

Download the most recent Forecast at: <http://www.hud.gov/offices/osdbu/4cast.cfm>

## U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT



### FISCAL YEAR 2017

# FORECAST OF CONTRACTING OPPORTUNITIES PRODUCTS AND SERVICES

November 14, 2016

Version 1

THE OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

<http://www.hud.gov/smallbusiness>

**Disclaimer:** Title V of Public Law 100-656 requires that Federal agencies make available its Procurement Forecast to the [Small Business Administration \(SBA\)](#) and to interested business owners. All projected procurements in the Forecast are subject to total or partial revision and/or cancellation. Final decisions on the extent of competition (if any), type of small business participation (if any), estimated value, or any aspect of the procurement action will not be made until each procurement action is initiated and a final determination is made by the assigned contracting officer. The Forecast, and any data contained therein, is for planning purposes, does not represent a pre-solicitation synopsis, does not constitute an invitation for bid or request for proposal, and is not a commitment by the Government to purchase the desired products and/or services. Actual solicitation notices, if required, will be posted on [FedBizOpps](#) as prescribed by the [Federal Acquisition Regulation \(FAR\)](#).

Public Law 100-656 requires The United States Department of Housing and Urban Development (“the Department”) to publish an annual Forecast of Contracting Opportunities (“Procurement Forecast” or “Forecast”). The Law emphasizes advance acquisition planning, which provides all of our customers with a better understanding of our requirements.

It is Departmental policy that all legally qualified small businesses receive a just, fair, equitable and impartial share of the contracts awarded by the Department. The Forecast is one of several tools that will help the small business community effectively market their goods and services to the cognizant components within the Department. In so doing, it will help realize this goal of our procurement policy.

The Forecast includes projections of all anticipated contract actions above the simplified acquisition threshold. It is important to emphasize that the Department is not bound by any statements made in the Forecast. The Forecast is for informational and marketing purposes only. It does not constitute a specific offer of commitment by the Department to fund, in whole or in part, the opportunities referenced therein. Any listing in the Forecast is not all-inclusive and as additional information is obtained, it will be posted, if required. Please see the Disclaimer below for further information on the nature of the Forecast, including its limitations. Generally, for more information on HUD open market procurement opportunities above \$25,000 check [www.FedBizOpps.gov](http://www.FedBizOpps.gov).

**Disclaimer:** Title V of Public Law 100-656 requires that Federal agencies make available its Procurement Forecast to the Small Business Administration (SBA) and to interested business owners. All projected procurements in the Forecast are subject to total or partial revision and/or cancellation. Final decisions on the extent of competition (if any), type of small business participation (if any), estimated value, or any aspect of the procurement action will not be made until each procurement action is initiated and a final determination is made by the assigned contracting officer. The Forecast, and any data contained therein, is for planning purposes, does not represent a pre-solicitation synopsis, does not constitute an invitation for bid or request for proposal, and is not a commitment by the Government to purchase the desired products and/or services. Actual solicitation notices, if required, will be posted on FedBizOpps as prescribed by the Federal Acquisition Regulation (FAR).

# TABLE OF CONTENTS

## SECTION I

Introduction, Message to Small Businesses & OSDBU Mission Statement	iv
OSDBU Staff & Field Office Small Business Liaisons	v

## SECTION II

How to Market to HUD	vi-vii
----------------------	--------

## SECTION III

Forecast Overview	viii
-------------------	------

## SECTION IV

Description of Forecast Categories	iv
------------------------------------	----

## SECTION V

Glossary of Terms and Acronyms	x
--------------------------------	---

## SECTION VI

Products and Services	1
-----------------------	---

# **SECTION I: INTRODUCTION, MESSAGE TO SMALL BUSINESSES & MISSION STATEMENT**

## **INTRODUCTION**

HUD is the principal federal agency responsible for the improvement and development of America's housing and communities. HUD's programs include: mortgage insurance to help individuals and families become homeowners; rental subsidies to enable low-income families to find affordable housing; development, rehabilitation and modernization of the nation's Public and Indian Housing stock; development of HUD-insured multifamily housing; enforcement of Federal Fair Housing laws; and the development, improvement and revitalization of American's urban centers and neighborhoods.

Independent contractors of different business sizes assist the Department in carrying out its various programs and internal operations in the Washington, DC headquarters office and field offices. The list of potential contracting opportunities in the following pages is for Fiscal Year 2017 (October 1, 2016 through September 30, 2017).

## **MESSAGE TO SMALL BUSINESSES**

HUD is committed to providing maximum practicable opportunities in its acquisitions to small business, small disadvantaged business, 8(a), veteran-owned small business, service disabled veteran-owned small business, HUBZone and woman-owned small business concerns. HUD encourages small and small disadvantaged businesses to partner, team or joint venture to maximize their opportunity to receive prime contracts. The Forecast will assist small and small disadvantaged businesses with the opportunity to obtain prime and subcontracting opportunities. HUD's program offices provide the information contained in this document. **If you discover errors or encounter problems establishing communication with the points of contact send an e-mail with FORECAST PROBLEM in the subject line to [Derek.L.Pruitt@hud.gov](mailto:Derek.L.Pruitt@hud.gov) BRIEFLY stating your problem.**

## **OSDBU's MISSION STATEMENT**

The OSDBU mission is to ensure that small businesses, small disadvantaged businesses, 8(a) firms, women-owned small businesses, HUBZone businesses and veteran-owned small businesses are treated fairly and are provided an opportunity to compete and be selected for a fair amount of HUD's direct and indirect contract dollars.

## SECTION I: OSDBU STAFF & FIELD OFFICE SMALL BUSINESS LIAISON

Firms that are interested in doing business with HUD or need assistance in understanding procurement policies and procedures may contact the following individuals:

**Karen A. Newton Cole, Director**

[Karen.A.NewtonCole@hud.gov](mailto:Karen.A.NewtonCole@hud.gov)

### Office of Small & Disadvantaged Business Utilization (HUD Headquarters)

Phone: (202) 402-5477

Fax: (202) 402-6930

**Meishoma Hayes**

[Meishoma.A.Hayes@hud.gov](mailto:Meishoma.A.Hayes@hud.gov)

Business Utilization Development Specialist

(202) 402-6792

**Derek L. Pruitt**

[Derek.L.Pruitt@hud.gov](mailto:Derek.L.Pruitt@hud.gov)

Business Utilization Development Specialist

(202) 402-3467

---

### Small Business Liaisons (Headquarters & Field Offices)

**Nicole H. Jackson**

[Nicole.H.Jackson@hud.gov](mailto:Nicole.H.Jackson@hud.gov)

Headquarters Contracting Operations

(202) 402-3868

**Vacant**

Northern Field Contracting Operations

**Debra S. Long**

[Debra.S.Long@hud.gov](mailto:Debra.S.Long@hud.gov)

Southern Field Contracting Operations

(678) 732-2566

**Darrell Rishel**

[Darrell.D.Rishel@hud.gov](mailto:Darrell.D.Rishel@hud.gov)

Western Field Contracting Operations

(303) 839-2622

Hearing or speech impaired individuals may access the telephone numbers in this document via TTY by calling the toll-free Federal Information Relay Service at (800) 877-8339.

## SECTION II: HOW TO MARKET TO HUD

- **Know your market niche.** Focus on products and services that reflect your niche. Concentrate on what you do best.
- **Provide high quality products and/or services.** HUD is looking for established companies with a proven track record of success in providing the types of products and services we need. Be able to demonstrate that you can do the job in a timely, professional and cost-effective manner.
- **Read the Federal Acquisition Regulations (FAR).** The FAR is the primary regulation that all federal government agencies follow when they purchase products and services. Read the Housing and Urban Development Acquisition Regulation (HUDAR), which is HUD's supplement to the FAR that contains HUD policies and procedures.
- **Register your company in the System for Award Management (SAM)** database located at [www.sam.gov](http://www.sam.gov). All current and potential government vendors are required to register in this database in order to be eligible for contract awards and payments. HUD contracting officers and program office staff conduct market research and verify a company's SBA certifications through this database.
- **Apply to get on a General Services Administration (GSA) Schedule** through GSA's Schedules Program, which is used by federal agencies to procure products and services. These schedules are a popular procurement method in federal contracting. For more information, go to [www.gsa.gov](http://www.gsa.gov).
- **Research eligibility for Small Business Administration (SBA) certifications.** The SBA offers the following certifications: SBA Certified 8(a) Program Participant and SBA Certified HUBZone Firm. Apply for certifications if you are eligible. Once certified, your company becomes eligible for restricted competition contracts, non-competitive contracts and/or price preferences. For more information go to [www.sba.gov](http://www.sba.gov).
- **Prepare a one-page capability statement** that identifies your company's certifications, overview and experience as it relates to a specific or general opportunity being sought. Use the one-page statement as a way to introduce your company to HUD. E-mail it to the Forecast point of contact when inquiring about a contracting opportunity in the Forecast and request an appointment. A sample is located at [www.hud.gov/offices/osdbu/marketing.cfm](http://www.hud.gov/offices/osdbu/marketing.cfm).
- **Prepare a comprehensive capability statement** that provides a complete overview of your company. Present this statement at marketing visits with HUD program office and OSDBU staff. A sample is located at [www.hud.gov/offices/osdbu/marketing.cfm](http://www.hud.gov/offices/osdbu/marketing.cfm).
- **Conduct research.** Visit [www.hud.gov](http://www.hud.gov) to research HUD and visit [www.hud.gov/funds/index.cfm](http://www.hud.gov/funds/index.cfm) to research the program offices in which you have an interest to understand the Department's and program office's mission, objectives and procurement needs. Also visit **the Office of Small and Disadvantaged Business Utilization (OSDBU) website** at [www.hud.gov/smallbusiness](http://www.hud.gov/smallbusiness) and review marketing publications. You will also find information on how to contact the OSDBU staff, outreach events and small business policies.

## SECTION II: HOW TO MARKET TO HUD

- **Find prime contracting opportunities** at [www.FedBizOpps.gov](http://www.FedBizOpps.gov), which is the on-line site where federal government agencies post procurement opportunities over \$25,000. Also, visit HUD's Contracting homepage, [www.hud.gov/offices/cpo/index.cfm](http://www.hud.gov/offices/cpo/index.cfm), which lists all competitive procurements (excluding GSA Schedule buys) expected to exceed \$25,000, for which HUD is currently soliciting bids or proposals. Review the Forecast of Contracting Opportunities (Forecast) located at [www.hud.gov/offices/osdbu/4cast.cfm](http://www.hud.gov/offices/osdbu/4cast.cfm) to learn about proposed contracting opportunities; use the information to market your firm to HUD. **Find subcontracting opportunities** on HUD's Contracting homepage, which lists HUD's prime contractors that may have subcontracting opportunities. Also, visit the SBA's SUB-Net at <http://web.sba.gov/subnet> for government-wide listings of subcontracting opportunities.
- **Arrange appointments** with the program office staff to discuss contracting opportunities for which you are qualified. Use your limited time with them to present your multi-page capability statement, certifications and GSA schedules. Elaborate on previous related experience, especially federal government experience.
- **Participate in HUD small business events.** HUD sponsors several small business fairs during the year where you can market your firm to program office staff and HUD's prime contractors. These events also provide the opportunity to network with other businesses for potential teaming and subcontracting arrangements. HUD also participates in procurement conferences, expos and networking events across the country. For more information, go to [www.hud.gov/smallbusiness](http://www.hud.gov/smallbusiness) and click on the Outreach Events link.

## SECTION III: FORECAST OVERVIEW

The Forecast includes proposed contracting opportunities from both HUD Headquarters and field offices. The Forecast is updated on a monthly basis. All HUD competitive procurements (excluding GSA Schedule buys) expected to exceed \$25,000, for which HUD is currently soliciting bids or proposals, are listed on the Office of the Chief Procurement Officer's home page at: <http://www.hud.gov/offices/cpo/index.cfm> . Also, HUD and other federal agencies list contracting opportunities on the Federal Business Opportunities (FedBizOpps) website at <http://www.fedbizopps.gov/> . Vendors may subscribe to this website, free of charge, to receive notifications of daily contracting postings from federal agencies.

HUD contracting opportunities are procured by the following four principal contracting offices: (1) Office of the Chief Procurement Officer (OCPO) at HUD Headquarters in Washington, DC; and the three field contracting operations (FCO) offices located in (2) Philadelphia, PA; (3) Atlanta, GA; and (4) Denver, CO. The OCPO in Washington, DC contracts for services (e.g., technical assistance, research and other professional/technical services) and supplies to support HUD program offices and the mission and operations of the Department in general (e.g., information technology, building maintenance, business process re-engineering). The FCO offices contract primarily for services to support the field program operations of the Department's Office of Housing and its four Homeownership Centers (Philadelphia, Atlanta, Denver, and Santa Ana). Each FCO office has branches, some of which are located in other cities within their jurisdictions. Contracting opportunities for the Department vary by location and by year based on program needs. The absence of a specific contracting need for a particular area in this forecast does not mean that the need will not arise later in the year or in future years.

The Forecast includes various services and acquisition strategies such as simplified acquisitions (contracts valued between \$25,000 and \$150,000), full and open competitions (contracts valued over \$150,000) and limited competitions against the General Services Administration Federal Supply Schedules in various forms of acquisitions strategies ranging from "open to all business sizes" to "all sources other than large." The Department also encourages 8(a) firms that have dual status to compete for HUD contracting opportunities (i.e. an 8(a) firm certified as a HUBZone and/or is a woman-owned or veteran-owned firm).

## SECTION IV: DESCRIPTION OF FORECAST CATEGORIES

The following provides a description of the categories listed in the Forecast:

**Plan Number:** This category provides the tracking number of the planned contract. Vendors should reference the plan number when requesting information on a planned contract.

**Requirement Type:** This category identifies whether the procurement is a new requirement or recompetete.

**Contract Name (Description):** A brief narrative of the purpose and need for the service or product; and in some instances, the responsibilities expected of the selected contractor.

**Primary NAICS Code / GSA Schedule:** The North American Industry Classification Code System (NAICS) and/or the GSA Schedule vehicle utilized to procure contract.

**Type of Competition:** The type of competition (e.g. small business set-aside, 8(a) sole source, full and open) is provided for each planned contract to allow for easier marketing for both business and program management. For example, “Full and Open” means that all businesses, regardless of size, are offered the opportunity to submit a proposal or bid.

**Total Contract Value Dollar Range:** Each planned contract lists an estimated budget that has been determined sufficient to perform the service.

**Point of Contact:** Businesses that are interested in a planned contract should contact the listed point of contact via e-mail or telephone and request a meeting to market their firm’s capabilities for a particular requirement.

**Fiscal Year Quarter:** This is the quarter of the federal fiscal year (October 1 through September 30) in which the procurement process is scheduled to begin for each planned contract. For example, a planned contract showing the “3<sup>rd</sup>” quarter, the procurement process will begin during the April 1 through June 30, 2017 timeframe.

**Contract Length:** List the potential maximum length of contract. (e.g. 6 months, Base, Base and 4 option years, etc.)

## SECTION V: GLOSSARY OF TERMS & ACRONYMS

### Forecast “Status” Terminology

**New:** After Version 1, “new” indicates additional planned contracts listed in the current Forecast.

**Action Closed-Pending Award:** The planned contract is no longer available for marketing by classified firms. Although, the status of the planned contract may be identified as “action closed-pending award,” there may be subcontracting opportunities available. Businesses are encouraged to notify either the program office contact person or the Contracting Officer during the marketing stages or early in the procurement process (before submission of request for quote or request for proposal) that they are interested in subcontracting opportunities for a specific requirement.

**Action Awarded:** The procurement process has been completed and the planned contract has been awarded.

### Small Business Terminology

**Small Business** - A business that is independently owned and operated and which is not dominant in its field of operation and in conformity with specific industry criteria defined by the Small Business Administration (SBA). Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period.

**Small Disadvantaged Business** - A small business that is at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. This can include a publicly owned business that has at least 51 % of its stock unconditionally owned by one or more socially and economically disadvantaged individuals; and one or more such individuals control the management and business operations. The SBA must certify small businesses that want to claim small disadvantaged business status.

**8(a) Firm** - A firm participating in the SBA’s business development program created to help eligible small disadvantaged businesses become independently competitive in the federal procurement market. A firm must be 51% owned and controlled by a socially and economically disadvantaged individual or individuals to be eligible for the 8(a) program. The SBA must certify small businesses that want to claim 8(a) status.

**Historically Underutilized Business Zone (HUBZone)** - A small businesses with 35% of its staff living in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas. A principal office can be different from a company’s headquarters. The SBA must certify small businesses that want to claim HUBZone status.

**Service Disabled Veteran-Owned Small Business** - A small business that is at least 51% owned by one or more service-disabled veterans. Service-disabled veteran means a veteran with a disability that is service-connected; the disability was incurred in the line of duty while serving in the U.S. active military, naval or air service.

**A Women-Owned Small Business (WOSB)** - A small business that is at least 51% directly and unconditionally owned and controlled by one or more women who are citizens (born or naturalized) of the United States. An **Economically Disadvantaged Women Owned Small Business (EDWOSB)** is also a small business that is 51 percent ownership must be management and daily business operations of the concern must be controlled by one or more economically disadvantaged women.

**Joint Venture** - In the SBA Mentor-Protégé Program, an agreement between a certified 8(a) firm and a mentor firm to joint venture as a small business for a government contract. The agreement must be in writing; and include an assessment of the Protégé’s needs, together with a description of the specific assistance that the Mentor will provide to address those needs. The agreement must also provide for the termination of the agreement with 30 days advance notice to the other party and to the SBA. Additionally, the agreement should state that it is for at least one year.

## SECTION VI: PRODUCTS & SERVICES

### Office of Public and Indian Housing (PIH)

Plan Number	Requirement Type	Contract Name (Description)	Primary NAICS Code or GSA Schedule	Type of Competition	Total Contract Value Dollar Range (Base and All Option Values)	Point of Contact Name & E-mail	FY QTR (Award Date)	Contract Length
APP-P-2017-015	Recompete	REAC - VASH (PIH HUD/VA CMA Data Sharing)  New Contract for expiring contract DU208WR-12-C-02 to provide services by matching data obtained from VA to HUD data to support housing assistance for every veteran & make sure all VA records are matched with HUD VA Supportive records.	541611	Sole Source 8(a)	\$1 million to \$2 million	Michael Davenport <a href="mailto:Michael.Davenport@hud.gov">Michael.Davenport@hud.gov</a>	3 <sup>rd</sup>	BASE & 4 OPTIONS
APP-P-2017-041	New Contract	OFO - Receivership  New Contract for Contractor support services for recovery & sustainable performance of PHAs under receivership. Services may include day to day program adm., financial & adm. mgmt. & dev. of agency policies, procedures, & internal controls.	541611	Sole Source 8(a)	\$1 million to \$2 million	Gail Robertson <a href="mailto:Gail.Robertson@hud.gov">Gail.Robertson@hud.gov</a>  Linda Grayton <a href="mailto:Linda.Grayton@hud.gov">Linda.Grayton@hud.gov</a>	2 <sup>nd</sup>	BASE
APP-P-2017-044	New Contract	OFO - Monitoring Guide  New contract for services to develop PIH Monitoring Guide for field offices, a compendium of monitoring protocols for PIH programs administered by Field Offices.	541611	Sole Source 8(a)	\$75,000 to \$100,000	Linda Grayton <a href="mailto:Linda.Grayton@hud.gov">Linda.Grayton@hud.gov</a>	1 <sup>st</sup>	BASE