



## How to do Business with the U.S. Department of Homeland Security

Thank you for your interest in U.S. Department of Homeland Security (DHS) procurements. DHS has ten (10) operational procurement offices (Transportation Security Administration (TSA), Federal Emergency Management Agency (FEMA), U.S. Secret Service (USSS), U.S. Coast Guard (USCG), U.S. Customs and Border Protection (CBP), U.S. Immigration and Customs Enforcement (ICE), Federal Law Enforcement Training Centers (FLETC), U.S. Citizenship and Immigration Services (USCIS), DHS Headquarters Procurement also known as the Office of Procurement Operations (OPO) and the Office of Selective Acquisitions (OSA).

**DHS buying is decentralized.** Each DHS component has a dedicated Small Business Specialist (SBS) to assist you in your marketing efforts. The SBSs are the boots-on-the-ground and should be your first point of contact. They are the individuals that can help you identify any current opportunities and discuss the buying culture and habits of their respective component. A list of the SBSs can be found at: <https://www.dhs.gov/small-business-specialists>. You will need to contact and market to each component. There is also no central bidding/vendor portal or Interested Vendors List.

The Office of Small and Disadvantaged Business Utilization (OSDBU) does not have detailed information on most upcoming requirements/opportunities. Once you identify which components may have a need for your product(s) or service(s) that supports the DHS mission, send an email to the SBS introducing your firm and include your capability statement.

Another valuable tool available to assist with your marketing efforts is the *DHS Acquisition Planning Forecast System of Contract Opportunities (APFS Forecast)*. This electronic tool lists all planned procurements over the Simplified Acquisition Threshold (SAT) that the Department anticipates during this fiscal year. **The APFS Forecast** also identifies any planned small business, including socio-economic, set-asides. This publication can be found online at: <https://apfs-cloud.dhs.gov>. In accordance with the Federal Acquisition Regulation, DHS procurement opportunities over \$25,000 are posted at the following web site: <https://sam.gov>, which is the System for Award Management (SAM). SAM is the official website to register to do business with the U.S. Government, to search for contract opportunities (formerly FBO.gov) and contract data reports (formerly part of FPDS.gov) and includes a host of other information and activities.

For subcontracting opportunities there is a list of the DHS large primes and the supplies and/or services they may require. That list can be found at the following web site: <https://www.dhs.gov/prime-contractors>.

Another marketing tool is our popular Vendor Outreach Sessions (VOS). Once a month (except April and September) the OSDBU conducts pre-arranged, 15-minute, one-on-one meetings between small businesses and the component Small Business Specialist. Information about the Vendor Outreach Sessions can be found at: <https://www.dhs.gov/small-business-vendor-outreach-sessions>.

As you market to DHS please become knowledgeable of the DHS Category Management/Strategic Sourcing program (DHS-wide contracts). Strategic sourcing is a collaborative and structured process aimed at increasing acquisition efficiencies through managing cost and reducing duplicative contracts. These strategic source vehicles are single or multiple award indefinite delivery/indefinite quantity contracts. Most of the DHS strategic sourcing contract vehicles are mandatory for use, with limited exceptions. More information on the DHS Strategic Sourcing program and a list of current strategic sourcing vehicles and in-process initiatives can be found at the following website: <https://www.dhs.gov/dhs-strategic-sourcing>.

These strategically sourced contracts are not the 100% solution. DHS procures goods and services outside of these vehicles. Mission first!

The main take away is that your DHS marketing efforts should be directed to the DHS components via the SBS; that's where all the buying is conducted. Before contacting the SBS review the component website, budget forecast, etc. (do your homework) and offer value-added solutions.

All the information provided in this email (and more) can be found on the DHS Small Business website at: <https://www.dhs.gov/how-do-i/do-business-dhs>.

If you are considered as other than a small business firm, please make an Industry Liaison representative your first point of contact. They accept capabilities briefings, forge program connections, answer questions, and resolve problems to implement DHS's Acquisition Innovative in Motion (Alim) activities. For more information, the website is <https://www.dhs.gov/acquisition-innovations-motion>.

I hope this information is helpful. If you need additional assistance after contacting the SBS, please contact [DHSOSDBU@hq.dhs.gov](mailto:DHSOSDBU@hq.dhs.gov).