



U.S. Small Business  
Administration

**Report to Congress on Agency  
Offices of Small  
Disadvantaged Business  
Utilization Training and  
Travel Costs for Fiscal Year  
2021**

**September 30, 2022**

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## List of the 24 CFO Act Agencies

Department of Commerce (DOC)  
Department of Defense (DoD)  
Department of Energy (DOE)  
Department of Homeland Security(DHS)  
Department of Interior(DOI)  
Department of Justice (DOJ)  
Department of Labor (DOL)  
Department of Transportation (DOT)  
Department of Education (Education)  
Environmental Protection Agency (EPA)  
General Services Administration (GSA)  
Department of Health and Human Services (HHS)  
Department of Housing and Urban Development (HUD)  
National Aeronautics and Space Administration (NASA)  
U.S. Nuclear Regulatory Commission (NRC)  
National Science Foundation (NSF)  
Office of Personnel Management (OPM)  
Small Business Administration (SBA)  
Social Security Administration (SSA)  
Department of State (State)  
Department of Treasury (Treasury)  
U.S. Agency for International Development (USAID)  
United States Department of Agriculture (USDA)  
Department of Veterans Affairs (VA)

## Abbreviations

Acquisition Works (AcqWorks) Conference  
Agriculture Learn (AGLearn)  
Contracting Officer (CO)  
Contracting Officer Representative (COR)  
Corona Virus Disease 2019 (COVID-19)  
Cybersecurity Maturity Model Certification (CMMC)  
Electronic Subcontracting Reporting System (eSRS)  
Federal Acquisition Service (FAS)  
Federal Acquisition Service Training (FAST)  
Federal Procurement Data System-Next Generation (FPDS-NG)  
Fiscal Year (FY)  
Governmentwide Acquisition Contracts (GWAC)  
Historically Black Colleges and Universities/Minority Serving Institutions (HBCU/MSI)  
Historically Underutilized Business Zone (HUBZone)  
Individual Subcontract Report (ISR)  
Information Technology (IT)  
Information Technology Category (ITC)  
Manufacturing Extension Partnership (MEP)  
Mentor-Protégé Program (MPP)  
Mid-Atlantic Regional Council (MARC)  
Missile Defense Agency (MDA)  
National Defense Authorization Act (NDAA)  
National Institutes of Health (NIH)  
Office of Acquisition Solutions (OAS)  
Office of Air and Radiation (OAR)  
Office of Chief Procurement Officer (OCPO)  
Office of Secretary of Defense (OSD)  
Office of Small Business Programs (OSBP)  
Office of Small and Disadvantaged Business Utilization (OSDBU)  
Patent and Trademark Office (PTO)  
Personal Protection Equipment (PPE)  
Procurement Decision Makers (PDM)  
Procurement Technical Assistance Centers (PTAC)  
Program Manager (PM)  
Senior Procurement Executive (SPE)  
Service-disabled Veteran-owned Small Business (SDVOSB)  
Small Business Customer Experience (SBCX)  
Small Business Program Manager (SBPM)  
Small Business Specialist (SBS)  
Small Environmental Business Action Coalition (SEBAC)  
Solutions for Enterprise-Wide Procurement (SEWP)  
Summary Subcontract Report (SSR)  
The Indus Entrepreneurs (TiE) District of Columbia (DC) Government Conference (GovCon)  
Travel, Transportation, Logistics (TTL)



Vendor Outreach Sessions (VOS)  
Veteran-owned Small Business (VOSB)  
U.S. Women's Chamber of Commerce (USWCC)  
Waters of the United States (WOTUS)  
Women-Owned Small Business(WOSB)  
Women Veteran-owned Small Business (WVOSB)

## Report Summary

The Small Business Act (the Act), in Section 15 U.S. C. § 644(k)(16), requires the Agency Offices of Small Disadvantaged Business Utilization (OSDBUs) 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. Under 15 U.S.C. § 644(k)(16), each agency OSDBU:

*“(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 (SBA) has compiled the agency reports on training and travel costs for FY2021 and provided a summary table of such reports. Where the agencies separately identified the dollar value of the training and travel costs, it is provided in parentheses. 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. For FY2021 agencies did not report any failures to comply with sections 637, 644, 657a, or 657f of the Act. Individual agency reports are summarized Table 1, below, and copies of agency actual reports are provided as Enclosures.

**Table 1. 24-CFO Act Agency Training and Travel Reports Summary for FY 2021**

Agency	Training Provided	Training Cost	Travel Cost
Department of Agriculture (USDA)	<ol style="list-style-type: none"> <li>1. Smart Procurement GovCon</li> <li>2. Small Business Connection Event focused on SDVOSB</li> <li>3. USWCC Virtual National Small Business Federal Contracting Summer Event</li> <li>4. Small Business Connection Event focused on 8(a) vendors</li> <li>5. Government Procurement Conference</li> <li>6. AGLearn Small Business Credit Card Training.</li> <li>7. eSRS</li> <li>8. Procurement Forecast</li> <li>9. Clearance Process Reports</li> </ol>	<p>0%</p> <p>There was no cost associated with training materials/meeting space of OSDBU’s \$1.1 million budget. Most of the training materials were virtual.</p>	<p>.0% (\$0)</p> <p>The USDA OSDBU spent \$0 for out of town business travel in FY2021 to participate in a variety of small business outreach events.</p>
Department of Commerce (DOC)	<p>The Department of Commerce (DOC), Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by FTEs; a Director (Senior Executive Service); and a small business specialist (GS-13). The FY2021 budget covers salaries and benefits. Approximately \$12,000 is allocated for operating expenses.</p>	<p>0%.</p> <p>In FY2021, no portion of OSDBU’s budget was spent on training for small business concerns and contract specialists. Due to COVID-19 pandemic, all OSDBU training in-person activities were cancelled.</p>	<p>0%</p> <p>Due to COVID-19 pandemic, all OSDBU travel plans, and in-person activities were cancelled. The OSDBU participated in virtual events organized by other agencies and advocacy organizations and the DOC annual workforce training conference.</p>
Small Business Administration (SBA)	<p>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 training and travel expenses to report.</p>	<p>0%</p>	<p>0%</p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Energy (DOE)	<p>The OSDBU Director provided training directly to the Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses, and other as per the invitations:</p> <ol style="list-style-type: none"> <li>1. Small Business Program Manager Training.</li> <li>2. Other training:               <ol style="list-style-type: none"> <li>a. Provided Small Business outreach and development through 56 events.</li> <li>b. October 1, 2020 - September 30, 2021: The OSDBU provided one-on-one development of small businesses on how to do business with DOE.</li> <li>c. Ad hoc sessions with internal stakeholders.</li> </ol> </li> </ol>	<p>0%</p> <p>The OSDBU Director provided 0% of the office budget toward training during FY2021.</p>	<p>0%</p> <p>The OSDBU Director provided 0% of the office budget toward travel during FY2021.</p>
Department of Treasury (Treasury)	<p>In May 2021, the Department of Treasury OSDBU sponsored a 2-day, 4-part virtual Webinar for underserved minority and small businesses to learn how to do business with Treasury, how to become procurement ready, and how to build subcontracting relationships. Approximately 300 persons were in attendance at no cost of Treasury OSDBU.</p> <p>In June 2021, the Department of Treasury hosted a one-day small business training event for Treasury's acquisition workforce. Approximately 150 persons were in attendance at no cost to Treasury OSDBU.</p>	<p>0%</p> <p>The OSDBU training sessions outlined in (16)(A) were conducted virtually using Zoom for Government and Microsoft Teams. There were no costs associated with these events</p> <p>Therefore, <b>the training sessions represent 0% of Treasury OSDBU's total budget and 0% of Treasury's non-labor budget.</b></p>	<p>0%</p> <p>Treasury's OSDBU Director spent \$0 for out of town business travel in FY2021, due to COVID travel restrictions. <b>Treasury's OSDBU total budget of \$1,058,000 includes labor and non-labor dollars. The OSDBU Director used \$0.00 for travel expenses, which represent 0.0% of the \$156,000 non-labor dollars.</b></p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Homeland Security (DHS)	<p>The DHS OSDBU created and facilitated seven learning webinars attended by over 1,200 DHS acquisition professionals. The courses were: DHS OSDBU 700-22 Small Business Review Form; OSDBU Overview – What Does the OSDBU Do; Women-Owned Small Business Program; Common ODSBU Review Areas; 8(a) Business Development Program and DHS/SBA Partnership Agreement; Consolidation and Bundling; Subcontracting Plans, Goals, and eSRS. The DHS OSDBU hosted a series of virtual workshops for DHS small business specialists to discuss various small business contracting topics and best practices.</p> <p>The DHS VOS program is known as a government-wide best practice. Vendor outreach sessions are a series of pre-arranged 15-minute appointments with small businesses and Small Business Specialists from DHS Components, plus several DHS large prime contractors. These sessions provide the small business community opportunities to discuss their capabilities and to learn more about doing business with DHS. DHS held ten sessions in FY2021 with 411 vendors in attendance. After each VOS, attendees complete an evaluation, requesting feedback on how they benefited from the VOS program. Overall evaluations resulted in a 93.6% average rating, which represents a good to excellent rating for FY2021.</p>	<p>0%</p> <p>DHS OSDBU training webinars and workshops outlined in (16)(A) were conducted online due to the virtual environment. There was no cost involved for the training webinars and workshops. Out of the total DHS OSDBU budget of \$1,898,561, \$0 (0%) was used for training in FY2021.</p>	<p>0%</p> <p>DHS OSDBU did not incur any out-of-town travel expense. Business travel for in-person outreach activities was paused and conferences attended online. Out of the total DHS OSDBU budget of \$1,898,561, 0% used for travel in FY2021.</p>
Department of Interior (DOI)	<p>The DOI OSDBU provided over six (6) training events in FY2021:</p> <ol style="list-style-type: none"> <li>a. Participated in the Buy Indian Act Updates Consultation Session on June 15 and 17, 2021.</li> <li>b. Providing In-House Training on DOI's Small Business Intelligence Tool June 3, 2021.</li> </ol>	<p>0%</p>	<p>0%</p> <p>In FY2021, the Department of Interior (DOI) OSDBU Director spent \$0 in travel costs related to outreach activities out of an FY2021 budget of \$568,000.</p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Labor (DOL)	DOL OSDBU provided training to small businesses and the DOL Acquisition workforce on prime and subcontracting opportunities; Teaming and Partnering Business Relationships; SBA 8(a) Business Development; Partnership Agreement; Smarter IT Buying Decisions; Navigating the Forecast Tool; Increasing growth in the Federal marketplace for underserved communities; Simplifying the request for quotation process with ease for small and large businesses using Reverse Auction platform. The OSDBU attended numerous outreach events.	0%	0% DOL OSDBU budget totaled \$965,154 and spent \$0 on travel expenses, which represents 0% of the total FY2021 budget.
Department of Transportation (DOT)	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. Enclosure of Agency Report lists all the Training provided by the OSDBU Director.	5%	0% In FY2021, all OSDBU Director training activities were virtual, due to the pandemic emergency; therefore, no travel funds were used.
National Aeronautics and Space Administration (NASA)	In Fiscal Year (FY)2021, the NASA Office of Small Business Programs (OSBP) participated at seventeen (17) trainings for the technical community; partnered in presentation at one (1) Congressional outreach event; participated at two (2) Historically Black Colleges and Universities/Minority Serving Institutions outreach events; hosted twelve (12) agency OSBP Learning Series webinars; and presented three (3) Small Business Specialists trainings.	0% In FY2021, the NASA OSDBU used 0% of the program budget for training this is due in large part to the impact of the COVID-19 pandemic and reduction and in many cases, the elimination of in-person training and events that would normally incur a cost.	0% In FY2021, the NASA OSDBU Associate Administrator used 0% of the program budget for travel this is due in large part to the impact of the COVID-19 pandemic and reduction and in many cases, the elimination of in-person training and events that would normally incur a cost.

Agency	Training Provided	Training Cost	Travel Cost
Department of State (State)	<p>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 with approximately 20-30 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; Joint Ventures and Subcontracts; Size Determination; Non-Manufacturer Rule; and Market Research. The 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.</p>	<p>0%</p> <p>The only cost involved was preparation of training materials, which was included in the OSDBU total FY2021 reproduction expense of \$2,720.</p>	<p>0%</p> <p>Due to the Department's travel policy in response to the Covid pandemic, there was no travel by OSDBU personnel, and no travel expenditures in FY2021.</p>
Department of Veterans Affairs (VA)	<p>In FY2021, OSDBU continued its efforts to increase the representation of women Veteran entrepreneurs in the Federal market, with several efforts under the Women Veteran-Owned Small Business (WVOSB) Initiative.</p> <p>Overall, in FY2021, OSDBU trained approximately 7,100 participants through all webinars, an increase of 2,000 participants from FY2020. Based on feedback, this virtual format provides affordability for SDVOSB and VOSB participants by delivering time-efficient, cost-effective training.</p>	<p>0%</p>	<p>0%</p>

Agency	Training Provided	Training Cost	Travel Cost
Environmental Protection Agency (EPA)	OSDBU funded the following training events, which included outreach to small businesses on doing business with the EPA: Annual Government Procurement Conference; EPA Research Triangle Park and National Institutes of Health (NIH) Industry Day ; Office of Air and Radiation (OAR) Earth Industry Day; Office of Acquisition Solutions (OAS) AcqWorks Conference; HUBZone Small Business Virtual Summit; Montana Procurement Technical Assistance Center (PTAC) GovMatch 2021; Small Business eLearning Power Hour Sessions; SBA First Wednesday Virtual Learning Series; Small Environmental Business Action Coalition (SEBAC) Meetings; U. S. Women’s Chamber of Commerce (USWCC); TiE DC Capital GovCon 2020; and Waters of the United States (WOTUS) Small Entity Listening Session.	30%  EPA’s OSDBU spent 30% of its \$5,000 training budget to fund its FY2021 training.	0%  As a result of the EPA official travel restrictions due to the COVID-19 pandemic, OSDBU did not have a travel budget in FY2021 and did not engage in any travel outside of the local commuting area.
Department of Defense (DoD)	OSD’s annual Small Business Training Week (SBTW) was conducted virtually. The virtual SBTW environment allowed OSD, in collaboration with the Small Business Administration and other Federal Agencies, to reach a greater number of participants than in recent years with over 1,000 members of the Federal workforce attending. A total of 14 additional outreach and training events were conducted virtually. The focus of the trainings was both to ensure that small businesses were able to continue to operate during the COVID-19 pandemic and that DoD met its 21.95% statutory requirement. Topics at these events included: Congressional updates and policy changes; cybersecurity; and ensuring small business resiliency during COVID-19.	14% (\$800,000)  DoD OSBP’s budget totaled \$5,700,000. DoD OSBP spent \$800,000 for training, which represents 14% percent of the total FY2021 budget.	0%  Project Spectrum training events for FY2021 included large scale external events, such as the annual Navy Gold Coast and Sea, Air, Space conferences as well as comprehensive internal trainings (exclusive to Project Spectrum registrants) like CMMC 1.0 (level 1 and 3) webinar events. Project Spectrum partnered with the Mentor Protégé Program (MPP), Procurement and Technical Assistance Centers (PTAC), the Manufacturing Extension Partnership (MEP) as well as the Small Business Administration (SBA). Project Spectrum provisions no cost cybersecurity training resources to small businesses and manufacturers, to assist them on their compliance journey. Project Spectrum trained nearly 8k registrants during FY21.  DoD OSBP’s budget totaled \$5,700,000. DoD OSBP spent \$0 for training, which represents 0% percent of the total FY2021 budget.



Agency	Training Provided	Training Cost	Travel Cost
General Services Administration (GSA)	General Services Administration (GSA) Office of Small Disadvantaged Business Utilization (OSDBU) provided the following training: eSRS Reporting – Individual Subcontract Report (ISR); November Matchmaking Event for SDVOSBs; Reviewing Subcontracting Plans for Travel, Transportation, and Logistics (TTL); Doing Business with GSA Presentation for U.S. Women’s Chamber of Commerce; Opportunities in Artificial Intelligence for Small Businesses; Getting on the GSA Schedule: What you need to know; Marketing Your GSA Contract; Contract Specialist Training – GSA Small Business Analyst Recording Training; Matchmaking Event for WOSBs; Contract Specialist Training on Sourcing HUBZones in collaboration with SBA; Region 9 Federal Acquisition Service (FAS) Subcontracting Training; How to Review a Subcontracting Plan; MDA Office of Small Business Programs Virtual Conference; GSA AI and Data Analytics Virtual Panel Discussion; Doing Business with GSA – presentation for SBA; Suspension and Debarment: What Small Businesses should know; Navy Gold Coast; Small Business Works: National Training and Matchmaking Event; and eSRS Reporting – Summary Subcontract Report (SSR) What do I need to know.	0.56% (\$39,243) GSA OSDBU’s budget totaled \$7,025,000. GSA OSDBU spent \$39,243 on training, which represents 0.56% percent of the total FY2021 budget.	0% GSA OSDBU’s budget totaled \$7,025,000. GSA OSDBU spent \$0 for travel of the total FY2021 budget.
Office of Personnel Management (OPM)	OSDBU Director hosted six virtual monthly small business mentoring group sessions with small business owners in April 2021; May 2021; June 2021; July 2021; August 2021; and September 2021.	0%	0%
Department of Education (Education)	The OSDBU provided training to small businesses, contract specialists and other members of the Department’s broader acquisition workforce. The topics included: HUBZone Program; Small Business Participation Review form; SDVOSB Program; NASA SEWP; Small Business Customer Experience (SBCX); 8(a) Business Development; Office Hours with OSDBU Director; Training of the Trainers’ program; and GSA GWAC training for CORs.	0%	0%

Agency	Training Provided	Training Cost	Travel Cost
Department of Health and Human Services (HHS)	HHS OSDBU trained 5,664 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. Topics included 8(a) STARS; HHS HUBZone Showcase Round 3; Market Research Tools in Acquisition Gateway; OASIS and OASIS Small Business; IT Schedule 70; SBCX Quarterly Training I; FAR Part 8.4 vs. Part 15; VETS 2 GWAC SB training; Subcontracting SB training; SBCX Quarterly Training II; Building Maintenance and Operations Small Business Acquisition Training; GSA 2 <sup>nd</sup> Generation IT (2GIT) BPA Solutions; SBCX Quarterly Training III; and HHS Acquisition Alert Broadcast. OSDBU provided 4 Listening Labs called Access 2 (A2S) Real Success on Strengthening SB: From Access to Opportunity; Building Partnerships with NIH; Category Management; ACF Virtual Industry Days; and OSDBU SB National Virtual Conference.	1.38%	0%  OSDBU staff attended 30 speaking and matchmaking conferences with a combined total of approximately 2,800 participants.
Department of Housing and Urban Development (HUD)	HUD OSDBU provide training on several topics including FY2021 HUD Forecast Kickoff Meeting; HUD OCPO Annual Acquisition Summit; Live Chat with HUD OSDBU Webinar Series; FY2021 IT Industry Day; SBA Partner with HUD Grow Your Business; HUD's 4th Annual WOSB Outreach; HUD's 6 <sup>th</sup> Annual HUBZone Outreach; Catholic Charities & HUD Connecting Resources to Empower Communities; HUD's 4th Annual SDVOSB Outreach; HUD Virtual Matchmaking; HUD Ginnie Mae 3 <sup>rd</sup> Annual Small Business Industry Day; and Dept. of Navy OSBP Webinar Series.	0%  HUD OSDBU training was conducted virtually. Out of the total HUD OSDBU FY2021 budget of \$670,604, \$0 used for training.	0%  HUD OSDBU's budget totaled \$670,604. HUD OSDBU spent \$0 for travel of the total FY2021 budget.
U.S. Agency for International Development (USAID)	USAID's Office of Small and Disadvantaged Business Utilization (OSDBU) provided asynchronous virtual training. A total of 39 individuals completed the one-hour training and 10 individuals completed the six-hour training. Curriculum included USAID's goals for small business utilization; impact of U.S. Small Business utilization on U.S. economy; statutory and regulatory requirements; market research; subcontracting; and contract bundling.	42%  The Agency's contractual expenditures for the webinars in FY2021 were \$160,726. OSDBU's FY2021 Operational Expenses (OE) budget was \$385,000. Therefore, OSDBU used about 42 percent of its FY 2021 OE budget to provide small business training.	0%  In FY2021, OSDBU's Director did not incur any travel expenses to carry out the Agency's requirements for outreach to small businesses. All the outreach was performed virtually.

Agency	Training Provided	Training Cost	Travel Cost
Nuclear Regulatory Commission (NRC)	The Small Business Program provided training to the business community and acquisition staff through a variety of methods to successfully target the needs of each audience. Such efforts included developing agency small business training, launching virtual events educating companies on how to navigate NRC's contracting landscape, briefing the agency's senior leaders on small business- related matters, educational campaigns supporting Federal small business programs and initiatives, including the Veterans Institute for Procurement training program, which is sponsored by SBA.	0%	0% NRC OSDBU's budget totaled \$157,977. NRC OSBU spent \$0 for travel of the total FY2021 budget.
Social Security Administration (SSA)	Conducted Acquisition Team Workshops, which included both COs and CORs. Monthly Virtual Small Business Outreach Sessions.	0%	0% SSA OSDBU participated in many virtual small business outreach events and small business meetings, i.e., SBPAC and OSDUB Council monthly meetings.
Department of Justice (DOJ)	In FY 2021, 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.	0.03%  The training was conducted in federal government space. The percentage of the budget of the Director for such training represented 0.03% of the OSDBU Director's total FY2021 budget.	0.03%  DOJ OSDBU used .03% of the budget of the Director for travel in FY2021.
National Science Foundation (NSF)	NSF leveraged small business trainings provided by various other federal agencies. The NSF small business office and the NSF acquisition community was informed of small business training sessions that were available throughout the year. Such trainings included the SBA First Wednesday Virtual Learning 2020 series; DoD Mid Atlantic Regional Council (MARC) trainings; NSF Small Business Office with NSF Policy Office conducted COR training. The OSDBU participated in one-on-one meetings with small businesses from around the country to educate and assist them in understanding acquisition opportunities at NSF. As a result, the NSF small business office facilitated various program office meet and greets resulting in numerous new entrant contract awards to small businesses.	1%  There were minimum direct costs associated for training in FY2021 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. The budget for the NSF OSDBU for FY2021 was \$50,000. Approximately 1% of the NSF total OSDBU budget was used for training in FY2021.	0%  Out of the total NSF OSDBU FY2021 budget of \$50,000, 0% of the total budget was spend on travel.

# **ENCLOSURES**

**ENCLOSURE 1**  
**U.S. Department of Agriculture**  
**(USDA)**

Agency: United States of Agriculture (USDA) FY21

(13) & (16)(A)

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

Training	Date	Number of Participants	Topics
Smart Procurement GovCon	1/22	Virtual participants	Doing Business with the Federal Government (USDA)
USDA Small Business Connection Event focused on SDVOSB	2/24	Virtual participants	Doing Business with USDA
4 <sup>th</sup> Annual Small Business Summit-Jacksonville, FL	5/20	Virtual participants	Doing Business with the Federal Government (USDA)
USDA Small Business Connection Event focused on 8(a) Vendors	6/29	Virtual participants	Doing Business with USDA
USWCC Virtual National Small Business Federal Contracting Summer Event	7/20	Virtual participants	Doing Business with the Federal Government (USDA)
AGLearn Small Business Credit Card Training	as needed	by agency	System
eSRS	as needed	by agency	System
Procurement Forecast	as needed	by agency	System
Clearance Process Reports	as needed	by agency	System

(16)(B)

There was no cost associated with training materials/meeting space of OSDBU's \$1.1 million budget. The training materials were virtual.

(16)(C)

The USDA OSDBU spent \$0.00 for out-of-town business travel in FY 2021 to participate in a variety of small business outreach events.

**ENCLOSURE 2**  
**Department of Commerce**  
**(DOC)**

**U.S. Department of Commerce  
Office of Small and Disadvantaged Business Utilization  
FY 2021 Training and Travel Report**

The Department of Commerce (DOC), Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by two FTEs: a director (Senior Executive Service) and a small business specialist (GS-13). The FY 2021 budget for OSDBU covers salaries and benefits and approximately \$12,000 is allocated for operating expenses.

In FY 2021, no portion of OSDBU's budget was spent on travel or training for small business concerns and contract specialists. Due to COVID-19 pandemic, all OSDBU travel plans and in-person activities were cancelled. OSDBU participated in virtual events organized by other agencies and advocacy organizations and the DOC annual workforce training conference.

Finally, based on preliminary FPDS data, DOC is pleased to report that we successfully exceeded all FY 2021 prime contracting small business and socio-economic small business goals. This achievement is the culmination of a concerted effort led by the OSDBU Director and other members of DOC's leadership team to create new opportunities and broaden existing opportunities for small business concerns.



**ENCLOSURE 3**  
**Department of Energy**  
**(DOE)**



**Office of Small and Disadvantaged  
Business Utilization**

**Fiscal Year 2021 Training and Travel Report**

**Submitted to:  
The U.S. Small Business Administration**

## **Introduction**

The Department of Energy (DOE) Office of Small and Disadvantaged Business Utilization (OSDBU) Fiscal Year (FY) 2021 Agency Training and Travel Report is hereby submitted to the U.S. Small Business Administration in accordance with the Small Business Act (15 U.S.C. § 644(k)(16)) and as requested in support of the referenced Small Business Act.

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 the Small Business Act (15 U.S.C. § 644(k)(16)) and other training opportunities beyond the scope of the Small Business Act.

## **Reporting Requirements**

As required by the reporting requirements of the Small Business Act (15 U.S.C. § 644(k)(16)):

### **(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 Manager Training:** The Small Business Program Managers (SBPMs) training occurred monthly for the first half of the fiscal year and quarterly for the second half of the fiscal year with invitations to all DOE 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 the training meetings was to provide tools, information, and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, the DOE Goaling process, small business outreach opportunities, and other important information concerning small businesses. Copies of the agendas are available upon request.
2. **Additional training was provided as listed below:**
  - a. Provided small business outreach and development through 56 events (see Attachment 1).
  - b. October 1, 2020 - September 30, 2021: The OSDBU provided one-on-one development of small businesses doing business with DOE.
  - c. 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 0.00 percent of the office budget towards training during FY 2021.

**(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 0.00 percent of the office budget towards travel during FY 2021.

**(D) Any failure of the agency to comply with section 637, 644, 657a, or 657f of the Small Business Act.**

In response to paragraph (D) above, the OSDBU Director does not have any applicable failures to comply with the listed sections for reporting during FY 2021.

**Agency Information:**

U.S. Department of Energy  
Office of Small and Disadvantaged Business Utilization  
1000 Independence Avenue SW, Room 5B-194  
Washington, DC 20585

**Approval:**

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**Paul E. Ross**  
Acting Director,  
Office of Small and Disadvantaged Business Utilization

**12/14/2021**

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Date

# Fiscal Year 2021 Training and Travel Report Attachment 1

U.S. Department of Energy - Office of Small and Disadvantaged Business Utilization				
FY 2021 Outreach Events (Oct. 1, 2020 - Sept. 30, 2021)				
No.	Date(s) of Event	Title of Event	Virtual Event	Location
1	Oct. 6, 2020	Virtual Vets '20 - Veteran Entrepreneur Training Symposium	✓	
2	Oct. 8, 2020	Los Alamos National Laboratory (LANL) Subcontractor Forum	✓	
3	Oct. 13-15, 2020	ETEBA - 21st Annual Business Opportunities and Technical Conference	✓	
4	Oct. 14, 2020	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
5	Oct. 15, 2020	DOE Fall Virtual Small Business Outreach Event (Hosts: Savannah River Nuclear Solutions, LLC and ETEBA)	✓	
6	Oct. 15, 2020	National Small Business Federal Contracting Summit   DC Fall Event hosted by the U.S. Women's Chamber of Commerce (USWCC) and American Small Business Chamber of Commerce   National Association of Small Business Contractors		Arlington, VA
7	Oct. 20, 2020	Sandia National Laboratories Small Business Forum Series - Getting your foot in the door!	✓	
8	Oct. 27, 2020	Princeton Plasma Physics Laboratory (PPPL) Virtual Industry Day	✓	
9	Oct. 27, 2020	Interest and Access: National Laboratory Fall Session	✓	
10	Nov. 10, 2020	Fall Virtual Small Business Outreach Event (Hosts: OSDDBU, ORNL, EERE, NREL, and SC-Consolidated Services Center)	✓	
11	Nov. 11, 2020	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
12	Nov. 12, 2020	Los Alamos National Laboratory (LANL) Subcontractor Forum	✓	
13	Dec. 7, 2020	DOE Bioenergy Technologies Office - Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) Programs Webinar	✓	
14	Dec. 8, 2020	U.S. Pan Asian American Chamber of Commerce (USPAACC) - 35th Jade Jubilee	✓	
15	Dec. 9, 2020	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
16	Dec. 9, 2020	10th Annual Meet the Buyers: A Procurement Matchmaking Event		Livonia, MI
17	Dec. 17, 2020	Los Alamos National Laboratory (LANL) Subcontractor Forum	✓	
18	Jan. 13, 2021	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
19	Jan. 21, 2021	Los Alamos National Laboratory (LANL) Subcontractor Forum in conjunction with OSDDBU	✓	
20	Feb. 9, 2021	Sandia National Laboratories (SNL) Small Business Forum Series - Partnering with Department of Energy Office of Small Disadvantaged Business Utilization – Architecture & Engineering, and Construction Business Opportunities	✓	
21	Feb. 10, 2021	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
22	Feb. 17, 2021	DOE Office of Economic Impact and Diversity's Empowering & Transforming Our Communities	✓	
23	Feb. 18, 2021	Los Alamos National Laboratory (LANL) Subcontractor Forum	✓	
24	Feb. 25, 2021	Virtual Conversation with DOE's Office of Economic Impact and Diversity (ED)	✓	
25	March 8-12, 2021	Waste Management (WM) Symposia 2021	✓	
26	March 10, 2021	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
27	March 25, 2021	Doing Business at DOE's Pacific Northwest National Laboratory (PNNL)	✓	
28	April 8, 2021	Sandia National Laboratories (SNL) Small Business Forum Series - Expanding your business within Sandia Livermore, CA	✓	
29	April 22, 2021	Los Alamos National Laboratory (LANL) Virtual Subcontractor Forum	✓	
30	April 28, 2021	Oak Ridge National Laboratory (ORNL) Small Business Diversity Summit	✓	
31	April 29, 2021	Office of Economic Impact and Diversity: Energy Workforce - Enhancing Minority Businesses Participation in DOE's SBIR Program	✓	
32	May 4, 2021	Office of Management and Budget and the Government-wide Category Management Program Management Office: Spring 2021 Industry Day: Working with Small Business to Meet Category Management Priorities	✓	
33	May 6, 2021	Women Impacting Public Policy (WIPP) Matchmaker Madness	✓	

U.S. Department of Energy - Office of Small and Disadvantaged Business Utilization

U.S. Department of Energy - Office of Small and Disadvantaged Business Utilization				
FY 2021 Outreach Events (Oct. 1, 2020 - Sept. 30, 2021)				
No.	Date(s) of Event	Title of Event	Virtual Event	Location
34	May 20, 2021	Los Alamos National Laboratory (LANL) Virtual Subcontractor Forum	✓	
35	June 2-3, 2021	U.S. Women's Chamber of Commerce (USWCC) and the American Small Business Chamber of Commerce (ASBCC) 12th Annual	✓	
36	June 9, 2021	Idaho National Laboratory (INL) Supplier Engagement Webinar	✓	
37	June 10, 2021	Nuclear Regulatory Commission Small Business Exchange	✓	
38	June 16, 2021	Sandia National Laboratories (SNL) 1:1 Supplier	✓	
39	June 24, 2021	Government Procurement Conference - Virtual Industry Day	✓	
40	July 20, 2021	Doing Business with Pacific Northwest National Laboratory (PNNL)	✓	
41	July 20, 2021	Sandia National Laboratories (SNL) Small Business Forum Series - Becoming a Protégé—with Sandia as your Mentor!	✓	
42	July 21, 2021	Sandia National Laboratories (SNL) - 1:1 Supplier Engagements	✓	
43	July 21, 2021	Consolidated Nuclear Security, LLC (CNS) - Workshop for Specialty Fabrication Suppliers	✓	
44	July 22, 2021	Oak Ridge Construction Pre-Bid Conference	✓	
45	July 26, 2021	Society of American Military Engineers (SAME) Virtual Facilities Management Conference	✓	
46	July 27, 2021	Montana PTAC GovMatch	✓	
47	July 28, 2021	Savannah River Federal Business Opportunities Forum	✓	
48	July 29, 2021	How to do Business with Mission Support & Test Services (MSTS)	✓	
49	Aug. 2, 2021	Women Impacting Public Policy (WIPP) Agency Partner Day (with Sandia National Laboratories)	✓	
50	Aug. 18, 2021	Sandia National Laboratories - 1:1 Supplier Engagements	✓	
51	Sept. 8-9, 2021	HUBZone Small Business Strategic	✓	
52	Sept. 15, 2021	Sandia National Laboratories (SNL) - 1:1 Supplier Engagements	✓	
53	Sept. 16, 2021	Brookhaven National Laboratory (BNL) - Electron-Ion Collider (EIC) Infrastructure Industry Day	✓	
54	Sept. 16, 2021	HUBZone Small Business Virtual Summit	✓	
55	Sept. 19-25, 2021	Minority Business Development Agency (MBDA) - Annual National Minority Enterprise Development (MED) Week	✓	
56	Sept. 29, 2021	GSA: Small Business Works 2021 - Level Up and Networking Series	✓	

U.S. Department of Energy - Office of Small and Disadvantaged Business Utilization

**ENCLOSURE 4**  
**Department of Treasury**  
**(TREASURY)**



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C.

MEMORANDUM FOR THE SMALL BUSINESS ADMINISTRATION, ASSISTANT  
ADMINISTRATOR FOR GOVERNMENT CONTRACTING AND BUSINESS  
DEVELOPMENT

SUBJECT: U.S. Department of Treasury's Travel and Training Fiscal Year 2021 Annual  
Report

The Department of the Treasury is committed to removing any barriers that impede the maximum utilization of small businesses in performing our requirements. The Treasury Office of Small Disadvantaged Business Utilization (OSDBU) cooperates in providing training to industry and Treasury's acquisition workforce. The OSDBU attends national conferences to explain how to do business with the Department of Treasury on an as needed basis.

For fiscal year 2021, the Department of the Treasury submits the following required report:  
15 U.S. Code § 644 - Awards or contracts

(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);

(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;

In May 2021, the Department of Treasury OSDBU sponsored a 2-day, 4-part virtual Webinar for underserved minority and small businesses to learn how to do business with Treasury, how to become procurement ready, and how to build subcontracting relationships. Approximately 300 persons were in attendance at no cost of Treasury OSDBU.

In June 2021, the Department of Treasury hosted a one-day small business training event for Treasury's acquisition workforce. Approximately 150 persons were in attendance at no cost to Treasury OSDBU.

Neither of these events interfered with the Director's responsibilities as OSDBU

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



The OSDBU training sessions outlined in (16)(A) were conducted virtually using Zoom for Government and Microsoft Teams. There were no costs associated with these events. Therefore, **the training sessions represent 0% of Treasury OSDBU's total budget and 0% of Treasury's non-labor budget.**

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

Treasury's OSDBU Director spent \$0.00 for out of town business travel in FY 2021, due to COVID travel restrictions. **Treasury's OSDBU total budget of \$1,058,000 includes labor and non-labor dollars. The OSDBU Director used \$0.00 for travel expenses, which represent 0.0% of the \$156,000 non-labor dollars.**

Please contact me if you have any questions.

DONNA M. RAGUCCI, SES  
Director, OSDBU  
Department of the Treasury

**ENCLOSURE 5**  
**Department of Homeland Security**  
**(DHS)**

**U.S. Department of Homeland Security  
Training and Travel Report  
Fiscal Year 2021**



**Homeland  
Security**

## **Introduction**

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As required by Section (k)(16) of the Small Business Act at 15 United States Code (U.S.C.) § 644, the United States Department of Homeland Security (DHS) Office of Small and Disadvantaged Business Utilization (OSDBU) submits this report describing the training activities provided to small business concerns and the DHS contracting community. In addition, the report includes a percentage of the total OSDBU budget used for training and travel for the recently completed Fiscal Year (FY) 2021.

DHS is a recognized leader in small business contracting with a small business program that is well-respected in the federal government. By adopting many small business program initiatives and best practices that are unique to the federal government, DHS continued to pave the way to promote opportunities for small businesses to contribute their unique strengths to the DHS mission during FY 2021.

### **16(A)**

In accordance with Section (k)(16)(A), the OSDBU set an aggressive schedule in FY 2021 to provide DHS-wide training on small business topics and socioeconomic federal contracting programs. As a result, the OSDBU created and facilitated eight learning webinars, which garnered over 1,200 distinct registrations from DHS acquisition professionals. The courses held in FY 2021 were:

- OSDBU DHS 700-22 Small Business Review Form
- OSDBU Overview – What Does the OSDBU Do?
- Women-Owned Small Business (WOSB) Federal Contracting Program
- Common OSDBU Review Areas
- 8(a) Business Development Program and DHS/SBA Partnership Agreement
- Consolidation and Bundling
- Subcontracting Plans, Goals and eSRS
- Common OSDBU Review Areas

The OSDBU also hosted a series of virtual workshops for the Small Business Specialists (SBS) and the OSDBU staff, with the purpose of discussing various small business contracting topics and best practices. In FY 2021, workshops included robust discussions on small business goal achievements, legislative updates and implementation from the Small Business Administration's General Counsel, the latest initiatives on strategic sourcing and category management, proposed solutions to small business challenges, and team building. The OSDBU Executive Director, the Chief Procurement Officer, as well as the Deputy Chief Procurement Officer expressed how the Department's success in supporting small businesses resulted from the hard work and dedication of the DHS Small Business team, both at headquarters and throughout our components, which is recognized by leadership.

Since inception, the DHS has committed to implementing the federal public policy objective of including small businesses in our contracting program to the maximum extent practicable. 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 the use of set-aside acquisition strategies to improve

the likelihood of small business participation as prime contractors. In keeping with this directive, the OSDBU has ensured that our learning webinars and workshops include processes for providing opportunities for all types of small businesses to compete and win contracts to support DHS' vital missions.

DHS's primary web platform for hosting these learning cafés and workshops is through Adobe Connect, which were one to two hours in length per session.

The OSDBU has a robust small business outreach program which includes hosting monthly Vendor Outreach Sessions (VOS) as well as attending major small business conferences sponsored by Government agencies, congressional members, and trade associations. Every year, the OSDBU staff meet one-on-one with hundreds of small businesses. Our discussions with small businesses focus on how to do business with DHS, to connect small businesses with the DHS contracting and program personnel, to support market research, to provide information about upcoming procurements, and to determine small business capabilities to fulfill DHS contracting requirements.

The DHS VOS program is known as a government-wide best practice. Vendor outreach sessions are a series of pre-arranged 15-minute appointments with small businesses and Small Business Specialists (SBSs) from DHS Components, plus several prime contractors. These sessions provide the small business community opportunities to discuss their capabilities and to learn more about doing business with DHS. Beginning in May 2020, because of COVID-19, the DHS OSDBU successfully transitioned VOS from long-standing, in-person activities into a virtual presence. The current virtual format continues to be applauded by industry and the SBSs because of the flexibility with online meetings and the fact that the SBSs can navigate [DHS.gov](https://www.dhs.gov) during their scheduled meetings. In addition, the DHS prime contractors who attend VOS as counselors also appreciate the ability to use their in-house virtual platform, which has maximized their interaction with small business attendees. As a result, transitioning VOS to its virtual platform has allowed small businesses to participate from all over the Continental United States, reducing their travel costs. The DHS held ten sessions in FY 2021 with 411 vendors in attendance. After each VOS, attendees complete an evaluation, requesting feedback on how they benefited from the VOS program. Overall evaluations resulted in a 93.6% average rating, which represents a good to excellent rating for FY 2021.

## **FY 2021 Training and Travel Budget**

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(16)(B)

The DHS OSDBU training webinars and workshops outlined in (16)(A) were conducted online because of the virtual environment in which we are operating. There was no cost involved in the training webinars and workshops. Of the total DHS OSDBU budget of \$1,898,561, \$0 (0%) was expended for training.

(16)(C)

The DHS OSDBU did not incur any out-of-town business travel expense. Business travel for in-person outreach activities was paused and instead online conferences were attended because of the pandemic. Of the total DHS OSDBU budget of \$1,898,561, \$0 (0%) was used for travel.

## Summary

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During FY 2021, the DHS OSDBU relied on virtual delivery as the mode for our learning cafés and workshops for the contracting community, as well as for small business outreach activities. This enabled the OSDBU to reach a broader audience than was possible with in-person events while minimizing costs to the taxpayer. One hundred percent of OSDBU's total training events during the past fiscal year were virtual, thus minimizing travel costs to the Government or participants.

**ENCLOSURE 6**  
**Department of Interior**  
**(DOI)**

## Department of Interior FY21 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;

- ***Participated in the Buy Indian Act Updates Tribal Consultation Session on June 15<sup>th</sup> and 17<sup>th</sup>, 2021.***
- ***Providing In-House Training on DOI's Small Business Intelligence Tool on June 3<sup>rd</sup>, 2021***

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

- ***In FY 21 the Department of Interior OSDBU Director has spent \$0 providing two trainings.***

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

- ***In FY 21 the Department of Interior OSDBU Director has spent \$0 in travel costs related to outreach activities. In FY 21 our budget was \$568,000 and travel costs accounted for 0% of DOI OSDBU's budget.***



**ENCLOSURE 7**  
**Department of Labor**  
**(DOL)**



February 16, 2022

Ms. Beatrice Hidalgo  
Associate Administrator  
Office of Government Contracting and Business Development  
Small Business Administration  
409 3<sup>rd</sup> Street SW, 8<sup>th</sup> Floor  
Washington, DC 20416

Dear Associate Administrator Hidalgo:

The purpose of this letter is to transmit the Department of Labor's (DOL) Fiscal Year (FY) 2021 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 2021, the Office of Small and Disadvantaged Business Utilization (OSDBU) provided training to hundreds of small businesses and DOL's acquisition workforce. 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 DOL's 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), Historically Black Colleges and Universities (HBCUs), large and small businesses, and DOL's program representatives to train on the following small business-related topics:

- Prime and subcontracting opportunities;
- Teaming and Partnering Business Relationships;
- SBA 8(a) Business Development Partnership Agreement;
- Smarter IT Buying Decisions;
- Navigating the Forecast tool;
- Increasing growth in the Federal marketplace for underserved communities; and
- Simplifying the request for quotation process with ease for small and large businesses using the Reverse Auctioning platform.

The OSDBU is also committed to conducting regular training of acquisition personnel on issues, procedures, policies, and regulations impacting small businesses and has done so through DOL's Procurement Council meetings, emails, trainings, and individual counseling/assistance. Moreover, DOL's public website and LaborNet (intranet available to DOL employees) host a procurement page that provides acquisition personnel with continuous access to contracting officer notices, informational training notices, acquisition policies, and webinars and training

from outside sources such as SBA, GSA, Federal Acquisition Institute, AbilityOne, and the SBA's Small Business Innovation Research and Small Business Technology Transfer Programs.

Additionally, the OSDBU attended the following virtual small business outreach events hosted by other organizations where small business concerns received individual training:

- Vendor Outreach Session, October 2020, sponsored by DOL;
- An HBCU and Federal Partners Meet and Greet, October 2020, sponsored by Atlanta Federal Executive Board;
- Association of the United States Army Annual Meeting and Exposition, October 2020, sponsored by the United States Army;
- Agency and Prime Contractors: National Small Business Federal Contracting Summit Details, October 2020, sponsored by the United States Women's Chamber of Commerce (USWCC);
- GovConectx, October 2020, sponsored by the GovConectx Foundation;
- Vendor Outreach Session, January 2021, sponsored by DOL;
- Small Business Labor Safety Roundtable, January 2021, Occupational Safety and Health Administration and the Mine Safety and Health Administration, sponsored SBA Office of Advocacy;
- Spring National Small Business Federal Contracting Summit; March 2021, sponsored by the American Small Business Chamber of Commerce (ASBCC) and USWCC;
- National Small Business Federal Contracting Summit, March 2021, sponsored by ASBCC and USWCC;
- GSA Virtual Meet & Match: Achieving Success as a Women-Owned Small Business, March 2021, sponsored by GSA;
- 1st Annual Women Veterans Small Business Summit, March 2021, sponsored by the Department of Veterans Affairs and USWCC;
- Vendor Outreach Session, April 2021, sponsored by DOL;
- 9th Annual Northern Virginia Business2Government Matchmaking Conference & Small Business Expo, May 2021, sponsored by the Greater Reston Chamber of Commerce;
- 12th Annual National Small Business Contracting Summit | Southeast Conference 2021, June 2021, sponsored by ASBCC and USWCC; and
- National Small Business Federal Contracting Summit, October 2021, sponsored by ASBCC and USWCC.

The above list consists of virtual small business outreach events hosted by organizations utilizing Microsoft Teams, Zoom, GoToMeeting, Cisco WebEx, and other video conferencing software platforms. During the pandemic, no training or travel expenses were incurred for these trainings. As a result, travel and training costs represent zero percent of the OSDBU Director's total budget of \$965,154.

If you have any questions or concerns, please contact Gladys Bailey, Program Manager, at (202) 693-7244, or [Bailey.Gladys@dol.gov](mailto:Bailey.Gladys@dol.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Rachana Desai Martin". The signature is fluid and cursive, with the first name being the most prominent.

Rachana Desai Martin  
Assistant Secretary for Administration and Management  
Director, Small and Disadvantaged Business Utilization

**ENCLOSURE 8**  
**Department of Transportation**  
**(DOT)**

## FY2021 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 2021.

Small Business Act Citation	Description	Response
Section 15(k)(16)(A)	Training provided by the Director	See Appendix A
Section 15(k)(16)(B)	Percentage of the budget of the Director used for training	5.0%
Section 15(k)(16)(C)	Percentage of the budget of the Director used for travel	0.00%

In FY2021 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). DOT’s Office of Small and Disadvantaged Business Utilization (OSDBU) hosted small business outreach sessions, prior to the start of the pandemic, for which the duties and responsibilities for the OSDBU Director are indicated in the Small Business Act. All training activities were virtual, due to the pandemic emergency, and no travel funds were used. A list of training provided by DOT OSDBU Director for fiscal year 2021 has been included in Appendix A.

Furthermore, our office provided virtual acquisition training for Small Business Specialist (SBS), Program Officers 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 DOT 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 2021**

**Appendix A**

<b>TRAINING PROVIDED BY THE OSDBU DIRECTOR</b>		
Hubzone Matchmaking Webinar	Virtual	November 12, 2020
SDVOSB Matchmaking Webinar	Virtual	December 9, 2020
Woman Owned Small Business Program Updates Webinar	Virtual	December 16, 2020
South Central Small Business Federal Contracting	Virtual	January 21, 2021
GSA Meet & Match: Achieving Success as a Women-Owned Small Business	Virtual	March 18, 2021
Working Women Wednesday (WOSB outreach event)	Virtual	March 24, 2021
Doing business with FAA	Virtual	March 27, 2021
United States Hispanic Chamber of Commerce Legislative Summit (Matchmaking)	Virtual	March 30, 2021
1st Annual Women Veterans Small Business Summit   Virtual	Virtual	March 31, 2021
SBIR Pitch Day	Virtual	April 27, 2021
Small Business Industry Day	Virtual	May 4, 2021
Women Impacting Public Policy (WIPP) Matchmaking session	Virtual	May 6, 2021
Doing business with DOT	Virtual	May 13, 2021
Want to Partner with DOT? Here's the Contracting 101!	virtual	May 19, 2021
36th Annual Business Expo	Virtual	May 20, 2021
HBCU Contracting Competitiveness Academy Pilot	Virtual	May 21, 2021
Next Steps for Small Business Contract Readiness	Virtual	May 26, 2021
Strategies to Increase Bonding Capacity (Great Lakes Region)	Virtual	June 2, 2021
Strategies to Increase Bonding Capacity (Southwest Region)	Virtual	June 3, 2021
2021 CelebrASIAN Business + Procurement Conference	Virtual	June 8, 2021
Strategies to Increase Bonding Capacity (Northeast Region)	Virtual	June 9, 2021
Strategies to Increase Bonding Capacity (Mid-South Atlantic Region)	Virtual	June 10, 2021
Strategies to Increase Bonding Capacity (Central Region)	Virtual	June 15, 2021
Strategies to Increase Bonding Capacity (South Atlantic Region)	Virtual	June 16, 2021
Strategies to Increase Bonding Capacity (Gulf Region)	Virtual	June 17, 2021
Strategies to Increase Bonding Capacity (Mid-Atlantic Region)	Virtual	June 22, 2021
Strategies to Increase Bonding Capacity (Northwest Region)	Virtual	June 23, 2021
Strategies to Increase Bonding Capacity (Southeast Region)	Virtual	June 24, 2021
Strategies to Increase Bonding Capacity (West Central Region)	Virtual	June 29, 2021
Reservation Economic Summit (RES) 2021	Virtual	July 19, 2021
USWCC Business Summit Matchmaking session	Virtual	July 21, 2021
USWCC Business Summit	Virtual	July 21, 2021
Great American Outdoors Virtual Industry Day	Virtual	July 21, 2021

<b>TRAINING PROVIDED BY THE OSDBU DIRECTOR (continued)</b>		
Airports Council International – North America Diversity Council meeting	Virtual	July 21, 2021
Meeting with Metropolitan Transit Authority Chief Diversity Officer and others from NY state and city leaders	Virtual	July 21, 2021
MT Virtual Govmatch	Virtual	July 27, 2021
Matchmaking session	Virtual	July 29, 2021
Women Impacting Public Policy (WIPP) virtual Agency Partner Day	Virtual	August 2, 2021
Access to Capital: Be Ready and Stay Ready NW	Virtual	August 3, 2021
Access to Capital: Be Ready and Stay Ready Central	Virtual	August 4, 2021
Access to Capital: Be Ready and Stay Ready MSA	Virtual	August 5, 2021
Access to Capital: Be Ready and Stay Ready SW	Virtual	August 10, 2021
FAA HUBZone Webinar	Virtual	August 11, 2021
Access to Capital: Be Ready and Stay Ready MA	Virtual	August 11, 2021
Access to Capital: Be Ready and Stay Ready GL	Virtual	August 12, 2021
Access to Capital: Be Ready and Stay Ready Gulf	Virtual	August 17, 2021
Access to Capital: Be Ready and Stay Ready SA	Virtual	August 18, 2021
Access to Capital: Be Ready and Stay Ready NE	Virtual	August 19, 2021
Native Edge Institute-New York: Explore and Execute Business Fundamentals: Connect with Leaders and Implement Change	Virtual	August 20, 2021
Access to Capital: Be Ready and Stay Ready WC	Virtual	August 24, 2021
Access to Capital: Be Ready and Stay Ready SE	Virtual	August 25, 2021
Small Business Innovation Research Program Overview	Virtual	August 31, 2021
National HBCU Conference	Virtual	September 7, 2021
Hubzone Chamber	Virtual	September 15, 2021
Hubzone Chamber Matchmaking	Virtual	September 16, 2021
Minority Business Development Agency (MBDA) Matchmaking	Virtual	September 20, 2021
Minority Business Development Agency (MBDA) Matchmaking	Virtual	September 23, 2021
United States Hispanic Chamber of Commerce Annual Conference	Virtual	September 26, 2021



**ENCLOSURE 9**  
**National Aeronautics and Space Administration**  
**(NASA)**



**(k) Office of Small and Disadvantaged Business Utilization (OSDBU); 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 fiscal year (FY) 2021, the NASA Office of Small Business Programs (OSBP) participated at seventeen (17) trainings for the technical community; partnered in presentation at one (1) Congressional outreach event; participated at two (2) Historically Black Colleges and Universities/Minority Serving Institutions outreach events; hosted twelve (12) agency OSBP Learning Series webinars; and presented three (3) Small Business Specialists trainings.**

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

**In F2021, the NASA OSDBU used zero (0) percent of the program budget for training this is due in large part to the impact of the COVID-19 pandemic and reduction and in many cases, the elimination of in-person training and events that would normally incur a cost.**

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

**In FY2021, the NASA OSDBU Associate Administrator used zero (0) percent of the program budget for travel this is due in large part to the impact of the COVID-19 pandemic and reduction and in many cases, the elimination of in-person training and events that would normally incur a cost.**

FY2021 SBA SCORECARD  
 TRAINING AND TRAVEL

FY2021 OSBP TRAVEL BUDGET					\$0.00
MONTH	YEAR	EVENT / MEETING / CONFERENCE	CITY	TRAVELERS	ACTUALS
July	2021	National Small Business Federal Contracting Summit   DC Summer 2021 jointly hosted by the U.S. Women's Chamber of Commerce and The American Small Business Chamber of Commerce	Virtual	Glenn A. Delgado	\$0.00
TOTAL ASSOCIATE ADMINISTRATOR'S TRAVEL					\$0.00
% OF ASSOCIATE ADMINISTRATOR'S TRAVEL / OSBP PROGRAM BUDGET					0.00%
MONTH	YEAR	TRAINING	CITY	TRAVELERS	ACTUALS
October	2020	NASA Small Business Specialist Committee Training	Virtual	Glenn A. Delgado	\$0.00
January	2021	NASA Small Business Specialist Committee Training	Virtual	Glenn A. Delgado	\$0.00
March	2021	NASA Small Business Specialist Committee Training	Virtual	Glenn A. Delgado	\$0.00
April	2021	Mission Support Forum	Virtual	Glenn A. Delgado	\$0.00
June	2021	NASA Small Business Specialist Committee Training	Virtual	Glenn A. Delgado	\$0.00
OSBP TRAINING					\$0
% OF OSBP TRAINING / OSBP PROGRAM BUDGET					0.00%

## SBS Outreach Events

Date	Time	Event	Event Website	Participant/Title	Center	Location	Participant Role
10/27/2020	N/A	2020 Virtual Small Business Summit	N/A	Kay Doane	SSC	Virtual	N/A
10/29/2020	N/A	Marshall Small Business Alliance Meeting	N/A	Full Team	MSFC	Virtual	N/A
11/3/2020	N/A	HBCU/MSI Partnerships Meeting	N/A	Full Team	MSFC	Virtual	N/A
11/4/2020	N/A	SSC Small Business Virtual Showcase	N/A	Kay Doane	SSC	Virtual	N/A
11/5/2020	N/A	NASA Monthly SSC Small Business Council Call (not public)	N/A	Kay Doane	SSC	Virtual	N/A
11/9/2020	N/A	9th Annual Small Business Procurement 2-Day Virtual Conference and Matchmaker	<a href="https://asbdc.ecenterdirect.com/events/8473">https://asbdc.ecenterdirect.com/events/8473</a>	Kay Doane	SSC	Virtual	N/A
11/14/2020	N/A	30th Anniversary Government Procurement Conference	<a href="https://www.fbcinc.com/e/procurement/default.aspx">https://www.fbcinc.com/e/procurement/default.aspx</a>	Jennifer Perez & Shola Martyn	GSFC SSC, LaRC, GRC	Virtual	N/A
11/17/2020	N/A	2020 Ohio Business Matchmaker	<a href="https://www.ohiobusinessmatchmaker.com/">https://www.ohiobusinessmatchmaker.com/</a>	K. Doane, E. Adams-Sipp, R. Betts	ARC, AFRC, MSFC	Virtual	N/A
11/18/2020	N/A	6th Annual Virtual HBCU & MSI Partnerships Meeting and Matchmaker	<a href="https://virtual-nasa-hbcu-msi-road-tour.eventbrite.com">https://virtual-nasa-hbcu-msi-road-tour.eventbrite.com</a>	Christine Munroe & David Brock	ARC, AFRC	Virtual	N/A
11/19/2020	N/A	Government Contracting Assistance & Networking (GCAN) Virtual Meeting	<a href="https://www.eventbrite.com/e/government-contracting-assistance-networking-gcan-virtual-meeting-tickets-12556734573">https://www.eventbrite.com/e/government-contracting-assistance-networking-gcan-virtual-meeting-tickets-12556734573</a>	Christine Munroe	ARC, AFRC	Virtual	N/A
12/1/2020	N/A	CPUC/ Joint Utilities Virtual Small/ Diverse Business Expo	<a href="https://whova.com/web/capue_202012/">https://whova.com/web/capue_202012/</a>	Christine Munroe	AFRC LaRC,	Virtual	N/A
12/8/2020	N/A	Tri-State PTAC Mega-Matchmaker	<a href="https://www.tri-state-ptac-mega-matchmaker.com/">https://www.tri-state-ptac-mega-matchmaker.com/</a>	Robert Betts & Kay Doane	SSC	Virtual	N/A
1/12/2021	N/A	Opening Your Doors to more Business	<a href="https://www.eventbrite.com/e/opening-your-doors-to-more-business-tickets-132300679895?aff=sba">https://www.eventbrite.com/e/opening-your-doors-to-more-business-tickets-132300679895?aff=sba</a>	Eunice Adams-Sipp	GRC	Virtual	N/A
1/26/2021	N/A	2021 TN Procurement Opportunities Conference	<a href="https://www.eventbrite.com/e/2021-tn-procurement-opportunities-conference-tickets-133636023945">https://www.eventbrite.com/e/2021-tn-procurement-opportunities-conference-tickets-133636023945</a>	David Brock	MSFC	Virtual	N/A
1/26/2021	N/A	KSC Prime Time		Joyce McDowell & Natalie Colvin	KSC	Virtual	N/A
1/27/2021	N/A	SSC & NSSC U.S. Small Business Administration Market Research & Policy Updates	<a href="https://forms.office.com/Pages/ResponsePage.aspx?id=WNQFcl5FrkiBQNOqW3Re2bPUBszebZKnpD_xogFR6BUQkpWVjk4WU5UTkRiRVm0V42TUplVRDNGMy4u">https://forms.office.com/Pages/ResponsePage.aspx?id=WNQFcl5FrkiBQNOqW3Re2bPUBszebZKnpD_xogFR6BUQkpWVjk4WU5UTkRiRVm0V42TUplVRDNGMy4u</a>	Kay Doane & Troy Miller	SSC, NSSC	Virtual	N/A
1/27/2021	N/A	OSBP Learning Series: Doing Business with NASA Langley Research Center	OSBP Learning Series: How to Do Business with NASA's LaRC Registration, Wed, Jan 27, 2021 at 1:00 PM   Eventbrite	Robert Betts	SSC	Virtual	N/A
2/2/2021	N/A	Kennedy Space Center Virtual Outreach	KSC OSBP Virtual Outreach Tickets, Tue, Feb 2, 2021 at 10:30 AM   Eventbrite	Joyce McDowell & Natalie Colvin	KSC	Virtual	N/A
2/3/2021	N/A	SSC Small Business Virtual Showcase	SSC Small Business Virtual Showcase Feb 3, 2021 11am-1pm	Kay Doane	SSC	Virtual	N/A
2/9/2021	N/A	KSC OSBP Joint Counseling	OSBP Learning Series: Doing Business with Charleston County, South Carolina Registration, Wed, Feb 17, 2021 at 1:00 PM   Eventbrite	Joyce McDowell & Natalie Colvin	KSC	Virtual	N/A
2/17/2021	N/A	OSBP Learning Series: Doing Business with Charleston County, SC		Joyce McDowell & Natalie Colvin	KSC	Virtual	N/A
2/23/2021	N/A	KSC Prime Time		Joyce McDowell & Natalie Colvin	KSC	Virtual	N/A
2/23/2021	N/A	NASA HBCU/MSI Engagement Workshop at CIAA	N/A	Esther Veras	MSFC	Virtual	Participant
3/2/2021	N/A	KSC OSBP Virtual Outreach – How to Do Business With...United Launch Alliance	N/A	Joyce McDowell & Natalie Colvin	KSC	Virtual	Host
3/9/2021	N/A	KSC OSBP Joint Counseling	N/A	Joyce McDowell & Natalie Colvin	KSC	Virtual	Matchmaking
3/10/2021	N/A	FY21 Team Redstone Center of Excellence Advance Planning Briefings to Industry	<a href="https://conference.redstone.army.mil/">https://conference.redstone.army.mil/</a>	David Brock	MSFC LaRC,	Virtual	Speaker, Matchmaking
3/18/2021	9:00 a.m. – 4:00 p.m CST	31st Marshall Small Business Alliance Meeting	<a href="https://31marshallsmallbusinessalliance.eventbrite.com">https://31marshallsmallbusinessalliance.eventbrite.com</a>	David Brock / Robert Betts	LaRC	Virtual	Host, Speaker, Presenter
3/23/2021	10:00 am - 12:00 nm FT	Opening Your Doors to Doing Business with the Government – Portage County	<a href="https://www.eventbrite.com/e/opening-your-doors-to-more-business-tickets-136846073289?aff=website">https://www.eventbrite.com/e/opening-your-doors-to-more-business-tickets-136846073289?aff=website</a>	Eunice Adams-Sipp	GRC	Virtual	Presenter
3/23/2021	10:30 a.m. ET	KSC Prime Time	E-mail KSC OSBP for more information: <a href="mailto:ksc-smallbusiness@mail.nasa.gov">ksc-smallbusiness@mail.nasa.gov</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Matchmaking
3/25/2021	12:00 PM – 5:00 PM EDT	WIDGHR's 2nd Annual Industry Day	<a href="https://www.eventbrite.com/e/widghrs-2nd-annual-industry-day-tickets-141825394573?aff=ebdsoporgprofile">https://www.eventbrite.com/e/widghrs-2nd-annual-industry-day-tickets-141825394573?aff=ebdsoporgprofile</a>	Robert O. Betts	LRC	Virtual	Participant on the Federal Government Small Business Roundtable
3/25/2021	10:45-11:15	The Catalyst Socio-Economic Summit	<a href="https://novab2g.restonchamber.org/">https://novab2g.restonchamber.org/</a>	Kay Doane	SSC	Virtual	Panel
3/30/2021	2:30pm - 4:00pm EST	Executive Roundtable, DEI's Forgotten Voice: Leaders & Key Talent with a Disability	<a href="https://connections4success.net/training-events">https://connections4success.net/training-events</a>	Kay Doane	SSC	Virtual	Guest Speaker
3/30/2021	10:30 a.m. EST	How to Do Business With...a.i. solutions, Inc. and A Small Business Story – Apache-Logical JV	<a href="https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-127765613389">https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-127765613389</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Host
4/1/2021	2:00 PM - 3:00 PM (CDT)	Gulf Coast Procurement Opportunities Webinar	<a href="https://asbdc.ecenterdirect.com/events/8834">https://asbdc.ecenterdirect.com/events/8834</a>	David Brock	MSFC	Virtual	Speaker
4/6/2021	10:30 a.m. ET	KSC OSBP Virtual Outreach – How to Do Business With...Jacobs Technology and PAE-SGT	<a href="https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-145673211497">https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-145673211497</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Host
4/8/2021	9am-12pm CST	Center for Industrial Research & Service (CIRAS)	<a href="https://govmates.com/ciras-virtual-matchmaking-event/">https://govmates.com/ciras-virtual-matchmaking-event/</a>	Kay Doane	SSC	Virtual	Matchmaking
4/14/2021	1:00 pm - 3:30 pm CST	Manufacturing Extension Partnership (MEP)	<a href="http://www.supplydod.com">www.supplydod.com</a>	Kay Doane	SSC	Virtual	Matchmaking
4/21/2021	12:00 p.m. ET	NASA HBCU/MSI Spring Technology Infusion Road Tour	<a href="https://www.eventbrite.com/e/nasa-hbcumsi-spring-technology-infusion-road-tour-tickets-144270267253">https://www.eventbrite.com/e/nasa-hbcumsi-spring-technology-infusion-road-tour-tickets-144270267253</a>	David Brock	MSFC	Virtual	Speaker, Matchmaking
4/27/2021	9:00 am - 11:30 am CST	Cook County Illinois Outreach Event: How to Do Business with NASA Webinar	<a href="https://www.imec.org/event/nasa-illinois-session-1-042721/">https://www.imec.org/event/nasa-illinois-session-1-042721/</a>	David Brock	MSFC	Virtual	Speaker
4/27/2021	10:30 a.m. EST	KSC Joint Counseling	E-mail KSC OSBP for more information: <a href="mailto:ksc-smallbusiness@mail.nasa.gov">ksc-smallbusiness@mail.nasa.gov</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Host
5/4/2021	10:30 a.m. ET	KSC OSBP Virtual Outreach – How to Do Business With...PAE-SGT Partners, LLC and A Small Business Success Story – Nelson Engineering Co.	<a href="https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-149199498717">https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-149199498717</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Host
5/4/2021	11:00 a.m. ET	Jacobs Supplier Awards Ceremony	This was held via MS TEAMS	David Brock	MSFC	Virtual	Speaker
5/6/2021	11-1pm CST	SSC Small Business Virtual Showcase	This was held via MS TEAMS	Kay Doane	SSC	Virtual	Host
5/6/2021	N/A	Women Impacting Public Policy Event and Matchmaker	<a href="https://www.wipp.org/events/EventDetails.aspx?id=1490885">https://www.wipp.org/events/EventDetails.aspx?id=1490885</a>	David Brock	MSFC	Virtual	Speaker, Matchmaking
5/6/2021	9:30-10:30 a.m.	9th Annual NoVA B2G Matchmaking Conference & Expo Online	<a href="https://novab2g.restonchamber.org/">https://novab2g.restonchamber.org/</a>	Kay Doane	SSC	Virtual	Matchmaking
5/18/2021	8:00 a.m. - 12:00 p.m.	Cook County, IL-NASA Virtual Outreach Event - Matchmaker	<a href="https://www.imec.org/event/nasa-illinois-matchmaking-051821/">https://www.imec.org/event/nasa-illinois-matchmaking-051821/</a>	David Brock	MSFC	Virtual	Matchmaking

## SBS Outreach Events

5/19/2021	1:00p.m. – 2:30p.m. ET	Women's Business Enterprise National Council (WBENC) Government Forum Committee	<a href="https://www.eventbrite.com/e/osbp-learning-series-how-to-do-business-with-nasas-stennis-space-center-registration-121273290677">https://www.eventbrite.com/e/osbp-learning-series-how-to-do-business-with-nasas-stennis-space-center-registration-121273290677</a>	Kay Doane	SSC	Virtual	N/A
5/24/2021	2:30 p.m. - 4:00 p.m. ET	Pursuing & Securing Government Contracts: Virtual Small Business Webinar	<a href="https://us06web.zoom.us/j/8816206741206/WN_Kuxw1oDZS92DvkwjFBVjg">https://us06web.zoom.us/j/8816206741206/WN_Kuxw1oDZS92DvkwjFBVjg</a>	Eunice Adams-Sipp	GRC	Virtual	Host
5/25/2021	10:00 a.m.ET	KSC OSBP Joint Counseling	E-mail KSC OSBP for more information: <a href="mailto:ksc-smallbusiness@mail.nasa.gov">ksc-smallbusiness@mail.nasa.gov</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Matchmaking
5/26/2021	11:00 a.m. - 12:00 p.m. ET	U.S. Women's Chamber of Commerce Webinar KSC OSBP Virtual Outreach...How to Do Business With...DNC Parks & Resorts at KSC, Inc. and Amentum	<a href="https://www.uswcc.org/events/marshall-space-flight-center-5-26-21/">https://www.uswcc.org/events/marshall-space-flight-center-5-26-21/</a>	David Brock	MSFC	Virtual	Presenter
6/1/2021	10:30 a.m. ET	12th Annual National Small Business Contracting Summit	<a href="https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-151102767445">https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-151102767445</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Host
6/2/2021	9:30 AM – 3:30 PM EST	12th Annual National Small Business Contracting Summit	<a href="https://www.uswcc.org/events/nsbfcns_charleston_06-03-21/">https://www.uswcc.org/events/nsbfcns_charleston_06-03-21/</a>	Robert Betts	LaRC	Virtual	Presenter
6/2/2021	9:30 AM – 3:30 PM EST	12th Annual National Small Business Contracting Summit	<a href="https://www.uswcc.org/events/nsbfcns_charleston_06-03-21/">https://www.uswcc.org/events/nsbfcns_charleston_06-03-21/</a>	Joyce McDowell & Natalie Colvin	LaRC	Virtual	Matchmaking
6/3/2021	9:00 AM – 1:00 PM CDT	Huntsville Association of Small Businesses in Advanced Technology (HASBAT) Matchmaker	<a href="https://www.eventbrite.com/e/june-membership-meeting-luncheon-tickets-15655061403?aff=erelexpmlt">https://www.eventbrite.com/e/june-membership-meeting-luncheon-tickets-15655061403?aff=erelexpmlt</a>	David Brock	MSFC	Virtual	Matchmaking
6/10/2021	10am-12pm CST	Annual Area III Government Contracting Forum	TBD	Kay Doane	SSC	Virtual	TBD
6/24/2021	9am - 3pm CST	2021 MS Procurement Opportunities Conference	<a href="https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcenter-gateway.com%2F2%2Fgateway%2F02500J%2Fevents%2Fevent_detail%3Bevent_id%3D59981&amp;data=04%7C01%77Ckay.s.doane%40nasa.gov%7Ca60ed7f0e9da4f18ee1008d9f113d7ad%7C7005d45845be48a">https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcenter-gateway.com%2F2%2Fgateway%2F02500J%2Fevents%2Fevent_detail%3Bevent_id%3D59981&amp;data=04%7C01%77Ckay.s.doane%40nasa.gov%7Ca60ed7f0e9da4f18ee1008d9f113d7ad%7C7005d45845be48a</a>	Kay Doane	SSC	Virtual	Guest speaker
7/6/2021	10:30 a.m. ET	KSC OSBP Virtual Outreach... SBIR/STTR Updates for Small Business	<a href="https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-156761422635">https://www.eventbrite.com/e/ksc-osbp-virtual-outreach-tickets-156761422635</a>	Joyce McDowell, Lead, Small Business Specialist Natalie Colvin, Small Business Specialist	KSC	Virtual	Host
7/13/2021	9:30am, CST	Mentor Protégé Program to KSC Prime Contractor Council	via Microsoft Teams	David Brock	MSFC	Virtual	Speaker
7/13/2021	8:00 AM - 11:00 AM HST	Native Hawaiian Organizations Association (NHOA) 2021 Virtual Small Business Summit Series	<a href="https://www.nhoassociation.org/2021-small-business-summit-series.html">https://www.nhoassociation.org/2021-small-business-summit-series.html</a>	Robert Betts	LaRC	Virtual	Matchmaking
7/15/2021	1pm - 3pm	Norcal PTAC and Doing Business with Federal Agencies	<a href="https://usbiz.eventbrite.com">https://usbiz.eventbrite.com</a>	Christine Munroe	ARC/AFRC	Virtual	TBD
7/20/2021	10am - 4:00pm	2021 Virtual Gov2Biz Matchmaker	<a href="https://stonesriverem.com/event/norcalmatchmaker2021">https://stonesriverem.com/event/norcalmatchmaker2021</a>	Christine Munroe Glenn A. Delgado, OSBP Associate Administrator	ARC/AFRC	Virtual	TBD
7/21/2021	9:30 am – 3:30 pm, EST	National Small Business Federal Contracting Summit   DC Summer 2021 jointly hosted by the U.S. Women's Chamber of Commerce and The American Small Business Chamber of Commerce	N/A	Robert Betts, Small Business Specialist David Brock, Small Business Specialist Joyce McDowell & Natalie Colvin	ALL KSC	Virtual	Matchmaking
7/22/2021	10:00 a.m. ET	KSC OSBP Joint Counseling	E-mail KSC OSBP for more information: <a href="mailto:ksc-smallbusiness@mail.nasa.gov">ksc-smallbusiness@mail.nasa.gov</a>	Joyce McDowell & Natalie Colvin	KSC	Virtual	Matchmaking
7/27/2021	10:00am, CST	US Women's Chamber of Commerce Webinar	via MS TEAMS	David Brock, Small Business Specialist	MSFC	Virtual	Speaker
7/29/2021	9:00am, CST	Jones Edmunds Podcast	via MS TEAMS	David Brock, Small Business Specialist	MSFC	Virtual	Speaker
8/2/2021	1:00 – 3:00 pm, ET	Women Impacting Public Policy (WIPP) quarterly Virtual Agency Partner Day	<a href="https://www.wipp.org/events/EventDetails.aspx?id=1535064&amp;group">https://www.wipp.org/events/EventDetails.aspx?id=1535064&amp;group</a>	David Brock, Small Business Specialist	MSFC	Virtual	Speaker
8/4/2021	11am-1pm CST	SSC Small Business Virtual Showcase	TBD	Kay Doane	SSC	Virtual	Host
8/5/2021	11-1pm CST	SSC Small Business Virtual Showcase	TBD	Kay Doane	SSC	Virtual	Host
8/19/2021	9:00 a.m., CST	Women Impacting Public Policy (WIPP) quarterly virtual Agency Partner Day	<a href="http://www.icbsshow.com">www.icbsshow.com</a>	David Brock	MSFC	Virtual	Matchmaking
8/26/2021	9:00 a.m., EST	SBA Webinar - Spot light Doing Business With SSC	<a href="https://mississippiibdc.org/">https://mississippiibdc.org/</a>	Kay Doane	SSC	Virtual	Host/Presenter
9/1/2021	N/A	Department of the Navy Gold Coast 2021	<a href="https://www.navygoldcoast.org/register/">https://www.navygoldcoast.org/register/</a>	Christine Munroe	ARC/AFRC	Virtual	Matchmaking
9/1/2021	8:30 – 11:30am, CST	Doing Business with NASA as part of the North American Space Summit hosted by Michigan Aerospace Manufacturers Association	<a href="https://thenass.org/">https://thenass.org/</a>	David Brock	MSFC	Virtual	Speaker
9/2/2021	9:00 a.m.	SBA Webinar - spot light Doing Business With SSC	<a href="https://clients.mssbdc.org/Events.aspx?mode=0&amp;area=Gulf+Coast+MSBDC&amp;zip=&amp;miles=25&amp;center=47003&amp;topi_cnum=0&amp;format=2&amp;days=90&amp;sort=M&amp;layout=0">https://clients.mssbdc.org/Events.aspx?mode=0&amp;area=Gulf+Coast+MSBDC&amp;zip=&amp;miles=25&amp;center=47003&amp;topi_cnum=0&amp;format=2&amp;days=90&amp;sort=M&amp;layout=0</a>	Kay Doane	SSC	Virtual	Presenter
9/2/2021	1:00 – 3:00pm, CST	HUBZone Small Business Virtual Summit Matchmaking	<a href="https://hubzonecouncil.org/HUBZone-Small-Business-Virtual-Summit">https://hubzonecouncil.org/HUBZone-Small-Business-Virtual-Summit</a>	David Brock and Kay Doane	MSFC/SSC	Virtual	Matchmaking/Presenter
9/7/2021	10:30 a.m. – 12:00 p.m.ET	KSC OSBP Virtual Outreach – Countdown to Launch; Overview of Artemis I	<a href="https://www.nasa.gov/osbp/regional-outreach">https://www.nasa.gov/osbp/regional-outreach</a>	Joyce McDowell, Small Business Specialist Natalie Colvin, Small Business Specialist	KSC	Virtual	Host
9/9/2021	1:00 P.M. – 2:30 P.M	2021 HBCU Week Conference Virtual Industry Day Networking	<a href="https://sites.ed.gov/whhbcu/hbcu-week-conference/2021-hbcu-week-conference/">https://sites.ed.gov/whhbcu/hbcu-week-conference/2021-hbcu-week-conference/</a>	ALL	ALL	Virtual	Participant
9/16 & 23 /2021	10:00 a.m. – 12:00 p.m.	HUBZone Contractors National Council	<a href="https://hcncc.wildapricot.org/event-4269601">https://hcncc.wildapricot.org/event-4269601</a>	Kay Doane	SSC	Virtual	Matchmaking
9/21 and 9/22/2021	N/A	Creating Win-Win Using Emotional Intelligence Training Day	MS Teams	David Brock	MSFC	MS Teams	Participant
9/23/2021	N/A	David to present Mentor Protégé Program to GRC	MS Teams	David Brock	MSFC	MS Teams	Speaker
9/28/2021	8:30 a.m	2021 U.S. Hispanic Chamber of Commerce National	<a href="https://www.ushccoconference.com/">https://www.ushccoconference.com/</a>	Kay S Doane, Small Business Specialist	SSC	Virtual	Matchmaking
9/28/2021	10:00 a.m.	KSC OSBP Joint Counseling	KSC OSBP Joint Counseling	Joyce McDowell, Small Business Specialist Natalie Colvin, Small Business Specialist	KSC	Virtual	Host/Matchmaking
9/29/2021	11:00 a.m.	Small Business Works 2021: Level Up & Network Series by GSA	E-mail KSC OSBP for more information: <a href="mailto:ksc-smallbusiness@mail.nasa.gov">ksc-smallbusiness@mail.nasa.gov</a>	Robert Betts	LaRC	Virtual	Matchmaking
9/30/2021	10:00 a.m. CT	15th MSFC Industry and Advocate Award Ceremony	<a href="https://smallbusinessworks2021.mbmpp.com/?utm_medium=email&amp;utm_source=govDelivery">https://smallbusinessworks2021.mbmpp.com/?utm_medium=email&amp;utm_source=govDelivery</a>	Robert Betts	LaRC	Virtual	Matchmaking
			<a href="https://video.ibm.com/channel/nasa-msfc">https://video.ibm.com/channel/nasa-msfc</a>	David Brock	MSFC	Virtual	Speaker

## FY21 OSBP Invited Events

Date	Event	Location	OSBP	Support Person (s)	Centers	A=Annual / O=One-time / SA=Semi
October 2-3, 2020	Fall FY20 NIF	Los Angeles, CA	Delgado/Parker	Crews*	JPL/AFRC	O
October 5-7, 2020	KSC Business Expo 2020 - Canceled	Cape Canaveral, FL	All NASA Team	TBD	KSC	A
October 6, 2020	US Commercial Service/Dept of Commerce/International Trade Administration event	Virtual	R. Mann	N/A	N/A	O
October 7, 2020	Gateway to Small Business Opportunities at NASA	Virtual	All NASA Team	Crews/Land	All	
October 8, 2020	SBS Quarterly Committee Meeting	Virtual	All NASA Team	Crews/Knight	KSC	A
October 13-15, 2020	Virtual National Small Business Federal Contracting Summit   Fall	Virtual	TBD			
October 13-15, 2020	ETEBA -21st Annual Business Opportunities and Technical Conference (BOTC)	Virtual	C. Williams	Land/Knight	N/A	O
October 14-15, 2020	30th Annual Government Procurement Conference (GPC)	Virtual	TBD	TBD	GSFC	A
October 15, 2020	USWCC - National Small Business Federal Contracting Summit/DC Fall	Virtual	R. Medina/R.Mann/C. William	Land/Knight	TBD	A
October 20, 2020	GovConWire SB: Win Business and FY21 Opportunities Forum	Virtual	G. Delgado	TBD		
Nov. 3, 2020	6th Annual Virtual HBCU & MSI Partnerships Meeting and Matchmaker	Virtual	G. Delgado	N/A	MSFC, ARC, AFRC	A
November 4-6, 2020	2020 SAME Virtual SBC	Virtual	R. Mann			
November 9, 2020	APTAC's Virtual Fall Conference – U.S. Department of State OSDBU's Director's Panel	Virtual	G. Delgado	Land	N/A	
November 17-18, 2020	Ohio Business Matchmaker	Virtual	C. Williams	N/A	GRC	
November 18 - 19, 2020	6th Annual Virtual HBCU & MSI Partnerships Meeting and Matchmaker	Virtual	All NASA Team	Land	All	A
December 2-4, 2020	2020 New York State MWBE Virtual Forum	Virtual	TBD			
January 13 - 14, 2021	SBS Quarterly Committee Meeting	Virtual	All NASA Team	All	All	SA
January 29, 2021	Annual Women of Prince George's Women's Jumpstart conference	Virtual	G. Delgado	J. Beasley	None	
February 2, 2021	NASA OSBP Round Table Discussion on Equity in Procurement					
March 2-4, 2021	National Small Business Federal Contracting Summit   DC Spring 2021  Virtual	Virtual				
March 3, 2021	Countdown to Success Supplier Summit and Matchmaking Sessions	Virtual	All NASA Team	rews/Beasley	All	
March 9 & 10, 2021	SBS Quarterly Committee Meeting	Virtual	All NASA Team	All	All	SA
March 23, 2021	Mission Support Baseline Review Decision Meeting	Virtual				
April 21, 2021	JSC Small Business Council Virtual Event	Virtual	1 OSBP HQ Speaker			
April 21, 2021	NASA HBCU/MSI Technology Infusion Road Tour	Virtual	1 OSBP HQ Speaker			
May 4, 2021	Celebrating 80 Years of Pushing Boundaries and Breaking Barriers with Small Business	Virtual				
May 24, 2021	Artemis Supplier and Northeastern Pennsylvania Small Business Industry Day	Virtual	All NASA Team	Lynn/Crews	All	A
June 10, 2021	Regional Outreach Event: Northwest Aerospace Defense Conference	Virtual	All NASA Team	Crews	All	O
June 24, 2021	VIP AEROSPACE Federal Leaders	Virtual	1 HQ Panelist			
July 13, 2021	DEI RFI Town Hall					

# FY21 OSBP Invited Events

July 22, 2021	National Small Business Federal Contracting Summit (USWCC)	Virtual	1 OSBP HQ Speaker
August 19, 2021	ICBSSHOW 2021 Virtual Machmaking		
September 6-11, 2021	2021 National HBCU Week		OSBP Campaign
September 13 -15, 2021	National Small Business Week (NSBW) Virtual Summit	Virtual	OSBP Video Campaign
September 21 -22, 2021	OSBP Emotional Intelligence Training		

# OSBP Webinars

Select a period to highlight at right. A legend describing the charting follows.

Date	Learning Series Title	Registration Goal	Achieved Registration	Actual Attendees	Entire Presentation	OSBP Headquarters Participation	OSBP Centers Participation	Contract Support	U Drive Path	Event Link
<b>Fiscal Year 21</b>										
10/28/2020	An Inside Look at NASA MUREP	100	142	76	67%	Truphelia Parker	N/A	LaRia Land	U:\Social Media\22 - Webinars\FY 2021\1. Oct 28 - MUREP Partnerships and Sustainability	<a href="https://www.eventbrite.com/e/osbp-learning-series-an-inside-look-at-nasa-murep-registration-126142360195">https://www.eventbrite.com/e/osbp-learning-series-an-inside-look-at-nasa-murep-registration-126142360195</a>
11/18/2020	Roadmaps to Success with the NASA SBIR/STTR Programs	500	647	329	71%	Truphelia Parker	N/A	LaRia Land	Roadmaps to Success with the NASA SBIR/STTR Programs	<a href="https://www.eventbrite.com/e/osbp-learning-series-roadmaps-to-success-with-the-nasa-sbir-sttr-programs-registration-121267577589">https://www.eventbrite.com/e/osbp-learning-series-roadmaps-to-success-with-the-nasa-sbir-sttr-programs-registration-121267577589</a>
12/16/2020	Updates from the FAR - Small Business Edition	500	344	218	76%	Truphelia Parker	N/A	LaRia Land	U:\Social Media\22 - Webinars\FY 2021\3. Dec. 21 - Updates from the FAR	<a href="https://www.eventbrite.com/e/osbp-learning-series-updates-from-the-far-small-business-edition-registration-119142003941">https://www.eventbrite.com/e/osbp-learning-series-updates-from-the-far-small-business-edition-registration-119142003941</a>
1/27/2021	How to Do Business with NASA Langley Research Center	500	900	508	68%	Truphelia Parker	Robert Betts	LaRia Land	U:\Social Media\22 - Webinars\FY 2021\4. Jan 20 - Doing Biz LaRC	<a href="https://www.eventbrite.com/e/osbp-learning-series-how-to-do-business-with-nasas-larc-registration-121270179371">https://www.eventbrite.com/e/osbp-learning-series-how-to-do-business-with-nasas-larc-registration-121270179371</a>
2/17/2021	What to Know Before You Go	250	207	119	52%	Truphelia Parker	N/A	Renee Crews	U:\Social Media\22 - Webinars\FY 2021\5. Feb. 17 - What to Know Before You Go	<a href="https://www.eventbrite.com/e/osbp-learning-series-what-to-know-before-you-go-registration-121270712967">https://www.eventbrite.com/e/osbp-learning-series-what-to-know-before-you-go-registration-121270712967</a>
3/17/2021	How to Do Business with NASA's Shared Services Center	500	698	500	70%	Truphelia Parker	Troy Miller	Briana Lynn	U:\Social Media\22 - Webinars\FY 2021\6. Mar 17 - Doing Biz NSSC	<a href="https://www.eventbrite.com/e/osbp-learning-series-business-with-nasas-shared-services-center-registration-121271709949">https://www.eventbrite.com/e/osbp-learning-series-business-with-nasas-shared-services-center-registration-121271709949</a>
4/21/2021	How to Take Advantage of Free Small Business Resources	500	840	476	70%	Truphelia Parker	N/A	Briana Lynn	How to Take Advantage of Free Small Business Resources	<a href="https://www.eventbrite.com/e/osbp-learning-series-advantage-of-free-small-business-resources-registration-121272379953">https://www.eventbrite.com/e/osbp-learning-series-advantage-of-free-small-business-resources-registration-121272379953</a>
5/19/2021	How to Do Business with NASA's Stennis Space Center	500	939	548	59%	Truphelia Parker	Kay Doane	Briana Lynn	U:\Social Media\22 - Webinars\FY 2021\May 19 - Doing Biz SSC	<a href="https://www.eventbrite.com/e/osbp-learning-series-business-with-nasas-stennis-space-center-registration-121273290677">https://www.eventbrite.com/e/osbp-learning-series-business-with-nasas-stennis-space-center-registration-121273290677</a>
6/16/2021	Small Business Town Hall	500	939	612	70%	ALL	ALL	Briana Lynn	U:\Social Media\22 - Webinars\FY 2021\Jun 16 - Small Business Town Hall	<a href="https://www.eventbrite.com/e/osbp-learning-series-small-business-town-hall-registration-121274002807">https://www.eventbrite.com/e/osbp-learning-series-small-business-town-hall-registration-121274002807</a>
7/21/2021	How to Do Business with Marshall Space Flight Center	500	1,045	589	71%	Truphelia Parker	MSFC	Briana Lynn	U:\Social Media\22 - Webinars\FY 2021\8. Jul 21 - Doing Biz MSFC	<a href="https://www.eventbrite.com/e/osbp-learning-series-how-to-do-business-with-nasas-msfc-registration-121274901495">https://www.eventbrite.com/e/osbp-learning-series-how-to-do-business-with-nasas-msfc-registration-121274901495</a>
8/18/2021	One-On-One with the General Administration Services	500	871	539	64%	Truphelia Parker	N/A	Briana Lynn	U:\Social Media\22 - Webinars\FY 2021\Aug 18 - One-on-One with GSA	<a href="https://www.eventbrite.com/e/osbp-learning-series-one-on-one-with-the-general-services-administration-registration-1212754045">https://www.eventbrite.com/e/osbp-learning-series-one-on-one-with-the-general-services-administration-registration-1212754045</a>
9/15/2021	How to Do Business with Johnson Space Center	500	940	593	72%	Truphelia Parker	JSC	Briana Lynn	U:\Social Media\22 - Webinars\FY 2021\Sept. 15 - Doing Biz JSC	<a href="https://www.eventbrite.com/e/osbp-learning-series-nasas-johnson-space-center-registration-121275754045">https://www.eventbrite.com/e/osbp-learning-series-nasas-johnson-space-center-registration-121275754045</a>
		<b>446</b>	<b>8512</b>	<b>5107</b>	<b>68%</b>					
		<b>AVERAGE</b>	<b>SUM</b>	<b>SUM</b>	<b>AVERAGE</b>					



## OSBP Hosted Outreach Events

OSBP Outreach Events											
<i>Select a period to highlight at right. A legend describing the charting follows.</i>											
Date	Outreach Event Title	Registration Goal	Achieved Registration	Actual Attendees	Entire Presentation	OSBP Headquarters Participation	OSBP Centers Participation	Contract Support	:U Drive Path	Co st Location	Event Link
<b>Fiscal Year 21</b>											
10/7/2021	Gateway to Small Business Opportunities at NASA	750	2077	882	N/A	ALL	ALL	LaRia Land	U:\EVENTS & CONFERENCE SUPPORT\Regional Outreach Events\FY 2021\10.7.2020 Gateway (Virtual)		<a href="https://www.eventbrite.com/e/gateway-to-small-business-opportunities-at-nasa-registration-116109593921#">https://www.eventbrite.com/e/gateway-to-small-business-opportunities-at-nasa-registration-116109593921#</a>
3/3/2021	Countdown to Success Supplier Fair with Supplier Matchmaking Session	400	412	349	N/A	ALL	ALL	Renee Crews	U:\EVENTS & CONFERENCE SUPPORT\Regional Outreach Events\FY 2021\3.3.2021.C2S Virtual Charleston, SC		<a href="https://www.charlestoncounty.org/hasa/countdown-to-success.html">https://www.charlestoncounty.org/hasa/countdown-to-success.html</a>
5/4/2021	The Small Business Connection at NASA Glenn Research Center (GRC)	500	686	471	69%	ALL	Eunice Sipp-Adams	Briana Lynn	U:\EVENTS & CONFERENCE SUPPORT\Regional Outreach Events\FY 2021\GRC 80th Anniversary		<a href="https://www.eventbrite.com/e/the-small-business-connection-at-nasa-glenn-research-center-grc-registration-148071338359">https://www.eventbrite.com/e/the-small-business-connection-at-nasa-glenn-research-center-grc-registration-148071338359</a>
5/24/2021	Artemis Supplier and Northeastern Pennsylvania Small Business Industry Day	500	696	548	67%	ALL	ALL	Briana Lynn	U:\EVENTS & CONFERENCE SUPPORT\Regional Outreach Events\FY 2021\May 24, 2021 - Congressional NEPA (Cartwright)		<a href="https://www.eventbrite.com/e/artemis-supplier-and-northeastern-pennsylvania-small-business-industry-day-registration-148650580889">https://www.eventbrite.com/e/artemis-supplier-and-northeastern-pennsylvania-small-business-industry-day-registration-148650580889</a>
6/10/2021	Northwest Aerospace Defense Conference	200	257	238	92%	ALL	ALL	Briana Lynn	U:\EVENTS & CONFERENCE SUPPORT\Regional Outreach Events\FY 2021\6.10.2021.Seattle, WA		
		<b>470</b>	<b>4128</b>	<b>2488</b>	<b>76%</b>						
		<b>AVERAGE</b>	<b>SUM</b>	<b>SUM</b>	<b>AVERAGE</b>						

**ENCLOSURE 10**  
**Department of State**  
**(STATE)**



United States Department of State

*Washington, D.C. 20520*

March 22, 2022

Mihaela Ciorneiu

Goaling Manager  
U.S. Small Business Administration  
409 3<sup>rd</sup> 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) 2021. Please find below the Department's responses for the referenced sections of 15 U.S.C. 644.

(16)(A)

The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly webinar trainings for the acquisition workforce, Program Managers and Foreign Service Officers, and facilitated a monthly webinar hosted by the Small Business Administration (SBA). The training sessions had approximately 20-30 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; Joint Ventures and Subcontracts, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited and facilitated subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, Mandatory Sources, 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, which was included in the OSDBU total FY 2021 reproduction expense of \$2,720.

(16)(C)

Due to the Department's travel policy in response to the Covid pandemic, there was no travel by OSDBU personnel, and no travel expenditures in FY 2021.

UNCLASSIFIED

Sincerely,

George L. Price

Director

Office of Small and Disadvantaged Business Utilization

Department of State

UNCLASSIFIED

2

**ENCLOSURE 11**  
**Department of Veterans Affairs**  
**(VA)**



DEPARTMENT OF VETERANS AFFAIRS  
WASHINGTON

March 17, 2022

Ms. Bibi Hidalgo  
Associate Administrator  
Office of Government Contracting and  
Business Development  
U.S. Small Business Administration  
409 3rd Street SW  
Washington, DC 20416

Dear Ms. Hidalgo:

As directed by section 15(k)(16) of the Small Business Act (15 U.S.C. § 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 (FY) 2021. 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 continued to rely exclusively on virtual training to enhance efficiency. By doing so, OSDBU extended its reach beyond the Washington, DC training locations through conference calls, video teleconferences and webinars. Not only did virtual delivery save taxpayer dollars, we also avoided travel costs for small businesses that participated virtually. In addition, this approach enabled small businesses to continue to participate without the risks associated with travel during the Coronavirus Disease 2019 pandemic.

As a result, costs of providing training to small businesses and contracting personnel, as well as travel costs, remained a miniscule percentage of the OSDBU budget. During FY 2021, these costs remained well below one-hundredth of 1% of OSDBU expenditures.

With respect to the Department's compliance with Small Business Act requirements, we have described OSDBU's review processes to ensure small businesses are properly considered as part of VA's contracting actions and to document decisions made. Because of VA's unique Veterans First Contracting Program, VA has heightened responsibilities in this area.

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.

Page 2.

Ms. Bibi Hidalgo

Thank you for your continued support of our mission.

Sincerely,

Sharon G. Ridley  
Executive Director  
Office of Small and Disadvantaged  
Business Utilization

Enclosure

# Department of Veterans Affairs

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

Annual Report  
Fiscal Year 2021

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## ***Introduction***

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As required by section 15(k)(16) of the Small Business Act (15 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 representing a percentage of the total OSDBU budget, as well as the percentage of the OSDBU budget expended for travel. This report also describes actions OSDBU takes to promote the Department's compliance with Small Business Act and Veterans First Contracting Program requirements.

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 to align with VA's Veterans First requirement.

Regarding training for contracting personnel, 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 the 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 to clarify expectations and avoid unnecessary delays.

Due to Coronavirus Disease 2019 (COVID-19), OSDBU conducted no in-person training at small business outreach events during fiscal year (FY) 2021. OSDBU's primary training format uses interactive webinars, recorded for on-demand viewing. Webinars are typically 30 to 60 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 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.

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

- Veterans First Contracting Program;
- Submitting for Verification – Two-step process and required documents;
- Pre-Application Webinar;
- Preparing for Re-verification Webinar;
- How to Stay Verified Webinar;
- Veterans Engagement Management System Portal Usage; and
- Department of Defense Self-service Logon and ID.me Account Usage.

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

- Procurement Readiness Overview;
- Introduction to VA OSDDBU;
- Doing Business with VA;
- Building an Effective Capabilities Statement;
- How to Prepare for Attendance at Direct Access Events; and
- Framework for Success-Focused Business Model Training, which includes:
  - Introduction to the Framework for Success Business Model; and
  - Risk Mitigation – Solutions to help minimize risks for both small businesses and the Federal Government.

In FY 2021, OSDDBU continued its efforts to increase the representation of women Veteran entrepreneurs in the Federal market, with several efforts under the Women Veteran-Owned Small Business (WVOSB) Initiative. The initiative, which started in FY 2019 in collaboration with other Federal agencies and strategic partners, sought to expand economic, procurement and learning opportunities for Women-Owned SDVOSBs/VOSBs through a focused program. This effort now also supports Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, section 7, to increase procurement opportunities for underserved communities. The FY 2021 training sessions included the following:

- First Women Veteran Small Business Summit;
- Construction, Facilities and Management – Building Women in Construction;
- My Business Journey Webinars – Documenting and showcasing some of VA's most successful WVOSBs;
- PenFed Foundation – VA Women Veteran GovCon Bootcamp; and

- VA-Small Business Administration VetBizLady Start Program in partnership with the Women Business Centers in Maryland, Virginia and the District of Columbia.

Overall, in FY 2021, OSDBU trained approximately 7,100 participants through all webinars, an increase of 2,000 participants from FY 2020. Based on feedback, this virtual format provides affordability for SDVOSB and VOSB participants by delivering time-efficient, cost-effective training. Accordingly, VA staff optimized service to our SDVOSB and VOSB stakeholders without incurring travel costs (see Figure 1 below). Virtual delivery also allowed participants to avoid the risks associated with travel during the COVID-19 pandemic.

Training for Small Businesses and Contracting Personnel	0.0%
Travel (All)	0.0%
Travel in Support of Training for Small Businesses and Contracting Personnel	0.0006%

Figure 1. Outlays for Training and Travel as a Percentage of Total OSDBU Outlays, FY 2021.

### ***Small Business Act Compliance (Section 15(k)(16)(D))***

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In the National Defense Authorization Act for FY 2017 (P.L. 114-328), Congress amended the requirements for this report to add a new element, describing each reporting agency’s compliance with sections 8, 15, 31 and 36 of the Small Business Act. In general, these provisions require contracting officers to consider small disadvantaged businesses and WVOSBs (sections 8(a) and 8(m), respectively), qualified Historically Underutilized Business Zone (HUBZone) small businesses (section 31), SDVOSBs (section 36) and all small businesses (sections 15(a) and 15(j)) for set-aside opportunities. With respect to SDVOSBs, VA may award contracts only to SDVOSBs whose ownership and control have been verified under its Veterans First Contracting Program and may not award set asides or sole-source contracts to unverified firms that are allowed to participate in the Government-wide program under section 36.

In effect, the Veterans First Contracting Program has displaced the Government-wide SDVOSB program at VA but also provided new VA-specific authority for set asides and sole-source awards to all VOSBs. The law also mandates a procurement hierarchy, requiring SDVOSB and VOSB awards to be considered first and second, prior to consideration of other small business program authorities. In compliance with those mandates, this report addresses VA’s compliance with its own Department-specific program rather than the Government-wide program.

To aid compliance with these requirements, section 15(k)(10) of the Small Business Act charges OSDBU with making recommendations to contracting officers on the use of the various set-aside authorities. VA carries out this requirement through review of VA Form 2268, which is used to obtain concurrence on a contracting officer’s proposed acquisition strategy and the supporting market research and other documentation. OSDBU

provides an independent review of these materials to assess the adequacy of market research and the rationale whether to set aside the action. If OSDBU recommends an alternative strategy (such as use of a set aside where a contracting officer originally did not plan to do so), and the contracting officer opts not to implement the OSDBU recommendation, OSDBU policy requires the cognizant program office and Head of Contracting Activity to review and concur with the contracting officer's decision. VA Form 2268 retains this documentation for the contract file, as required by section 15(k)(10).

VA Form 2268 also provides documentation for the statutory mandate to set aside transactions below the Simplified Acquisition Threshold, contained in section 15(j) of the Small Business Act. The law provides that such transactions are presumptively set aside unless the contracting officer documents there is not a reasonable expectation of two or more competitive offers. Because of the volume of transactions at this level, OSDBU has delegated review of VA Form 2268 to the small business liaisons (SBL) in the contracting activities to ensure more effective coverage. OSDBU regularly consults with SBLs to provide guidance. In addition, the Secretary of Veterans Affairs established small business participation goals for these transactions in FY 2021.

OSDBU is unaware of any deliberate non-compliance with these set-aside requirements. The assessment of market research and the conclusion whether there is a reasonable expectation of two or more offers is a judgment call and often can lead to reasonable reviewers reaching different conclusions. The VA Form 2268 review process seeks to ensure that multiple reviewers agree with the conclusions made and reduces the likelihood that any single person would be able to make an arbitrary decision. In addition, VA's statutory set-aside mandate for the Veterans First Contracting Program is reviewable both through bid protests as well as judicial processes.

## ***Summary***

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During FY 2021, OSDBU relied on virtual delivery of webinars as the predominant training modality for small businesses and contracting personnel. OSDBU reached a broader audience than was possible through face-to-face sessions while minimizing costs to the taxpayer. Virtual events also provided a safe means to continue the OSDBU mission during the COVID-19 pandemic.

OSDBU's training events during FY 2021 were provided virtually, without travel costs to the Government or participants. The cost to provide training to small businesses and contracting personnel remained below one-hundredth of 1% of total OSDBU obligations. As a result of OSDBU's use of the virtual training format, travel costs were very minimal in OSDBU's total budget.

**Department of Veterans Affairs  
March 2022**

**ENCLOSURE 12**  
**Environmental Protection Agency**  
**(EPA)**



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

*Fiscal Year 2021  
Training and Travel Report*

*Submitted by  
Office of Small and Disadvantaged Business Utilization*

*March 18, 2022*



# UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

## **Fiscal Year 2021 Small Business Training and Travel Report**

The U.S. Environmental Protection Agency (EPA), Office of Small and Disadvantaged Business Utilization (OSDBU) submits this Fiscal Year (FY) 2021 Training and Travel Report, providing information required under Section 15(k)(16) of the Small Business Act, 15 U.S.C. § 644(k)(16). 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 FY 2021;
- (B) Percentage of the training budget for the OSDBU Director for FY 2021; and
- (C) Percentage of the travel budget for the OSDBU Director for FY 2021.

Despite the continuing pandemic-related disruptions throughout FY 2021, the EPA OSDBU continued to deliver helpful training and technical assistance to small and socioeconomic businesses and EPA's own contracting community. OSDBU collaborated with Agency officials to identify potential training needs to maximize the understanding of small business requirements, while enhancing small business participation in EPA procurements. OSDBU also continued its collaboration with EPA regional small business coordinators to host training events and participate in government-wide small business training conferences.

### **Training Provided (Section 15(k)(16)(A))**

During FY 2021, OSDBU supported several training activities, which included the following EPA in-reach and outreach to small businesses on doing business with EPA:

- American Council for Technology and Industry Advisors Council Conference
- American Express Business Class Live Virtual Event
- Annual Government Procurement Conferences
- EPA Research Triangle Park (RTP) and National Institutes of Health (NIH) Industry Day
- General Services Administration (GSA) Small Business Works 2021: A Virtual Training and Matchmaking Event
- HUBZone Small Business Virtual Summit
- Information Technology Services (ITS) Environmental Protection Agency (EPA) IV Virtual Industry Day
- Mega Maryland Conference
- Montana Procurement Technical Assistance Center (PTAC) GovMatch 2021
- Office of Air and Radiation (OAR) Earth Industry Day
- Office of Acquisition Solutions (OAS) AcqWorks Conferences
- Office of Land and Emergency Management (OLEM) 2020 Industry Day
- SBA First Wednesday Virtual Learning Series
- Science Applications International Corporation (SAIC) Event
- Small Biz eLearning Power Hour Sessions
- Small Environmental Business Action Coalition (SEBAC) Meetings
- TiE DC Capital GovCon 2020
- U.S. Women's Chamber of Commerce (USWCC) Outreach Events
- Waters Of The United States (WOTUS) Small Entity Listening Session



## **Percentage of Training Budget (Section 15(k)(16)(B))**

During FY 2021, EPA's OSDBU expended 30% of its \$5,000 training budget to fund training in-reach and outreach activities. The decrease in Section 15(k)(13) training expenditures in FY 2021 was due to the pandemic-related restrictions in conducting in-person activities.

## **Percentage of Travel Budget used by OSDBU Director (Section 15(k)(16)(C))**

As a result of the EPA official travel restrictions due to the COVID-19 pandemic, OSDBU did not have a travel budget in FY 2021 and did not engage in any travel outside of the local commuting area.



**ENCLOSURE 13**  
**Department of Defense**  
**(DoD)**

MEMORANDUM FOR SMALL BUSINESS ADMINISTRATION

ATTN: MS. MIHAELA CIORNEIU

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2021

Pursuant to United States Code (USC) § 644(k), the Department of Defense (DoD) Office of Small Business Programs (OSBP) is providing a report on OSBP's training and travel for Fiscal Year (FY) 2021. USC § 644(k) states that DoD:

(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 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 FY21 Report below.

Agency: DoD

(16)(a). Due to COVID-19, travel for training was restricted across DoD. OSD's annual Small Business Training Week (SBTW) was conducted virtually. The virtual SBTW environment allowed OSD, in collaboration with the Small Business Administration and other Federal Agencies, to reach a greater number of participants than in recent years with over 1,000 members of the Federal workforce attending. A total of 14 additional outreach and training events were conducted virtually. The focus of the trainings was both to ensure that small businesses were able to continue to operate during the COVID-19 pandemic and that DoD met its 21.95% statutory requirement. Topics at these events included: Congressional updates and policy changes; cybersecurity; and ensuring small business resiliency during COVID-19.

(16)(b). Out of the total DoD OSBP \$5.7 million operating budget \$800K was used for training the workforce, representing 14% of the total budget.

(16)(c). DoD OSBP also participated in a number of events during FY21 to train both small businesses and small business professionals within the government. These trainings focused on continuing our efforts to improve the small business community's knowledge of, and capability to, successfully navigate and compete for government contracts. Given the impact of COVID-19, in FY21 the Director participated exclusively in virtual (listed below) for a total cost of \$0.00. This cost represents 0.00% of the total DoD OSBP \$5.7 million operating budget.

(16)(13). DoD OSBP provided training through Project Spectrum. Project Spectrum training events for FY21 included large scale external events, such as the annual Navy Gold Coast and Sea, Air, Space conferences as well as comprehensive internal trainings (exclusive to Project Spectrum registrants) like CMMC 1.0 (level 1 and 3) webinar events. Project Spectrum partnered with the Mentor Protégé Program (MPP), Procurement and Technical Assistance Centers (PTAC), the Manufacturing Extension Partnership (MEP) as well as the Small Business Administration (SBA). Project Spectrum provisions no cost cybersecurity training resources to small businesses and manufacturers, to assist them on their compliance journey. Project Spectrum trained nearly 8k registrants during FY21.

Respectfully,

Farooq A. Mitha, Director

DoD Office of Small Business Programs

**ENCLOSURE 14**  
**General Services Administration**  
**(GSA)**

# GSA FY21 Travel and Training Report

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

## **A. Training for small business and acquisition staff:**

In FY 2021 the GSA OSDBU Director or designee provided the following training to small business concerns and/or GSA contract specialists:

- eSRS Reporting- Individual Subcontract Report (ISR) - What Do I Need to Know? (11/16/2020, 11/18/2020, 11/20/2020, 5/18/2021, 5/20/2021, 5/21/2021)
- November Matchmaking event for Service Disabled Veteran-Owned Small Businesses (11/18/2020)
- Reviewing Subcontracting Plans for Travel, Transportation, and Logistics (TTL) (1/25/2021)
- Doing Business with GSA Presentation for U.S. Women's Chamber of Commerce (2/4/2021)
- Opportunities in Artificial Intelligence for Small Businesses (10/21/2020, 2/10/2021)
- Getting on the GSA Schedule: What You Need to Know! (3/9/2021, 4/13/2021, 5/11/2021) 6/29/2021)
- Marketing Your GSA Contract (3/11/2021, 3/23/2021, 4/20/2021, 5/13/2021, 7/20/2021)
- Contract Specialist training - GSA Small Business Analysis Recording Training (3/12/2021, 4/27/2021, 5/4/2021, 5/6/2021, 5/11/2021)
- Matchmaking Event for Women Owned Small Businesses (3/18/2021)
- Contract Specialist training on Sourcing HUBZones in collaboration with SBA (4/27/2021)
- Region 9 Federal Acquisition Service (FAS) Subcontracting Training (4/28/2021)
- How to Review a Subcontracting Plan (5/05/2021, 5/06/2021, 8/19/2021, 8/23/2021)
- MDA Office of Small Business Programs Virtual Conference (5/11/2021)
- GSA AI & Data Analytics Virtual Panel Discussion (5/18/2021)
- Doing Business with GSA - presentation for SBA (7/21/2021)
- Suspension and Debarment: What Small Businesses Should Know (8/5/2021)
- Navy Gold Coast 2021 (9/1/2021)
- Small Business Works: National Training & Matchmaking Event (9/29/2021)
- eSRS Reporting - Summary Subcontract Report (SSR) - What Do I Need to Know? (12/10/2020, 12/11/2020, 12/16/2020)

GSA OSDBU also promotes and highly encourages the acquisition workforce to attend the "SBA First Wednesday Virtual Learning Series" offered monthly during each fiscal year by the SBA.

## **B. The percentage of the budget of the Director used for such training in the most recently completed fiscal year:**

GSA OSDBU's FY 2021 office budget totaled \$7,025,000 and \$39,243 (.56% percent of the budget) was spent for training.

## GSA FY21 Travel and Training Report

FY 2021	OSDBU Office Budget	Actual Training Expenses	% Percentage
Training	\$7,025,000	\$39,243	.56%

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

GSA OSDBU's FY 2021 office budget totaled \$7,025,000 and \$0 (0% percent of the budget) was spent for travel.

FY 2021	OSDBU Office Budget	Actual Travel Expenses	% Percentage
Travel	\$7,025,000	\$0	0%

**D. Any failure of the agency to comply with sections 8, 15, 31, or 36?**

GSA has successfully complied with sections 8, 15, 31, and 36.

**ENCLOSURE 15**  
**Office of Personnel Management**  
**(OPM)**

U.S. Office of Personnel Management  
Office of Small & Disadvantage Business Utilization

March 22, 2022

**SUBJECT: U.S. Office of Personnel Management’s OSDBU Training and Travel Report FY21**

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 2021 Annual Report

Agency: U.S. Office of Personnel Management (OPM)

**(16)(A)**

During fiscal year 2021 OPM’s OSDBU conducted zero training exercises or initiatives due to budgetary cuts. OSDBU was provide zero funding for travel and training during fiscal year 2021 nonetheless the OSDBU did host 6 virtual monthly small business mentoring group sessions with small business owners:

1.	April 2021	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
2.	May 2021	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
3.	June 2021	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
4.	July 2021	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
5.	Aug. 2021	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown
6.	Sept. 2021	Small Business Mentoring Group Session	OSDBU Dir. Desmond Brown



U.S. Office of Personnel Management  
Office of Small & Disadvantage Business Utilization

**(16)(B)**

No training as outlined in (16)(A) was conducted in federal government space due to budgetary cuts. OSDBU was provide no funding for training during FY21 however OSDBU did host 6 virtual monthly small business mentoring group sessions with small business owners.

**(16)(C)**

The OPM OSDBU spent \$0.00 for out of town business travel in FY 2021 due to budgetary cuts. OSDBU had zero funds for any travel requirements during this time frame.

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

**ENCLOSURE 16**  
**Department of Education**  
**(EDUCATION)**



UNITED STATES DEPARTMENT OF EDUCATION  
*Office of Small and Disadvantaged Business Utilization*

FY21 Travel and Training Report

April 20, 2022

Mihaela Ciorneiu, Goaling Manager Office of  
Policy, Planning and Liaison  
Office of Government Contracting & Business  
Development  
U.S. Small Business Administration (SBA) 409 3rd  
Street, SW Washington, DC 20416

Dear Ms. Ciorneiu:

In compliance with the Section 15(k)(A) of the Small Business Act, the OSDBU Director, and personnel provided the following training for FY 2021:

- HUBZone Training for Acquisition and Program Staff: Understanding HUBZone Program for Increased Small Business Participation.
- Small Business Participation Review Form for Acquisition Staff.
- Understanding the SDVOSB Program.
- Small Business Customer Experience (SBCX) Training for FSA.
- NASA SEWP First Outreach.
- Using the HUBZone Program for Increased Small Business Participation.
- NASA SEWP Second Outreach.
- 8(a) Business Development Training.
- Workshop for NASA SEWP Attendees
- SDVOSB Training for ED Acquisition and Program Staff
- Office Hour with OSDBU Director
- Training of Trainers" Program with Program Offices
- GSA GWAC Training for CORs.

The percentage of the budget used for training was 0%.

In compliance with Section 15 (k) (A) of the Small Business Act, the travel activities for the OSDBU Director and personnel for FY 2021 totaled \$ 0. Due to the pandemic, we could not travel to support the various socio-economic small business conferences as we had to meet small business vendors in the past years. Department of Education conducted outreach and training virtually.

Respectfully,

Calvin Mitchell Jr.  
Director, Office of Small and Disadvantaged  
Business Utilization (OSDBU)  
U.S. Department of Education  
550 12th St. SW, PCP- Rm. 10115 P: 916-2

400 MARYLAND AVE., S.W., WASHINGTON, DC 20202-0521

[www.ed.gov](http://www.ed.gov)

*Our mission is to ensure equal access to education and to promote educational excellence throughout the nation.*

**ENCLOSURE 17**  
**Department of Housing and Human Services**  
**(HHS)**

**Department of Health and Human Services  
FY 2021 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 2021, HHS OSDBU trained 5,664 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The impact of the OSDBU small business webinars have resulted in the following benefits to HHS and other Federal agencies by being a best value solution that enables the acquisition community to erase the barrier of budgetary travel expenses, time and geography. In addition, the training supports a successful outcome of gaining expert information, delivery of enhanced performance and increased career development. The trainings provide continuous learning points (CLPs) that count toward contracting or contracting officer's representative certification, streamline issuance of CLP credits in FAITAS. The additional benefit is that the archives webinar trainings assist the small business acquisition workforce by educating them on how to do their job and award more contracts across the U.S.

<b>Date:</b>	<b>Title:</b>	<b>HHS Workforce Trained:</b>
10/08/2020	8(a) STARS II Small Business Acquisition Training	317
10/22/2020	HHS OSDBU HUBZone Showcase Round 3	328
11/12/2020	Market Research Tools in the Acquisition Gateway Small Business Acquisition Training	317
12/10/2020	Oasis and Oasis Small Business	270
01/14/2021	IT Schedule 70	390
01/26/2021	SBCX Quarterly Training I	377
02/11/2021	FAR Part 8.4 vs. Part 15 Small Business Acquisition Training	441
03/11/2021	VETS 2 GWAC SB Training	195
04/08/2021	Subcontracting Small Business Training	363
04/27/2021	SBCX Quarterly Training II	276
05/13/2021	Building Maintenance and Operations Small Business Acquisitions Training	191

06/10/2021	GSA 2 <sup>nd</sup> Generation Information Technology (2GIT) BPA Solutions	98
07/28/2021	SBCX Quarterly Training III	124
10/12/2021	HHS Acquisition Alert Broadcast	1977
<b>Total HHS Acquisition Professionals Training in FY 2021</b>	<b>Total</b>	<b>5,664</b>

**B. The percentage of the total budget used by the OSDBU for Small Business Acquisition training listed below was 1.38%.**

OSDBU provided four Listening Labs – A new innovative virtual webinar series called, Access 2 Success (A2S) “Real Access” Listening Labs. As we continue to promote best practices to our customers, the Listening Labs provided relevant information to the Acquisition Workforce and Industry and explored ways to create real access to contracting opportunities on a quarterly basis.

1. February 10, 2021 “Strengthening Small Businesses: From Access to Opportunity”

Small Business attendees totaled **1,084**

2. March 31, 2021 “Building Partnerships with NIH”

Small business attendees totaled **1,392**

3. October 28, 2021 “A2S Insider Series: Category Management”

How Category Management Plays a Role in Your Small Business Success

Small business attendees totaled **1,144**

4. March 10, 2021 “Supported the Administration of Children and Families (ACF)

Virtual Industry Day”

Small business attendees totaled approximately **2,000**

5. HHS OSDBU Small Business National Virtual Conference

Small business attendees totaled approximately **2,505**

\*Total small businesses trained: **7,095**

**C. The percentage of the budget used for traveling by the OSDBU in Fiscal Year 2021.**

The total percentage of the budget used for traveling by the OSDBU in FY21 was **0%, due to the COVID-19 pandemic.**

**D. OSDBU staff attended 30 speaking and matchmaking conferences with a combined total of approximately 2800 participants.**

Total Vendor Outreach Sessions (VES): **10** Total small businesses counseled: **422**

Total Events OSDBU supported: **71** Total small businesses trained: **11,696**

**ENCLOSURE 18**  
**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 2021 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.

<b>HUD Acquisition and Program Office Staff Training</b>	
<b>Training</b>	<b>Date</b>
OSDBU FY21 Forecast Kick-Off Meeting	11/18/2020
HUD OCPO Annual Acquisition Summit - "Getting the Best Acquisition Outcomes by Teaming Up Early"	05/12/2021 – 05/13/2021



<b>Small Business Concerns and Entrepreneur Training</b>	
<b>Training</b>	<b>Date</b>
"Live Chat with HUD OSDBU" Webinar Series featuring Office of the Inspector General	11/03/2020
FY 2021 IT Industry Day	12/10/2020
SBA "Partner with HUD to Grow your Business"	02/24/2021
HUD's 4th Annual WOSB Outreach Event	03/18/2021
Catholic Charities & HUD Connecting Resources to Empower Communities	04/21/2021
HUD Housing Contracting Opportunities (Section 3 Event)	04/30/2021
HUD's 6th Annual HUBZone Vendor Outreach	05/19/2021
Department of Navy Office of Small Business Programs Webinar Series: HUD OSDBU	7/20/2021
HUD's 4th Annual SDVOSB Outreach Event	07/29/2021
Ginnie Mae 3rd Annual Small Business Industry Day	08/31/2021
"Live Chat with HUD OSDBU" Webinar Series featuring Public and Indian Housing	09/23/2021

(16)(B)

The training outlined in (16)(A) was conducted virtually, where there were no additional costs. Out of the total HUD OSDBU budget of \$670,604.32, zero funds were used for training.

(16)(C)

The HUD OSDBU spent zero funds for local and out of town business travel in FY 2021 due to the COVID-19 pandemic restrictions. Out of the total HUD OSDBU budget of \$670,604.32, zero funds were used for travel.

**ENCLOSURE 19**  
**U.S. Agency for International Development**  
**(USAID)**



## **U.S. Agency for International Development Fiscal Year 2021 Report to Congress on Small and Disadvantaged Business Training and Travel**

### **Introduction**

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 Federal Departments and Agencies to provide training and education for 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 understand regulatory requirements fully, and that U.S. small businesses have maximum-practicable opportunities to participate in USAID’s procurements.

For FY 2021, preliminary data indicate that USAID obligated 14.69 percent of its contract dollars to U.S. small businesses, which exceeded the Agency’s goal of 12.51 percent. This equates to about \$814 million.

### **Overview of Training Provided**

In FY 2021, USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) rolled out asynchronous virtual training as an alternative to live training conducted in the previous years due to the pandemic. A total of 39 individuals completed the one-hour training and a total 10 individuals completed the six-hour training.

The virtual trainings were available to USAID staff to take on their own time. The curriculum included USAID’s goals for small business utilization, the impact of U.S. small business utilization on the U.S. economy, statutory and regulatory requirements, market research, subcontracting, and contract bundling.

Virtual Working-level meetings took place with each Mission’s Office of Acquisition and Assistance, as well as technical offices, to discuss potential opportunities for engaging with small businesses. Training sessions, coupled with the senior- and working-level briefings, have broadened awareness across the Agency of USAID’s small business program and its requirements, earlier exchanges of information with acquisition officials, and an increase in prime and subcontracting awards for small businesses.

## **Training Expenses**

In FY 2021, USAID used a small business contractor with professional instructors to develop a one- and six-hour small business webinar.

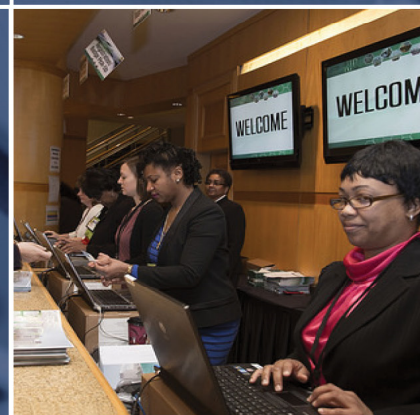
The Agency's contractual expenditures for the webinars in FY21 were \$160,726. OSDBU's FY 2021 Operational Expenses (OE) budget was \$385,000. Therefore, OSDBU used about 42 percent of its FY 2021 OE budget to provide small business training.

In FY 2020, USAID used our existing small business contractor with professional instructors to provide the training sessions. The contractor agreed to a no-cost 6-month extension due to the lapse of appropriations in FY19. As a result, OSDBU did not incur any fixed costs from the contractor in FY20. OSDBU did incur variable travel costs of the instructors totaling \$16,942. Therefore, the agency increased its year over year training expenses by 848 percent from \$16,942 in FY20 to \$160,726 in FY21.

## **Training-Related Travel Expenses for the OSDBU Director**

In FY 2021, OSDBU's Director did not incur any travel expenses to carry out the Agency's requirements for outreach to small businesses. All the outreach was performed virtually.

**ENCLOSURE 20**  
**Nuclear Regulatory Commission**  
**(NRC)**



**U.S. Nuclear Regulatory Commission  
Fiscal Year 2021  
Small Business Training and Travel Report**

## **U.S. Nuclear Regulatory Commission Fiscal Year 2021 Small Business Training and Travel Report**

In accordance with Section 15(k)(16) of the Small Business Act, 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 2021 for small business outreach activities.

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

The Small Business Program provided training to its internal (acquisition staff) and external (business community) stakeholders through a variety of methods to successfully target their educational needs. Such efforts included developing agency small business training, participating in small business outreach events and educational campaigns, briefing the agency's senior leaders on small business-related matters, educating business owners on navigating the Federal marketplace through daily counseling sessions, and providing technical assistance to acquisition staff by supporting market research efforts and explaining the mechanics of set-asides.

Specific examples of such training to acquisition staff and the business community include the following activities listed below.

- Assisted with the development of small business training offered to acquisition staff at the agency's onsite training center and web-based training portal. The course covered topics such as the importance of small businesses, relevant laws, market research, and the benefits of contracting with small businesses.
- Expanded its outreach efforts to by launching a virtual event series that educated companies on how to navigate the agency's contracting landscape, explained the services offered by the Small Business Program and available resources, and discussed how to identify prime and subcontract opportunities.
- Briefed the NRC Commission on its increased engagement with acquisition staff during the market research phase of the procurement process, provided an update on the Small Business Administration's Scorecard performance measures, highlighted progress towards meeting agency small business prime contract goals, and discussed its strategies to sustain success.
- Participated in educational campaigns supporting Federal small business programs and initiatives, including the Veterans Institute for Procurement training program, which is sponsored by the Small Business Administration.



**U.S. Nuclear Regulatory Commission  
Fiscal Year 2021 Small Business Training and Travel Report**

- Maintained daily counseling sessions with senior business executives to explain the resources available under the agency’s web-based Small Business Toolbox and how to effectively use the tools to foster the business development needs of Federal contractors.
- Provided technical assistance to acquisition staff on how to effectively evaluate small business marketplace capability, available contracting vehicles and streamlined acquisition strategies, 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 \$0.00 for out-of-town business travel to participate in outreach events. Out of the total Small Business Program budget of \$157,977.20, the \$0.00 used for travel represents zero percent of the Small Business Program budget, which was severely impacted by the COVID-19 pandemic’s restrictions on travel and gatherings.

**ENCLOSURE 21**  
**Social Security Administration**  
**(SSA)**

## **Fiscal Year 2021 Training and Travel Report**

The Social Security Administration is submitting its fiscal year (FY) 2021 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 2021:**

- Conducted Acquisition Team Workshops, that includes both COs and CORs. This is another way to encourage small business and topics regarding Small Business Set Aside Review
- Monthly Virtual Small Business Outreach Sessions

### **(B) Percentage of the budget the OSDBU Director used for such training in FY 2021:**

N/A

### **(C) Percentage of the budget the OSDBU Director used for travel in FY 2020:**

The OSDBU spent \$0.00 for business travel in FY 2021, however participated many virtual small business outreach events and small business meetings i.e. SBPAC and OSDBU Council monthly meetings.

**ENCLOSURE 22**  
**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;

FY 2021 Annual Report

Agency: **Department of Justice**

(16)(A)

In FY 2021, 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 0.03% of the OSDBU Director's budget.

(16)(C)

In FY 2021, DOJ OSDBU used 0.03% of the budget of the Director for travel.

**ENCLOSURE 23**  
**National Science Foundation**  
**(NSF)**



**National Science Foundation**  
**Office of Information and Resource Management**

April 4, 2022

Ms. Mihaela Ciorneiu  
U.S. Small Business Administration  
409 3rd Street, S.W.  
Washington, D.C. 20416

Dear Ms. Ciorneiu:

Please see the attached National Science Foundation (NSF) response containing our FY 2021 Small Business Training and Travel Report.

If you have any questions or require additional information, please contact the undersigned at (703) 292-8100 or via email at [wgardner@nsf.gov](mailto:wgardner@nsf.gov)

Sincerely,

Wonzie L. Gardner, Jr.  
Director  
Office of Small and Disadvantaged  
Business Utilization

Enclosure: Attachment 1, NSF FY 2021 Small Business Training and Travel Report

National Science Foundation (NSF) Small Business Training and Travel Report for  
FY 2021, dated April 4, 2022

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) In FY 2021, NSF continued to leverage small business trainings provided by various federal agencies. The NSF small business office and the NSF acquisition community was informed of small business training sessions that were available throughout the year from numerous federal agencies and associations. Such trainings included the SBA First Wednesday Virtual Learning 2020 series, which provided updates on the various small business programs. NSF also participated in the DOD Mid Atlantic Regional Council (MARC) trainings that provides engagement with large prime contractors to discuss small business subcontracting compliance. The NSF small business office, along with the NSF policy office, conducted Contracting Officer Representative (COR) trainings that provided information regarding NSF’s Contracting Socio-economic program utilization. Additionally, the NSF small business office holds weekly one-on-one meetings with small businesses from around the country to educate and assist them in understanding acquisition opportunities at NSF. As a result of such sessions, the NSF small business office facilitated various program office meet and greets resulting in numerous new entrant contract awards to small businesses.



(B) There were minimum direct costs associated for training in FY21 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. NSF's training costs was limited to materials needed for inhouse trainings. The travel and training budget for the NSF OSDBU for FY21 was \$50,000. Consequently, approximately 1% of the NSF total OSDBU budget was used for training in FY 2021.

(C) Due to the COVID-19 pandemic, for FY2021, NSF OSDBU did not participate in local and out of town business travel. All outreach and training sessions were held in a virtual environment. Out of the total NSF OSDBU budget of \$50,000, the OSDBU used 0% of the total budget for travel expenses.