

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**

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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.

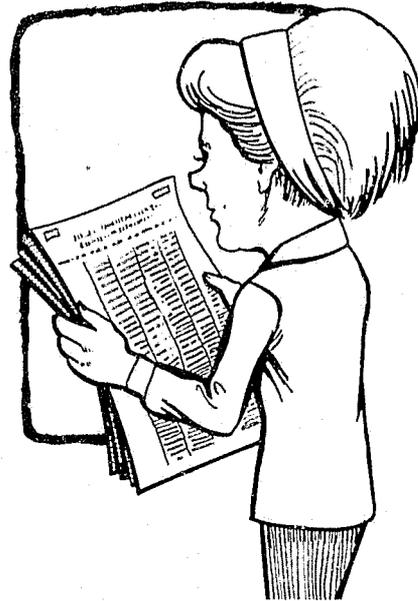
LEAA headquarters is in Washington, D.C., with regional offices in 10 cities — Boston, New York, Philadelphia, Atlanta, Seattle, San Francisco, Chicago, Dallas, Denver, and Kansas City, Kansas. Most of the agency's direct contracts are awarded at headquarters under the direction of

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	<h2 style="margin: 0;">BIDDER'S MAILING LIST APPLICATION</h2>	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"/> 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
<input type="checkbox"/> MANUFACTURING	<input type="checkbox"/> 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)	
<input type="checkbox"/> KEY PERSONNEL		
<input type="checkbox"/> PLANT ONLY		
<b>THIS SPACE FOR USE BY THE GOVERNMENT</b>		<b>CERTIFICATION</b>
		I CERTIFY THAT INFORMATION SUPPLIED HEREIN (Including all pages attached) IS CORRECT AND THAT NEITHER THE APPLICANT NOR ANY PERSON (Or concern) 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. **AFFILIATED** 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

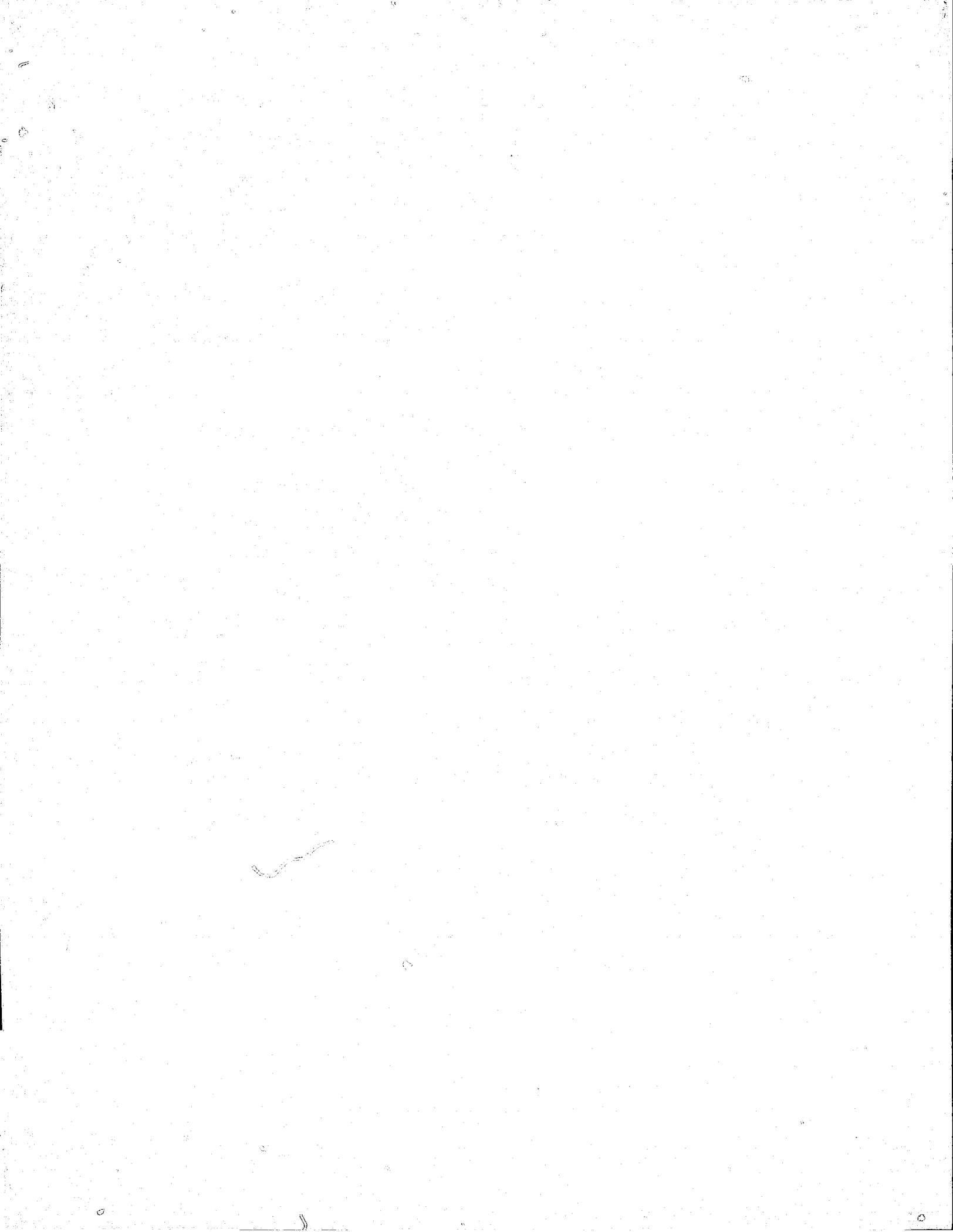
<b>BUSINESS ADDRESS</b>	<b>NAME</b>			<b>PERSON TO CONTACT</b>	<b>NAME</b>	
	STREET OR P.O. BOX				TITLE	
	CITY	STATE	ZIP CODE		TELEPHONE	EXTENSION

**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)

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



**END**