



U.S. Small Business
Administration

**Report to Congress
On Agency
Office of Small
Business Utilization
Training and Travel
Costs for
Fiscal Year 2017**

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Office of Small Business Utilization Training and Travel Costs for
Fiscal Year 2017

The Small Business Act (the Act), at 15 U.S. Code § 644 (k)(16), requires agency Offices of Small Business Utilization (OSDBU) to submit a report on training provided and training and travel costs as a percentage of the OSDBU budget to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate. 15 U.S. Code § 644 (k) (16) requires annual reporting:

“(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing-

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year;

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(D) any failure of the agency to comply with section 637, 644, 657a, or 657f of this title;”

In order to facilitate this reporting, the Small Business Administration has compiled the agency reports for FY 2017 and provides a summary table of the agency reports. Where the agencies separately identified the dollar value of the training and travel costs, it is provided in parenthesis. All percentages are calculated as a percentage of the total OSDBU budget, except as noted. Agency OSDBUs provided the required training information and the training and travel costs. Agencies did not report any failures to comply with section 637, 644, 657a, or 657f of the Act. Individual agency reports are summarized in the table that follows and copies of agency reports are provided as enclosure.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Agriculture (USDA)	1. Doing Business with USDA; 2. Doing Business with USDA; How to get started as a new Business w/SBA and PTAC 3. Doing Business with USDA; How to get started as a new Business w/SBA and PTAC 4. eSRS System 5. Procurement Forecast 6. Clearance process for Contracts Not Set-Aside or Reserved for Small Business Participation	.008% (\$10,035) Since the training identified was conducted in federal government space, the only cost involved was preparation of the training materials/meeting space valued at \$10,035.00. Out of the total USDA OSDBU's \$1.3 million the \$10,035.00 used for training represents .008% of the total budget.	.016% (\$20,180.00) The USDA OSDBU spent \$20,180 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.3 million, the \$20,180.00 used for travel represents .016 % of the total budget.
Department of Commerce (DOC)	OSDBU partnered with the Senior Procurement Executive (SPE) to provide the Department's annual acquisition conference in May. The conference is organized by the SPE and attendees include contracting officers, contracts specialists, CORs, PM, contract attorneys, et al. The OSDBU did not provide training to small business concerns.	0%	1% (\$3,000) The OSDBU's organization spent \$3,000 to cover the travel costs and conference fees to participate in four small business outreach events. This represented 1% of OSDBU's total budget.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Energy (DOE)	<p>The OSDBU Director provided the following training directly to the Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses, and other attendees as per the invitations:</p> <ol style="list-style-type: none"> 1. Small Business Program Managers Monthly Meetings: These meetings were held throughout the fiscal year with invitations to all SBPMs, and shared with contracting officers, DOE Goaling submitters and other DOE staff members who have a vested interest in the subject matter. The purpose of these monthly training meetings was to provide tools, information and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, DOE Goaling process, small business outreach opportunities, and other important information concerning small business. 2. Other training: <ol style="list-style-type: none"> a. Provided Small Business outreach and development through approximately 33 events. b. October 1, 2016 - September 30, 2017: The OSDBU provided one-on-one development of small businesses on how to do business with DOE. c. May 16-19, 2017: Small Business Program Managers (SBPMs) met for a one day training meeting following the Annual DOE Small Business Forum and Expo. d. Ad hoc sessions with internal stakeholders. 	<p>1.34%</p> <p>The OSDBU Director provided 1.34% of the office budget toward training during Fiscal Year 2017.</p>	<p>2.64%</p> <p>The OSDBU Director provided 2.64% of the office budget toward travel during Fiscal Year 2017.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
<p>Department of Health and Human Services (HHS)</p>	<p>In Fiscal Year 2017, HHS OSDBU trained 4,901 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The monthly acquisition training webinars allow us to enhance training assistance for internal and external customers through web-based training initiatives that will lower travel costs while reaching a larger audience in a shorter time period. Training included: Using Small Business to meet your Program’s Mission; How to use the 8(a) Business Development Program; PFDR and SBRS user Group Training Webinars; SBA New Regulations and Updates; How to Prepare for a Surveillance Review; Empowered Market Research through FPDS and DSBS; GSA GWAC Delegated Procurement Authority Training; Subcontracting Plan Compliance; SBRS User Group Meeting; SBA All Mentor-Protégé Program Training; and HHS Acquisition Framework (HALF).</p>	<p>2.58%</p> <p>In addition to the training provided to acquisition personnel, OSDBU Director also provided OSDBU staff group training in FY17 which equated to an additional 0.25% of the FY17 operating budget. The training sessions provided were:</p> <ol style="list-style-type: none"> 1. Time Management; 2. Written and Verbal; Communication 3. Critical Thinking; 4. Problem Solving; 5. Project Management; and 6. Training towards Federal Acquisition Certification – Contracting. <p>The classes provided critical skill-sets needed for OSDBU to implement the requirements of their duties and responsibilities, as delineated by the Small Business Act.</p>	<p>1.31%</p> <p>The purpose of training/conferences is to engage, equip and inform small business participants of the federal procurement process so that they become more effective in pursuing contracting opportunities at HHS and assist the HHS OpDivs with achieving their missions. Specifically,</p> <ol style="list-style-type: none"> 1. Familiarize small businesses with the processing procedures associated with Federal Government contracting; 2. Gain insight on identifying and pursuing contract opportunities with HHS; 3. Provide an opportunity for small businesses to attend matchmaking and networking sessions to meet with Government representatives in pre-scheduled meetings.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Homeland Security (DHS)	<p>The DHS OSDBU provided a three day small business training session FY2017 for a group of 30 DHS employees consisting of DHS OSDBU staff, DHS Component Small Business Specialists, DHS Contract Specialists, and DHS Procurement Analysts. Additionally, the DHS OSDBU hosted three webinars for 1200 DHS Contracting Officers and Contracting Officer Technical Representatives at the Homeland Security Acquisition Institute on:</p> <ul style="list-style-type: none"> a. HUBZone program; b. WOSB program; and c. Small Business subcontracting program/DHS mentor-protégé program. 	<p>2.8% (\$56,200) Since the training outlined in (16) (A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000, webinars \$55,200. Out of the total DHS OSDBU budget of \$2,000,000, the \$56,200 used for training represents 2.8% of the total budget.</p>	<p>1.5% (\$30,000) The DHS OSDBU spent \$30,000 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total DHS OSDBU budget of \$2,000,000, the \$30,000 used for travel represents 1.5% of the total budget.</p>
Department of Housing and Urban Development (HUD)	<p>The HUD OSDBU provided small business training sessions on small business related topics. Small Business Subcontracting Program (FAR 19.7); Market Research; Introduction to Small Business Requirements; SourceAmerica and the AbilityOne Program; 8(a) Business Development Program and 8(a) Partnership Agreement Understanding and using the HUBZone Program</p> <p>2. Small Business Concerns and Entrepreneur Training:</p> <ul style="list-style-type: none"> a. 2017 Small Business Entrepreneurs Training Exploring Opportunities for Small and Disadvantaged Business Growth; 2017 HUBZone Small Business Conference 	<p>0% (\$0) Since the training identified was conducted in federal government space, there were no additional costs. Out of the total HUD OSDBU budget of \$621,316.65, there were \$0 of training expenses.</p>	<p>2.01% (\$12,516.57) The HUD OSDBU spent \$12,516.57 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total HUD OSDBU budget of \$621,316.65, the \$12,516.57 used for travel represents approximately 2.01% of the total budget.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Interior (DOI)	<p>The DOI OSDBU provided the following training to DOI's acquisition staff in Fiscal Year 2017:</p> <ul style="list-style-type: none"> a. subcontract training; b. eSRS training, both of these trainings were in support of DOI's subcontracting policy revisions; and c. GSA Forecast Opportunities tool, which DOI piloted in FY2017. 	<p>0% The training was delivered and developed by OSDBU staff, and conducted in federal government space or virtually. This cost represents 0% of the total OSDBU budget.</p>	<p>No percentage provided. Travel cost was \$406.29</p> <p>The DOI OSDBU engaged in out of town business travel in FY 2017 to participate in a variety of small business outreach events. The cost of travel for these events represented was \$406.29.</p>
Department of Justice (DoJ)	<p>In FY 2017, the OSDBU Director provided training on its small business procedures to Contracting Officers, Small Business Specialists, and Program Officials on an Ad hoc basis throughout the year.</p>	<p>0.06% Since the training was conducted in federal government space, the only cost involved was the OSDBU Director's time. The percentage of the budget of the Director for such training represented 0.06% of the OSDBU Director's budget.</p>	<p>0.14% In FY 2017 DOJ OSDBU used .14% of the budget of the Director for travel.</p>
Department of Labor (DOL)	<p>The DOL OSDBU training to small businesses and the DOL Acquisition workforce on prime and subcontracting opportunities; regulatory and compliance assistance and guidance; navigation of the Acquisition Gateway; 8(a) Partnership Agreement; obtaining an award on GSA IT 70 Schedule; recent changes to SBA's WOSB program; HUBZone contracting; and small business mentor-protége program.</p>	<p>.07% (\$700) The cost to attend the National Veterans Small Business Conference is valued at \$700.</p>	<p>.128% (\$1,224) The cost to travel to Minneapolis, MN for the conference was valued at \$1,224. The cost, as a percentage of the total budget of \$958,710, represents .128% for this category.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Labor (DOL) (continued)	Additionally, the OSDBU attended and participated in several small business outreach events hosted by other organizations where individual training was provided to small business concerns.		
Department of State (State)	The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly classroom trainings and one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers. The training sessions had approximately 30-40 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Subcontracting Program, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, and the use of small business set asides in schedule contracts.	1.1% (\$2,710) Since the training outlined in (16) (A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$2,710. Note, were funded via the Department's acquisition organization working capital fund. Out of the total State Department OSDBU budget of \$244,000, the \$2,710 used for training represents approximately 1.1% of the total budget.	6.7% (\$16,209) The State Department OSDBU spent \$16,209 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$244,000, the \$16,209 used for travel represents 6.7% of the total budget.

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Transportation (DOT)	<p>1. For FY2017, DOT's OSDBU office provided training for Small Business Specialists (SBS) and DOT Acquisition Officials on procurement rules and regulations impacting socioeconomic procurements. Conducted monthly SBS Training meetings focused on procurement and programmatic updates impacting small business socioeconomic procurements, and agency specific training sessions to assist acquisition officials in the implementation of their small business programs.</p> <p>2. Training provided by the OSDBU Director:</p> <p>a. Greater Atlanta Economic Alliance Supplier Diversity Conference – October 2016</p> <p>b. Small Business Transportation Resource Center (SMTRC) Training – December 2016.</p>	0.05%	0.05%
Department of the Treasury (Treasury)	<p>Training Provided</p> <p>The Treasury OSDBU provided 3 separate small business training sessions, for the most completed fiscal year (2017) as follows: Treasury Industry Day, 3/19/17, GSA/GWACS, WOSB, 8(a) Graduation Overview, and Mentor-Protégé; Government Procurement Conference, 4/19/17, GSA/GWACS training overview; Small Business Roundtable Quarterly Training, 4/26/17, Treasury's forecast of Contracting Opportunities, FPDS, Subcontracting Program, and eSRS. The OSDBU hosted 9 vendor outreach events discussing various topics.</p>	<p>0% (\$0)</p> <p>As all training sessions were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost to the OSDBU budget. Therefore, it represents 0% of Treasury OSDBU's total budget.</p>	<p>0.415% (\$3,286)</p> <p>Treasury's spent \$3,286 for out of town business travel in FY 2017 to participate in a variety of small business outreach events, for the most completed fiscal year (2017). Out of Treasury's OSDBU total budget of \$791,861 (non-salary dollars) the \$3,286 used for travel represents 0.004% of the total budget.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Veterans Affairs (VA)	<p>OSDBU provided sessions on Pre-Application; Preparing for Recertification; Veterans First – post Kingdomware; and How to stay Verified. OSDBU implemented procurement-readiness training: How to do Business with VA; Building Effective Capabilities Statements; How to prepare for Attendance at Direct Access Events; How to be Procurement Ready; Navigating FedBizOpps; and Navigating VA’s Forecast of Contract Opportunities. OSDBU staff conducted two (2) training sessions at NVSBE during the first quarter of FY2017, in calendar year 2016. Over 1400 VOSBs attended the event, which covered “The New Limitations on Subcontracting and the Non-Manufacturer Rule.” Partnered with other VA Organizations conducting the Acquisition Workforce Innovation Symposium on November 1, 2016 in conjunction with the 2016 NVSBE. Specific virtual training sessions were offered to both small businesses and contracting personnel:</p> <ul style="list-style-type: none"> a. Success at the 2016 NVSBE for Small Businesses b. Procurement Decision Makers (PDM) – Maximize Your Benefit at Direct Access Events c. Success at the 2016 NVSBE for PDMs. <p>The OSDBU trained over 5,000 unique SDVOSBs and VOSBs using the virtual webinar modality.</p>	0.08%	0.11%

Agency	Training Provided	Cost as percentage	Travel Cost
National Aeronautics and Space Administration (NASA)	In fiscal year (FY) 2017, internal training was provided to newly appointed Center Small Business Specialists (SBSs), Program/Technical and Acquisition personnel during an internal agency session. In addition, training was provided at local Chamber of Commerce events, Regional Outreach Events, and HBCU/MI Road Tours.	7.21% In FY17 NASA OSBP allocated 7.21% of its program budget to training for the Associate Administrator.	1.8% In FY17 the percentage of the program budget that the NASA OSBP Associate Administrator used for travel was 1.8%.
National Science Foundation (NSF)	NSF leveraged training provided by other agencies and conducted ad hoc training at outreach events to small business contractors like interfacing with NSF.	0%	0%
Nuclear Regulatory Commission (NRC)	<p>Training Provided</p> <p>The Small Business Program director briefed the NRC Commission and staff on plans to increase engagement with acquisition staff and small businesses, provided an update on the Small Business Administration's Scorecard performance measures, and highlighted progress towards meeting agency small business prime contract goals. The Small Business Program staff assisted with the development of small business training offered to acquisition staff at the agency's onsite training center and online portal, educated participants in the Veterans Institute for Procurement training program on identifying and responding to agency prime and subcontract opportunities, and informed businesses at the National Veterans Small Business Engagement on how to conduct</p>	0% (\$0) While there are costs associated with the training and resources identified, the costs were incurred by other NRC offices, Federal agencies, and organizations. As a result, the Small Business Program did not fund any training costs from its budget (other than the time and effort expended by Small Business Program staff). Therefore, there are no direct costs attributed to the Small Business Program's budget.	3.9% (\$4,184.43) The Small Business Program spent \$4,183.43 for out of town business travel to participate in a variety of small business outreach events. Out of the total Small Business Program budget of \$105,857.00, the \$4,184.43 used for travel represents 3.9% of the Small Business Program budget.

Agency	Training Provided	Cost as percentage	Travel Cost
Nuclear Regulatory Commission (NRC) (continued)	business with the agency. Small Business Program staff maintained weekly counseling sessions with senior business executives to explain the resources available under the agency's web-based Small Business Tool Box and provided technical assistance to acquisition staff on how to evaluate small business marketplace capability and the mechanics of conducting set-asides under various rules associated with the Federal portfolio of small business programs.		

Agency	Training Provided	Cost as percentage	Travel Cost
Office of Personnel Management (OPM)	The OPM OSDBU provided a month-long business training sessions during May and July 2017 for a group consisting of OPM Office of Procurement Operations and OPM Program Contracting Officer Representatives. In partnership with the U.S. Small Business Administration topics included recent changes to the WOSB program, 8(a) Business Development Program, OPM/SBA 8(a) Partnership Agreement and the HUBZone Program. In addition, OPM OSDBU updates its annual eLearning training available on OPM's Learning Management System which focuses on Conducting Business with SDVOSBs and How to Conduct Market Research.	.24% (\$1000) Since the training was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total OPM OSDBU budget of \$417,277 the \$1,000 used for training represents .24% of the total budget.	1.44% (\$6000) The OPM OSDBU spent \$6,000 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. The \$6000 used for travel represents 1.44% of the total budget.
Small Business Administration (SBA)	In accordance with public law, the Small Business Administration is exempt from the requirement to have an Office of Small and Disadvantaged Business Utilization (OSDBU). As a result, there is no OSDBU Director. Thus, there are no travel and training expenses to report.	0%	0%

Agency	Training Provided	Cost as percentage	Travel Cost
Social Security Administration (SSA)	OSDBU Director provided no training in FY2017	0%	No percentage provided. The SSA OSDBU spent \$649.34 for business travel in FY 2017 to participate in a variety of small business outreach events. Incurred expenses attending SB Procurement Advisory Council meetings.
U.S. Agency for International Development (USAID)	USAID's SB utilization goals; impact of U.S. SB utilization on the U.S. economy; Statutory and regulatory requirements; Market research; Subcontracting; Bundling.	42.6% (\$134,509)	7.5% (\$23,723)
Environmental Protection Agency	Annual Government Procurement Conference; Region 2 Training with SBA PCR; National Veteran Small Business Engagement Conference; HUBZone Summit; Congressman Cedric Richmond's Small Business Expo in Louisiana; Region 3 Challenge HER Conference; Women Impacting Public Policy for Women-Owned Small Businesses; OSDBU Monthly Small Business Informal Training Sessions; OSDBU Women-Owned Small Business Counseling Session; OSDBU Service-Disabled Veteran-Owned Small Business Counseling Session; OSDBU HUBZone Small Business Counseling Session; EPA Environmental Counseling Session; Annual Department of Energy Small Business Forum & Expo; and Small Business Week Training for Junior Resource Officials and Regional SB Coordinators.	1.09% (\$26,594) EPA OSDBU spent \$26,594 on training events for small business, and the internal EPA contracting community. Out of the total EPA OSDBU budget of \$2,435,717, the \$26,594 expended on training represents 1.09 % of the total EPA OSDBU budget.	1.34% (\$32,679) EPA OSDBU spent \$32,679 for travel, which represents 1.34% percent of the overall EPA OSDBU budget.

Agency	Training Provided	Cost as percentage	Travel Cost
<p>General Services Administration</p>	<p>General Services Administration (GSA) Office of Small Business Utilization (OSBU) hosted at least 300 events advocating for more than 50,000 small businesses throughout the country in 2017. The training included: 1. How to do Business with the Federal Government; 2. Becoming a GSA Schedule Vendor; 3. GSA Schedules and Small Business; 4. How to use FPDS to conduct Market Research and Analysis; 5. Partnering for a Strategic Advantage; and 6. How to identify Procurement Opportunities. OSBU updated its 2017 training to not only include in-person events but also virtual training classes that included GSA, SBA, and other advocacy groups. GSA OSBU also redesigned its website so that the information small businesses need to access is in one location (www.gsa.gov/smallbiztraining). General Services Administration (GSA) OSDBU offered a GSA Acquisition Workforce training program. Subcontracting was identified as a priority in FY2016 for OSDBU in FY 2017. Over 40 training sessions were provided for the acquisition workforce on subcontracting broken down into pre-award and post-award topics with about 40-50 attendees per session. OSDBU, in conjunction with GSA’s Office of Government-wide Policy, held an agency-wide training session titled “There’s No Business, Like Small Business... Especially in Subcontracting.” It was a live web-based production with over 300 attendees.</p>	<p>66.06% (\$33,824) GSA OSBU’s total budget for FY 2017 totaled \$51,200. In FY 2017, OSBU spent \$33,824 for training, which represents 66.06% percent of the overall budget.</p>	<p>69.72% (\$146,402) GSA OSBU’s total budget for FY 2017 totaled \$ 210,000. In FY 2017, OSBU spent \$146,402 for travel, which represents 69.72% percent of the overall budget.</p>

Agency	Training Provided	Cost as percentage	Travel Cost
Department of Defense (DoD)	<p>The DoD OSBP conducted two (2) major training events in FY2017. The first training event was the Small Business Training Week in Atlanta, GA. This event trained small business professionals within the government to better equip them with the skills necessary to assist small businesses in engaging federal contracting opportunities. The second event was SBIR/STTR-Mentor Protégé joint training week in Chicago, IL. This event provided small businesses with information on best practices for federal contracting and on the SBIR, STTR, and Mentor Protégé program.</p>	<p>11.6% (\$464,319) The training provided was conducted at a contracted location by the government. The cost to conduct the preparation and execution of the conference and course development for the Small Business Professional was valued at \$464,319. Out of the total DoD OSBP budget of \$4,000,000, the \$464,319 used for training represents 11.6% of the total budget.</p>	<p>0.24% (\$9,518) The DoD OSBP spent \$9,518 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total DoD OSBP budget of \$4,000,000, the \$9,518 used for travel represents 0.24% of the total budget.</p>
Department of Education (Education)	<p>The Department of Education's Office of Small and Disadvantaged Business Utilization (OSDBU) provided small business training sessions in conjunction with the two contract operations groups, Contracts and Acquisitions Management and Federal Student Aid, for groups of 60-70 acquisition professionals per each training session. Training topics included the following:</p> <ol style="list-style-type: none"> 1. Contracting with 8(a) Contractors 2. AbilityOne Presentation and Training 3. HUBZone Lunch and Learn 4. Contracts 101 – The Acquisition Process 5. Procurement Planning and Market Research 	<p>4.32% (\$2,963) Training was conducted in federal government space, there was \$.00 cost involved in preparation of the training materials. Outside training provided for OSDBU's staff members during FY 2017. Out of the total the U.S. Department of Education's OSDBU budget of \$68,629.50 the \$2,963 used for training represents 4.32% of the total budget.</p>	<p>19.36% (\$13,286) The U.S. Department of Education's OSDBU spent \$13,286 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total U.S. Department of Education's OSDBU budget of \$68,629.50, the \$13,286 used for travel represents 19.36% of the total budget.</p>

ENCLOSURE

Department of Agriculture (USDA)

Agency: United States of Agriculture (USDA)

(13) & (16)(A)

The USDA OSDBU provided small business one-day training sessions for the following groups:

Training	Date	Number of Participants	Topics
Webinar Training	12/7/2016	200	Clearance Process for Contracts Not Set-Aside or Reserved for Small Business Participation
Training Conference for Service Disabled Veteran Small Business	4/12/2017	50	Doing Business with USDA
Rural Small Business Connections (Tuskegee, AL)	6/27/2017	105	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
Rural Small Business Connections (Albuquerque, NM)	8/16/2017	120	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
eSRS	as needed	by agency	System
Procurement Forecast	as needed	by agency	System

(16)(B)

Since the training outlined in (16)(A) was (not conclusive of federal government space) conducted in federal government space, the only cost involved was preparation of the training materials/meeting space valued at \$10,035.00. Out of the total USDA OSDBU's \$1.3 million the \$10,035.00 used for training represents .008% of the total budget.

(16)(C)

The USDA OSDBU spent \$20,180.00 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.3 million, the \$20,180.00 used for travel represents .016 % of the total budget.

Department of Commerce (DOC)

U.S. Department of Commerce
Office of Small and Disadvantaged Business Utilization
FY 2017 Training and Travel Report

The DOC Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by two FTEs: a director and one GS-13 small business specialist. The FY 2017 budget for OSDBU was \$335,000: 96% covered personnel salaries and benefits; 4% covered operating expenses. DOC had very limited resources to allocate to OSDBU in support of the agency's Small Business Program resulting in the deminimis amount of travel and training budget.

In FY 2017, the OSDBU spent approximately \$3,000 to cover travel costs and conference fees. This represented 1% of OSDBU's total budget. The OSDBU did not provide training to small business concerns.

The OSDBU Director effectively overcame resource and budget constraints by leveraging the resources of the bureaus and other administrative offices. DOC's bureaus organized conferences throughout the year to educate small business concerns on DOC's programs and provide useful information on potential contract opportunities. The OSDBU also teamed with the agency's Senior Procurement Executive on the agency's annual acquisition training conference held May 2017. There were roughly 1,000 employees in attendance and over 200 participated via video conference. Participants included contract specialists, contracting officers, purchasing agents, contracting officer representatives (CORs), small business specialists, contracting supervisors, program managers, and other members of the acquisition community. Participants received continuous learning credit toward satisfying required acquisition training. The conference included a one-hour session on "8(a) Contracting," led by SBA Business Opportunity Specialists.

Finally, DOC is pleased to report that we successfully met and/or exceeded all FY 2017 prime contracting small business and socio-economic small business goals. This achievement is the culmination of a deliberate and concerted effort led by DOC's leadership to create new opportunities and broaden existing opportunities for small business concerns, and to support the OSDBU's effort to continuously strengthen the agency's Small Business Program.

Department of Energy (DOE)



U.S. DEPARTMENT OF
ENERGY

**Office of Small and Disadvantaged
Business Utilization (OSDBU)**

**U.S. DEPARTMENT OF ENERGY
FISCAL YEAR 2017
Agency Travel and Training Report**

U.S. DEPARTMENT OF ENERGY FISCAL YEAR 2017
Agency Training and Travel Report

The Department of Energy (DOE) Office of Small and Disadvantaged Business Utilization (OSDBU) Fiscal Year 2017 Agency Travel and Training Report is hereby submitted to the Small Business Administration in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C 644) and as requested in support of the referenced Small Business Act.

The DOE hosted and supported a wide variety of training opportunities to the Agency staff, which included government employees, contractor staff and other employment categories in support of DOE's mission and consistent with the criteria as outlined in Subsection (k) of Section 15 of the Small Business Act (15 U.S.C 644) and other training opportunities beyond the scope of the Small Business Act.

As required by the reporting requirements (In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C 644):

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

In support of the paragraph (A) above, the OSDBU Director provided the following training directly to Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses and other attendees as per the invitations:

1. **Small Business Program Monthly Meeting:** These meetings were held throughout the fiscal year with invitations to all SBPMs, and shared with contracting officers, DOE Goaling submitters and other DOE staff members who have a vested interest in the subject matter. The purpose of these training meetings was to provide tools, information and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, DOE Goaling process, small business outreach opportunities, and other important information concerning small business. Copies of the agendas can be made available upon request.
2. **Additional training was provided as listed below:**
 - a. Provided Small Business outreach and development through approximately 33 events.
 - b. October 1, 2016-September 30, 2017: The OSDBU provided one-on-one development of small businesses on how to do business with DOE.
 - c. May 16th-19th 2017: Small Business Program Managers (SBPMs) met for a one day training meeting following the Annual DOE Small Business Forum & Expo.
 - d. Ad hoc sessions with internal stakeholders

(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year:

In support of paragraph (B) above, the OSDBU Director provided 1.34% of the office budget towards training during Fiscal Year 2017.

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year:


In support of paragraph (C) above, the OSDBU Director provided 2.64% of the office budget towards travel during Fiscal Year 2017.

U.S. DEPARTMENT OF ENERGY FISCAL YEAR 2017
Agency Training and Travel Report

Agency Information:

U.S. Department of Energy
Office of Small and Disadvantaged Business Utilization
1000 Independence Avenue, S.W.
Washington, D.C. 20585

Review, Accepted and Submitted by:



Charles R. Smith

Director, Office of Small and Disadvantaged Business Utilization

3/5/2018

Date

Department of Health and Human
Services (HHS)

**Department of Health and Human Services
FY 2017 Travel and Training Report**

A. The training provided by the OSDBU Director under paragraph (13) in the most recently completed fiscal year;

In Fiscal Year 2017, HHS OSDBU trained 4,901 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The monthly acquisition training webinars allow us to enhance training assistance for internal and external customers through web-based training initiatives that will lower travel costs while reaching a larger audience in a shorter time period.

Date:	Title:	HHS:
11/21/2016	Using Small Business to Meet your Program's Mission	398
12/1/2016	How to Use the 8(a) Business Development Program	426
12/7/2016	PFDR and SBRS User Group Training Webinars	42
1/12/2017	SBA New Regulations and Updates	462
2/9/2017	How to Prepare for a Surveillance Review	431
3/9/2017	Empowered Market Research through FPDS and DSBS	575
4/20/2017	GSA GWAC Delegated Procurement Authority Training	659
5/11/2017	Subcontracting Plan Compliance	452
7/6/2017	SBRS User Group Meeting	102
8/14/17	SBA All Mentor-Protégé Program Training	265
9/14/17	The HHS Acquisition Framework (HALF) and You Understanding the New	1089
Total Registrants:		4,901

B. The percentage of the budget used by the OSDBU Director for Small Business Acquisition personnel training listed above was 2.58%.

OSDBU Director also provided training to individual OSDBU staff members on project management, OSDBU staff group training in FY16 which equated to 0.25% of the FY16 operating budget. The training sessions provided were: 1) time management; 2) written and verbal communication; 3) critical thinking; 4) problem solving; 5) project management; and 6) trainings towards Federal Acquisition Certification – Contracting. The classes provided critical skill-sets needed for OSDBU to implement the requirements of their duties and responsibilities, as delineated by the Small Business Act.

C. The percentage of the budget used for traveling by the OSDBU Director in Fiscal Year 2017 was 1.31%.

The purpose of training/conferences is to engage, equip and inform small business participants of the federal procurement process so that they become more effective in pursuing contracting opportunities at HHS and assist the HHS OpDivs with achieving their missions. Specifically, 1) familiarize small businesses with the processing of procedures associated with federal Government contracting; 2) gain insight on identifying and pursuing contract opportunities with HHS; 3) provide an opportunity for small businesses to attend matchmaking and networking sessions to meet with Government representatives in pre-scheduled meetings.

Department of Homeland Security
(DHS)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2017 Annual Report

Agency: Department of Homeland Security (DHS)

(16)(A)

The DHS OSDBU provided a three day small business training session in FY 2017 for a group of 30 DHS employees consisting of DHS OSDBU staff, DHS Component Small Business Specialists, DHS Contract Specialists, and DHS Procurement Analysts. Topics included recent changes to the WOSB program, FY 2017 small business goal progress, FY 2017 revisions to the SBA annual scorecard, strategic sourcing, and an update from SBA on legislative changes and implementation. Additionally, the DHS OSDBU hosted three webinars for 1200 DHS Contracting Officers and Contracting Officer Technical Representatives at the Homeland Security Acquisition Institute on a) the HUBZone program; b) the WOSB program and c) the small business subcontracting program/DHS mentor-protégé program.

(16)(B)

The three day training outlined in (16)(A) was conducted in federal government space, and the only cost involved was preparation of the training materials valued at \$1,000. The three webinars outlined in 16(A) cost \$55,200 (\$18,400 each) representing a cost of \$46 per person. Therefore, the overall cost of training for the DHS OSDBU in FY 2017 was \$56,200. Out of the total DHS OSDBU budget of \$2,000,000, the \$56,200 used for training represents 2.8% of the total budget.

(16)(C)

The DHS OSDBU spent \$30,000 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total DHS OSDBU budget of \$2,000,000, the \$30,000 used for travel represents 1.5% of the total budget.

Department of Housing and Urban
Development (HUD)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2017 Annual Report

Agency: Department of Housing and Urban Development (HUD)

(16)(A)

The HUD OSDBU provided small business training sessions on small business related topics as delineated in the chart below.

HUD Acquisition and Program Office Staff Training	
Training	Date
Small Business Subcontracting Program (FAR 19.7)	10/05/2016
Market Research	04/26/2017
Introduction to Small Business Requirements	04/27/2017

SourceAmerica and the AbilityOne Program	5/10/2017
Market Research	05/24/2017
8(a) Business Development Program and the 8(a) Partnership Agreement	06/14/2017
Market Research	06/20/2017
Understanding and using the Historically Underutilized Business Zone (HUBZone) Program	07/20/2017
Market Research	07/27/2017

Small Business Concerns and Entrepreneur Training	
Training	Date
2017 Small Business Entrepreneurs Training Conference: Exploring Opportunities for Small and Disadvantaged Business Growth	06/19/2017
2017 HUBZone Small Business Conference	07/20/2017

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, there were no additional costs. Out of the total HUD OSDBU budget of \$621,316.65, there were \$0 of training expenses.

(16)(C)

The HUD OSDBU spent \$12,516.57 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total HUD OSDBU budget of \$621,316.65, the \$12,516.57 used for travel represents approximately 2.01% of the total budget.

Department of Interior (DOI)

Department of Interior FY17 Training and Travel Report

(k) Office of Small and Disadvantaged Business Utilization; Director

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644):

There is hereby established in each Federal agency having procurement powers an office to be known as the "Office of Small and Disadvantaged Business Utilization". The management of each such office shall be vested in an officer or employee of such agency, with experience serving in any combination of the following roles: program manager, deputy program manager, or assistant program manager for Federal acquisition program; chief engineer, systems engineer, assistant engineer, or product support manager for Federal acquisition program; Federal contracting officer; small business technical advisor; contracts administrator for Federal Government contracts; attorney specializing in Federal procurement law; small business liaison officer; officer or employee who managed Federal Government contracts for a small business; or individual whose primary responsibilities were for the functions and duties of section 637, 644 or 657q of this title. Such officer or employee—

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

Provided Subcontract training to Contract Specialists to support subcontracting policy revisions at DOI.

Training provided on the following dates:

May 10th 2017 @1pm

May 17th 2017 @1pm

June 20th 2017 @1pm

June 27th 2017 @1pm

Provided eSRS user training to contract specialist to support subcontracting policy revisions at DOI

Training provided on the following date:

July 25th 2017 @1pm

Provided training to contract specialist on the GSA Forecast Opportunities tool that DOI piloted in FY 17. Training provided on the following dates:

May 8th 2017 @ 1pm

May 25th 2017 @1pm

May 31st 2017 @1pm

June 30th 2017 @1pm

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

In FY 17 the Department of Interior OSDBU Director has spent \$0 while providing over 9 separate training events.

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year;

In FY 17 the Department of Interior OSDBU Director has spent \$406.29 in travel costs related to outreach activities

Department of Justice (DoJ)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2017 Annual Report

Agency: Department of Justice

(16)(A)

In FY 2017, the OSDBU Director provided training on its small business procedures to Contracting Officers, Small Business Specialists, and Program Officials on an ad-hoc basis throughout the fiscal year.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was the OSDBU Director's time. The percentage of the budget of the Director for such training represented 0.06% of the OSDBU Director's budget.

(16)(C)

In FY 2016, DOJ OSDBU used 0.14% of the budget of the Director for travel.

Department of Labor (DOL)



Mr. Robb N. Wong
Associate Administrator
Office of Government Contracting and Business Development
Small Business Administration
409 3rd Street, SW, 8th Floor
Washington, DC 20416

Dear Mr. Wong:

The purpose of this letter is to transmit the Department of Labor's (DOL) Fiscal Year (FY) 2017 Training and Travel Report in accordance with paragraphs (16)(A), (16)(B), and (16)(C) of Section 15(k) of the Small Business Act (15 U.S.C. 644).

During FY 2017, the Office of the Small and Disadvantaged Business Utilization (OSDBU) provided training to hundreds of small businesses and to the DOL acquisition workforce. The OSDBU's quarterly vendor outreach training sessions provided small businesses with insight on how to network and market effectively to procurement decision-makers. These events also increased the DOL acquisition workforce's awareness on how to compete contracting opportunities effectively among procurement-ready small businesses. During these training events, the OSDBU invited subject matter experts from the Small Business Administration (SBA), General Services Administration (GSA), District of Columbia Human Resources, other than small businesses, small businesses, and Contracting Officers (CO) to train on small business related topics such as prime and subcontracting opportunities; regulatory and compliance assistance and guidance; navigation of the Acquisition Gateway; 8(a) Partnership Agreement; obtaining an award on the GSA IT 70 Schedule; recent changes to the SBA's women-owned small business program; HUBZone contracting; and the small business mentor-protégé program.

The OSDBU is also committed to conducting regular training of acquisition personnel on issues, procedures, policies, and regulations impacting small business and has done so through DOL Procurement Council meetings, emails, and individual counseling/assistance. Moreover, the DOL LaborNet (intranet available to DOL employees) hosts a procurement page that provides acquisition personnel with continuous access to CO notices, informational training notices, acquisition policies, and webinars from outside sources such as SBA, GSA and the Federal Acquisition Institute (FAI).

Additionally, the OSDBU attended several small business outreach events hosted by other organizations where individual training was provided to small business concerns and participated in the following:

- National Small Business Contracting Summit, October 2016, sponsored by the U.S. Women's Chamber of Commerce, The National Association of Small Business Contractors and The American Small Business Chamber of Commerce;
- The 2016 National Veterans Small Business Engagement, November 2016, sponsored by the U.S. Department of Veterans Affairs;

- The 11th Annual Alliance Baltimore Small Business Procurement Fair, November 2016, sponsored by ShoWorks, Inc.;
- Contracting Cornucopia Showcase Small Business Seminar and Matchmaker, November 2016, sponsored by GovConectx Foundation;
- The 2nd Department of Labor Employment and Training Administration Vendor Outreach Session, October 2016, sponsored by the Office of Job Corps;
- Federal Contracting Academy for Historically Black Colleges and Universities, October 2016, sponsored by Tennessee State University & SLA Worldwide, LLC;
- Government Agency Procurement Conference, March 2017, sponsored by the Business Service Center;
- National Small Business Federal Contracting Summit, March 2017, sponsored by the U.S. Women's Chamber of Commerce and the American Small Business Chamber of Commerce;
- The 27th Annual Government Procurement Conference, April 2017, sponsored by the Federal Business Council, Inc.;
- Small Business Alliance Texas, April 2017, sponsored by the ShoWork Alliance;
- Historically Underutilized Business Zone Small Business Summit, April 2017, sponsored by the Historically Underutilized Business Zone Contractors National Council;
- Small Business Seminar and Match Maker Spring Showcase, May 2017, sponsored by GovConectx;
- Government Agency Procurement Conference, June 2017, sponsored by the Business Service Center;
- District of Columbia Procurement Technical Assistance Center Small Business Summit, June 2017, sponsored by the University of the District of Columbia;
- American Express Open for Government Contracting, June 2017, sponsored by American Express.

The National Veterans Small Business Engagement Conference in Minneapolis, MN in the above list, had a total training cost of \$700, with associated travel cost of \$1,224. All other small business outreach events listed above were held in the Maryland, Virginia, and the Washington, D.C. area and no OSDBU travel costs were incurred. As a result, the Department is reporting the total budget used for training and travel represents 0.2 percent of the OSDBU Director's total budget of \$958,710.

If you have any questions or concerns, please contact Gladys Bailey at (202) 693-7244 or by email at Bailey.Gladys@dol.gov.

Sincerely,

Bryan Slater
 Assistant Secretary for Administration and Management,
 Director, Office of Small and Disadvantaged Business Utilization

FY 2017 Small Business Meetings and Travel Costs

Travel Event	Date		Expense
ProBiz 2016 Procurement Conference	10/28/2016		37.31
Small Business Procurement Advisory Council Meeting	11/15/2016		37.31
Small Business Procurement Advisory Council Meeting	2/21/2017		37.31
Small Business Procurement Advisory Council Meeting	3/21/2017		37.31
Small Business Procurement Advisory Council Meeting	3/28/2017		37.31
U.S. Women Chamber of Commerce Spring Summit	3/30/2017		37.09
OSDBU Director Interagency Council Meeting	4/18/2017		37.04
Small Business Procurement Advisory Council Meeting	5/23/2017		37.31
DC Procurement Technical Assistance Center Small Business Summit	6/14/2017		25.60
Open for Government Contracting	6/15/2017		24.30
OSDBU Director Interagency Council Meeting	6/20/2017		34.04
Small Business Procurement Advisory Council Meeting	6/27/2017		38.39
GovConnectx -- Maryland Outreach/Matchmaking	6/28/2017		12.62
OSDBU Director Interagency Council Meeting	7/18/2017		37.14
Small Business Procurement Advisory Council Meeting	7/25/2017		38.39
National Black Chamber of Commerce	7/28/2017		39.76
Small Business Procurement Advisory Council Meeting	8/22/2017		38.39
National HBCU Conference	9/18/2017		25.60
Congressional Black Caucus	9/22/2017		36.76
		Total	649.34

Department of State (State)



United States Department of State

Washington, D.C. 20520

March 5, 2018

Mihaela Ciorneiu
Acting Goaling Manager
U.S. Small Business Administration
409 3rd Street, SW
Washington, DC 20024

Dear Ms. Ciorneiu:

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): I am writing to provide a report on the Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) training and travel for the Fiscal Year (FY) 2017. Please find below the Department's responses for the referenced sections of 15 U.S.C. 644.

(16)(A)

The State Department OSDBU provided an average of 1-2 monthly classroom trainings and one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers. The training sessions had approximately 30-40 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Subcontracting Program, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, and the use of small business set asides in schedule contracts.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$2,710.

(16)(C)

The State Department OSDBU spent \$16,209 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$244,000, the \$16,209 used for travel represents 6.7 percent of the total budget.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Price", written over a light blue circular stamp.

George L. Price
Director
Office of Small and Disadvantaged Business Utilization
Department of State

Department of Transportation (DOT)

FY17 Agency Training and Travel Report

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644), the U.S. Department of Transportation (DOT) submits the information for Fiscal Year 2017 (FY17).

Small Business Act Citation	Description	Response (FY2017)
Section 15(k)(16)(A)	Training provided by the Director	Listed below
Section 15(k)(16)(B)	Percentage of the budget of the Director used for training	0.05%
Section 15(k)(16)(C)	Percentage of the budget of the Director used for travel	0.05%

DOT continued its commitment to provide outreach, technical and financial assistance to small business concerns, and maximized the use of the Small Business Transportation Resource Centers (SBTRC).

In FY2017 DOT's Office of Small and Disadvantaged Business Utilization (OSDBU) participated in several small business outreach sessions for which are duties and responsibilities for the OSDBU Director as indicated in the Small Business Act. Our office provided acquisition training for Small Business Specialist (SBS) and DOT acquisition officials on procurement rules and regulations impacting socioeconomic procurements. OSDBU continues its participation in the agency wide Acquisition Conference held by DOT's Office of the Senior Procurement Executive. Furthermore, OSDBU conducted monthly SBS Training meetings focused on procurement and programmatic updates impacting small business socioeconomic procurements; and agency specific training sessions to assist acquisition officials in the implementation of their small business programs.

**U.S. DEPARTMENT OF TRANSPORTATION
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)
REPORT TO CONGRESS NATIONAL DEFENSE AUTHORIZATION ACT (NDAA)
FOR FISCAL YEAR 2017**

TRAINING PROVIDED BY THE OSDBU DIRECTOR
Greater Atlanta Economic Alliance Supplier Diversity Conference – October 2016
Small Business Transportation Resource Center (SBTRC) Training - December 2016

Department of the Treasury (Treasury)

FY 2017 Annual Report
Travel and Training
U.S. Department of the Treasury (Treasury)

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2017 Annual Report

Agency: U.S. Department of the Treasury (Treasury)

(16)(A)

The Treasury OSDBU sponsored 3 separate small business training sessions, for the most completed fiscal year (2017). They are:

1. **Treasury Industry Day** - 3/19/17 - Topic(s): GSA/GWACS, WOSB, 8(a) Graduation Overview, Mentor-Protégé
2. **Government Procurement Conference** - 4/19/17 - Topic(s): GSA/GWAC Training Overview
3. **Small Business Roundtable Quarterly Training** - 4/26/17 - Topic(s): Treasury's Forecast of Contracting Opportunities New Tool, FPDS, Subcontracting Program, eSRS
4. **Monthly Vendor Outreach Sessions (VOS)** - Treasury's OSDBU hosted 9 VOSs during fiscal year 2017 and during each session a guest speaker is brought in to give a "flash" training to the vendors in attendance. Topic(s): VIP Program, WOSB Certification Updates, NDAA Updates, available BPA's for use, DC/PTAC, Montgomery County Chamber Certification Updates, Subcontracting Opportunities, etc.

Target audience: acquisition community (CO/CS/COR/PM), small business specialists, and small business vendor community.

(16)(B)

Since the training sessions outlined in (16)(A) were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost. Therefore, it represents 0% of Treasury OSDBU's total budget. Employees traveled via the metro.

(16)(C)

Treasury's spent \$3,286 for out of town business travel in FY 2017 to participate in a variety of small business outreach events, for the most completed fiscal year (2017). Out of Treasury's OSDBU total budget of \$791,861 (labor and non-labor dollars) the \$3,286 used for travel represents 0.0004% of the total budget or .042% of non-labor dollars.

Department of Veterans Affairs (VA)



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

May 7, 2018

The Honorable James E. Risch
Chairman
Committee on Small Business and
Entrepreneurship
United States Senate
Washington, DC 20510

Dear Mr. Chairman:

As directed by section 15(k)(16) of the Small Business Act (15 United States Code § 644(k)(16)), I am pleased to submit this report on training and travel expenditures by the Department of Veterans Affairs Office of Small and Disadvantaged Business Utilization (OSDBU). This report covers fiscal year 2017. Also enclosed, as required by law, is a statement of the estimated cost of preparing this report.

During the period covered by this report, OSDBU significantly improved the cost efficiency of its training by increased reliance on virtual delivery. This approach allowed OSDBU to extend its reach beyond Washington, DC training locations through conference calls, video teleconferences, and webinars. Not only did virtual delivery save taxpayer dollars, it also avoided travel costs for small business concerns that could participate virtually.

As a result, costs of providing training to small business concerns and contracting personnel, as well as travel costs, remained a miniscule percentage of the OSDBU budget. During fiscal year 2017, these costs remained well below one-fourth of one percent of OSDBU expenditures.

As directed by law, a copy of this report is being provided to the leaders of the Senate Committee on Small Business and Entrepreneurship and the House Committee on Small Business.

Thank you for your continued support of our mission.

Sincerely,

A handwritten signature in cursive script that reads "Robert L. Wilkie".

Robert L. Wilkie
Acting

Enclosures



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

May 7, 2018

The Honorable Ben Cardin
Ranking Member
Committee on Small Business and
Entrepreneurship
United States Senate
Washington, DC 20510

Dear Senator Cardin:

As directed by section 15(k)(16) of the Small Business Act (15 United States Code § 644(k)(16)), I am pleased to submit this report on training and travel expenditures by the Department of Veterans Affairs Office of Small and Disadvantaged Business Utilization (OSDBU). This report covers fiscal year 2017. Also enclosed, as required by law, is a statement of the estimated cost of preparing this report.

During the period covered by this report, OSDBU significantly improved the cost efficiency of its training by increased reliance on virtual delivery. This approach allowed OSDBU to extend its reach beyond Washington, DC training locations through conference calls, video teleconferences, and webinars. Not only did virtual delivery save taxpayer dollars, it also avoided travel costs for small business concerns that could participate virtually.

As a result, costs of providing training to small business concerns and contracting personnel, as well as travel costs, remained a miniscule percentage of the OSDBU budget. During fiscal year 2017, these costs remained well below one-fourth of one percent of OSDBU expenditures.

As directed by law, a copy of this report is being provided to the leaders of the Senate Committee on Small Business and Entrepreneurship and the House Committee on Small Business.

Thank you for your continued support of our mission.

Sincerely,

A handwritten signature in cursive script that reads "Robert L. Wilkie".

Robert L. Wilkie
Acting

Enclosures



THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

May 7, 2018

The Honorable Steve Chabot
Chairman
Committee on Small Business
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

As directed by section 15(k)(16) of the Small Business Act (15 United States Code § 644(k)(16)), I am pleased to submit this report on training and travel expenditures by the Department of Veterans Affairs Office of Small and Disadvantaged Business Utilization (OSDBU). This report covers fiscal year 2017. Also enclosed, as required by law, is a statement of the estimated cost of preparing this report.

During the period covered by this report, OSDBU significantly improved the cost efficiency of its training by increased reliance on virtual delivery. This approach allowed OSDBU to extend its reach beyond Washington, DC training locations through conference calls, video teleconferences, and webinars. Not only did virtual delivery save taxpayer dollars, it also avoided travel costs for small business concerns that could participate virtually.

As a result, costs of providing training to small business concerns and contracting personnel, as well as travel costs, remained a miniscule percentage of the OSDBU budget. During fiscal year 2017, these costs remained well below one-fourth of one percent of OSDBU expenditures.

As directed by law, a copy of this report is being provided to the leaders of the Senate Committee on Small Business and Entrepreneurship and the House Committee on Small Business.

Thank you for your continued support of our mission.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert L. Wilkie".

Robert L. Wilkie
Acting

Enclosures



**THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON**

May 7, 2018

The Honorable Nydia M. Velázquez
Ranking Member
Committee on Small Business
U.S. House of Representatives
Washington, DC 20515

Dear Congresswoman Velázquez:

As directed by section 15(k)(16) of the Small Business Act (15 United States Code § 644(k)(16)), I am pleased to submit this report on training and travel expenditures by the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU). This report covers fiscal year 2017. Also enclosed, as required by law, is a statement of the estimated cost of preparing this report.

During the period covered by this report, OSDBU significantly improved the cost efficiency of its training by increased reliance on virtual delivery. This approach allowed OSDBU to extend its reach beyond Washington, DC training locations through conference calls, video teleconferences, and webinars. Not only did virtual delivery save taxpayer dollars, it also avoided travel costs for small business concerns that could participate virtually.

As a result, costs of providing training to small business concerns and contracting personnel, as well as travel costs, remained a miniscule percentage of the OSDBU budget. During fiscal year 2017, these costs remained well below one-fourth of one percent of OSDBU expenditures.

As directed by law, a copy of this report is being provided to the leaders of the Senate Committee on Small Business and Entrepreneurship and the House Committee on Small Business.

Thank you for your continued support of our mission.

Sincerely,

A handwritten signature in cursive script that reads "Robert L. Wilkie".

Robert L. Wilkie
Acting

Enclosures

Training and Travel
by the
Office of
Small and Disadvantaged Business
Utilization (OSDBU)

Annual Report
Fiscal Year 2017



Introduction

As required by section 15(k)(16) of the Small Business Act (15 United States Code (U.S.C.) § 644(k)(16)), the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU) submits this report describing the training activities conducted for small business concerns and for contracting personnel. The report also includes data on the portion expended for this training represents as a percentage of the total OSDBU budget, as well as the percentage of the OSDBU budget expended for travel.

Consistent with the priorities established by the law authorizing VA's Veterans First Contracting Program (38 U.S.C. §§ 8127-28), OSDBU and other VA organizations emphasize events targeting Service-Disabled Veteran-Owned Small Businesses (SDVOSB) and Veteran-Owned Small Businesses (VOSB). Small businesses holding other socioeconomic statuses also benefit from such training sessions, particularly if they seek dual certification as verified SDVOSBs or VOSBs in addition to their existing socioeconomic statuses. OSDBU participates in a range of small business outreach activities, which often include training presentations. These events are conducted by other VA organizations; Federal, state, or local agencies; trade associations; and Veterans Service Organizations. OSDBU prioritizes its participation decisions in light of VA's Veterans First requirement.

OSDBU conducts only limited training for small businesses and contracting personnel as part of its signature event, the National Veterans Small Business Engagement (NVSBE). Instead of emphasizing training, the NVSBE primarily seeks to connect small businesses with contracting and program personnel, to support market research and provide insight into small business capabilities to fill VA contracting requirements. SDVOSBs and VOSBs will find it advantageous to have completed necessary training prior to the NVSBE, so they may arrive as procurement-ready firms able to take full advantage of opportunities to market themselves to procurement decision-makers. Because OSDBU receives extensive support from other VA activities, as well as other Federal agencies, the NVSBE offers matchmaking and direct access to procurement decision-makers on a scale hard to find elsewhere. Accordingly, for the training portion of this report, OSDBU has included learning sessions conducted by OSDBU staff as part of the NVSBE. Travel costs to the NVSBE are included in the percentage of OSDBU's budget expended on travel, since the statutory mandate for this report covers all travel and not just travel associated with a training activity.

With respect to training of contracting personnel specifically, OSDBU training addresses processes for which OSDBU is responsible. For example, section 15(k)(10) of the Small Business Act (15 U.S.C. § 644(k)(10)) directs OSDBU to make recommendations to contracting officers on use of set-aside acquisition strategies to improve the likelihood of small business participation as prime contractors. OSDBU provides recommendations for alternative approaches to contracting officers in response to proposed acquisition strategy submissions. OSDBU conducts training on this process in order to clarify expectations and avoid unnecessary delays.

In addition to in-person training at small business outreach events, OSDBU's primary training format uses interactive webinars, which are recorded for on-demand viewing. Webinars are typically 60 to 90 minutes long and are accessed over the Internet using a standard computer browser. Individuals use a web-based platform to register for webinars and view the training material used during the session.

This training format provides long-term value to both VA and the participants. Presentations can be accessed on-demand after the training event has ended. Participants can review the session multiple times and revisit the material for reference and apply the information as needed.

Fiscal Year (FY) 2017

VA verification of SDVOSBs and VOSBs is a pre-requisite for participation in the VA Veterans First Contracting Program. This program affords verified firms the opportunity to compete for VA set-aside procurement opportunities. OSDBU hosts recurring training sessions to inform SDVOSBs and VOSBs about verification and provide assistance before, during, and after the application process. Verification training focused on the following topics:

- Pre-Application Webinar
- Preparing for Reverification
- Veterans First Contracting – Post *Kingdomware*
- How to Stay Verified

Additionally, to assist verified SDVOSBs and VOSBs compete for VA procurement opportunities, OSDBU implemented a procurement-readiness training program. The program included the following modules:

- How to Do Business with VA
- Building an Effective Capabilities Statement
- How to Prepare for Attendance at Direct Access Events
- How to be Procurement-Ready: Framework of Success Focused Training
 - Awareness – Insight regarding ongoing opportunities and regulatory guidance within VA acquisition and contract procurement processes
 - Risk Mitigation – Solutions to help minimize risks for both small businesses and the Federal Government
 - Access – Programs and resources for small businesses to market services to and engage with Procurement Decision Makers (PDM) and contracting professionals
 - Procurement Mechanisms – Details on contracting vehicles and contract types used in Federal acquisition of products and services
 - Performance – Tools and operations used to help small businesses document contract performance
- Navigating FedBiz Ops

- Navigating VA's Forecast of Contract Opportunities.

Additional modules were tailored for Women-Owned Veteran Small Businesses and HUBZone firms.

OSDBU staff conducted two training sessions at the NVSBE during the first quarter of FY 2017, in calendar year 2016. Over 1,400 VOSBs attended this event, held in St. Louis, Missouri, November 1-3, 2016. OSDBU's two sessions covered "The New Limitations on Subcontracting and the Non-Manufacturer Rule" as well as a Center for Verification and Evaluation Town Hall on SDVOSB and VOSB verification. Additionally, other VA organizations provided training sessions with OSDBU assistance. For example, these included the following:

- Top-Notch Capabilities Statement—How to Market to Federal, state, and municipal agencies, and Prime Contractors
- The Medical/Surgical Prime Vendor Program
- Strong Partnerships: Lessons Learned from Collaborating on MyVA Initiatives with Small Business.

As part of the mission to provide training to contracting personnel, OSDBU partnered with other VA organizations conducting the Acquisition Workforce Innovation Symposium on November 1, 2016, in conjunction with the 2016 NVSBE. The symposium provided a learning community platform to enhance the professional readiness and core knowledge of contracting professionals across the Department.

Specific virtual training sessions were offered to both small businesses and contracting personnel before attending the 2016 NVSBE. The following modules helped ensure attendees were prepared to take full advantage of the matchmaking opportunities at the event:

- Success at 2016 NVSBE for Small Businesses
- Procurement Decision Makers (PDM) – Maximize Your Benefit at Direct Access Events
- Success at 2016 NVSBE for PDMs.

Overall, in FY 2017, OSDBU trained over 5,000 unique SDVOSBs and VOSBs using the virtual webinar modality. The actual number of participants who attended the OSDBU training sessions was much higher, but the training systems recorded unique firms and not individual attendance. This virtual format offered time-efficient, cost-effective delivery of training that, based on feedback from SDVOSB and VOSB participants, also improved affordability for them as well. Accordingly, VA staff optimized service to our SDVOSB and VOSB customers without incurring travel costs.

Training for Small Business Concerns and Contracting Personnel	0.08%
Travel (All)	0.11%

Figure 1. Outlays for Training and Travel as Percentage of Total OSDBU Outlays, FY 2017.

Summary

During FY 2017, OSDBU relied on delivery of training to small business concerns and contracting personnel through virtual delivery of webinars. This enabled OSDBU to reach a broader audience than was possible through in-person events, while minimizing costs to the taxpayer.

Eighty percent of OSDBU training during FY 2017 was provided virtually, without travel costs to the Government or participants. The cost to provide training to small businesses and contracting personnel remained below one-tenth of one percent of total OSDBU obligations. As a result of OSDBU's use of the virtual training format, travel costs were less than one-fourth of one percent of OSDBU's budget.

Estimate of Cost to Prepare Congressionally-Mandated Report

ATTACHMENT

Short Title of Report: FY 2017 Annual Report on Training and Travel by the Office of Small and Disadvantaged Business Utilization

Report Required By: Section 15(k)(16) of the Small Business Act (15 U.S.C. 644(k)(16))

In accordance with Title 38, United States Code, Section 116, the statement of cost for preparing this report and a brief explanation of the methodology used in preparing the cost statement are shown

Manpower Cost:	<u>\$3,304</u>
Contract(s) Cost:	<u>\$0</u>
Other Cost:	<u>\$0</u>
<u>Total Estimated Cost to Prepare Report:</u>	<u><u>\$3,304</u></u>

Brief Explanation of the methodology used in preparing this cost statement:

Cost estimates includes time for collecting transaction/event data on training small business concerns and contracting personnel, as well as designing, drafting, and validating the report.

National Aeronautics and Space
Administration (NASA)



(k) Office of Small and Disadvantaged Business Utilization; Director

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): There is hereby established in each Federal agency having procurement powers an office to be known as the "Office of Small and Disadvantaged Business Utilization". The management of each such office shall be vested in an officer or employee of such agency, with experience serving in any combination of the following roles: program manager, deputy program manager, or assistant program manager for Federal acquisition program; chief engineer, systems engineer, assistant engineer, or product support manager for Federal acquisition program; Federal contracting officer; small business technical advisor; contracts administrator for Federal Government contracts; attorney specializing in Federal procurement law; small business liaison officer; officer or employee who managed Federal Government contracts for a small business; or individual whose primary responsibilities were for the functions and duties of section 637, 644 or 657q of this title. Such officer or employee—

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

In FY17, internal training was provided to newly appointed Center Small Business Specialists (SBSs), Program/Technical and Acquisition personnel during at internal agency session, in addition, training was provided at local Chamber of Commerce events, Regional Outreach Events and HBCU/MI Road Tours

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

In FY17, the percentage of the program budget used for training was 7.21%

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year;

In FY17 the percentage of the program budget that the NASA OSBP Associate Administrator used for travel was 1.8%.

National Science Foundation (NSF)

National Science Foundation (NSF) Small Business Training and Travel
Report for FY 2017, dated March 1, 2018

The following report is provided in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S. Code § 644 - Awards or contracts).

1. Paragraph (16) of Subsection (k) states that the officer or employee serving as the agency Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) “shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (paragraph (13) states that the Director “may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and”

2. Below is the National Science Foundation (NSF) input which corresponds to the requested information in subparagraphs (A), (B) and (C) listed above.

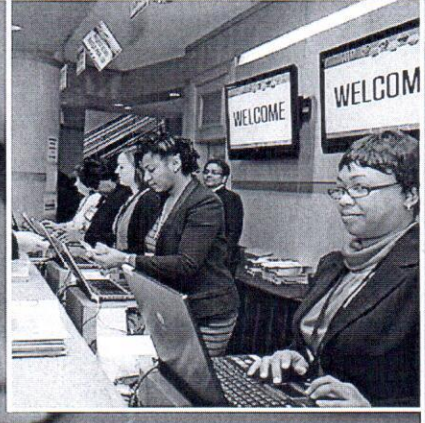
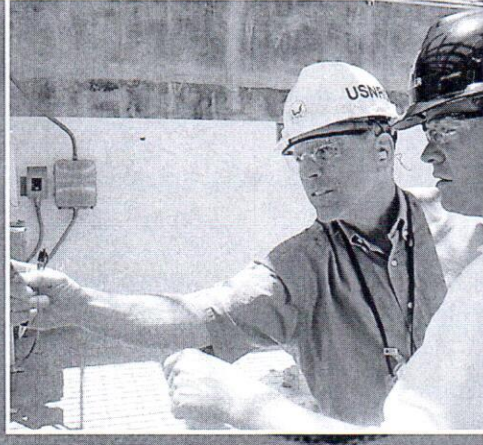
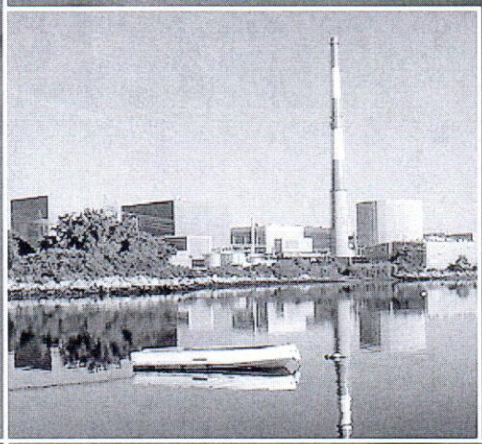
(A) The NSF leveraged small business trainings provided by other agencies in FY 2017. The NSF acquisition community was informed of small business training sessions that were available throughout the year such as the SBA First Wednesday Virtual Learning 2017 sessions and the DoD Small Business on-line course, SBP-101 – Introduction to Small Business Programs. In addition, the NSF’s OSDBU conducted ad hoc training at various outreach events to individual small business contractors on topics such as interacting with the NSF, how to read the NSF’s Acquisition Forecast, registering in the NSF’s Vendor Resource Library

(VRL), and when to consider applying to the Small Business Innovative Research (SBIR) program.

(B) There were no costs involved for training in FY 2017 since the trainings discussed in subparagraph (A) above were not conducted by the NSF. The budget for the NSF OSDBU is \$100,000. Consequently, 0% of the NSF total OSDBU budget was used for training in FY 2017.

(C) The NSF OSDBU spent \$0.00 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total NSF OSDBU budget of \$100,000, the \$0.00 used for travel represents 0.0% of the total budget.

Nuclear Regulatory Commission (NRC)



U.S. Nuclear Regulatory Commission
Fiscal Year 2017
Small Business Training and Travel Report

**U.S. Nuclear Regulatory Commission
Fiscal Year 2017 Small Business Training and Travel Report**

In accordance with Section 15(k)(16) of the Small Business Act, as amended, the U.S. Nuclear Regulatory Commission (NRC) Small Business Program is submitting this report describing the training it provided, the percentage of its budget used for training, and the percentage of its budget used for travel in fiscal year 2017 for small business outreach activities.

Section 15(k)16(A) - Training Provided

The director of the Small Business Program briefed the NRC Commission and staff on plans to increase engagement with acquisition staff and small businesses, provided an update on the Small Business Administration's Scorecard performance measures, and highlighted progress towards meeting agency small business prime contract goals. The Small Business Program staff assisted with the development of small business training offered to acquisition staff at the agency's onsite training center and online portal; educated participants at the Veterans Institute for Procurement training program, which is sponsored by the Small Business Administration, on the services offered by the Small Business Program to the business community and how to identify and respond to agency prime and subcontract opportunities; and informed businesses at the National Veterans Small Business Engagement on how to conduct business with the agency. In addition, Small Business Program staff maintained weekly counseling sessions with senior business executives to explain the resources available under the agency's web-based Small Business Tool Box and provided technical assistance to acquisition staff on how to evaluate small business marketplace capability and the mechanics of conducting set-asides under the various rules associated with the Federal portfolio of small business programs.

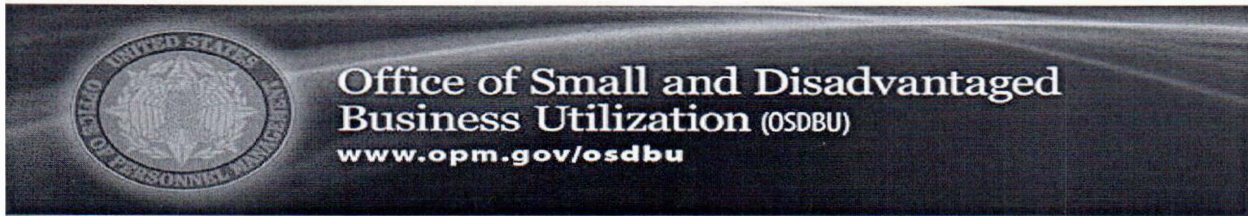
Section 15(k)16(B) - Percentage of Budget Used for Training

While there are costs associated with the training and resources mentioned above in Section 15(k)16(A), the costs were incurred by other NRC offices, Federal agencies, and organizations. As a result, the Small Business Program did not fund any training costs from its budget (other than the time and effort expended by Small Business Program staff). Therefore, there are no direct costs attributed to the Small Business Program's budget.

Section 15(k)16(C) - Percentage of Budget Used for Travel

The Small Business Program spent \$4,184.43 for out of town business travel to participate in a variety of small business outreach events. Out of the total Small Business Program budget of \$105,857.00, the \$4,184.43 used for travel represents approximately 3.9% of the Small Business Program budget.

Office of Personnel Management (OPM)



Training and Travel Report FY17

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2017 Annual Report

Agency: Office of Personnel Management (OPM)

(16)(A)

The OPM OSDBU provided a month-long business training sessions during May & July 2017 for a group consisting of OPM Office of Procurement Operations and OPM Program Contracting Officer Representatives and small business owners. In partnership with the U.S. Small Business Administration topics included recent changes to the WOSB program, 8(a) Business Development Program, OPM/SBA 8(a) Partnership Agreement and the HUBZone Program. In addition OPM OSDBU updates its annual eLearning training available on OPM's Learning Management System which focuses on Conducting Business with Service Disabled Veteran-owned Businesses and How to Conduct Small Business Market Research.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total OPM OSDBU budget of \$417,277 the \$1,000 used for training represents .0023% of the total budget.



**Office of Small and Disadvantaged
Business Utilization (OSDBU)**
www.opm.gov/osdbu

(16)(C)

The OPM OSDBU spent \$6,000 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total OPM OSDBU TRAVEL budget of \$6,000 all funding was utilized. $\$4,000/\text{Total OSDBU Budget} = .0143\%$

Desmond A. Brown
Director
Office of Small & Disadvantage Business Utilization
Office of Personnel Management

March 06, 2017

Social Security Administration (SSA)

Fiscal Year 2017 Training and Travel Report

The Social Security Administration is submitting its fiscal year (FY) 2017 Training and Travel Report for inclusion in the Small Business Administration's larger report to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate.

(A) Training provided by the Director in FY 2017:

N/A

(B) Percentage of the budget the OSDBU Director used for such training in FY 2017:

N/A

(C) Percentage of the budget the OSDBU Director used for travel in FY 2017:

The OSDBU spent \$649.34 for business travel in FY 2017 to participate in 19 small business outreach events and attend the Small Business Procurement Advisory Council meetings. We do not have a separate budget or breakout, and charge all OSDBU training and travel expenses to the Commissioner's Budget.

U.S. Agency for International
Development (USAID)



U.S. Agency for International Development Fiscal Year 2017 Report to Congress on Small and Disadvantaged Business Training and Travel

Introduction

The U.S. Agency for International Development (USAID) submits this report to Congress pursuant to Section 1691(c) of Public Law 112-239, which amended the Small Business Act, which requires a report to detail: *“the training provided by the Director [of the USAID Office of Small and Disadvantaged Business Utilization]...in the most recently completed fiscal year; and the percentage of the budget of the Director used for travel in the most recently completed fiscal year.”*

The Small Business Act requires training and education for Agency staff who are involved in the procurement process. The law emphasizes that training on small business programs is essential to ensure that acquisition and technical officials fully understand regulatory requirements, and that U.S. small businesses have maximum practicable opportunities to participate in USAID procurements.

In Fiscal Year (FY) 2016, USAID awarded 13.12 percent of its contracts dollars to U.S. small businesses, which exceeded its Agency-wide goal of 11 percent. This equates to \$571.1 million, which marks the highest dollar obligations the Agency has ever awarded to U.S. small businesses within a single Fiscal Year. The Agency also earned a “B” on the U.S. Small Business Administration’s (SBA) Procurement Scorecard (Scorecard). This achievement was particularly noteworthy, as FY 2016 represents the first year the Agency included overseas obligations in the goal, as required by the FY 2013 National Defense Authorization Act (NDAA) (Public Law 112-239). Implementation of this legislation has made it increasingly important for the Agency’s overseas acquisition staff to be knowledgeable about the U.S. Small Business Program, and to take its requirements into account in their planning and procurement.

For FY 2017, preliminary data indicate the Agency obligated 13.01 percent, or \$619 million, to U.S. small businesses.

Overview of Training Provided

USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) provided training sessions to educate 318 program and contracting officials on the U.S. Small Business Program in FY 2017. USAID conducted three training sessions in Washington, D.C.; two sessions each at USAID Missions in Thailand and South Africa; and one session each in India, the Philippines, Colombia, Peru, the Dominican Republic, Uganda, Tanzania, West Bank, and at USAID’s Middle East Regional Platform (MERP) in Germany.

Training sessions covered the following topics:

- USAID's small business utilization goals;
- The impact of U.S. small business utilization on the U.S. economy;
- Statutory and regulatory requirements;
- Market research;
- Subcontracting; and
- Contract-bundling.

At each USAID mission, the OSDBU Director also conducted briefings for the Mission Director, Deputy Mission Director, and other senior managers. The training sessions, coupled with senior-level briefings, expanded awareness of the U.S. Small Business Program and its requirements, improved exchanges of information with acquisition officials, and increased prime and sub-contracting awards for small businesses.

Training Expenses

USAID hired a small business contractor to provide these training sessions in FY 2017. Contract expenditures for the training sessions were \$134,509, inclusive of travel-related costs of \$22,316 for the instructor. This constitutes 42.6 percent of OSDBU's FY 2017 Operational Expense (OE) budget of \$316,000.

In FY 2016, the contract expenditures for the training sessions were approximately \$126,000 of an Operational Expense budget of \$414,240.

Training-Related Travel Expenses for the OSDBU Director

In FY 2017, the OSDBU Director incurred \$23,723 in travel expenses in executing OSDBU's small business outreach requirements and coordinating with senior USAID officials stationed in Thailand, South Africa, India, Philippines, Colombia, Peru, the Dominican Republic, Uganda, Tanzania, West Bank and MERP. This travel expense is 7.5 percent of OSDBU's FY 2017 OE budget.

In FY 2016, such travel expenses were \$9,506 of an Operational Expense budget of \$414,240.

Environmental Protection Agency (EPA)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

*Fiscal Year 2017
Training and Travel Report*

*Submitted by
Office of Small and Disadvantaged Business Utilization*

March 7, 2018



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Fiscal Year 2017 Small Business Training and Travel Report

The Office of Small and Disadvantaged Business Utilization (OSDBU) of the U.S. Environmental Protection Agency (EPA) is pleased to submit this report providing the Fiscal Year (FY) 2017 training and travel information required under Section 15(k)(16) of the Small Business Act, 15 U.S.C. § 644(k)(16). In particular, Section 15(k)(16) requires the OSDBU Director for each agency to submit an annual report describing the following:

- (A) Training provided by the OSDBU Director for the most recently completed FY;
- (B) Percentage of the budget of the OSDBU Director for this training in the most recently completed FY; and
- (C) Percentage of the budget of the OSDBU Director for travel in the most recently completed FY.

As reflected below, in carrying out the OSDBU functions under Section 15(k) of the Small Business Act, the EPA OSDBU has provided effective procurement training to small business concerns and the EPA contracting community. Specifically, the EPA OSDBU has worked in partnership with EPA officials to identify potential training needs to maximize understanding of small business requirements and to enhance small business participation in EPA procurements. The training has included EPA participation in government-wide small business training conferences. It has also included various OSDBU-hosted training events targeting various categories of small businesses. Further, to effectively leverage EPA resources, OSDBU funded the participation of EPA regional small business staff in local training events.

Training Provided (Section 15(k)(16)(A) of the Small Business Act)

During FY 2017, OSDBU funded the following training events, which included outreach to small businesses on doing business with the EPA:

- Annual Government Procurement Conference;
- Region 2 Training with the SBA Procurement Center Representative;
- National Veteran Small Business Engagement Conference;
- HUBZone Summit;
- Congressman Cedric Richmond's Small Business Expo in Louisiana;
- Region 3 ChallengeHER Conference;
- Women Impacting Public Policy for Women-Owned Small Businesses;
- OSDBU Monthly Small Business Informal Training Sessions;
- OSDBU Women-Owned Small Business Counseling Session;
- OSDBU Service-Disabled Veteran-Owned Small Business Counseling Session;
- OSDBU HUBZone Small Business Counseling Session;
- EPA Environmental Counseling Session;
- Annual Department of Energy Small Business Forum & Expo; and
- Small Business Week Training for Junior Resource Officials and Regional Small Business Coordinators.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Percentage of Training Budget (Section 15(k)(16)(B) of the Small Business Act)

During FY 2017, the EPA OSDBU spent approximately \$26,594 on the above training events for small business, and the internal EPA contracting community. Out of the total EPA OSDBU budget of \$2,435,717, the \$26,594 expended on training represents .011% of the total EPA OSDBU budget.

Percentage of OSDBU Director Budget used for Travel (Section 15(k)(16)(C) of the Small Business Act)

In FY 2017, the EPA OSDBU expended a total of \$32,679 for out-of-town business travel, including the travel for OSDBU staff and EPA Regional Small Business Coordinators, to participate in a variety of small business training and outreach events. This amount represents .013% of the total EPA OSDBU budget of \$2,435,717.

General Services Administration (GSA)



March 6, 2018

Mr. Robb Wong, Associate Administrator
Office of Government Contracting and Business Development
U.S. Small Business Administration
409 3rd Street, SW, Suite 8000
Washington, DC 20024

Dear Mr. Wong:

The U.S. General Services Administration (GSA) is pleased to provide the attached fiscal year (FY) 2017 Training and Travel Report.

This submittal outlines the training and travel requirements, that have been established by the Office of Small Business Utilization's Associate Administrator, in accordance with the Small Business Act (15 U.S.C. 644) Section 15(k) for small business concerns and contract specialists associated with the GSA.

I welcome any follow-up discussion regarding our small business and acquisition workforce training. Please feel free to contact me at charles.manger@gsa.gov or (202) 696-7086.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charles S. Manger".

Charles S. Manger
Associate Administrator
Office of Small Business Utilization
General Services Administration

Attachment

GSA FY 2017 Training and Travel Report

15(k)(13) In accordance with the Small Business Act (15 U.S.C. 644) Section 15, Subsection (k) the officer or employee “may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection.”

15(k)(16)(A)”... training provided by the Director under paragraph (13) in the most recently completed year”

15(k)(16)(A) GSA Response:

Under the direction of the General Services Administration’s (GSA) Associate Administrator of the Office of Small Business Utilization (OSBU), training was provided to small businesses and the acquisition workforce on several small business topics.

In Fiscal Year (FY) 2017, GSA OSBU hosted over 300 training and counseling events, advocating on behalf of more than 50,000 small businesses throughout the country. A sample of the training offered during those events included:

1. How to do Business with the Federal Government
2. Becoming a GSA Schedule Vendor
3. GSA Schedules and Small Business
4. How to use FPDS to conduct Market Research and Analysis
5. Partnering for a Strategic Advantage
6. How to identify Procurement Opportunities

In preparation for those training events, GSA OSBU updated its 2017 training to include in-person events and virtual training classes. Adding the virtual training was new and well received by participants for FY 2017. Attendees of the in-person and virtual training classes included GSA, SBA, and other advocacy groups. GSA OSBU also worked to streamline the external facing GSA, Small Business website. The website redesign allowed small businesses to access information in one location (www.gsa.gov/smallbiztraining). GSA continued to utilize Twitter and Interact, while looking at new communication resources as they became available, to stay connected in the modern network. GSA posted all procurement opportunities through GSA’s Forecast of Opportunities Tool for all small businesses to utilize, search and capture data in an efficient manner.

In FY 2017, GSA OSBU offered a very robust GSA Acquisition Workforce training program. Training focused on the GSA Forecast Tool and the Subcontracting Program with the opportunities offered both in-person and virtual.

Multiple training sessions were held for the GSA Forecast Tool. Additionally, the internal GSA Insite page was updated to include information on the GSA Forecast Tool. A GSA Forecast Tool User Guide was developed and published and an on-demand training video was recorded and published. GSA has also provided over seven demonstrations to other Federal Agencies on the Forecast Tool, and the benefits it offers not only to the Federal Government but also to the Small Business community.

Subcontracting training was identified in FY 2016 as a priority for GSA OSBU in FY 2017. Over 40 training sessions have been provided for the acquisition workforce on subcontracting. Those sessions have been very successful in a small group setting (i.e. 40-50 attendees). Each of the sessions were broken down into pre-award and post-award topics. GSA OSBU, in conjunction

with GSA's Office of Government-wide Policy, held an agency-wide training session titled "There's No Business, Like Small Business...Especially in Subcontracting." This was a live, web-based production that over 300 people attended. In addition to the subcontracting training, our Subcontracting Program Manager, Deborah Eble has made updates to the GSA internal subcontracting webpage; sent out numerous agency-wide communications; and has worked closely with contracting officers, contract specialists and the GSA business line managers. This is to ensure GSA, as a whole, understands and identifies subcontracting as a small business priority.

As a result of GSA OSBU's training initiatives, our acquisition workforce is significantly more educated on how to maximize small business opportunities.

15(k)(16)(B) "the percentage of the budget the Director used for such training in the most recently completed fiscal year"

GSA OSBU's FY 2017 training budget was \$51,200. Of that total, \$33,824 was spent on training. This equates to 66.60 percent of GSA OSBU's training budget was utilized. The remaining balance of \$17,376 was turned over to GSA's Office of the Chief Financial Officer.

FY 2017	Training Budget	Actual Training Expenses	% Percentage
Training	\$51,200	\$33,824	66.06%

15(k)(16)(C) "the percentage of the budget the Director used for travel in the most recently completed fiscal year"

GSA OSBU's FY 2017 travel budget totaled \$210,000. Of that total, \$146,402 was spent on travel. This equates to 69.72 percent of the OSBU's travel budget was utilized. The remaining balance of \$63,598 was turned over to GSA's Office of the Chief Financial Officer.

FY 2017	Travel Budget	Actual Travel Expenses	% Percentage
Travel	\$210,000	\$146,402	69.72%

Department of Defense (DoD)



ACQUISITION
AND SUSTAINMENT

OFFICE OF THE UNDER SECRETARY OF DEFENSE
3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

11/17/18 06 2018

MEMORANDUM FOR SMALL BUSINESS ADMINISTRATION

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2017

Pursuant to 15 U.S. Code § 644(k), the Department of Defense (DoD) Office of Small Business Programs (OSBP) is providing a report on the Office's training and travel for FY17.

(k)

(16) Shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) May provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Please find DoD OSBP's response below.

Required FY 2017 Annual Report

Agency: Department of Defense (DoD)

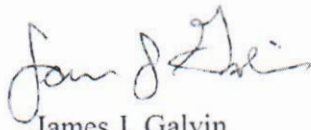
(16) (a) The DoD OSBP conducted two major training events in FY17. The first training event was the Small Business Training Week in Atlanta, Georgia. This event trained small business professionals within the government to better equip them with the skills necessary to assist small businesses in engaging federal contracting opportunities. The second event was SBIR/STTR-Mentor Protégé joint training week in Chicago, Illinois. This event provided small businesses with information on best practices for federal contracting and on the SBIR, STTR, and Mentor Protégé programs. (16) (b) The cost of the first event was \$148,346. The cost of the second event was \$315,973. Out of the total DoD OSBP operating budget (~\$4 million), the \$464,319 used for training represented 11.6% of the total budget.

(16) (c) In addition, the Director of OSBP participated in a number of events in FY17 to train both small business and small business professionals within the government. These trainings focused on improving small businesses' understanding of and capability to successfully find, compete for, and execute government contracts. The Director traveled to take part in nine events

in FY17 (listed below) for a total cost of \$9,518. This cost represents 0.0023% of the total DoD OSBP operating budget (~\$4 million). A detailed outline of the travel is charted below.

Start Date	End Date	Travel Location	Cost	Description
11/9/2016	11/10/2016	Union, New Jersey	\$521	Attended Veteran's Day Small Business Forum coordinated by New Jersey U.S. Senator Booker's office to discuss DoD OSBP's work with veteran-owned small business programs and returning servicemen and women interested in starting a small business.
12/13/2016	12/15/2016	Tampa, Florida	\$634	Attended TRIAD Small Business Advisory Panel to update industry professionals on the current state of small business programs in the Department on Defense.
3/21/2017	3/25/2017	Warwick, Rhode Island	\$536	Attended the Rhode Island PTAC's DoD Northeast Regional Council Matchmaker event to help facilitate matches between federal agencies and small businesses.
4/2/2017	4/7/2017	Atlanta, Georgia	\$1,974	Led the Small Business Training Week to train small business government professionals.
5/16/2017	5/18/2017	Kansas City, Missouri	\$1,269	Attended the Department of Energy's Small Business Conference to speak on best practices for success for small businesses interested in entering government contracting.
6/20/2017	6/21/2017	Huntsville, Alabama	\$1,088	Attended Missile Defense Small Business Programs Conference to speak on DoD small business programs.
7/26/2017	7/27/2017	Chicago, Illinois	\$799	Collaborated with ChallengeHER event to provide information on federal procurement processes to Women-Owned Small Businesses
8/13/2017	8/20/2017	Chicago, Illinois	\$2,306	Led the DoD SBIR/STTR Beyond Phase II and Mentor Protégé Training Week to educate industry professionals on best practices and DoD programs for small businesses

8/22/2017	8/23/2017	Portsmouth, Virginia	\$391	Attended the DoD Service Acquisition Seminar on OSBP Policy and Procurement to talk with senior GS-14 Contracting Level III professionals about contracting challenges, lessons learned, best practices, and case study information.
		Total	\$9,518	



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Small Business Programs

Department of Education (Education)

U.S. Department of Education
FY17 Training and Travel Annual Report

(16)(A)

The U.S. Department of Education's Office of Small and Disadvantaged Business Utilization (OSDBU) provided small business training sessions in conjunction with the two contract operations groups, Contracts and Acquisitions Management and Federal Student Aid, for groups of 60-70 acquisition professionals per each training session. Training topics included the following:

- Contracting with 8a Contractors
- AbilityOne Presentation and Training
- HUBZone Lunch and Learn
- Contracts 101 – The Acquisition Process
- Procurement Planning and Market Research

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, there was \$.00 cost involved in preparation of the training materials. Outside training was provided for OSDBU's four individual staff members during FY 2017. Out of the total the U.S. Department of Education's OSDBU budget of \$68,629.50 the \$2,963.00 used for training represents 4.32% of the total budget.

(16)(C)

The U.S. Department of Education's OSDBU spent \$13,286.00 for out of town business travel in FY 2017 to participate in a variety of small business outreach events. Out of the total U.S. Department of Education's OSDBU budget of \$68,629.50, the \$13,286.00 used for travel represents 19.36% of the total budget.