

# How to do Business with NIST

Department of Commerce

National Institute of Standards and Technology

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# What is the U.S. Department of Commerce?

- The Commerce Department's mission is to create the conditions for economic growth and opportunity
- Comprised of 12 different bureaus that work together to achieve 5 goals: Operational Excellence – and 4 business facing key areas: Trade and Investment; Innovation; Environment; and Data.

# The Department of Commerce

As part of the economic team, the Secretary of Commerce serves as the voice of U.S. business within the President's Cabinet.

The Department works with businesses, universities, communities, and the Nation's workers to promote job creation, economic growth, sustainable development, and improved standards of living for Americans. Through its 12 bureaus and nearly 47,000 employees located in all 50 states and territories and more than 86 countries worldwide, the Department administers critical programs that touch the lives of every American.

The Department's workforce is as diverse as its mission. It is made of up economists, Nobel winning scientists, foreign service officers, patent attorneys, law enforcement officers, and specialists in everything from international trade to aerospace engineering.



# National Institute of Standards and Technology (NIST)

- NIST's mission:

To promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic security and improve our quality of life.

- NIST's vision:

NIST will be the world's leader in creating critical measurement solutions and promoting equitable standards. Our efforts stimulate innovation, foster industrial competitiveness, and improve the quality of life.

## Core Competencies

- Measurement science
- Rigorous traceability
- Development and use of standards

# Acquisition overview

- The Office of Acquisition and Agreements Management/Acquisition Management Division is located and conducts acquisitions for both NIST campuses
  - Gaithersburg, MD
  - Boulder, CO
- We also service other Department of Commerce Bureaus:
  - Economic Development Administration (EDA)
  - National Technical Information Service (NTIS)
  - Bureau of Industry and Security (BIS)
  - International Trade Administration (ITA)
  - Minority Business Development Administration (MBDA)
  - National Telecommunications and Information Administration (NTIA)
  - Office of Inspector General (OIG)

# Acquisition Overview

Fiscal Year (FY)	Total Eligible Small Business Dollars	Total Dollars to Small Business	Percentage of Dollars to Small Business
2012	\$203,172,745	\$137,674,356	67.7622%
2013	\$224,979,100	\$176,731,472	78.5546%
2014	\$221,024,659	\$162,792,309	73.6535%

# Subject Areas

- Bioscience & Health
- Building and Fire Research
- Chemistry, Math, Physics
- Electronics & Telecommunications
- Energy
- Environment/Climate
- Information Technology
- Manufacturing
- Materials Science
- Nanotechnology
- Public Safety & Security
- Quality
- Transportation

# Typical Purchases

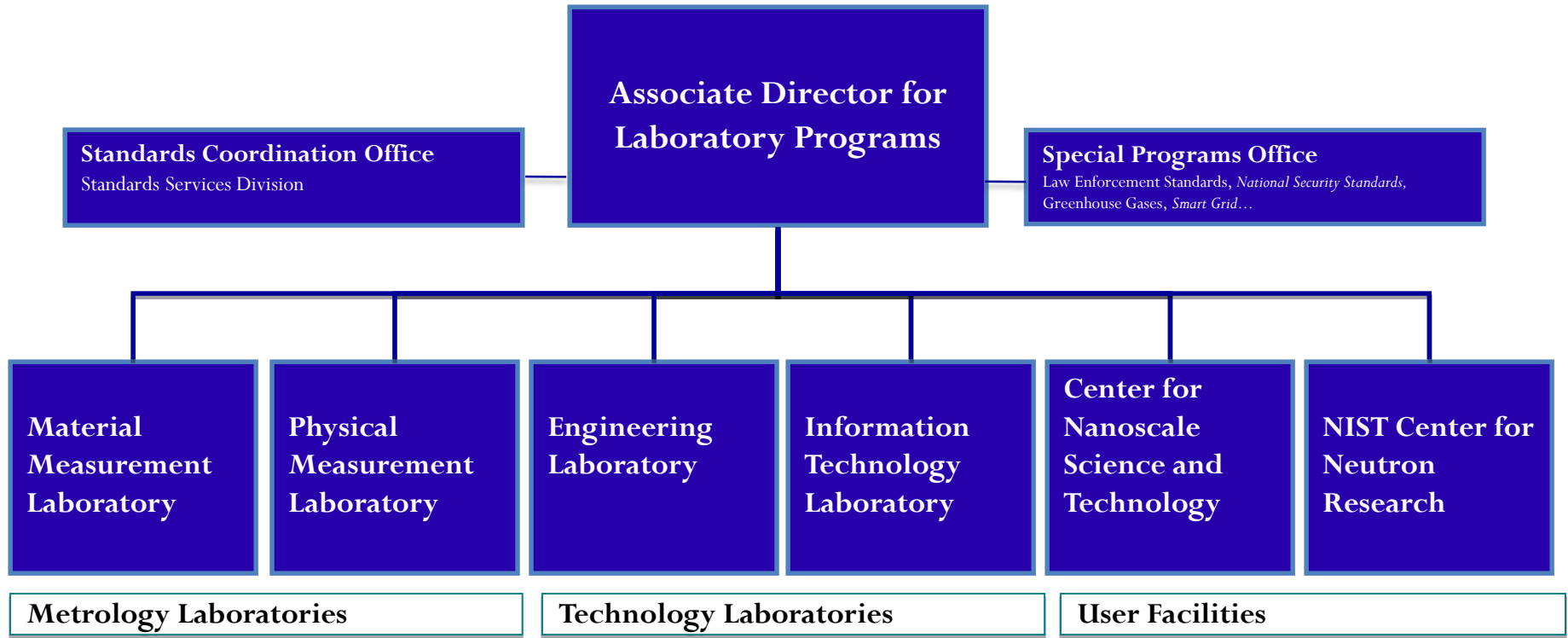
- Laboratory Equipment
- Professional Support Services
- Computer Software and Hardware
- Gases
- Scientific and Technical Services
- Administrative Management Support
- Custom Computer Programming
- Construction



# NIST Laboratories

- Material Measurement Laboratory (MML)
- Physical Measurement Laboratory (PML)
- Engineering Laboratory (EL)
- Information Technology Laboratory (ITL)
- Center for Nanoscale Science and Technology (CNST)
- NIST Center for Neutron Research (NCNR)

# Structure of NIST Laboratory Programs



# Management Resources

- ❖ Associate Director for Management Resources
- ❖ Acquisitions and Agreements Management (OAAM)
- ❖ Facilities and Property Management (OFPM)
- ❖ Financial Resource Management (OFRM)
- ❖ Human Resources Management (OWM)
- ❖ Information Systems Management (OISM)
- ❖ Safety, Health and Environment (OSHE)

# Major Programs

- Baldrige Performance Excellence Program
- Hollings Manufacturing Extension Partnership
- Forensic Sciences
- National Strategy for Trusted Identities in Cyberspace (NSTIC)
- Smart Grid
- National Cybersecurity Center of Excellence (NCCOE) - A Federally Funded Research and Development Center (FFRDC)

# NIST Mission and National Priorities

- National Network for Manufacturing Innovation (NNMI) – regional hubs public/private partnerships  
[www.manufacturing.gov/nnmi.html](http://www.manufacturing.gov/nnmi.html)
- National Cybersecurity Center of Excellence (NCCoE)
  - <http://csrc.nist.gov/nccoe/>Projects: Health IT (EHR on Mobile Devices, Medical Devices); Energy; Financial Services; Retail; Transportation
- Advanced Manufacturing Technology Consortia
- Forensic Science – DNA and trace analysis
- Advanced Communication – Advanced Communications Technology Laboratory

# FY15 NIST Small Business Goals

Business Category	NIST Prime Goal	Subcontracting Goal
Small Business	49%	30%
Small Disadvantaged Business	12%	10%
8(a)	6%	N/A
Woman-Owned Small Business	10%	10%
HUBZone Small Business	3%	3%
Veteran-Owned Small Business	4%	3%
Service-Disabled Veteran Owned	3%	3%

# NIST Forecast of Opportunities

For possible projects (equipment, products, services, construction, etc.) over \$150,000.00:

Federal Interagency Databases Online ([www.fido.gov](http://www.fido.gov))

- Public Sites
- Department of Commerce – Advance Acquisition Plans
- Organizational Element = NIST
  - Search for List of AAPs or tailor your search

# Other ways to find NIST Opportunities

Actions that previously would have been displayed on a bulletin board, now by electronic means:

For actions expected to exceed \$15,000.00, but not expected to exceed \$25,000.00

From the **NIST website** [www.nist.gov](http://www.nist.gov)

Click on **A-Z Index**

Click on **Acquisition Information**

Click on **Solicitations**

<http://www.nist.gov/admin/od/contract/solicitations.htm>



## Other ways to find NIST Opportunities - cont'd

Actions expected to be over \$25,000.00 are posted at the Government point of entry site, Federal Business Opportunities:

[www.fedbizopps.gov](http://www.fedbizopps.gov)

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Reverse Auction for commodities/commercial items using Simplified Action Procedures (Purchase Orders)

[www.FedBid.com](http://www.FedBid.com)

A reverse auction is a competitive process in which a Buyer solicits bids from Sellers during a period of time set by the Buyer. During the reverse auction, Sellers have the opportunity to submit a single bid or multiple bids that decrease in price.

You must register (no cost) to be able to sell through this site/service.

# Market Research

The Government collects and analyzes information about capabilities with the market to satisfy agency needs. We need you to respond!

- Request for Information
- Sources Sought
- Email
- Telephone calls
- Meetings, seminars, symposiums, etc.
- Web-based searches (Is your website up-to-date?, Dynamic Small Business Search – list capabilities at SAM.gov)
- Industry Days
- Site visits
- Presolicitation conferences

# Sources Sought

- May not be every aspect of the requirement.
- Focus on the core requirement(s).
- Allows contracting personnel to learn about what's available on the market (the state of the industry) – is the required solution feasible?
- Allows Contractors to see what the Government needs – and to let the Government know you are capable
- Should have a clear response required – if not, call the Contract Specialist or Contracting Officer and ask what's required.

# WHY RESPOND TO A SOURCES SOUGHT?

Let the Government know you are there and capable, and are likely to compete for the work.

The Government makes (small and socio-economic) set-aside determinations based on information received.

To fulfill your role in the acquisition team (FAR 1.102-4 (c)) - It's a chance to help define the acquisition strategy! The requirement, contract type, terms and conditions, evaluation criteria, past performance information, schedule, proposal instructions, etc.

Build relationships, get your information to the right people.

# Who are You?

- Prepare and maintain a representative Capability Statement
  - Accurate, quality snapshot of what you do (define products/services)
  - Specific core competencies
  - Past performance
  - Awards, Affiliations, Certifications
  - Company Name (as shown in SAM.gov)
  - DUNS –to ensure your company can be found
  - Your name, phone, and email information
  - Be flexible – tailor to different customers
- Proofread! (no typos, outdated information, spacing issues, or other distractions, which give others reason to doubt your competency)

# Federal Acquisition Regulation (FAR)

Visit [www. Acquisition.gov/far](http://www.Acquisition.gov/far)

- Part 2 – Definitions of Words and Terms (including dollar thresholds for acquisitions)
- Subpart 8.4 Federal Supply Schedules
- Part 13 – Simplified Acquisitions
- Part 14 – Sealed Bidding
- Part 15 – Contracting by Negotiation
- Part 16 – Types of Contracts
- Part 19 – Small Business Programs

# Stay Current

Check the National Institute of Standards and Technology website at [nist.gov](https://www.nist.gov) regularly for meetings/events/information

Keep your SAM.gov registration accurate – update as changes occur

Make sure your website information is up-to-date and accurately reflects your core capabilities

# Be prepared to speak the language

## Roles in Government Procurement

- CO
- CS
- POC
- COR
- BPO
- HCA
- SBS
- OSDBU

## Acronym Answer Key

- Contracting Officer
- Contract Specialist
- Point of Contact (usually a technical person)
- Contracting Officer's Representative
- Bureau Procurement Official
- Head of the Contracting Activity
- Small Business Specialist
- Office of Small and Disadvantaged Business Utilization



# More acronyms and jargon!

## Procurement Methods/Other

- GWAC
- Schedule
- FSSI
- SAT
- SAP
- FEDBID

## Acronym Answer Key

- Government-wide Acquisition Contract (IT only)
- The General Services Administration (non-mandatory) Federal Supply Schedule program
- Federal Strategic Sourcing Initiative
- Simplified Acquisition Threshold
- Simplified Acquisition Procedure
- Reverse auction site

# Stay Focused for Results:

- Develop and nurture relationships
- Network to find opportunities and Agency information
- Market your company
- Do your homework (before you meet with an Agency know what they do and where you think you can provide goods/services)
- Participate in procurement-related industry groups, chamber of commerce events, networking events, training, Agency outreach events, SBA (PTAC, SCORE) events, etc.
- Keep your past performance contacts up-to-date
- Be patient, persistent, and most of all – prepared!

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