SMALL BUSINESS SPECIALISTS

For general information on doing business with DHS please contact the OSDBU small business advocates.

The individuals listed below are available to provide advice to small business owners on individual procurement opportunities and how to do business with their individual component. Please visit www.dhs.gov for information on "non-procurement" issues. Capability statements and other marketing materials should be sent to the small business specialist(s) at the individual components.

Forecast of New Opportunities www.dhs.gov/openforbusiness
Opportunities listed on the Web www1.fbo.gov/spg/dhs.html

Updated March 2007

Operating Element / Address	Small Business Specialist/ Phone/Email Address
DHS HEADQUARTERS OFFICE OF PROCURMENT OPERATIONS	
DHS Headquarters Office of Procurement Operations Attn: OPO 245 Murray Drive, SW (Bldg. 410) Room: 3523-28 Washington, DC 20528 **Website:** www.dhs.gov/openforbusiness	Trish Wyatt, Small Business Specialist (202) 447-5578 Patricia.wyatt@hq.dhs.gov Faye Jones, Small Business Specialist (202) 447-5572 Faye.jones@hq.dhs.gov **Items procured**: computer equipment, computer facilities management, software, computer systems design, professional and management services, facility services, graphics services, studies, language translation services, telecommunication services.
Center for Domestic Preparedness Procurement Division P.O. Box 5100 Anniston, AL 36205 **Website:** http://cdp.dhs.gov	Phillis Reid, Small Business Specialist (256) 847-2264 FAX: (256) 847-2323 Phillis.reid@hq.dhs.gov **Items procured:** IT services, food services equipment, general lab equipment, facility operations, training support and armed guard services.
U. S. Citizenship and Immigration Services Procurement Division 70 Kimball Ave. South Burlington, VT 05403 **Website:** www.uscis.gov	Ned R. Ross, Small Business Specialist (802) 872-4102 FAX (802) 951-6455 Ned.ross@dhs.gov **Items procured:** Specialized Supplies, support services studies, application support, mail services, project management, translation services, and IT

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	support.
BORDER AND TRANSPORTATION SECURITY	
Customs and Border Protection Office of Procurement 1300 Pennsylvania Avenue, NW Washington, DC 20229 Regional Office P.O. Box 68905 6026 Lakeside Blvd. Indianapolis, IN 46278 **Website:** www.cbp.gov	Diane Furr, Small Business Specialist (202) 344-2409 Diane.furr@dhs.gov Ruthanne Beck (317) 614-4686 FAX: (317) 298-1063 Ruthanne.beck@dhs.gov **Items procured:** Search/detection equipment, data processing services, computer related services, computer programming, uniforms, construction, computer equipment, personal/household goods, repair/maintenance, administrative/general management consulting, investigative services, computer systems design, schools/instruction, security guards, facilities support services.
FEDERAL LAW ENFORCEMENT TRAINING CENTER	
Federal Law Enforcement Training Center **Glynco Campus, Brunswick Georgia** 1131 Chapel Crossing Road Building #93 Room 143, PRO DIV Brunswick, GA 31524 **Website:** http://www.fletc.gov	Beverly NeSmith, Small Business Specialist (912) 267-2449 FAX (912) 267-3132 Beverly.nesmith@dhs.gov **Items procured**: Ammunition, construction, janitorial, hotels, facilities support services, actors/performers, security guards, photographic and photocopier, motion picture/video production, remediation services, carpentry services, architectural services, modular buildings, medical services.
Federal Law Enforcement Training Center **Charleston, South Carolina Campus** 2000 Bainbridge Avenue Charleston, SC 29405-2607 **Website**: www.fletc.gov/about-fletc/locations/charleston	Louann DeMoske (843) 566-7709 FAX (843) 566-8561 LouAnn.DeMoske@dhs.gov
Federal Law Enforcement Training Center **Cheltenham, Maryland Campus** 9000 Commo Road Cheltenham, MD 20623-5000 **Website:** www.fletc.gov/about-fletc/locations/cheltenham	Terry Gragg (301) 599-1692 FAX (301) 877-8521 Terry.Gragg@dhs.gov

Federal Law Enforcement Training Center **Artesia, New Mexico Campus** 1300 West Richey Ave. Building 25 Artesia, NM 88210 **Website:** www.fletc.gov/about-fletc/locations/artesia/	Steve Watters, Alternate Small Business Specialist (505) 748-8013 FAX (503) 748-8002 Steve.watters@dhs.gov
IMMIGRATION AND CUSTOMS ENFORCEMENT	
Immigration and Customs Enforcement Office of Acquisition 425 I Street, NW Room 2208 Washington, DC 20536 **Website:** www.ice.gov	Barbara Veres, Small Business Specialist (202) 514-5996 FAX: (202) 305-3038 Barbara.veres@dhs.gov **Items procured:** Armed security guard services, law enforcement services and products, such as hand restraints, handcuffs, guns and ammunition; Detention and Removal Services, (a) detention services include temporary housing, food, clothing, guards, and transportation; (b) detainee removal transportation services including air charter flights; Fugitive Operational support that involves data analysis and analysis support services; Information Technology supplies and services, to include computers, security equipment, maintenance, software, and telecommunication; Law enforcement training development; procurement and clerical support services and interpreter services.
TRANSPORATION SECURITY ADMINISTRATION	
Transportation Security Administration TSA HQ – West Bldg. 10th Floor, TSA-25 601 S. 12th Street Arlington, VA 22202 **Website:** www.tsa.gov/join/smallbiz/smallbiz_ready_for_business.shtm	Susan Moroni, Small Business Specialist (571) 227-1591 FAX (571) 227-2911 Susan.Moroni@dhs.gov **Items procured:** Simulators, training development, training courses, installation of checked baggage equipment, health and safety assessments on TSA screening operations, acquisition planning & program management support, safety equipment and supplies, investigative services.

EMERGENCY PREPARDNESS AND RESPONSE	
Federal Emergency Management Agency (FEMA) Acquisition Policy Oversight, Management 395 E. Street 2nd Floor Patriot Center SW Washington, DC 20472 **Website:** www.fema.gov/	Brenda Thomas, Small Business Specialist (202) 646-4584 Brenda.d.thomas@dhs.gov Tiffany Butler, Alternate, Small Business Specialist (202) 646-5794 Tiffany.butler@dhs.gov **Items procured:** Information Technology Services Directorate: Information systems support, Telecommunication equipment and services, computer maintenance and support, computer software and hardware, Wide Area Network Support, Local Area Network Support INTERNET services, systems development, engineering and integration, Information and communications security, Configuration management, and Disaster response support. The Federal Insurance Administration: Federal crime insurance servicing agent operation, Federal flood insurance servicing agent operation, Federal flood insurance statistical agent operation, and Program & financial analyses and audits and publications**.** The Mitigation Directorate**:** All-hazard public information materials Architect, engineer, technical assistance for mitigation of all natural hazard specific services, Cost and Benefit analyses, Hurricane surge annotation & evacuation route planning, Community/interest group meeting, Mitigation, response, recovery and loss, estimation studies for all natural hazards, Flood hazard and erosion, studies and survey, Flood map revision, distribution, storage, and print processing, and Federal Insurance Administration**.** The Operations Support Directorate**:** Procurement of program services, supplies and equipment, Procurement of safety, health, and industrial hygiene services, supplies, and equipment, Procurement of laboratory analytical services, Fed Ex contract services, Graphic support Presentation, publication and exhibit design, Security services, Transportation and support services (all modes of transportation), Logistics support services (standby contracts, direct delivery, disaster products), Equipment leasing services (material handling and power generation), Equipment maintenance services (material handling and power generations), Testing and evaluation services, Office supplies and equipment, Packaging equipment, supplies and services, Motor vehicle

	equipment, maintenance and services. The Preparedness, Training and Exercises Directorate: Course development, revision accreditation, evaluation, Home study programs, Course materials, Workshops, Editorial support, and Evaluation of exercises. The Response and Recovery Directorate**:** Communications support Program and financial analysis, Publications Computer software, Habitability inspections of disaster damaged homes, and Technical Assistance United States Fire Administration: Advanced hazardous materials studies, Architect and Engineer services, Arson investigations/technical assistance/database, Computer facilities management services, Cost benefit analyses, Course development, revision and evaluation, Developing/Testing fire fighting equipment, Dormitory/Office furniture, Editorial support, Fire data analysis/investigations, Fire department communications manuals, Fire protection systems studies, General facilities maintenance, Graphic arts & audio visual supplies & services, Health and Safety studies, Instructional services, Infectious disease studies and databases, Local fire service planning, Sprinkler research Program manuals, Public education and awareness, and Videotape and slide reproduction.
UNITED STATES SECRET SERVICE	
U.S. Secret Service Procurement Division 950 H Street, NW Washington, DC 20223 **Website:** www.secretservice.gov/index.shtml	Frances Bond, Small Business Specialist (202) 406-6940 FAX (202) 406-6801 frances.bond@usss.dhs.gov **Items procured:** computer equipment, computer facilities management, passenger car leasing, software, computer systems design, telecommunications, custom computer programming, hardware manufacturing, computer repair, janitorial services.
UNITED STATES COAST GUARD	
U.S. Coast Guard Office of Procurement Management 2100 2nd Street, SW Room 2606 Washington, DC 20593-0001 **Website:** www.uscg.mil/USCG.shtm	Phyllis Miriashtiani (G-CPM-S/1), Small Business Program Manager (202) 372-3671 Phyllis.c.miriashtiani@uscg.dhs.gov **Items procured: None;** Policy Office only ; contact Small Business Specialist in each command.

Commandant (G-ACS) U.S. Coast Guard HQ Office of Contract Support 1900 Half St. SW, Room 11-0222 Washington, DC 20593	Carol McIntyre, Small Business Specialist (202) 475-3242 FAX: (202) 475-3905 Carol.McIntyre@uscg.mil **Item procured:** Aircraft, vessels, educational services, major electronics equipment, and all equipment and supplies to outfit new vessels and aircraft, with emphasis in oceanography and other marine sciences, including pollution control and abatement.
Commanding Officer U.S. Coast Guard Research & Development Center 1082 Shennecossett Rd. Groton, CT 06340-6048 **Website:** www.rdc.uscg.gov	Helen Nelson, Small Business Specialist (860) 441-2843 FAX: (860) 441-2888 Helen.r.nelson@uscg.dhs.gov **Items procured:** Special studies and analyses, applied research and development.
Commanding Officer U.S. Coast Guard Engineering Logistics Center 2401 Hawkins Pt. Rd Code 043 Baltimore, MD 21226-5000 **Website:** www.uscg.mil/hq/elcbalt/index.htm	Catherine Martindale, Chief of Procurement (410) 762-6407 Corrine Sherman, Small Business Specialist (410) 762-6442 FAX: (410) 762-6410 Corrine.m.sherman@uscg.dhs.gov **Items procured:** Electrical equipment (switches, fuses, microcircuits, relays, cords,) ropes, cables, chains and fittings, supplies and services, medical/dental equipment, instruments and laboratory equipment, lighting fixtures and lamps, ordnance (arms, ammunition), deck machinery, fuel, fuel oils, miscellaneous engines and components, diesel engines and components, custodial and janitorial services, power and hand pumps, pipe, tubing, hose and fittings, valves, gasses (compressed and liquefied), electrical motors.
Commanding Officer U.S. Coast Guard Aircraft Repair & Supply Center Building 63 Elizabeth City, NC 27909-5001 **Website:** www.uscg.mil/hq/arsc	David Burgess – Contracting Branch (252) 335-6436 Peter Thomas, Small Business Specialist (252) 335-6643 FAX: (252) 335-6840 Peter.k.thomas@uscg.dhs.gov **Items procured:** Aircraft parts for HH-60, HU-25, HC-130, HH-65; ground service equipment, engines, turbines and components, engine accessories,

	maintenance and repair, aircraft maintenance/overhaul/repair, electronics, avionics, life support equipment, HAZMAT material, engineering tech support, ADP services
Commander (vpl) U.S. Coast Guard Maintenance and Logistics Command (Atlantic) 300 E. Main St. Suite 875 Norfolk, VA 23510-9107 **Website**: www.uscg.mil/mlclant/uscgmlca.htm	John J. Shivickas, Chief - Contracting Branch (757) 628-4631 FAX; (757) 628-4676 john.j.shivickas@uscg.dhs.gov **Items procured:** Dockside repair, engine overhaul, spare parts for vessels, construction, ship repair, dry-docking of new vessels
Commander (vpl) U.S. Coast Guard Maintenance and Logistics Command (Pacific) 1301 Clay Street, Suite 807N Oakland, CA 94612-5249 **Website:** www.uscg.mil/mlcpac/mlcp/mlcf/fplead.htm	John Porter, Chief of Procurement (510) 637-5960 FAX: (510) 637-5978 john.c.porter@uscg.dhs.gov **Items procured:** Dockside repair, engine overhaul, spare parts for vessels, construction, ship repair, dry-docking of new vessels
Commander (fcp/f-1) U.S. Coast Guard Maintenance and Logistics Command (Atlantic) 300 E. Main St. Suite 950 Norfolk, VA 23510-9107 **Website:** www.uscg.mil/mlclant/FDiv/fdiv.html	Ray Hayden, Chief of Procurement Branch (757) 628-4105 FAX (757) 628-4134 Ray.w.hayden@uscg.dhs.gov Karen Fortner, Small Business Specialist (757) 628-4103 FAX: (757)-628-4172 Karen.d.fortner@uscg.dhs.gov **Items procured:** ADP, housekeeping, ground effect vehicles, food services, supplies and services, medical/ dental supplies and equipment, security services, janitorial services
Commander (fcp) U.S. Coast Guard Maintenance and Logistics Command (Pacific) Coast Guard Island--Building 54A Alameda, CA 94501-5100	Gail Hill, Chief of Procurement (510) 437-3732 Jennifer Mitchell, Small Business Specialist (510) 437-3727 FAX: (510) 437-3014 jennifer.a.mitchell@uscg.dhs.gov **Items procured**: Base maintenance, food services, oil pollution clean-ups, electronic equipment and maintenance, supplies and services, medical services, telecommunications equipment and maintenance
Commanding Officer U.S. Coast Guard Facilities Design and Construction Center – (Atlantic) 5505 Robin Hood Rd. Suite K Norfolk, VA 23513-2400	Cathy Broussard, Small Business Specialist (757) 852-3449 FAX: (757) 852-3495 Cathy.c.broussard@uscg.dhs.gov **Items procured:** Major construction projects:

Website: www.uscg.mil/mlclant/fdcclant	buildings, structures, houses, warehouses, schools, building alterations, A&E services
Commanding Officer U.S. Coast Guard Facilities Design and Construction Center – (Pacific) 915 2nd Avenue Room 2664 Seattle, WA 98174-1011 **Website:** www.uscg.mil/mlcpac/fdccp	Ed Rockenstire, Small Business Specialist (206) 220-7420 FAX: (206) 220-7390 ed.rockenstire@uscg.dhs.gov **Items procured:** Major construction projects: building, structures, houses, warehouses, schools, building alterations, A&E services.
Commanding Officer U.S. Coast Guard Civil Engineering Unit, Cleveland 1240 East 9th Street, Room 2179 Cleveland, OH 44199-2060 **Website:** www.uscg.mil/mlclant/cetc	Pam Komer, Chief of Contracting and Assistant Small Business Specialist (216) 902-6216 FAX: (216) 902-6278 pamela.m.komer@uscg.dhs.gov **Items procured:** Non-major construction, A&E services
Commanding Officer U.S. Coast Guard Civil Engineering Unit, Miami 15608 SW 117th Ave. Miami, FL 33177-1630 **Website:** www.uscg.mil/mlclant/ceumiami	Pat Lambert, Small Business Specialist (305) 278-6720 FAX: (305) 278-6696 patricia.a.lambert@uscg.dhs.gov **Items procured:** Non-major construction (repair/rehab); A&E services
Commanding Officer U.S. Coast Guard Civil Engineering Unit, Providence 300 Metro Center Blvd Warwick, RI 02886 **Website:** www.uscg.mil/mlclant/ceuprovidence	Jean Bretz, Small Business Specialist (401) 736-1765 FAX: (401) 736-1704 jean.m.bretz@uscg.dhs.gov **Items procured:** Non-major construction (repair/rehab); A&E services.
Commanding Officer U.S. Coast Guard Civil Engineering Unit, Oakland 2000 Embarcadero Suite 200 Oakland, CA 94606-5000	Jeff Cross, Chief of Contracting (510) 535-7236 FAX: (510) 535-7233 jeffrey.a.cross@uscg.dhs.gov Joyce Groda, Small Business Specialist (510) 535-7236 Joyce.a.groda@uscg.mil **Items procured:** Lower dollar construction contracts in Oregon, Washington, California. buildings, structures, warehouses, alterations to existing structures; A&E services, hazardous waste disposal.

Commanding Officer U.S. Coast Guard Civil Engineering Unit, Honolulu PJKK Federal Bldg 300 Ala Moana Blvd. Room 8-134 Honolulu, HI 96850-4982	Bonnie Hoe, Chief of Contracting and Assistant Small Business Specialist (808) 541-2158 FAX: (808) 541-2203 bonnie.l.hoe@uscg.dhs.gov **Items procured:** Lower dollar construction contracts in Hawaii; buildings, structures, houses, warehouses, alterations to existing structures; A&E services
Commanding Officer U. S. Coast Guard Civil Engineering Unit, Juneau 709 W. 9th Street Juneau, AK 99802	Ed Rockenstire, Chief of the Contracting Office (206) 220-7420 Ed.rockenstire@uscg.dhs.gov Items Procured: Lower dollar construction contracts in Juneau, Alaska; buildings, structures, houses, warehouses, alterations to existing structures; A&E services