



U.S. Small Business  
Administration

**Small Business Procurement  
Advisory Council (SBPAC)  
Report to Congress for Fiscal  
Year 2020**

**September 14, 2021**

The Small Business Procurement Advisory Council (SBPAC) was established by Section 7104(b) of the Federal Acquisition Streamlining Act of 1994 (15 U.S.C. 644 note). The SBPAC is required by Section 7104(b)(5) to submit an annual report to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate. The annual report must include:

1. Comments submitted by SBPAC members to appropriate regulatory authorities reflecting positions on proposed procurement regulations affecting the small business community during the 1-year period ending on the date on which the report is submitted, including any outcomes, related to the comments;
2. Results of reviews of each Office of Small and Disadvantaged Business Utilization (OSDBU) established under Section 644(k) of the Small Business Act to determine the compliance of each Office with requirements under such section; and
3. Best practices identified for maximizing small business utilization in Federal contracting that may be implemented by Federal agencies having procurement powers during such 1-year period.

Regarding the first element, SBA has one responsive report: In FY 2020, SBPAC members submitted comments and recommendations regarding SBA's proposed implementation of the Subcontractor Past Performance Pilot Program authorized by Section 1822 of National Defense Authorization Act (NDAA) FY 2017, Pub. L. 114-328. The comments were provided in a letter to SBA by the Federal Office of Small and Disadvantaged Business Utilization (OSDBU) Directors Interagency Council Chairwoman. In the letter, the SBPAC members listed a few challenges with the proposed implementation and called for agencies to seek an amendment to the legislation. In November 2019, Rep. James Hagedorn introduced legislation in the U.S. House of Representatives that would replace the change made by section 1822 and allow a small business

subcontractor to directly request a past performance rating from its prime contractor. The subcontractor could then directly submit the rating with its offer when competing for prime contracts. The legislation required that contracting officers consider the small business subcontractor's past performance when evaluating an offer for a prime contract from that subcontractor. The legislation passed the U.S. House of Representatives on January 9, 2020 and was referred to the U.S. Senate. An amended version of legislation was enacted in the National Defense Authorization Act (NDAA) for FY 2021 and included a provision allowing a small business to use its past performance as a member of a joint venture when competing for a prime contract. The as-enacted section 868 of NDAA FY 2021 addressed the concerns that the OSDDBU directors had about section 1822 of NDAA FY 2017, and therefore SBA suggests that the outcome resolved the issues raised in their comments.

Regarding the second element, for FY 2020, the SBPAC conducted peer reviews of each OSDDBU established under Section 644(k) of the Small Business Act to determine their compliance with requirements using the FY 2020 OSDDBU Requirements Check List developed by SBA (Figure 1).

The 22-page Compliance Worksheet requires each OSDDBU Director to respond to 15 U.S.C. § 644(k) requirements in a "yes" or "no" question format. Also included are short answer questions enabling the OSDDBU Director to provide supportive documentation for Section 644(k) of Title 15 of the United States Code. There are a total of 21 requirements for which a point value of 0 for "No" and 1 for "Yes" is to be awarded for : sections 15(k)0 through 15(k)(21), 644(k)13 commences with "may" indicating the possibility, not the necessity, that such activity occur. Section 15(k)(13) is scored only if this optional training occurred, consequentially, an OSDDBU Director has the option to respond or not to respond to compliance question § 644(k)13. If the OSDDBU Director chooses not to respond to § 644(k)13, the question will not be scored and will

not be counted in the grade. Section 15(k)1 is allowed partial credit of 0.5 with appropriate explanation and documentation provided. Sections 15(k)(14) and 15(k)(17) are scored and awarded a 1-point value if , respective to the question, the OSDBU Director receives no unsolicited proposals and policy/ procedure is in place to manage such processes. If there is no proposal received but a formal policy or procedure is in place and provided as documentation, then the intent of the responsibility is considered to be met. . For FY20 only, section 15(k)(21), the OSDBU is required to provide a response, but the answer was not included in the scorecard grade calculation, to allow the time required to implement necessary policies and procedures.

The results of reviews of each agency OSDBU are summarized in Table 1. Agency responses on the checklist and the related SBPAC peer reviews of agency responses to 15 U.S.C. § 644(k) Compliance Checklist summary are provided in Figure 1. A Quick Reference Guide to 15 U.S.C.§ 644(k) subsections are listed on page 8 of this report.

### **Summary of Table 2 Agency Best Practices Presentations**

During FY 2020, 12 agencies shared their Best Practices as shown in Table 2 beginning on Page 10 of this report. The agencies discussed some of the methods used by agencies to engage in the acquisition process to better influence the contracting results, to track their small business performance like monthly progress reports, dashboards, and performance metrics. These allow OSDBUs to better utilize the technology and real time data to influence and improve the outcome. Agencies discussed their best practices for training, assistance, and vendor outreach efforts.



Figure 1. 15 U.S. Code § 644(k) FY 2020 Compliance Checklist

	Requirement Title:	Statutory Reference:	Did Agency Satisfy Requirement? (Column responses auto-populate from completed compliance worksheet)
0)	Office and Director Experience	15(k)	___0_.0_
1)	Director Title	15(k)1	___0_.0_
2)	Compensation and Seniority	15(k)2	___0_.0_
3)	Reporting (Head of Agency or Deputy Head)	15(k)3	___0_.0_
4)	Implementation and Execution of Business Development and Federal Contracting Responsibilities of the Small Business Act	15(k)4	___0_.0_
5)	Identify and Address Bundling of Contracts	15(k)5	___0_.0_
6)	Provide Assistance on Payments	15(k)6	___0_.0_
7)	Supervisory Authority	15(k)7	___0_.0_
8)	Assign Small Business Technical Advisors	15(k)8	___0_.0_
9)	OSDBU Cooperation and Consultation	15(k)9	___0_.0_
10)	Recommendations to Contracting Officers	15(k)10	___0_.0_
11)	Activity Conversion	15(k)11	___0_.0_
12)	Advise CAO and SPE	15(k)12	___0_.0_
13)	SBC and Contract Specialist Training	15(k)13	Optional (Not Mandatory) -___0.0___
14)	Receive Unsolicited Proposals	15(k)14	___0_.0_
15)	Exclusive Duties and Title	15(k)15	___0.0___
16)	Congressional Reporting	15(k)16	___0_.0_
17)	Respond to Undue Restriction Notifications	15(k)17	___0_.0_
18)	Purchase Card Summary Data Review	15(k)18	___0.0___
19)	Vendor Compliance Education and Training	15(k)19	___0_.0_
20)	Subcontracting Plan Review	15(k)20	___0_.0_
21)	Assist Small Business concerns in SBIR or STTR program	15(k)21	___0.0___
<b>TOTAL:</b>			+___0.0___

I, \_\_\_\_\_, as the \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ verify that this information is an accurate representation of my agency's compliance in FY 2020 with 15 U.S.C. § 644(k) and can, if requested, provide additional information to further corroborate responses.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Table 1 FY 2020 OSDBU Compliance Review Summary

Factor: -->		0	1	2	3	4	5	6	7	8	9	10	11	12
FY 2020 15(k) Peer Review Scoring Summary		Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.
Sort	Agency Description													
1	DEPT OF DEFENSE (9700)	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
2	ENERGY, DEPARTMENT OF (8900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
3	HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0
4	VETERANS AFFAIRS, DEPARTMENT OF (3600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
5	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (8000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
6	HOMELAND SECURITY, DEPARTMENT OF (7000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
7	GENERAL SERVICES ADMINISTRATION (4700)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
8	AGRICULTURE, DEPARTMENT OF (1200)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
9	JUSTICE, DEPARTMENT OF (1500)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
10	INTERIOR, DEPARTMENT OF THE (1400)	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
11	STATE, DEPARTMENT OF (1900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
12	COMMERCE, DEPARTMENT OF (1300)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
13	TREASURY, DEPARTMENT OF THE (2000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
14	TRANSPORTATION, DEPARTMENT OF (6900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
15	OFFICE OF PERSONNEL MANAGEMENT (2400)	1.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	1.0
16	LABOR, DEPARTMENT OF (1600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
17	ENVIRONMENTAL PROTECTION AGENCY (6800)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
18	EDUCATION, DEPARTMENT OF (9100)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
19	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (8600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
20	SOCIAL SECURITY ADMINISTRATION (2800)	1.0	1.0	0.2	0.0	1.0	1.0	0.8	0.2	1.0	1.0	1.0	1.0	0.0
21	AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
22	NATIONAL SCIENCE FOUNDATION (4900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
23	NUCLEAR REGULATORY COMMISSION (3100)	0.2	0.8	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0
24	SMALL BUSINESS ADMINISTRATION (7300)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0

Table 1. (continued) FY 2020 OSDBU Compliance Review Summary

Factor: -->		13	14	15	16	17	18	19	20	21	Avg. Grand Total	Score	Total X 20%
FY 2020 15(k) Peer Review Scoring Summary		Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.			
Sort	Agency Description												
1	DEPT OF DEFENSE (9700)	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	19.0	90.48%	18.10%
2	ENERGY, DEPARTMENT OF (8900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
3	HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	20.0	95.24%	19.05%
4	VETERANS AFFAIRS, DEPARTMENT OF (3600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
5	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (8000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
6	HOMELAND SECURITY, DEPARTMENT OF (7000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
7	GENERAL SERVICES ADMINISTRATION (4700)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
8	AGRICULTURE, DEPARTMENT OF (1200)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
9	JUSTICE, DEPARTMENT OF (1500)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
10	INTERIOR, DEPARTMENT OF THE (1400)	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	19.0	90.48%	18.10%
11	STATE, DEPARTMENT OF (1900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
12	COMMERCE, DEPARTMENT OF (1300)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
13	TREASURY, DEPARTMENT OF THE (2000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
14	TRANSPORTATION, DEPARTMENT OF (6900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
15	OFFICE OF PERSONNEL MANAGEMENT (2400)	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	16.0	80.00%	16.00%
16	LABOR, DEPARTMENT OF (1600)	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	20.0	95.24%	19.05%
17	ENVIRONMENTAL PROTECTION AGENCY (6800)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
18	EDUCATION, DEPARTMENT OF (9100)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
19	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (8600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
20	SOCIAL SECURITY ADMINISTRATION (2800)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.2	17.2	81.90%	16.38%
21	AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%
22	NATIONAL SCIENCE FOUNDATION (4900)	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	20.0	95.24%	19.05%
23	NUCLEAR REGULATORY COMMISSION (3100)	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	17.0	80.95%	16.19%
24	SMALL BUSINESS ADMINISTRATION (7300)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.00%

## Quick Reference Guide for U.S.C. § 644(k) Subsections

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

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](#), [657a](#), [657f](#), or [657q](#) of this title. Such officer or employee-

(1) shall be known as the "Director of Small and Disadvantaged Business Utilization" for such agency;

(2) shall be appointed by the head of such agency to a position that is a Senior Executive Service position (as such term is defined under [section 3132\(a\)](#) of title 5), except that, for any agency in which the positions of Chief Acquisition Officer and senior procurement executive (as such terms are defined under [section 657q\(a\)](#) of this title) are not Senior Executive Service positions, the Director of Small and Disadvantaged Business Utilization may be appointed to a position compensated at not less than the minimum rate of basic pay payable for grade GS-15 of the General Schedule under [section 5332](#) of title 5 (including comparability payments under [section 5304](#) of title 5);

(3) shall be responsible only to (including with respect to performance appraisals), and report directly and exclusively to, the head of such agency or to the deputy of such head, except that the Director for the Office of the Secretary of Defense shall be responsible only to (including with respect to performance appraisals), and report directly and exclusively to, such Secretary or the Secretary's designee;

(4) shall be responsible for the implementation and execution of the functions and duties under [sections 637](#), [644](#), [657a](#), [657f](#), and [657q](#) of this title which relate to such agency;

(5) shall identify proposed solicitations that involve significant bundling of contract requirements, and work with the agency acquisition officials and the Administration to revise the procurement strategies for such proposed solicitations where appropriate to increase the probability of participation by small businesses as prime contractors, or to facilitate small business participation as subcontractors and suppliers, if a solicitation for a bundled contract is to be issued;

(6) shall assist small business concerns to obtain payments, required late payment interest penalties, or information regarding payments due to such concerns from an executive agency or a contractor, in conformity with [chapter 39](#) of title 31 or any other protection for contractors or subcontractors (including suppliers) that is included in the Federal Acquisition Regulation or any individual agency supplement to such Government-wide regulation,<sup>4</sup>

(7) shall have supervisory authority over personnel of such agency to the extent that the functions and duties of such personnel relate to functions and duties under [sections 637](#), [644](#), [657a](#), [657f](#), and [657q](#) of this title;

(8) shall assign a small business technical adviser to each office to which the Administration has assigned a procurement center representative-

(A) who shall be a full-time employee of the procuring activity and shall be well qualified, technically trained and familiar with the supplies or services purchased at the activity; and

(B) whose principal duty shall be to assist the Administration procurement center representative in his duties and functions relating to [sections 637](#), [644](#), [657a](#), [657f](#), and [657q](#) of this title,<sup>4</sup>

(9) shall cooperate, and consult on a regular basis, with the Administration with respect to carrying out the functions and duties described in paragraph (4) of this subsection;

(10) shall make recommendations to contracting officers as to whether a particular contract requirement should be awarded pursuant to subsection (a) or [section 637](#), [644](#), [657a](#), or [657f](#) of this title, and the failure of the contracting officer to accept any such recommendations shall be documented and included within the appropriate contract file;

(11) shall review and advise such agency on any decision to convert an activity performed by a small business concern to an activity performed by a Federal employee;

(12) shall provide to the Chief Acquisition Officer and senior procurement executive of such agency advice and comments on acquisition strategies, market research, and justifications related to [section 657q of this title](#);

(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;

(14) shall receive unsolicited proposals and, when appropriate, forward such proposals to personnel of the activity responsible for reviewing such proposals;

(15) shall carry out exclusively the duties enumerated in this chapter, and shall, while the Director, not hold any other title, position, or responsibility, except as necessary to carry out 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;

(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](#);

(17) shall, when notified by a small business concern prior to the award of a contract that the small business concern believes that a solicitation, request for proposal, or request for quotation unduly restricts the ability of the small business concern to compete for the award-

(A) submit the notice of the small business concern to the contracting officer and, if necessary, recommend ways in which the solicitation, request for proposal, or request for quotation may be altered to increase the opportunity for competition;

(B) inform the advocate for competition of such agency (as established under [section 1705 of title 41 or section 2318 of title 10](#)) of such notice; and

(C) ensure that the small business concern is aware of other resources and processes available to address unduly restrictive provisions in a solicitation, request for proposal, or request for quotation, even if such resources and processes are provided by such agency, the Administration, the Comptroller General, or a procurement technical assistance program established under [chapter 142 of title 10](#);

(18) shall review summary data provided by purchase card issuers of purchases made by the agency greater than the micro-purchase threshold (as defined under [section 1902 of title 41](#)) and less than the simplified acquisition threshold to ensure that the purchases have been made in compliance with the provisions of this chapter and have been properly recorded in the Federal Procurement Data System, if the method of payment is a purchase card issued by the Department of Defense pursuant to [section 2784 of title 10](#) or by the head of an executive agency pursuant to [section 1909 of title 41](#);

(19) shall provide assistance to a small business concern awarded a contract or subcontract under this chapter or under title 10 or title 41 in finding resources for education and training on compliance with contracting regulations (including the Federal Acquisition Regulation) after award of such a contract or subcontract;

(20) shall review all subcontracting plans required by paragraph (4) or (5) of [section 637\(d\) of this title](#) to ensure that the plan provides maximum practicable opportunity for small business concerns to participate in the performance of the contract to which the plan applies;

(21) shall consult with the appropriate personnel from the relevant Federal agency to assist small business concerns participating in a SBIR or STTR program under [section 638 of this title](#) with researching applicable solicitations for the award of a Federal contract (particularly with the Federal agency that has a funding agreement, as defined under [section 638 of this title](#), with the concern) to market the research developed by such concern under such SBIR or STTR program.

Table 2 Agency Best Practice Presentation Summary

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of State (State)	George Price, Director, OSDBU	<p><b>Strategy:</b> Engaged program offices earlier in the acquisition process to influence better contracting results; engage staff to build process, expand capacity, and prepare for the future.</p> <p><b>OSDBU-Focused Wins:</b> Hired Deputy position to increase strategic bandwidth; developed OSDBU Guidebook to document policies and process for Small Business Act Section 15(k) compliance; added small business specialist in contracting organization to focus on subcontracting; and updated OSDBU website and revised internal trainings to improve communication on emerging topics like category management and market research.</p> <p><b>Agency-Focused Wins:</b> Implemented regular meetings with Head of Contracting Activity (HCA) Operations Division Director for “CO-focused” engagement; improved opportunity tracking with proactive outreach to support Bureau acquisition planning; and implemented new electronic acquisition review form for streamline processing and improve reporting capability.</p> <p><b>Results:</b> Agency increased it dollars to SBCs and growth in overseas dollars to Small Business Concerns (SBCs).</p> <p><b>Lessons Learned:</b> People – find unique strengths, get help for gaps; Urgent/important – carve out time for incremental improvement; and collaborate with internal/external stakeholders.</p>
Department of Treasury (Treasury)	Donna Ragucci, Director, OSDBU	<p><b>Strategy:</b> Establish new model for innovating and entrepreneurship in support of Treasury requirements; strengthen Treasury’s small business networks throughout U.S. to expand and diversify the industrial base; develop new areas of small business dominance; and rebrand and modernize the Treasury OSDBU programs.</p> <p><b>Performance:</b> Provided a history of small business goal achievements.</p> <p><b>Training:</b> Provided a history of training to acquisition staff, other small business professionals, and industry</p> <p><b>Outreach:</b> Over 70 small businesses attained their first ever Treasury contract by participating in the vendor outreach sessions. Data for number of new small business subcontractors added to Treasury contracts being collected.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Transportation (DOT)	Willis A. Morris, Director, OSDBU	<p><b>Strategy:</b> Ensure small business policies and goals of the Secretary of Transportation are implemented in a fair, efficient, and effective manner; and ensure small businesses have an equitable opportunity to participate in DOT’s direct procurement and federal financial assistance programs.</p> <p><b>Organization:</b> Discussed DOT organization and OSDBU Office; provided list of what DOT purchases; FY 2017, 2018, and 2019 small business goals;</p> <p><b>Outreach:</b> Vendor outreach sessions/socioeconomic-specific events and webinars; industry days with matchmaking sessions; interagency collaboration; one-on-one meetings with potential DOT small business contractors; real-time procurement forecast; SBIR program; opportunity zones program; and Congressional outreach activities.</p> <p><b>Oversight:</b> weekly small business achievement data analysis; monthly contract bundling reports; monthly progress reports to OAs; industry analysis; and market research quality control and improvement.</p>
Environmental Protection Agency (EPA)	Wallace Sermons Deputy Director, OSDBU	<p><b>Strategy:</b> Resource alignment; Category Management tools; Completing priorities communications; and complexity of requirements training and outreach.</p> <p>Goal 1 equip and engage OSDBU’s Workforce; Goal 2 operate as a valued partner in carrying out EPA’s mission; Goal 3 serve as an effective advocate and resource for small business; and Goal 4 continuously improve operational efficiency and effectiveness.</p> <p><b>Tools:</b> dedicated specialists to Top EPA common spend categories; flow chart for assessing category management vehicles; and small business subcontracting dashboard. Provided a list of examples of communication; and outreach and training.</p>
Department of Education (Education)	Phillip Juengst, Director, OSDBU	<p><b>Strategy:</b> Build strategic partnerships, improve customer service; implement best-in-class outreach and acquisitions; better utilize technology and data to improve outcomes; more balanced focus on internal partners; partnership with largest program/buying offices; partnered with Senior Procurement Executive (SPE) and HCAs to develop policy focused acquisition workforce getting credit for Spend Under Management (SUM). Leveraging technology and data.</p> <p><b>Outreach:</b> Industry days – Science and IT</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
<p>Department of Housing and Urban Development (HUD)</p>	<p>Jean Pao, Director, OSDBU</p>	<p><b>Organization:</b> Discussed HUD’s mission, organizational chart, budget, achievements, and what HUD buys.</p> <p><b>Strategy:</b> Four socioeconomic categories have parity – HUBZone, SDVOSB, WOSB, and 8(a). Socioeconomic programs should be reviewed and considered before small business concerns; Opportunity Zones Procurement Preference pilot. Joint Chief Procurement Officer (CPO) and OSDBU Director’s Fiscal Year (FY) small business prime and subcontracting goals memo to staff and acquisition workforce; small business dashboard reporting to Senior Staff; strategies for strengthening market research and vendor outreach events; and annual strategic acquisition plan submission development process, including OSDBU review.</p> <p><b>Outreach:</b> FY 2020 HUD Vendor Outreach; HUD IT Industry Day; Woman-Owned Small Business (WOSB) event (postponed); HUBZone outreach event; and Service-Disabled Veteran-Owned Small Business (SDVOSB) outreach event.</p>
<p>Department of Health and Human Services (HHS)</p>	<p>Michelle Street, Deputy Director, OSDBU</p>	<p><b>Organization:</b> Discussed HHS’ mission, organizational chart, budget, achievements, and what HHS buys. Discussed agency’s response to COVID-19 and OPIOD crisis.</p> <p><b>Strategy:</b> Small Business Specialists participating in acquisition planning; acquisition strategy review board (ASRB); acquisition plans over \$10M; department-wide goaling program; small business customer experience (SBCX);</p> <p><b>Outreach:</b> Monthly vendor outreach sessions (VOS); monthly acquisition workforce training; access forums; and speaking and matchmaking at acquisition conferences.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
National Aeronautics and Space Administration (NASA)	David Brock, Small Business Specialist	<p><b>Organization:</b> Listed the location of NASA Centers and HQs; discussed what Marshall Space Flight Center (MSFC) buys, prime goals versus actual percentages; Top 20 FY 19 NAICS codes; and FY 19 Top 10 Large Business contracts. Summarized the MSFC Small Business Technical Advisor Duties; Summarized MSFC Small Business Technical Coordinator Implementation Plan; Summarized Small Business Technical Coordinator duties and utilization at MSFC.</p>
National Science Foundation (NSF)	Francine Morris Deputy Director, OSDBU	<p><b>Leadership:</b> OSDBU Director to Chief Operation Officer (COO), Agency Director is appointed by the President and serves a 6-year term.</p> <p><b>Organization:</b> Discussed what the agency buys; OSDBU duties; agency prime contract and subcontract achievements; location of contract opportunities on the agency and OSDBU websites;</p> <p><b>Best Practices:</b> collaboration between OSDBU and contracts branch, proactive cooperative relationship with program offices, market research model, outreach events, and relationship with SBA. Revamping infrastructure of OSDBU Office and Improve Vendor communication and transparency.</p>
Nuclear Regulatory Commission (NRC)	Anthony Briggs Small Business Program Manager	<p><b>Organization:</b> Discussed the mission, what the agency buys and how the agency buys it.</p> <p><b>Small Business Program:</b> Maximize small business opportunities; advocate for small business community; services offered to acquisition staff through recommending set-asides, training and technical assistance, small business counseling, and ensure compliance with small business laws; services offered to business community through business development assistance, facilitate capability presentations with buyers, 3-step process, and engage in outreach events.</p> <p><b>Outreach Events:</b> Host NRC-sponsored events at HQs and regional offices; participate in Federal, State, and Local Government procurement events, and Co-developed NRC's small business training course. NRC has a small business toolbox to view agency opportunities.</p>



AGENCY	PRESENTER	BEST PRACTICE(S)
Social Security Administration (SSA)	Leslie Ford, Director, OSDBU	<p><b>Leadership:</b> OSDBU Director reports to the Office of the Deputy Commissioner.</p> <p><b>Organization:</b> Listed the top 10 NAICS codes by Total FY 2019 SSA Award Dollars; provided the small business achievements; and listed what the agency buys.</p> <p><b>Strategy:</b> Handbook requirement for Sources Sought requires recent market research, open market requirements over the Simplified Acquisition Threshold (SAT) (including options) require OSDBU review and must have documentation it was synopsized as a sources sought within the last eight months, CO must include copy of sources sought notice and list of all vendors who responded to notice and determination (for each vendor) whether they are capable of performing the work and if not explanation why the vendor cannot perform the work. Acquisition Team Workshops consisting of COs, CORs, Technical Experts and Legal Counsel; focus on strategy for upcoming major procurements; the workshops are 5 days long; SADBUS speak with the teams focusing on market research, socioeconomic programs, small business subcontracting program, and promoting Federal Strategic Sourcing Initiative.</p> <p><b>Outreach:</b> Monthly Vendor Outreach; Bi-weekly Staff meetings with Office of the Commissioner; Quarterly Dashboard Report of Small Business Goal performance to Senior Executives; SADBUs conducted training on small business programs; presentations at quarterly CO forums on any changes to small business programs; and Annual Small Business Procurement Conference.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Veterans Affairs (VA)	Sharon G. Ridley Executive Director	<p><b>Organization:</b> Discussed the mission, and the Veterans First Program</p> <p><b>Small Business Program:</b> OSDBU Core Programs are Center for Verification and Evaluation; Procurement Review; Direct Access; Program Support; Strategic Outreach and Communications; and Share Services, which includes IT Systems Integration, Contracts Management, Operations and Quality Assurance, and Administrative Services. Discussed agency’s small business performance and accomplishments.</p> <p><b>Outreach Events:</b> Organized structured events to provide VOSBs and other firms access to meaningful insight about procurement opportunities; Improve VA’s market research toolkit data analytics leading to better acquisition outcomes; and launched the Women Veteran-Owned Small Business Initiative; a first of its kind program aimed at increasing WOSB participation in Federal and Commercial procurements.</p>

# ENCLOSURES

**ENCLOSURE 1**  
**Department of State**  
**(STATE)**



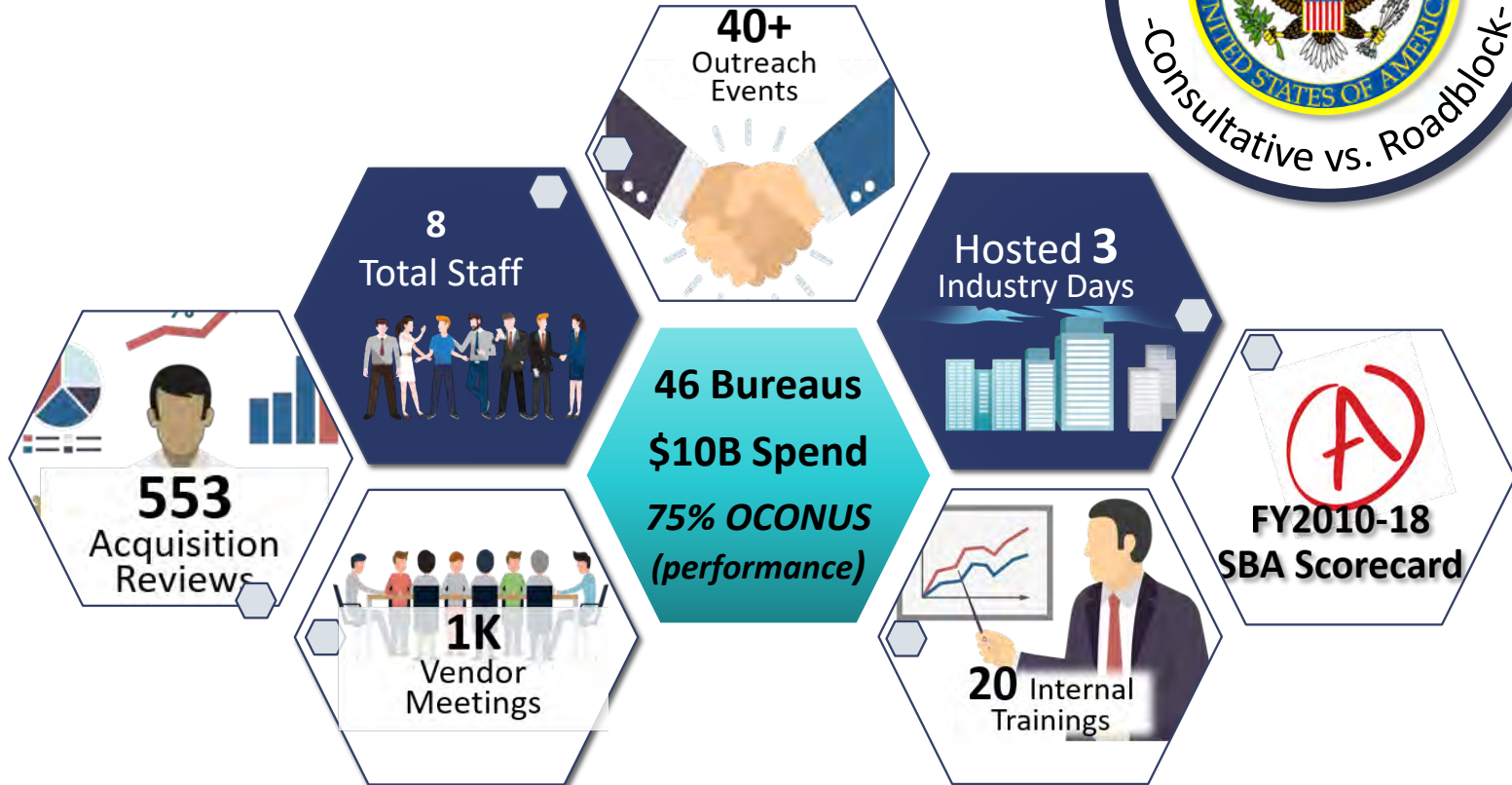
# Best Practices Briefing for SBPAC

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George Price, Director  
Office of Small and Disadvantaged Business Utilization  
(OSDBU)

***October 2019***

# DoS OSDBU Profile



## Agency Level

- 300% increase in Small Business Eligible Dollars with the inclusion of overseas spend in FY16. Example, Overseas Construction difficult for SBCs.
- Complex programs with diverse spend and suppliers
- Program leadership turnover impacts to acquisition planning

## OSDBU Level

- Limited staff resources with transactional focus
- Same administrative responsibilities as a Bureau
- Mature workforce/need for succession planning

# Strategic Response to Challenges

---

1. Engage program offices earlier in the acquisition process to influence better contracting results
2. Engage staff to build process, expand capacity and prepare for the future



Hired Deputy position to increase strategic bandwidth.

Focus on staff engagement, collaboration and development through individual and team assignments, staff meetings, 1on1s, and offsite planning meetings

Leveraged senior staff expertise on acquisition reviews, hired a junior Analyst position and added a contractor to support special projects

Developed an OSDBU Guidebook to document policies and process for Small Business Act Section 15(k) compliance

Added a Small Business Specialist in the contracting organization focused on SubContracting

Updated the OSDBU website and revised internal trainings to improve communication on emerging topics like category management and market research



Published an article in State Magazine to highlight OSDBU's role within the Department



Implemented regular meetings with the HCA Operations Division Director for “CO-focused” engagement

Improved opportunity tracking with proactive outreach to support Bureau acquisition planning

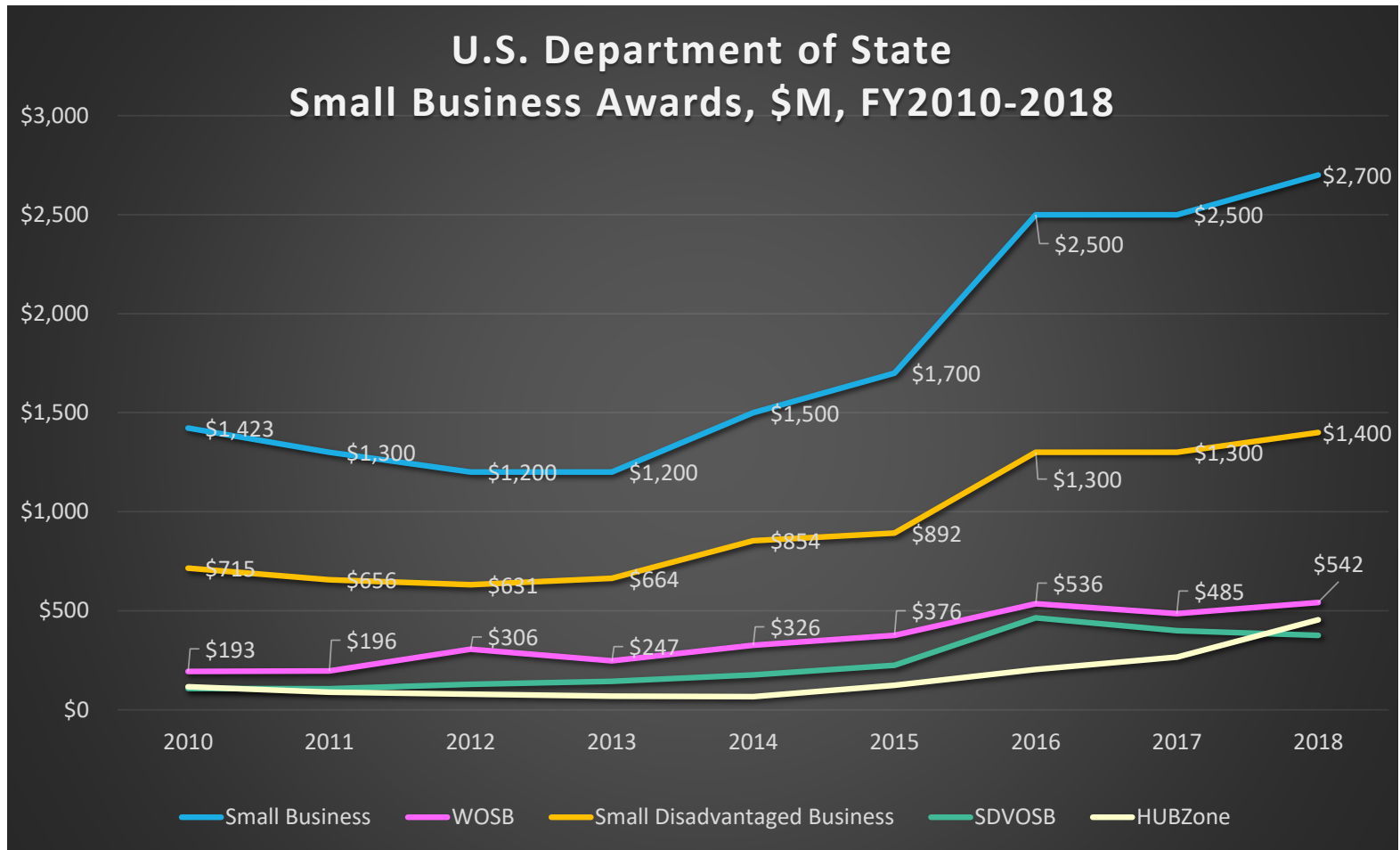
Implemented new electronic acquisition review form for streamline processing and improve reporting capability

Developed win-win category management implementation approach using the Rule of 2 and “BIC first”

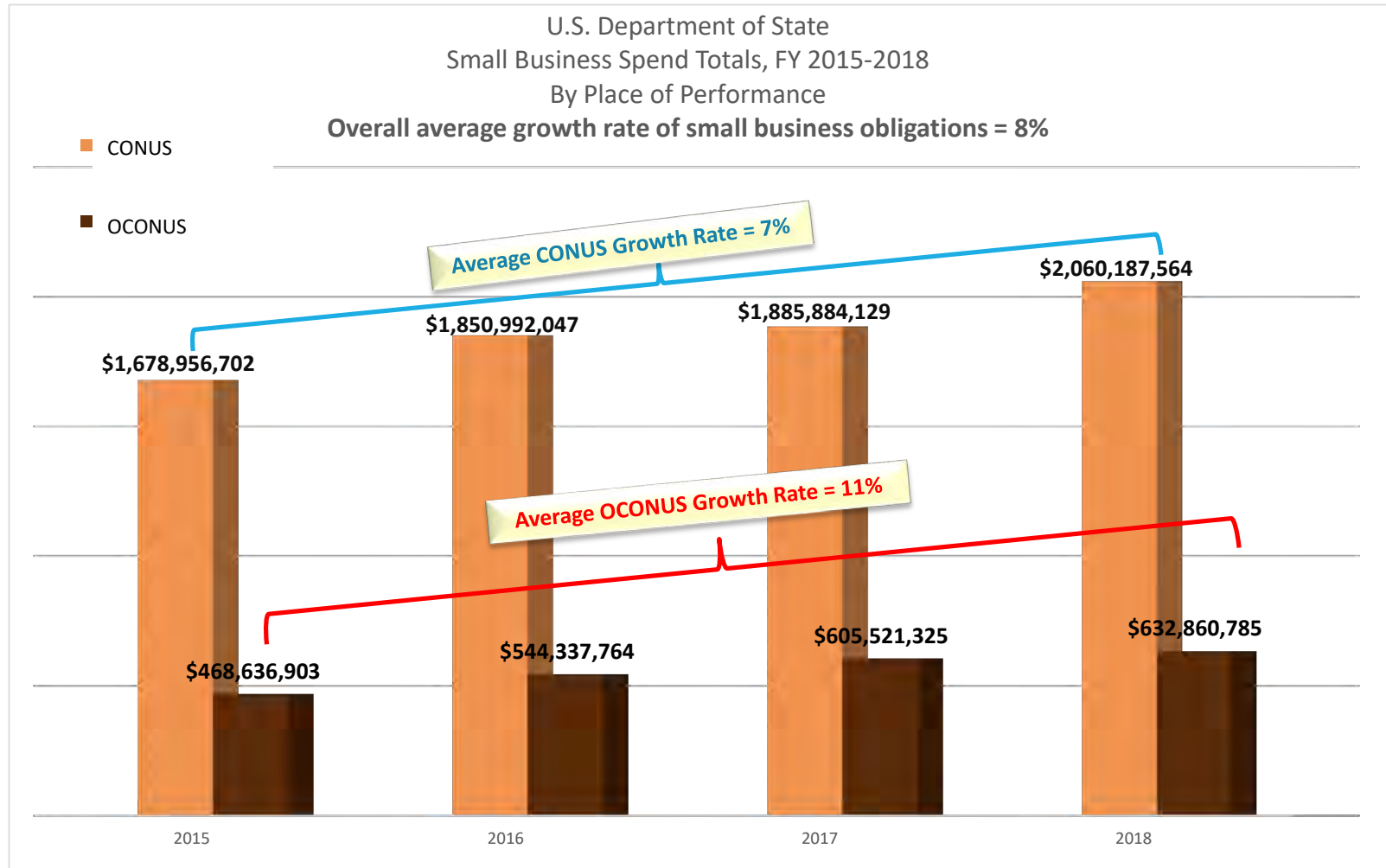
Launched office hours to foster consultative culture of early engagement

Held targeted events focused on Overseas Contracting and Construction requirements

# Results: More \$ to SBCs



# Results: Growth in overseas \$ to SBCs



UNCLASSIFIED



## State Dept Taps LDRM for Potential \$389M Consular Service Support Contract

[Mary-Louise Hoffman](#) September 23, 2019

Herndon, Va.-based LDRM has secured a potential five-year, \$388.9M contract from the State Department to provide professional services and support digitization efforts for U.S. visa pre-processing activities.

The department announced the contract award in a FedBizOpps notice [posted Friday](#). LDRM will help the department manage the National Visa Center in New Hampshire and the Kentucky Consular Center in Kentucky as part of the performance-based contract. The company will also work to update the processes, operating model constructs and procedures at both consular service centers. The facilities rely on platforms and services that are aligned to national security, customer service, management and logistics and administrative support categories, [according to a FedBizOpps summary](#).

<https://www.govconwire.com/2019/09/state-dept-taps-ldrm-for-potential-389m-consular-service-support-contract/>

# Lessons Learned

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## People:

- Find unique strengths and get help for gaps

## Urgent/important:

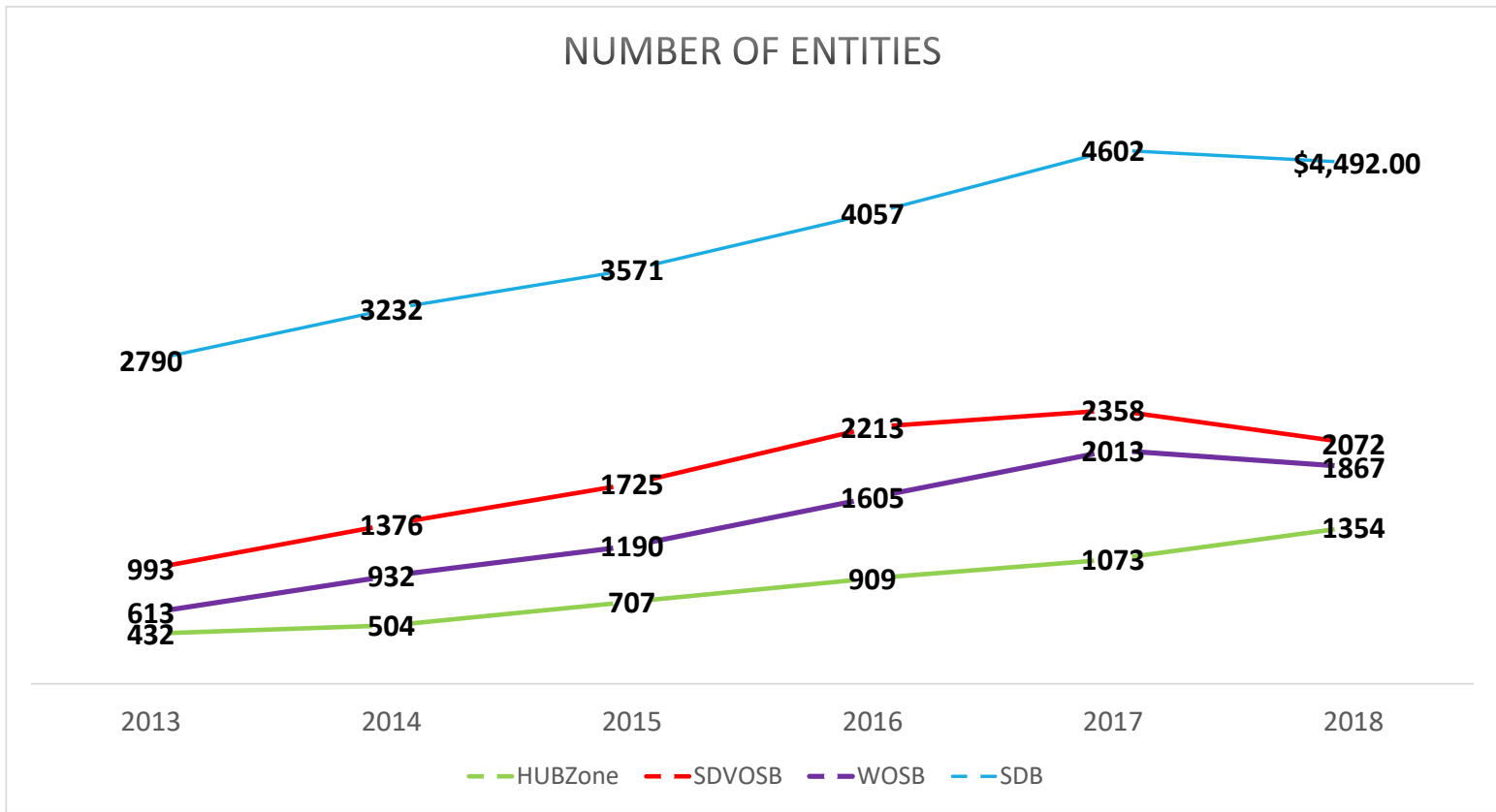
- Carve out time for incremental improvement
- Relationships need intentional care

## Collaborate with internal/external stakeholders:

- OSDBUs have shared challenges and stakeholders have shared interests

# Category Management Impacts

## Number of Unique SBCs, **Set-Asides**



**ENCLOSURE 2**  
**Department of Treasury**  
**(TREASURY)**



# The Department of the Treasury Office of the Small and Disadvantaged Business Utilization Best Practices

November 19, 2019



**Office of the Small and Disadvantaged Business Utilization  
Fiscal Year (FY) 2019 - 2022 Strategic Plan**



**Establish a New Model for  
Innovation and  
Entrepreneurship in Support  
of Treasury Requirements**



**Strengthen Treasury's Small  
Business Networks  
Throughout the U.S. to  
Expand and Diversify the  
Industrial Base**

**MODERNIZATION**



**Develop New Areas of Small  
Business Dominance**



**Rebrand and Modernize the  
Treasury Office of Small and  
Disadvantaged Business  
Utilization Programs**



**Department of the Treasury**  
**Office of the Small and Disadvantaged Business Utilization**  
**FY2019 Small Business Goal Performance**

Total Eligible SB dollars obligated to date 30 September 2019: \$4,570,519,796    **Forecasted: \$2,948,703,865 (155% obligated)**  
 Total Eligible SB dollars obligated for same date FY2018: \$4,711,021,442    **Final FY18 Obligated: \$4,711,021,442 (100% obligated same date)**

SMALL BUSINESS CATEGORY	FY 19 GOAL %	FY19 ACTUAL %	FY 18 Goal %	SAME TIME FY18 ACTUAL %	FY 19 DOLLARS to date	SAME TIME FY 18 DOLLARS
Small Business	38.5%	40.39% ↓	35.0%	42.26%	\$1,845,984,244	\$1,991,015,700
Small Disadvantaged Business	5%	11.85% ↑	5%	11.58%	\$541,663,959	\$545,535,042
Service Disabled VOSB	3%	4.29% ↑	3%	3.56%	\$195,945,431	\$167,813,435
Woman Owned SB	5%	11.39% ↓	5%	12.37%	\$520,703,435	\$582,828,276
HUBZone SB	3%	3.44% ↓	3%	3.47%	157,187,581	\$163,279,380

Data From FPDS-NG As of 30 September 2019, data pulled on October 28, 2019



Trends = Upwards from previous FY    Downwards from previous FY    Unchanged from previous FY

**Department of the Treasury  
Office of the Small and Disadvantaged Business Utilization  
Best Practice: Meeting SB Goals and Subcontracting Goals**

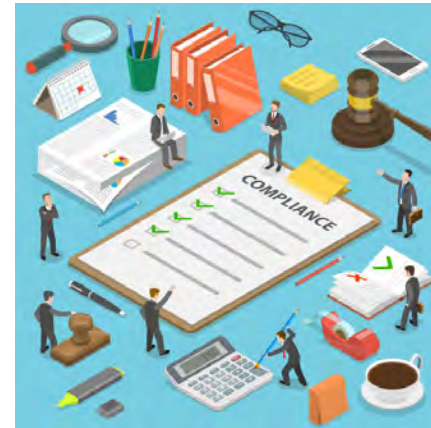
1. Through Constant Training the Acquisition Workforce



2. Through Vendor Outreach Sessions



3. Through Compliance and Surveillance Reviews



# Office of the Small and Disadvantaged Business Utilization Programs Best Practice #1 – Annual Small Business Training

## 1. Topics for Training

- ✓ FY 18 focus: Category Management
- ✓ FY 19 focus: SB BICs - 8(a) Stars, VETS 2, Alliant SB2
- ✓ FY 20 focus: Subcontracting

## 2. Who and Why We Train

- ✓ Contracting Professionals (1102s), other small business professionals, and Industry.
- ✓ In order to keep the acquisition community informed



**Office of the Small and Disadvantaged  
Business Utilization Programs  
Best Practice #1 – Annual Small Business Training**

**3. How do We Provide the Training: Collaboration  
and Communication**

- ✓ Annual full-day face to face training  
Award 6.5 CLPs
- ✓ Brown Bag Lunch  
Award 1 CLP
- ✓ Webinar/Podcasts  
Award 1 CLP
- ✓ Vendor Outreach Sessions  
Industry training



**Office of the Small and Disadvantaged  
Business Utilization Programs  
Best Practice #1 – Annual Small Business Training**

**4. Make Available Tools and Resources**

➤ **Achieve BIC/SUM and Small Business Goals**

Source Selection Methods

✓ Mentor-Protégé Program

✓ Joint Venturing

Navigating the regulations

✓ One pagers on how to conduct small  
business set-asides; particularly small  
business BICS



# Office of the Small and Disadvantaged Business Utilization Best Practice #2 – Vendor Outreach Sessions (VOS)

## Policy

“To provide maximum practicable opportunities in its acquisitions to small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Such concerns are also provided maximum practicable opportunity to participate as subcontractors in the contracts awarded by Treasury.”

## Revamped VOS and Industry Days

- ✓ Target Firms with Top 25 Treasury NAICS
- ✓ Identify small business firms across socio-economic areas early in acquisition

*In fact, over 70 small businesses have attained their first ever Treasury contract by participating in these meaningful engagements.*





## Office of the Small and Disadvantaged Business Utilization Best Practice #2 Vendor Outreach Sessions

### ✓ Foundational

- 1) Treasury's goal is to always engage with and work collaboratively with industry in a fair and open manner
- 2) Limit VOS engagements to 4 – 6 per year, allow attendance to National Conferences to have non-local firms access to Treasury procurements, hear how to do business with Treasury, and find new capabilities for Treasury requirements
- 3) Invite Bureau Small Business Specialists, Program Managers, and Contracting Officers to the VOS to hold match making sessions
- 4) Invite Industry partners and National spokespersons to give one hour panel discussion or educational information that benefits the attendees
- 5) Networking – large business and small business firms find ways to support each other



# Office of the Small and Disadvantaged Business Utilization Best Practice #2 Vendor Outreach Sessions

## Results and Outcomes

Specific Contract Opportunities

Identify Contact Points

E-Capability Database

Small Business Awards Day

***Over 70 small businesses have attained their first ever Treasury contract by participating in these meaningful engagements. Still collecting data on the number of new small business subcontractors added to Treasury contracts.***



## Office of the Small and Disadvantaged Business Utilization Programs

### Best Practice #3– Annual Small Business Compliance Review

Institutionalize Treasury’s Small Business Compliance Review Program, provide quality deliverables to it’s customers and key stakeholders, and provide a reasonable service to taxpayers. FAR 19.402(c)(III) 5.

- Small Business and Acquisition programs are in compliance with Federal and small business law, rules and regulations
  - ✓ FY 18 focus: Design and structure the SB review program
  - ✓ FY 19 focus: Implement Treasury’s Small Business Review Program, Conduct surveillance reviews
  - ✓ FY 20 focus: Redesign SB review program to accommodate Treasury Bureaus, Review status of PCA’s and Review new items



## Office of the Small and Disadvantaged Business Utilization Best Practice #3 Annual SB Compliance and Surveillance Reviews

Establish a Roadmap to Ensure Small Business Compliance with Federal law, rules and regulations and Improve and Re-engineer management and internal controls to increase efficiency. Government Performance Results Act Section 2(b)(c).

- Small Business and Acquisition programs are in compliance with the FAR, DTAP and SB handbook, OSDDBU conducted its own compliance review of small business programs in Treasury.
  - ✓ FY 19 focus: Management Controls, Goals, Pre-Award and Post Award
  - ✓ FY 20 focus: 8(a) contracts, Sub-Contracts, Internal Control procedures and Consolidation and Bundling



## Office of the Small and Disadvantaged Business Utilization Best Practice #3 Annual SB Compliance and Surveillance Reviews

Protect and Defend the Integrity of the Treasury OSDBU and it's Small Business Programs from public scrutiny, waste, fraud and abuse and provide quality deliverables to its customers and key stakeholders. GPRA Section 2(a)(1)

- FY 19: Compare Bureau internal policies against the FAR, DTAP and the Small Business Handbook
- FY 19: Report Findings, recommendations and summary of results to the HCA, SPE, ASM and the SBA.





## Office of the Small and Disadvantaged Business Utilization

# Questions?



**ENCLOSURE 3**  
**Department of Transportation**  
**(DOT)**



**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization

# Small Business Utilization Best Practices

Willis A. Morris  
Director

Tuesday, December 17, 2019





# OVERVIEW

- DOT MISSION
- OPERATING ADMINISTRATIONS
- OSDBU ORGANIZATION
- ACHIEVEMENTS
- BEST PRACTICES



**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization



## **DOT MISSION**

- ✓ Ensure our nation has the safest, most efficient and modern transportation system in the world; that improves the quality of life for all American people and communities, from rural to urban, and increases the productivity and competitiveness of American workers and businesses.

## **TOP PRIORITIES**

- ✓ Keep the traveling public safe and secure, increase their mobility, and have our transportation system contribute to the nation's economic growth.

## **OSDBU Mission**

- ✓ Ensure Small Business policies and goals of the Secretary of Transportation are implemented in a fair, efficient and effective manner.
- ✓ Ensure that small businesses have an equitable opportunity to participate in DOT's direct procurement and federal financial assistance programs.



**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization

# WHO WE ARE



**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization



- Secretary Chao's Top Priorities – Safety, Innovation and Infrastructure
- 10 Operating Administrations
- Each OA has independent procurement authority
- Different mission based on industry focus
- DOT employs 55,000 people across the country
- OSDBU Director – Member of Secretary's Executive Team



**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization

# OSDBU ORGANIZATION



# OSDBU ORGANIZATION

- OSDBU Director prioritizes and coordinates with DOT Operating Administrations and acquisition community the implementation of Small Business Act requirements
- Procurement Assistance Division
  - Assist OSDBU Director in the implementation of Small Business Act
  - Lead OSDBU Outreach efforts
  - Procurement Forecast
- Regional Assistance Division
  - Small Business Transportation Resource Centers
  - Bonding Education Program





# OSDBU ORGANIZATION

## Small Business Transportation Resource Centers

Central Region (AR, IA, KS, MO, MS)

Great Lakes Region (IL, IN, MI, MN, OH, WI)

Gulf Region (TX, LA, NM, OK)

Mid Atlantic Region (PA, DE, MD, NJ)

Mid South Atlantic Region (GA, SC, TN)

Northeast Region (NY, CT, MA, ME, NH, RI, VT)

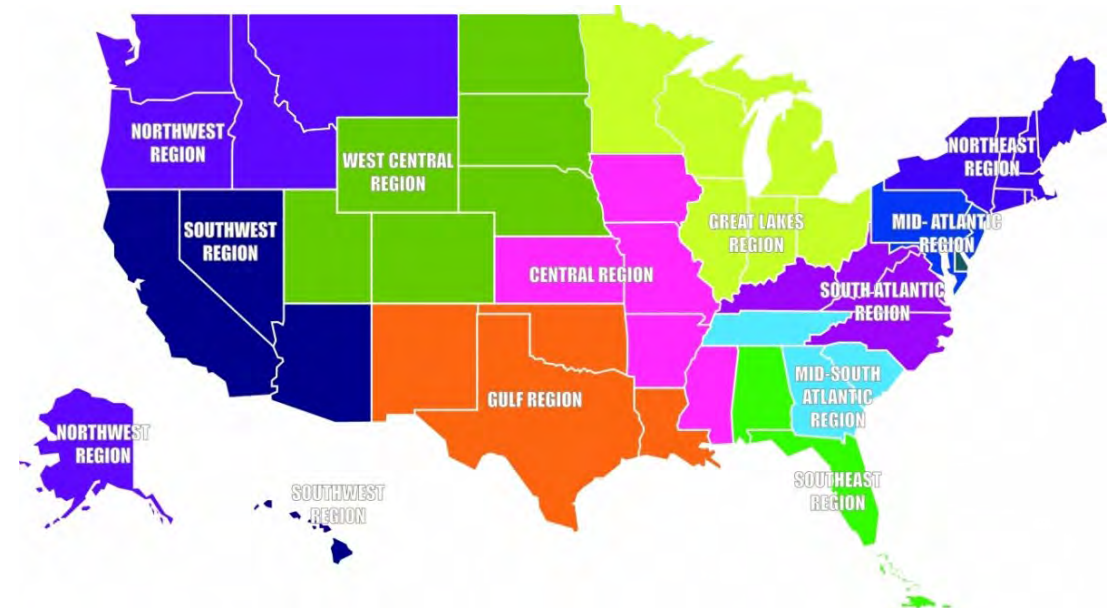
Northwest Region (WA, AK, ID, MT, OR,)

South Atlantic Region (NC, D.C. Metro Area, VA, KY, WV)

Southeast Region (FL, AL, PR, USVI)

Southwest Region (CA, AZ, HI, NV)

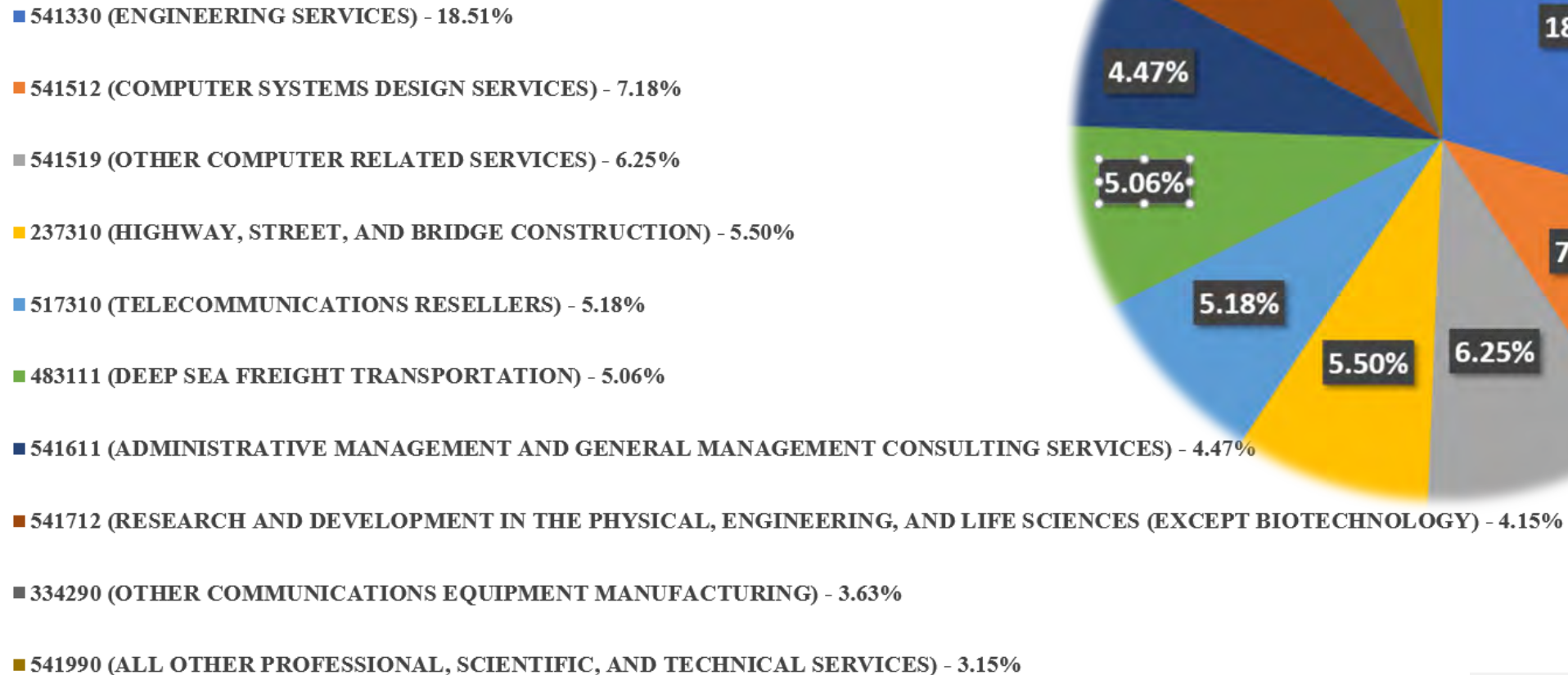
West Central Region (CO, ND, NE, SD, UT, WY)





**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization

## Top 10 NAICS By Obligations - FY'19



SOURCE: FPDS





# SMALL BUSINESS GOALS AND ACHIEVEMENTS FY' 17 AND FY' 18

## PRIME CONTRACTING ACHIEVEMENT\*

	2017 Goal	2017 Achievement	2018 Goal	2018 Achievement
Small Business	50.00	48.75%	41.40%	33.54%
Woman Owned Small Business	5.00%	11.57%	5.00%	8.55%
Small Disadvantaged Business	5.00%	26.38%	5.00%	17.45%
Service Disabled Veteran Owned Small Business	3%	3.05%	3.00%	3.59%
HUBZone	3%	3.62%	3.00%	1.83%

## SUBCONTRACTING ACHIEVEMENT:

Small Business	48.00%	45.90%	50.00%	51.60%
Woman Owned Small Business	5.00%	10.50%	5.00%	12.10%
Small Disadvantaged Business	5.00%	10.70%	5.00%	9.60%
Service Disabled Veteran Owned Small Business	3.00%	1.90%	3.00%	2.00%
HUBZone	3.00%	0.70%	3.00%	1.00%

Source: FPDS

\*FAA exempted from Small Business Goaling Methodology until FY18



# SMALL BUSINESS GOALS AND ACHIEVEMENTS FY'19

## PRIME CONTRACTING ACHIEVEMENT\*

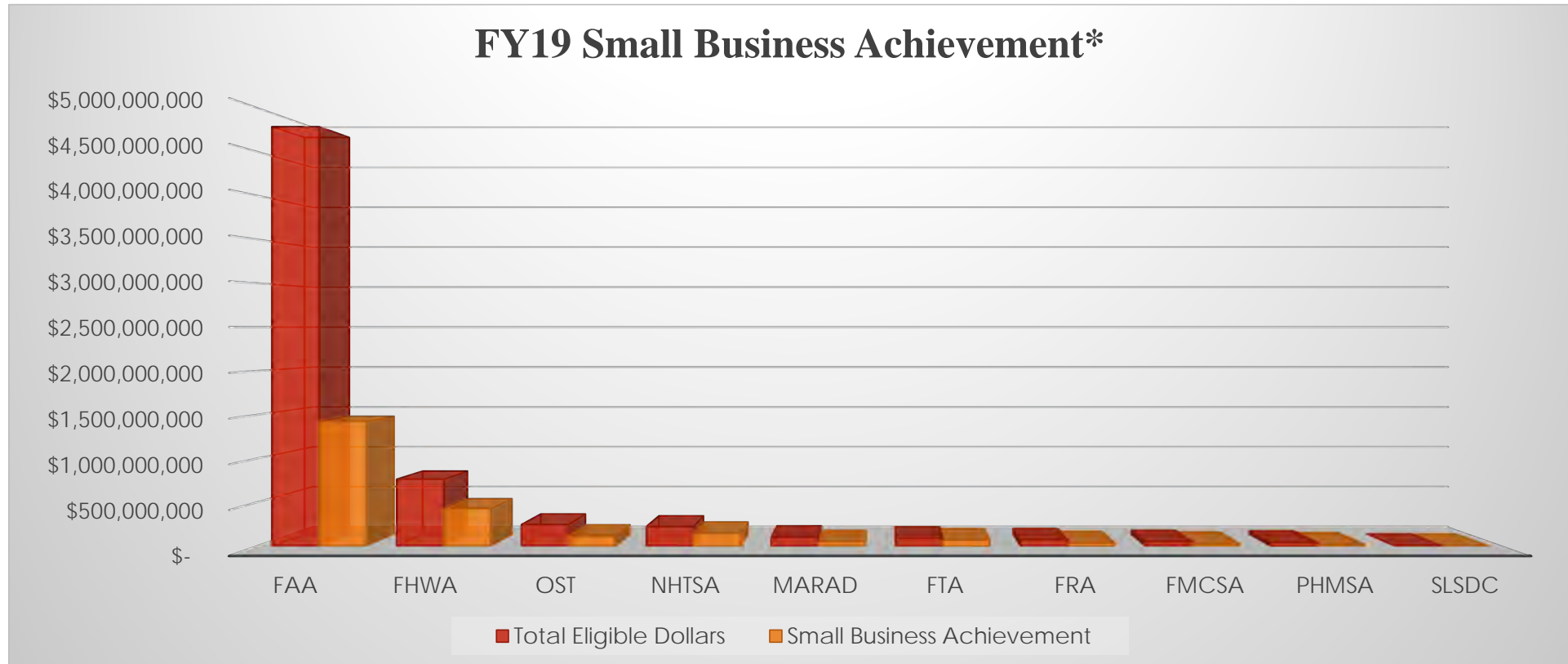
	2019 Goal	2019 Achievement
Small Business	31.73%	36.64%
Woman Owned Small Business	5.00%	9.91%
Small Disadvantaged Business	5.00%	19.97%
Service Disabled Veteran Owned Small Business	3.00%	4.13%
HUBZone	3.00%	2.96%

Source: FPDS, pending final validation by SBA

\*FAA exempted from Small Business Goaling Methodology until FY18



### FY19 Small Business Achievement\*



Source: FPDS, pending final validation by SBA

\*FAA exempted from Small Business Goaling Methodology until FY18



## BEST PRACTICES - OUTREACH

- Vendor Outreach Sessions/Socioeconomic specific events and webinars
- Industry days with Matchmaking sessions
- Interagency collaboration (Thanks to fellow OSDBU Directors)
- One-on-One meetings with potential DOT small business contractors
- Use of technology to enhance outreach activities
- Real-time Procurement Forecast
- Small Business Innovation Research (SBIR) program
- Rural communities (Thanks to USDA Acting OSDBU Director)
- Opportunity Zones program
- Congressional outreach activities



## BEST PRACTICES - LEADERSHIP

- OSDBU Director is part of the Secretary's Executive Team
- Weekly meetings with Secretary and DOT Leadership
- Monthly meetings with Acquisition Strategy Resource Board (ASRB), Category Management Implementation Group (CMIG) and Strategic Acquisition Council (SAC)
- Monthly meetings with Small Business Specialists



# BEST PRACTICES – MODAL COLLABORATION

- Coordinate modal specific outreach activities
- Brown bag sessions
- Support Contracting Officers in market research efforts
- One-on-One meetings with Acquisition Directors
- Regular meetings and collaboration with Departmental Procurement Offices
- OSDBU Director participates in Acquisition Strategy Resource Board (ASRB), Category Management Implementation Group (CMIG) and Strategic Acquisition Council (SAC)
- Coordinate with FAA Leadership and Acquisition community to increase small business utilization



# BEST PRACTICES – OVERSIGHT

- Weekly small business achievement data analysis
- Monthly Contract Bundling reports
- Communication with DOT prime contractors
- Monthly progress reports to OAs
- Industry analysis (i.e. underperforming modal administrations)
- Market research Quality Control and Improvement



U.S. Department of Transportation  
Office of Small and Disadvantaged Business Utilization

# CONTACT INFORMATION

- Willis Morris, Director
  - Email: [willis.morris@dot.gov](mailto:willis.morris@dot.gov)
  - Phone: 202-366-1930
- DOT OSDBU Office
  - Email: [dot-osdbu@dot.gov](mailto:dot-osdbu@dot.gov)
- For more information regarding DOT's small business programs, please visit:
  - <https://www.transportation.gov/osdbu>





**U.S. Department of Transportation**  
Office of Small and Disadvantaged Business Utilization

QUESTIONS?

**ENCLOSURE 4**  
**Environmental Protection Agency**  
**(EPA)**



# Best Practices for Small Business Utilization



Denise Sirmons, Director  
Wallace Sermon, Deputy Director (A)  
Office of Small and Disadvantaged Business Utilization  
U.S. Environmental Protection Agency  
January 28, 2020



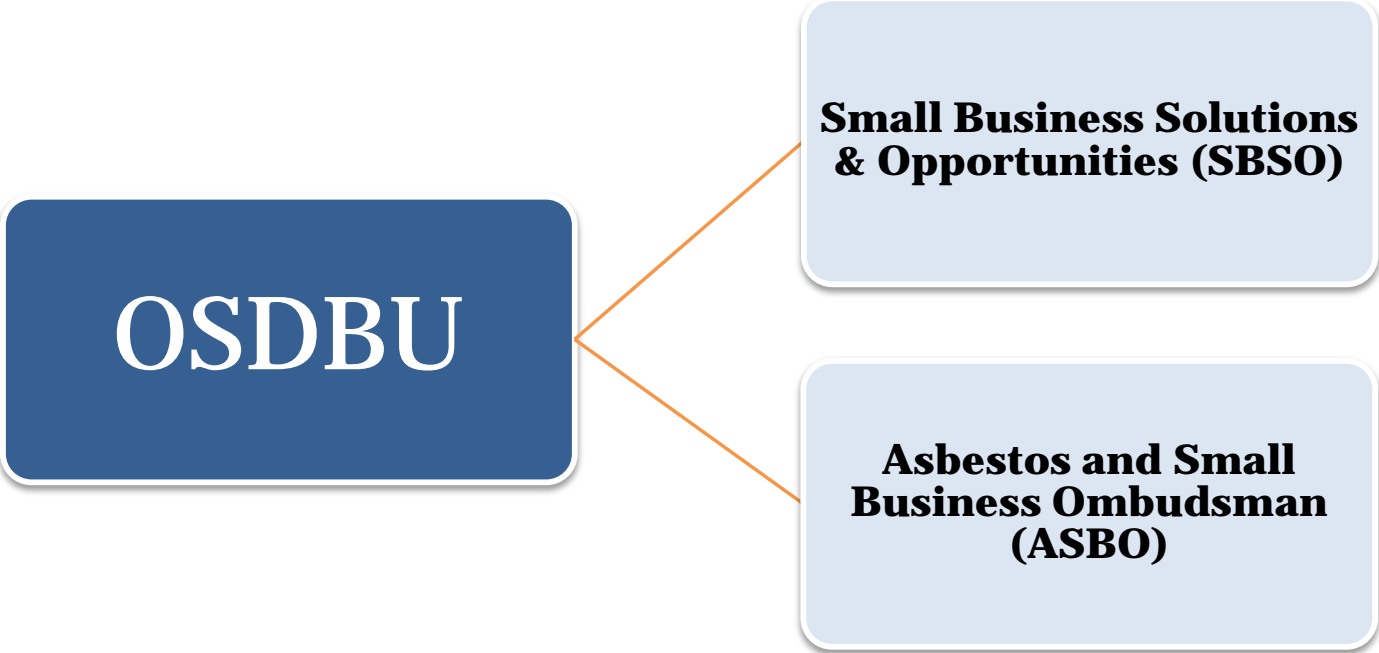
## Overview



- Program Areas
- Historical Trends
- Opportunities
- Solutions
- Overarching Strategies
- Example of Best Practices

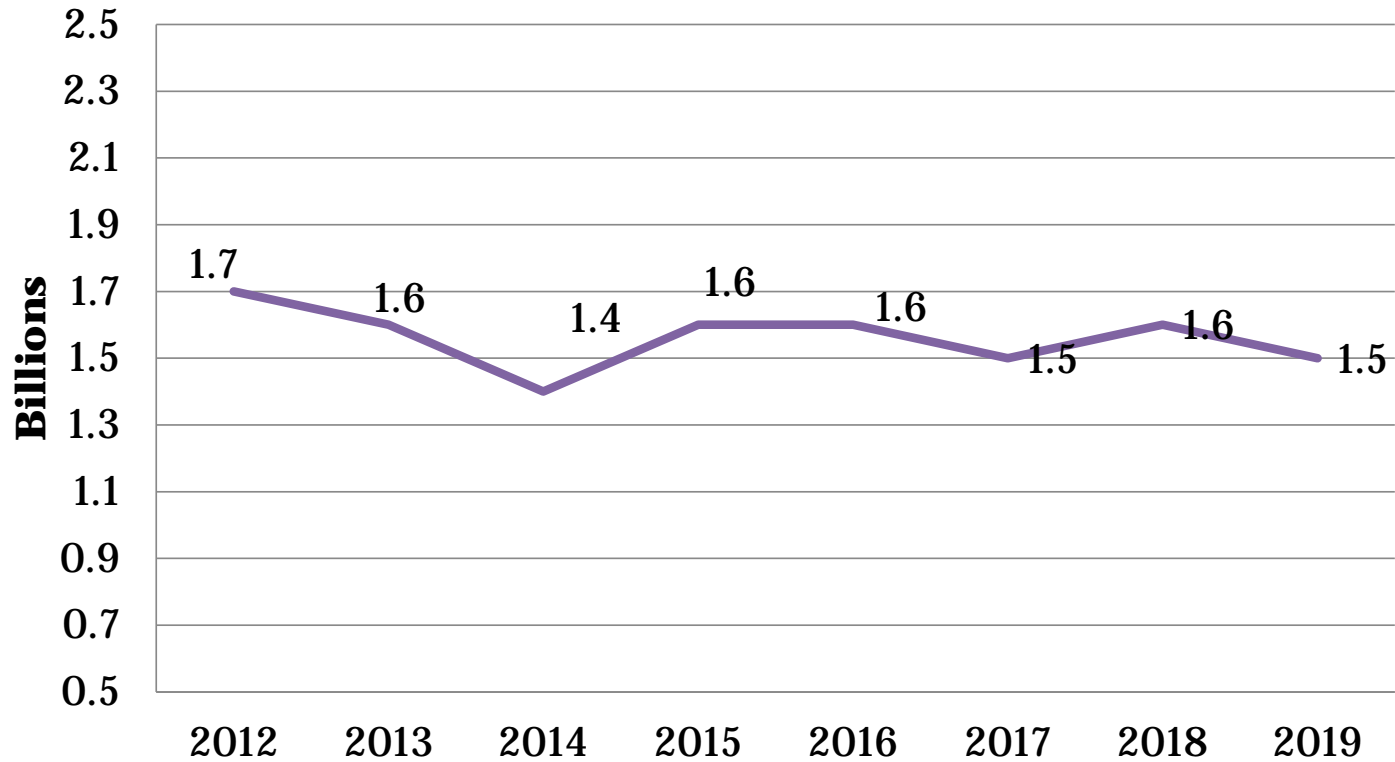


# Functional Areas





# Annual Procurement Budget



# Goal Achievements

Fiscal Year	Small Business		Small Disadvantaged Business		Woman-Owned Small Business		HUBZone Small Business		Service-Disabled Veteran-Owned Small Business	
	Goal	Achievement	Goal	Achievement	Goal	Achievement	Goal	Achievement	Goal	Achievement
2012	42.00%	44.02%	5%	15.70%	5%	6.02%	3%	2.53%	3%	6.68%
2013	42.26%	42.00%	5%	14.79%	5%	5.75%	3%	2.69%	3%	3.58%
2014	42.15%	40.08%	5%	15.70%	5%	5.87%	3%	1.93%	3%	5.29%
2015	40.0%	39.93%	5%	15.22%	5%	7.08%	3%	1.34%	3%	4.36%
2016	41.75%	39.65%	5%	14.78%	5%	5.88%	3%	.61%	3%	3.96%
2017	40.00%	40.05%	5%	15.26%	5%	6.31%	3%	1.63%	3%	3.78%
2018	39.00%	43.35%	5%	15.22%	5%	5.44%	3%	2.40%	3%	4.78%
2019	39.90%	42.13%	5%	14.83%	5%	4.97%	3%	1.76%	3%	3.95%





## Fiscal Year 2020 Goals

Business Category	Prime	Subcontracting
Small Business	35%	55%
Small Disadvantaged Business	5%	5%
Women-Owned Small Business	5%	5%
HUBZone Small Business	3%	3%
Service-Disabled Veteran-Owned Small Business	3%	3%





# Opportunities

## Resources

- OSDBU is currently operating with the lowest FTE levels ever, despite the continuing increase in statutory responsibilities

## Category Management

- The federal preference for Best-in-Class, government-wide and agency-wide common contracts solutions makes it more difficult to prioritize and target small and socioeconomic business vendors and solutions

## Competing Priorities

- Small business contracting goals often get lost in the press of other agency and federal priorities

## Complexity of Acquisition Requirements

- There are a myriad of complex and seemingly conflicting requirements that make the acquisition process burdensome and difficult to navigate for contracting and program officials



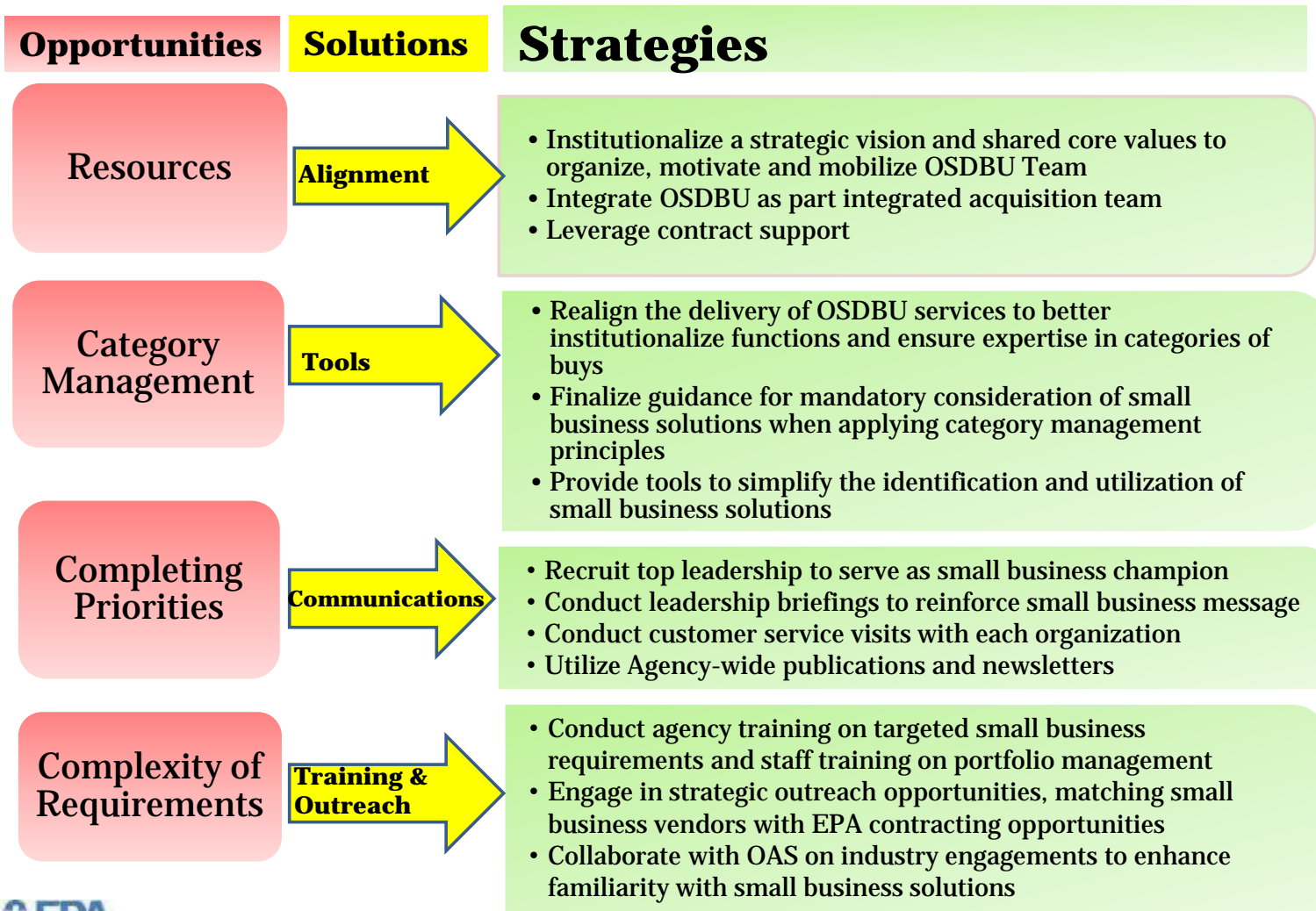
## Solutions

**Strategic Vision  
& Alignment**

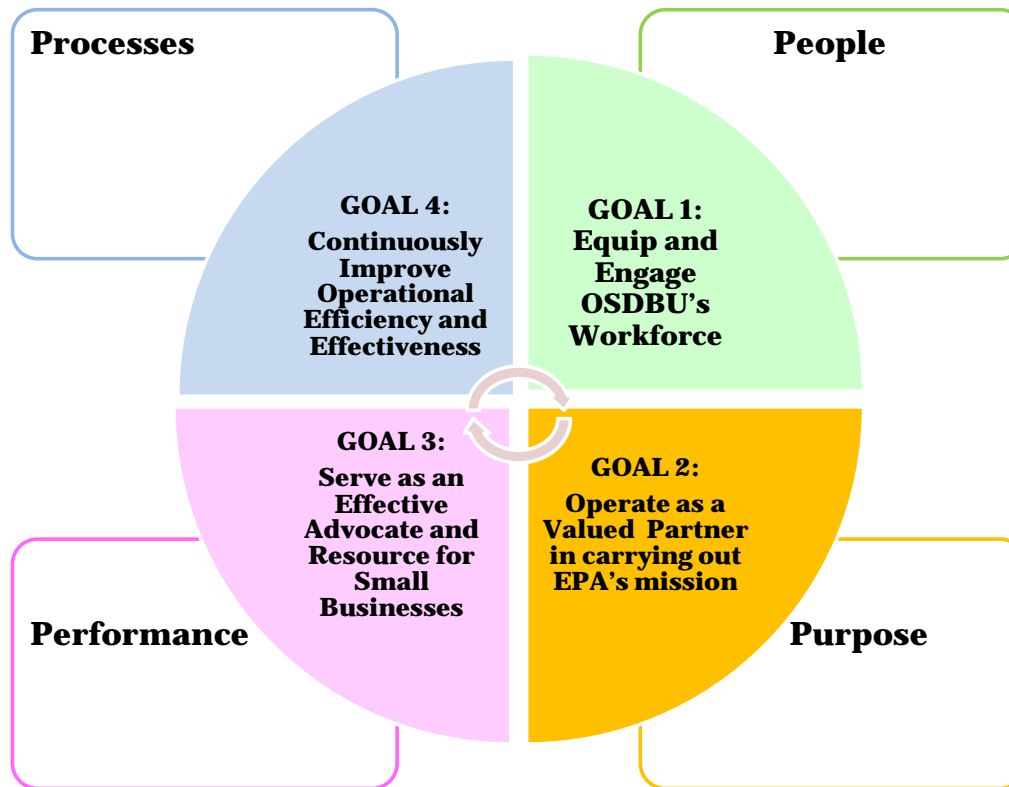
**Tools**

**Communications**

**Training &  
Outreach**



# Example of Strategic Vision: OSDBU's Five-Year Strategic Plan to Institutionalize a *Small Business First* Culture



## Example of Tools :

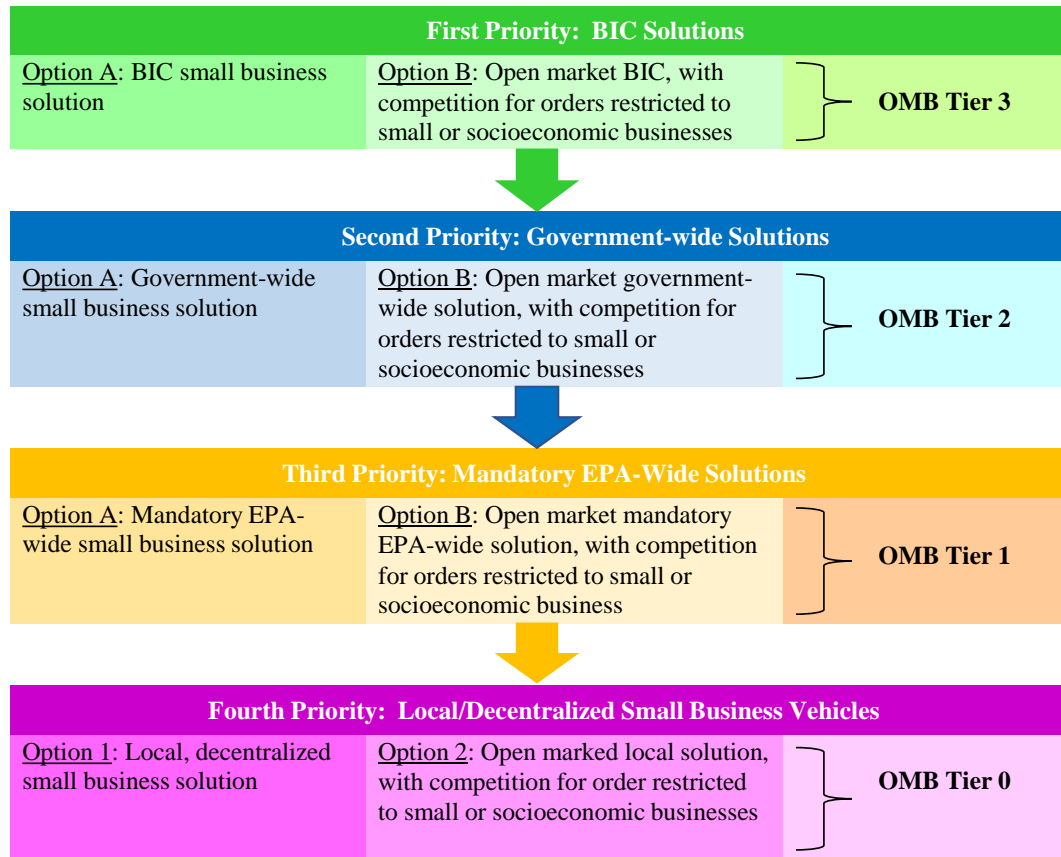
### Dedicated Specialists to Top EPA Common Spend Categories

Category	EPA's Top 10 Spend by NAICS for FY19	% of EPA Spend By NAICS	Total EPA Spend by Commodity
<b>Information Technology</b>	541512- Computer Systems Design Services	12.52%	\$263M
	541519 - Other Computer Related Services	3.20%	
<b>Professional Services</b>	541620- Environmental Consulting Services	15.94%	\$445M
	541611- Administrative Management and General Management Consulting Services	4.53%	
<b>Facilities &amp; Construction</b>	562910- Remediation Services	30.42%	\$728M
	237990- Other Heavy and Civil Engineering Construction	5.24%	
	541330- Engineering Services	3.02%	
	561210- Facilities Support Services	1.82%	
<b>Research &amp; Development</b>	541990- All Other Professional, Scientific and Technical Services	3.19%	\$41M
	541380- Testing Laboratories	2.08%	



# Example of Tools:

## Draft Flow Chart for Assessing Category Management Vehicles



# Example of Tools: Small Business Contracting Dashboard



Office of Small and Disadvantaged Business Utilization  
Pilot Small Business Contracting Dashboard

12/27/2019

Fiscal Year (FY) 2019 Small Business Goals

Category	Prime Contract Dollar*	Prime Contract Goal	Subcontract Dollar	Subcontract Goal
Small Business (SB)	\$600 M	40%	\$220 M	55%
Small Disadvantaged Business (SDB)	\$75 M	5%	\$20 M	5%
Women-Owned Small Business (WOSB)	\$75 M	5%	\$20 M	5%
HUBZone Small Businesses (HUBZone)	\$45 M	3%	\$12 M	3%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	\$45 M	3%	\$12 M	3%

\*Dollar Values are based on Estimated Obligations of \$1.5 Billion for Prime Contracts and \$400 Million for Subcontracts

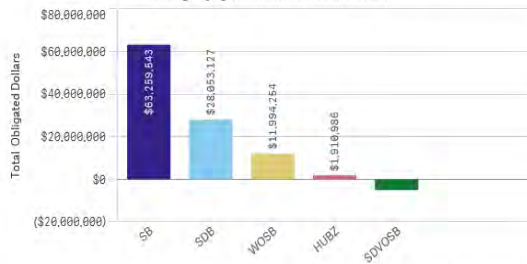
Progress in Achieving Goals as of 12/27/2019

Based on data from EAS

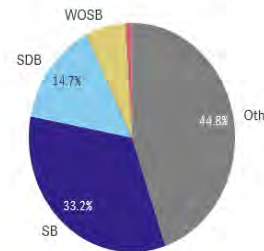
Office	SB	SDB	WOSB	HUBZ	SDVOSB	# of Goals Achieved
OA	★	★	★			3
OAR		★				1
GARM	★	★	★	★	★	5
OCFO		★				1
OCSP	★	★	★			3

EPA-Wide Small Business Obligations as of 12/27/2019

Data Taken from the Federal Procurement Data System Next Generation (FPDS-NG), which includes Interagency Agreements funded with EPA dollars.



Percent of Total EPA Dollars



\* The data set contains negative or zero values that cannot be shown in this chart.

Small Business Obligations as of 12/27/2019


Data Taken from the EPA Acquisition System (EAS)

Office	Total \$	SB\$	SB%	SDB\$	SDB%	WOSB\$	WOSB%	HUBZone\$	HUBZ%
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# Example of Tools: HUBZone Toolkit



 Office of Small and Disadvantaged Business Utilization

OSDBU HOME
COMMUNICATIONS
OSDBU PROGRAMS
RESOURCES
OSDBU CONTACTS

## HUBZone Contracting Toolkit

The Historically Underutilized Business Zone (HUBZone) Program provides contracting opportunities to small businesses located in designated areas with low income, high poverty or high unemployment. As authorized by statute, the Program provides for HUBZone set-asides, sole-source awards, and price-evaluation preferences to encourage the award of at least 3 percent of all prime contract dollars to certified HUBZone small businesses.

This Toolkit consolidates available resources for maximizing HUBZone awards. These resources are intended to assist in expanding understanding and proficiency in using the HUBZone program; identifying qualified HUBZone firms and solutions; and developing acquisition strategies to promote HUBZone awards. This will help EPA to achieve the statutory HUBZone goal and further the purpose of the Program to create jobs, increase capital investments and revitalize distressed communities across the nation.

<b>EPA Resources and Best Practices (Playbook)</b>	<b>HUBZone Firms &amp; Solutions</b>	<b>Governing HUBZone Laws, Regulations &amp; SBA Resources</b>
<ul style="list-style-type: none"> <li>List of OSDBU Small Business Contracting Liaisons and Regional Small Business Coordinators</li> <li>HUBZone Primer (PDF) (1 pg, 517 K)</li> <li>Meeting the HUBZone Challenge (PDF) (2 pp, 874 K)</li> <li>EPA Small Business Contracting Dashboard</li> <li>Joint OSDBU &amp; Office of Acquisition Solutions, December 18, 2018 Memo on FY19 Goals and HUBZone Strategies (PDF) (6 pp, 1 MB)</li> <li>Joint OSDBU &amp; Office of Acquisition Solutions, December 15, 2017 Memo on FY18 Goals and HUBZone Strategies (PDF) (7 pp, 1.2 MB)</li> <li>OSDBU June 1, 2017 Memo on FY18 Goals and Strategies (PDF) (11 pp, 2.2 MB)</li> </ul>	<p><b>HUBZone Firms:</b></p> <ul style="list-style-type: none"> <li>Official List of HUBZone Certified Firms</li> </ul> <p><b>HUBZone Solutions for Most Common EPA North American Industry Classification System (NAICS) Codes:</b></p> <ul style="list-style-type: none"> <li>HUBZone Vendors with Federal Awards on GSA Contracts Under EPA's Top Five NAICS Codes (PDF) (5 pp, 438 K)</li> <li>HUBZone Vendors with EPA Awards on GSA Contracts Under EPA's Top Five NAICS Codes (PDF) (1 pp, 529 K)</li> </ul> <p><b>Federal Best Practices for HUBZone Awards:</b></p> <ul style="list-style-type: none"> <li>NAICS Major Sectors with the Largest Percentage of HUBZone Awards (PDF) (1 pg, 319 K)</li> <li>Top Five NAICS Industries in Which Agencies that met the HUBZone Goal</li> </ul>	<ul style="list-style-type: none"> <li>HUBZone Statute (15 U.S.C § 657a) <a href="#">Exit</a></li> <li>HUBZone Federal Acquisition Regulations (FAR Part 19.13) <a href="#">Exit</a></li> <li>SBA HUBZone Regulations (13 C.F.R. Part 126)</li> <li>HUBZone Frequently Asked Questions</li> <li>SBA HUBZone Office Blueprints for Success</li> <li>Evaluation of HUBZone Program (PDF) (80 pp, 1.6 MB)</li> </ul>







## **Examples of Communications**

- **SBA Goaling Announcement from Deputy Administrator**
- **OSDBU Participation in the Weekly Senior Staff Meetings Including the EPA Administrator and Top Political Leadership**
- **OSDBU Briefing to the Agency's Executive Management Council Comprised of Top Agency Career Officials**
- **OSDBU Membership and Regular Updates to the Agency's Acquisition Management Council**
- **Staggered Customer Service Visits to each Program and Regional Office**

# Examples of Communications

## OSDBU Newsletter

### Office of Small and Disadvantaged Business Utilization OSDBU eNEWSLETTER "Small Business First"

FISCAL YEAR 2019: QUARTER 4

#### Status of Small Business Accomplishments

Congratulations EPA for your efforts in continuing to think "small business first" for Fiscal Year (FY) 19. While we were unable to achieve all five small business goals this fiscal year, OSDBU is extremely optimistic about our small business accomplishments for FY20. EPA reached 3 of our 5 small business goals and obligated over \$652M in spend to small businesses.

Below are the FY19 small business accomplishments as of October 1, 2019:

Business Category	Goal	Achievement
Small Business	40%	41.9%
Small Disadvantaged Business	5%	14.9%
Women Owned	5%	4.5%
Service-Disabled Veteran	3%	4.0%
HUBZone	3%	1.7%

There are four EPA offices that were trail blazers in achieving small business goals during the month of September 2019:

#### ★ All Stars ★

- Office of Mission Support

#### Small Business Office Leadership Change

Joan B. Rogers, OSDBU's former Deputy Director and Asbestos and Small Business Ombudsman, has joined the newly organized Office of Acquisition Solutions (OAS) as the Chief of Staff, Internal Operations. Joan has contributed her many talents to OSDBU for almost a decade in advocating for small business issues, creating alliances with state Small Business Environmental Assistance Programs (SBEAPs), trade associations, EPA headquarters and regional offices, U.S. Small Business Administration (SBA) and other federal agencies in support of the small business community. Joan has remained a strong liaison for EPA and the small business community. We thank Joan for her many years of service in OSDBU and wish her well in her new position in OAS.

#### Small Business Success Story

OSDBU recently awarded a 1-year, \$486K contract to JLAN Solutions. The contract will require professional contract support services to develop a small business resource guide for EPA's Environmental Compliance and Technical Assistance and an EPA-specific Small Business

## EPA Weekly Newsletter

#### Administrator's Small Business Contracting Star Champions for August

The results of the Administrator's Small Business Contracting Star Champions for the month of August 2019 are in. Please join us in congratulating the following programs and regions that continue to lead EPA's goal achievements by achieving at least four out of the agency's five small business contracting goals this past month:

##### Five Goal Achievers

- ★ Office of Mission Support Administration

##### Four Goal Stars

- ★ Office of Research and Development
- ★ Region 6
- ★ Region 7



We are in the final month of this fiscal year, and although your efforts have dramatically moved the needle from 37.1 percent to 39.4 percent of the EPA's total contract spend awarded to small businesses, but the agency is still behind on achieving its established FY 2019 Procurement Goals.

However, there is still time to give one last concerted push to achieve our established goals. If you have any remaining procurement award actions that can go to small businesses, if you need any last minute help locating small business concerns to fulfill your requirements, or support in identifying stream-lined acquisition methods to procure last minute solutions from our small business partners, please contact one of OSDBU's [Small Business Liaisons](#) for assistance.

Please check out EPA's [Small Business Contracting Dashboard](#) to see the status of your office's goal achievements. Happy small business contracting!





## **Examples of Training & Outreach**

- **Conduct agency and staff training on small business requirements**
- **Leverage SBA First Wednesdays Training Program**
- **Participate in external outreach and small business match-making events**
- **Collaborate with EPA partners on industry engagements to enhance familiarity with small business solutions**
- **Coordinate the Annual Administrator's Small Business Programs Awards**

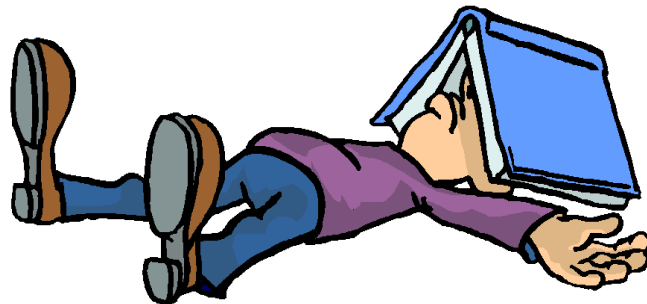


## Example of Training & Outreach: Using EPA's Lean Management System to Strengthen Coordination of Small Business Review & Outreach Activities





**Thanks for the opportunity to brief you.**



**ENCLOSURE 5**  
**Department of Education**  
**(EDUCATION)**



# **Best Practices in Small Business Contracting**

**U.S. Department of Education  
Office of Small and Disadvantaged Business Utilization  
February 2020**

# U.S. Department of Education (ED)



***ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.***

ED is dedicated to:

- Establishing policies on federal financial aid for education and distributing as well as monitoring those funds.
- Collecting data on America's schools and disseminating research.
- Focusing national attention on key educational issues.
- Prohibiting discrimination and ensuring equal access to education.



# U.S. Department of Education

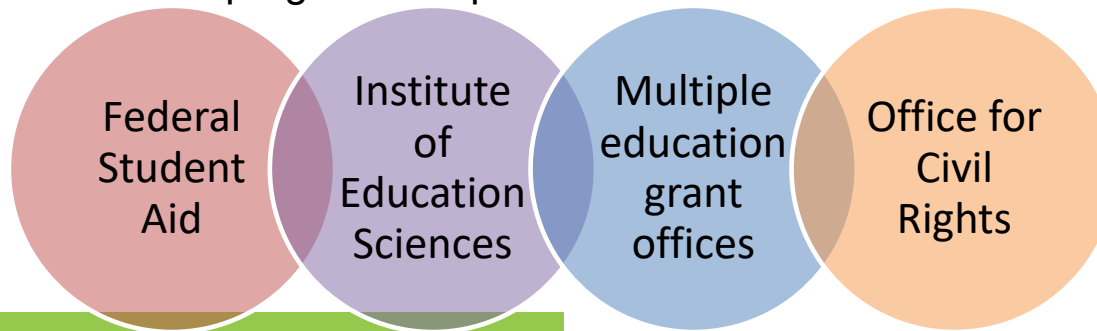


## Key Mission Facts

We have a large mission with a small footprint!

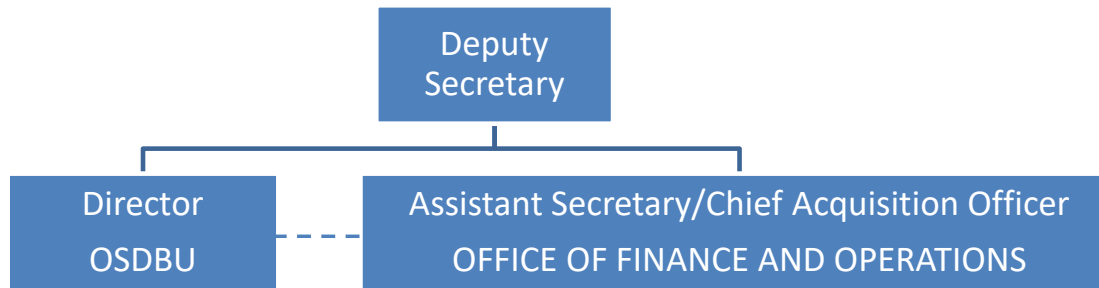
- FY 2020 appropriation = \$72.7 billion
- ~ \$1.5 trillion in outstanding student loans
- 42 million borrowers in 6,000 postsecondary schools
- Grants to support 50 million students  
...yet only...
- ~ 3,600 FTE; 5 to 1 contractor to staff ratio
- 7% of education funding nationally

Largest missions/program components:





# OSDBU Organization



Phillip Juengst	Director, OSDBU
Debra Suarez	Program Manager
Marcella Coverson	Small Business Specialist
Javette Johnson	Small Business Specialist
VACANT	Small Business Specialist
Gabriella Epstein	Office Assistant (intern)
Josue Lemus	Office Assistant (intern)

# Trend in Small Business Contracting Results



Year	Spend	Goal	Achievement (%)	Achievement (\$)	Grade
2016	\$2.3B	25.5%	23.4%	\$556.2M	C
2017	\$2.4B	22.5%	26.9%	\$657.6M	A
2018	\$2.6B	20.0%	34.9%	\$919.5M	A+

## Other Positives

- Increased % prime awards for all socio-economic categories
- Increased # prime awards for women-owned
- Perfect score on compliance (improvement in 3 of 21 categories)

# FY 2019 Small Business Results



Total contract obligations of **\$2.8 billion**.

Type of Small Business	Prime Awards	% of Contract \$
Small Business	\$977M	35.5%
Women-Owned Small Business	\$291M	10.6%
Small Disadvantaged Business	\$324M	11.8%
Service-Disabled Veteran-Owned Small Business	\$82M	2.9%
HUBZone Business	\$76M	2.7%
Subcontracting	\$98M	32%

## Top Spending Categories

- **Professional Services (\$2B)**  
NAICS 522...Credit Intermediation and Related Activities
- **IT (\$400M)** NAICS 5415...
- **Research and Development (\$250M)** NAICS 541720

# Small Business Best Practice #1



## *Small business program aligned to ED mission and strategy*

- OSDBU mission/vision and goals cascade from ED and Office of Finance and Operations Strategic Plans
  - Build strategic partnerships and improve customer service
  - Implement best-in-class outreach and acquisitions
  - Grow our capacity to deliver and sustain excellence
  - Better utilize technology and data to improve outcomes

# Small Business Best Practice #1



## *Small business program aligned to ED mission and strategy*

- More balanced focus on internal partners, not just businesses
- Deputy Secretary and Assistant Secretary support
  - OSDBU negotiates annual goals with each office
- Strategic partnerships with our largest program/buying offices
  - Dedicated Small Business Specialists
  - Customer-focused industry days
  - Partnering on long-term strategies, growing industrial base
  - Addressing small (and large) business relationship challenges—  
facilitating CO/program office communications

# Example: OSDBU Monthly Dashboard FY 2020 Spending thru Jan



(\$ in millions)

Office	SB \$ Goal	SB \$ Spent	% of Goal Achieved	SB Goal as % of Contract \$	Contract \$ Spent	SB % Achieved
<b>NAGB</b>	\$ 1.0	\$ 0.0	0%	27%	\$ 0.0	100%
<b>OSERS</b>	\$ 3.5	\$ 0.4	11%	45%	\$ 0.4	100%
<b>OCR</b>	\$ 9.0	\$ 0.1	1%	70%	\$ 0.1	100%
<b>OPE</b>	\$ 11.0	\$ 2.6	24%	82%	\$ 2.6	100%
<b>OFO</b>	\$ 27.5	\$ 6.2	23%	54%	\$ 6.3	99%
<b>OESE</b>	\$ 36.5	\$ 1.1	3%	59%	\$ 1.1	96%
<b>FSA</b>	\$ 245.0	\$ 357.3	146%	12%	\$ 571.8	62%
<b>OS</b>	\$ 1.0	\$ 0.0	2%	63%	\$ 0.0	55%
<b>OCO</b>	\$ 0.5	\$ 0.3	57%	17%	\$ 1.1	26%
<b>OCIO</b>	\$ 58.5	\$ 1.8	3%	50%	\$ 9.7	18%
<b>IES</b>	\$ 52.0	\$ 19.8	38%	11%	\$ 111.8	18%
<b>OIG</b>	\$ 1.5	\$ 0.0	2%	33%	\$ 0.8	3%
<b>OCTAE</b>	\$ 5.0	\$ -	0%	38%	\$ -	0%
<b>OELA</b>	\$ 1.5	\$ -	0%	25%	\$ -	0%
<b>OPEPD</b>	\$ 2.0	\$ -	0%	19%	\$ -	0%
<b>ED Total</b>	<b>\$ 455.5</b>	<b>\$ 389.5</b>	<b>86%</b>	<b>16%</b>	<b>\$ 705.7</b>	<b>55%</b>



# Example: Category Management Small Business Strategy



- Partnered with SPE and HCAs (and OMB) to develop a policy focused on helping acquisition workforce get credit for Spend Under Management
- Policy reinforces role of OSDBU, and BIC/Tiers 1-2 first, but adds 3 key tools for helping program offices:
  - 1) Must set-aside in functions that have been 90% small business (admin, HR, facilities/logistics)
  - 2) Must consider set-aside in functions that have been 50% small business (grants, IT)
  - 3) Must consider aggressive subcontracting for awards >\$30 million
    - *Leverage our buying power to enlist big businesses as partners, grow the industrial base over 3-5 year period*

# Small Business Best Practice #2



## *Extended and strategic business outreach*

- Significant effort to hold one-one-ones with all small businesses
- Partnership with SBA and other agencies
- Engagement with large and small primes, not just prospective small businesses
  - Large and small primes are key partners at ED outreach events
  - Focus on identifying and addressing relationship challenges
- ED-hosted outreach events (6 annually) focused on strategic needs
  - Industry days aligned to our largest buying offices
    - *2020 = science, IT, and student aid*
  - Regional events to attract business talent outside of competitive DC market, lower contract costs
    - *Engaging Chambers of Commerce to extend our reach*

# Example: Science and IT Industry Days



- Partnered with Assistant Secretary and Chief Information Officer to design events aligned to most critical needs
- Multiple-panel discussion format to deep-dive on programmatic topics (ex., statistics, evaluation, cybersecurity, operations)
- Key participants:
  - Executive program leadership (CIO, Deputy Assistant Secretary, Directors)
  - COs, program managers/technical representatives
  - Large and small primes (speakers and match-making)
  - Other agencies (speakers and match-making)
- Tremendous feedback from small businesses
  - Unparalleled access to program managers/leaders
  - Significant depth of content (forward looking, less about 2020)
  - Greater business value (especially with multiple agencies)

# Small Business Best Practice #3



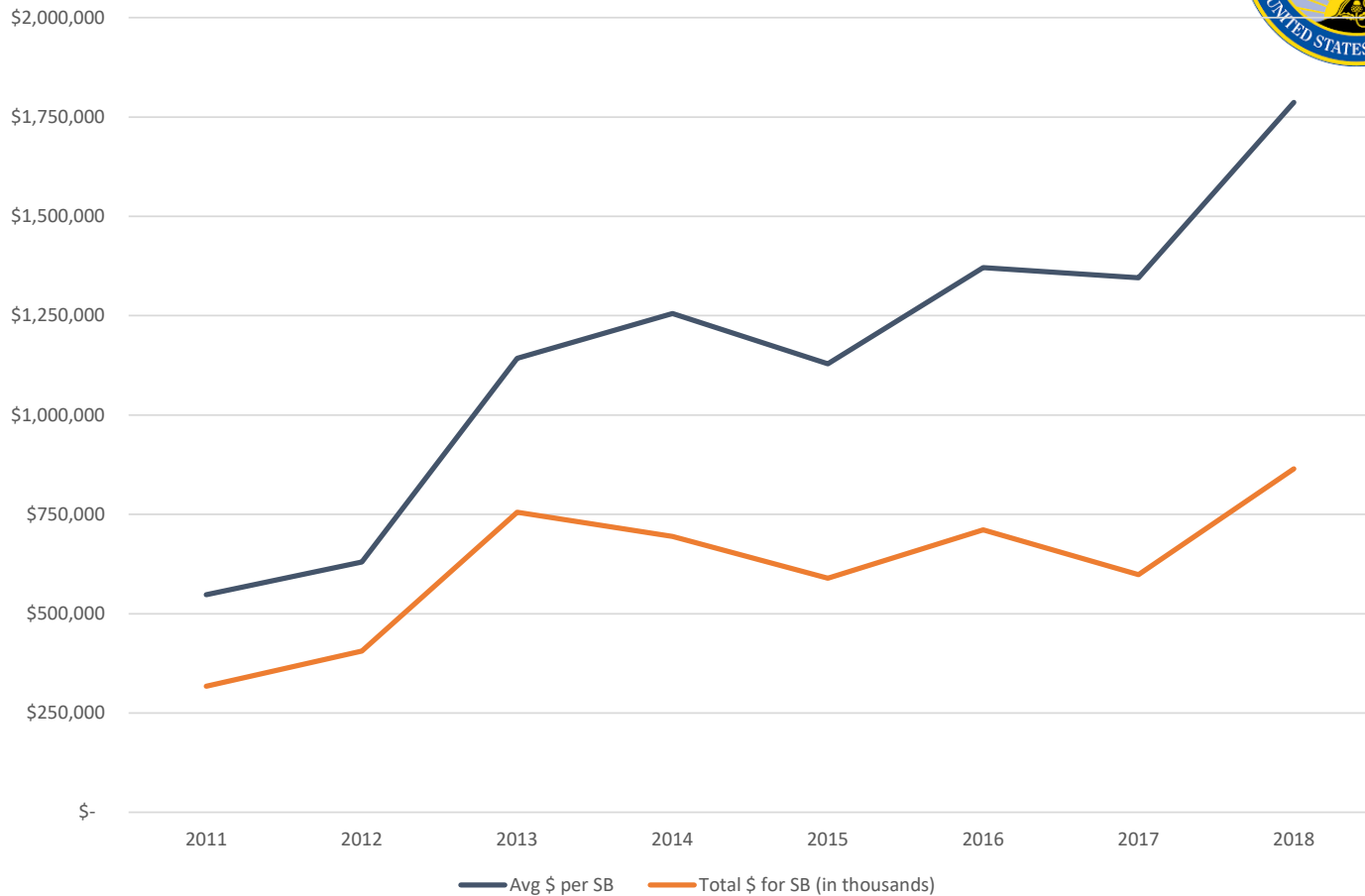
## *Leveraging technology and data*

- Supporting President's Management Agenda to focus on use of data, analytics and shared services to deliver better customer service and outcomes
- OSDBU maintains large suite of metrics, growing the dashboard and "data-stat" capability
- Data are driving key business decisions:
  - Acquired shared service small business database (HHS SBCX!!)
  - Investing in new contract-writing/work-flow solution
  - New policies in Category Management, acquisition planning, and OSDBU review
  - Focus on subcontracting and awards under the SAT
  - Cascading performance metrics
  - Building data analytics skill-set

# Example: Industrial Base Utilization



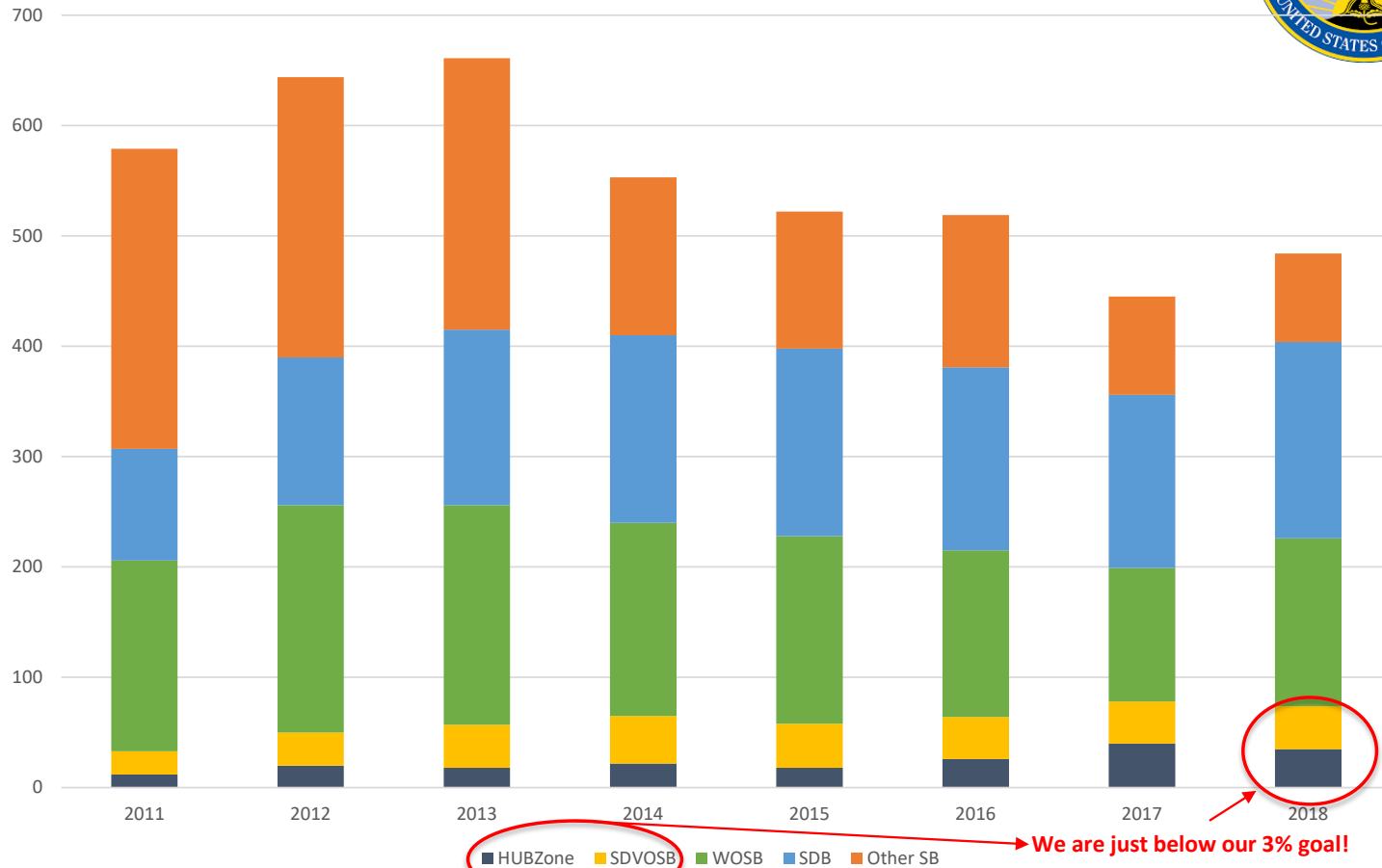
Growth in ED Small Business Obligations



# Example: Industrial Base Utilization



Number and Type of Unique Small Businesses Awarded ED Contracts



# Example: Performance Metrics



Outputs	Outcomes
# small business events attended	Avg evaluation score for outreach events
# of ED staff trained	Avg evaluation score for in-reach events
# acquisition packages reviewed	# acquisition strategies changed
# subcontracting plans reviewed	# subcontracting plan goals increased
Avg # days to complete review	% of principal offices met small business goals
# small businesses counseled	% of small businesses counseled that win ED contracts

**Let's partner!**





# **ENCLOSURE 6**

**Department of Housing and Urban Development  
(HUD)**



# **U.S. Department of Housing and Urban Development (HUD)**

## **Best Practices**

### **SBPAC Meeting**

Office of Small and Disadvantaged Business Utilization (OSDBU)  
March 2020





# Mission of HUD

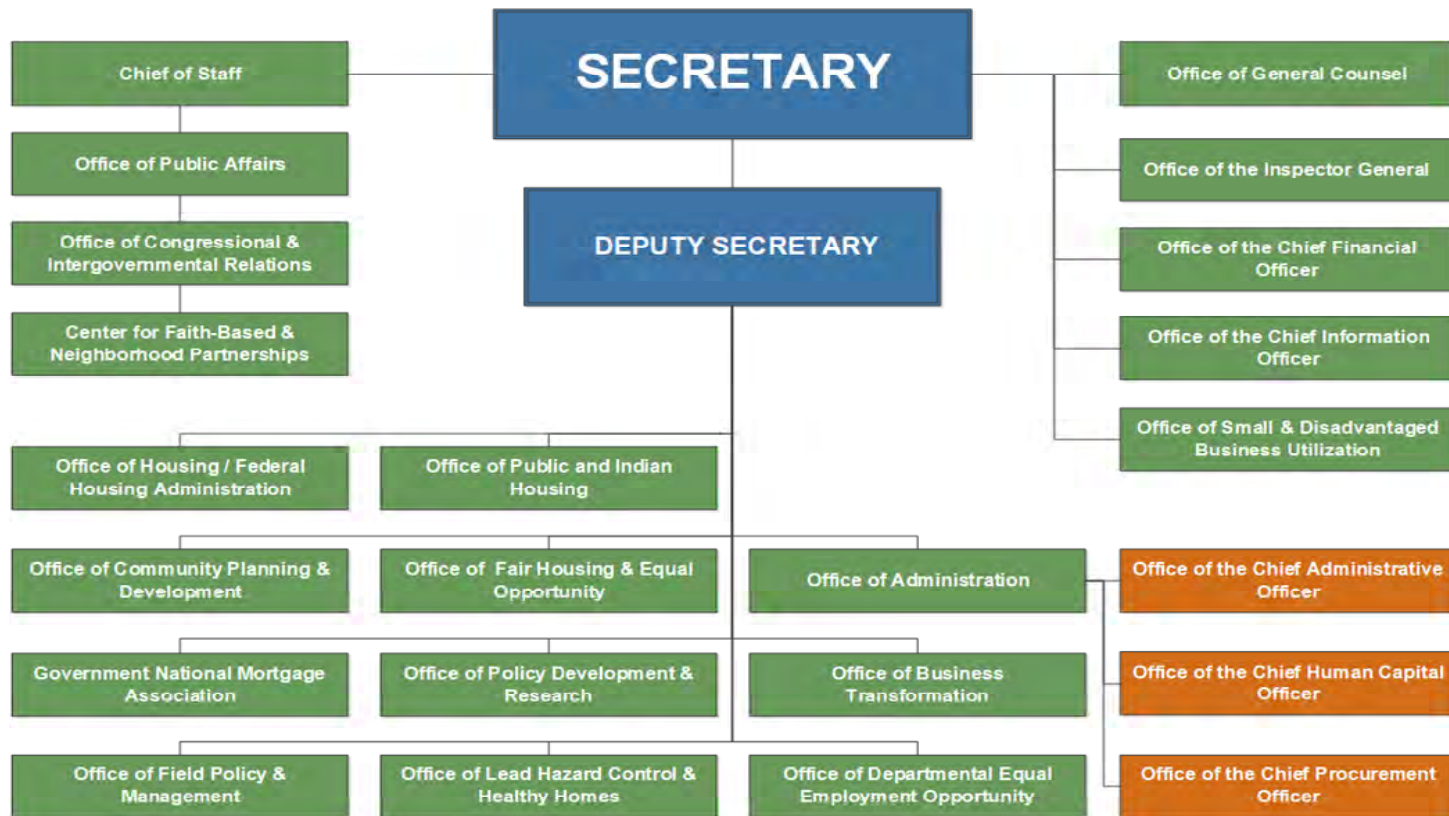


"HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to:

- strengthen the housing market to bolster the economy and protect consumers;
- meet the need for quality affordable rental homes;
- utilize housing as a platform for improving quality of life;
- build inclusive and sustainable communities free from discrimination and
- transform the way HUD does business."



# HUD's Organization and Reporting Structure

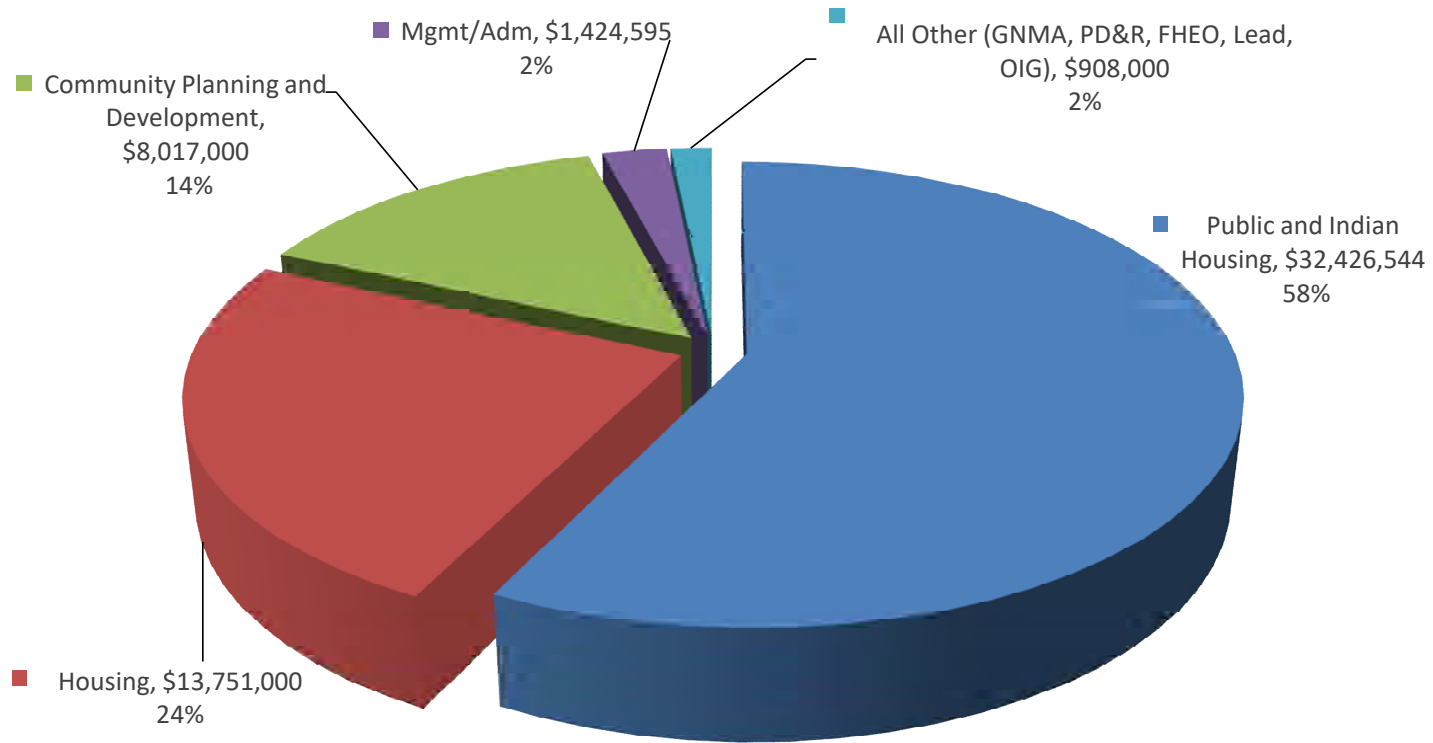






# HUD FY 2020 Enacted Budget \$56.5 Billion

HUD Discretionary Budget Authority (in Thousands of Dollars)





# OSDBU Mission and Authorities

HUD's Office of Small and Disadvantaged Business Utilization's core mission is to serve as an advocate for small business utilization, ensuring that small, small disadvantaged, 8(a), women-owned, HUBZone, and service-disabled veteran owned small businesses are treated fairly and have access and the opportunity to compete and be selected for a fair amount of the Department's prime and subcontracting opportunities.

- Small Business Act and Small Business Investment Act of 1958
- Public Law 95-507, Section 8 and 15(k)
- 13 CFR §121
- FAR Part 19
- HUD Acquisition Regulations: PART 2419 and 2415
- HUD Acquisition Policy and Procedures Handbook 2210.3 REV 10
- HUD Small Business Policy Statement





# HUD Small Business Policy

HUD Secretary Carson issued Small Business Policy statements annually since FY 2018

The four socio-economic program have parity

- HUBZone Small Business Concerns\*
- Service-Disabled Veteran-Owned Small Business Concerns
- Woman-Owned Small Business Concerns
- 8(a) Small Business Concerns

The socio-economic programs should be reviewed and considered before

- Small Business Concerns

Opportunity Zones Procurement Preference Pilot

\*HUD Fiscal Year (FY) 2020 Small Business Prime and Subcontracting Goals Memo jointly issued by CPO and OSDBU Director on 1/2/2020: CPO Flom directed his contracting staff to consider all information technology procurements for HUBZone award before moving to other socio-economic groups as part of the projects' market research.





# HUD's FY 19 Prime Small Business Achievements

Preference Categories	Goal			Achievements		
		FY 19 Goal	FY 19 %	FY 19 \$ (millions)		
<b>Total Eligible Small Business Dollars (FY 19) \$1.5B (excludes awards for Interagency Agreements, UNICOR and AbilityOne)</b>						
Small Business: Set Asides; Self Certification		28%	28.27%	\$423.9		
Small Disadvantaged Business Concerns (SDB)		5%*	17.78%	\$266.7		
8(a)			5.91%	\$88.6		
Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB): Service Disabled, VA Certification; Principal Owner must be veteran		3%*	4.02%	\$60.3		
Veteran-Owned Small Business Concerns			4.67%	\$70.0		
Women-Owned Small Business Concerns (WOSB)		5%*	12.68%	\$190.2		
HUBZone Small Business Concerns: Community development program; 35% employees must reside in designated HZ; Principal place of business must be in HZ		3%*	3.63%	\$54.4		

Source: Preliminary Small Business Goaling Report data from the General Services Administration as of February 24, 2020

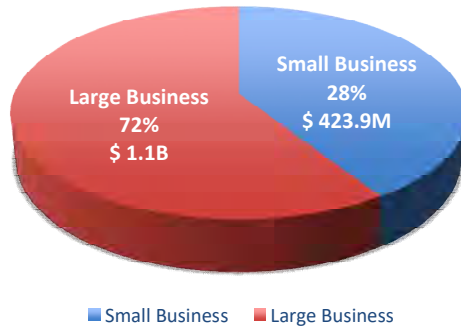
\*Statutory Minimum Goal set by Small Business Act 15 (g)(1)



# FY 2019 Quick Facts

## HUD FY 2019 Small Business vs. Large Business Obligations

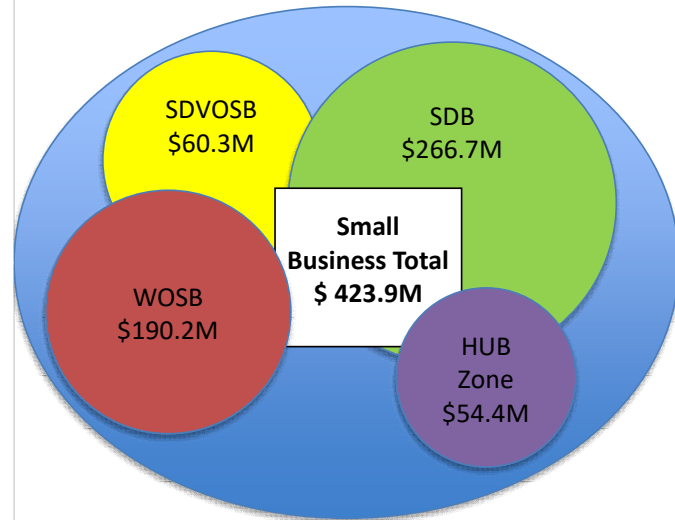
HUD's FY 2019 Small Business Goal 28%



## HUD OSDBU SBA Scorecard Grades FY 2012-2018



## HUD FY 2019 Socioeconomic Obligations



\$423.9M total includes all obligations made to small business in FY 2019. Socioeconomic category obligations overlap in cases where a company satisfies more than one socioeconomic category and are counted in each category in accordance with SBA policy and rules (not to scale and not additive). Source: Preliminary Small Business Goaling Report data from the General Services Administration as of February 24, 2020.



# HUD Small Business Achievements

Year	Prime Goal	Prime Achievement (%)	Prime Achievement (\$)	Subk Goal	Subk Achievement	SBA Scorecard
2020	25.00%			49.00%		
2019	28.00%	28.27%*	\$423.9M	55.00%	35.40%**	TBD
2018	35.00%	40.79%	\$398.7 M	55.00%	50.80%	A+
2017	39.00%	49.36%	\$746.3 M	55.00%	55.30%	A+
2016	35.00%	46.34%	\$515.0 M	55.00%	53.80%	A+
2015	38.00%	38.20%	\$456.4 M	55.00%	56.40%	A
2014	40.72%	40.32%	\$499.6 M	55.00%	66.30%	A
2013	37.00%	38.67%	\$637.7 M	55.00%	67.60%	A
2012	37.00%	40.34%	\$603.8 M	55.00%	55.30%	A
2011	57.00%	36.06%	\$626.1 M	68.00%	67.60%	C
2010	57.00%	27.96%	\$449 M	68.00%	51.50%	D

\* Preliminary Small Business Goaling Report data from the General Services Administration as of February 24, 2020

\*\*eSRS Subcontracting Achievements by Federal Agency report as of March 17, 2020



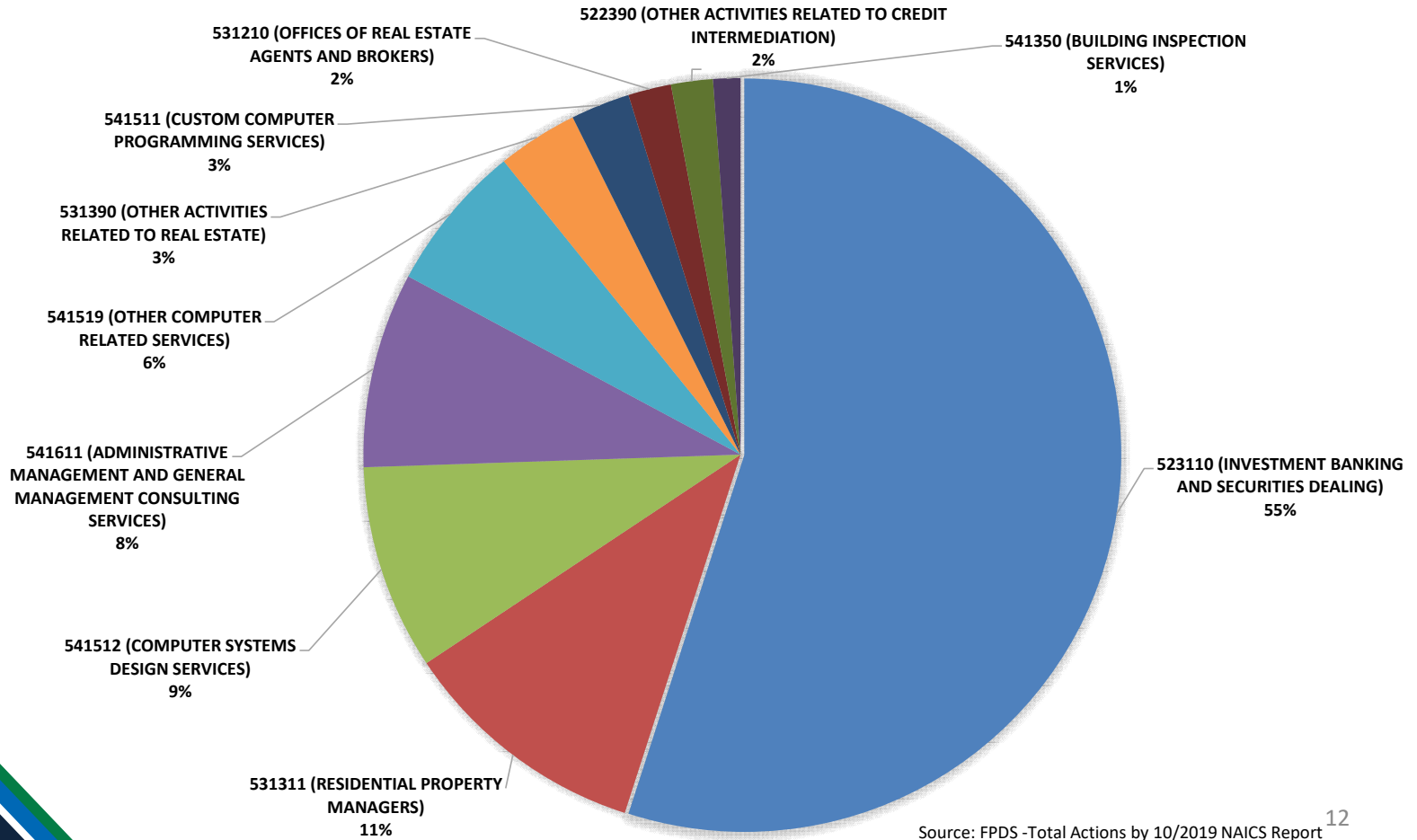
# What Does HUD Buy?

HUD buys a variety of services and supplies in the following categories:

- Financial Management
- Asset Management
- Real Estate and Mortgage Insurance Support
- Administrative Support
- Program Management Support
- Professional and Technical Support
- Legal Services
- Information Technology
- Loan Servicing & Mortgage Accounting
- Appraisal Reviews
- Lead Testing & Physical Inspections
- Publications Managements & Grants Management Training
- Conference Planning
- Maintenance & Loss Mitigation Counseling Training
- Forensic Accounting
- Computer Hardware, Software Development & LAN Support



# Top 10 NAICS Codes by Total FY 2019 HUD Award Dollars



Source: FPDS -Total Actions by 10/2019 NAICS Report <sup>12</sup>



# Best Practices

- Secretary's Small Business Policy Statement
- Joint CPO and OSDBU Director's Fiscal Year (FY) Small Business Prime and Subcontracting Goals memo to Principal Staff and acquisition workforce
- Monthly Check-in with Deputy Secretary, Bi-weekly Meeting with GDASs and Bi-weekly Meetings with CPO and OSDBU
- Small Business Dashboard Reporting to Senior Staff
- Annual OSDBU Report
- Strategies for Strengthening Market Research and Vendor Outreach Events
- Utilization of an automated procurement system – Procurement Request Information System Management (PRISM)
- Annual Strategic Acquisition Plan Submission development process which includes OSDBU review
- Promotion of collaborative working relationships supported by OSDBU participation on the Integrated Acquisition Teams (IAT) and OSDBU membership on the Acquisition Review Council (ARC)



# HUD Vendor Outreach Events and Workshops

## Save the Dates for FY 2020 HUD Vendor Outreach Events

- ✓ December 10 – HUD IT Industry Day
- ✓ March 11 - Women-Owned Small Business Event (postponed)
- May 14 – HUBZone Outreach Event
- June 17 – Service-Disabled Veteran-Owned Small Business Outreach Event





# New OSDBU Products

**FY 2017 ANNUAL REPORT**

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

U.S. Department of Housing and Urban Development

Small businesses are critical to job creation, community expansion, and economic vitality. They are an integral part of HUD's mission to create strong, sustainable communities.

**FY 2018 ANNUAL REPORT**

Office of Small and Disadvantaged Business Utilization

U.S. Department of Housing and Urban Development

Working Together to Help Small Businesses | Issue 02

Small businesses are critical to job creation, community expansion, and economic vitality. They are an integral part of HUD's mission to create strong, sustainable communities.

**FY 2019 ANNUAL REPORT**

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WORKING TOGETHER TO HELP SMALL BUSINESSES | ISSUE 03 | PAGE 1

What We Accomplished in FY 2019

HUD is open for small business. In FY 2019, HUD awarded over \$411 million dollars in contracts and awarded over 1,000 small business contracts. HUD made the record consecutive year where HUD exceeded all of its contract small business prime goals and the second time since FY 2009 that we have exceeded the HUDZone goal.

**HUD DBS BA ECONOMIC GRADES FY 2015-2019**

**FY 2019 HUD IT Industry Day**

For the second year in a row, HUD exceeded the statutory prime contractor award goals for Small Disadvantaged Service-Disabled Veteran-Owned, Women-Owned, and Historically Underutilized Business Firm Small Business.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

THE SECRETARY

MEMORANDUM FOR: Principal Staff

FROM: Benjamin S. Carson, Sr.

SUBJECT: Fiscal Year 2020 Small Business Policy Statement

The Federal Acquisition Regulation requires implementation of small business programs that increase opportunities for competition and participation in acquisitions by small business concerns, providing our nation's small businesses with maximum practicable opportunities to participate in Federal contracting. The Department embraces these objectives. A successful and strong business community is an integral component of the Department's overall mission of job creation, community empowerment, and economic revitalization. The attached Small Business Policy Statement defines how HUD will conduct contracting activities to maximize the participation of small businesses.

The Small Business Administration (SBA)—with the advice and guidance of the Deputy Secretary, the Director of the Office of Small and Disadvantaged Business Utilization, the Office of the Assistant Secretary for Administration, and the Chief Procurement Officer—has set small business contracting goals for the Department in Fiscal Year (FY) 2020 as follows:

FY 2020 Small Business Prime Contract Goals	Percentage
Small Businesses	21.00%
Small Disadvantaged Businesses (SDB)	5.00%
Women-Owned Small Businesses (WOSB)	5.00%
HUDZone Businesses	1.00%
Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	3.00%

FY 2020 Small Business Subcontracting Goals	Percentage
Small Businesses	49.00%
Small Disadvantaged Businesses (SDB)	5.00%
Women-Owned Small Businesses (WOSB)	5.00%
HUDZone Businesses	1.00%
Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	3.00%

**HUD Small Business Dashboard**

Small Business: 15.49%

SDB: 27.88%

WOSB: 18.28%

SDVOSB: 8.28%

HUDZone: 0%

FY 2019 FY 2018 Small Business Goal Comparison

Goal	FY 19 Goal	% Change	QTR FY 19	QTR FY 18
Small Business Utilization	15%	15.49%	23.8%	23.8%
Small Disadvantaged Businesses (SDB)	5%	12.50%	13.2%	13.2%
Women-Owned Small Business (WOSB)	5%	18.28%	13.2%	13.2%
Service-Disabled Veteran-Owned Small Business (SDVOSB)	3%	6.23%	6.23%	6.23%
Historically Underutilized Business Firm (HUDZone)	1%	0%	0%	0%

**Forecast of Contracting Opportunities**

Refer to Plan # in all inquiries

Businesses eligible to bid on opportunity

Quarter procurement process is expected to be awarded

Office of the Chief Information Officer (OCIO)

Agency	Contract Title	Estimate Value	Anticipated Start Date	Anticipated End Date	Agency Website
U.S. Department of Housing and Urban Development	...	...	...	...	...

You would need the product or service and program office governing the product or service and

Download the HUDdle

**The HUDdle**

U.S. Department of Housing and Urban Development's Official Blog

Ask HUD's Office of Small and Disadvantaged Business Utilization (OSDBU)

Welcome to "Ask HUD's OSDBU", a new blog series hosted by HUD's Office of Small and Disadvantaged Business Utilization (OSDBU), where frequently asked questions are paired with informative responses. The goal of this blog is to provide information small businesses can use to effectively pursue federal contracting opportunities.

What is the OSDBU? In FY19 Congress passed P.L. 115-97 which required every federal contracting agency to create an office of small and disadvantaged business utilization to develop, implement, and manage small business utilization programs, policies and practices.

What does the office do? HUD's Office of Small and Disadvantaged Business Utilization (OSDBU) is responsible for ensuring that small business including service-disabled veteran-owned, HUDZone, small disadvantaged, and women-owned small business concerns are treated fairly and have an opportunity to compete and be selected for a fair amount of HUD's prime contracting and subcontracting opportunities.

HUD's OSDBU conducts acquisition review and monitors HUD's Small Business Goal and Achievement (Small Prime and Subcontracting) goals annual and contract tracking for acquisition performance, program characteristics, and the small and large business community. Additionally, OSDBU responds to federal requests from Congress, as well as the Government Accountability Office, Small Business Administration, Office of Congressional Budget and Programs, Office of the Inspector General, and various members and representatives of the Department of Industry events.

When in need reviewing with HUD? The OSDBU's advice to small business interested in federal procurement is very simple: read your contract, get your certification and maintain excellent relationships and be prepared.

However, before sending to HUD, visit our [FAQ](#) to research the agency and the program office to which you have an interest in submitting to the Department and program office's mission, objectives and procurement needs. Make use HUD process what you are selling. Review challenges you and HUD's Forecast of Contracting Opportunities at [www.hud.gov/contracting](#) to gain an understanding of procurement opportunities.

Contractors and Contractors Like your contractors such as this, small disadvantaged business and HUDZone contractors on your contract terms and equality statements. Use our page equality statements should specifically indicate your firm's willingness to comply for the procurement.

Relationships: Establish a relationship with the OSDBU and program office staff. Make an appointment with the OSDBU to introduce your company and its capabilities. Arrange meetings with your program office staff to discuss contracting opportunities for which you are qualified. Attend one of HUD's Weekly Business Reviews. At the high end, work in a general market that will give you contact.

Partners: Finally, no program can sustain success.

Your comments and questions will help shape future blog posts. Our goal is to provide you with informational resources about maximizing federal contracting opportunities for small businesses from which our team and benefit.





## Office of Small and Disadvantaged Business Utilization

202-402-5477

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Jean Lin Pao, Director

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[https://www.hud.gov/program\\_offices/sdb](https://www.hud.gov/program_offices/sdb)



**ENCLOSURE 7**  
**Department of Health and Human Services**  
**(HHS)**



U.S. Department of Health & Human Services

# HHS OSDDBU Best Practices(SBPAC)

April 21, 2020

U.S. Department of Health and Human Services

**OSDBU**

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION



## MISSION

### HHS MISSION

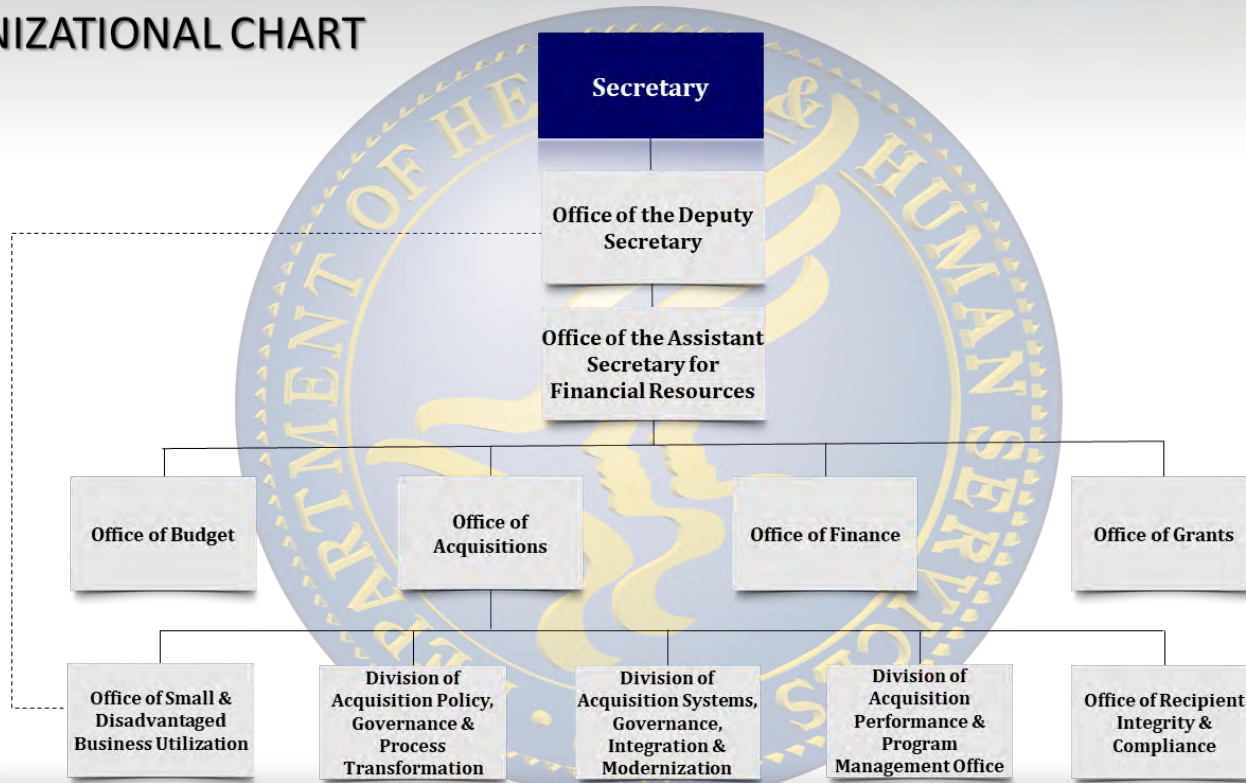
The mission of the U.S. Department of Health and Human Services (HHS) is to enhance the health and well-being of all Americans, by providing for effective health and human services and by fostering sound, sustained advances in the sciences underlying medicine, public health, and social services.

### OSDBU MISSION

The mission of OSDBU is to advocate for small businesses by providing guidance, education and support to internal and external stakeholders in order to maximize opportunity while maintaining accountability.



## ORGANIZATIONAL CHART





U.S. Department of Health and Human Services

# OSDBU

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION



## OPERATING AND STAFF DIVISIONS

### OPDIVS

ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)  
ADMINISTRATION FOR COMMUNITY LIVING (ACL)  
AGENCY FOR HEALTHCARE RESEARCH AND QUALITY (AHRQ)  
AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY (ATSDR)  
CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)  
CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)  
FOOD AND DRUG ADMINISTRATION (FDA)  
HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA)  
INDIAN HEALTH SERVICE (IHS)  
NATIONAL INSTITUTES OF HEALTH (NIH)  
SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA)

### STAFFDIVS

OFFICE OF THE ASSISTANT SECRETARY FOR ADMINISTRATION (ASA)  
OFFICE OF THE ASSISTANT SECRETARY FOR FINANCIAL RESOURCES (ASFR)  
OFFICE OF THE ASSISTANT SECRETARY OF HEALTH (OASH)  
OFFICE OF THE ASSISTANT SECRETARY FOR LEGISLATION (ASL)  
OFFICE OF ASSISTANT SECRETARY FOR PLANNING AND EVALUATION (ASPE)  
OFFICE OF ASSISTANT SECRETARY FOR PREPAREDNESS AND RESPONSE (ASPR)  
OFFICE OF ASSISTANT SECRETARY FOR PUBLIC AFFAIRS (ASPA)  
OFFICE FOR CIVIL RIGHTS (OCR)  
DEPARTMENT APPEALS BOARD (DAB)  
OFFICE OF THE GENERAL COUNSEL (OGC)  
OFFICE OF GLOBAL AFFAIRS (OGA)  
OFFICE OF THE INSPECTOR GENERAL (OIG)  
OFFICE OF MEDICARE HEARINGS AND APPEALS (OMHA)  
OFFICE OF THE NATIONAL COORDINATOR FOR HEALTH INFORMATION TECHNOLOGY (ONC)



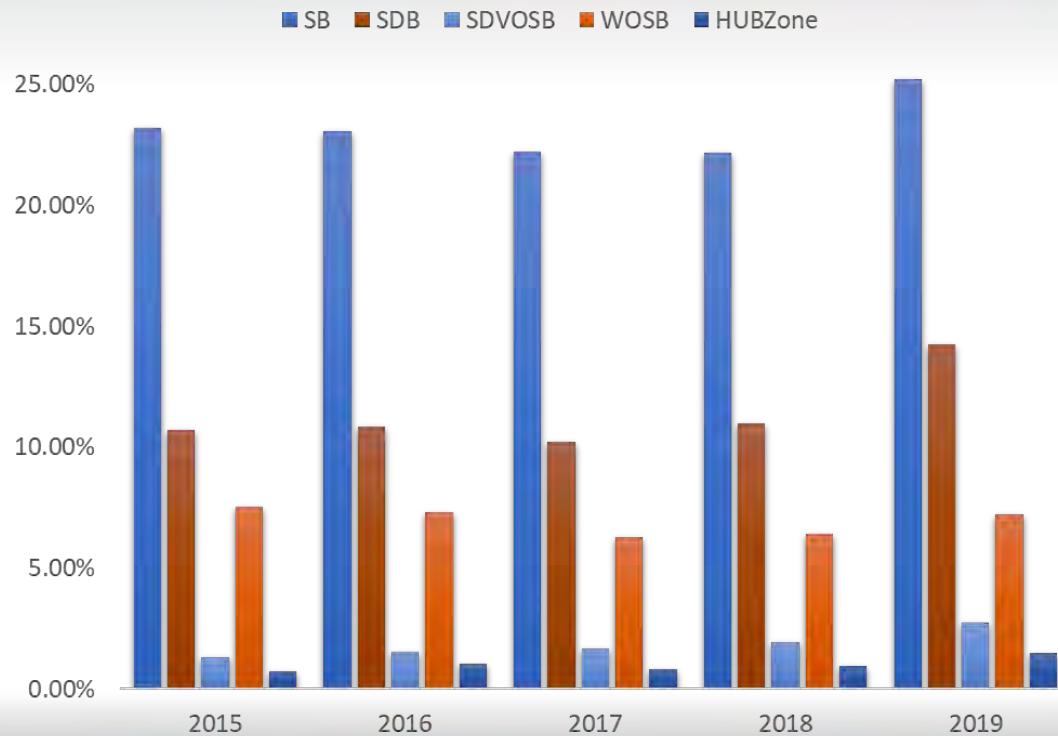
## HHS FY19 KEY STATS

- 🌐 10 Regions
- 🌐 Employees ~85,000
- 🌐 Heads of Contracting: 11
- 🌐 Contracting Offices: 50
- 🌐 7 Small Business Specialists
- 🌐 HHS Obligations (FY19) \$1.8 Trillion!
  - Grants and Subsidies: \$1.67 Trillion
  - Other Financial Services: \$114.6 Billion
  - Contracts: \$26 Billion





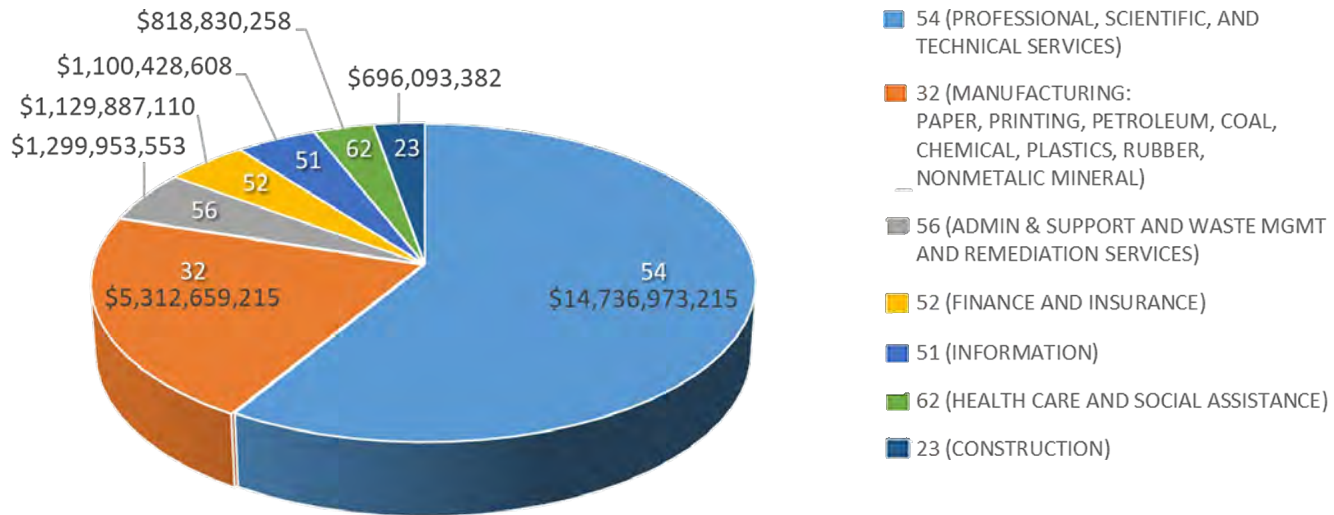
## FY15-19 HHS Small Business Achievement







## TOP NAICS





# BEST PRACTICES (PEOPLE)

1

Annual  
All-Hands  
Meeting

2

Annual  
IDP  
Development

3

Bi-weekly  
staff  
meetings

# BEST PRACTICES (PROCESS)



Small Business Specialist participation in acquisition planning



Acquisition Strategy Review Board (ASRB)



Acquisition Plans over \$10 Million



Weekly meeting with DAS OA/SPE



Department-wide goaling program



SBSTAT

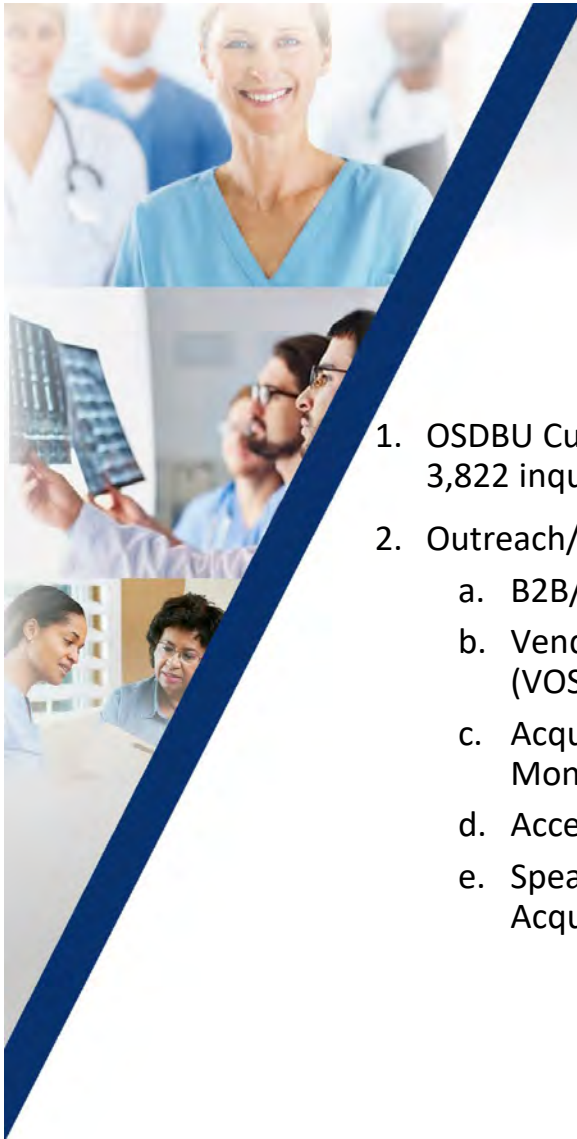


# BEST PRACTICES (TECHNOLOGY)

1. Small Business Customer Experience (SBCX)
2. Small Business Television (SBTV)
3. Fedmine







# BEST PRACTICES (CUSTOMER SERVICE/SMALL BUSINESS SUPPORT)

1. OSDBU Customer Care Center FY19  
3,822 inquiries; FY20: 4,191 inquiries)
2. Outreach/Training FY19
  - a. B2B/A2S: 1,914
  - b. Vendor Outreach Sessions  
(VOS): Monthly - 405
  - c. Acquisition Workforce Training:  
Monthly - 4,113
  - d. Access Forums: N/A
  - e. Speaking and Matchmaking at  
Acquisition Conferences: 30





## HHS RESPONSES TO PUBLIC HEALTH CRISIS (COVID-19 and OPIOIDS Examples)

- 🌐 Clinical trials
- 🌐 Outreach, training and education to COVID-19 workers and populous
- 🌐 Acquiring PPE in support of NIH clinical center and laboratories
- 🌐 Direct healthcare to the Native American and Alaskan Native population
- 🌐 Coronavirus Treatment Acceleration Program (CTAP)
- 🌐 Providing guidance/resources to public health providers/clinics around the country
- 🌐 MedicalCountermeasures.gov and CoronaWatch
- 🌐 Increasing the number of special agents and investigators for activities involving FDA-regulated products
- 🌐 Medical staffing
- 🌐 Rural Opioid Technical Assistance Program & Tribal Opioid Response





# HHS - OSDBU

<https://osdbu.hhs.gov>  
[sbmail@hhs.gov](mailto:sbmail@hhs.gov)  
(202)690-7300

**Michelle Street, Director (A)**  
[michelle.street@hhs.gov](mailto:michelle.street@hhs.gov)

**Acquisition Support (Operations)**  
**Michelle Street, Deputy Director**

- Anita Allen, Small Business Specialist
- Wayne Berry, Small Business Specialist
- Natasha Boyce, Small Business Specialist
- Allyson Brown, Small Business Specialist
- Melanie Carter, Small Business Specialist
- Jonathan Ferguson, Small Business Specialist
- Karisma Horne, Procurement Analyst
- Gwendolyn Miles, Small Business Specialist

**Administration and Programs**  
**Linda Waters, Deputy Director**

- Barbara Bigelow, Management Analyst
- Ronald Underwood, Management Analyst
- Mari Williams, Staff Assistant

*Thank you!*

**ENCLOSURE 8**  
**National Aeronautics and Space Administration**  
**(NASA)**



National Aeronautics and  
Space Administration



# EXPLORE SMALL BUSINESS

where small business makes a **BIG** difference

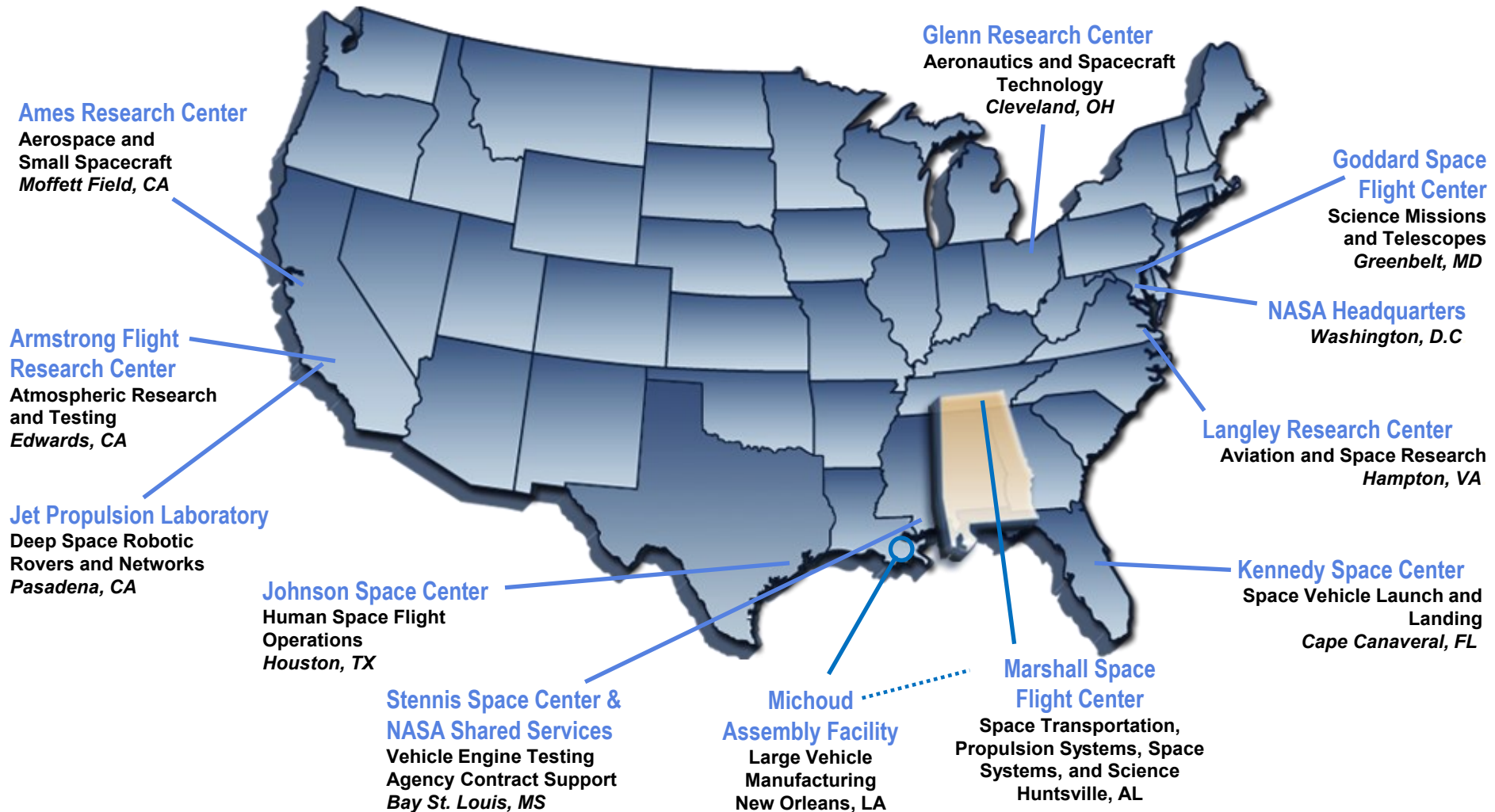
## Utilization of Small Business Technical Coordinators in Overall Small Business Program Implementation

Presenter: David E. Brock, NASA/Marshall Space Flight Center  
Small Business Specialist

May 19, 2020

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

# NASA Around the Country





# Marshall at a Glance

Marshall is an engine of opportunity for its community and beyond.



**\$3.5 billion**  
budget in fiscal year 2020



**6<sup>th</sup> largest**  
employer in the Huntsville -  
Madison county area



**> 6,000**  
employees at Marshall  
(2,300 civil service employees in  
fiscal year 2020)



**4.5 million**  
square feet of space occupied  
in Huntsville

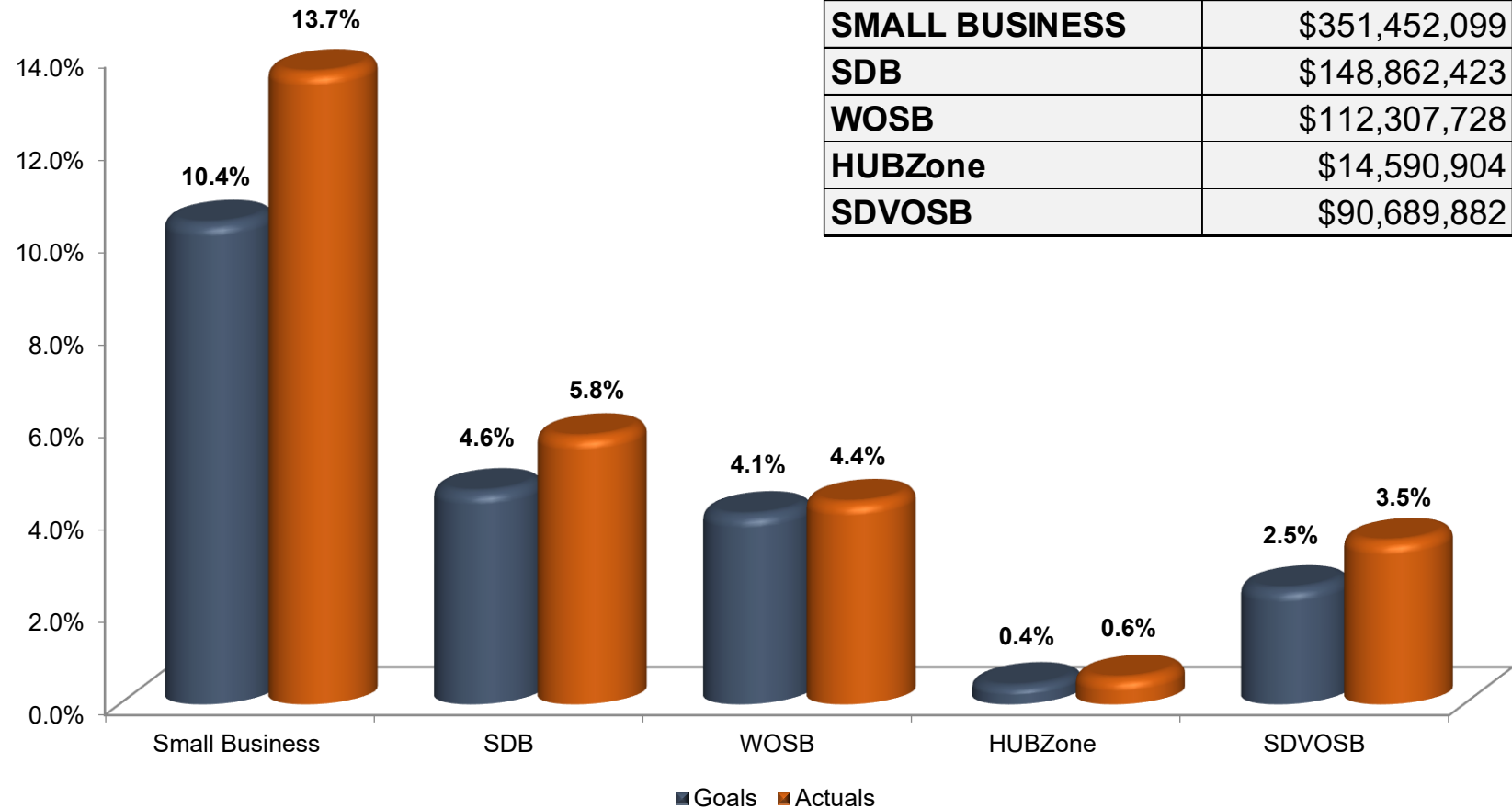


**MAF**  
2.2M square feet of  
manufacturing space at  
Michoud Assembly Facility in  
New Orleans

# MSFC September FY19 Prime Goals vs. Actual Percentages

Data generated October 10, 2019 from FPDS-NG

CATEGORY	DOLLARS
TOTAL DOLLARS	\$2,572,848,491
SMALL BUSINESS	\$351,452,099
SDB	\$148,862,423
WOSB	\$112,307,728
HUBZone	\$14,590,904
SDVOSB	\$90,689,882



# Top 20 FY 19 NAICS Codes

6 digit NAICS Code (Description)		Total Dollars
541710 / 541712 / 541715	RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES (EXCEPT NANOTECHNOLOGY AND BIOTECHNOLOGY)	\$8,271,143,341
336414	GUIDED MISSILE AND SPACE VEHICLE MANUFACTURING	\$2,646,751,415
481212	NONSCHEDULED CHARTERED FREIGHT AIR TRANSPORTATION	\$1,345,592,376
541330	ENGINEERING SERVICES	\$832,471,441
561210	FACILITIES SUPPORT SERVICES	\$745,327,366
541512	COMPUTER SYSTEMS DESIGN SERVICES	\$581,405,492
236210	INDUSTRIAL BUILDING CONSTRUCTION	\$438,552,188
336415	GUIDED MISSILE AND SPACE VEHICLE PROPULSION UNIT AND PROPULSION UNIT PARTS MANUFACTURING	\$389,809,738
517919	ALL OTHER TELECOMMUNICATIONS	\$351,141,269
336419	OTHER GUIDED MISSILE AND SPACE VEHICLE PARTS AND AUXILIARY EQUIPMENT MANUFACTURING	\$167,741,780
334511	SEARCH, DETECTION, NAVIGATION, GUIDANCE, AERONAUTICAL, AND NAUTICAL SYSTEM AND INSTRUMENT MANUFACTURING	\$166,385,838
333314	OPTICAL INSTRUMENT AND LENS MANUFACTURING	\$165,210,625
541519	OTHER COMPUTER RELATED SERVICES	\$164,873,211
561110	OFFICE ADMINISTRATIVE SERVICES	\$144,758,805
541513	COMPUTER FACILITIES MANAGEMENT SERVICES	\$141,478,032
541611	ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES	\$133,307,038
236220	COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION	\$114,151,820
561612	SECURITY GUARDS AND PATROL SERVICES	\$101,940,792
488190	OTHER SUPPORT ACTIVITIES FOR AIR TRANSPORTATION	\$94,134,256
336411	AIRCRAFT MANUFACTURING	\$74,848,562
<b>Total</b>		<b>\$17,071,025,384</b>

# MSFC FY 2019 Top 10 Large Business Prime Contracts

NO.	CONTRACT TITLE	PRIME	CONTRACT NUMBER	CLASSIFICATION	\$ OBLIGATED
1	SLS Stages	The Boeing Company	NNM07AB03C	LB	\$808.2M
2	SLS Booster	Northrop Grumman	NNM07AA75C	LB	\$279.2M
3	SLS RS-25 Engine Restart	Aerojet Rocketdyne	NNM16AA02C	LB	\$262.0M
4	Engineering Services & Science Capabilities Augmentation	Jacobs	80MSFC17C0011	LB	\$215.1M
5	SLS Interim Cryogenic Propulsion	The Boeing Company	NNM12AA82C	LB	\$105.1M
6	Chandra Science Center	Smithsonian Astrophysical Observatory	NAS8-03060	NP	\$56.6M
7	SLS RL 10 Engine	Aerojet Rocketdyne	NNM16AA12C	LB	\$48.5M
8	Mission Operations & Integration	Teledyne Brown Engineering	NNM13AA29C	LB	\$46.7M
9	Imaging X-ray Polarimetry	Ball Aerospace	NNM15AA18C	LB	\$41.1M
10	Facility Operations & Maintenance	URS Federal Services, Inc.	80MSFC17C0007	LB	\$26.5M
	TOTAL:				\$1,889.0M

# Summary of Center Small Business Technical Advisor Duties

- Assist the Center SBS in determining the extent to which SBs can perform on upcoming contracts, particularly on high technology contracts in which limited competitions or set-asides are proposed for a particular category of SB.
- Provide input to establish SB subcontracting goals in unrestricted procurements, in compliance with NPD 5000.2D, "Small Business Subcontracting Goals."
- Assist in identifying portions of large, complex contracts in proposed unrestricted competitions that can be performed by SBs.
- Help to clarify technical requirements or terms in contracts that are not initially understood by the Center SBS.
- Assist Center SBSs in counseling high-tech SB firms with highly complex technical capabilities and outside the norm of most SBs.
- Assist in evaluating requested "sources sought" submissions.
- Give independent advice to Center SBSs based solely on technical knowledge, experience, and expertise.

# MSFC Small Business Technical Coordinator (SBTC) Implementation Plan

- The Marshall Space Flight Center (MSFC) supports the Agency's Small Business Technical Coordinator (SBTC) initiative.
- To effect implementation at the Center:
  - Center Small Business Specialist (SBS) initiates call to heads of Center Program and Project Offices, and Technical Directorates requesting appointments on an as need basis.
  - Appointees should reside at a level within their organization to ensure proper interface between the small business community, organization decision makers, and SBS.
  - SBS forwards recommendation to the Center Director for concurrence.
  - Center Director will provide each appointee with an official appointment letter describing SBTC roles and responsibilities.



# MSFC SBTC's

- Coordinators are appointed by organization managers, concurred in by the Center Director.
- Are strategically located within MSFC organizations.
- Duties are incorporated into their current workloads.
- Work closely with Center SBS to promote the goals and objectives of the NASA Small Business Program.

# SBTC Duties

- Serve as a MSFC Small Business Program advocate by ensuring that Organizations are receptive to small business inquiries.
- Assess where and what opportunities are likely to occur within MSFC Organizations, and advise small business representatives accordingly.
- Schedule permitting, participate in selected local small business outreach events/matchmakers.
- Schedule permitting, participate in Center industry council meetings.
- Schedule permitting, participate in Center small business joint counseling sessions.

# Utilization of SBTCs at MSFC

- Provide counseling to small businesses referred by the SBS through telecom or in-house counseling sessions.
- Serve as technical advisors to the MSFC Small Business Executive Leadership Team, a team consisting of representatives from approximately forty small businesses, by attending bi-monthly meetings.
- Serve as technical advisors to the Marshall Prime Contractor Supplier Council, a large business council comprised of approximately one hundred members representing more than fifty large businesses, by attending bi-monthly and three-day offsite meetings.
- As exhibitors, participate at semiannual Marshall Small Business Alliance meetings, NASA/MSFC hosted regional business forums, and local and regional outreach events/matchmakers.
- Attend quarterly joint counseling sessions featuring service providers and machine shops/fabricators (twice quarterly).
- As a part of the Center's in reach effort, assist SBS in the planning and coordination of annual in-house organizational leadership team briefings.
- Attend SBTC semiannual meetings initiated by the SBS designed to maintain and sustain ongoing collaboration between the MSFC Small Business Office and SBTCs.

# MSFC Small Business Technical Coordinators

ORGANIZATION	COORDINATOR	PHONE NO.:	E-MAIL ADDRESS
Advanced Concept	VACANT	N/A	N/A
Human Exploration Development & Operations Office	HP10/Rajiv Doreswamy	256-544-7903	<a href="mailto:rajiv.doreswamy@nasa.gov">rajiv.doreswamy@nasa.gov</a>
Materials & Processes Laboratory	EM01/DeWitt Burns	256-544-2529	<a href="mailto:dewitt.burns@nasa.gov">dewitt.burns@nasa.gov</a>
Michoud Assembly Facility	AS21/Roslin Hicks	256-544-7795	<a href="mailto:roslin.k.hicks@nasa.gov">roslin.k.hicks@nasa.gov</a>
Office of Center Operations	AS02/Melvin Scruggs	256-544-3994	<a href="mailto:melvin.l.scruggs@nasa.gov">melvin.l.scruggs@nasa.gov</a>
Office of Human Capital	HS02/Irma Burden	256-544-3501	<a href="mailto:irma.c.burden@nasa.gov">irma.c.burden@nasa.gov</a>
Office of Strategic Analysis & Communications	CS30/Kimberly Keith	256-544-4776	<a href="mailto:kimberly.l.keith@nasa.gov">kimberly.l.keith@nasa.gov</a>
Office of the Chief Financial Officer	RS30/Beth Ewing	256-544-0351	<a href="mailto:beth.w.ewing@nasa.gov">beth.w.ewing@nasa.gov</a>
Office of the Chief Information Officer	IS02/Kathy Rice	256-544-2647	<a href="mailto:kathy.y.rice@nasa.gov">kathy.y.rice@nasa.gov</a>
Propulsion Systems Department	ER01/James Cannon	256-544-7072	<a href="mailto:james.l.cannon@nasa.gov">james.l.cannon@nasa.gov</a>
Safety & Mission Assurance Directorate	QD11/Paul Johnson	256-544-3793	<a href="mailto:paul.w.johnson@nasa.gov">paul.w.johnson@nasa.gov</a>
Science and Technology Office	ST03/Chip Jones	256-544-2701	<a href="mailto:chip.jones@nasa.gov">chip.jones@nasa.gov</a>
Space Launch System Program Office	XP03/Angela Lovelady	256-544-5367	<a href="mailto:angela.f.lovelady@nasa.gov">angela.f.lovelady@nasa.gov</a>
Space Systems Department	ES01/Nadra Hatchett	256-544-4641	<a href="mailto:nadra.t.hatchett@nasa.gov">nadra.t.hatchett@nasa.gov</a>
Spacecraft & Vehicle Systems Department	ED12/Alicia Carroll	256-544-4341	<a href="mailto:alicia.s.carroll@nasa.gov">alicia.s.carroll@nasa.gov</a>
Test Laboratory	ED11/Karen McTaggart	256-544-6499	<a href="mailto:karen.c.mctaggart@nasa.gov">karen.c.mctaggart@nasa.gov</a>

# MSFC Small Business Program Contacts

CONTACT	TITLE	EMAIL	PHONE
David Brock	Small Business Specialist	<a href="mailto:david.e.brock@nasa.gov">david.e.brock@nasa.gov</a>	256-544-0267
Esther Veras	Procurement Analyst – Seventh Sense Consulting, LLC	<a href="mailto:esther.veras@nasa.gov">esther.veras@nasa.gov</a>	256-544-8816
Cheryl Webb	Procurement Analyst – Seventh Sense Consulting, LLC	<a href="mailto:cheryl.l.webb@nasa.gov">cheryl.l.webb@nasa.gov</a>	256-544-6263
Chip Jones (acting)	Small Business Technical Advisor	<a href="mailto:chip.jones@nasa.gov">chip.jones@nasa.gov</a>	256-544-2701
Doug Gerard	Small Business Administration (SBA) Procurement Center Representative (PCR)	<a href="mailto:douglas.gerard@sba.gov">douglas.gerard@sba.gov</a>	256-544-0681

**Location:** Bldg. 4200/Rm. 228C  
**Office hours:** 7:00 a.m. – 4:30 p.m. (CST)

**ENCLOSURE 9**  
**National Science Foundation**  
**(NSF)**



WHERE DISCOVERIES BEGIN



# National Science Foundation Best Practices in Meeting Small Business Goals



Francine Morris  
Deputy OSDBU

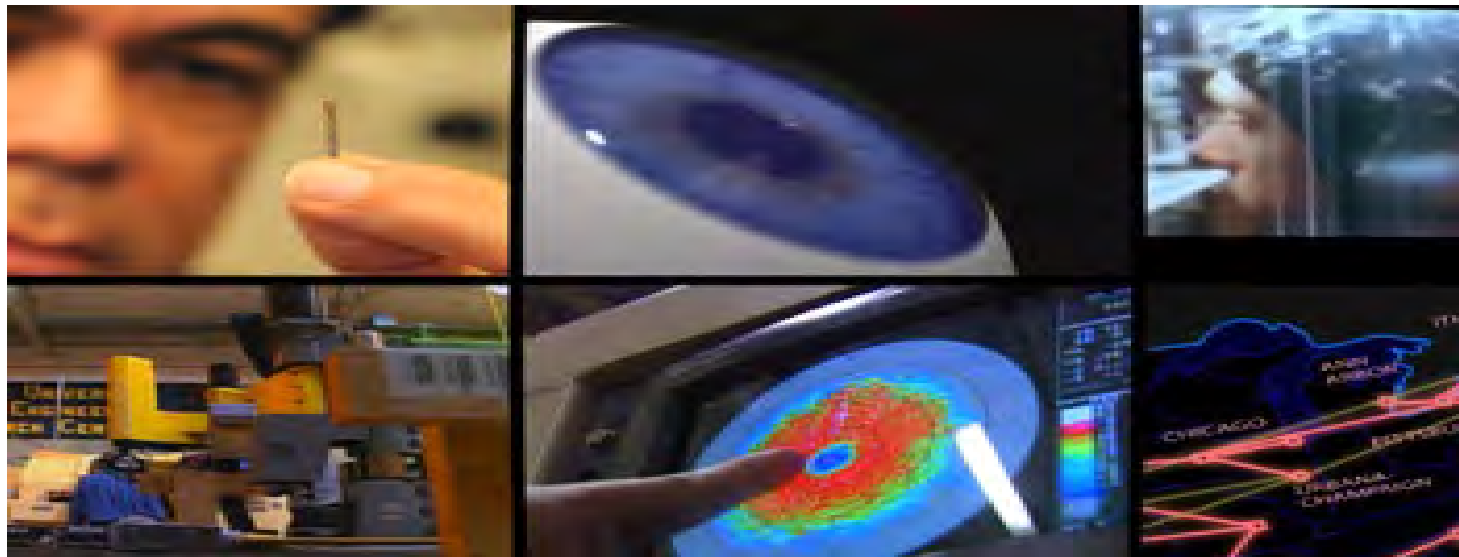


WHERE DISCOVERIES BEGIN



## National Science Foundation (NSF) Mission

*“To promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense; and for other purposes. NSF envisions a nation that capitalizes on new concepts in science and engineering and provides global leadership in advancing research and education.”*







WHERE DISCOVERIES BEGIN



## NSF Leadership – Two Major Components

- **Dr. Kelvin Droegemeier, Acting NSF Director**
  - Director is appointed by the President
  - Oversees NSF staff and management
  - Serves a 6-year term
- **National Science Board**
  - Members are appointed by the President, and are drawn from industry and universities
  - Establishes the overall policies of the Foundation
  - 25 board members; Board serves a 6-year term



WHERE DISCOVERIES BEGIN



## NSF Culture

- Recognized as one of the *Best Places to Work* in the federal government
  - Ranked #6 among mid-sized Federal agencies
- A career at NSF offers:
  - Collaborative work environment
  - Workplace flexibilities supported by award-winning work-life balance programs
  - A chance to become a part of cutting-edge innovation and discovery that is changing the world





WHERE DISCOVERIES BEGIN



## NSF by the Numbers

- Created by Congress in **1950**
- Workforce of about **2,100**
  - 1,400 career employees/about 500 contractors
- **\$8B** budget – 93% of which is allocated to grants and awards to support research projects, facilities, and STEM education
- NSF funds research in all **50** states and fosters international scientific collaboration on all **7** continents
- NSF supports **25%** of all federally funded academic research at U.S. colleges and universities



WHERE DISCOVERIES BEGIN



## What We Buy

- Antarctic and Arctic Support - **\$315,389,029**
- Science and Engineering Statistical Support Services - **\$33,336,330**
- Information and Resource Management Support Services and Products - **\$65,542,319**
- Other Professional Services - **\$25,517,801**
- Financial Management Support - **\$4,453,929**
- HR Support - **\$8,324,897**



WHERE DISCOVERIES BEGIN



## NSF Office of Small and Disadvantaged Business Utilization (OSDBU)

- Located in the Office of Information and Resource Management
  - OSDBU Director, Wonzie Gardner, reports to the Chief Operating Officer (COO)
- OSDBU duties and responsibilities include:
  - fostering communication between the NSF and the SB community;
  - ensuring that set-asides for SB are effectively utilized;
  - collecting, analyzing, compiling, and publishing information concerning grants and contracts awarded to SB concerns by the NSF, and the procedures for handling proposals submitted by SB business concerns;
  - assisting individual SB concerns in obtaining information regarding programs, policies, and procedures of NSF;
  - assuring expeditious processing of proposals by SB concerns based on scientific and technical merit; and
  - recommending to the Director and NSB any changes in the procedures and practices of NSF as may be required to draw fully on the resources of the SB research and development community.



# NSF Small Business Prime Achievement History

FY	SB (Goal/ Achievement)	SDB (Goal/ Achievement)	WOSB (Goal/ Achievement)	HUBZone (Goal/ Achievement)	SDVOSB (Goal/ Achievement)	Scorecard Letter Grade
2016	12.75%/18.6%	5%/11.2%	5%/2.7%	3%/2.4%	3%/3.1%	A+
2017	14.63%/18.8%	5%/13.0%	5%/3.6%	3%/2.7%	3%/2.8%	A
2018	17%/11.25%	5%/6.72%	5%/2.77%	3%/1.75%	3%/2.19%	C
2019	--	--	--	--	--	--



# NSF Small Business Subcontract Achievement History

FY	SB (Goal/Achievement)	SDB (Goal/Achievement)	WOSB (Goal/Achievement)	HUBZone (Goal/Achievement)	SDVOSB (Goal/Achievement)
2016	24%/50.3%	5%/9.9%	5%/27.5%	3%/.9%	3%/2.8%
2017	29.97%/37.0%	5%/13.1%	5%/10.1%	3%/.6%	3%/5.1%
2018	33.43%/37.60%	5%/7.00%	5%/17.90%	3%/0.30%	3%/4.70%
2019	--	--	--	--	--





WHERE DISCOVERIES BEGIN



## Contracting Opportunities

- [Contracting Opportunities](#) listed on [NSF.gov](#)
  - [OSDBU Website](#)
  - [NSF Acquisition Forecast](#)







WHERE DISCOVERIES BEGIN



## NSF SB Best Practices

- Collaborative relationship between OSDBU and Contracts Branch
- Proactive cooperative relationship with program offices
- Market Research Model
- Outreach events
  - Targeted outreach
- Relationship with SBA



WHERE DISCOVERIES BEGIN



## Looking into the Future

- Technology
  - Revamping infrastructure of the OSDBU Office
    - Database and customer communication system
    - Streamlining internal business workflow
- Improve vendor communication and transparency



WHERE DISCOVERIES BEGIN



# Questions/Comments



**ENCLOSURE 10**  
**Nuclear Regulatory Commission**  
**(NRC)**



**U.S.NRC**

UNITED STATES NUCLEAR REGULATORY COMMISSION

*Protecting People and the Environment*

# ***Best Practices to Achieve Small Business Goals***

**Anthony Briggs**  
**Small Business Program Manager**



# Agenda

- **Agency Intro**
  - Mission and Profile
  - What We Buy and How We Buy It
- **Small Business Program**
  - Role
  - Services Offered
- **Best Practices**
  - Approach
  - Small Business Toolbox
- **Results**



## Our Mission



To license and regulate the Nation's civilian use of radioactive materials to provide reasonable assurance of adequate protection of public health and safety and to promote the common defense and security and to protect the environment.



## NRC Profile

- FY 2019 Contract Spending
  - ❖ \$186,879 million
  - ❖ 1,666 acquisition actions
- NRC Headquarters - Rockville, Maryland
- 3,106 employees
- Region I - King of Prussia, Pennsylvania
- Region II - Atlanta, Georgia
- Region III - Lisle, Illinois
- Region IV - Arlington, Texas





## **NRC Profile: What We Buy**

- **Information Technology and Cybersecurity**
- **Corporate Support**
  - Building Operations and Maintenance
  - Financial Services
  - Administrative Support
  - Training
- **Engineering**



## **NRC Profile: How We Buy It**

- **Open Market**
- **GSA Federal Supply Schedule**
  - IT services and software
  - Financial support
- **NASA SEWP**
  - Multi-functional devices
  - Desktops, laptops, docking stations, monitors, etc.
- **8(a) STARS II**
  - Telecommunications operations and maintenance
- **Agency EWCs**
  - Technical assistance for reactor and environmental programs



- Maximize Opportunities for Small Businesses
  - Compliance
  - Technical Assistance
  - Outreach
- Advocate for Small Business Community
- Provide Business Development Services



- Recommend small business set-asides, sources, and incentivized measures
- Ensure compliance with small business laws and business development initiatives
- Provide small business counseling
- Deliver training and technical assistance

- Business Development Assistance
- 3-Step Process
- Facilitate Capability Presentations with Buyers
- Engage in Outreach Efforts



# Outreach Event Examples

- Host NRC sponsored events at HQ and regional offices
- Participate in Federal, State, and local Government procurement events
- Instructor/keynote speaker at the national Veterans Institute for Procurement Program
- Co-developed NRC's small business training course





- **“Easy Button” for Product and Services**
- **3-Step Process** – marketing to end-users
- **Small Business Toolbox**
  - Identify Opportunities
  - Review Copies of Acquisitions



# 3-Step Process Flyer



## TRY OUR 3-STEP PROCESS

### *Step 1:*

Request a small business counselling session by emailing [smallbusiness@nrc.gov](mailto:smallbusiness@nrc.gov) and placing "Counseling Request" in the subject line.

### *Step 2:*

Have the Small Business Program guide you through the Small Business Tool Box to identify prime and subcontract opportunities that match your company's capabilities.

### *Step 3:*

Present your company's capabilities to the agency to support upcoming opportunities.



U.S. Nuclear Regulatory Commission  
Office of Small Business & Civil Rights  
Small Business Program  
11555 Rockville Pike  
Rockville, MD 20852  
Phone: (301) 415-7381 or (800) 903-SBCR  
Email: [smallbusiness@nrc.gov](mailto:smallbusiness@nrc.gov)  
[www.nrc.gov](http://www.nrc.gov)





# Toolbox



## U.S. NRC

United States Nuclear Regulatory Commission  
*Protecting People and the Environment*


**REPORT**  
A SAFETY CONCERN

NUCLEAR REACTORS
NUCLEAR MATERIALS
RADIOACTIVE WASTE
NUCLEAR SECURITY
PUBLIC MEETINGS & INVOLVEMENT
NRC LIBRARY
ABOUT NRC

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CONTRACTING OPPORTUNITIES

NRC Contracting Opportunities

Information for Small Businesses



Spotlight

CHOOSE A SECTION ▶

Home > About NRC > Contracting Opportunities > Information for Small Businesses

## Information for Small Businesses

*This page includes links to files in non-HTML format. See Plugins, Viewers, and Other Tools for more information.*

The U.S. Nuclear Regulatory Commission (NRC) is committed to ensuring that small businesses are afforded the maximum practicable prime and subcontract opportunities in support of agency mission operations. The Small Business Program takes the lead in this effort by serving the NRC and the business community by advocating for small businesses, including businesses owned by the disadvantaged, women, veterans, and service-disabled veterans, as well as companies located in Historically Underutilized Business Zones (HUBZones). In addition, the NRC's Small Business Program hosts an Annual Small Business Seminar and Matchmaking Event to explore the marketplace, introduce the agency, and its contract opportunities.

For more information, please see the following pages:

- Overview of the Small Business Program
- Tips for Conducting Business with NRC
- Small Business Contracting Programs
- NRC Small Business Contracting Goals and Accomplishments
- Annual Small Business Seminar and Matchmaking Event
- Other Useful Small Business and Acquisition Links
- Find an OSDBU [EXIT](#)
- Find a Forecast [EXIT](#)
- Request a Small Business Counseling Session

Contact us to learn more about opportunities:

- Phone: (800) 903-SBCR
- TDD: (301) 415-5244
- Email: [smallbusiness@nrc.gov](mailto:smallbusiness@nrc.gov)

**TOOLBOX**

[Forecast of Contracting Opportunities](#)

[Electronic Bulletin Board](#)

[Calendar of Events](#)

[Current Contract Opportunities](#)

[Subcontracting Opportunities](#)

[How to View an NRC Contract](#)

[COVID-19 Message for Small Business](#)

**NATIONAL LAB OPPORTUNITIES**

[Pacific Northwest National Lab \(PNNL\) \[EXIT\]\(#\)](#)

[Sandia National Lab \(SNL\) \[EXIT\]\(#\)](#)

[Brookhaven National Lab \(BNL\) \[EXIT\]\(#\)](#)

[Oak Ridge National Lab \(ORNL\) \[EXIT\]\(#\)](#)

# Viewing NRC Contracts




**Fiscal Year 2020  
 Forecast of Contract  
 Opportunities**

Small Business Program  
 Office of Small Business and Civil Rights  
 11555 Rockville Pike, Mailstop 0-3G04  
 Rockville, MD 20852  
 Phone: (301) 415-7381

**TABLE OF CONTENTS**

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PART I OF THE FORECAST OF CONTRACT OPPORTUNITIES: NEW ACQUISITIONS.....	4
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PART III OF THE FORECAST OF CONTRACT OPPORTUNITIES: CURRENT ACTIVE CONTRACT LISTING BELOW \$25,000.....	59



# Viewing NRC Contracts

Contract Number	Order Number	Contract Type	Commodity Code	NAICS Code	Description	Vendor Name	DUNS Number	Contract Start Date	Contract End Date	Estimated Value
NRC-HQ-60-17-P-0004	N/A	Purchase Order	IT	334614	PTV Visieth is a macroscopic multi-modal traffic flow simulation software.	PTV AMERICA INC	054513721	07/03/17	07/02/18	\$18,360
NRC-HQ-60-17-P-0006	N/A	Purchase Order	IT	334614	Purchase software maintenance and two new licenses of Matlab from Mathworks for RES staff.	THE MATHWORKS INC	131142747	06/14/17	06/30/18	\$11,132
NRC-R2-02-17-P-0003	N/A	Purchase Order	IT	335911	Procure Maintenance Agreement for Region II Data Power System	Wesoco Power Limited Liability Company	079363083	08/25/17	06/24/18	\$23,896
GS03F072AA	NRC-HQ-40-17-T-0001	Delivery / Task Order	FACILITIES	336999	IGF:OT:IGF Electric vehicles for use by maintenance and housekeeping	JH Global Services, Inc.	153076695	09/06/17	09/05/18	\$25,757
NRC-HQ-12-A-10-0014	N/A	BPA Setup	FACILITIES	337122	Systems furniture, ergonomic equipment and furniture support services.	PRICE MODERN OF WASHINGTON	008073625	07/22/12	01/21/18	\$4,301,985
NRC-HQ-12-A-10-0014	NRC-HQ-12-O-10-0001	BPA Call	FACILITIES	337122	Systems furniture, ergonomic equipment and furniture support services.	PRICE MODERN OF WASHINGTON	003073525	07/22/12	01/21/18	\$4,378,985
NRC-HQ-40-15-E-0005	N/A	Firm-fixed-price	FACILITIES	337214	NRC Enterprise-wide Furniture and Installation Services	TALLI, LLC	079187265	09/30/15	09/29/18	\$20,000,000
GS02F0110F	NRC-HQ-40-17-T-0001	Delivery / Task Order	OTHERMISC	339944	IGF:CT:IGF King Priester Destroyl 28032SMC NSA Shearders	WHITAKER BROTHERS BUSINESS MACHINES INC	024292732	10/01/17	09/30/18	\$18,585
NRC-HQ-84-17-P-0002	N/A	Purchase Order	OTHERMISC	339999	Medallions and Lapel Pins for the Annual Awards Ceremony.	CLASSIC MEDALLIONS INC	081936712	07/03/17	07/02/18	\$25,035
GS29F0023R	NRC-R1-01-17-T-0001	Delivery / Task Order	FACILITIES	423210	Remove and Reinstall overhead cabinets in 181 offices at NRC Region I IGF:OT:IGF	PENS ASSOCIATES, LLC	794512509	09/13/17	10/31/17	\$18,010
GS35F0251V	NRC-R2-02-16-T-0001	Delivery / Task Order	IT	423420	Two Lync compatible conference room devices for Region II	RON BOW TECHNOLOGIES, LLC	627714507	09/29/16	12/29/17	\$9,064
GS-35F-0111K	NRC-R2-02-16-T-0001	Delivery / Task Order	IT	423430	Visual Studio Enterprise with 12 month MSDN Subscription	SH International Corp.	611429481	10/01/16	09/30/16	\$7,039
GS35F0153M	NRC-HQ-7N-16-T-0001	Delivery / Task Order	IT	423430	Oracle PeopleSoft Enterprise	MYTHICS, INC	013398002	12/02/16	12/01/16	\$625,307
GS35F0265X	NRC-HQ-7S-14-T-0001	Delivery / Task Order	IT	423430	EnCase Enterprise and associated software.	INMIXTECHNOLOGY, INC.	098692374	09/30/14	09/29/18	\$251,814
GS35F0889N	NRC-HQ-10-17-T-0001	Delivery / Task Order	IT	423430	IT Equipment for SLES Region IV Site	Map Computer Products Inc	022967906	02/24/17	02/23/18	\$96,406
NRC-HQ-60-17-P-0001	N/A	Purchase Order	IT	423430	IGF:CT:IGF Annual Purchase of maintenance and upgrades for SimtaFluirt	G & R TECHNOLOGIES	797847258	05/16/17	05/15/18	\$4,349



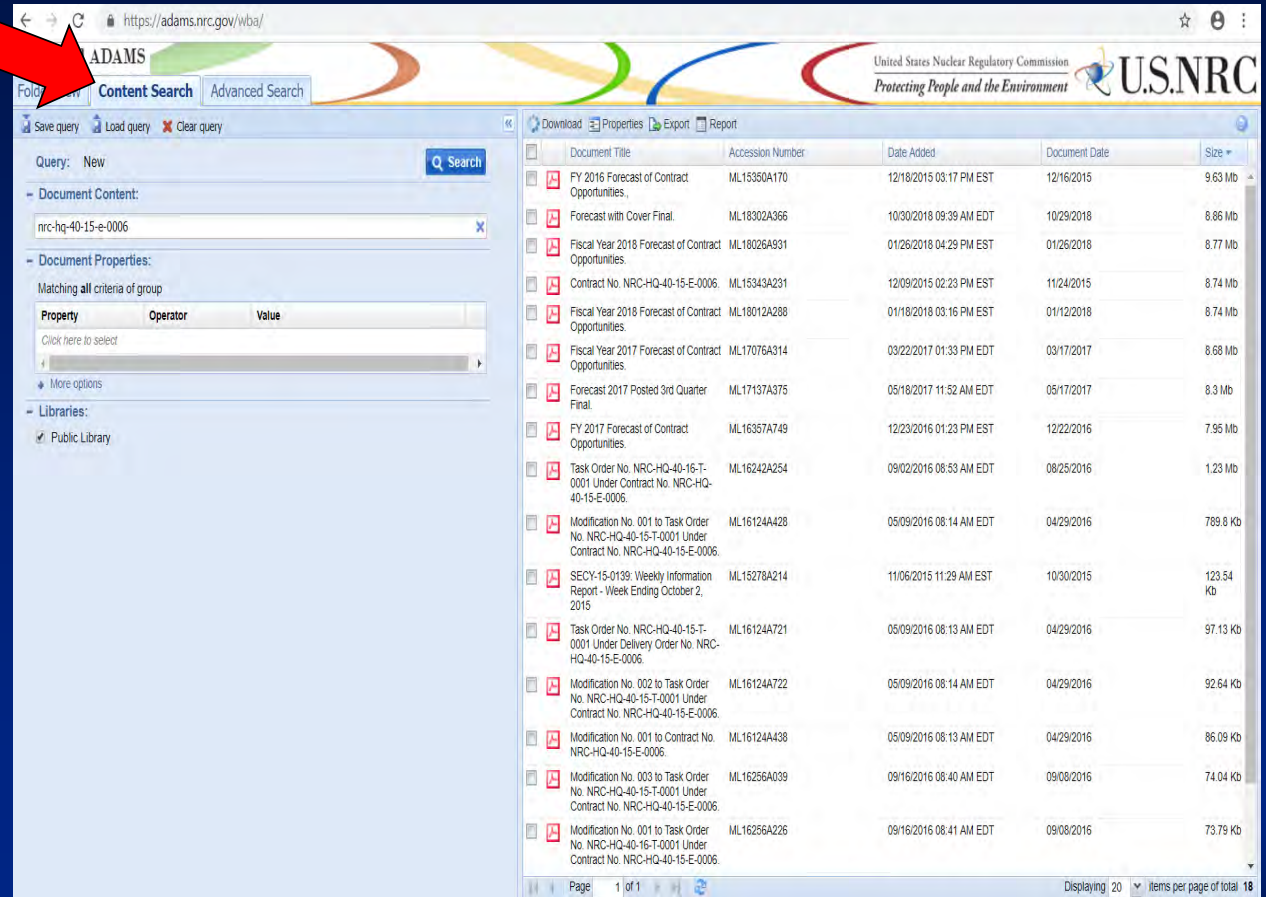
# Viewing NRC Contracts



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NRC-HQ-60-17-P-0004	Purchase Order	IT	334814	PTV Visiwin is a monoscopic multi-modal traffic flow simulation software.	PTV AMERICA INC	054513721	07/03/17	07/02/18	\$18,340	
NRC-HQ-60-17-P-0006	Purchase Order	IT	334814	Purchase software maintenance and two new licenses of Matlab from Mathworks for RES staff.	THE MATHWORKS INC	131142747	06/14/17	06/30/18	\$11,132	
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NRC-HQ-40-15-E-0005	N/A	Firm-fixed-price	FACILITIES	337214	NRC Enterprise-wide Furniture and Installation Services	TALU, LLC	070187265	09/30/15	09/29/18	\$20,000,000
GS02F0110P	NRC-HQ-40-17-T-0001	Delivery / Task Order	OTHERMISC	339944	IGF-CF-IGF Krug Priester Destroyl 2803/25MC NSA Solderers	WHITAKER BROTHERS BUSINESS MACHINES INC	024292732	10/01/17	09/30/18	\$18,585
NRC-HQ-04-17-P-0002	N/A	Purchase Order	OTHERMISC	339999	Medallions and Lapel Pins for the Annual Awards Ceremony	CLASSIC MEDALLICS INC	081936712	07/03/17	07/02/18	\$25,035
GS29F0022R	NRC-R1-01-17-T-0001	Delivery / Task Order	FACILITIES	423210	Remove and Reinstall overhead cabinets in 181 offices at NRC Region I IGF-OT-IGF	PENS ASSOCIATES, LLC	794612509	09/13/17	10/31/17	\$18,010
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GS35F0265X	NRC-HQ-7S-14-T-0001	Delivery / Task Order	IT	423430	EnCase Enterprise and associated software.	IMMIXTECHNOLOGY, INC.	0398602374	09/30/14	09/29/19	\$251,814
GS35F0889N	NRC-HQ-10-17-T-0001	Delivery / Task Order	IT	423430	IT Equipment for SLES Region IV Site	Map Computer Products Inc	022967906	02/24/17	02/23/18	\$96,406
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# Viewing NRC Contracts

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“Content  
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United States Nuclear Regulatory Commission  
*Protecting People and the Environment*

U.S. NRC

Content Search Advanced Search

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Query: New

Document Content:

nrc-hq-40-15-e-0006

Document Properties:

Matching all criteria of group

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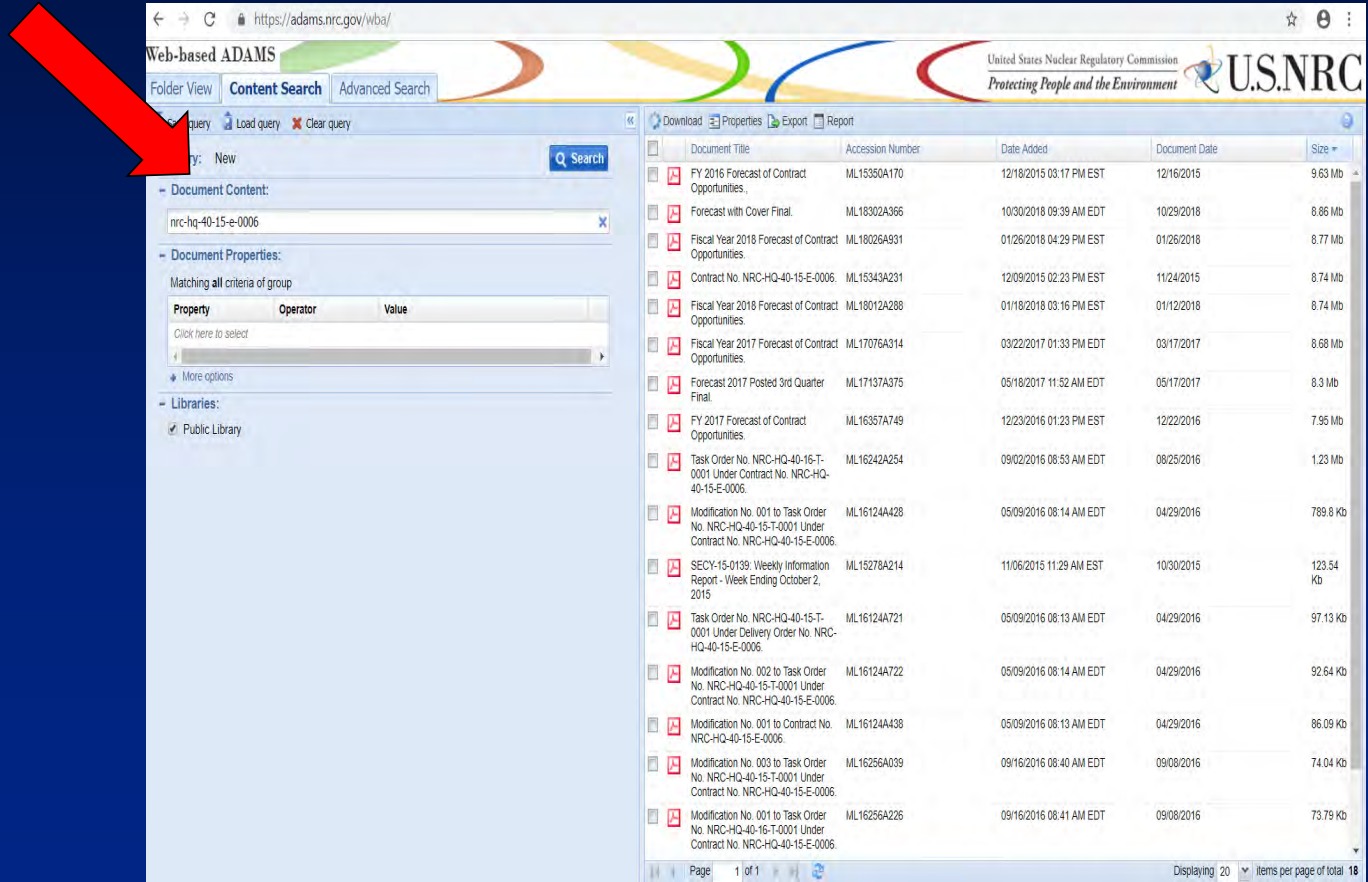
Public Library

Document Title	Accession Number	Date Added	Document Date	Size
FY 2016 Forecast of Contract Opportunities.	ML16350A170	12/18/2015 03:17 PM EST	12/16/2015	9.63 Mb
Forecast with Cover Final.	ML18302A366	10/30/2018 09:39 AM EDT	10/29/2018	8.86 Mb
Fiscal Year 2018 Forecast of Contract Opportunities.	ML18026A931	01/26/2018 04:29 PM EST	01/26/2018	8.77 Mb
Contract No. NRC-HQ-40-15-E-0006.	ML16343A231	12/09/2015 02:23 PM EST	11/24/2015	8.74 Mb
Fiscal Year 2018 Forecast of Contract Opportunities.	ML18012A288	01/18/2018 03:16 PM EST	01/12/2018	8.74 Mb
Fiscal Year 2017 Forecast of Contract Opportunities.	ML17076A914	03/22/2017 01:33 PM EDT	03/17/2017	8.68 Mb
Forecast 2017 Posted 3rd Quarter Final.	ML17137A375	05/18/2017 11:52 AM EDT	05/17/2017	8.3 Mb
FY 2017 Forecast of Contract Opportunities.	ML16357A749	12/23/2016 01:23 PM EST	12/22/2016	7.95 Mb
Task Order No. NRC-HQ-40-16-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16242A254	09/02/2016 08:53 AM EDT	08/25/2016	1.23 Mb
Modification No. 001 to Task Order No. NRC-HQ-40-15-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16124A428	05/09/2016 08:14 AM EDT	04/29/2016	789.8 Kb
SECY-15-0139: Weekly Information Report - Week Ending October 2, 2015	ML16278A214	11/06/2015 11:29 AM EST	10/30/2015	123.54 Kb
Task Order No. NRC-HQ-40-15-T-0001 Under Delivery Order No. NRC-HQ-40-15-E-0006.	ML16124A721	05/09/2016 08:13 AM EDT	04/29/2016	97.13 Kb
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Modification No. 001 to Contract No. NRC-HQ-40-15-E-0006.	ML16124A438	05/09/2016 08:13 AM EDT	04/29/2016	86.09 Kb
Modification No. 003 to Task Order No. NRC-HQ-40-15-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16256A039	09/16/2016 08:40 AM EDT	09/08/2016	74.04 Kb
Modification No. 001 to Task Order No. NRC-HQ-40-16-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16256A226	09/16/2016 08:41 AM EDT	09/08/2016	73.79 Kb

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Displaying 20 items per page of total 18

# Viewing NRC Contracts



The screenshot shows the 'Web-based ADAMS' interface. A red arrow points to the search bar where the query 'nrc-hq-40-15-e-0006' is entered. The interface includes navigation tabs for 'Folder View', 'Content Search', and 'Advanced Search'. A table of search results is displayed with columns for Document Title, Accession Number, Date Added, Document Date, and Size.

Document Title	Accession Number	Date Added	Document Date	Size
FY 2016 Forecast of Contract Opportunities,	ML15350A170	12/18/2015 03:17 PM EST	12/16/2015	9.63 Mb
Forecast with Cover Final.	ML18302A366	10/30/2018 09:39 AM EDT	10/29/2018	8.86 Mb
Fiscal Year 2018 Forecast of Contract Opportunities.	ML16026A931	01/26/2018 04:29 PM EST	01/26/2018	8.77 Mb
Contract No. NRC-HQ-40-15-E-0006.	ML15343A231	12/09/2015 02:23 PM EST	11/24/2015	8.74 Mb
Fiscal Year 2018 Forecast of Contract Opportunities.	ML18012A288	01/18/2018 03:16 PM EST	01/12/2018	8.74 Mb
Fiscal Year 2017 Forecast of Contract Opportunities.	ML17076A314	03/22/2017 01:33 PM EDT	03/17/2017	8.68 Mb
Forecast 2017 Posted 3rd Quarter Final.	ML17137A375	05/18/2017 11:52 AM EDT	05/17/2017	8.3 Mb
FY 2017 Forecast of Contract Opportunities.	ML16357A749	12/23/2016 01:23 PM EST	12/22/2016	7.95 Mb
Task Order No. NRC-HQ-40-16-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16242A254	09/02/2016 08:53 AM EDT	08/26/2016	1.23 Mb
Modification No. 001 to Task Order No. NRC-HQ-40-15-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16124A428	05/09/2016 08:14 AM EDT	04/29/2016	789.8 Kb
SECY-15-0139 Weekly Information Report - Week Ending October 2, 2015	ML15278A214	11/06/2015 11:29 AM EST	10/30/2015	123.54 Kb
Task Order No. NRC-HQ-40-15-T-0001 Under Delivery Order No. NRC-HQ-40-15-E-0006.	ML16124A721	05/09/2016 08:13 AM EDT	04/29/2016	97.13 Kb
Modification No. 002 to Task Order No. NRC-HQ-40-15-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16124A722	05/09/2016 08:14 AM EDT	04/29/2016	92.64 Kb
Modification No. 001 to Contract No. NRC-HQ-40-15-E-0006.	ML16124A438	05/09/2016 08:13 AM EDT	04/29/2016	86.09 Kb
Modification No. 003 to Task Order No. NRC-HQ-40-15-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16256A039	09/16/2016 08:40 AM EDT	09/08/2016	74.04 Kb
Modification No. 001 to Task Order No. NRC-HQ-40-16-T-0001 Under Contract No. NRC-HQ-40-15-E-0006.	ML16256A226	09/16/2016 08:41 AM EDT	09/08/2016	73.79 Kb



SOLICITATION/CONTRACT ORDER FOR COMMERCIAL ITEMS		1. REGISTRATION NUMBER	PAGE OF
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, 6, 30			1 156
2. CONTRACT NO. NRC-HQ-40-15-E-0006	3. AWARD EFFECTIVE DATE 09/30/2015	4. CHEER NUMBER	5. SOLICITATION NUMBER
7. FOR SOLICITATION INFORMATION CALL: NAME NANCY LAMON-KRITIKOS		8. TELEPHONE NUMBER (NO. CONTACT CALL)	9. OFFER DUE DATE (LOCAL TIME)
10. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWEN-5E03 WASHINGTON DC 20555-0001	11. CODE NRCHQ	12. THIS ACQUISITION IS UNRESTRICTED OR: SMALL BUSINESS HUBZONE SMALL BUSINESS SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	13. SET ASIDE 100.00% FOR: WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM (NACCS 56162) R41 SIZE STANDARD \$20.5
14. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE	15. DISCOUNT TERMS	16. THIS CONTRACT IS A RATED ORDER UNDER OMB (15 CFR 700)	17. RATING
18. DELIVER TO US NUCLEAR REGULATORY COMMISSION- MAIL PROCESSING CENTER 4930 BOLLING BROOK PARKWAY ROCKVILLE MD 20852	19. CODE NRCHQ	20. ADMINISTERED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWEN-5E03 WASHINGTON DC 20555-0001	21. METHODS OF SOLICITATION RFQ RFP
22. CONTRACTOR OFFEROR CODE 171856222 FACILITY CODE	23. PAYMENT WILL BE MADE BY CODE NRCPAYMENTS	24. NAME AND TITLE OF SIGNER (Type or print name) William Burgess, President	
25. SIGNED DATE 9-29-15		26. NAME OF CONTRACTING OFFICER (Type or print name) ADELIS M. RODRIGUEZ	
27. AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE		28. STANDARD FORM 1449 (REV. 2/2015) Prescribed by GSA - FAR (48 CFR) 53.212	

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NRC-HQ-40-15-E-0006

**ATTACHMENT 2  
STATEMENT OF WORK (SOW)**

**C.1 Title of Project**

Federal Identity, Credential, and Access Management (FICAM) Modernization and Operations and Maintenance of NRC Security System.

**C.2 Introduction**

The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to perform operations and maintenance of NRC Security System at all NRC facilities as defined in this SOW, except for those items specified as Government-furnished property and services. The contractor shall perform to the standards in this contract/order.

This contract will support the NRC physical security system including physical access control, closed circuit television (CCTV) and intrusion detection for the protection of NRC personnel, facilities and information. The contract will comprise of the following three main tasks:

Task 1. Operations and maintenance (O&M) of the agency-wide NRC security system in its current state. Services will include but are not limited to providing general upkeep of the system and its parts, commissioning and decommissioning equipment, providing/installing supplies and equipment, and providing training of the system.

Task 2. Implementation of the modernized Physical Access Control System (PACS) (hardware and software) to meet the Federal Information Processing Standard Publication 201-2 (FIPS 201-2) and Federal Identity, Credential, and Access Management (FICAM) transition plan requirements.

Task 3. O&M of the modernized security system.

**C.3 Background**

The NRC FICAM Transition Plan calls for the development of a Personal Identity Verification (PIV) Enablement Strategy for NRC facilities based on National Institute of Standards and Technology (NIST) Special Publication (SP) 800-116, FIPS 201-2 and "ICAM PIV in E-PACS Guidance v2.0.2" framework. As part of the FICAM transition plan, the NRC has been actively engaged in reviewing the NIST SP 800-116 guidance to improve the security access controls for all NRC facilities.

A separate order or contract will be competitively awarded to provide for (1) an independent assessment of the current security system, and (2) to develop recommendations for modernizing PACS to meet FIPS 201-2 compliance (hereinafter "Order/Contract for the Modernized Design"). Modernizing PACS will utilize existing NRC system equipment to the greatest extent practical. The COR will evaluate the recommendations and determine the final modernized design solution that will be implemented as a task order under this FICAM Modernization and Operations and Maintenance of NRC Security System contract. Neither the contractor nor any subcontractor for this FICAM Modernization and Operations and Maintenance of NRC

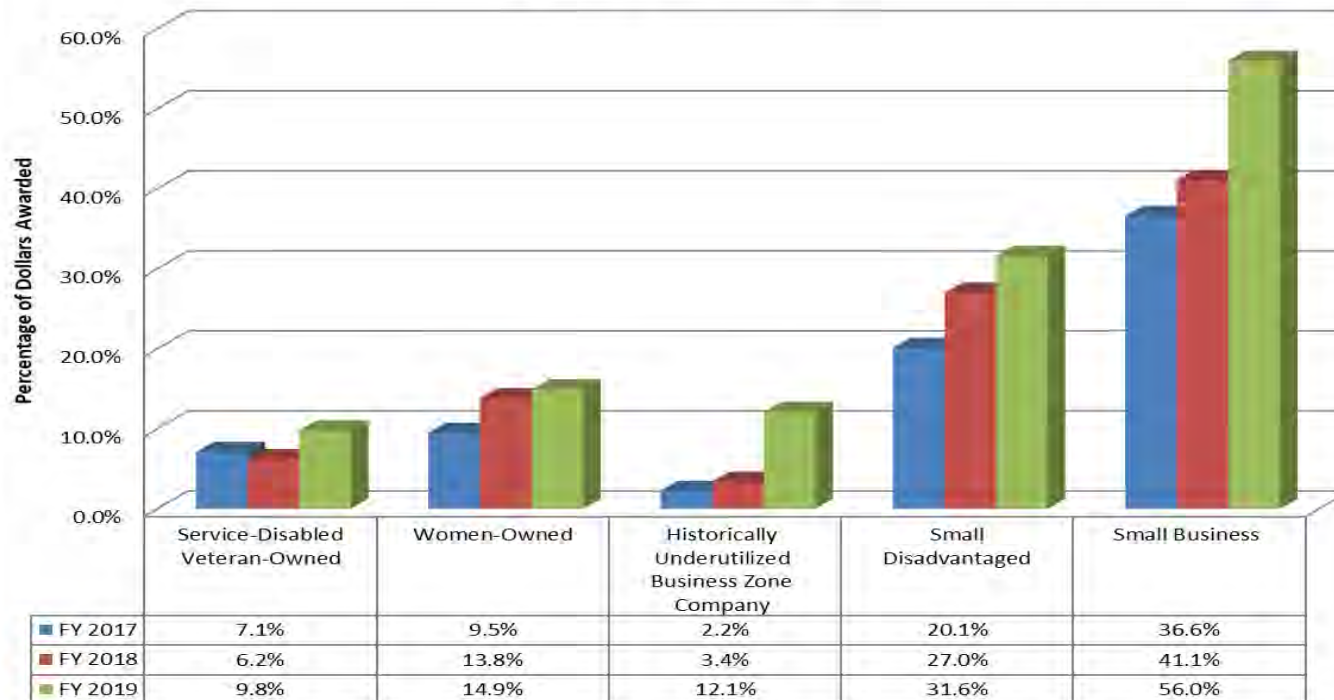


RESULTS



# Results: Return on Investment

**Three-Year Trend Analysis of Small Business Contracting Performance: Percentage of Acquisition Base Awarded to Small Businesses**



## Results: Success in FY2019

- Accomplished 5/5 Goals
- Reached Historical Levels of Achievement
  - Largest Amount Awarded to SBs
  - Greatest Amount to Date Awarded to SDVOSBs and HUBZones
- Innovation in Acquisition
  - Streamline Process
  - Save Money

# It's a Team Effort





# NRC's SBA Procurement Center Representative *Martina Williams*





# Looking Forward to Getting Together (Guess the Conference)



# Thank You!



**ENCLOSURE 11**  
**Social Security Administration**  
**(SSA)**



# Social Security Administration

Small

Business

Best

Practices

# Social Security 101



- ▶ Agency created by the Social Security Act of 1935
- ▶ Independent Agency (outside of cabinet)
- ▶ Central Office in Baltimore
- ▶ SSA is headed by a Commissioner
- ▶ 60,000 employees
- ▶ 15,000 State employees
- ▶ 10 regional offices, 8 processing centers, 1,230 field offices
- ▶ Deliver services to US embassies in over 100 countries

# SSA Benefits America!



Retirement



Survivors

Our **mission** is to:  
Deliver Social Security  
Programs that meet the  
changing needs of the  
public



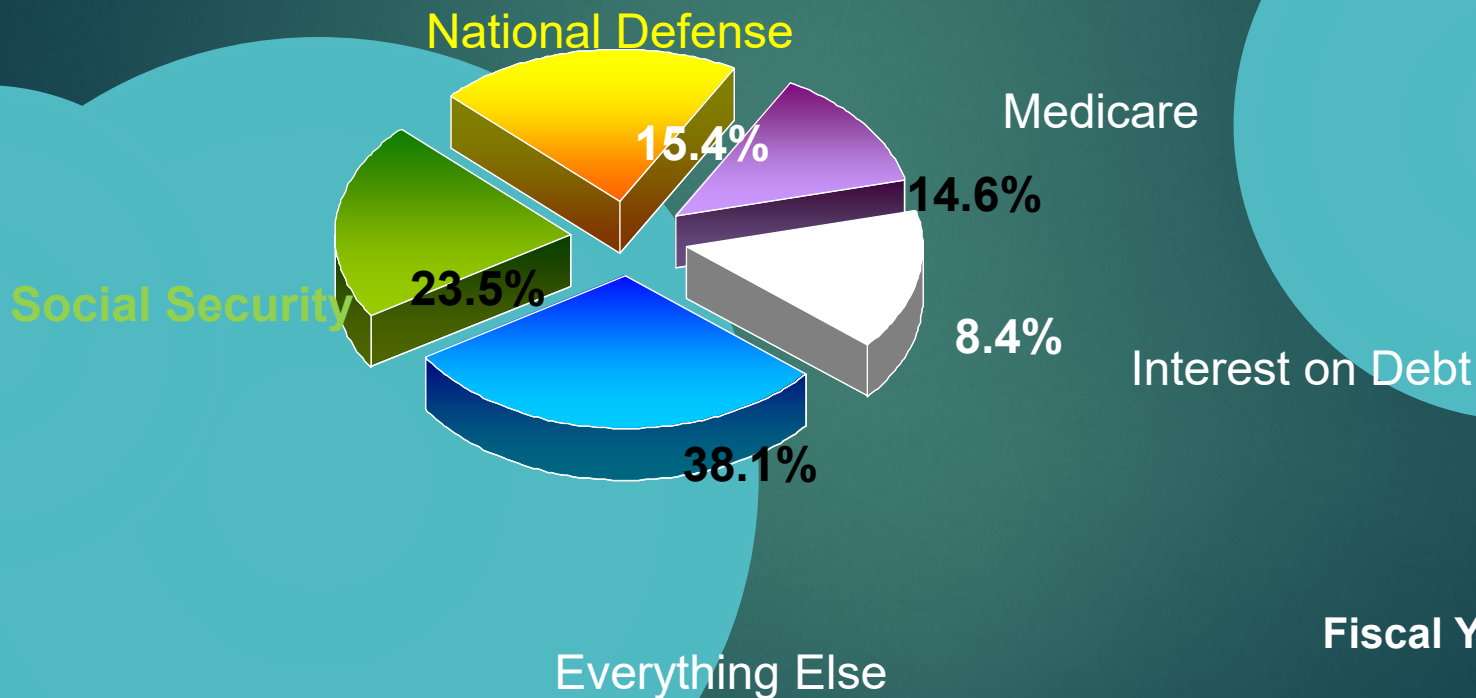
Disability



Federal Needs  
Based Programs

# The Importance of Social Security

Total Federal Government Budget Outlays (\$4.4 trillion)



Fiscal Year 2019

Source: *President's Budget, FY 2021, Historical Tables.*

**OFFICE OF THE DEPUTY COMMISSIONER  
(ODC)**

**Michelle King**  
Deputy Commissioner

**Seth Binstock**  
Assistant Deputy Commissioner

**Dan Callahan**  
Assistant Deputy Commissioner

**Heather Turnour**  
Executive Officer

**SMALL &  
DISADVANTAGED  
BUSINESS UTILIZATION**

**Leslie Ford**

**EXECUTIVE SUPPORT  
STAFF**

**HUMAN RESOURCES &  
PROGRAM  
MANAGEMENT STAFF**

**SYSTEMS SUPPORT  
STAFF**





# Top 10 NAICS Code by Total FY 2019 SSA Award Dollars

334112-Computer Storage Device Manufacturing

561492-Court Reporting and Stenotype Services

541611-Administrative Management and General Management Consulting Services

621111-Office of Physicians (Except Mental Health Specialists)

624310-Vocational Rehabilitation Services

334210-Telephone Apparatus Manufacturing

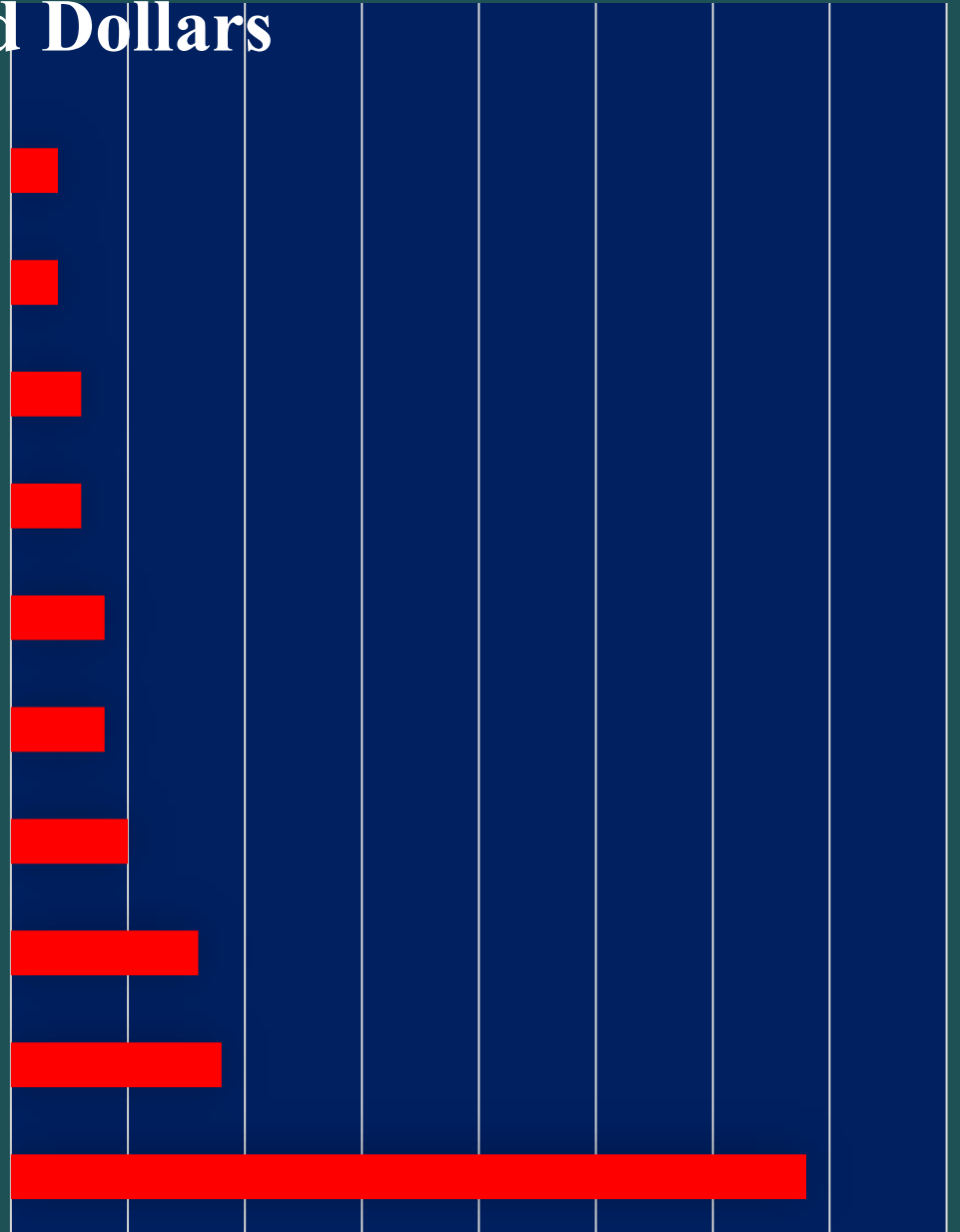
517110-Wired Telecommunications Carriers

545111-Custom Computer Programming Services

511210-Software Publishers

541519-Other Computer Related Services

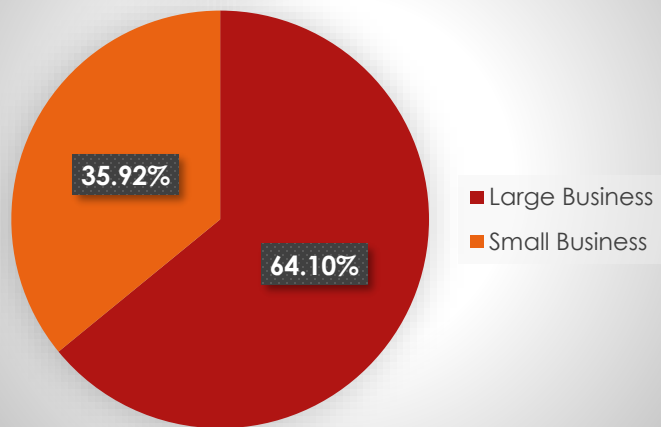
0% 5% 10% 15% 20% 25% 30% 35% 40%



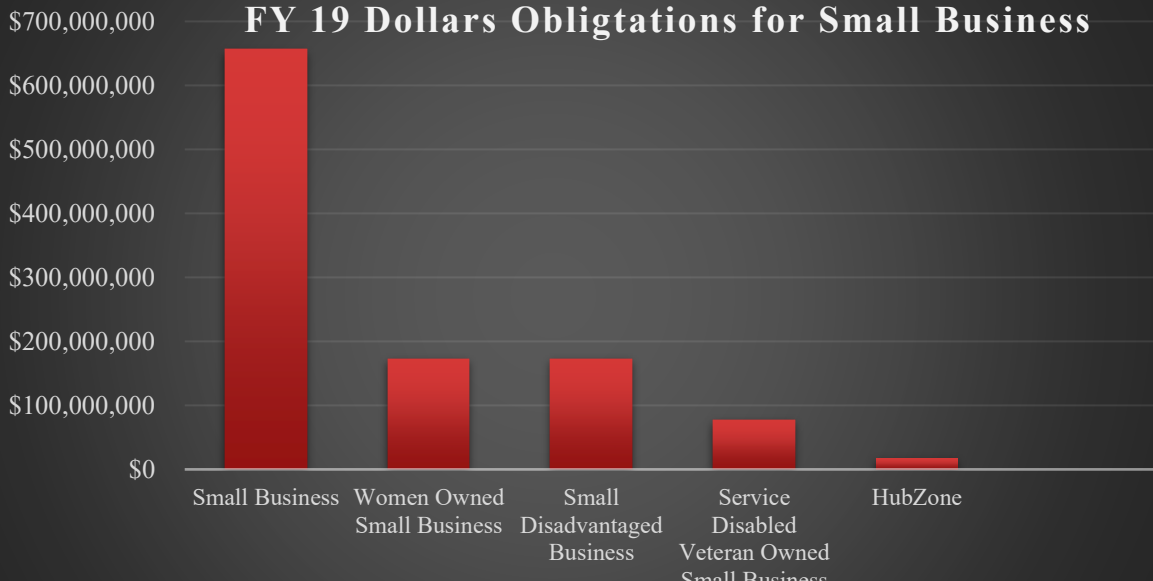


# SSA Small Business Administration Achievements

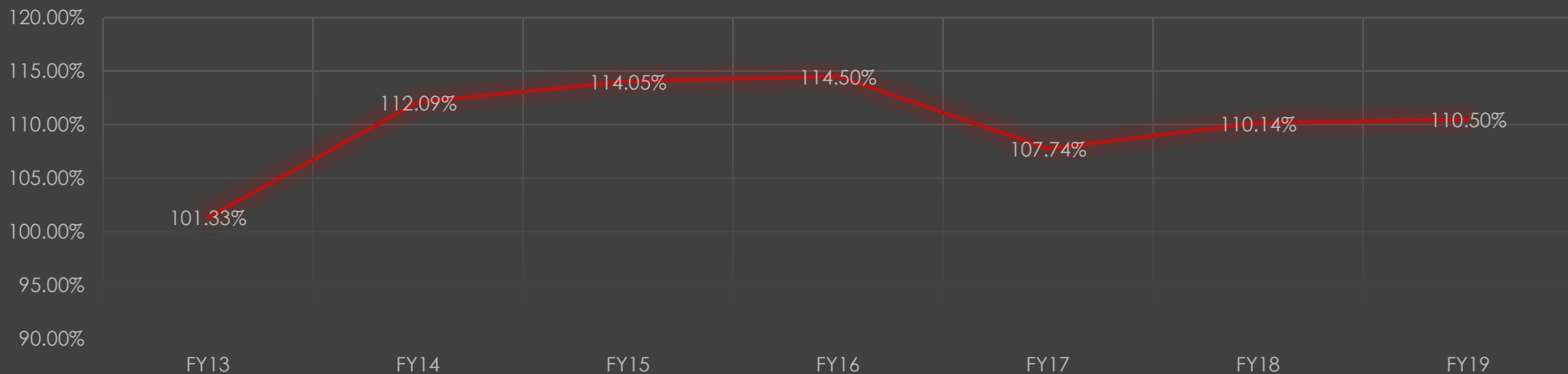
## FY2019 Obligations



## FY 19 Dollars Obligations for Small Business



## SSA OSDBU SBA Scorecard Grades FY 2013-2019



# What Does SSA Buy?

Information Technology	Movers
Hardware	Express ground domestic delivery services
IT software	Wireless service
IT support services	Business cards
Laptop and desk top computers	Color printers
Disaster recovery software	Desktop printers
Medical consultants	Fax machines
Architecture and engineering services	Printers
Building repairs and alterations	Employee training
Relocation services	Security services

# SSA's Handbook Requirement for Sources Sought

- ▶ Under H2319 of SSA's Handbook, our agency requires recent market research results.
- ▶ Any open market acquisition over the SAT (including options) that requires OSDDBU review must have documentation that it was synopsised as a sources source within the last eight months.
- ▶ The CO must include in its documentation for these types of acquisitions the following:
  - ▶ Copy of the posted sources sought; and
  - ▶ List of all vendors that responded to the sources sought, and a determination (for each vendor) as to whether they are capable of performing the work and if not include an explanation as to why.
- ▶ This requirement is a vital piece of helping the COs make the rule of two set-aside determinations.

# Acquisition Team Workshops

- ▶ Teams consists of Contracting Officers, Contracting Officer's Representatives, Technical Experts and Legal Counsel.
- ▶ Teams focus on a strategy for an upcoming major procurement. During the workshop, the team will focus on defining the requirement, market research, drafting the statement of work, evaluation language, and evaluation factors.
- ▶ The workshops are five days long, and include training from other relevant components that affect the acquisition process.
- ▶ During the workshop week, the SADBUS is invited to speak with all the teams on small business programs. During that training the SADBUS will focus on the following:
  - 1) Market research, including the important of conducting request for information and sources sought to determine the capabilities of the market place. These tools also help the teams make a more informed decision on determining small set-asides.
  - 2) Socioeconomic programs, including the different types of programs and SSA's Small Business Administration goals for each program.
  - 3) The Small Business Subcontracting Program, Mentor-Protégé Program (including joint ventures), 8(a) Program, and Contractor Teaming Arrangements under GSA all to help encourage using small businesses for our requirements.
  - 4) Promoting the use of Federal Strategic Sourcing Initiative Contracts, OASIS Small Business Contracts, GWAC such as 8(a) Stars II, VETS2, and Alliant.

# Other Best Practices

- ▶ Monthly Vendor Outreach Sessions and Outreach via Webinars
- ▶ Bi-Weekly Staff Meetings with Office of the Commissioner
- ▶ Quarterly Dashboard Report of Small Business Goal Performance to Senior Executives
- ▶ SADBUS conducted required training on Small Business Programs, FAR Part 19, and SSA Handbook requirements for all new Purchasing Agents and Contract Specialists.
- ▶ Presentations at quarterly CO Forums on any changes to small business programs.
- ▶ Annual Small Business Procurement Conference

# Contact Information

**Leslie Ford-OSDBU**

**(410) 594-0111**

**Joeie Tracht-SADBUS**

**(410) 965-9862**

**OR [smallbusiness@ssa.gov](mailto:smallbusiness@ssa.gov)**

**<https://www.ssa.gov/agency/osdbu/>**

**Social Security Administration**

**6401 Security Blvd.**

**Baltimore, Maryland 21244**

**FAX: (410) 965-2965**

**ENCLOSURE 12**  
**Department of Veterans Affairs**  
**(VA)**



# VA

## Office of Small and Disadvantaged Business Utilization

**Sharon G. Ridley**  
**Executive Director**

**September 23, 2020**



**Choose  VA**

# VA OSDBU LEADERSHIP



## VA OSDBU Executive Director Sharon G. Ridley

More than 18 years of experience in health care, acquisitions, program management, finance, and human resources.

Served as Executive Director, Network Support for the Veterans Health Administration (VHA) leading the office that serves as the primary interface between VHA Central Office senior leadership and the largest integrated health care system in the Nation.



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

2

# VA OSDBU MISSION AND VISION

Centered on our support for Veteran small business success

## Mission

**Support the Secretary's priorities by enabling Veterans to gain access to economic opportunities by developing policies and programs, informed by customer feedback, that improve market research, increase direct access, and maximize the participation of procurement ready Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and Veteran-Owned Small Businesses (VOSBs) in federal contracting.**

## Vision

**OSDBU is trusted by Veterans and VA staff to be responsive to customers' needs with policies and programs that successfully leverage the federal procurement system to enable Veterans to gain access to economic opportunities.**



**Choose VA**

**VA**



U.S. Department  
of Veterans Affairs

3

# THE VA DISTINCTION: VETERANS FIRST PROGRAM

**“ . . . a contracting officer of the Department [VA] shall award contracts on the basis of competition restricted to small business concerns owned and controlled by veterans if the contracting officer has a reasonable expectation that two or more small business concerns owned and controlled by veterans will submit offers and that the award can be made at a fair and reasonable price that offers best value to the United States. . . . ”**

***-Title 38, United States Code, § 8127(d)***

- Applies to “contracts” whenever a new award decision is made
- Specifies use of set-aside as acquisition strategy (restricted competition)
- Implies market research needed to determine likelihood of two or more offers



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

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# VA OSDBU CORE PROGRAM AREAS

**Center for  
Verification  
and Evaluation**

**Procurement  
Review**

**Shared  
Services**

**Direct Access**

**Program  
Support**

- Information Technology Systems Integration
- Contracts Management
- Operations & Quality Assurance
- Administrative Service

**Strategic  
Outreach and  
Communications**



**Choose VA**

**VA**



U.S. Department  
of Veterans Affairs

5

# VA Small Business Performance

*VA provides procurement opportunities for all small businesses.  
However, Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) and  
Veteran-Owned Small Businesses (VOSBs) are given the highest priority.*

	VA Goal	VA Achievement	VA Dollars (billions)
		Fiscal Year 2020	Fiscal Year 2020
All small business	<b>28.2%</b>	<b>31.8%</b>	<b>\$7.231</b>
<b>SDVOSB</b>	<b>15.0%</b>	<b>23.8%</b>	<b>\$5.415</b>
<b>VOSB</b>	<b>17.0%</b>	<b>24.1%</b>	<b>\$5.471</b>
Small Disadvantaged Business (SDB) – includes 8(a)	<b>5.0%</b>	<b>11.1%</b>	<b>\$2.531</b>
Women-Owned Small Business (WOSB)	<b>5.0%</b>	<b>3.0%</b>	<b>\$0.685</b>
Historically Underutilized Business Zone (HUBZone)	<b>3.0%</b>	<b>2.6%</b>	<b>\$0.595</b>

**Source:** Federal Procurement Data System. Fiscal Year 2020 YTD data reported as of August 31, 2020.



**Choose VA**

**VA**



U.S. Department  
of Veterans Affairs

# VA Accomplishments

- Spent more with **SDVOSBs** than all other civilian agencies combined every year since 2007
- Surpassed **\$6 billion** in spend with VOSBs for the first time in FY 2018
- Coined the term **Procurement Ready**, which has been adopted across government
- Created the gold standard in customer service with the **certification process** that always puts Veterans first



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

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# VA Best Practices

- Organized **structured events** to provide VOSBs and other firms **access** to meaningful insight about procurement opportunities
- Improved **VA's Market Research toolkit** data analytics leading to better acquisition outcomes
- Launched the **Women Veteran-Owned Small Business Initiative**; a first-of-its-kind program aimed at increasing WOSB participation in Federal and Commercial procurements



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

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## STAY CONNECTED WITH OSDBU

### OSDBU Help Desk:

Phone: 866-584-2344

Email: [vip@va.gov](mailto:vip@va.gov)

OSDBU Website: <https://www.va.gov/osdbu/>

### Social Media:

Twitter: <https://twitter.com/VAVetBiz>

Facebook: <https://www.facebook.com/VAVetBiz/>

YouTube: <https://www.youtube.com/c/VAOSDBU>



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**VA**



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