



Contracting with USDA Departmental Administration (DA), Office of Contracting and Procurement (OCP), Procurement Operations Division (POD)

About DA-OCP-POD:

- Departmental Administration, Office of Contracting and Procurement (OCP), Procurement Operations Division (POD) procures a wide array goods and services and is the only staff level contracting office in the USDA.
- Our mission touches the lives of the American people each and every day. POD's efforts are reflected in every section of society from food and nutrition; assisting rural communities; conservation; market and trade; international support services, and education and research.
- Within our Mission, we develop innovative procurement processes and strategies to ensure that USDA Administrative programs, policies, advice, and counsel are met. We cater to the acquisition requirements and needs of the USDA Secretary, Departmental Administration Staff Offices and nearly every Mission Area in USDA. POD is dedicated to upholding procurement integrity, ensuring compliance with acquisition laws and regulations, and maximizing facility efficiencies in support of our mission to deliver exceptional customer service experiences aligned with contractual needs of the Department.

Program Offices Supported by POD Acquisitions:

- [Office of the Secretary of Agriculture \(OSEC\)](#)
- [Office of the Administrative Law Judges \(OALJ\)](#)
- [Office of the Assistant Secretary for Civil Rights \(OASCR\)](#)
- [Office of Budget and Program Analysis \(OBPA\)](#)
- [Office of the Chief Information Officer \(OCIO\)](#)
- [Office of the Chief Financial Officer \(OCFO\)](#)
- [Office of Equal Opportunity, Diversity, and Inclusion](#)
- [Office of the Chief Economist \(OCE\)](#)
- [Office of Communications \(OC\)](#)
- [Office of Contracting and Procurement \(OCP\)](#)
- [Office of Customer Experience \(OCX\)](#)
- [Office of Ethics \(OE\)](#)
- [Office of the Executive Secretariat \(OES\)](#)
- [Office of the General Counsel \(OGC\)](#)
- [Office of Hearings and Appeals \(OHA\)](#)
- [Office of Human Resources Management \(OHRM\)](#)
- [Office Of Homeland Security \(OHS\)](#)
- [Office of Operations \(OO\)](#)
- [Office of Partnerships and Public Engagement \(OPPE\)](#)
- [Office of Property and Environmental Management \(OPEM\)](#)
- [Office of Safety, Security, and Protection \(OSSP\)](#)
- [Office of Small and Disadvantaged Businesses Utilization \(OSDBU\)](#)
- [Office of Tribal Relations](#)
- [National Appeals Division \(NAD\)](#)



What DA-OCP-POD Buys

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

- Architect and Engineering Services
- Architecture for Data Storage
- Construction (structures and facilities)
- Cyber Security
- Courier Messenger Services
- Digital Services Development, Enterprise Software, Cloud Computing Services, IT Products and Services
- Facility Management Services
- Guard Services
- Janitorial Services
- Lease or Rental of Equipment
- Lease or Rental of Facilities
- Maintenance, Repair or Alteration of Property
- Management Consulting
- Office Supplies, Equipment and Furniture
- Professional Support Services
- Professional Scientific Services
- Project Management Consulting
- Recycling and Conservation
- Record Management
- Security Services
- Special Studies and Analyses
- Systems Engineering Services
- Training Services
- Transportation and Motor Vehicles

Common Ways DA-OCP-POD Buys What It Needs

- Requirements up to \$10,000 for supplies, \$2,500 for services, and \$2,000 for construction are generally procured by the USDA Purchase Cardholder and to streamline efforts, may not come through the POD Contracting Office for procurement. Vendor capabilities statements can be forwarded to the DA/OCP/POD Small Business Specialist, (Danielle Knipper, danielle.knipper@usda.gov, 970-295-5362, directly to the POD Small Business outlook email address POD.SMALL.BUSINESS@usda.gov) or submitted to the [USDA Vendor Capability Submission Portal](#) for access by all USDA purchase card holders, small business specialists and contracting staff.
- For requirements over \$10,000 and up to \$25,000, the program office or contracting office staff will solicit a minimum of three quotes to ensure reasonable competition.
- Proposed contract actions expected to exceed \$25,000 may be synopsisized through the [SAM Contract Opportunities page](#) or the acquisition team may utilize established sources or existing contract vehicles, such as General Services Administration (GSA), National Aeronautics and Space Administration (NASA) Solutions for Enterprise-wide Procurement (SEWP) or National Institute of Health (NIH) Information Technology Acquisition and Assessment Center (NITAAC) Chief Information Officers - Solutions and Partners 3 (CIO-SP3) to optimize procurement efforts. Before proposed contract actions over \$25K are synopsisized, they are often forecasted on the [USDA Procurement Forecast](#) (up to three years in advance of the need).



Capability Statements

Firms or individuals wishing to do business with DA-OCP-POD should provide a capability statement identifying their areas of expertise. Capability statements should be sent to danielle.knipper@usda.gov 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, DA-OCP-POD promotes the involvement of small businesses at the subcontracting level. Special contract clauses may be included in a large prime contract that mandates the prime contractor to maximize the involvement of small businesses by fostering opportunities with other small enterprises. Also, many of POD's acquisitions may contain provisions that give added weight to quote or proposal submission involving collaboration with small businesses (please read request for quote or request for proposal instructions to offerors for information on this topic if applicable).

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 \(SAM\)](#). SAM registration will allow you to bid on government contracts and apply for federal assistance.
- [General Services Administration \(GSA\)](#). Become a Federal Contractor. Register to apply for federal supply schedules (FSS) to obtain access to federal contracting opportunities.
- [Small Business Administration](#). Learn more information about becoming a registered federal small business contractor with the Small Business Administration programs.
- [NASA SEWP](#). Create a SEWP account to view, submit and review federal opportunities as a Government Contractor
- [NITAAC CIO-SP3](#). Review for partnering opportunities with existing contract holders.
- [FPDS-NG ezSearch](#). Enter ezSearch criteria (contract number, vendor name, federal agency, etc.) to find completed contracts that may become available as "re-compete" contracts. Then contact the USDA, DA, OCP, POD Small Business Specialist for additional information about the opportunity.

If you have any questions, please e-mail Danielle.Knipper@usda.gov.

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