



Partner with the Bureau of Prisons To Impact Economic Development In Your Community

A. Summary of Housing Market Study

- ❖ A typical FCI institution with 1,500 inmates may employ approximately 320 -340 persons.
- ❖ A typical FCI facility will attract an in-migrating staff household population of about 1,722 persons with 42% of movers and new non-local hired having 3 or 4 persons in the household.
- ❖ The typical Bureau employee prefers to purchase a three or four bedroom, single family detached dwelling within the fair market value cost range for the area.
- ❖ Approximately 20% of total household are expected to rent rather than purchase property.
- ❖ Over half (58%) of relocating households would prefer a one way commute of no more than 30 minutes daily. However, 34% would be willing to commute more than 45 minutes one way to the facility.
- ❖ The median income of relocating households was estimated to be between \$60,000 and \$100,000.
- ❖ The majority of Bureau employees will participate in pre-qualification services prior to relocation of his/her household through the Bureau of Prisons Relocation Program.
- ❖ Historically, there is a lack of temporary housing (or rental property) for transferring employees.

B. Realtor Services

- ❖ The Bureau of Prisons contract at a national level with Prudential. To be considered for the realtor referral list, please contact Melissa Moorer, Prudential Account manager at 202-628-7567 or 800-523-3267, ext. 7584.

C. Community Services and Products (used by Bureau Staff)

Bureau of Prisons staff are a professional, ethical and diverse group of individuals. Many transferring staff relocates every two year for promotion opportunities and is very knowledgeable and resourceful when deciding where to settle with his/her family. It is important for you to know that all Bureau of Prisons employees have access to the internet on the job. As a general rule, before an employee decides to submit an application for a new position, they investigate the area using the internet by searching based on the name of the new institution.

Community Services Used include: quality child care options, rental home options, hotel/motel within government per diem, health care professional that honor federal health insurance providers, recreational opportunities to include restaurants, movie theatre, sports leagues for children and adults.

Products Used include: multicultural personal items, multicultural food items, price competitive home improvement stores, dry cleaning services and professional clothing stores.

D. Prepare to “Do Business” with the Federal Bureau of Prisons

Participation in the Bureau of Prisons (BOP) acquisition process is the same as with any other federal agency in accordance with procedures stated in the Federal Acquisition Streamlining Act (FASA) of 1994. All federal agencies are required to post notices of proposed government purchases exceeding \$25,000, sub-contracting leads, contract awards, sales of surplus property and foreign business opportunities to the government electronic point of entry systems known as the Federal Business Opportunities (FBO), at www.fedbizopps.gov. Since the use of this website is mandatory for all federal agencies, it is the most comprehensive and effective method of receiving solicitations. Companies wishing to do business with the BOP are strongly encouraged to become familiar with the FBO and to register for notifications of solicitations in their area of expertise.

You can also find this link available at www.bop.gov. Select "Doing Business" tab at the top of the page to view the BOP published proposed acquisitions.

The BOP further required by federal regulations to use the consolidated purchasing perform and by the General Services Administration (GSA) of certain common-use items. If you believe your company can supply the BOP institution with needed products and services please contact the Procurement Technical Assistance Center (PTAC) below for free assistance with registrations required for government contracting. For the area surrounding the Carroll County and the Thomson facility, please contact:

State of Illinois: Vicky Miller, 309-796-5712 or e-mail millervg@bhc.edu

State of Iowa: Rodney White, 563-370-2166 or e-mail rodneyw@iastate.edu

Federal regulations mandate that purchases less than \$100,000 are set aside for small business except those under \$2,499, which could be made at a small or large business, using a government issued purchase card. Purchases over \$2,500 will be completed by the institution Contracting Officer after checking GSA mandatory sources such as Small Disadvantaged Business Program, 8(a) firms and HUBZone certified companies.

Examples of Products include: perishable food items, fresh eggs and dairy products, fresh produce, bread and bakery items, recreational equipment, kosher food products, lumber, tools, canned goods, office supplies but NOT computer items

Examples of Services include: comprehensive medical services, parenting / substance abuse services, water and sewer services, solid waste collection and recycling services, spiritual services, vocational instructors services, ambulance and burial services, medical material waste services, food service and office equipment maintenance services.

E. Prepare for Partnership

1. Register your company to conduct business with federal agencies:

A. Taxpayer Identification Number (TIN)

Visit www.irs.gov/business to find out how to request a TIN. If you conduct business as a corporation, partnership or limited liability corporation, you must obtain this number for the organization. If you conduct business as a sole proprietor, you may use your social security number as your taxpayer identification number or you may obtain a new TIN for your business operation.

B. DUNS Number (Data Universal Numbering System)

Call 1-800-705-5711 to get your DUNS number. This number is a unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate

family structure together. More than 70 million corporations use this around the world. DUNS has become the standard for keeping track of the world's businesses.

C. **Central Contractor Registration (CCR)** www.ccr.gov

Does your business development strategy include providing goods and services to the Federal Government? Creating a profile in the CCR and the Dynamic Small Business Search (DSBS) and keeping it current ensures that your firm has access to federal contracting opportunities, especially those for small businesses. This site also provides FREE on-line training and E-newsletters. Go to the website and click on "Start New Registration." Hint: Print a copy of the registration so you can have all the information together before you start since the screen "time out."

2. Identify whether your company falls into one of the following groups that the federal government targets for special contracting incentives:
 - a. **8(a) Registration** (www.sba8a.symplicity.com/applicants)
This registration is designed to put socially and economic disadvantages companies into a nine-year program that will enhance their development and ability to participate in federal contracts. There are financial and other guidelines for this program.
 - b. **HUBZone Registration** (www.sba.gov/hubzone)
This program is designed to help companies that are located in geographical "historically underutilized business zones." Underutilized means the federal government has historically not used companies in these areas at the same rate as companies in more commercial areas.
 - c. **Small Disadvantage Business (SDB) Program** (www.sba.gov/sdb)
Any company that qualified and registers as an 8(a) company automatically qualifies as an SDB without further registration. Any other socially and economically disadvantaged company may become SDB certified through this program.
 - d. **Veteran's Employment Registration Program** (www.dol.gov/vets/programs/main)
This website describes a variety of public/private partnership programs that have been established to assist veterans.
 - e. Check www.gsa.gov/sellingtothegovernment for more details as new additions and changes occur frequently.
3. Set up capability to accept credit card purchases. Bureau of Prisons utilizes GSA Smartpay credit cards as travel and purchase credit cards.
4. Set up electronic funds transfer (EFT) for your company. We don't pay by check.
5. Direct specific questions to:
Cathi Litcher, Activation Coordinator
Desk: 919-575-5028
e-mail: clitcher@bop.gov