



## Contracting with Research, Education, and Economics (REE)

### About REE

REE consists of four agencies within the USDA, sharing one mission: a dedication to the creation of a sustainable, competitive United States food and fiber system and strong, healthy communities, families, and youth through integrated research, analysis, and education. The REE Mission Area consists of:

- [Agricultural Research Service \(ARS\)](#) is the USDA's chief scientific research agency, ensures an abundance of high quality and safe foods along with other agricultural products. ARS is the designated contracting activity for REE and procures a variety of supplies, services, equipment, and construction, including buildings, greenhouses, and repair and maintenance.
- [Economic Research Service \(ERS\)](#) carries out a program of economic research to benefit farmers and the general public. ERS' findings are available in research reports, economic outlook, and situation reports.
- [National Agricultural Statistics Service \(NASS\)](#) provides coordinated leadership to statistical reporting, research, and service programs. NASS provides a channel for the orderly flow of statistical intelligence and is responsible for crop and livestock estimates including coordination and improvement in USDA's statistical requirements.
- [National Institute of Food and Agriculture \(NIFA\)](#) is the USDA's major extramural research agency, enables researchers throughout the United States to solve problems critical to farmers, consumers, and communities. NIFA also provides national leadership to address critical national issues affecting food and agricultural systems.

### What REE Buys

REE procures a wide variety of supplies, equipment, and services. Some examples include:

- Architect-Engineer (A-E) services
- Books and periodicals
- Chemicals
- Construction: buildings and laboratories
- Facilities management services
- Guard services
- Hay, feed, seed, and grain
- Hazardous waste removal
- Information technology equipment and services
- Janitorial services
- Laboratory/scientific equipment and supplies
- Management and professional services
- Office machines and supplies
- Refuse collection
- Repair and maintenance services
- Telecommunications
- Tractors and other farm vehicles/equipment

### Common Ways that REE Buys What It Needs

- Requirements up to and including \$10,000 may be filled directly by purchase card holders.



These purchase requirements do not go through the regional procurement offices. However, capabilities statements can be forwarded to a regional procurement office.

- For requirements over \$10,000 but less than \$25,000, the regional procurement offices will garner a minimum of three quotes to ensure reasonable competition. Contact the small business coordinator at a regional procurement office to check on current requirements.
- Proposed contract actions of \$25,000 and higher are synopsisized on the [SAM Contract Opportunities page](#) (unless an exception applies) or use established sources/ ordering vehicles. The automated [Procurement Forecast](#) provides information regarding possible opportunities of \$25,000 and higher as well as a contact to obtain further information.

### Capability Statements

Firms or individuals wishing to do business with REE should provide a capability statement identifying their areas of expertise. Capability statements should be sent to the contracting office(s) servicing the geographical area in which you wish to do business or can be provided at the [Vendor Capability Submission Portal](#). Your firm should provide enough supplemental information to ensure that your firm's products and capabilities can be fully understood.

### Subcontracting Opportunities

Recognizing that small firms often do not have the capability to perform as prime contractors on certain large contracts, REE promotes the involvement of small businesses at the subcontracting level. Special contract clauses may be included in a large prime contract that requires the prime contractor to maximize the participation of small businesses through subcontracting opportunities.

The Small Business Administration (SBA) provides helpful information, resources, and links for businesses interested in [prime and subcontracting](#).

### Resources

For additional information of conducting business with the Federal Government please visit the following web sites:

- [USDA Office of Small and Disadvantaged Business Utilization \(OSDBU\)](#)
- [Contracting with USDA](#)
- System for Award Management – [Registering as a Government Contractor](#)
- General Services Administration – [Sell to the Government](#)
- SBA – [Become a Federal Contractor](#)
- [ARS OSDBU Programs](#)

If you have any questions, please e-mail [jessica.hadley@usda.gov](mailto:jessica.hadley@usda.gov).

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