

## **HOW TO DO BUSINESS WITH THE ARMED FORCE RETIREMENT HOME THROUGH THE BUREAU OF THE PUBLIC DEBT (BPD)**

### **HOW BPD HANDLES PROCUREMENTS:**

BPD procures items using credit cards, purchase orders, delivery orders, contracts, and blanket purchase agreements. The following methods are used for identifying prospective sources:

- Sources recommended by the Small Business Specialist
- Previous bidder's mailing list for similar actions
- Sources identified during market survey efforts
- Central Contractor Registration (CCR)
- Federal Business Opportunities (FBO)

It is recommended that you register with the CCR. Not only will this allow you an opportunity to do business with BPD, but your information may be obtained by other Federal Government agencies that wish to do business with you as well.

For a listing of current BPD procurement opportunities go to the Federal Business Opportunities (FBO) website at <http://www.fedbizopps.gov>, select the "for vendor" tab, go to Department of the Treasury, then to Bureau of the Public Debt and there you will find our procurement opportunities that are estimated to be over \$25,000, and will be solicited for in the open market place. Please consider registering to receive all BPD opportunities via FBO. We also place many orders via GSA Schedule and use other Government Contract Vehicles. For actions expected to be less than \$25,000 we typically solicit 3 or more vendors via the Request for Quotes process using simplified acquisition procedures. Our procurement staff also utilizes the site <http://www.fedbid.com> to procure different products and services.

### **BPD PROCUREMENT CUSTOMERS:**

BPD not only processes procurements for Public Debt, but procurement services is also provided to many other Federal Government agencies. A few of those agencies that these services are provided to include, but are not limited to, the Alcohol and Tobacco Tax and Trade Bureau (TTB), Armed Forces Retirement Home (AFRH) and the Financial Crimes Enforcement Network (FINCEN). For a full listing of BPD customers that are currently receiving procurement services visit <https://arc.publicdebt.treas.gov>.

### **PRODUCTS/SERVICES PROCURED:**

General purpose IT software, supplies and support equipment

Maintenance and repair of office equipment

Training

Program management support services

Minor construction

Health services

Filing and general office support

Security services

Facility Maintenance

**VENDOR DATABASE:**

BPD possesses an internal vendor database that contains all pertinent information of any small business that has indicated an interest in doing business with us. The database is easily accessible by all BPD's procurement staff and is frequently utilized.

**CONTACTING BPD:**

You may submit technical literature, including line cards, as well as send your Company's information, for inclusion in BPD's Vendor Database, to:

Tracy L. Packard, Small Business Specialist  
Department of the Treasury  
Bureau of the Public Debt  
200 Third St., Avery 5F  
Parkersburg, WV 26106-1328  
Email: [Tracy.Packard@bpd.treas.gov](mailto:Tracy.Packard@bpd.treas.gov)  
Phone: 304-480-7291  
Fax: 304-480-7203

The literature received will be reviewed by Tracy and sent to the appropriate technical and/or procurement personnel.

Further details regarding doing business with BPD can be found at <http://www.publicdebt.treas.gov>.