

An
LEAA
Guide To
Contracting
Opportunities

MICROFICHE



Law Enforcement Assistance Administration
U.S. Department of Justice
Washington, D.C. 20531

42390

We welcome your participation in contracting opportunities offered by the Law Enforcement Assistance Administration.

That's the reason for this guide—to help you understand the LEAA program and assist you in doing business with the agency. This guide should be of particular interest to minority and small businesses.

LEAA practices open and free competition. This is a consistent policy and applies to all our programs everywhere in the nation.

Thank you for your interest.

An LEAA Guide To Contracting Opportunities

NCJRS

JUL 15 1977

ACQUISITIONS

Law Enforcement Assistance Administration
U.S. Department of Justice
Washington, D.C. 20531

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LEAA: A Thumbnail Sketch for Contractors

The Law Enforcement Assistance Administration plays a significant role in the nation's efforts to improve criminal justice.

We do this by providing financial aid and technical assistance to states, cities, and counties to improve police, courts, corrections, probation, parole, juvenile justice, and to assist community crime prevention efforts.

In addition, the LEAA provides national leadership in addressing major issues, for example, increasing job opportunities for women and minorities in criminal justice, safeguarding criminal histories, and improving the accuracy of crime data.

Since 1968 we have financed more than 105,000 statewide, regional, and local projects to meet a multitude of criminal justice needs. The federal funds have been used to combat narcotics trafficking, speed police response time, attack organized crime, ferret out and prosecute official corruption, make public housing safer, and use police manpower more effectively.

The agency has helped courts to adopt new, more efficient methods of calendaring; developed ways of using juries more effectively; and devised better techniques to assist courts in keeping track of defendants.

In corrections the agency has spearheaded a trend toward widespread reform, which has included new emphasis on community-based corrections — that is, placing selected, nondangerous offenders in halfway houses or on work release rather than imprisoning them.

We are also working to prevent juvenile delinquency and improve juvenile justice. We are particularly looking for alternatives to imprisoning young people charged with status offenses — including truancy and running away — behavior which would not be criminal if committed by adults.

Our sponsorship of manpower development and training programs is credited with creating a quiet revolution throughout the criminal justice system. LEAA has financed the training of hundreds of thousands of police and correctional officers, judges, court administrators, prosecuting and defense attorneys, police legal advisors, and many others in the professions. Under LEAA auspices, thousands of public safety officers have

become specialists in bomb disposal, crowd control, handling domestic arguments, improving police-community relations, and creating crime prevention programs in their cities.

Also, the LEAA is working more and more with citizens' groups ranging from the Kiwanis International to the National Junior League to ghetto-based organizations, helping to develop anticrime programs at the grassroots level.

One such program aligns the AFL-CIO, representing 14.2 million workers, with the National Council on Crime and Delinquency. NCCD is the nation's oldest volunteer organization devoted to reforming criminal justice. Together, the two organizations have launched a massive program to educate the public in crime prevention.

LEAA responsibilities outlined in the foregoing are contained in the Omnibus Crime Control and Safe Streets Act of 1968 and amendments and in the Juvenile Justice and Delinquency Prevention Act of 1974. In addition, the agency administers a death benefits program for public safety officers and fire fighters authorized by the Public Safety Officers' Benefits Act of 1976.

LEAA Funding

Each year when the Congress appropriates funds for the LEAA, there are specified amounts for each element of the program. The major portion by far is allocated in block grants to states and territories based on population. They subgrant the funds to their counties and cities and to regional and statewide programs. This funding approach — the award of block grants — underscores the fundamental tenet of the LEAA program: that states and localities are primarily responsible for crime control and criminal justice. Each jurisdiction sets its own priorities in a carefully developed annual plan and submits this to the LEAA. Upon approval of the plan, LEAA awards the state or territory its block grant.

LEAA also awards funds directly to states, cities, counties, and non-profit organizations. Grants and contracts help to finance innovative and experimental projects; efforts that address national priorities; research, evaluation, and technology transfer; training; development of statistics and information systems; and technical assistance to states and localities.

For additional information, you may wish to obtain publications listed at the end of this guide.

LEAA and the State Planning Agencies

A quick look at LEAA organization may be helpful to the prospective contractor.

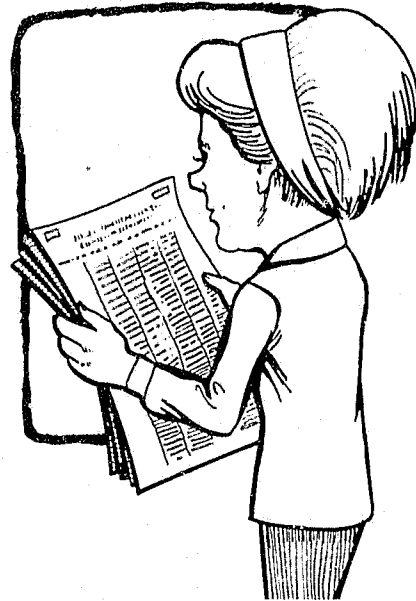
LEAA headquarters is in Washington, D.C., with regional offices in 10 cities — Boston, New York, Philadelphia, Atlanta, Seattle, San Francisco, Chicago, Dallas, Denver, and Kansas City, Kansas. Most of the agency's direct contracts are awarded at headquarters under the direction of

the Grants and Contracts Management Division, Office of the Comptroller. However, our regional offices can provide you with information about projects conducted under grants awarded by LEAA regional administrators. The regional office addresses are listed at the end of this guide.

State Planning Agencies play the major role in the program. Commonly known as SPAs, they prepare and revise the annual crime control plans. They receive the major portion of LEAA funds in block grants and they make subgrants and award contracts for statewide, regional, and local projects. They also monitor and evaluate the projects financed with block grants.

SPAs have supervisory boards that are appointed by governors and chief executives of eligible jurisdictions — American Samoa, District of Columbia, Guam, Puerto Rico, and the Virgin Islands. Members are representative of criminal justice, units of local and state government, urban-rural interests, and of citizen, professional and community organizations.

We recommend that you contact your SPA if you wish further information about their contracting activities. Addresses of the 55 SPAs are listed at the end of this guide.



How To Participate In Contracting Activities

LEAA contracts for a variety of supplies, services, research studies, and developmental programs. The agency uses contracts — rather than grants — when a project requires our detailed direction and control or has a specified end result. Also, a contract may be used when the agency wants to obtain information, perhaps from a survey, or to evaluate an ongoing or planned program.

Some contracts meet the agency's housekeeping needs, for example, office supplies. Others fulfill program requirements. For instance, LEAA contracted to make a nationwide survey of criminal justice training needs and job trends which was required by our legislation.

Recent contracts were for the following:

Technical assistance to criminal courts, a survey of minority participation in correctional agencies, an evaluation of information systems and statistical services, an evaluation of team policing, police consulting services provided to SPAs, advisory services to local governments on antidrug programs, training for intelligence analysts in combatting organized crime, a study of prison industries, data processing services for LEAA, consulting services to correctional agencies, preparation of training manuals, and operation of LEAA's Washington-based reference service.

The Bidders' List

If you wish to participate in the agency's contracting program, the first step is to get your name on our bidders' list. We send Requests for Proposals (RFPs) and Invitations for Bids (IFBs) to persons and organizations on this list.

The list is coded and automated so that we may mail you the RFPs and IFBs that are pertinent to your interests and capabilities.

To apply, use Standard Form 129, Bidders' Mailing List Application found at the end of this guide. The application's Attachment A contains a coded listing of project elements. Use it to code your firm's or your own qualifications. When you return the completed application, also send

your firm's brochures and prospectus.

Send the completed application to:

Grants and Contracts Management Division
Office of the Comptroller
Law Enforcement Assistance Administration
633 Indiana Avenue, N.W.
Washington, D.C. 20531

The Commerce Business Daily

You may wish to subscribe to *The Commerce Business Daily*, issued Monday through Friday by the U.S. Department of Commerce.

This publication is a valuable source of information because it identifies products and services that federal agencies plan to procure. It synthesizes virtually all our proposed procurement actions of \$5,000 or more and it lists LEAA research and development needs as well as those of other government agencies.

The current annual subscription price is \$105 if mailed first class and \$80, second class. You can obtain a subscription by writing to your nearest Department of Commerce field office or to the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.

Methods of Procurement

Federal regulations stipulate that agencies must use purchasing methods suitable to specific needs. This means that although formal advertising is preferred, LEAA also uses other procurement methods.

LEAA contracting officers determine the best method of obtaining supplies or services. They include:

Formal advertising. An Invitation for Bids (IFB) is distributed widely and the contract is awarded to the lowest responsible bidder.

Negotiated Procurement. This is any method of contracting which does not involve formal advertising procedures. It is particularly applicable when it is impractical or impossible to draft detailed work specifications yet the LEAA must exercise considerable direction and control over the performance of the work or its timing. Negotiations may be competitive or noncompetitive.

Unsolicited Proposals. These are proposals submitted voluntarily rather than at the request of the LEAA.

Formal Advertising

There are two main goals to formal advertising. The first is to provide the government the benefits of full and free competition. The other is to give all qualified sources an equal opportunity to bid competitively.

The four steps to this procurement are:

- The agency prepares Invitations for Bids (IFBs).
- IFBs are published in the *Commerce Business Daily*. LEAA distributes them to persons who respond to that notice and to those on the agency's bidders' list.
- At a specified time, LEAA contracting officials publicly open, record, and tabulate the bids.

- Within a specified time, the agency awards the contract to the lowest responsible bidder whose bid is most advantageous to the government, considering price and other factors.

Each IFB includes technical specifications, delivery, and other items which you must consider in submitting your bid. The contract clauses, general provisions, terms, and conditions are set forth in detail, as are the date, hour, and place where bids will be publicly opened and recorded. As you fill out the IFB, consider carefully any special conditions or clauses.

Competitive Negotiated Procurement

When LEAA contracts by negotiation in lieu of formally advertised procedures, this does *not* eliminate competition. On the contrary, federal laws, implementing regulations, and policies require that we issue Requests for Proposals that will provide equal opportunities to potential contractors to assure adequate competition. Generally, there is the same widespread publicity and competition as in formal advertising. The LEAA follows the same mailing list procedures. And the award — which is appropriately publicized — is made to the best advantage of the government, all factors considered, e.g., technical competence, delivery and price.

In competitive negotiation, the LEAA asks prospective contractors to submit quotations or proposals and to support them as necessary with (1) statements of estimated cost or other evidence of reasonable price, and (2) data on management plans and technical capabilities for the job. An LEAA contracting officer then negotiates with those firms whose offers fall within a competitive range. The contracting officer analyzes, questions, explores, and negotiates vital areas of the proposals including costs and profit, performance requirements, delivery schedule and method of payment.

Noncompetitive Negotiated Procurement

When circumstances do not lend themselves to formally advertised or competitively negotiated procurement, the agency may use noncompetitive negotiations.

This sole source procurement may be used when only one person or organization has the expertise to provide the services; when competition is precluded because of patent rights, copyrights, secret processes or specialized equipment; or because of a time schedule that only one contractor can meet.

Unsolicited Proposals

As noted earlier, an unsolicited proposal is one voluntarily submitted to LEAA by a person or organization. Generally, such a proposal represents an offeror's original thinking and is submitted in the hope that LEAA will contract for further exploration of the ideas proposed. However, unsolicited proposals may contain ideas or concepts which are not proprietary to, or owned by, the offeror.

LEAA encourages such proposals. However, in practice, the agency

develops most of its own requirements, then solicits proposals or applications.

You should note that when LEAA accepts an unsolicited proposal for evaluation, this does not imply a promise to pay, a recognition of novelty or originality, or any restriction on the use of information contained in the document. Moreover, if procurement follows receipt of, or is based on, an unsolicited proposal this does not justify sole source procurement. You will be asked to acknowledge your understanding of and agreement to this condition before your unsolicited proposal is evaluated by LEAA.

If you submit an unsolicited proposal it should contain technical and business information. This should be sufficient to permit LEAA to make a complete evaluation without requesting further details. It should include the following:

- Name and address of the organization or individual submitting the proposal;

- Date of preparation or submission;

- Type of organization (profit, non-profit, educational, individual, other);

- Concise title and clear and concise abstract (extensive material should be included only in appendices);

- An outline and discussion of the purpose of the proposed effort or activity, the method of solving the problem, and the nature and extent of the anticipated results;

- Names of key personnel who will participate and brief biographical information about them, including principal publications and relevant experience;

- Proposed starting and completion dates;

- Equipment, facility, and personnel requirements;

- Proposed budget, including separate cost estimates for salaries and wages, equipment, expendable supplies, services, travel, subcontracts, other direct costs and overhead;

- Brief description of offeror's facilities, particularly those which would be used in the proposed effort;

- Brief outline of the offeror's previous work and experience in the field;

- A current financial statement and, if available, a descriptive brochure;

- Period for which the proposal is valid;

- Names and telephone numbers of offeror's primary business and technical personnel whom the agency may contact during evaluation;

- Identification of any potential or proprietary aspects of the proposed ideas or process.

Such proposals should be forwarded to:

Grants and Contracts Management Division

Office of the Comptroller

Law Enforcement Assistance Administration

633 Indiana Avenue, N.W.

Washington, D.C. 20531

A contracting officer will acknowledge receipt to the person or firm submitting the proposal, and send the proposal to the appropriate LEAA program office for evaluation.

Small and Minority Business Opportunities

LEAA believes in working with minority and small businesses whenever possible. The agency policy is to give them a fair portion of purchases and contracts for supplies, services, research and development.

The small business advisor in LEAA's Grants and Contracts Management Division screens every proposed purchase or contract to determine if the award might be made to a small business. This is done before the agency issues IFBs or RFPs.

LEAA also works closely with the U.S. Department of Commerce and the Small Business Administration (SBA) to encourage participation in federal procurement of small concerns owned by socially or economically disadvantaged persons. Under the provisions of Section 8(a) of the Small Business Act, 15 United States Code 637, LEAA may contract with SBA for supplies and services. SBA, in turn, awards subcontracts to small business concerns unable to bid competitively on the procurement.

If your firm is interested in qualifying for participation in the 8(a) program, contact the SBA office nearest you. The SBA will assist you in determining if your firm qualifies as a small business under Title 41 of the Code of Federal Regulations.



Tips For Contractors

Read the Solicitation Document Carefully. Bidders and/or offerors are expected to follow all instructions and specifications in the IFB or RFP. The IFB or RFP package will describe where to obtain all necessary specifications and requirements. Do not assume anything. If in doubt about the meaning of any part of an RFP or IFB, contact the LEAA contracting officer.

Include All Your Costs. Be certain to include all costs and remember that many things can upset cost estimates. It is important to consider that when preparing your bid or proposal.

Prepare Your Bid/Proposal Accurately. Your bid/proposal is your formal offer to supply the required items, services, research or development at the price you indicate and on the terms LEAA specifies. Do not promise deliveries you cannot fulfill. If your bid/proposal is accepted, your contract will hold you to all the terms of the IFB or RFP. If you make an error, LEAA may be unable legally to grant relief.

Submit Your Bid/Proposal on Time. Your bid/proposal must be received by LEAA before the hour set for the opening of bids/proposals. Unless otherwise stated in the IFB or RFP, telegraphed bids/proposals will not be accepted. However, LEAA will consider telegraphed modification of bids/proposals already submitted if received before the hour of bid/proposal opening. Hand-carried bids/proposals are acceptable, but, again, must be received before the hour set for the opening of bids/proposals.

Who Gets the Contract? Unless all bids/proposals are rejected, the LEAA contracting officer is required to award contracts within the time for acceptance specified in the bid/proposal or extension. Regulations require that the award go to the responsible bidder whose bid/proposal conforms to the RFP or IFB and is most advantageous to the government — price and other factors considered.

The contracting officer will make awards by mailing or otherwise furnishing to the successful bidder/offeror a properly executed award document or notice of award. When an advance notice of award is issued (telegram, letter, etc.) it will be followed as soon as possible by the formal

award document.

Who is a Responsible Bidder? A responsible bidder or offeror is one who meets the following standards:

1. Has adequate financial resources, or the ability to obtain such resources as required during the performance of the contract;
2. Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments, commercial as well as governmental;
3. Has a satisfactory record of integrity and business ethics; and
4. Is otherwise qualified and eligible to receive an award under applicable laws and regulations such as the Fair Labor Standards Act, regulations governing equal employment opportunities, etc.

In addition, where procurements involve production, maintenance, construction, or research and development work, a prospective contractor must have:

- The necessary production, construction, and technical equipment and facilities or the ability to obtain them;
- The necessary organization, experience, operational controls, and technical skills, or the ability to attain them.

What is a Responsive Bid/Proposal? A responsive bid/proposal is one that meets the requirements of the IFB or RFP. It offers to provide the goods, services, or construction or to conduct the research and development effort needed in accordance with specifications and delivery schedule set forth in the IFB or RFP. It contains no restrictions or qualifications beyond those permitted in the solicitation document.

What is Advantageous to the Government? The bid or proposal found most advantageous in formally advertised procurement is one with features no other bid/proposal has. It offers the best product we can possibly get, considering all factors including price. In negotiated procurement the most advantageous proposal could be one in which technical competence is particularly significant. This might be true, for example, in negotiating for a research study.

Get It in Writing. Do not begin work or provide any material, equipment or services based on an oral request from anyone. Wait until you have received written notice — a properly executed award document, notice of award, or an advance notice of award from the contracting officer.

Read Your Contract. Your contract delineates your obligations and rights. It protects both you and the government.

Comply with the Specifications. The specifications or scope of work precisely describe the properties of materials, the dimensions, quality, and reliability levels, as well as other characteristics required. For R & D contracts, the scope of work will provide guidance on R & D to be conducted, etc.

Consult with the Contracting Office. Any questions arising in connection with your performance under the contract should be discussed with the contracting officer.

Deliver on Schedule. Plan your production schedules to meet the delivery dates specified in the contract.

How You Get Paid. Know the payment procedure. Ordinarily, you will be given written instructions for submitting a voucher for your services. If not, please consult the contracting office for payment particulars. This will help expedite payment.

Bill Us Accurately. Government regulations, protecting you as a taxpayer, require that you, as the contractor, submit a bill that is accurate in all respects. Errors in billing can delay your contract payments.



Publications

The following publications may be of particular interest to you. You may obtain single copies free of charge from LEAA's reference service by writing to:

National Criminal Justice Reference Service
P. O. Box 24036
Southwest Post Office
Washington, D.C. 20024

Annual Report of the Law Enforcement Assistance Administration. This publication highlights major programs, documents research findings, and tells how the federal funds were allocated. Usually issued in the middle of the calendar year for the fiscal year ending September 30.

LEAA: A Partnership for Crime Control. This 43-page brochure describes LEAA programs, legislation, major achievements, and agency services.

Annual Report of LEAA's National Institute of Law Enforcement and Criminal Justice. This publication describes research, evaluation, and technology transfer activities of the previous fiscal year. Usually published in the middle of the calendar year.

Copies of laws concerning LEAA are on sale at the Government Printing Office. They are:

Omnibus Crime Control and Safe Streets Act of 1968 (PL-90-351)—45¢
Omnibus Crime Control Act of 1970 (PL 91-644)—25¢
Crime Control Act of 1973 (PL 93-83)—30¢
Juvenile Justice and Delinquency Prevention Act of 1974 (PL 93-415)—40¢
Crime Control Act of 1976 (PL 94-503)—35¢

For copies of the foregoing acts and other criminal justice publications, write to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

LEAA Regional Offices

REGION 1 - BOSTON

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
100 Summer Street, 19th Floor
Boston, Massachusetts 02110
617/223-4671
Serves: Connecticut, Maine,
Massachusetts, New
Hampshire, Rhode Island,
Vermont

REGION 2 - NEW YORK

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
26 Federal Plaza, Room 1337
Federal Office Building
New York, New York 10007
212/264-4132
Serves: New Jersey, New York,
Puerto Rico, Virgin Islands

REGION 3 - PHILADELPHIA

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
325 Chestnut Street, Suite 800
Philadelphia, Pennsylvania 19106
215/597-9440
Serves: Delaware, Maryland,
Pennsylvania, Virginia, District
of Columbia, West Virginia

REGION 4 - ATLANTA

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
Room 985
730 Peachtree Street, N.E.
Atlanta, Georgia 30308
404/881-4868
Serves: Alabama, Florida, Georgia,
Kentucky, Mississippi, North
Carolina, South Carolina,
Tennessee

REGION 5 - CHICAGO

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
O'Hare Office Center, Room 121
3166 Des Plaines Avenue
Des Plaines, Illinois 60018
312/353-1203
Serves: Illinois, Indiana, Ohio,
Michigan, Minnesota, Wisconsin

REGION 6 - DALLAS

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
200 Praetorian Building
1607 Main Street
Dallas, Texas 75201
214/749-7211
Serves: Arkansas, Louisiana, New
Mexico, Oklahoma, Texas

REGION 7 - KANSAS CITY

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
436 State Avenue
Kansas City, Kansas 66101
816/374-4501
Serves: Iowa, Kansas, Missouri,
Nebraska

REGION 8 - DENVER

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
Room 6324, Federal Building
Denver, Colorado 80294
303/837-4784
Serves: Colorado, Montana, North
Dakota, South Dakota, Utah,
Wyoming

REGION 9 - SAN FRANCISCO

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
1860 El Camino Real, 3rd Floor
Burlingame, California 94010
415/876-9100
Serves: Arizona, American Samoa,
California, Guam, Hawaii,
Nevada

REGION 10 - SEATTLE

Regional Administrator
Law Enforcement Assistance
Administration
Department of Justice
130 Andover Park East
Seattle, Washington 98188
206/442-1170
Serves: Alaska, Idaho, Oregon,
Washington

State Planning Agencies

ALABAMA

Alabama Law Enforcement Planning
Agency
2863 Fairlane Drive
Building F, Suite 49
Executive Park
Montgomery, Ala. 36111
205/277-5440

ALASKA

Alaska Criminal Justice Planning
Agency
Pouch AJ
Juneau, Alaska 99801
907/465-3535

AMERICAN SAMOA

Criminal Justice Planning Agency
Government of American Samoa
Box 7
Pago Pago, American Samoa 96799
633-5222 (Overseas Operator)

ARIZONA

Arizona State Justice Planning
Agency
Continental Plaza Building, Suite M
5119 North 19th Avenue
Phoenix, Ariz. 85015
602/271-5466

ARKANSAS

Governor's Commission on Crime
and Law Enforcement
1000 University Tower Building
12th at University
Little Rock, Ark. 72204
501/371-1305

CALIFORNIA

Office of Criminal Justice Planning
7171 Bowling Drive
Sacramento, Calif. 95823
916/445-9156

COLORADO

Division of Criminal Justice
1313 Sherman Street, Room 400-D
Denver, Colo. 80220
303/892-3331

CONNECTICUT

Planning Committee on Criminal
Administration
75 Elm Street
Hartford, Conn. 06115
203/566-3020

DELAWARE

Delaware Agency to Reduce Crime
Room 405 - Central YMCA
11th and Washington Streets
Wilmington, Del. 19801
302/571-3430

DISTRICT OF COLUMBIA

Office of Criminal Justice Plans and
Analysis
Munsey Building, Suite 200
1329 E Street, N.W.
Washington, D.C. 20004
202/629-5063

FLORIDA

Bureau of Criminal Justice Plan-
ning and Assistance
620 S. Meridian
Tallahassee, Fla. 32304
904/488-6001

GEORGIA

Office of the State Crime Commis-
sion
1430 West Peachtree Street, N.W.,
Suite 306
Atlanta, Ga. 30309
404/656-3825

GUAM

Territorial Crime Commission
Office of the Governor
Soledad Drive - P.O. Box 2950
Amistad Building, Room 4, 2nd
Floor
Agana, Guam 96910
472-8781 (Overseas Operator)

HAWAII

State Law Enforcement and Juve-
nile Delinquency Planning Agency
1010 Richards Street
Kamamalu Building, Room 412
Honolulu, Hawaii 96813
808/548-4572

IDAHO

Law Enforcement Planning Commis-
sion
State House, Capitol Annex No. 3
Boise, Idaho 83707
208/384-2364

ILLINOIS

Illinois Law Enforcement Commis-
sion
120 South Riverside Plaza, 10th
Floor
Chicago, Ill. 60606
312/454-1560

INDIANA

Indiana Criminal Justice Planning
Agency
215 North Senate
Indianapolis, Ind. 46202
317/633-4773

IOWA

Iowa Crime Commission
3125 Douglas Avenue
Des Moines, Iowa 50310
515/281-3241

KANSAS

Governor's Committee on Criminal
Administration
503 Kansas Avenue, 2nd Floor
Topeka, Kans. 66603
913/296-3066

KENTUCKY

Executive Office of Staff Services
Kentucky Department of Justice
3rd Floor, 209 St. Clair Street
Frankfort, Ky. 40601
502/564-4726

LOUISIANA

Louisiana Commission on Law En-
forcement and Administration of
Criminal Justice
Room 615
1885 Wooddale Boulevard
Baton Rouge, La. 70806
504/389-7178

MAINE

Maine Law Enforcement Planning
and Assistance Agency
295 Water Street
Augusta, Maine 04330
207/289-3361

MARYLAND

Governor's Commission on Law
Enforcement and Administration
of Justice
Executive Plaza One, Suite 302
Cockeysville, Md. 21030
301/666-9610

MASSACHUSETTS

Committee on Criminal Justice
4th Floor, 110 Tremont Street
Boston, Mass. 02108
617/727-5497

MICHIGAN

Office of Criminal Justice Programs
Lewis Cass Building, 2nd Floor
Lansing, Mich. 48913
517/373-3992

MINNESOTA

Governor's Commission on Crime
Prevention and Control
444 Lafayette Road, 6th Floor
St. Paul, Minn. 55101
612/296-3133

MISSISSIPPI

Mississippi Criminal Justice Plan-
ning Division
Office of the Governor
723 N. President Street
Jackson, Miss. 39202
601/354-6591

MISSOURI

Missouri Council on Criminal Jus-
tice
P.O. Box 1041
Jefferson City, Mo. 65101
314/751-3432

MONTANA

Board of Crime Control
1336 Helena Avenue
Helena, Mont. 59601
406/587-3604

NEBRASKA

Nebraska Commission on Law En-
forcement and Criminal Justice
State Capitol Building
Lincoln, Nebr. 68509
402/471-2194

NEVADA

Commission on Crime, Delinquency
and Corrections
430 Jeanell - Capitol Complex
Carson City, Nev. 89710
702/885-4404

NEW HAMPSHIRE

Governor's Commission on Crime
and Delinquency
169 Manchester Street
Concord, N.H. 03301
603/271-3601

NEW JERSEY

State Law Enforcement Planning
Agency
3535 Quaker Bridge Road
Trenton, N.J. 08625
609/292-3741

NEW MEXICO

Governor's Council on Criminal Jus-
tice Planning
425 Old Santa Fe Trail
Santa Fe, N. Mex. 87501
505/827-5222

NEW YORK

State of New York, Division of
Criminal Justice Services
270 Broadway, 8th Floor
New York, N.Y. 10007
212/488-4868

NORTH CAROLINA

Law and Order Division
North Carolina Department of Nat-
ural and Economic Resources
P.O. Box 27687
Raleigh, N.C. 27611
919/829-7974

NORTH DAKOTA

North Dakota Combined Law Enforcement Council
Box B
Bismarck, N. Dak. 58501
701/224-2594

OHIO

Administration of Justice Division
30 East Broad Street, 26th Floor
Columbus, Ohio 43215
612/466-7610

OKLAHOMA

Oklahoma Crime Commission
3033 North Walnut
Oklahoma City, Okla. 73105
405/521-2821

OREGON

Law Enforcement Council
2001 Front Street, N.E.
Salem, Oreg. 97310
503/378-4347

PENNSYLVANIA

Governor's Justice Commission
Department of Justice
P.O. Box 1167
Federal Square Station
Harrisburg, Pa. 17120
717/787-2042

PUERTO RICO

Puerto Rico Crime Commission
G.P.O. Box 1256
Hato Rey, P.R. 00936
809/783-0398

RHODE ISLAND

Governor's Justice Commission
197 Taunton Avenue
East Providence, R.I. 02914
401/277-2620

SOUTH CAROLINA

Office of Criminal Justice Programs
Edgar A. Brown State Office Building
1205 Pendleton Street
Columbia, S.C. 29201
803/758-3573

SOUTH DAKOTA

South Dakota State Criminal Justice Commission
2000 West Pleasant Drive
Pierre, S. Dak. 57501
605/224-3665

TENNESSEE

Tennessee Law Enforcement Planning Agency
Browning-Scott Building
4950 Linbar Drive
Nashville, Tenn. 37211
615/741-3521

TEXAS

Criminal Justice Division
Office of the Governor
P.O. Box 1828
411 West 13th Street
Austin, Tex. 78701
512/475-4444

UTAH

Law Enforcement Planning Agency
Room 304 - State Office Building
Salt Lake City, Utah 84114
801/533-5731

VERMONT

Governor's Commission on the Administration of Justice
149 State Street
Montpelier, Vt. 05602
802/828-2351

VIRGINIA

Division of Justice and Crime Prevention
8501 Mayland Drive
Richmond, Va. 23229
804/786-7421

VIRGIN ISLANDS

Virgin Islands Law Enforcement Planning Commission
Box 280 - Charlotte Amalie
St. Thomas, V.I. 00801
809/774-6400

WASHINGTON

Law and Justice Planning Office
Office of Community Development
Insurance Building, Room 107
Olympia, Wash. 98504
206/753-2235

WEST VIRGINIA

Governor's Committee on Crime, Delinquency and Corrections
Morris Square, Suite 321
1212 Lewis Street
Charleston, W. Va. 25301
304/348-8814

WISCONSIN

Wisconsin Council on Criminal Justice
122 West Washington Ave.
Madison, Wis. 53702
608/266-3323

WYOMING

Governor's Planning Committee on Criminal Administration
Barrett Building
Cheyenne, Wyo. 82002
307/777-7716

STANDARD FORM 129 JANUARY, 1966 EDITION FPR (41 CFR) 1-16.802		BIDDER'S MAILING LIST APPLICATION		INITIAL APPLICATION DIVISION		
Fill in all spaces. Insert "NA" in blocks not applicable. Type or print all entries. See reverse for instructions.						
TO (Enter name and address of Federal agency to which form is submitted. Include ZIP code)					DATE	
1. APPLICANT'S NAME AND ADDRESS (Include county and ZIP code)			2. ADDRESS (Include county and ZIP code) TO WHICH SOLICITATIONS ARE TO BE MAILED (If different from item 1)			
3. TYPE OF ORGANIZATION (Check one)					4. HOW LONG IN PRESENT BUSINESS	
<input type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> PARTNERSHIP		<input type="checkbox"/> NON-PROFIT ORGANIZATION		
<input type="checkbox"/> CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF _____						
5. NAMES OF OFFICERS, OWNERS, OR PARTNERS						
PRESIDENT		VICE PRESIDENT		SECRETARY		
TREASURER		OWNERS OR PARTNERS				
6. AFFILIATES OF APPLICANT (Names, locations, and nature of affiliation. See definition on reverse)						
7. PERSONS AUTHORIZED TO SIGN BIDS, OFFERS, AND CONTRACTS IN YOUR NAME (Indicate if agent)						
NAME		OFFICIAL CAPACITY		TEL. NO. (Incl. area code)		
_____		_____		_____		
_____		_____		_____		
_____		_____		_____		
8. IDENTIFY EQUIPMENT, SUPPLIES, MATERIALS, AND/OR SERVICES ON WHICH YOU DESIRE TO BID (See attached Federal agency's supplemental listing and instructions, if any)						
9. TYPE OF BUSINESS (See definitions on reverse)						
<input type="checkbox"/> MANUFACTURER OR PRODUCER		<input type="checkbox"/> REGULAR DEALER (Type 1)		<input type="checkbox"/> REGULAR DEALER (Type 2)		
<input type="checkbox"/> SERVICE ESTABLISHMENT		<input type="checkbox"/> CONSTRUCTION CONCERN		<input type="checkbox"/> RESEARCH AND DEVELOPMENT FIRM		
<input type="checkbox"/> SURPLUS DEALER (Check this box if you are also a dealer in surplus goods)						
10. SIZE OF BUSINESS (See definitions on reverse)						
<input type="checkbox"/> SMALL BUSINESS CONCERN*			<input type="checkbox"/> OTHER THAN SMALL BUSINESS CONCERN			
* If you are a small business concern, fill in (a) and (b):		(a) AVERAGE NUMBER OF EMPLOYEES (Including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS		(b) AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS		
_____		_____		_____		
11. FLOOR SPACE (Square feet)			12. NET WORTH			
MANUFACTURING		WAREHOUSE		DATE		
_____		_____		AMOUNT		
_____		_____		_____		
13. SECURITY CLEARANCE (If applicable, check highest clearance authorized)						
FOR	<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> SECRET	<input type="checkbox"/> CONFIDENTIAL	NAMES OF AGENCIES WHICH GRANTED SECURITY CLEARANCES (Include dates)		
KEY PERSONNEL	_____	_____	_____	_____		
PLANT ONLY	_____	_____	_____	_____		
THIS SPACE FOR USE BY THE GOVERNMENT			CERTIFICATION			
_____ _____ _____			I CERTIFY THAT INFORMATION SUPPLIED HEREIN (Including all pages attached) IS CORRECT AND THAT NEITHER THE APPLICANT NOR ANY PERSON (Or concern) IS IN ANY CONNECTION WITH THE APPLICANT AS A PRINCIPAL OR OFFICER, SO FAR AS IS KNOWN, IS NOW DEBARRED OR OTHERWISE DECLARED INELIGIBLE BY ANY AGENCY OF THE FEDERAL GOVERNMENT FROM BIDDING FOR FURNISHING MATERIALS, SUPPLIES, OR SERVICES TO THE GOVERNMENT OR ANY AGENCY THEREOF.			
			SIGNATURE			
			NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)			

INFORMATION AND INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Bidder's Mailing List Application, together with such other lists as may be attached to the application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a supplemental Commodity List with instructions, complete the application as instructed. Otherwise, identify in Item 8 the equipment, supplies, and/or services on which you desire to bid. *The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.*

After placement on the bidder's mailing list of an agency, a supplier's failure to respond (*submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item*) to Invitations for Bids will be understood by the agency to indicate lack of interest and concurrence in the removal of the supplier's name from the purchasing activity's bidder's mailing list for the items concerned.

TYPE OF BUSINESS DEFINITIONS

(See Item No. 9)

- A. **MANUFACTURER OR PRODUCER** means a person (or concern) owning, operating, or maintaining a factory or establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in Item No. 8, or in the Federal Agency's supplemental Commodity List, if attached.
- B. **REGULAR DEALER (Type 1)** means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item No. 8 or in the Federal Agency's supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.
- C. **REGULAR DEALER (Type 2)** in the case of supplies of particular kinds (at present, petroleum, lumber and timber products, machine tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linters). "REGULAR DEALER" means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-201.101(b)) as amended from time to time, prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35-45). For coal dealers, see Code of Federal Regulations, Title 41, 50-201.604(a).
- D. **SERVICE ESTABLISHMENT** means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (*but not limited to*) repairing, cleaning, re-decorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.
- E. **CONSTRUCTION CONCERN** means a concern (or person) engaged in construction, alteration or repair (including dredging, excavating, and painting) of buildings, structures or other real property.

DEFINITIONS RELATING TO SIZE OF BUSINESS

- A. **SMALL BUSINESS CONCERN.** A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)
- B. **AFFILIATE.** Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items Nos. 6 and 10.)
- C. **NUMBER OF EMPLOYEES.** In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or any other basis during the pay period ending nearest the last day of the third month in each calendar quarter for the preceding four quarters. If a concern has not been in existence for four full calendar quarters, "number of employees" means the average employment of such concern and its affiliates during the period such concern has been in existence based on the number of persons employed during the pay period ending nearest the last day of each month. (See Item No. 10.)

COMMERCE BUSINESS DAILY

The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.



U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

ATTACHMENT "A" TO
SF-129

BUSINESS ADDRESS	NAME	PERSON TO CONTACT	NAME
	STREET OR P.O. BOX		TITLE
	CITY STATE ZIP CODE		TELEPHONE EXTENSION

CLASSIFICATION AS TO TYPE OF BUSINESS: (Check appropriate box(es))

☐ SMALL BUSINESS ☐ LARGE BUSINESS ☐ EDUCATIONAL ☐ NON-PROFIT ☐ NOT FOR PROFIT

AREAS OF INTEREST (Check appropriate blocks)

CRIMINAL BEHAVIOR 51-0 ____ SOCIOLOGICAL ANALYSIS 51-1 ____ APPLICATION OF SCIENCE/TECHNOLOGY TO DETECTING THE OFFENDER OTHER (Identify) _____ 51-2 ____ _____ 51-3 ____ _____ 51-4 ____ _____	Continued from bottom of page OTHER (Identify) 54-4 ____ _____ 54-5 ____ _____ 54-6 ____ _____ 54-7 ____ _____ 54-8 ____ _____ 54-9 ____ _____
CRIME PREVENTION, CORRECTION, REHABILITATION OF OFFENDER 51-5 ____ UTILIZATION OF COMPUTERIZED DATA IN CRIME PREVENTION 51-6 ____ CORRECTIONS SYSTEM 51-7 ____ PAROLE 51-8 ____ ADULT REHABILITATION PROGRAM 51-9 ____ JUVENILE REHABILITATION PROGRAM 52-0 ____ PROBATION OTHER (Identify) _____ 52-1 ____ _____ 52-2 ____ _____ 52-3 ____ _____ 52-4 ____ _____	ENFORCEMENT OF LAWS 55-0 ____ APPROPRIATENESS, FAIRNESS, AND EFFECTIVENESS OF CRIMINAL LAW 55-1 ____ POLICE 55-2 ____ PROSECUTION 55-3 ____ DEFENSE 55-4 ____ COURT SYSTEM 55-5 ____ SPECIAL PROBLEMS (e.g., drugs, alcoholic, etc.) 55-6 ____ DATA ACCUMULATION OTHER (Identify) _____ 55-7 ____ _____ 55-8 ____ _____ 55-9 ____ _____ 56-0 ____ _____
DEVICES, EQUIPMENT, FACILITIES FOR THE INCREASED EFFECTIVENESS OF LAW ENFORCEMENT 52-5 ____ AUTOMATIC SURVEILLANCE/WARNING SYSTEM 52-6 ____ COMMUNICATIONS 52-7 ____ MOBILITY 52-8 ____ WEAPONRY 52-9 ____ COLLECTION OF DATA 53-0 ____ PROTECTION DEVICES 53-1 ____ PHYSICAL PLANT FACILITIES OTHER (Identify) _____ 53-2 ____ _____ 53-3 ____ _____ 53-4 ____ _____ 53-5 ____ _____ 53-6 ____ _____	AUTOMATIC DATA ACCUMULATION 56-1 ____ HARDWARE 56-2 ____ SERVICES 56-3 ____ SOFTWARE OTHER (Identify) _____ 56-4 ____ _____ 56-5 ____ _____ 56-6 ____ _____ 56-7 ____ _____ 56-8 ____ _____ 56-9 ____ _____ 57-0 ____ _____ 57-1 ____ _____ 57-2 ____ _____ 57-3 ____ _____ 57-4 ____ _____ 57-5 ____ _____ 57-6 ____ _____
EFFICIENCY, STRUCTURE AND TACTICS OF THE VARIOUS KINDS OF LAW ENFORCEMENT AGENCIES 53-7 ____ INTERNAL MANAGEMENT 53-8 ____ COMMUNITY RELATIONS 53-9 ____ UNDER PARTICULAR CIRCUMSTANCES OR CRISIS (e.g., riot, natural disaster) 54-0 ____ PERSONNEL ANALYSIS 54-1 ____ INTER-GOVERNMENTAL COORDINATION 54-2 ____ TRAINING PROGRAMS 54-3 ____ WORKSHOPS, CONFERENCES	

END