORCA are current, complete and accurate, or to list any exceptions/changes to those certifications.

Vendor Registration in ORCA

To register in ORCA, you need to have an active Central Contractor Registration (CCR) record, a Marketing Partner Identification Number (MPIN) from your CCR record and know your DUNS number. Detailed information regarding ORCA and how to submit records is available on the ORCA web site at www.bpn.gov under Help and FAQs.

Tip: Please note that registration in CCR and ORCA does not guarantee business with the federal government.

3. Keep abreast of current Forest Service procurement opportunities

- Follow the Federal Business Opportunities (FedBizOpps.gov) the major source to learn of federal requirements. It lists contract opportunities, subcontracting leads, contract awards and other business opportunities.
- FedBizOpps.gov is the single government point-of-entry (GPE) for federal government procurement opportunities over \$25,000. Government buyers are able to publicize their business opportunities by posting information directly to [FedBizOpps](http://FedBizOpps.gov) via the Internet. Through one portal - [FedBizOpps](http://FedBizOpps.gov) (FBO) - commercial vendors seeking federal markets for their products and services can search, monitor and retrieve opportunities solicited by the entire federal contracting community. Visit the website at www.fedbizopps.gov

4. Familiarize yourself with Forest Service contracting procedures

The Forest Service uses a variety of procedures for purchasing on the open market. These procedures, governed by the Federal Acquisition Regulation (FAR) and the USDA Agriculture Acquisition Regulation (AGAR), are recapped below. The FAR is available on the internet at www.arnet.gov/far/ and the AGAR is available at www.usda.gov/procurement/policy/agar.html.

5. Investigate Federal Supply Schedule (FSS) contracts

Many Forest Service purchases are, in fact, orders on Federal Supply Schedule (FSS) contracts. Contact the General Services Administration (GSA) at www.gsa.gov for information on how to obtain a FSS contract.

6. Investigate USDA small-business programs

There are several programs that may be of interest to you, such as the Service-Disabled Veteran-Owned Small Business, Historically Underutilized Businesses Zone (HUBZone), Small Disadvantaged Business (SDB), 8(a) Business Development, Woman-Owned Business and American Indian-Owned Business. For information about these programs, contact the Small Business Administration at www.sba.gov.

7. Explore sub-contracting opportunities

In addition to doing business directly with the Forest Service, opportunities are available through subcontracting. All prime contracts in excess of \$500,000 (\$1,000,000 for construction) must contain a subcontracting plan with percentage goals for the practical utilization of small, small socio-economically disadvantaged and women-owned businesses. To be considered for a subcontract, apply directly to the prime contractor rather than the Forest Service. Prime contractors may be identified by contacting the Forest Service procurement offices.

8. Periodically review the Annual Procurement Forecast database

The U.S. Department of Agriculture annually publishes its current and planned projects in the Annual Procurement Forecast. Every business or interested individual can view the planned projects at the USDA website and then call a Forest Service contact person. Visit the website at www.usda.gov/procurement/. Click the USDA Annual Procurement Forecast and then select FS as the subagency.

9. Make your capabilities known

- Contact program offices where the work relates to the product or service your company offers.
- Identify key contact persons to whom you can direct your marketing efforts.
- Stay in touch with procurement offices, so that they are aware of your company's capabilities. Follow up periodically, but do not overdo it.
- Prepare capability statements that clearly and comprehensively define your company's special skills, experiences, prior government contracts, references, resumes, etc.

10. Attend USDA's outreach sessions

Learn more about USDA's First Tuesday Trade Association Briefings, the USDA Vendor Outreach Program and the role of the Office of Small Disadvantaged Business Utilization (OSDBU) program. Visit USDA's web site at www.usda.gov/osdbu/, then click on "Marketing to USDA."

First Tuesday Trade Association Briefing

These sessions are designed to provide the various trade associations and small businesses an opportunity to voice their concerns, opinions and ideas concerning current small business issues and take their findings back to the small businesses they represent.

USDA Vendor Outreach Program

OSDBU sponsors a series of Small Business Vendor community outreach sessions, typically every second Wednesday of the month. The purpose of these sessions is to provide the small business community the opportunity to meet with the OSDBU coordinators to discuss their capabilities and learn of potential procurement opportunities. OSDBU coordinators are located in each contracting office and are responsible for carrying out the small business program in their respective agencies. Vendors must schedule an appointment in advance, with the individual coordinator(s).

USEFUL TIPS

Credit Cards: Accepting government credit cards can help you attract more federal buyers. In many cases, the government will use the federal credit card for goods or services purchased under simplified acquisition procedures and for micro-purchases (see FAR Part 13 - Simplified Acquisition Procedures). We suggest that you consider accepting orders placed using a federal credit card for two primary reasons: (1) In many instances, this is the only method that some end users have to accept the goods or services they need; (2) Once the end user accepts the goods or services, payment is handled very quickly as with any other credit card transaction. Note that the dollar limitations on the credit cards vary depending on the cardholder warrant.

Capability Statement: A capability statement - (i.e., brochure, flyer, email, etc.) that highlights your products or services - can be sent to the appropriate the Small Business Coordinator. Whatever format you decide to use, a capability statement should include the products or services that you offer (along with NAICS codes as applicable), a narrative description of your business, a list of past and current clients with brief project descriptions, your address and telephone number, and a point of contact.

One-on-One Contact: By maintaining regular contact with the appropriate personnel (i.e., Small Business Coordinator, Program Manager, Contracting Officer, or Purchasing Agent) you can remind them of your capabilities, find out about any changes in the agency's procurement plans, and be in a better position to compete when new requirements develop. You should always have a solution to the government's needs and to be the first firm government staff thinks of when they see a new requirement in your area of expertise.

Ability to deliver: Make certain your company can fully provide the product or service as promised. Nothing will strip you of your credibility faster than making promises or claims that you cannot fulfill. To prevent this, realistically assess your capabilities, internal management resources, and financial capabilities. Before contracting with your firm, the government will evaluate your past performance and assess your ability to perform successfully in the future. To make certain you can pass this evaluation, talk to previous clients and ask them how they felt about doing business with your firm. If they have positive things to say, ask them if they would be willing to serve as a reference.

Business Cards: Your business card should be easy to read and include a brief description of the primary capability of your business. It would also be helpful if it listed the type(s) of small business categories that your company is in (i.e., SB, SDB, 8(a), WOSB, VOSB, SDVOSB, HUBZone). Thousands of firms market to the government, and it is difficult to retain from year to year the brochures and capability statements we receive. However, your business cards are easier to maintain. Therefore, the more descriptive your business card, the easier it will be for federal agency staff to contact you for various market research, network, or outreach opportunities.

Procurement offices in the Southern Region of the Forest Service

SOUTHERN REGIONAL OFFICE

Kay A. Matthews, Small Business Coordinator
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REGIONAL CONTRACTING OPERATIONS (RCO) FIRE AND AVIATION PROCUREMENT STAFF

Gloria Sanders, Contracting Officer
1720 Peachtree Road, Suite 876-South
Atlanta, Georgia 30309
Office phone: 404-347-4023 E-mail: grsanders@fs.fed.us

SOUTHERN ADMINISTRATIVE ZONE (SAZ)

Marcia O'Connor, Procurement Team Leader
Chattahoochee-Oconee National Forests,
1755 Cleveland Highway
Gainesville, Georgia 30501-2506
Phone: 770-297-3000 E-mail: moconnor@fs.fed.us

*SAZ includes the following procurement offices: Forest Service, Southern Regional Office (Atlanta, GA); Cherokee National Forest (Cleveland, TN); Chattahoochee-Oconee National Forest (Gainesville, GA); National Forests in Alabama (Montgomery, AL); National Forests in Florida (Tallahassee, FL), Caribbean National Forest, (Puerto Rico)

WESTERN OPERATIONS CENTER (WOC) *

Karen Ray, Procurement Team Leader
National Forests in Mississippi
100 West Capitol Street, Suite 1141
Jackson, Mississippi 39269-1199
Phone: 601-965-1639 E-mail: karenray@fs.fed.us

*WOC includes the following procurement offices: National Forests in Mississippi (Jackson, MS); Ozark-Saint Francis National Forests (Russellville, AR); Kisatchie National Forest (Pineville, LA); National Forests in Texas (Lufkin, TX); Ouachita National Forest (Hot Springs, AR); Mark Twain National Forest (Rolla, MO, Region 9)

EASTERN ADMINISTRATIVE ZONE (EAZ) *

Bruce Hall, Acquisition Management Group Leader
Southern Research Station
200 WT Weaver Blvd.
Asheville, North Carolina 28804-3454
Phone: 828-257-4292 E-mail: brucehall@fs.fed.us

*EAZ includes the following procurement offices: Southern Research Station (Asheville, NC); National Forests in North Carolina (Asheville, NC); Savannah River (New Ellenton, SC); Francis Marion and Sumter National Forests (Columbia, SC)

OHIO RIVER BASIN (ORB) *

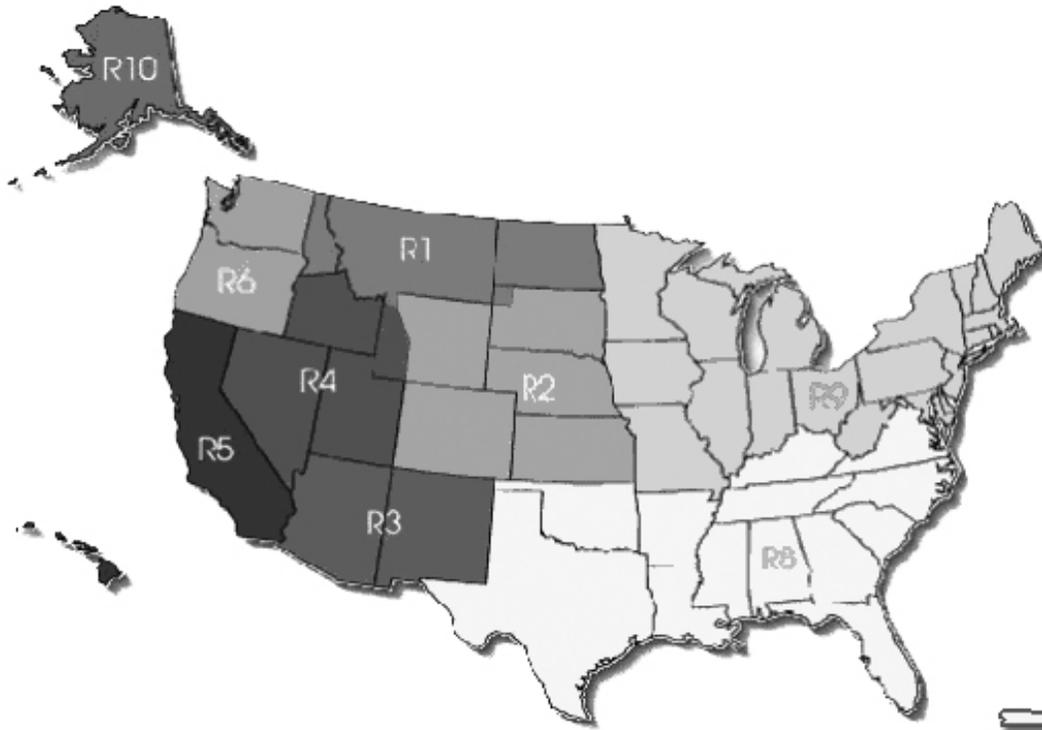
Pamela Thomas, Procurement Team Leader
George Washington & Jefferson National Forests
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Phone: 540-265-5111 E-mail: pamelathomas@fs.fed.us

*ORB also includes two Region 8 national forests: George Washington and Jefferson National Forests (Roanoke, VA); Daniel Boone National Forest (Winchester, KY) and five Region 9 national forests: Monongahela National Forest (Elkins WV); Shawnee National Forest (Harrisburg, IL), Hoosier National Forest (Bedford IN), Wayne National Forest (Nelsonville, OH) and the Midewin National Tallgrass Prairie (Wilmington, IL)

LAND BETWEEN THE LAKES (LBL) (Golden Pond, Kentucky)

Angela Johnson, Procurement Team Leader
Land Between The Lakes
100 Van Morgan Drive,
Golden Pond, Kentucky 42211
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Regions within the Forest Service



- (R1) **Northern Region**
- (R2) **Rocky Mountain Region**
- (R3) **Southwestern Region**
- (R4) **Intermountain Region**
- (R5) **Pacific Southwest Region**
- (R6) **Pacific Northwest Region**
- (R8) **Southern Region**

Texas	Tennessee	Arkansas	Alabama
Georgia	Puerto, Rico	South Carolina	Virginia
Kentucky	Louisiana	Mississippi	
Oklahoma	North Carolina	Florida	

- (R9) **Eastern Region**
- (R10) **Alaska Region**
- (R10) **Alaska Region**

NOTE: There is no Region 7 due to consolidation in the 1960s.

NOTE: The Western Operation Center is located in Mississippi in Region 8, but it includes the procurement office for the Mark Twain National Forest, which is located in Missouri in Region 9.

