HOW TO DO BUSINESS WITH DHS

Office of the Chief Procurement Officer

Last Updated: September 14, 2020
Mission

With honor and integrity we will safeguard the American people, our homeland, and our values.

Vision

To ensure a homeland that is safe, secure, and resilient against terrorism and other hazards.
The Department of Homeland Security

Mission:

- Counter Terrorism and Homeland Security Threats
- Secure U.S. Borders and Approaches
- Secure Cyberspace and Critical Infrastructure
- Preserve and Uphold the Nation’s Prosperity and Economic Security.
- Strengthen Preparedness and Resilience
- Champion the DHS Workforce and Strengthen the Department
DHS Procurement Organization

Chief Procurement Officer
Soraya Correa

Deputy Chief Procurement Officer
Paul Courtney

Reports to Deputy Secretary

Office of Small and Disadvantaged Business Utilization
Darlene Bullock

Reports to Under Secretary for Management

Office of Program Accountability and Risk Management
Debra Cox

Contracting Activity Office
OCPO Division
Direct Oversight
Indirect Oversight
HCA = Head of Contracting Activity

Senior Advisor
Nina Ferraro

Chief of Staff
LeVita Clark

Procurement Innovation Lab
Polly Hall

Office of Procurement Operations
HCA Victoria Short

Office of Selective Acquisitions
HCA Gary Hickey

Acquisition Policy & Oversight
Ann Van Houten
Acquisition Policy & Legislation
Oversight Pricing
Component Acquisition and Audit Support

Acquisition Workforce and Systems Support
Donna Jenkins
Office of Acquisition Workforce
Acquisition Systems
Homeland Security Acquisition Institute
Acquisition Career Center

Strategic Programs Division
Jaclyn Rubino
Strategic Solutions
Category Management & Strategic Sourcing
Communications & Industry Liaison

Chief of Staff
LeVita Clark

U.S. Coast Guard
HCA Michael Derrios

Transportation Security Administration
HCA Dina Thompson
(Acting)

Customs and Border Protection
HCA Diane Sahakian

Immigration and Customs Enforcement
HCA Al Dainton

Federal Emergency Management Agency
HCA Bobby McCane

Federal Emergency Management Training Centers
HCA Robin Fowler

U.S. Secret Service
HCA Victoria Short
(Acting)

Federal Law Enforcement Training Centers
HCA Robin Fowler

U.S. Citizenship & Immigration Services
HCA Amanda Duquette

U.S. Coast Guard
HCA Michael Derrios

Transportation Security Administration
HCA Dina Thompson
(Acting)

Customs and Border Protection
HCA Diane Sahakian

Immigration and Customs Enforcement
HCA Al Dainton

Federal Emergency Management Agency
HCA Bobby McCane

Federal Emergency Management Training Centers
HCA Robin Fowler

U.S. Secret Service
HCA Victoria Short
(Acting)

Federal Law Enforcement Training Centers
HCA Robin Fowler

U.S. Citizenship & Immigration Services
HCA Amanda Duquette
WHAT DHS BUYS
DHS Acquires a Variety of Goods and Services

FY2019 Contract spending on various goods and services across nine commodity families:

- IT: $4.25B
- Professional Services: $4.18B
- Aircraft, Ships, and Specialized Vehicles: $2.33B
- Facilities & Construction: $2.06B
- Travel: $235M
- Transportation & Logistics: $210M
- Office Management: $169M
- Industrial Products & Services: $476M
- Security & Protection: $3.62B

69% Annual Spending

Delivering flexible and innovative mission-driven solutions
DHS Needs and Spend Breakdown

**Mission:** Secure the nation from the many threats we face

- Security Guard and System Services
- Management Advisory and Analytic Services/Research and Development
- IT Maintenance, Operations and Support

**Office of Procurement Operations**
Total FY 2019 Spend = $5.4B*

**ICE**
Total FY 2019 Spend = $4.0B*

**Mission:** Enforce federal immigration and customs laws

- Security Guard Services
- Management Advisory and IT-related Services
- Medical, Translation, and Interpretation Services

*Includes contracts, interagency agreements, other transactions, and other agreements/procurements*
DHS Needs and Spend Breakdown

**Mission:** Safeguard America’s borders

- IT Maintenance, Operations, Support (OneNet Infrastructure), and Software
- Management Support Services and Engineering/Technical Support
- Aircraft, Engines, and Equipment and Related Maintenance

**Total FY 2019 Spend:** $5.1B*

---

**Mission:** Maritime safety, security and stewardship

- Ship Building and Repair
- Construction and Maintenance of Facilities
- Aircraft, Equipment and Associated Maintenance

**Total FY 2019 Spend:** $4.6B*

*Includes contracts, interagency agreements, other transactions, and other agreements/procurements
DHS Needs and Spend Breakdown

FEMA
Total FY 2019 Spend = $2.4B*

Mission: Prepare for, protect against, respond to, recover from, and mitigate all hazards

- Building Inspection and Facility Services
- Architectural and Engineering Services
- Trailers, Vehicles, and Equipment

TSA
Total FY 2019 Spend = $2.0B*

Mission: Protect the nation’s transportation systems

- Detection Equipment and Related Maintenance
- Security Guard Services
- IT Maintenance, Operations, Support

*Includes contracts, interagency agreements, other transactions, and other agreements/procurements
DHS Needs and Spend Breakdown

**USSS**

Total FY 2019 Spend = **$316M***

**Mission:** Protect senior leadership and investigate financial infrastructure crimes

- IT Maintenance, Operations, Support – Including Data Centers
- Communications Equipment
- Vehicles

---

**FLETC**

Total FY 2019 Spend = **$221M***

**Mission:** Train law enforcement

- Facilities Construction, Maintenance, and Services
- Security Guard Services
- Lodging and Travel Services

*Includes contracts, interagency agreements, other transactions, and other agreements/procurements
HOW DHS BUYS
Procurement Highway

**Strategic Sourcing, Government-wide Agency Contract (GWAC) and Multi-Agency Contracts (MACs)**
Vendors must be on the contract vehicle to compete for orders. ([www.dhs.gov/department-wide-contract-vehicles](http://www.dhs.gov/department-wide-contract-vehicles))

**GSA Schedules**
Vendors must be on a GSA Schedule to participate. ([https://beta.sam.gov](https://beta.sam.gov)).

**Open Market**
Open to all vendors. ([https://beta.sam.gov](https://beta.sam.gov)).

**Unsolicited Proposals**
Can be submitted by all vendors. ([www.dhs.gov/unsolicited-proposals](http://www.dhs.gov/unsolicited-proposals))

**Other Transaction Authority (OTA)**
Information may be found at [www.dhs.gov/science-and-technology/svip](http://www.dhs.gov/science-and-technology/svip)

**Commercial Solutions Opening Pilot Program**
Information may be found in the [Commercial Solutions Opening Pilot Program Guide](http://www.dhs.gov/science-and-technology/svip)

DHS buys through a variety of ways

---

Delivering flexible and innovative mission-driven solutions
Welcome

The Department of Homeland Security Acquisition Planning Forecast System is a portal for vendors to view anticipated contract actions above $250,000.

- First place to check. Components post potential procurements up to a year in advance.
- Vendors have the option to search by NAICS code, Component, and many other fields.
- Ability to track opportunities.
Where Should Vendors Go? Step 2

- Agencies are required to post all Federal procurement opportunities over $25,000 on beta.sam.gov
- Vendors can search for opportunities by NAICS Code
- Postings include Requests for Information, Requests for Proposals, and other information
- DHS also posts special notices that offer information on DHS-hosted industry events

Search more than **99,000 active federal opportunities**
beta.sam.gov – Why is it Important to You?

https://beta.sam.gov/

**Request for Information (RFI)**
Your opportunity to tell the government about what you offer.

**Broad Agency Announcement**
Your opportunity to secure research and development (R&D) funding from the government.

**Draft Request for Proposal/Request for Quotation**
Your opportunity to provide feedback on the government’s planned direction.

**Sources Sought Notice**
Your opportunity to inform the government about interests and capabilities within a specific market.

**Request for Quotation (RFQ)/Request for Proposal (RFP)**
Your opportunity to offer the government your goods or services.
Getting Started

Learn about DHS budget priorities and how Congress has allocated the budget
DHS Budget – www.dhs.gov/dhs-budget

Register to do business with the government
System for Award Management (SAM) – www.sam.gov

Getting Started

Create A User Account
Start by creating a SAM user account.

Register Entity
After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records
Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.

Image from sam.gov
KEY PROGRAMS
What is Category Management and Strategic Sourcing?

Implement Category Management (CM) strategies to enable DHS to buy more like a single enterprise.

Develop and maintain DHS portfolio of strategic sourcing contract vehicles (SSV), an integral element of the category management framework, and advise stakeholders on when and how to use them.

Support the DHS mission by helping you find the best solutions to meet your requirements and mission-specific needs.

CM Strategies

- Supplier relationship management
- Knowledge sharing
- Demand management
- Strategic sourcing
- Spend under management
- Requirement analysis

DHS Strategic Solutions Office

Delivering flexible and innovative mission-driven solutions
What Drives Category Management at DHS?

Promotes innovation and efficiency, bridges capability gaps, generates savings.

Leadership councils, executives, teams, acquisition professionals.

OMB M-19-13, Government-wide Category Memos, President’s Management Agenda.

Improve mission delivery, efficiently fulfill common needs.

Delivering flexible and innovative mission-driven solutions.
What value has strategic sourcing delivered to DHS?

**Fiscal Year 2019**

DHS spent **$8.9 billion** on goods and services available through strategic sourcing and best-in-class contract vehicles.

- Of the total spent, DHS purchased **$5.4 billion**, or **60%**, through strategic sourcing and best-in-class contract vehicles.
- Small business prime contractors received **44%** of strategically sourced dollars.

DHS saved **$601 million** on average, strategic sourcing saved **11%** of every dollar spent.

**STRATEGIC SOURCING & BIC SAVINGS = $5.2 billion**

Cumulative savings since FY05

Savings can be reallocated to serve the mission:
- Prevent terrorism
- Border security
- Immigration
- Cybersecurity
- Disaster relief

Delivering flexible and innovative mission-driven solutions
Key Resources for Strategic Sourcing

*DHS uses strategic sourcing to increase acquisition efficiency, enhance mission performance, and optimize commodity management.*

Department-wide Contract Vehicles:
www.dhs.gov/department-wide-contract-vehicles

DHS Strategic Sourcing In-Process Contract Vehicles:
www.dhs.gov/process-initiatives

To contact us regarding current and in-process Department-wide contract vehicles, please email: SSOInquiry@hq.dhs.gov

For additional information, please visit:
www.dhs.gov/dhs-strategic-sourcing
Silicon Valley Innovation Program

Science and Technology Directorate Silicon Valley Innovation Program (SVIP)

Engages with innovation communities across the nation and around the world to harness the commercial R&D ecosystem for technologies with government applications and to co-invest in and accelerate technology transition-to-market.

Who is eligible for award? Companies that are:

- U.S. and internationally based
- Fewer than 200 employees
- Not a party to any FAR-based contracts and/or federally awarded grants over $1,000,000 in the past 12 months, whether as a prime contractor or subcontractor.

More information and open solicitations may be found on the SVIP web site.

www.dhs.gov/science-and-technology/svip
Small Business Innovation Research Program

Small Business Innovation Research program

The goal of the DHS SBIR program is to increase the participation of innovative and creative U.S. small businesses – those with fewer than 500 employees – in federal research and development programs and challenge industry to bring innovative homeland security solutions to reality.

The three-phase program is focused on near-term commercialization and delivery of operational prototypes. Phase 1 = up to $150K and 3-6 months, Phase 2 = up to $1,000,000 and 24 months; Phase 3 = no limits, but funded by sources other than the SBIR program

Information about the program and on how to apply to may be found on the S&T SBIR web site.

www.dhs.gov/science-and-technology/sbir
Unsolicited Proposals

According to FAR Subpart 15.6: A valid Unsolicited Proposal must:

- Be innovative and unique
- Be independently originated and developed by the offeror
- Be prepared without Government supervision, endorsement, direction, or direct Government involvement
- Include sufficient detail to determine that Government support could be worthwhile and the proposed work could benefit the agency
- Not be an advance proposal for a known agency requirement that can be acquired by competitive methods
- Not address a previously published agency requirement
Unsolicited Proposals

An unsolicited proposal is not:

“Advertising material” – Material designed to acquaint the Government with a prospective contractor’s present products, services, or potential capabilities, or designed to stimulate the Government’s interest in buying such products or services.

“Commercial item offer” – Offer of a commercial item that the vendor wishes to see introduced in the Government’s supply system as an alternate or a replacement for an existing supply item. This term does not include innovative or unique configurations or uses of commercial items that are being offered for further development and that may be submitted as an unsolicited proposal.

“Contribution” – Concept, suggestion, or idea presented to the Government for its use with no indication that the source intends to devote any further effort to it on the Government’s behalf.

DHS Components points of contact for unsolicited proposals are located at www.dhs.gov/unsolicited-proposals
DHS Creates Opportunities for Small Businesses

DHS is the largest agency to earn a grade of “A” or “A+” for eleven years in a row on the annual small business federal procurement scorecard issued by the Small Business Administration (SBA).

Our small business accomplishments are a great example of the DHS Unity of Effort in action. Through the collaboration of the contracting officials, small business experts, and program officials across DHS, we are able to continually identify the right small businesses to support the DHS mission.

In FY 2019, DHS awarded 36.96 percent of total contracting dollars to small businesses, greatly exceeding the government-wide goal of 23 percent.

DHS FY 2019 Small Business and Socio-Economic Spend

- Small Business: $6,740
- Small Disadvantaged Business*: $3,225
- Women-Owned: $1,533
- Service Disabled Veteran Owned: $1,116
- HUBZone: $791

* Includes contracts awarded under the 8(a) program
Key Resources for Small Businesses

Office of Small and Disadvantaged Business Utilization (OSDBU)

DHS OSDBU Email: DHSOSDBU@hq.dhs.gov
DHS OSDBU Staff: www.dhs.gov/office-small-and-disadvantaged-business-utilization-staff
DHS Component Small Business Specialists: www.dhs.gov/small-business-specialists

Vendor Outreach Sessions: Series of pre-arranged 15-minute meetings with Small Business Specialists from DHS Components and with prime contractors who currently hold DHS contracts. Provide small businesses opportunities to discuss their capabilities and learn about potential business and teaming opportunities. www.dhs.gov/small-business-vendor-outreach-sessions

For additional information, please visit: www.dhs.gov/small-business-assistance
Post Award Teaming Opportunities

Where to Look for Subcontracting Opportunities

DHS website - www.dhs.gov/prime-contractors
Identifies prime contractors interested in sub-contracting with small businesses.

DHS strategic sourcing website - www.dhs.gov/dhs-strategic-sourcing
Provides information on existing department-wide contracts and post-award teaming.

Contract Opportunities – beta.sam.gov
Allows users to search for award notices that identify prime contractors (including DUNS number).
SBA All Small Mentor-Protégé Program (ASMPP)

U.S. Small Business Administration (SBA) ASMPP offers an opportunity for small businesses to learn from an experienced government contractor.

Additional information on ASMPP can be found at: [www.sba.gov/federal-contracting/contracting-assistance-programs/all-small-mentor-protege-program](http://www.sba.gov/federal-contracting/contracting-assistance-programs/all-small-mentor-protege-program)

---

**Plan your business**

You’ve got a great idea. Now, make a plan to turn it into a great business.

**Launch your business**

Turn your business into a reality. Register, file, and start doing business.

**Manage your business**

Run your business like a boss. Master day-to-day operations and prepare for success.

**Grow your business**

When business is good, it’s time to expand. Find new funding, locations, and customers.

Additional information can be found at: [www.sba.gov](http://www.sba.gov)

---

Graphic courtesy of Small Business Administration
DHS Mentor-Protégé Program

Purpose:

- Motivate and encourage large business prime contractor firms to provide developmental assistance to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns
- Improve the performance of DHS contracts and subcontracts
- Foster the establishment of long-term business relationships
- Strengthen subcontracting opportunities and accomplishments

DHS vs. SBA

<table>
<thead>
<tr>
<th>DHS MPP</th>
<th>SBA All Small MPP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protégé’s eligibility in accordance with FAR Part 19</td>
<td>Protégé’s eligibility based on NAICS Code</td>
</tr>
<tr>
<td>Mentor must be large</td>
<td>Mentor may be large or small</td>
</tr>
<tr>
<td>No JV feature</td>
<td>JV feature</td>
</tr>
<tr>
<td>Online application; open-ended submission</td>
<td>Online application and training module required; currently open-ended submission</td>
</tr>
<tr>
<td>Unlimited MPAs for mentor or protégé</td>
<td>Mentors (no more than three protégé’s in aggregate)</td>
</tr>
</tbody>
</table>

Additional information can be found at: [www.dhs.gov/mentor-protege-program](http://www.dhs.gov/mentor-protege-program)
INTERACT WITH DHS
Promote Meaningful Communications

The Chief Procurement Officer has four Strategic Priorities

- Inspire & Motivate People
- Deliver Exceptional Results
- Enhance Mission Capabilities
- Promote Meaningful Communications

Meaningful communications between DHS and industry improves the DHS acquisition environment

- Acquisition Innovation Roundtables
- Strategic Industry Conversations
- Reverse Industry Days
- Learning Cafes and Webinars
- Procurement Innovation Lab
- Small Business Vendor Outreach
Industry Liaisons

Industry Liaisons help implement Acquisition Innovations in Motion (AIiM) across DHS. AIiM is a framework focused on embracing innovation and promoting meaningful communications. Through AIiM, we introduce strategies, practices, and technologies that strengthen the acquisition environment.

Industry Liaisons are one of the entry points into the Department.

Industry Liaisons accept capabilities briefings, forge program connections, answer questions, and resolve problems.

For more information, contact:

**DHS Headquarters Industry Liaison:** DHS Industry Liaisons
DHSIndustryLiaison@hq.dhs.gov

**DHS Components Industry Liaisons:** Contact information for DHS Component Industry Liaisons may be found at www.dhs.gov/aiim
Entry Points into DHS

One-on-One Meetings: Meet with DHS and Component Industry Liaisons, program offices, and Small Business Specialists

Industry Days – Attend a DHS Component Industry Day focused on specific programs and requirements beta.sam.gov

Annual Strategic Industry Conversation – Attend this annual event featuring discussions on DHS programs spanning multiple Components www.dhs.gov/aiim

Requests for Information (RFI) – Respond to RFIs on FedBizOpps and share information about your capabilities beta.sam.gov

Industry-Government Activity Calendar – Monitor to learn about DHS-sponsored activities designed to promote meaningful communications between DHS and industry www.dhs.gov/dhs-industry-government-activity-calendar
Key Takeaways for Doing Business with DHS

- **Understand the core missions and needs of each Component and target your efforts to a few, at most.**
- **Ensure that your website and capability statements clearly articulate your organization’s key offerings.**
- **When meeting with DHS officials, know who you are meeting with and their role so that you can explain the relevancy of your offerings.**
- **Threats are constantly evolving — be a partner to help us fill our capability gaps by listening to our needs and the direction we are going.**
- **Utilize the resources available to navigate DHS opportunities.**

*Delivering flexible and innovative mission-driven solutions*