



How To Do Business

With the Department of Homeland Security

Last Updated: June 2023

Doing Business with DHS

**Step 6****Win DHS Work and Provide Excellent Support****Step 5****Bid on DHS Opportunities, Proposal Information and Tips****Step 4****Understand How DHS Buys and Award Types****Step 3****Find Opportunities, Know Your Audience, and Leverage DHS Resources****Step 2****Do Your Research to Understand What DHS Does, Needs, and Buys****Step 1****Register on www.SAM.gov**

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New to Government Business? Your Starting Point is SAM.gov

**Step 1**

The government can only do business with entities that are registered in [SAM.gov](https://sam.gov).

**SAM.gov is a GSA owned and operated system.*



Pro Tip: Keep your SAM.gov account updated! Use a generic company email address so notifications aren't missed if a staff member leaves your organization.

It's easy! Visit [SAM.gov](https://sam.gov) to find instructions on the landing page to “register your entity.” You will be assigned a Unique Entity ID and then you will be ready to go!

**The “How to get a Unique Entity ID” video on the landing page details what/how to get registered.*



1. Set up a [SAM.gov](https://sam.gov) account.
2. Prepare your data.
3. Get started!

Why is SAM.gov Important to You?

**Step 1**

When you register your business on SAM.gov, you will be eligible to bid on government contracts and apply for federal grants or loans!



FACT The only way to do business with the government is to be a registered business on SAM.gov.

FACT SAM.gov is an excellent source to find other types of government needs (RFIs, RFPs, RFQs, BAAs, etc.).

**Step 6****Win DHS Work and Provide Excellent Support****Step 5****Bid on DHS Opportunities, Proposal Information and Tips****Step 4****Understand How DHS Buys and Award Types****Step 3****Find Opportunities, Know Your Audience, and Leverage DHS Resources****Step 2****Do Your Research to Understand What
DHS Does, Needs, and Buys****Step 1****Register on www.SAM.gov**



DHS Mission

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

DHS was formed following the September 11, 2001 attacks, under the [Homeland Security Act of 2002](#), and began operations on March 1, 2003.

DHS helps our country by stopping terrorism and homeland security threats, securing cyberspace and critical infrastructure, protecting U.S. borders, combating crimes of exploitation and protecting victims, protecting our economy, and preparing and responding to disasters.

DHS is the third largest Cabinet department, after the Department of Defense and the Department of Veterans Affairs. It was formed in part by other existing [federal agencies joining the Department](#) as well as the creation of new offices and Components.

Department of Homeland Security's Mission

 Step 2

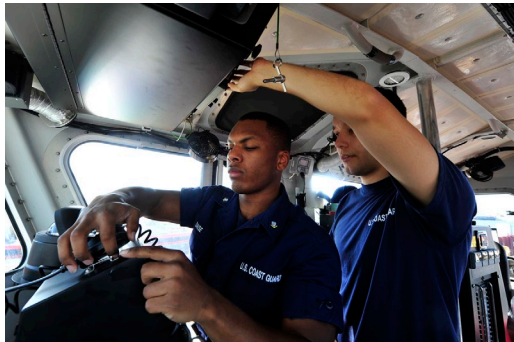
With honor and integrity, we will safeguard the American people, our homeland, and our values.



DHS began operations on March 1, 2003.



Stopping Terrorism and Threats



Providing cyber, economic, and infrastructure security



Protecting our borders



Assisting with natural disasters



Combating crimes of exploitation and protecting victims

DHS Organizational Structure



14 Operational Components/Offices



United States
Coast Guard



Transportation Security
Administration



United States
Secret Service



Cybersecurity &
Infrastructure Security
Agency



Federal Law Enforcement
Training Centers



FEMA



U.S. Customs and
Border Protection



U.S. Citizenship
and Immigration
Services



Countering Weapons
of Mass Destruction



U.S. Immigration
and Customs
Enforcement



Management
Directorate



Science and
Technology



Office of Homeland Security
Situational Awareness



Office of Intelligence
and Analysis

<https://dhsconnect.dhs.gov/comp>

DHS Organizational Structure (cont.)



Step 2

14 Additional Offices

- Military Advisor's Office
- Office of the Citizenship and Immigration Services Ombudsman
- Office of Strategy, Policy, and Plans
- Office of the General Counsel
- Office of Partnership and Engagement
- Office of Legislative Affairs
- Office of Public Affairs
- Office of the Immigration Detention Ombudsman

- Office of the Secretary
- Office of the Deputy Secretary
- Office for Civil Rights and Civil Liberties
- Office of the Executive Secretary
- Office of Inspector General*
*(*Executes their own procurement actions.)*
- Privacy Office

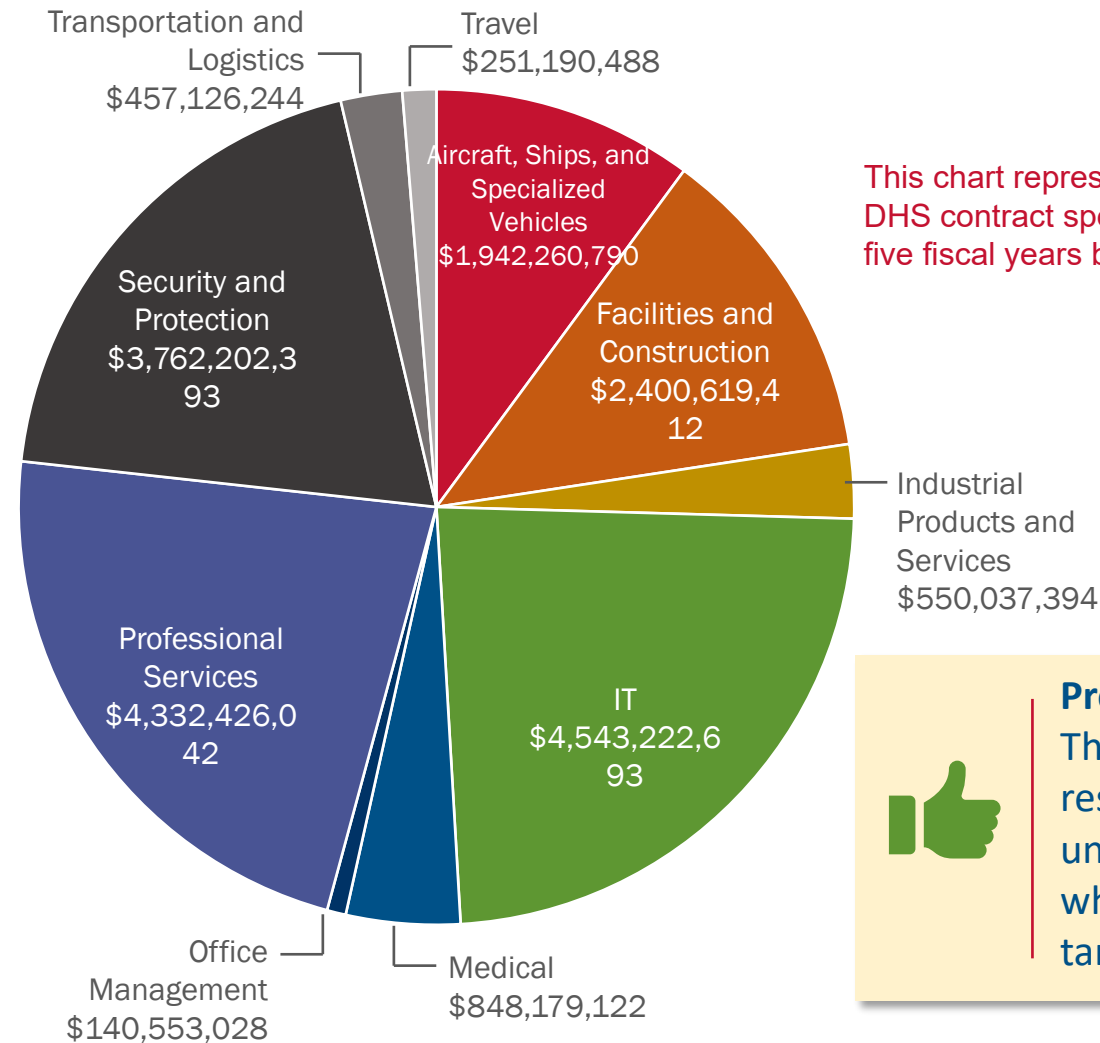
<https://dhsconnect.dhs.gov/comp>

DHS's Budget and Average Contract Spend

 Step 2

DHS receives [funding from Congress](#) and collects fees from services on an annual basis.

The DHS annual appropriation act can provide useful information on DHS acquisition programs and grant opportunities.

**Pro Tip:**

The DHS budget is a great resource to read to understand where funding is targeted and prioritized.

Office of Procurement Operations (OPO)

 Step 2

About

Has the largest and broadest customer base. Provides contracting support to multiple offices and directorates using a streamlined organizational structure.

Mission

Obtain the best value products and services.



OPO Customers

- Countering Weapons of Mass Destruction (CWMD)
- Cybersecurity and Infrastructure Security Agency (CISA)
- Federal Protective Services (FPS)
- Immediate Office of the Secretary
- Office of Biometric Identity Management (OBIM)
- Office of the Chief Financial Officer (OCFO)
- Office of the Chief Human Capital Officer (OCHCO)
- Office of the Chief Information Officer (OCIO)
- Office of the Chief Procurement Officer (OCPO)
- Office of the Chief Readiness Support Officer (OCRSO)
- Office of the Chief Security Officer (OCSO)
- Program Accountability and Risk Management (PARM)
- Science & Technology (S&T)

Office of Procurement Operations (OPO) (cont.)



Contact

Component IL

OPOIndustryLiaison@hq.dhs.gov

Small Business Specialist

OPOSmallBusiness@hq.dhs.gov



Contract Spend
\$5B



What OPO Buys

- Background Investigative Services
- Biometric Identity Services
- Communications and Marketing Services
- Credentialing Services
- Employee Assistance Services
- Facilities and Construction
- Health and Occupational Services
- IT Software and Hardware
- Language Services
- Medical Supplies and Services
- Office Supplies and Furniture
- Program Management and Consulting Services
- Security Services and Systems

Cybersecurity and Infrastructure Security Agency (CISA)

 Step 2 About

The operational lead for federal cybersecurity and the national coordinator for critical infrastructure security and resilience. Designed for collaboration and partnership.

Mission

Leads the national effort to understand, manage, and reduce risk to our cyber and physical infrastructure.



CISA at a Glance

- Manages and mitigates risk to the nation's cyber and physical infrastructure.
- Identifies threats, determines vulnerabilities, and targets resources.
- Collaborates with law enforcement partners to defend against today's threats and collaboratively build a secure and resilient infrastructure for the future.
- Led by a Chief of the Contracting Office, under the authority of the OPO Head of Contracting Activity.

Cybersecurity and Infrastructure Security Agency (CISA)

 Step 2

Contact

Procurement IL

OPOIndustryLiaison@hq.dhs.gov

Component Program IL

CISAVendorEngagement@cisa.dhs.gov

Small Business Specialist

OPOSmallBusiness@hq.dhs.gov



OPO's Contract Spend
includes CISA



What CISA Buys

- Advisory and Assistance Services (e.g., Energy, Engineering, Healthcare, Program Management, Technical Expertise, Telecommunications, and Transportation)
- Biometric Identification Services
- Counter-Improvised Explosive Devices
- Cybersecurity and Infrastructure Support Services
- Information Technology Software and Hardware
- Technical Assistance and Services

Countering Weapons of Mass Destruction (CWMD)

 Step 2

Countering Weapons of Mass Destruction



About

Works to prevent weapons of mass destruction (WMD) attacks against the U.S. through timely and responsive support to operational partners.

Mission

Lead DHS efforts and coordinate with domestic and international partners to safeguard the United States against chemical, biological, radiological, nuclear (CBRN) and health security threats.



CWMD at a Glance

- Tasked with countering attempts by terrorists or other threat actors.
- Uses technical expertise and relationships to support DHS Components, first responders, as well as domestic and

international counterparts to neutralize threats, prepare for WMD, combat WMD, and close vulnerabilities to ensure deterrence and protect the homeland.

Countering Weapons of Mass Destruction (CWMD) (cont.)



Countering Weapons of Mass Destruction



Contact

Procurement IL

OPOIndustryLiaison@hq.dhs.gov

Component Program IL

CWMD.IEP@hq.dhs.gov

Small Business Specialist

OPOSmallBusiness@hq.dhs.gov



OPO's Contract Spend
includes CWMD



What CWMD Buys

- Biological Detection for the 21st Century
- Chemical, Biological, Radiological, Nuclear (CBRN) Detection Equipment
- Hazard-Detecting Instruments and Apparatus
- Medical Equipment and

Countermeasures

- Radiation Portal Monitor (RPM) Enterprise
- Test and Evaluation Support Services
- Thallium Bromide Objective Resolution (THOR)

Science and Technology (S&T)

 Step 2

Science and Technology



About

In an evolving threat landscape, S&T ensures the solutions of tomorrow by serving as the research, development, test, and evaluation arm for DHS.

Mission

Enable effective, efficient, and secure operations across all homeland security missions by applying scientific, engineering, analytic, and innovative approaches to deliver timely solutions and support Departmental acquisitions.



S&T at a Glance

- Leverages a network of partners to develop and deliver effective and innovative scientific and technological methods, standards, and solutions for homeland security.
- Through partnerships, S&T sponsors cutting-edge technology and capability development.
- Acts as the scientific advisor to the Secretary of Homeland Security.
- Executes responsibilities by applying science and engineering solutions to complex problems.

Science and Technology (S&T) (cont.)



Science and Technology



Contact

Procurement IL

OPOIndustryLiaison@hq.dhs.gov

Component Program IL

SandTinnovation@hq.dhs.gov

Small Business Specialist

OPOSmallBusiness@hq.dhs.gov



OPO's Contract Spend
includes S&T



What S&T Buys

- Assessments and Studies
- Basic and Applied Research
- Commercialization Efforts
- Research and Development Areas:
 - Border Security
 - Chemical, Biological & Explosive Defense
 - Counter Terrorism
 - Cyber/Information Analysis R&D
 - First Responder/Community & Infrastructure Resilience
 - Food & Agriculture Defense
 - Physical Security & Critical Infrastructure Resilience
- Test & Evaluation Services

U.S. Customs and Border Protection (CBP)

 **Step 2**

U.S. Customs and Border Protection



About

CBP takes a comprehensive approach to border management and control, combining customs, immigration, border security, and agricultural protection into one coordinated and supportive activity.

Mission

Protect the American people, safeguard our borders, and enhance the Nation's economic prosperity.



CBP at a Glance

- One of the largest law enforcement organizations with the primary responsibility to securing our Nation's borders.
- Charged with regulating and facilitating international trade, collecting import duties, and enforcing U.S. regulations — including trade, customs, and immigration.
- Protects agriculture entering the United States.

U.S. Customs and Border Protection (CBP) (cont.)



U.S. Customs and Border Protection



Contact

Component IL
Procurement-ipop@cbp.dhs.gov

Small Business Specialist
SmallBusinessOffice@cbp.dhs.gov



Contract Spend
\$4.9B



What CBP Buys

- Administrative and General Management Consulting
- Air and Marine Operations
- Aircraft and Vessel Maintenance
- Canines
- Computer Equipment and Programming
- Computer Systems Design
- Construction Services and Commodities
- Data Processing Services
- Facilities Support Services
- Investigative Services
- Repair/Maintenance
- Search and Detection Equipment
- Security Guards
- Uniforms

Federal Emergency Management Agency ([FEMA](#))

 Step 2

FEMA



About

With core values of Compassion, Fairness, Integrity, and Respect, FEMA helps people and supports the Nation's disaster and emergency management needs.

Mission

Help people before, during, and after disasters.



FEMA at a Glance

- Raise risk awareness, educate in risk reduction options, and help to take action before disasters.
- Alert, warn, and message; coordinate the federal response; and apply and manage resources during disasters.
- Coordinate federal recovery efforts, provide resources, and apply insight to future risk after disasters.

Federal Emergency Management Agency (FEMA) (cont.)



Contact

Component IL

FEMA-industry@fema.dhs.gov

Small Business Specialist

FEMA-SB@fema.dhs.gov



Contract Spend
\$2.9B



What FEMA Buys

- Blankets/Cots
- Cargo Vans
- Disaster Response Support
- Durable and Consumable Medical Supplies Kits
- Information Technology Services
- Janitorial Services
- Meals
- Office Supplies
- Plastic Sheeting and Tarps
- Portable Toilets
- Security Guard Services
- Shredded Bins
- Sign Language Interpreters
- Temporary Labor
- Water

Federal Law Enforcement Training Centers (FLETC)

 Step 2

About

FLETC provides career-long training to law enforcement professionals to help them fulfill their responsibilities safely and proficiently.

Mission

Through strategic partnerships, prepares the federal law enforcement community to safeguard America's people, property, and institutions.



FLETC at a Glance

- FLETC provides relevant, accessible, academically rigorous, and cost-controlled training.
- Programs support the development of specialized law enforcement knowledge and skills.
- Training includes firearms, driving tactics, investigations, and legal guidelines.

Federal Law Enforcement Training Centers (FLETC) (cont.)



Contact

Component IL
FLETC-procurement@fletc.dhs.gov

Small Business Specialist
Timothy.Strong@fletc.dhs.gov



Contract Spend
\$240M



What FLETC Buys

- Ammunition
- Driver Training Support Services
- Facilities Construction
- Facilities Support Services
- Hazardous Waste Removal
- Janitorial Services
- Law Enforcement Equipment
- Lawn Maintenance
- Lodging
- Security Guard Services
- Training Services and Supplies
- Transportation

Immigration and Customs Enforcement (ICE)

 Step 2

U.S. Immigration
and Customs
Enforcement



About

ICE has over 20,000 law enforcement and support personnel in more than 400 offices across the United States and around the world.

Mission

Protect through criminal investigations and enforce immigration laws to preserve national security and public safety.



ICE at a Glance

- Promotes homeland security and public safety through the criminal and civil enforcement of federal laws governing border control, customs, trade, and immigration.
- Primarily devoted to three operational directorates:
 - Enforcement and Removal Operations
 - Homeland Security Investigations
 - Office of the Principal Legal Advisor
 - A fourth directorate, Management and Administration, supports the three operational branches to advance the ICE mission.

Immigration and Customs Enforcement (ICE) (cont.)



U.S. Immigration and Customs Enforcement



Contact

Component IL
oaq.iep@ice.dhs.gov

Small Business Specialist
Anita.Perkins@ice.dhs.gov



Contract Spend
\$3.6B



What ICE Buys

- Administrative Immigration Processing Temporary Facilities
- Aircraft, Engines, and Equipment and Related Maintenance
- Armed Security Guard Services
- Food and Clothing
- IT Maintenance, Operations, Support, and Software
- Law Enforcement Training, Services, and Products (i.e., ammunition, handcuffs, hand restraints, and guns)
- Management Support Services and Engineering/Technical Support
- Temporary Housing

Transportation Security Agency (TSA)

 Step 2

About

TSA protects all modes of transportation and provides regulatory oversight of security in air cargo, general aviation, freight rail, mass transit, highways, passenger trains, passenger aviation, and pipelines.

Mission

Protect the Nation's transportation systems to ensure freedom of movement for people and commerce.



TSA at a Glance

- Primary focus is airport security and the prevention of aircraft hijacking.
- Responsible for screening passengers and baggage at more than 450 U.S. airports.
- Employs screening officers in airports, armed Federal Air Marshals on planes, mobile teams of dog handlers, and explosives specialists.

Transportation Security Agency (TSA) (cont.)

 Step 2

Contact

Component IL
TSAIL@tsa.dhs.gov

Small Business Specialists
Robert.Boone@tsa.dhs.gov
Margaret.Butler@tsa.dhs.gov



Contract Spend
\$2.2B



What TSA Buys

- Advanced Technology X-ray
- Computed Tomography
- Enrollment Services and Vetting Program
- Explosives Trace Detection
- Facilities and Waste Management Services
- Health and Safety Assessments on TSA Screening Operations
- Investigative Services
- Next Generation Baggage Screening Equipment
- Safety Equipment and Supplies
- Secure Flight System
- Simulators

United States Coast Guard (USCG)

 **Step 2**

About

The USCG protects U.S. borders and economic and security interests abroad and defends U.S. sovereignty by safeguarding sea lines of communication and commerce across vast territorial waters.

Mission

Provide defense operations and readiness as well as maritime law enforcement, response, prevention, transportation system management, and safety operations.



USCG at a Glance

- Enforces the law and stops terrorists, criminals, and drug dealers from entering the country from the Nation's coasts.
- Keeps boaters safe by teaching maritime safety and water rescue.
- Patrols our coasts and protects our ports, harbors, and waterways.
- Protects marine resources and the people who live, work, or just have fun on the water.
- Operates big boats that break up ice so that those waterways are clear for travel and commerce.

United States Coast Guard (USCG) (cont.)



Component IL and
Small Business Specialist
OpenForBusiness@uscg.mil



- Aircraft, Equipment, and Maintenance
- Construction and Maintenance of Facilities
- Industrial Trade Services (Blasting, Painting, Rigging, Ship Fitting, Tank Cleaning, Welding, etc.)
- Major Electronics, with an Emphasis on Oceanography and Other Marine Sciences — including Pollution Control and Abatement
- Marine Sciences Electronics
- Professional and Technical Services (Engineering, Medical, and Training)
- Ship Building and Repair
- Vessels and Associated Equipment/Supplies

U.S. Citizenship and Immigration Services (USCIS)



Step 2



U.S. Citizenship
and Immigration
Services



About

Oversees lawful immigration to the United States.

Mission

Uphold America's promise as a nation of welcome and possibility with fairness, integrity, and respect for all we serve.



USCIS at a Glance

- USCIS processes immigrant visa petitions for naturalization and asylum, adjustment of green card status, and refugee applications.
- Makes adjudicative decisions and manages all immigration benefits functions (i.e., not immigration enforcement).

U.S. Citizenship and Immigration Services (USCIS) (cont.)



U.S. Citizenship and Immigration Services



Contact

Component IL

USCIS_VendorOutreach@uscis.dhs.gov

Small Business Specialist

Amy.L.Tansey@uscis.dhs.gov



Contract Spend

\$2.4B



What USCIS Buys

- Application and Operational Support Services
- Biometrics Services
- Customer Satisfaction Survey Services
- IT Equipment, Services, Support, and Maintenance
- Mail Services
- Project Management
- Supplies
- Support Services
- Studies
- Translation Services

United States Secret Service (USSS)



Step 2



About

World-class protection and financial investigations to ensure safety and security of our protectees, key locations, and events of national significance.

Missions

Protect our Nation's highest elected leaders, visiting foreign heads of state, and national special security events. Safeguard the U.S. financial infrastructure and payment systems.



USSS at a Glance

USSS has two unique missions:

- Safeguard the payment and financial systems of the United States from a wide range of financial and electronic-based crimes.
- Ensure the safety of the President of the United States, the Vice President of the United States, their immediate families, and foreign heads of state.

United States Secret Service (USSS) (cont.)

 Step 2

Contact

Component IL

IndustryLiaison@uss.s.dhs.gov

Small Business Specialist

pro.smallbusiness@uss.s.dhs.gov



Contract Spend
\$325M

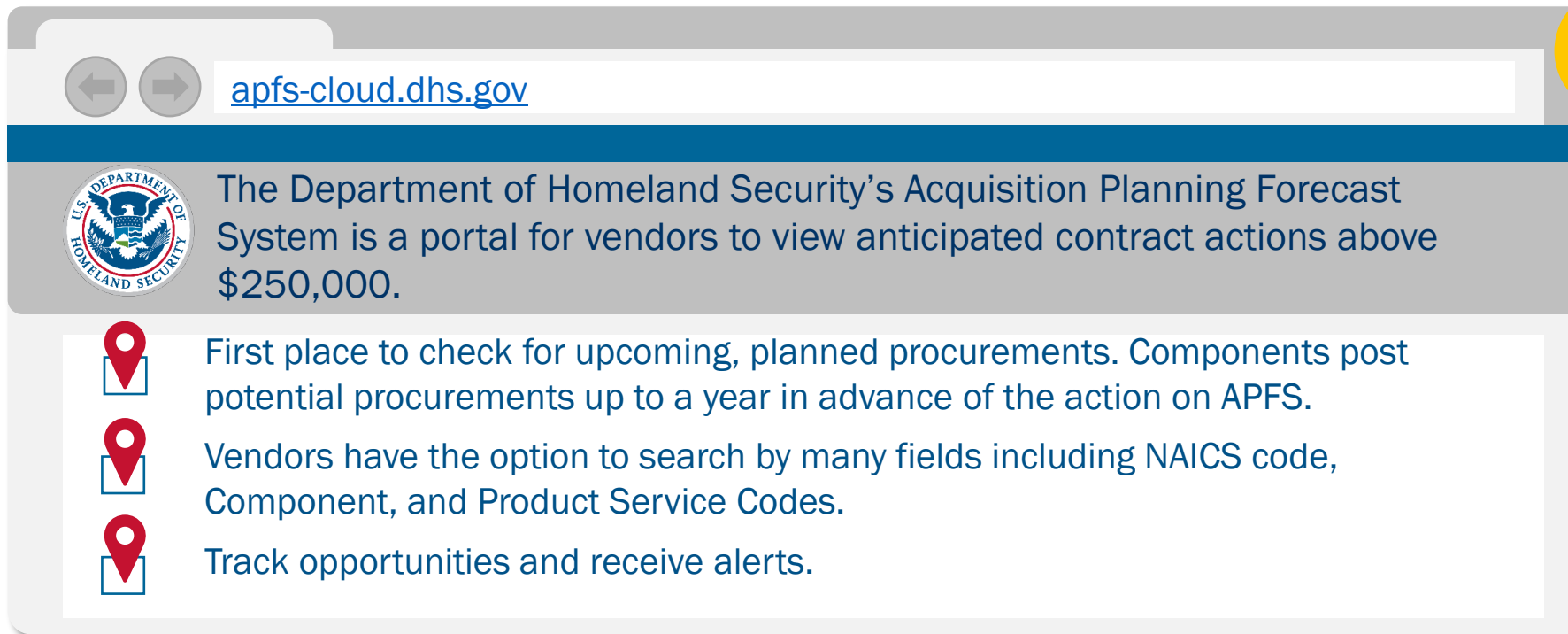


What USSS Buys

- Armored Vehicles
- Canines
- Cybersecurity Software
- Digital Evidence Software
- Fingerprint Scanners
- Forensics Software and Equipment
- IT Hardware and Software — including wireless mobile
- Night Vision Goggles
- Ordnance (Ammunition, Rifles, and Small Arms)
- Physical Security Systems
- Scientific and Technical Services
- Telecommunications Equipment
- Uniforms

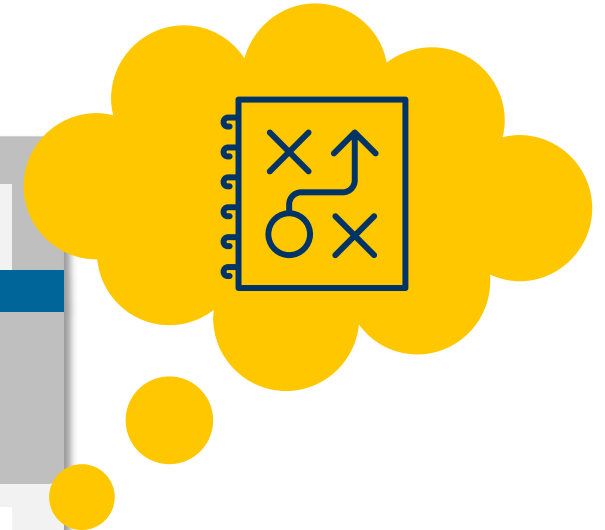
**Step 6****Win DHS Work and Provide Excellent Support****Step 5****Bid on DHS Opportunities, Proposal Information and Tips****Step 4****Understand How DHS Buys and Award Types****Step 3****Find Opportunities, Know Your Audience,
and Leverage DHS Resources****Step 2****Do Your Research to Understand What DHS Does, Needs, and Buys****Step 1****Register on www.SAM.gov**

Looking for potential procurement opportunities? Visit the Acquisition Planning Forecast System ([APFS](#))

**Step 3**

The screenshot shows a web browser with the address bar displaying apfs-cloud.dhs.gov. Below the address bar is a blue header with the Department of Homeland Security seal on the left and the text: "The Department of Homeland Security's Acquisition Planning Forecast System is a portal for vendors to view anticipated contract actions above \$250,000." Below this header is a list of three items, each preceded by a red location pin icon in a square box:

- First place to check for upcoming, planned procurements. Components post potential procurements up to a year in advance of the action on APFS.
- Vendors have the option to search by many fields including NAICS code, Component, and Product Service Codes.
- Track opportunities and receive alerts.





Step 3

Why is APFS Important to You?

apfs-cloud.dhs.gov

The [APFS portal](#) provides industry with a way to view anticipated contract actions, understand what the Department plans to buy, and find points of contact. Have questions about an APFS record? Reach out and talk to the points of contact!



APFS provides industry with an early view on what procurement are being planned so that industry can track them. Register on [APFS](#) to subscribe to email notifications from the system.

Meeting with the Government? Know Your Audience!

**Step 3**

Connect with Industry Liaisons & Small Business Specialists

**Step 3**

Office of Small and Disadvantaged Business Utilization (OSDBU)

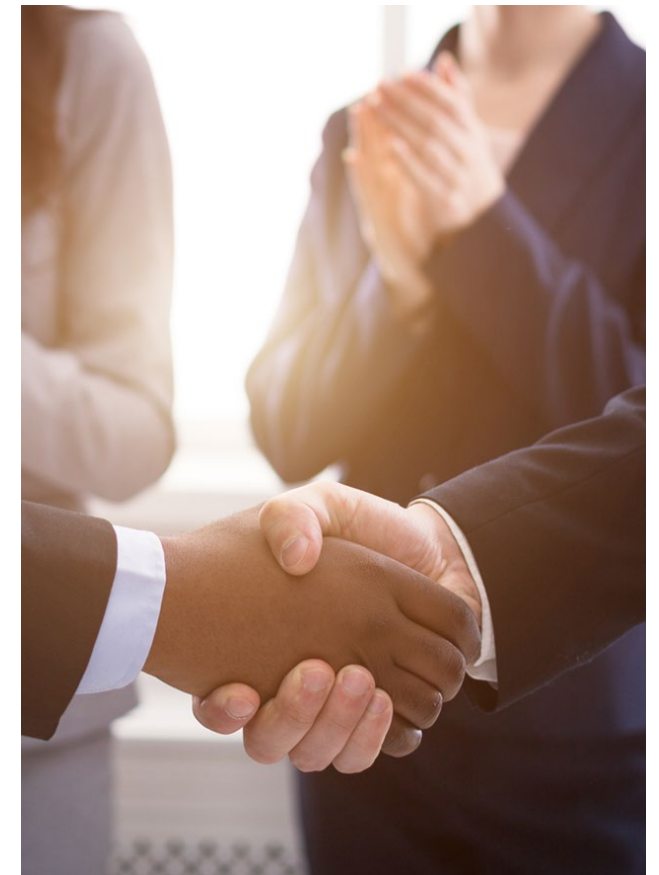
**Step 3**

About

- Assists with equity in procurement and maintaining viable, innovative industry partners supporting DHS missions.
- Conducts internal training on federal small business contracting.
- Manages the Mentor-Protégé Program where large business prime contractors provide mutually beneficial developmental assistance to small businesses.
 - Improves the performance of contracts and subcontracts.
 - Fosters the establishment of long-term business relationships.
 - Strengthens subcontracting opportunities and accomplishments.

Mission

OSDBU oversees the DHS small business program and — in partnership with OCPO — develops and implements small business policies to maximize small business prime and subcontracting opportunities.



Office of Small and Disadvantaged Business Utilization (OSDBU)

**Step 3**

Promotes Vendor Outreach

- Vendor Outreach Sessions (VOS): Short virtual meetings with small businesses
 - See the [VOS Schedule](#) for opportunities!
- Vendor Outreach Matchmaking Events (VOME): Brief virtual meetings where small businesses are matched to other businesses (any size)
- One-on-one meetings with small businesses
- Conferences and other events

**OSDBU****Partnering with
Small Business
for Big Impact****OFFICE OF SMALL & DISADVANTAGED BUSINESS UTILIZATION**

Contact

DHSOSDBU@hq.dhs.gov

DHS Component Small Business Specialists
www.dhs.gov/small-business-specialists

DHS Prime Contractor Listing
www.dhs.gov/prime-contractors

Get your foot in the door by Teaming / Subcontracting on DHS Procurements!

**Step 3**

Small Businesses Are Needed

Large businesses are often required to have a certain amount of work performed by small business subcontractors on contracts. Do not underestimate the value of building relationships with large businesses.



Bring Your Company's Unique Expertise

Large businesses can benefit from teaming by utilizing the unique expertise that a small business offers. Demonstrate how your niche or unique expertise can add value to a team.



Pro Tip: Attend pre-proposal conferences and industry days to make connections with other interested companies for potential teaming/subcontracting opportunities.

Where to look for Teaming/Subcontracting Opportunities

**Step 3**

DHS has several resources to help you identify potential teaming/subcontracting opportunities!

1**DHS.gov Prime
Contractors List**

[Prime Contractors](#)

Identifies prime contractors interested in subcontracting with small businesses.

2**DHS-wide Contract
Vehicles**

[DHS-wide Contract Vehicles](#)

Provides information on existing Department-wide contracts and vendors holding those contracts/agreements.

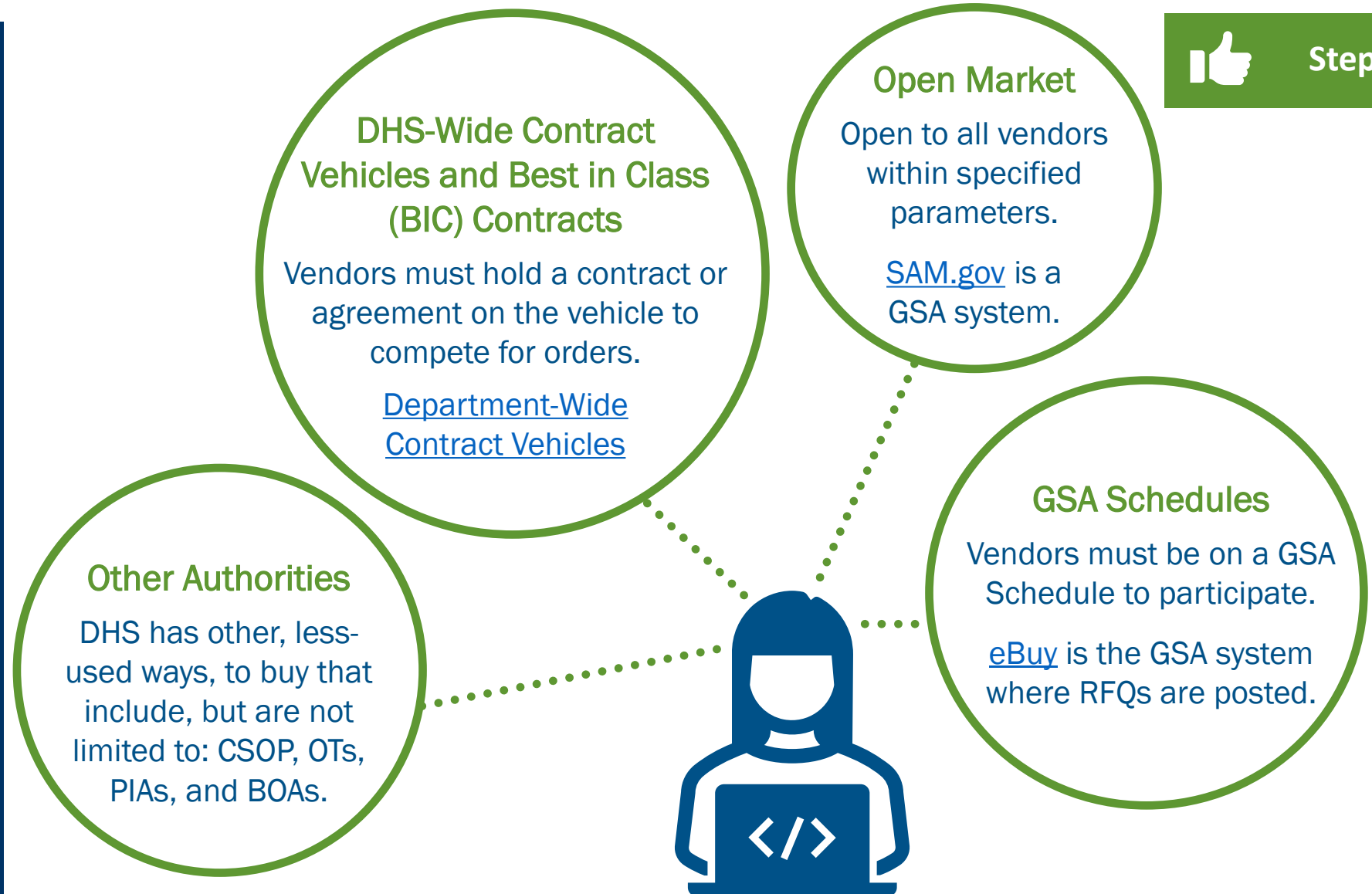
3**Contract
Opportunities**

[SAM.gov](#)

Allows registered users to search for contract opportunities across all federal government agencies.

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DHS Procurement Opportunities

**Step 4**



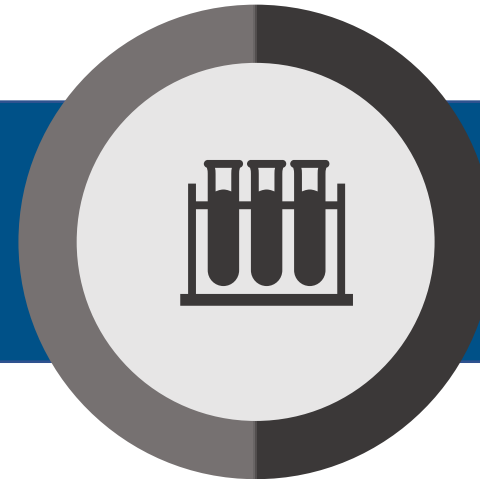
CSOP and OT Authorities



Commercial Solutions Opening Pilot Program (CSOP) Authority

CSOP is used to competitively procure innovative commercial items using a faster evaluation process and simplified contractual instrument.

[CSOP Guide](#)



Other Transaction (OT) Authority

OTs are one type of authority used to procure both research and development and prototype projects. OTs are not subject to the Federal Acquisition Regulation (FAR) and provide access to state-of-the-art technology solutions. They provide a simplified and expeditious approach to contracting that invites non-traditional vendors.

Research & Development (R&D) Procurement Pathways

 Step 4

Silicon Valley Innovation Program (SVIP)

Reaches innovation communities across the nation and world to harness commercial R&D for government applications and to co-invest in and accelerate the transition of technology to the commercial market.

For a list of open SVIP calls, visit the [Silicon Valley Innovation Program](#) page.



Small Business Innovation Research (SBIR) Program

Provides funding to small businesses for concepts and prototypes in support of specific homeland security needs. The DHS SBIR Program posts one solicitation annually and awards contracts to small businesses.

Visit the [SBIR portal](#) for more information.



Long Range Broad Agency Announcement (LRBAA)

A standing, open invitation to the scientific and technical communities to propose novel ideas that address high-priority homeland security needs.

For a list of open LRBAA topics, visit the [BAA portal](#).



Prize Competitions

Provides monetary incentives to mobilize a diverse set of innovators to address homeland security challenges using public crowd sourcing.

For a list of open competitions, visit the [DHS Prize Competitions](#) page.



Targeted Broad Agency Announcement (BAA)

Time-sensitive topic solicitations that execute defined research and development to deliver practical solutions to homeland security priority needs.

For a list of open targeted BAA topics, visit the [BAA portal](#).



In-Q-Tel (IQT) Engagement

Enhances DHS's R&D activities by tapping into the innovation ecosystem.

For more on DHS's engagement with IQT, visit the [In-Q-Tel Engagement](#) page.

Research & Development (R&D) Procurement Pathways (cont.)



Research and Development helps DHS fill major capability gaps and maintain pace with emerging threats. DHS looks to academia and industry for help in solving our challenges and collaborating on solutions.

Find Your Innovation Type	Innovation Funding Programs and Tools					
	SVIP	SBIR	LRBAA	Prize	Targeted BAA	In-Q-Tel
Medium to Large Businesses			✓	✓	✓	
Small Businesses*	✓	✓	✓	✓	✓	
Entrepreneurs & Start-ups	✓	✓	✓	✓	✓	✓
National Labs, Recognized R&D Organizations			✓	✓	✓	
Academia			✓	✓	✓	
Private Citizens				✓		
International	✓		✓		✓	✓

*Please refer to solicitation or application for specific eligibility requirements.



Step 4

Unsolicited Proposals

If a vendor would like to submit an unsolicited proposal, it must adhere to FAR Subpart 15.6. A valid Unsolicited Proposal must:



Be innovative and unique.



Be independently originated and developed by the company.



Be prepared without government supervision, endorsement, direction, or direct government involvement.



Be explicit and detailed on why this support would be worthwhile, and how it 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.



Pro Tip: Check with the Procuring Activity Advocate for Competition before submitting unsolicited proposals.

DHS Component points of contact for unsolicited proposals are located at www.dhs.gov/unsolicited-proposals.

Key Award Types to Understand



Blanket Purchase Agreements (BPAs)

Established to fill repetitive needs for supplies or services. BPAs themselves are not contracts, with no guarantee a vendor will receive work. A task order under the BPA is binding.

- **Single-Award BPA** – awarded to a single company.
- **Multiple-Award BPA** – awarded to a group of contractors who compete for each project.



Indefinite Delivery, Indefinite Quantity (IDIQ)

Provide for an indefinite quantity of services for a fixed time and are for high volume repetitive services. They are used when the government can't determine, above a specified minimum, the precise quantities of supplies or services they will require during the contract period.

- **Single-Award IDIQ:** awarded to a single party.
- **Multiple-Award IDIQ:** more than one company receives a contract while the other companies have an opportunity to provide the goods and services in accordance with the ordering guide.



For More Information: [Federal Supply Schedules \(Subpart 8.4\)](#) and [Indefinite-Delivery Contracts \(Subpart 16.5\)](#)

**Step 6****Win DHS Work and Provide Excellent Support****Step 5****Bid on DHS Opportunities,
Proposal Information and Tips****Step 4****Understand How DHS Buys and Award Types****Step 3****Find Opportunities, Know Your Audience, and Leverage DHS Resources****Step 2****Do Your Research to Understand What DHS Does, Needs, and Buys****Step 1****Register on www.SAM.gov**

Why does the government use Requests for Information?

**Step 5**

The government uses RFIs for several reasons, to include:



To gather information that can assist with defining final requirements.



To understand what capabilities and innovative solutions industry has to offer.



To conduct market research and establish an understanding of the marketplace.



To confirm or adjust acquisition strategy – including whether the requirement can be set aside for small businesses.



To inform industry it is likely that a final solicitation will be posted.



Step 5

When It's Time to Write the Proposal/Quote



Be Compliant with the Solicitation!



Step 5



If utilizing a proposal writer, make sure accurate information is used.



Triple check spelling, page numbers, consistency of headings/fonts/etc.



Ensure graphics/tables make sense.



Address potential Organizational Conflicts of Interest (OCI) up front!



Edit as needed.



Understand the technical evaluation factors.



Use one consistent voice.



Ask questions, if permitted, before the solicitation closes.



Follow instructions!



Ensure your company website is up to date.

**Step 6****Win DHS Work and
Provide Excellent Support****Step 5****Bid on DHS Opportunities, Proposal Information and Tips****Step 4****Understand How DHS Buys and Award Types****Step 3****Find Opportunities, Know Your Audience, and Leverage DHS Resources****Step 2****Do Your Research to Understand What DHS Does, Needs, and Buys****Step 1****Register on www.SAM.gov**

Winning Work at DHS — You Won, Now What?

**Step 6**

Key Tips to Providing Excellent Support

**Step 6**

Communicate!

Establish a solid relationship with pertinent federal contacts.



Set up consistent and frequent touchpoint meetings with your customer and CO.



Ask questions and get clarification on issues immediately.



Comply with the requirements of the contract.



Submit deliverables on time and free of errors.



Understand Your CPARS Ratings!

CPARS is used by the government to understand how well you performed on other contracts. A low CPARS rating could impact being awarded future work.

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 our direction.



Utilize the resources available to navigate DHS opportunities.

Checklist Every Vendor Should Have!

 **Takeaways**

Contact the [Industry Liaison](#) or [Small Business Specialist](#) for the Component you would like to do business with.



When you identify a requirement from APFS, contact the POC (typically the Requirements Owner for the action) if you have questions.



Participate in government industry days, proposal conferences, and other direct-engagement events.



Do your research and have your marketing materials prepared.



Sign up for alerts from [SAM.gov](#), keep account updated, and check for new opportunities.



Use the [FAR](#) as a resource to understand the solicitation and proposal submission guidelines.



Sign up for alerts on DHS's Acquisition Planning Forecast System ([APFS](#)).



Leverage company affiliations and memberships to engage with the government.

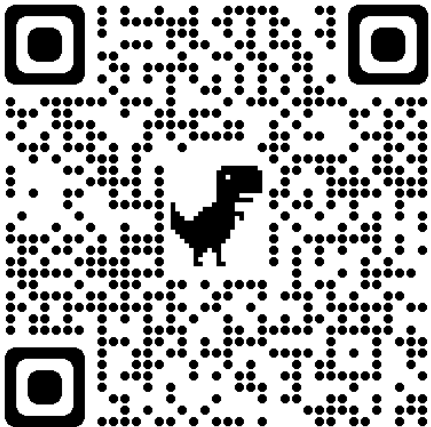


Subcontract with a prime contractor to gain performance experience.

Quick Reference Guide



Do Business with DHS



[Acquisition Planning Forecast System](#)

Contracting Opportunities: [SAM.gov](#)

[DHS Budget](#)

[DHS-wide Contract Vehicles](#)

Grant Opportunities: [Grants](#)

Key Contacts: [Component Industry Liaisons](#) and [Small Business Specialists](#)

[Office of Small and Disadvantaged Business Utilization](#)

[Prime Contracting Opportunities](#)

Questions & Answers

