

# DOING BUSINESS WITH FORT CAMPBELL, KENTUCKY

<http://doc.campbell.army.mil>



MISSION & INSTALLATION CONTRACTING COMMAND

DIRECTORATE OF CONTRACTING

2174 13-1/2 STREET

FORT CAMPBELL, KY 42223-5334

REVISED JUNE 2011

***Welcome to this Information Booklet that will provide helpful data needed in order to do business with Fort Campbell. This booklet provides basic contracting information and points of contact for a variety of contracting opportunities.***

1. Fort Campbell's role within the Department of Defense/Department of the Army -

a. Fort Campbell is the home of the 101st Airborne Division (Air Assault), 5th Special Forces Group (Airborne) and the 160th Special Operations Aviation Regiment (SOAR). Fort Campbell supports these fine military units, Military Entrance Processing Stations, and ROTC activities within its area of responsibility as well as tenant activities on the installation.

b. Mission – Fort Campbell's mission is to support training, mobilization and deployment of mission-ready forces. We provide services, facilities and a safe and secure environment for our soldiers, civilians, retirees and their families while transforming for the future.

c. Since January 2008, the Fort Campbell Directorate of Contracting is assigned to the Mission and Installation Contracting Command (MICC)/Enterprise and Installation Operations (E&IO), under the Army Contracting Command (ACC) of the Army Materiel Command (AMC). Formerly, we were part of the Army Contracting Agency-Southern Region.

2. Various contracting activities located on and off Fort Campbell provide purchasing support to the installation:

Army/Air Force Exchange Services (AAFES)  
Defense Commissary Agency (DECA)  
Non-appropriated Fund Instrumentality (NAFI)  
Corps of Engineers (COE)  
Fort Bragg, NC, Contracting Center  
Fort Sam Houston, TX, Contracting Center  
Fort Knox, KY, Contracting Center  
MICC Installation Contracting Office, Fort Campbell, KY  
US Army Medical Command, Southeast Regional Contracting Office  
Army Materiel Command, Fort Campbell, KY

**a. Army/Air Force Exchange Services (AAFES)**

(1) This agency's headquarters is in Dallas, Texas. The Central Region office serves this area:

AAFES, Central Region  
PO Box 660202  
Dallas, TX 75266-0202  
(214) 312-2011

(2) The local exchange service purchases bread and beverages including beer, soft drinks, and milk. The regional office contracts concessionaire services to include operation of barber, beauty and optical shops.

(3) The local point of contact: Exchange Manager, (270) 439-1846/2860.

b. **Commissary** - The commissary is under the direction of Defense Commissary Agency, Southeastern Commissary Region, Fort Lee, VA 23801.

(1) The commissary region accomplishes consolidated purchasing in an effort to attain the lowest prices possible for commissary patrons. Regional contracts are established for brand name items, milk, ice cream, bread, eggs, etc.

(2) Local charge accounts are established based on repetitive needs as recommended by, and for the use of, the local commissary officer. Cash purchasing procedures are also established for local seasonal items.

(3) Point of contact may be reached at telephone (270) 798-2025.

**c. Non-Appropriated Fund Instrumentality (NAFI).**

(1) There is one central purchasing office, which supports the following NAFI activities:

(a) Clubs - Purchases include food and equipment.

(b) Community Family Activity Services Division - This activity supports the morale and recreational needs of the Fort Campbell community. Purchases are made for the bowling alleys, golf course, etc.

(c) Veterinary Clinic - Purchases include medical supplies and small equipment.

(d) Other activities supported include Billeting, Guest House, Army Community Services, DoD Schools Cafeteria and unit funds.

(2) The dollar limitation for this purchasing office is \$500,000 for services/supplies, \$750,000 for new construction and \$1,000,000 for repair and maintenance of facilities.

(3) Point of contact:

Southeast Regional Centralized Contracting Office (SERCO)(NAF)  
Building 5668, Wickham Avenue  
Fort Campbell, KY  
270-798-6571/6578  
Ms. Debbie Butler  
[debbie.butler@us.army.mil](mailto:debbie.butler@us.army.mil)

**d. US Army Corps of Engineers -**

(1) The Louisville District Office contracts major construction projects for Fort Campbell:

US Army COE, Louisville District  
PO Box 59 (CELRL-CT-C)  
Louisville, Kentucky 40201-0059  
(502) 315-6209  
<http://www.lrl.usace.army.mil>

(2) The Nashville District Office contracts maintenance-type construction projects, Architect-Engineering services as well as major construction projects including recreational areas, dredging, and excavating. The office also handles servicing of recreational facilities and is a center of expertise for environmental projects:

US Army COE, Nashville District  
PO Box 1070 (Estes Kefauver Bldg, 801 Broadway)(CELRN-CT)  
Nashville, Tennessee 37202-1070  
(615)736-7276  
<http://www.orn.usace.army.mil>

e. **Contracting Centers.** Contracting Centers who may support Fort Campbell are at Fort Bragg, NC; Fort Sam Houston, TX; Fort Knox KY, and Fort McPherson, GA. Our larger dollar contracts for services, commercial activities, or other master contracts may be solicited and awarded at these locations. ON HOLD BY HEADQUARTERS UNTIL FURTHER NOTICE.

Information on CSBS, FIRST, OPTARS, and Army Office Product BPAs may be found at <http://www.forscom.army.mil/aacc/>, link entitled "Enterprise Solutions". Small Business Specialist may be reached at 404-464-2353.

f. **Mission & Installation Contracting (MICC) Fort Campbell** – MICC Fort Campbell is responsible for base operations support on Fort Campbell. Anyone wishing to sell to activities on Fort Campbell, conduct demonstrations, or provide information on their firm should contact the Small Business office at 270-798-7812.

Various other telephone numbers and points of contact are provided below.

(1) **The Supplies & Services Division** provides acquisition and administration support for all activities on the installation, as well as tenant and satellite activities. Point of contact is:

Ms. Angela Jacobs, Contracting Officer  
Division Chief  
(270) 798-7566; [angela.jacobs@us.army.mil](mailto:angela.jacobs@us.army.mil)

(2) **The Construction & Engineering Division** provides acquisition and administration support for the Directorate of Public Works. Point of contact is:

Ms. Jeanne Shykes, Contracting Officer  
Division Chief  
(270) 798-7568; [jeanne.shykes@us.army.mil](mailto:jeanne.shykes@us.army.mil)

This Division also processes construction actions between \$2,000 and \$25,000 via master agreements that are paid by Government credit card. Firms must qualify as an emerging small business, meet specific insurance requirements, and be registered in Central Contractor Registration (CCR). Point of Contact is:

Ms. Lilia Wood, (270)798-6068; [lilia.wood@us.army.mil](mailto:lilia.wood@us.army.mil)

(3) **The Government Purchase Card Team** under the Office of the Director provides training and oversight of the cardholders and information about the program to vendors. The Government, through the General Services Administration, awarded a contract to provide VISA credit cards to government employees appointed as credit cardholders. The majority of cardholders are authorized to make micro-purchases up to \$3000 worth of supplies per transaction (\$2500 for services) (\$2000 for construction). The card is embossed with the cardholder's name and cannot be used by anyone else. The purchases are for official government business only and are normally tax exempt. Over 99.9% of micro-purchases at Fort Campbell are processed with the credit card. Point of Contact is:

Mr. Ron Sisco, Agency Program Coordinator

(270) 798-7801; [ronald.sisco@us.army.mil](mailto:ronald.sisco@us.army.mil)

If vendors do not have existing contracts with the Government, and a cardholder attempts to purchase in excess of the micro-purchase level, it is recommended that the vendor contact the Government Purchase Card Team (GPC) at the Directorate of Contracting for validation prior to providing items or services. The GPC Team may be contacted at 270-798-7801/7802/7803/7808/7333. This is critical to preclude unauthorized commitments (UACs). UACs are time consuming to process, and payment, if approved, is delayed.

Vendors are not authorized to market door to door to units/activities on the installation. Vendors may contact the Office of Small Business Programs at 270-798-7812 for an appointment to discuss your capabilities, or you may forward your company information via e-mail to [rosa.elmore@us.army.mil](mailto:rosa.elmore@us.army.mil)

(4) The **Office of the Director** performs management, review, and audit functions for the Directorate and provides assistance to small businesses. Points of contact are:

Ms. Valeria Fisher, Director, 270-798-7126, [valeria.fisher@us.army.mil](mailto:valeria.fisher@us.army.mil)

Mr. Carl Heckmann, Deputy Director/Business Operations, 270-798-7815,  
[carl.j.heckmann@us.army.mil](mailto:carl.j.heckmann@us.army.mil)

Ms. Julie Griffey, Procurement Analyst, 270-798-7813;  
[julie.griffey@us.army.mil](mailto:julie.griffey@us.army.mil)

**g. Information Technology, E-Commerce and Commercial Contracting Center (ITEC4):**  
ITEC4 is responsible for soliciting and awarding contracts for information technology supplies, services and commercial products. Questions regarding the small business program may be addressed to: [SADBU@itec4.army.mil](mailto:SADBU@itec4.army.mil), or 703-325-3352.

MICC Fort Campbell utilizes Computer Hardware, Enterprise Software and Solutions (CHESS) (formerly known as ASCP) as the primary source for information technology products such as Hardware and Software. Vendors may obtain information about CHESS, Information Technology (IT) Contracts, and Blanket Purchase Agreements at <http://ascp.monmouth.army.mil> or <http://chess.army.mil>, or at 703-325-3327.

**h. US Army Medical Command, Southeast Regional Contracting Office:**  
The Southeast Regional Office contracts for medical/dental supplies and services needed by Blanchfield Army Community Hospital (BACH), located on Fort Campbell. The Small Business Office point of contact is:

U.S. Army Medical Command  
Southeast Regional Contracting Office  
Fort Gordon, GA 30905-5650  
(706)787-6793/5674

Information relative to maintenance and construction for Blanchfield Army Community Hospital may be obtained via FedBizOpps or by contacting:

US Army Engineer District, Mobile  
ATTN: CESAM-EN-DE  
PO Box 2288  
Mobile, AL 36628  
251-694-3868 (O&M)  
251-694-3860 (Construction)

Fort Campbell Directorate of Contracting, Contracting Division, buys non-medical related supplies and services for Blanchfield Army Community Hospital.

i. **Mandatory Office Supply Blanket Purchase Agreements (BPA):** The Army has a suite of mandatory BPAs for the purchase of office supplies. These BPAs were awarded by the Army Contracting Agency, and use is mandatory for purchases of office products within the continental United States. The Army utilizes the Department of Defense (DoD) Electronic Mall (EMALL) to place orders against the BPAs. Office products are defined as consumable items that are routinely used in an office environment. Vendors may obtain additional information about this program by contacting 404-464-0901. New Office Product BPAs will be procured at Fort Knox, KY. Please call 502-624-8074 for additional information. Additional information is also available at [www.emall.dla.mil](http://www.emall.dla.mil).

The office supply BPA vendors are authorized distributors of AbilityOne (formerly Javits-Wagner-O'Day (JWOD)) products. Vendors automatically substitute AbilityOne products for requested items when they are "like" or essentially the same. These vendors do not offer competing non-AbilityOne products.

Fort Campbell has a Self Service Supply Center (Eagle Mart) that stocks AbilityOne items. Customers often utilize this source initially to fulfill requirements.

The AbilityOne Program creates jobs and training opportunities for people who are blind or who have other severe disabilities. Its primary means of doing so is by requiring Government agencies to purchase selected products and services from nonprofit agencies employing such individuals. As a result, AbilityOne employees are able to lead more productive and independent lives. The AbilityOne Program is administered by the Committee for Purchase From People Who Are Blind or Severely Disabled. Two national, independent organizations, National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH) help State and private nonprofit agencies participate in the AbilityOne Program.

j. **Other Areas of Interest:**

**Copier Services** are contracted through the Regional Contracting Center, Fort Huachuca, AZ, 520-538-6383.

**Document Automation and Production Service (DAPS)**, a part of the Defense Logistics Agency, is the priority source for all printing needs. Interested vendors may obtain additional information at [www.daps.dla.mil](http://www.daps.dla.mil) or by calling 1-877-DAPS-CAN.

**Military Surface Deployment and Distribution Command (MSDDC)** is the contracting source for transportation requirements, to include movement of freight. Website is at [www.sddc.army.mil](http://www.sddc.army.mil).

**Defense Supply Center-Philadelphia (DSCP)** is the primary provider for subsistence, military clothing and textiles. Additional information may be found at [www.dscp.dla.mil](http://www.dscp.dla.mil). **Fort Lee, VA** ([www.lee.army.mil](http://www.lee.army.mil)), is the primary provider for food service equipment.

Many military type items are available through the Government Supply System. Our customers must initially determine whether or not items are available through the Government Supply System. The **Defense Logistics Agency** is the primary source for assignment of national Stock Numbers (NSNs) and procurement of items for availability through the Government Supply System.

**Defense Logistics Agency** has a Small Business Counseling Center, which provides training and counseling to small businesses. Information is available at [www.dscc.dla.mil/offices/smbusiness/index.html](http://www.dscc.dla.mil/offices/smbusiness/index.html) , or you may contact the Office of Small Business Programs/Business Counseling Center, 1-800-262-3272, or e-mail [DSCC.BCC.Manager@dla.mil](mailto:DSCC.BCC.Manager@dla.mil) .

3. Electronic Funds Transfer (EFT): Contractors need a bank fully capable of EFT. The Omnibus Consolidated Rescissions and Appropriation Act of 1996 requires the federal government to make all payments to vendors by EFT. There are significant advantages to using EFT for both vendors and the government. For vendors, the most significant advantage is that EFT payments post directly to the vendor's financial institution account in two days or less after the voucher is processed. Payment by EFT is faster and more reliable since the risk of delayed, lost or misrouted checks is eliminated. For the government, cash management is improved, payments are faster, the disbursing process is streamlined and EFT operations are less costly.

Wide Area Workflow (WAWF): DoD now requires all commercial invoices to be submitted via the Wide Area Workflow web site in accordance with DFARS SUBPART 232.70—ELECTRONIC SUBMISSION AND PROCESSING OF PAYMENT REQUESTS, for payment other than credit card. Solicitations will specify WAWF applicability and requirements. Vendor registration is required for WAWF.

4. Central Contractor Registration: Vendors must be registered in the Federal Central Contractor Registration (CCR) in order to obtain contract awards or payments for goods or services provided to the Department of Defense. Information about CCR and registration is available through [www.ccr.gov](http://www.ccr.gov). A link to CCR is also available on the Fort Campbell Directorate of Contracting webpage at <http://doc.campbell.army.mil> .

5. On-Line Representations and Certifications (ORCA). The site at <http://orca.bpn.gov> allows for submission of required representations and certifications electronically in conjunction with Central Contractor Registration (CCR). Businesses are required to update annually. Offerors shall provide any contract specific representations and certifications and updates as set forth in a specific acquisition.

6. Learning about contracting opportunities. Our office no longer maintains a vendor listing or Bidders Mailing List. Most of our business is done electronically, and it is important that firms interested in doing business with the Government have computer and internet access. Opportunities may be located as follows:

a. Federal Business Opportunities [www.fedbizopps.gov](http://www.fedbizopps.gov). Vendors can learn about all federal opportunities greater than \$25,000 through this web site. Search options include key words, activity, solicitation number, etc. A direct link to FedBizOpps is available from the Fort Campbell Directorate of Contracting home page. Contracting opportunities are also posted on our website at <http://doc.campbell.army.mil> .

b. A variety of electronic means are used for purchases of supplies and services between \$2,500 and \$100,000. These include GSA/E-Buy, combined synopsis/solicitation, oral quotes, and FedBizOpps. CCR/Dynamic Business Search is a frequently used tool for sources.

c. Subcontracting. Participation as a subcontractor can be profitable if a prime contract job is not desired. When solicitations with subcontracting opportunities have been issued, prospective subcontractors and suppliers may download a copy of the list of plan holders. The list will provide names and addresses of firms expected to bid as prime Contractors. You may also view current contracts on our web site and contact the contractors directly to

inquire about subcontracting opportunities. SBA offers a website to search for or post subcontracting opportunities: <http://www.sba.gov/subnet> .

#### 7. Small and Small Disadvantaged Business Utilization:

a. It is the Government's policy and commitment to make maximum utilization of, and place a maximum amount of contracts with small and small disadvantaged businesses.

b. Small Business Specialists are appointed by each of the services to assist in carrying out Government policy and commitment to small and small disadvantaged businesses. Among the Small Business Specialist's responsibilities are the following:

(1) Maintain a program to locate small and small disadvantaged businesses for current and future acquisitions;

(2) Coordinate inquiries and requests for advice from small and small disadvantaged businesses;

(3) Screen solicitations to ensure that set-asides are utilized where possible;

(4) Ensure that specifications are adequate for small and small disadvantaged business bidding, as appropriate.

The local Small Business Specialist is Rosa Elmore. Please send your company's information via email to [rosa.elmore@us.army.mil](mailto:rosa.elmore@us.army.mil).

c. Size Standards. The Small Business Administration (SBA) is responsible for establishing size standards for determining whether a business is small on any particular type of solicitation. The standards are numerous, therefore contacting SBA or the Contracting Office may be necessary for specific application except when dealing with a particular solicitation in which the size standard is always published. Size standard information may be found at the SBA website: [www.sba.gov](http://www.sba.gov) .

d. Small Business Set-Aside. All proposed acquisitions of supplies or services with an anticipated dollar value under the simplified acquisition threshold (\$100,000) are reserved for small business firms provided there is a reasonable assurance that at least two responsible small businesses will respond at a fair market price. For supply acquisitions greater than \$25,000, a small business must furnish a product manufactured by a small business in the United States or its outlying areas.

e. The Small Business Administration (SBA) regulates and implements the 8(a) program and Hubzone program. SBA certifies small businesses that meet specific social, economic, ownership, and control eligibility criteria for these programs.

(1) 8(a) contracting gets its name from the provisions of Section 8(a) of the Small Business Act. This section of the Act provides that preferential treatment be given disadvantaged businesses through Government contracting. Formal certification through SBA is required. Interested disadvantaged contractors should access [www.sba.gov](http://www.sba.gov) for further information.

(2) Hubzone stands for "historically underutilized business zone". Companies located in these areas may be eligible for setasides and preferences in Government contracting. Formal certification is also required through SBA. Interested contractors should access [www.sba.gov](http://www.sba.gov) for further information.

f. The U. S. Small Business Administration provides the following services:

- (1) Financial Assistance
- (2) Surety Bond Program.
- (3) Minority Enterprise Program.
- (4) Contracting assistance.
- (5) Management assistance.

The SBA districts serving the Fort Campbell area are:

Louisville District  
600 Dr. Martin Luther King, Jr. Place  
Room 188  
Louisville, KY 40202-2254  
(502) 582-5971

Nashville District  
50 Vantage Way  
Suite 201  
Nashville, TN 37228-1500  
(615) 736-5881

8. Methods of Contracting. This includes inter-departmental procedures, sealed bidding, negotiations and simplified acquisition procedures.

a. Inter-departmental procedures. Various government agencies enter into open end or requirements type contracts that may be used by other government agencies. An example of this type of contract is the Federal Supply Schedule contracts that are entered into by General Services Administration (GSA) with various manufacturers and service providers. Schedule contracts are awarded for products such as tires and tubes, communications equipment, athletic equipment, etc. Those firms representing major manufacturers that have this type of contract with GSA should inquire as to the possibility of being the local distribution point for government orders. Interested firms may obtain more information at [www.gsa.gov](http://www.gsa.gov). Local GSA representative may be contacted at 256-508-1744.

b. Sealed Bidding. Where requirements are greater than \$100,000, formal procedures for competitive bidding may be used. A solicitation is issued for the government requirement, with a specific date and time set for opening bids. Bids are read publicly at that time to all in attendance at the opening. Evaluation is then conducted to determine the low responsible and responsive bidder. It is important prior to bidding to ensure the established performance time may be complied with, as well as assuring sufficient capability and capacity to perform at a reasonable price. Be sure to bring to the attention of the contract specialist handling the action (identified in the solicitation) any specification errors or ambiguities, as well as any other problem areas, prior to the bid opening for written clarification/correction as necessary. Official changes are made in the form of an amendment to the solicitation.

c. Negotiation. Requirements may also be handled by negotiation. Negotiation procedures permit discussion and award to the firm offering the best value (rather than low price) to the Government.

d. Simplified Acquisition Procedures (SAP). These procedures may be used to purchase supplies/services/construction requirements under \$100,000. Generally, requests for quotations (quotes) are used to acquire these requirements. The process is less formal

and time consuming. Award need not be to the lowest price but can also take into consideration past performance and other factors. The request for quotation will advise vendors of the evaluation factors.

(1) Blanket Purchase/Master Agreements are established based on recurring needs and acceptance of this method by various suppliers. Authorized Government personnel may place calls for delivery against the account. Generally, credit card calls will be the method of payment against the agreement.

(2) Credit Card (VISA) purchases are a method of purchase which allows selected individuals outside the Directorate of Contracting to place orders for needed supplies under \$3,000, services under \$2,500, or construction under \$2,000. Card limit for SERCO(NAF) is \$5,000.

(3) Purchase Orders. When the above two procedures are not applicable, individual purchase orders are written.

9. It is important for firms interested in doing business with Fort Campbell to:

a. Indicate interest by contacting the Directorate of Contracting and keeping that office current as to the products or services offered by your business.

b. Get on-line. The government is doing most of its business electronically and is moving toward "paperless" procurement. Your opportunities will be limited if you're not electronically capable. Register for notifications in FedBizOpps and continually check that web site as well as the Fort Campbell DOC website.

c. Properly prepare bids or proposals. Be timely with response.

d. Diligently perform those contracts awarded in a timely, professional manner. Past performance is a major evaluation factor in negotiated contracts.

10. Webpage at <http://www.sellingtoarmy.com>, at the link entitled Business Opps, identifies 13 steps in "Doing Business with the Army". This site identifies basic questions which a vendor should be able to address in preparation for doing business with the Army.

Do you have a CAGE code or DUNS number?

Do you know which division of Army would buy your product or services?

Can you accept our purchase card?

Have you researched your customer?

Have you registered in the Central Contractors' Register database?

Do you seek additional assistance in the Defense marketplace?

Have you investigated other Small Business Administration (SBA) resources?

Are you pursuing Subcontracting Opportunities?

Have you investigated Federal Supply Schedules?

Are you familiar with contracting regulations and procedures?

Have you marketed your firm?

Do you monitor the FedBizOpps?

11. Other web pages for valuable information:

Download "How To Do Business With The Military" and "DoD Small Business Specialists:"  
[http://www.acq.osd.mil/osbp/doing\\_business/index.htm](http://www.acq.osd.mil/osbp/doing_business/index.htm)

How to obtain A GSA contract: [www.gsa.gov](http://www.gsa.gov) Under the “Businesses” drop-down menu on left hand side of the screen, click the “Getting on Schedule” link.

Small Business Administration (for information on the 8(a) Program, certifications as HUBZone or Small Disadvantaged Business, financial assistance, etc): [www.sba.gov](http://www.sba.gov)

Service Disabled Veteran-owned Small Business Program and Veteran-owned Small Business Program: [www.acq.osd.mil/osbp/programs/veterans/index.htm](http://www.acq.osd.mil/osbp/programs/veterans/index.htm) and [www.vetbiz.gov](http://www.vetbiz.gov)

Assistance for Women-Owned Small Businesses: [www.womenbiz.gov](http://www.womenbiz.gov)

Hubzone Small Business program: [www.sba.gov/hubzone](http://www.sba.gov/hubzone) and [www.acq.osd.mil/osbp/programs/hubzones/index.htm](http://www.acq.osd.mil/osbp/programs/hubzones/index.htm)

SMALLBIZ Mall, profile and contracts for small business IT companies: [www.gsa.gov/gwacs](http://www.gsa.gov/gwacs)

DOD Email: [www.email.dla.mil](http://www.email.dla.mil) , link to Supplier's Corner

The site at [www.business.gov](http://www.business.gov) provides a one-stop portal to help small businesses deal with legal questions, such as what permits are necessary at the federal, state and local levels to start a business. Some of the topics include:

Launching a Business  
Managing a Business  
Growing a Business

**In conclusion, we depend on business firms to provide necessary supplies and services for our Soldiers and their families. We appreciate your interest in doing business with Fort Campbell. Please contact the Fort Campbell Directorate of Contracting at 270-798-7812 if you have additional questions.**