

*How to do business with DEA...*  
(Continued)

**5. Attend outreach sessions and review business forecasts for opportunities.** The DOJ Office of Small and Disadvantaged Business Utilization (OSDBU) schedules monthly business outreach sessions. These monthly sessions allow vendors an opportunity to meet small business specialists from each of DOJ's component agencies. OSDBU also maintains an annual forecast of contracting opportunities for all DOJ components. For a calendar of small business events and the latest forecast, see the OSDBU's website:

<http://www.justice.gov/jmd/osdbu/>

**6. Prepare for employee security clearances.** DEA and other law enforcement activities may require U.S. citizenship, security clearances and background checks for contractors providing services or who are otherwise involved with DEA requirements. Clearing employees can be a rigorous process and contractors seeking business with the DEA must anticipate and be prepared for delays between contract award and contract performance.

*Additional Resources for Small Businesses*

*DOJ Business Opportunities website*  
<http://www.justice.gov/jmd/osdbu/forecast.htm>

*General information about DEA and its mission*

<http://www.dea.gov>

*Statistical summaries on government spending* <http://www.usaspending.gov>

*Online access to the Federal Acquisition Regulation (FAR)*

<http://www.acquisition.gov/far>

*Homepage of the Small Business Administration* [www.sba.gov](http://www.sba.gov)



**Mailing Address:**

**Drug Enforcement Administration  
Office of Acquisition &  
Relocation Management (FA)  
8701 Morrissette Drive  
Springfield, VA 22152-1080**

# Doing Business With DEA



## Office of Acquisition and Relocation Management

**March 2019**

Homepage

[www.dea.gov/resource-center/doing-business.shtml](http://www.dea.gov/resource-center/doing-business.shtml)

## ***Drug Enforcement Administration***

The Drug Enforcement Administration (DEA) is a component of the Department of Justice (DOJ) and is the world's leading drug law enforcement agency. DEA is at the forefront in combating global drug trafficking, drug-related terrorism and other transnational crime. Every day DEA shuts down criminal networks, seizes drugs, cash and assets from criminals and terrorists, and restores peace and safety to countless families. DEA's efforts have a tremendous impact on the war on drugs from fewer drugs on the street, to millions of dollars kept out of the hands of criminals and terrorists, to fewer drugs in the hands of children, and less violence in our communities.

DEA has 222 domestic offices throughout the U.S. and 90 foreign offices in 69 countries.

### ***DEA Procurement Operations***

The Office of Acquisition Management at DEA headquarters in northern Virginia is the central procurement activity for purchasing the products and services that support DEA's mission. DEA field offices have limited procurement authority to purchase local requirements; these actions are generally limited to the simplified acquisition transactions under \$25,000.

## ***Contracting Opportunities with DEA***

DEA depends on contractors to supply the products and services needed to support its worldwide mission. In FY 2018, DEA awarded contracts in excess of \$668 million involving more than 2,000 vendors. DEA's largest service acquisitions in terms of total dollars spent are:

- Translation and Interpretation
- IT and Telecommunications
- IT and Telecommunications
- Hazardous Waste Removal
- Maintenance and Repair of Aircraft
- Professional, Administrative and Managerial Support

DEA also purchases a variety of other products and services including:

- Law enforcement supplies
- Chemicals and lab equipment
- Hazardous waste cleanup
- Agent training
- Office equipment and supplies.

### ***DEA Small Business Goals for FY19***

Small Business.....	30%
Small Disadvantaged Business .....	5%
Woman-Owned Small Business .....	5%
HUBZone .....	3%
Service-Disabled Veteran-Owned .....	3%

In FY 2018, 47% of DEA procurements was set aside for small and small disadvantaged businesses.

## ***How to do business with DEA...***

***1. Register your company in the System for Acquisition Management (SAM) that replaced the Central Contractor Registration (CCR) database.*** SAM is the primary vendor database for the Federal Government. Current and potential vendors must register in SAM to be eligible to bid on contracts. Visit <http://www.sam.gov/> for more information.

***2. Introduce yourself!*** DEA is constantly researching sources of supplies and services. Small Businesses are invited to email their capability statements to DEA's Small Business Coordinator. All information submitted will be added to the DEA small business database. This database is available to DEA's contracting officers and program manager's. Vendors may submit materials to the DEA Small Business email address: [deasmallbusinessprogram@usdoj.gov](mailto:deasmallbusinessprogram@usdoj.gov)

***3. Respond to advertised solicitations and requests for information.*** Commercial vendors seeking Federal markets for their products and services can search, monitor, and retrieve opportunities for the entire Federal contracting community on the Federal Business Opportunities (FBO) website: <https://beta.sam.gov/help/contract-opportunities> DEA publishes all contract actions over \$25,000 on the FBO website.

***4. Establish a federal supply schedule for your products or services.*** DEA issues many delivery orders using federal supply schedule procedures. "GSA Advantage" provides DEA procurement officials a helpful mechanism to

source many requirements. For more information visit: [www.gsaadvantage.gov](http://www.gsaadvantage.gov).