



U.S. Small Business
Administration

**Small Business Procurement
Advisory Council (SBPAC)
Report to Congress for
Fiscal Year 2019**

November 23, 2020

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.

As the Chairman of the SBPAC, the Small Business Administration (SBA) hereby provides the annual SBPAC report for Fiscal Year (FY) 2019.

During FY 2019, SBPAC members submitted comments and recommendations regarding the Subcontractor Past Performance Pilot Program (SPPPP) authorized under Section 1822, of National Defense Authorization Act (NDAA) FY 2017, Pub. L. 114-328. They were provided in a letter to SBA by the Federal Office of Small and Disadvantaged Business Utilization (OSDBU) Directors Interagency Council Chairwoman. In it, they listed a few challenges and supported SBA's plan to potentially draft an amendment to the legislation.

In November 2019, SBA submitted amended legislation that would allow a small business subcontractor to request a past performance rating from its prime contractor to submit with its offer when competing for prime contracts. Contracting officers shall consider the small business subcontractor's past performance when evaluating an offer for a prime contract from the small business subcontractor. The legislation passed the U.S. House of Representatives January 9, 2020 and referred to the U.S Senate.

For FY 2019, the SBPAC conducted peer reviews of each OSDBU established under Section 644(k) of the Small Business Act to determine their compliance with requirements using the FY 2019 OSDBU Requirements Check List developed by SBA (Figure 1).

The 22-page Compliance Worksheet requires each OSDBU 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 OSDBU Director to provide supportive documentation for Section 644(k) of 15 United States Code. There is a total of 21 requirements for which a point value of 0.5 to 1 out of 1 is to be awarded: 15(k) through 15(k)12, 15(k)15, and 15(k)16. Section 15(k)13 is scored only if this optional training occurred. Sections 15(k)14 and 15(k)17 are scored and awarded a 0.5 to 1-point value unless, respective to the question, the OSDBU Director receives no unsolicited proposals or notifications and no policy or procedure is in place to manage such processes. If those two conditions apply in 15(k)14 and / or 15(k)17, the question(s) is not to be scored.

The results of reviews of each agency OSDBU is summarized in Table 1 from agency responses on the checklist and the related SBPAC peer reviews of agency responses to 15 U.S.C. § 644(k) Compliance Checklist summary is provided in Figure 1 and a quick reference guide to the assessed 15 U.S.C. § 644(k) subsections is provided in Table 2.

Figure 1
15 U.S. Code § 644(k) FY 2019 Compliance Checklist

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

I, _____, as the _____ at

_____ verify that this information is an accurate representation of my agency's compliance in FY 2019 with 15 U.S.C. § 644(k) and can, if requested, provide additional information to further corroborate responses.

Signature: _____

Date: _____

Table 1

FY 2019 OSDBU Compliance Review Summary

Factor: -->		15(k)0	15(k)1	15(k)2	15(k)3	15(k)4	15(k)5	15(k)6	15(k)7	15(k)8	15(k)9	15(k)10	15(k)11
		Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.
FY 2019 15(k) PEER REVIEW SCORING SUMMARY													
1	DEPT OF DEFENSE (9700)	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	0.0
3	HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	1.0	1.0	1.0	0.0	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
5	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (8000)	1.0	1.0	1.0	0.0	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
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
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	0.8
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
10	INTERIOR, DEPARTMENT OF THE (1400)	1.0	1.0	1.0	0.8	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
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
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
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	0.8
15	OFFICE OF PERSONNEL MANAGEMENT (2400)	1.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	0.6	1.0	0.0
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
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
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
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
20	SOCIAL SECURITY ADMINISTRATION (2800)	1.0	1.0	0.0	0.0	1.0	1.0	1.0	0.0	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	0.0
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
23	NUCLEAR REGULATORY COMMISSION (3100)	0.2	0.2	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0
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

Factor: -->		15(k)12	13(D)Option	15(k)14	15(k)15	15(k)16	15(k)17	15(k)18	15(k)19	15(k)20	Avg. Grand Total	Score	Total X 20%
		Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.	Avg.			
FY 2019 15(k) PEER REVIEW SCORING SUMMARY													
1	DEPT OF DEFENSE (9700)	1.0	1.0	1.0	0.8	1.0	1.0	1.0	1.0	1.0	20.8	99.05%	19.8%
2	ENERGY, DEPARTMENT OF (8900)	1.0	1.0	0.8	1.0	1.0	0.8	1.0	1.0	1.0	19.6	93.33%	18.7%
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	19.0	90.48%	18.1%
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%	20.0%
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	20.0	95.24%	19.0%
6	HOMELAND SECURITY, DEPARTMENT OF (7000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.0%
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%	20.0%
8	AGRICULTURE, DEPARTMENT OF (1200)	1.0	1.0	1.0	1.0	1.0	0.8	1.0	1.0	1.0	20.6	98.10%	19.6%
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%	20.0%
10	INTERIOR, DEPARTMENT OF THE (1400)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	20.8	99.05%	19.8%
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%	20.0%
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%	20.0%
13	TREASURY, DEPARTMENT OF THE (2000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	100.00%	20.0%
14	TRANSPORTATION, DEPARTMENT OF (6900)	1.0	1.0	1.0	1.0	1.0	0.8	1.0	1.0	1.0	20.6	98.10%	19.6%
15	OFFICE OF PERSONNEL MANAGEMENT (2400)	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	16.6	83.00%	16.6%
16	LABOR, DEPARTMENT OF (1600)	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	20.0	95.24%	19.0%
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%	20.0%
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%	20.0%
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	21.0	100.00%	20.0%
20	SOCIAL SECURITY ADMINISTRATION (2800)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	17.0	80.95%	16.2%
21	AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	19.0	90.48%	18.1%
22	NATIONAL SCIENCE FOUNDATION (4900)	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	20.0	95.24%	19.0%
23	NUCLEAR REGULATORY COMMISSION (3100)	1.0	1.0	0.8	0.0	1.0	0.8	1.0	1.0	1.0	16.0	76.19%	15.2%
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%	20.0%

Table 2.
Quick Reference Guide for U.S.C. § 644(k) Subsection

Subsection	Requirement
(0)	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[1] 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 8, 15, 31, 36[2], or 44 of this Act. 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[1] to a position that is a Senior Executive Service position (as such term is defined under Section 3132(a) of title 5, United States Code), except that, for any agency in which the positions of Chief Acquisitions Officer and senior procurement executive (as such terms are defined under section 44(a) of this Act) 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 such title (including comparability payments under Section 5304 of such title);
(3)	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 8[1], 15, 31, 36, and 44 of this Act 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, late payment interest penalties, or information due to such concerns from an executive agency or a contractor, in conformity with chapter 39 of title 31, United States Code, 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;

Subsection	Requirement
(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 8 and 15 of this Act;
(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 8 and 15 of this Act;
(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), Sections 8, 15, 31, or 36[1] of this Act, or section 2323 of title 10, United States Code, which shall be made with due regard to the requirements of subsection (m), 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 44 of this Act;
(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 Act, and shall, while the Director, not hold any other title, position, or responsibility, except as necessary to carry out responsibilities under this subsection; and
(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; and (C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; (D) any failure of the agency to comply with Sections 8, 15, 31, or 36 of this Act;
(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; inform the advocate for competition of such agency (as established under Section 1705 of title 41, United States Code, or Section 2318 of title 10, United States Code) 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, United States Code;

Subsection	Requirement
(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, United States Code) and less than the simplified acquisition threshold to ensure that the purchases have been made in compliance with the provisions of this Act 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, United States Code, or by the head of an executive agency pursuant to Section 1909 of title 41, United States Code;
(19)	shall provide assistance to a small business concern awarded a contract or subcontract under this Act or under title 10 or title 41, United States Code, 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; and
(20)	shall review all subcontracting plans required by paragraph (4) or (5) of Section 8(d) of 15 United States Code. 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.

The SBPAC establishes a 2-year schedule for monthly best practice presentations to provide each agency with an opportunity to discuss best practices that were implemented by the agency and that might be implemented by other agencies having procurement powers. In FY 2019, SBPAC members provided 12 best practice presentations for maximizing small business utilization in Federal contracting. A summary of the agency best practice presentations is provided in Table 3 and copies of the presentations are provided as an Enclosure to this report.

Table 3.
Agency Best Practice Presentation Summary

AGENCY	PRESENTER	BEST PRACTICE(S)
General Services Administration (GSA)	Charles Manger, Director, OSDBU	<p>Strategy: Established FY 2018 Small Business Prime and Subcontracting goals; Establish Certified Subcontracting Matrix; Commitment by GSA Leadership through GSA Strategic Plan 2018 – 2022 with emphasis on creating opportunities for socioeconomic entities and monitoring SSR report submissions and acceptance. Initiatives by Contracting Activities, such as Alliant GWAC Success Story, FAS Dashboard in OSDBU inclusion early in major acquisition briefings, and training industry partners; Federal Business Forecast Tool for improved data quality, improved vendor communication and data transparency, and other Federal agencies can use it.</p> <p>Outreach: Matchmaking - Assisting to create partnerships between the Prime contractor and potential Subcontractors; assisting vendors identify who they are best suited to do business with, i.e. Federal, State, Local, City. Training – Becoming a GSA Schedules Supplier: What you need to know; Harnessing the power of Data Analytics, how to conduct Market Research using FPDS; and How to Market your GSA Schedule.</p>
Department of Commerce (DOC)	LaJuene Desmukes, Director, OSDBU	<p>Strategy: Ensure goal performance continuity; standardize processes; clarified oversight and consent role and responsibilities; and ensured statutory and regulatory compliance. Creation of the Commerce Small Business Program Manual (CSBPM) to ensure consistent small business program management procedures and practices are established and followed throughout the department. Focus going forward manage holding offices and operating units, especially procurement offices, accountable to following CSBPM guidance.</p> <p>Performance: Provided a history of small business goal achievements.</p> <p>Outreach: Industry Forum Meeting; KSC Expo; Virtual Small Business Specialist Council Meeting; Spring NASA Industry Forum Meeting; Regional Outreach Navy Gold Coast Small Business Specialist Council Meeting.</p>

Table 3 – Agency Best Practice Presentation Summary (continued)

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Energy (DOE)	Charlie Smith, Director, OSDBU	<p>Strategy: Making it easier to do business with DOE by lowering forecast thresholds, improving forecast by encouraging program element participation, and establishing a process for SB complaints of unduly restrictive actions; Forging more productive relationships by increasing small business advocacy group participation, holding monthly SBPM training meetings, and regularly consulting with DOE’s HQ’s Office of Acquisition Management; Achieving Socioeconomic goals by refining DOE’s MOSRC data, hosting several socio-economic subcategories events, and distributing a “set-aside” letter to Department Heads.</p> <p>Performance: Receive “A” grade on Small Business Scorecards since 2015.</p> <p>Outreach: 2018 Expo and Forum; and Pittsburgh 2019.</p>
Department of Justice (DOJ)	Robert Connolly Director, OSDBU	<p>Strategy: Leadership Support; Cooperation within Procurement Chain; Justice Acquisition Council; Support for Small Business Programs and Small Business Achievements; Provide progress reports on monthly basis; Increased inclusion of OSDBU in Procurement Planning; and Proximity.</p> <p>Performance: Receive “A” grade on Small Business Scorecards since 2014.</p> <p>Outreach: Aggressive Vendor Outreach Program.</p>
Department of Interior (DOI)	Megan Olsen, Acting Director, OSDBU	<p>Strategy: HUBZone subcontracting; Policy modernization; Small Business Intelligence (SBI) to invest in SBI infrastructure, create value add SBI for Contracting Officers, Coordinate with policy implementation, and make information acquisition easier for COs and Small Business. Modernization efforts through market research, consolidation, and small business screening policy; Regulatory updates of Small Business Programs, Buy Indian Act, and Local Area Set-Aside.</p>

Table 3 – Agency Best Practice Presentation Summary (continued)

AGENCY	PRESENTER	BEST PRACTICE(S)
<p>Department of Homeland Security (DHS)</p>	<p>Kevin Boshears, Director, OSDBU</p>	<p>Strategy: Small Business Review Form (700-22) in use at DHS since FY 2005; Included as an official form in the DHS Forms System; Used in every procurement decision over the SAT and completed form must be included in every contract file; Included in the Homeland Security Acquisition Manual (HSAM); and Utilized by other Federal Agencies as a model.</p> <p>Use of Small Business Review Form: Execution of small business program requires coordination and participation of all members of acquisition team; used by acquisition personnel and first considerations for all procurements actions over the SAT are socioeconomic programs; and references FAR 19.203, 19.502-4, and 8.405-5, and high emphasis on market research.</p> <p>Consideration Process: Review both original contract and task orders; Use consideration process from 19.203 for procurements expected to exceed the SAT; in considering GWACs, Dept-wide IDIQ, Agency-wide IDIQ review how original contract was established. Look for contracts that offer consideration process from FAR 19.203 and offers rigorous task order competition.</p>
<p>Department of Agriculture (USDA)</p>	<p>Michelle Warren, Deputy Director, OSDBU</p>	<p>Leadership: The Secretary is briefed annually; Deputy Secretary briefed quarterly; OSDBU reports directly to the Deputy Secretary.</p> <p>Strategy: Annual small business performance briefings with Administrators and Undersecretaries about small business participation/goal performance; Quarterly meetings with small business specialists; each staff member assigned to specific buying agencies, program areas, and trade associations; staff members rotate in attendance of various Departmental meetings to stay abreast of internal upgrades and/or changes; staff participate in regularly scheduled planning sessions.</p> <p>Outreach: Participate in Vendor Outreach events; Vendor Outreach sessions; update Procurement Forecast two times per year; Rural Small Business Outreach events three times per year; and training on clearance, subcontracting, and procurement forecast for Agency COs and PMs.</p>

Table 3 – Agency Best Practice Presentation Summary (continued)

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Defense (DoD)	Dennis Bartow, Director, OSBP	<p>Strategy: Establish new model for Innovation and Entrepreneurship in support of the Warfighter; Strengthen DoD's Small Business Networks throughout the U.S. to expand and diversify the Defense Industrial Base; Develop new areas of small business dominance; and rebrand and modernize the DoD Office of Small Business Programs. Working toward meeting WOSB and HUBZone goals.</p> <p>Performance: Met small business goals for fifth consecutive year, with an increase of almost \$11 Billion; prime and subcontracts awarded to small business exceeded \$120 Billion.</p>
Department of Labor (DOL)	Gladys Bailey Director, OSDBU	<p>Leadership: OSDBU Director reports directly to the Secretary of Labor.</p> <p>Strategy: Three-pronged approach to Department's small business programs – Outreach; In-reach; and Senior-level Commitment.</p> <p>In-reach: Daily operations and interaction with program personnel; Forecast of Contracting Opportunities; Training; Acquisition screening and review of all requirements above the SAT; and Continuous communication and consultation with acquisition officials.</p> <p>Outreach: Vendor outreach sessions; "Marketing to DOL" training sessions; One-on-One Introductory sessions; Program Personnel Marketing meetings; and Industry days.</p>

Table 3 – Agency Best Practice Presentation Summary (continued)

AGENCY	PRESENTER	BEST PRACTICE(S)
<p>Agency for International Development (USAID)</p>	<p>Mauricio Vera, Director, OSDDBU</p>	<p>Leadership: OSDDBU Director is key member of senior staff, reports directly to the Deputy Administrator, and participates in senior leadership meetings at least twice per week. Senior leadership address SB accomplishments in SES and Senior Foreign Service performance plans; Support of annual internal small business goaling process for all Washington Bureaus and overseas Missions with acquisition obligations over \$5 Million; OSDDBU Director provides detailed SB briefings to senior agency leadership at least bi-annually.</p> <p>Strategy: OSDDBU Director meets bi-weekly with Senior Procurement Executive (SPE); USAID’s Business Forecast is updated on a real-time basis and includes domestic and overseas requirements; OSDDBU participates in quarterly Business Forecast call to address partner questions on agency requirements; and OSDDBU review and clearance required for all domestic acquisitions over SAT; trains overseas Mission staff on SB programs; enhanced assistance to Missions on market research, outreach; accessing qualified SBs; and launched a Small Business Market Research Tool (SB-MART) to aid in identifying SBs engaged in international development.</p> <p>New Initiatives: Implement effective partnering and procurement reform, including the new partners’ initiative; expansion of SB goaling process to 29 Missions overseas, will increase to 50 Missions by FY 2020; OSDDBU participates in Senior Obligation Alignment Review process (all agency acquisitions over \$40 Million reviewed and cleared by OSDDBU); and expansion of mandatory SB training for Contracting and Program Officials.</p> <p>Outreach: 12th Annual USAID SB Conference May 14, 2019 in Washington, DC; Bi-monthly SB Vendor Outreach Sessions; participates in many external local and national SB outreach activities; Subcontracting Summit July 11, 2019; Second USAID Overseas SB Conference; and annual Veteran-Owned Small Business Conference.</p>

ENCLOSURES



Small Business Procurement Advisory Council

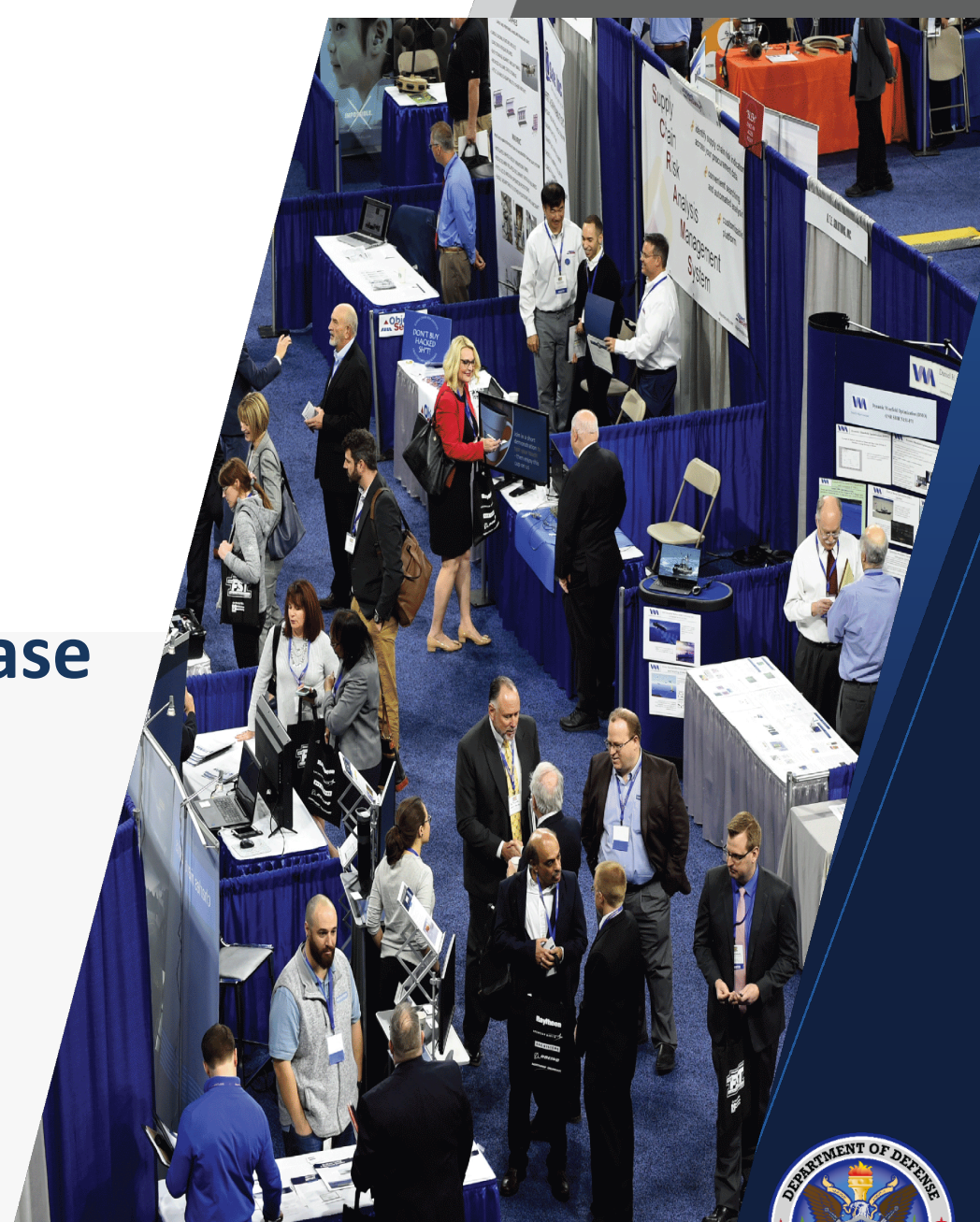
Department of Defense (DoD) Best Practice for Small Business

Dennis W. Bartow

Director, Office of Small Business Programs
U.S. Department of Defense

AGENDA

- DOD Modernization Plan
- Challenges for SB Defense Industrial Base



DOD OSBP MODERNIZATION PLAN



Establish a New Model for Innovation and Entrepreneurship in Support of the Warfighter



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

MODERNIZATION



Develop New Areas of Small Business Dominance

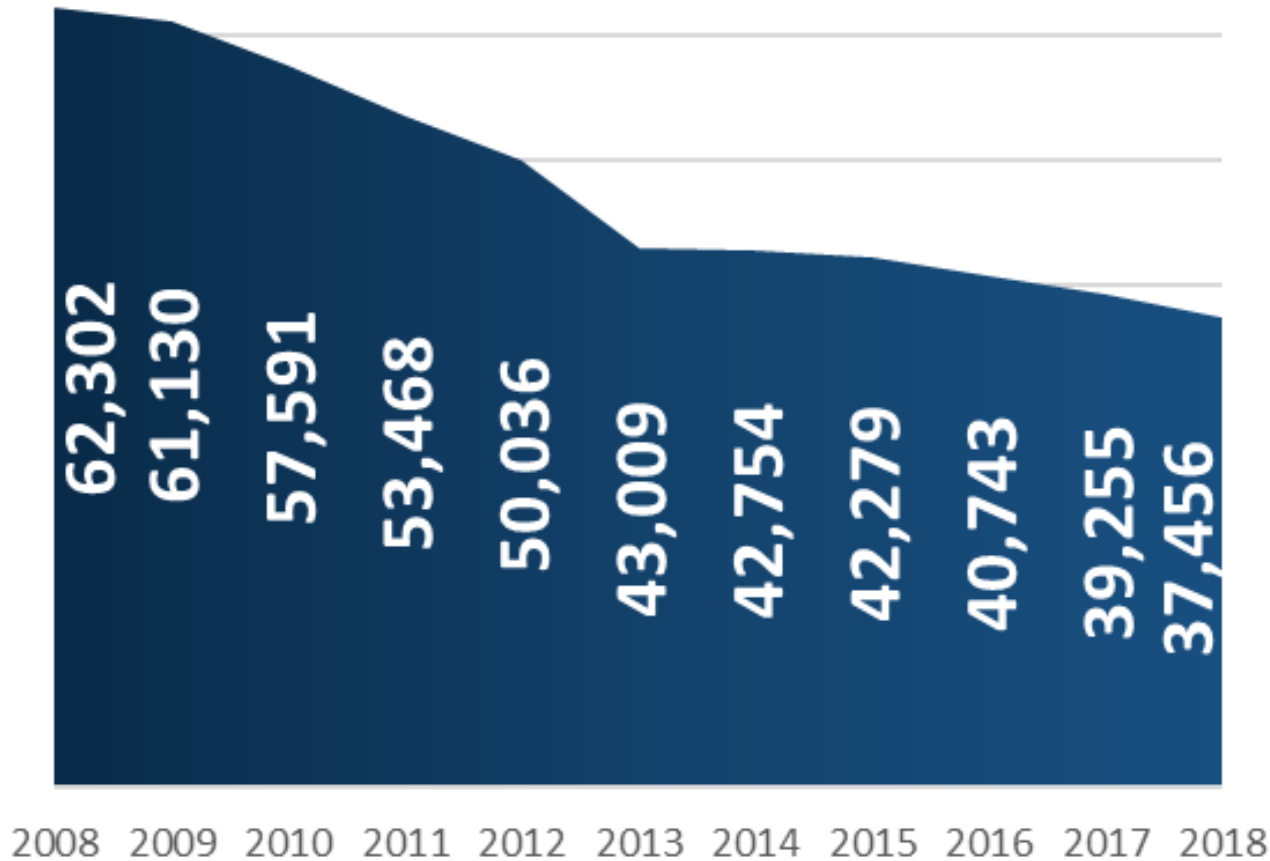


Rebrand and Modernize the DOD Office of Small Business Programs



CHALLENGES FOR SB DEFENSE INDUSTRIAL BASE

Number of Small Business Concerns (SBC) with DoD Obligations



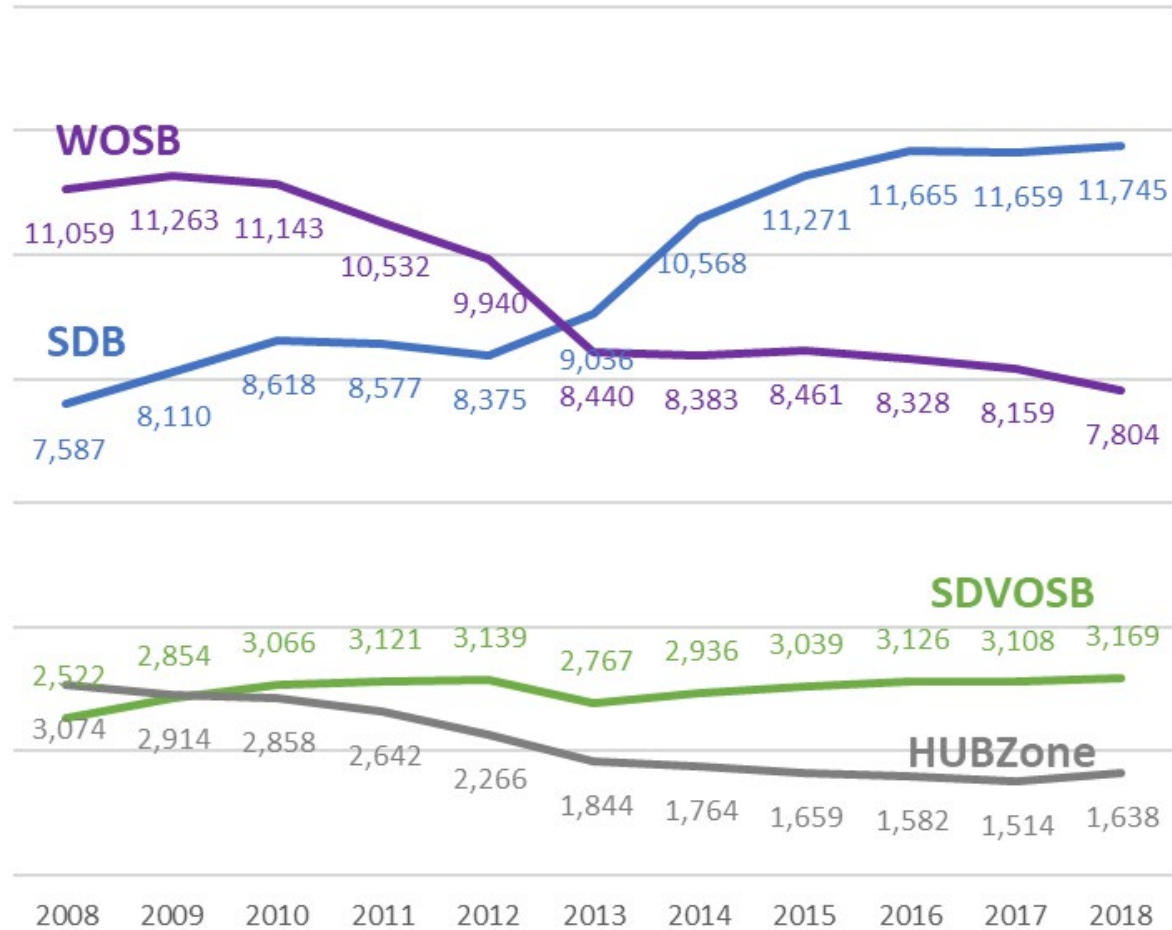
Data Source: FPDS Ad Hoc Reports, Count of Unique DUNS # with Positive Obligations

- Since FY 2008, net loss of over 24,800 SBCs
- Nearly 40% no longer doing business with DoD
- While spending has increased since 2015, DoD continued to lose members of the industrial base
- Average award per SB nearly doubled from \$986K to \$1.9M



DoD SMALL BUSINESS (SB) INDUSTRIAL BASE

Number of Socio-Economic Businesses since 2008



- WOSBs decreased by 3,255 (-29%)
- HUBZones decreased by 1,436 (-47%)
- SDBs increased by 4,158 (55%)
- SDVOSBs increased by 647 (26%)



Department of Defense Office of Small Business Programs



business.defense.gov



osd.business.defense@mail.mil



facebook.com/businessdefense



[@business
defense](https://twitter.com/businessdefense)



DHS OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

BEST PRACTICES PRESENTATION

SMALL BUSINESS REVIEW FORM

APRIL 23, 2019

Kevin Boshears, Director

E. Darlene Bullock, Deputy Director



Homeland
Security

DHS SMALL BUSINESS REVIEW FORM HIGHLIGHTS

- Small Business Review Form (700-22) has been in use at DHS since FY 2005
- Included as an official form in the DHS Forms System
- Used in every procurement decision over the SAT and the completed form must be included in every contract file
- Included in the Homeland Security Acquisition Manual
- Utilized by other Federal Agencies as a model



FULL USE OF SMALL BUSINESS REVIEW FORM

- Execution of the small business program requires coordination and the participation of all members on the acquisition team
- The DHS Small Business Review Form (DHS Form 700-22) is used by acquisition personnel and reminds staff that first considerations for all procurement actions greater than the SAT are socioeconomic programs
- The form references FAR 19.203, 19.502-4, and 8.405-5 emphasizing how DHS purchases fill needs that support the DHS mission and satisfy public policy objectives
- High emphasis on form towards proper market research



CONSIDERATION PROCESS

#1 – Review both original contracts and task orders

#2 – Use the consideration process from FAR 19.203 for procurements expected to exceed the simplified acquisition threshold:

- → First Consideration = 8(a) or HUBZone or SDVOSB or WOSB/EDWOSB
- → Second Consideration = SB
- → Third Consideration = Full and open competition/unrestricted (with small business subcontracting plan and agency mentor-protégé program if applicable)

#3 – When considering the use of a GWAC, Department-wide IDIQ, Agency-wide IDIQ, etc., review the manner in which the original contract was established and look for contracts that offer the consideration process from FAR 19.203 and offers rigorous task order competition



CONSIDERATION PROCESS, continued

#4 – The FAR describes the use of formal set-asides on the GSA Schedule as discretionary; if using the GSA Schedule and there is an *unfounded* resistance to doing a set-aside, use the language and the thought process from SBA’s various Federal Register notices

#5 – Even if the use of formal set-asides on the GSA Schedule is left to the agency contracting officer’s discretion, the agency is ultimately held accountable for taking all reasonable steps to meet its small business goals. In other words, when utilizing this discretion, the procuring agency and contracting officer must consider the statutory requirements and small business contracting goals that are designed to help ensure that small businesses receive a fair proportion of all awards. The contracting officer must explain the decision and document it in the contract file.



SMALL BUSINESS REVIEW FORM AND CATEGORY MANAGEMENT

- DHS's strategic sourcing portfolio of contract vehicles (SSVs) and DHS-adopted BIC contracts must be considered first
 - If the requirement is in scope of a DHS SSV, the component must use the SSV unless it qualifies for an exception or was granted an approved waiver per DHS Directive 060-01
 - If the requirement is not in scope of a DHS SSV, an exception or waiver is not needed
- When not using a DHS SSV or adopted BIC contract, Components must then consider using other BIC (Tier-3) contract solutions, followed by Tier-2 contract solutions such as a Multiple Award Schedules or Government-wide Acquisition Contract (GWAC) to meet their needs prior to using an open market source



KEY TAKE-AWAYS

- Review both original contracts and task orders
- The development and use of the form or this process takes input from the small business teams and the procurement offices
- It's a living document and may have to be updated as changes are made in policy and regulations
- Coordination with your SBA PCR is critical



U.S. Department of Commerce



OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

BEST PRACTICE PRESENTATION

MARCH 2019

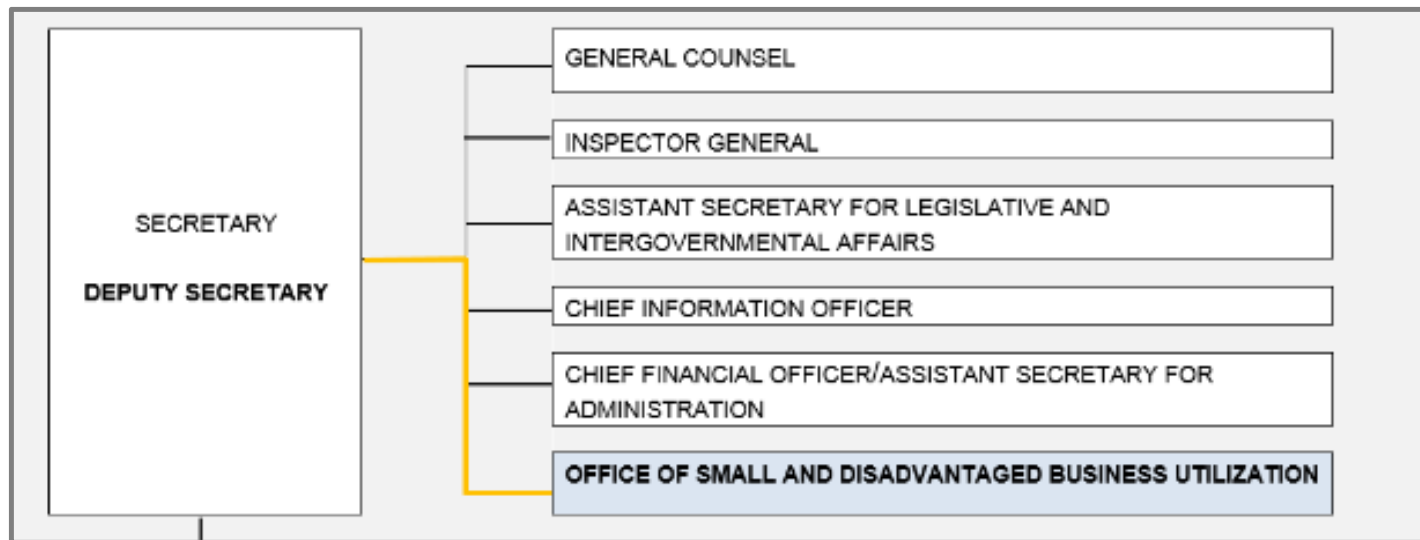
MISSION

Promote job creation and economic growth by ensuring fair and secure trade, providing the data necessary to support commerce, and fostering innovation by setting standards and conducting foundational research and development.

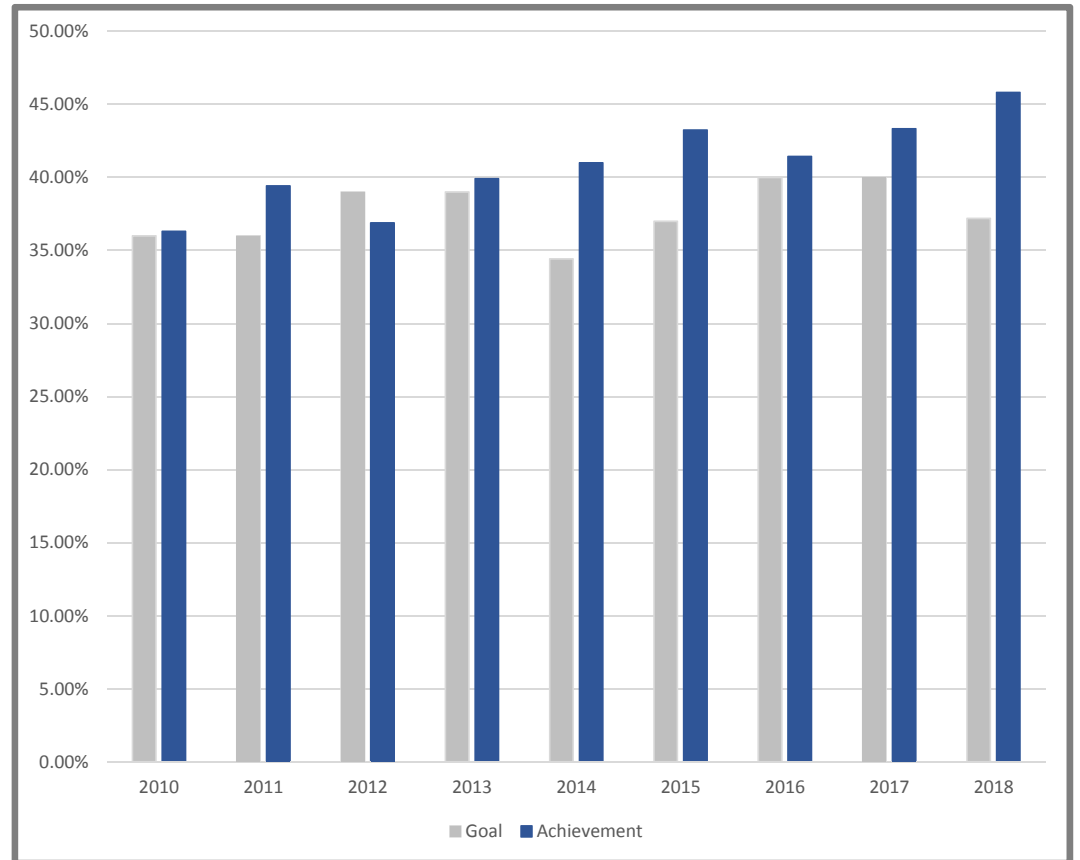
ABOUT US

- **Cabinet-level agency**
- **12 Bureaus**
- **47,000 employees**
- **Offices and facilities in 50 states and over 86 countries**

OSDBU REPORTING STRUCTURE



HISTORY OF GOAL ACHIEVEMENT



BEST PRACTICE

COMMERCE SMALL BUSINESS
PROGRAM MANUAL
(CSBPM)

PURPOSE OF MANUAL

To ensure consistent Small Business Program management procedures and practices are established and followed throughout the Department.

BENEFITS

- **Ensured goal performance continuity**
- **Standardized processes**
- **Clarified oversight and consent role and responsibilities**
- **Ensured statutory and regulatory compliance**

CHALLENGES

- **Resistance to change**
- **Coordination of new CSBPM with existing Commerce Acquisition Manual (CAM)**
- **Communication**

CSBPM

[HTTP://WWW.OSEC.DOC.GOV/OSDBU/](http://www.osec.doc.gov/osdbu/)

GOING FORWARD

Focus will be on managing the tension between holding offices and operating units, especially procurement offices, accountable to following the guidance of the CSBPM while encouraging and maintaining their cooperation and good will toward the Small Business Program and OSDBU.

OPEN DISCUSSION

CONTACT INFORMATION

LaJuene Desmukes

Director

Office of Small and Disadvantaged
Business Utilization

U.S. Department of Commerce

ldesmukes@doc.gov

The background features a large, faded watermark of the Department of Energy seal. The seal is circular with the text "DEPARTMENT OF ENERGY" at the top and "UNITED STATES OF AMERICA" at the bottom. In the center is a shield with a lightning bolt, a gear, and a sun. A bald eagle is perched on top of the shield.

Doing Business with DOE: Best Practices

Charlie Smith

Director

Office of Small & Disadvantaged Business Utilization

Overview

- ❑ DOE Mission
- ❑ What DOE Buys
- ❑ DOE Small Business Priorities
- ❑ Challenges Unique to DOE
- ❑ Best Practices

DOE Mission

The mission of the U.S. Department of Energy is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.

Enhance Efforts in Scientific Discovery and Innovation

- Fund cutting-edge research and deploy innovative energy technologies in collaboration with industry and academia

Nuclear Security

- Ensure the safety of the Nation's nuclear stockpile, advancing nuclear nonproliferation and promoting global nuclear safety

Environmental Responsibility

- Stop or reverse environmental damage caused by the Nation's legacy of nuclear warhead production

Unique Structure of DOE

- 2 Senior Procurement Executives
- 12 Heads of Contracting Authority
- 15 SBA Procurement Center Representatives
- 18 Different Forecasts
- 22 Contracting Activities
- 36 Different Sites
- 80+ Small Business Program Managers

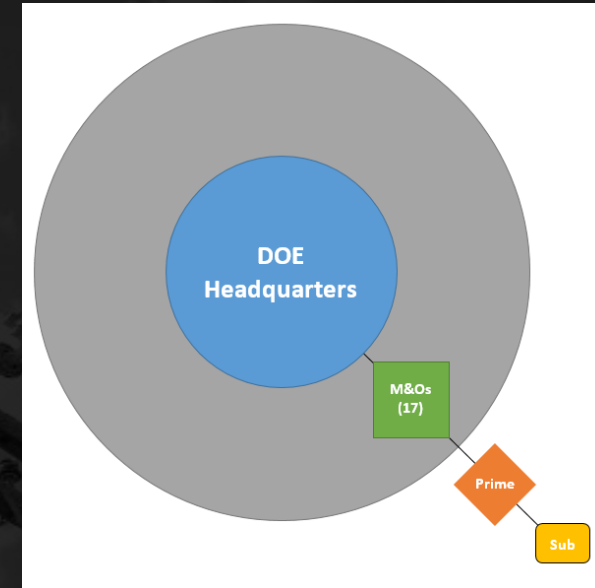
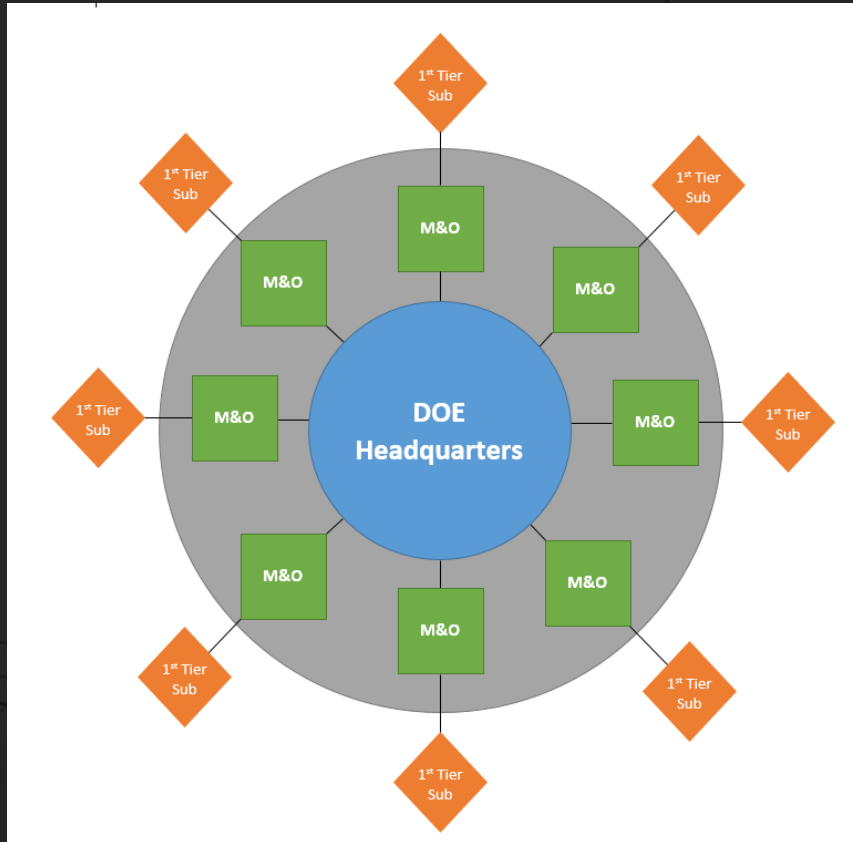
MOSRC

Management & Operating (M&O) Subcontract Reporting Capability

<https://www.energy.gov/management/management-operating-subcontract-reporting-capability-mosrc>

- The Consolidated Appropriations Act of 2014, Title III, Section 318 authorized DOE to count 1st tier subcontracts awarded by its M&O contractors to small businesses toward accomplishment of its annual small business goals.
- The Management & Operating Subcontract Reporting Capability (MOSRC) is an initiative that provides the ability to accurately report the UNCLASSIFIED 1st-tier subcontracting activity of the Department of Energy (DOE)'s M&O contractors to the Small Business Administration (SBA) and the general public.

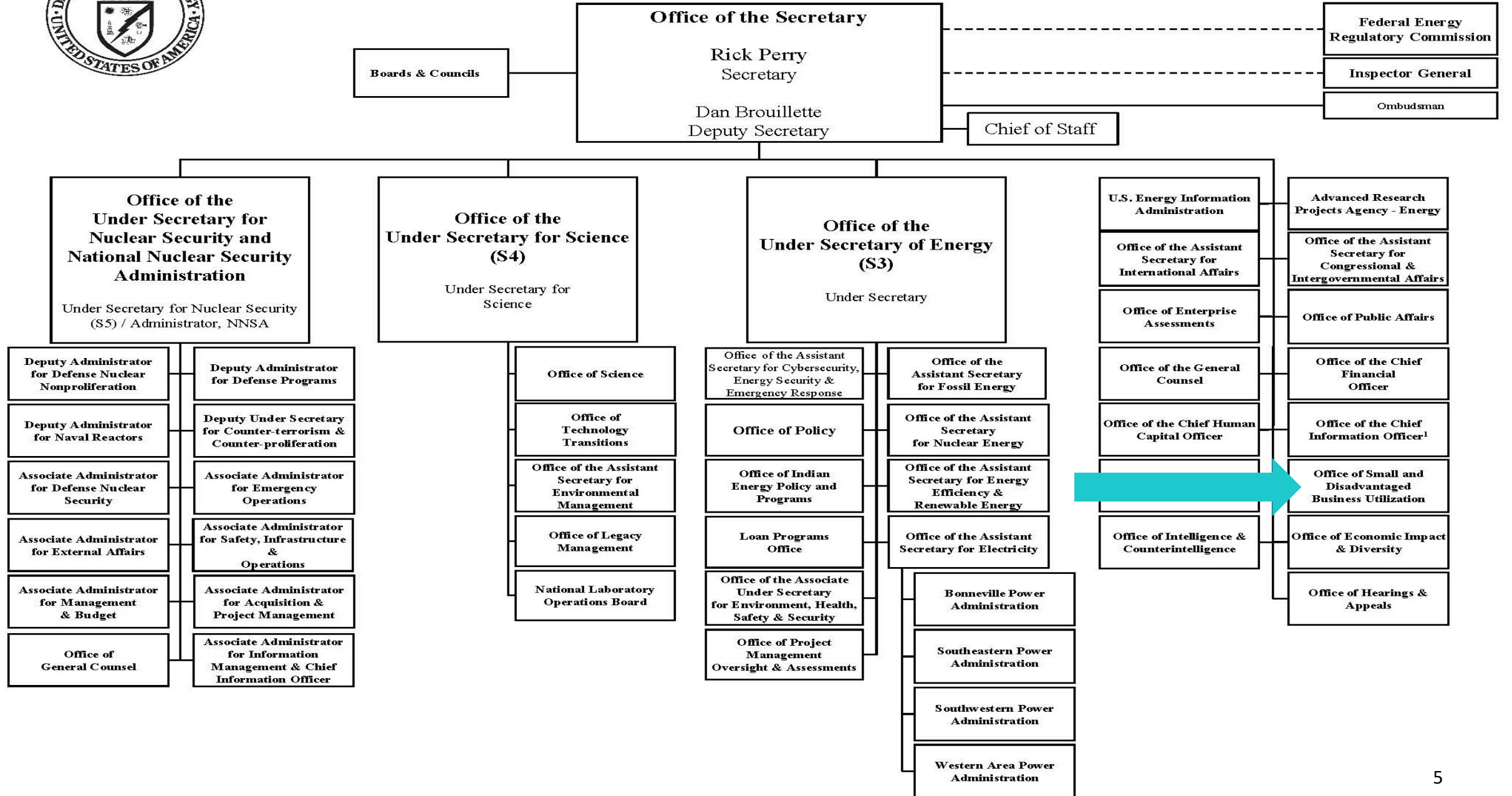
M&O Impact upon DOE



- DOE allocates 85% of its budget to its 17 Management & Operating contractors (M&Os).
- Since M&Os are intertwined with DOE's program elements, Congress determined that DOE shall earn prime small business credit for awards that M&Os make to small business concerns.



DEPARTMENT OF ENERGY

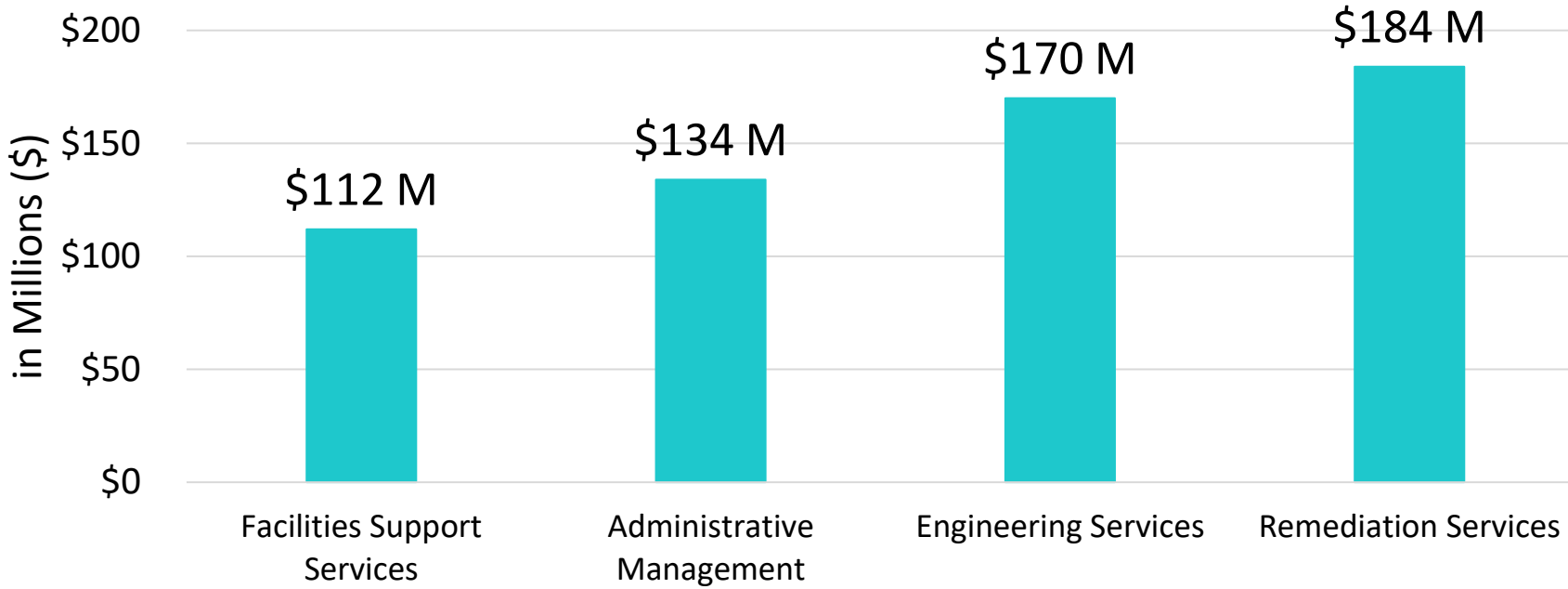


How Much DOE Spends

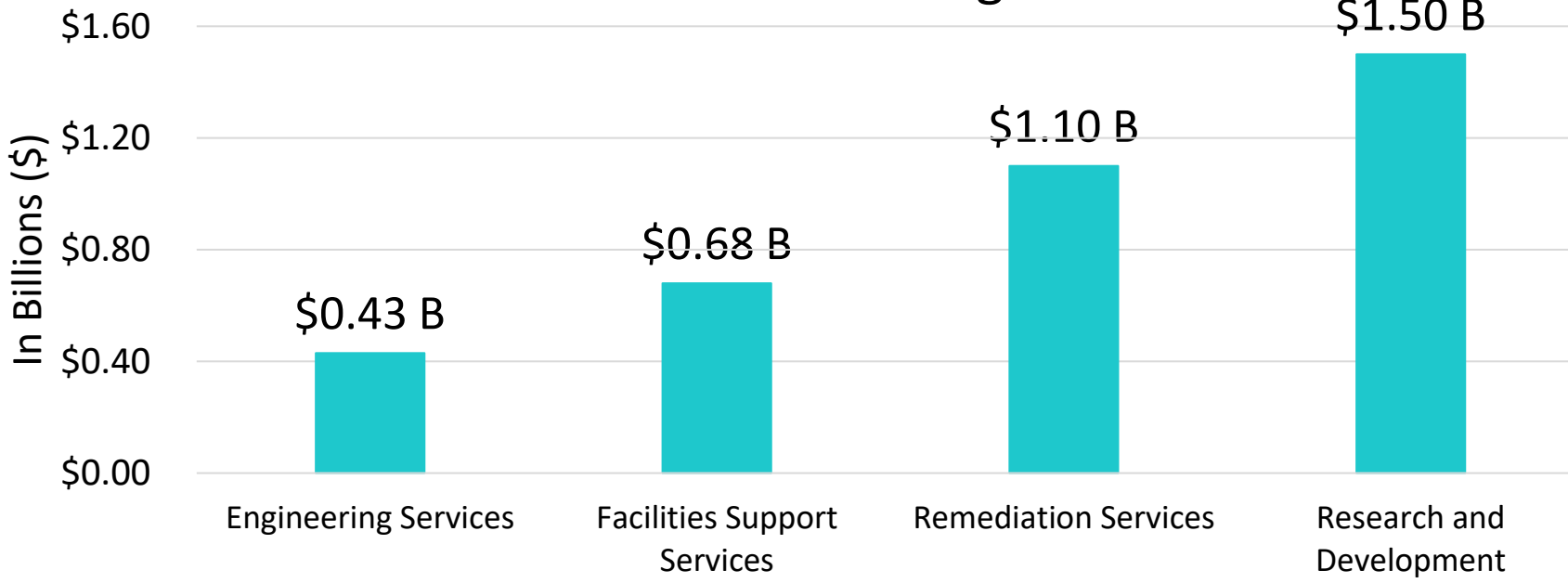
FY17: Largest procurement base of all civilian agencies

- \$3.7 billion in prime small business credit
- \$2.4 billion in small business subcontracting credit
- Additional \$500 million to small businesses

NAICS Prime Action Obligations in FY17



NAICS Subcontract Action Obligations in FY17



What DOE Buys



FY17 Performance

Prime Contracting Small Business Achievement					51.08%
	2016	Goal	2017	in \$	
<i>Small Business</i>	5.39%	10.20%	13.79%	\$ 3,700,000,000	
<i>Women-Owned Small Business</i>	4.79%	5%	2.96%	\$ 796,100,000	
<i>Small Disadvantaged Business</i>	9.53%	5%	4.89%	\$ 1,300,000,000	
<i>Service-Disabled Veteran-Owned Small Business</i>	0.65%	3%	0.98%	\$ 263,500,000	
<i>HUBZone Small Business</i>	0.15%	3%	0.62%	\$ 166,900,000	

A

102.09%

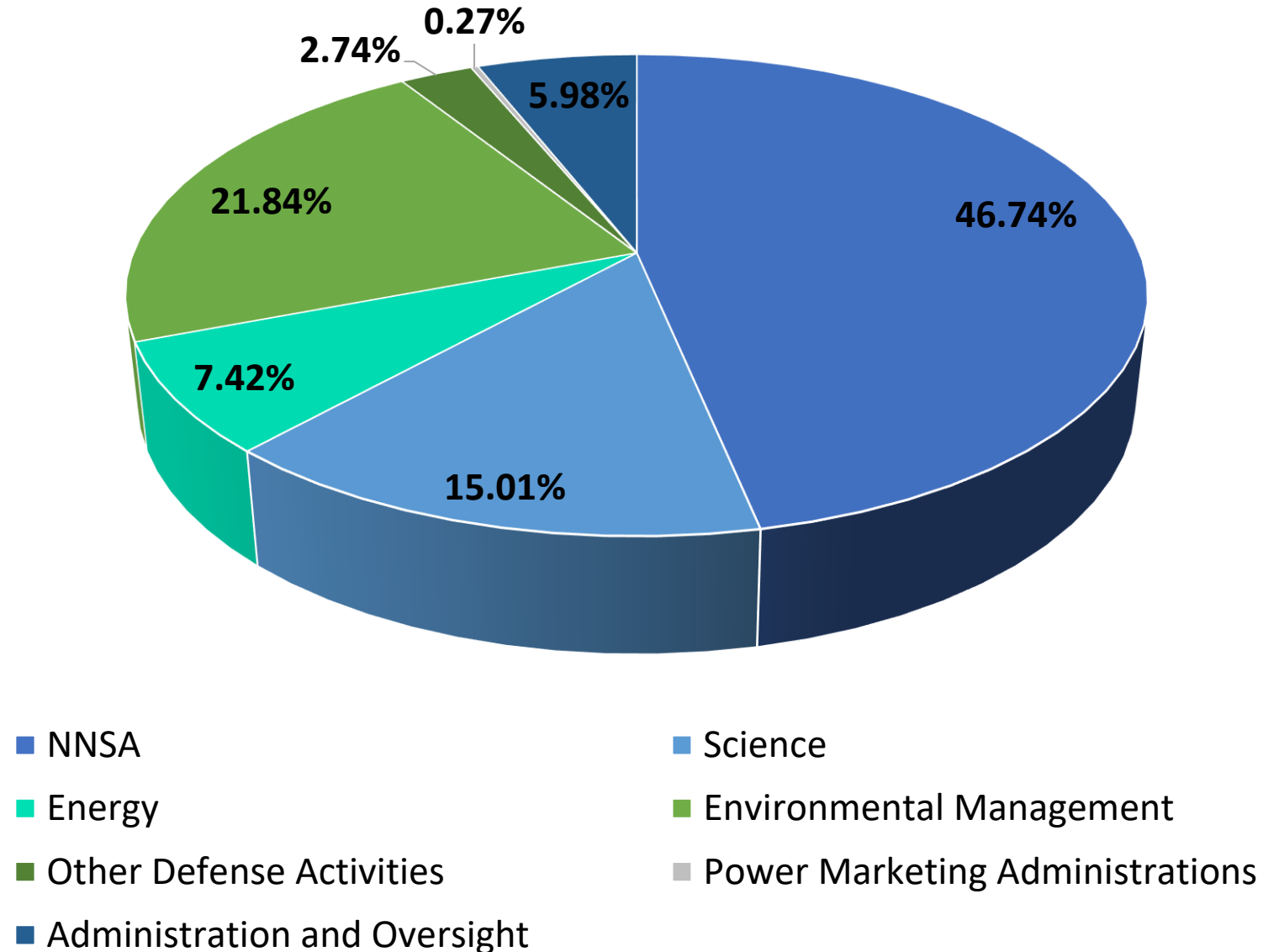
Performance 2015 - 2017

Energy has achieved an “A” grade on our Small Business scorecards since FY 2015

DOE Fiscal Year 2018 Budget

DEPARTMENT OF ENERGY

DOE Programs	FY18 (\$M)
• National Nuclear Security Administration	13,931
• Science	4,473
• Energy	2,214
• Environmental Management	6,508
• Other Defense Activities	816
• Power Marketing Administrations	82
• Administration and Oversight	178
• <i>Savings and Receipts</i>	-159
DOE Total	28,042



DOE Small Business Priorities

1

Making it Easier to do Business with the DOE

2

Forging More Productive Relationships

Achieving Socioeconomic Goals

DOE Small Business Priorities

1

Making it Easier to do Business with the DOE

- Lowering Forecast thresholds
- Improving the DOE Forecast by encouraging program element participation
- Establishing a process for SB's complaints of unduly restrictive actions

2

Forging More Productive Relationships

- Increasing participation small business advocacy groups
- Holding monthly SBPM training meetings
- Regularly consult with DOE's Headquarters Office of Acquisition Management

3

Achieving Socioeconomic Goals

- Refine DOE's MOSRC data
- Hosting several socio-economic subcategories events
- Distributed a "set-aside letter" to Department Heads

Challenges

- DOE's decentralized business model
- Multiple contracting activities
- Access to sites' program managers and buyers
- Unique safety, physical security, and cybersecurity missions
- Requirements often too high in dollar value for small business engagement
- Evolving procurement environment

Best Practices (Outward)

Target your Engagement

- Focus on primary NAICS codes
- Consider partnering, teaming, or DOE MPPs
- Identify low-dollar solicitations to pursue

Develop Allies

- Engage with SBA SBDCs, PTACs, and other small business advocacies
- Participate in DOE outreach events
- Work with DOE SBPMs for follow-up actions

Own Your Future

- Learn the DOE market
- Review all DOE acquisition forecasts and expiring contracts
- Network with DOE SBPMs
- Be familiar with SBA resources
- Ensure socioeconomic representations and certifications are current

Best Practices (Inward)

Outreach Team

- Implementing the DOE Small Business First Policy
- Publishing an OSDBU Annual Report
- Preparing for additional contact with potential Small Businesses by providing “How to Do Business with DOE” email, including informational attachments
- Publication of a Quarterly OSDBU Newsletter with emphasis SBPM successes
- Creating a Customer Care Tracking sheet to ensure OSDBU is providing excellent customer service to OSDBU stakeholders

Inreach Team

- Address undue restriction complaints in the Small Business email box
- Revised and update our Small Business Contact listing
- Sent email blasts about expiring contract and suggested best practices
- Sent email blast suggest two awards to socioeconomic awards
- Monthly Small Business Program Manager Engagement with emphasis on SBPM presentations

Director's Office

- Participation in small business advocacy organizations including OSDBU Director appointment to the Lab Operations Board and the Office of Acquisition Management Council
- Developing and executing both a Small Business Program Strategic Plan and Marketing Strategy to drive a consistent message internally and externally regarding our commitment to Small Business and how that is achieved through spend, innovation, supplier development and outreach

Our Allies

- Small Business Administration
- Small Business Development Center
- Procurement Technical Assistance Centers
- Office of Technology Transitions
- DOE Mentor-Protégé Program
- Small Business Advocacy Organizations

Success from the Field

- DOE's Kansas City National Security Campus managed by Honeywell (SBPM Karen Wrigley) convert five subcontracts from large business to small business totaling more than \$135M.
- DOE's Energy Efficiency Renewable Energy' (EERE) Lani MacRae, SBPM supported the Federal Energy Management Program (FEMP) requiring large business to earmark 30% of the TOTAL contract dollars to subcontract with small business. There are 22 Energy Service Companies (ESCOs), one be a small Business with a total combined contract value of \$55B.
- DOE's Environmental Management Office in Richland, Washington (SBPM Meegan Dudney) works with the Hanford Small Business Council, made up of 8 SBPMs, to host events geared towards small business and make it easier for small business to work with DOE.
- Lani Macrae, SBPM supported the DOE, EERE Appliance and Equipment Standards Program and the contractor Navigant to have 18% small business goal achievement the first year, 25% the second and 30% the third years. The Navigant contract has a \$100M total contract value.

2018 Forum & Expo

Featured Exhibitors:

- Idaho National Laboratory
- Kansas City National Security Campus
- Los Alamos National Laboratory
- Oak Ridge National Laboratory
- Pacific Northwest National Laboratory

Total Registered: 832

- Small Business – 589
- Large Business – 50
- DOE M&O Contractor – 62
- DOE Federal Employees – 71
- Other (Government) – 48
- Other – 12



A nighttime photograph of the Pittsburgh skyline, featuring illuminated skyscrapers and bridges over the Allegheny River. The city lights are reflected in the water, and a fountain is visible in the foreground. The sky is a deep blue, and the overall scene is vibrant and urban.

PITTSBURGH 2019

APRIL 16-18, 2019

American Energy Dominance Powered by Small Business



U.S. DEPARTMENT OF
ENERGY

U.S. Department of Justice Best Practices



U.S. Department of Justice
Office of Small and Disadvantaged Business Utilization
<http://www.justice.gov/osdbu>

July 2019

DOJ's Organization

Headquartered in Washington, DC with offices across the United States

DOJ's Mission/Priorities:

- to enforce the law and defend the interests of the United States according to the law;
- to ensure public safety against threats foreign and domestic;
- to provide federal leadership in preventing and controlling crime;
- to seek just punishment for those guilty of unlawful behavior;
- and to ensure fair and impartial administration of justice for all Americans.

DOJ's Major Buying Activities

- The Federal Bureau of Prisons (BOP)
- Federal Bureau of Investigation (FBI)
- The Justice Management Division (JMD)
- The U. S. Marshals Service (USMS)
- Drug Enforcement Administration (DEA)
- Federal Prison Industries (FPI)/UNICOR
- Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF)
- The Office of Justice Programs (OJP)

Annual Procurement Budget

-About \$6.0 - \$8.0 Billion per year

-Including \$400-\$600 Million in
Subcontracting

Q. What Does DOJ Procure?

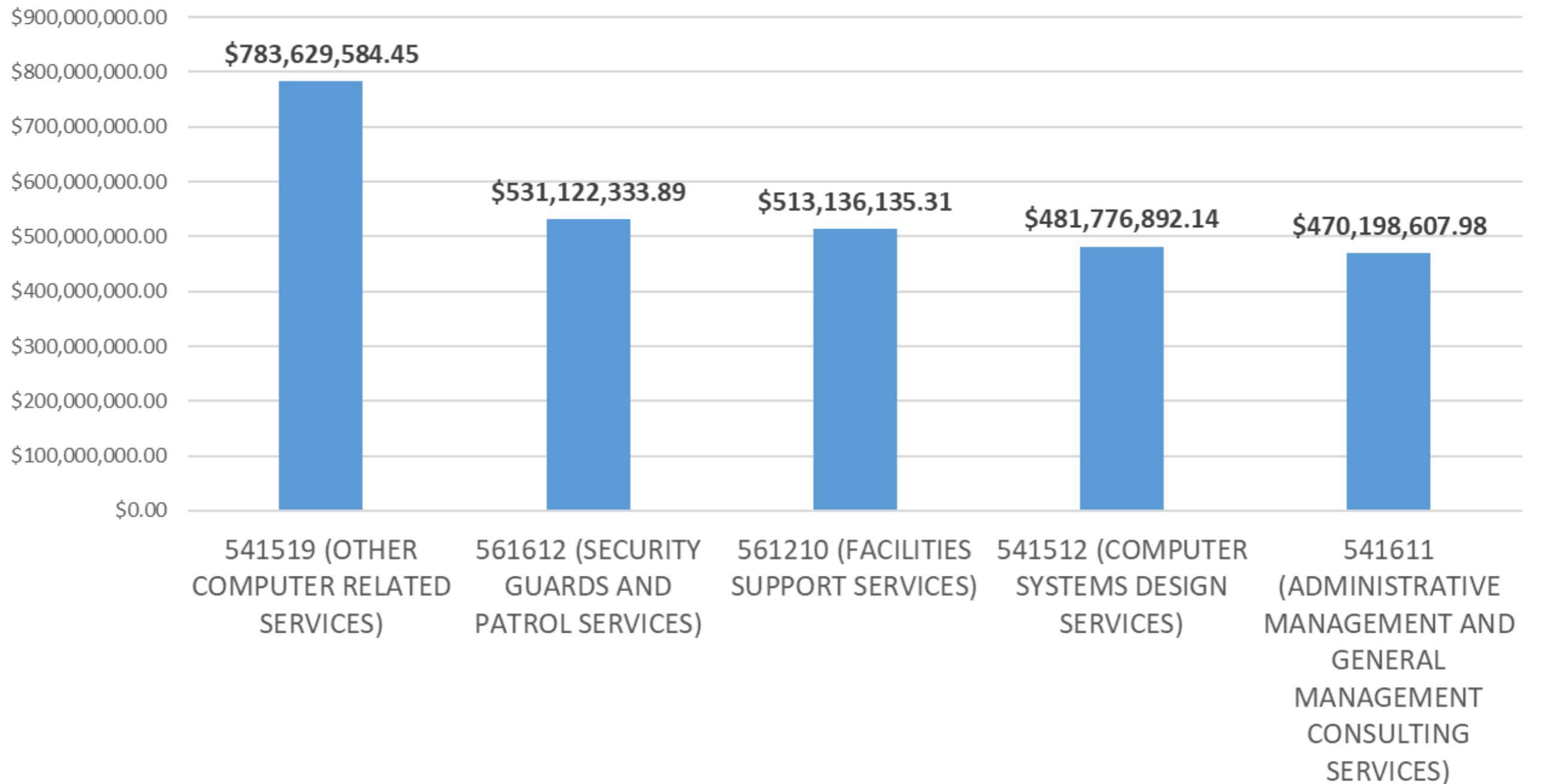
A. Pretty Much Everything, from “A” to “Z”

DOJ's FY 2018 Small Business Accomplishments

Category	Prime Goals	Accomplishments
Small	30.00%	34.05%
SDB	5.00%	14.55%
WOSB	5.00%	6.64%
HUBZone	3.00%	2.28%
SDVOSB	3.00%	5.08%

DOJ's Top 5 NAICS Codes

FY 2018 DOJ Top 5 NAICS Codes



DOJ's Small Business Procurement Scorecard Results

FY	Goals Prime/Sub	Results	Scorecard Grade
2012	29.0%/44.0%	29.82%/39.7%	A
2013	29.0%/44.0%	26.16%/42.5%	B
2014	29.2%/42.0%	32.45%/33.8%	A
2015	27.5%/42.0%	29.79%/38.2%	A
2016	30.0%/40.0%	31.72%/38.2%	A
2017	31.0%/40.0%	29.87%/36.8%	A
2018	30.0%/39.0%	34.11%/40.0%	A

DOJ's Best Practices

- Leadership Support
- Cooperation among all in the Procurement Chain – CAO, SPE, Bureau Procurement Chiefs, Small Business Specialists
- Justice Acquisition Council
- Support for the small business programs and small business goal achievement is in the performance work plans of Executive, Procurement, and Program staffs
- Provide progress reports on a monthly basis
- Aggressive Vendor Outreach Program
- Increased Inclusion of OSDBU in Procurement Planning
- Proximity

OSDBU Contact Info

Bob Connolly,
Director, OSDBU
U.S. Department of Justice
Robert.L.Connolly@usdoj.gov
Phone: (202) 616-6596
Mobile 202-598-7249
www.justice.gov/osdbu



U.S. Department of Labor (DOL)

Office of Small and Disadvantaged Business Utilization

Small Business Utilization
Best Practices

September 24, 2019

Gladys Bailey, PhD



DOL Mission

- ✓ To foster, promote, and develop the welfare of the **wage earners, job seekers, and retirees** of the United States;
- ✓ Improve **working conditions**;
- ✓ Advance opportunities for **profitable employment**;
- ✓ and assure work-related **benefits and rights**.





On March 4, 2010, the Secretary of Labor issued Secretary's Order 02-2010 to realign the Department's small business-related functions under the Assistant Secretary for Administration and Management to better integrate small business outreach and procurement with the overall DOL procurement function and appointed the Assistant Secretary for Administration and Management to serve as **Director of the Small and Disadvantaged Business Utilization Program** responsible only to, and report directly to, the Secretary.



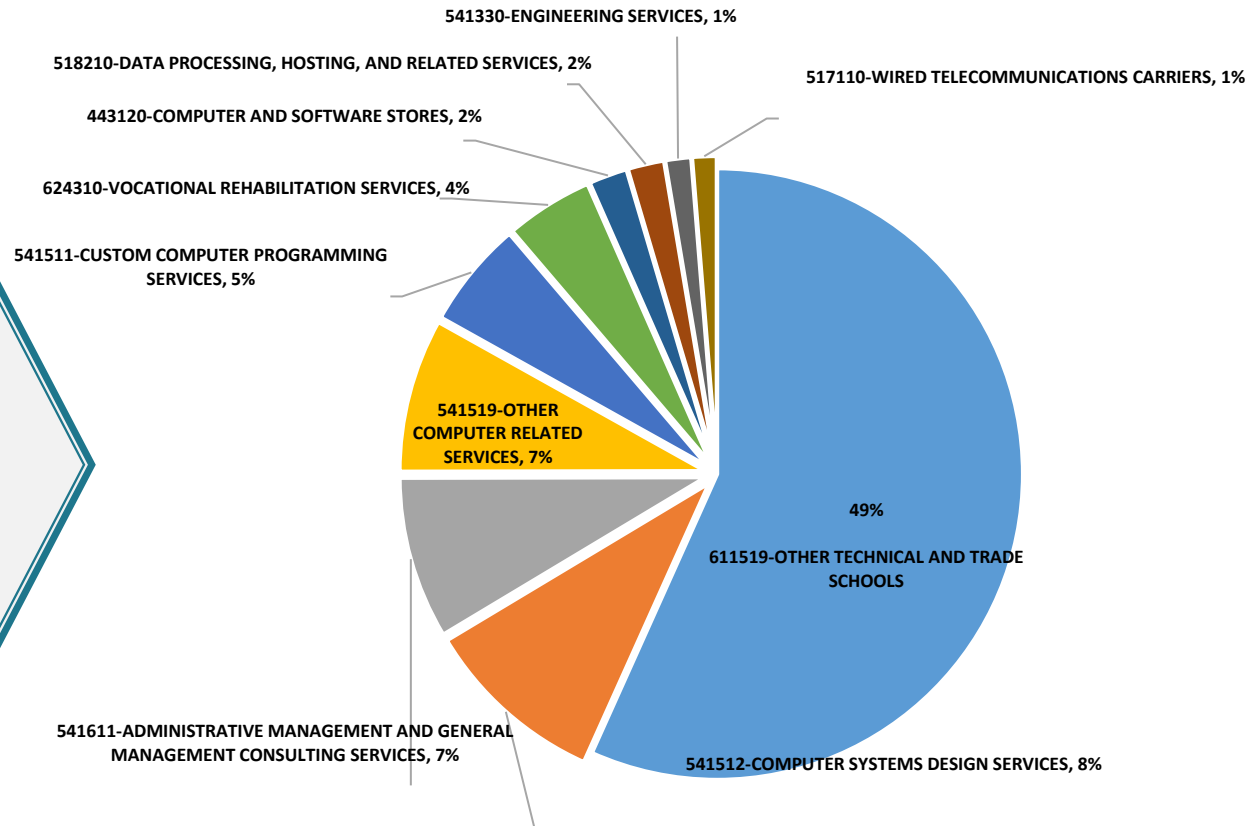


FY18 Top Ten Spend NAICS \$1.6B

FY18 DOL spent \$1.9B in contracts -- Total 229 NAICS



- DOL buys the normal goods and services like most agencies such as
- professional, technical and scientific
- information technology, software licenses
- administrative
- financial
- management consulting services
- training
- construction
- other computer related services
- telecommunication
- other technical and trade schools

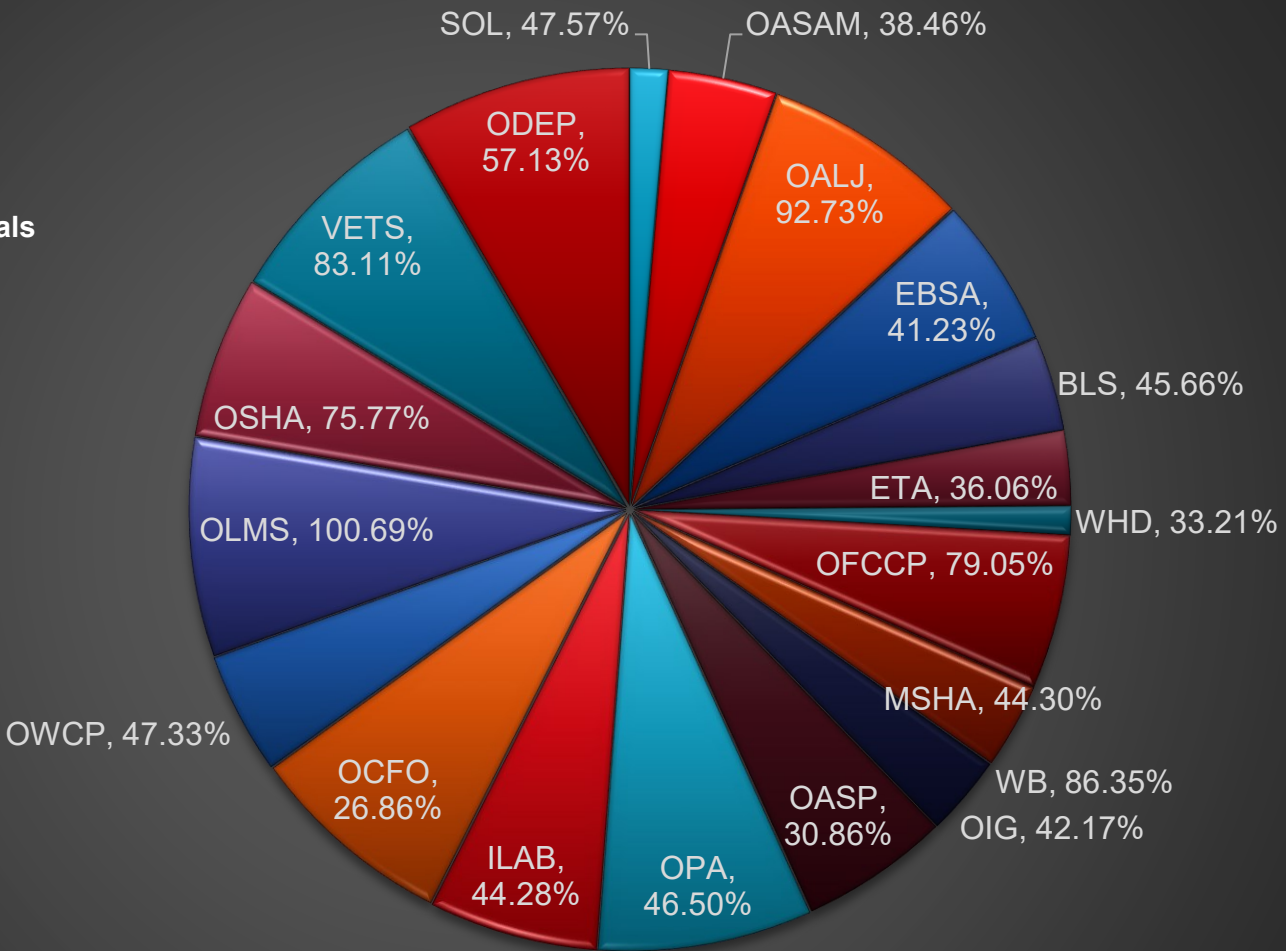


Goaled Component Agencies FY 2018 SB Performance



■ 11 achieved SB Goals
■ 9 did not achieved SB Goals

DOL SB Goal 36.45%
Achieved 39.40%



■ SOL ■ OASAM ■ OALJ ■ EBSA ■ BLS ■ ETA ■ WHD ■ OFCCP ■ MSHA ■ WB
■ OIG ■ OASP ■ OPA ■ ILAB ■ OCFO ■ OWCP ■ OLMS ■ OSHA ■ VETS ■ ODEP



Three Pronged Approach



Three pronged approach to the Department's small business programs-

1. Outreach

2. In-reach

3. Senior-level Commitment



Outreach



Our outreach practices include:

1. **Vendor Outreach Sessions**, 250 vendors are invited to attend this quarterly event
2. **“Marketing to DOL” Training Sessions** held once a quarter targeting “difficult to meet” socioeconomic categories
3. **“One on One” Introductory Sessions** held with small business advisors
4. **Program Personnel Marketing Meetings** held upon request from contractor once prepared to take marketing strategies to the next level
5. **Industry Days** held for upcoming solicitations



Outreach continued...



Vendors have provided OSDBU accolades on the following areas within our outreach practices:

✓ **Vendor Outreach Sessions (VOS)-**

- ❑ Request participating program personnel to provide a “one page synopsis” of upcoming solicitations. This provides additional insight to contractors on upcoming requirements before the market research process.
- ❑ Provide FBO solicitation postings to VOS representatives to ensure they are aware of requirements that have hit the street.

✓ **Industry Days-**

- ❑ Assist program personnel in reaching out to the small business community by using DSBS and identifying larger pools of small business contractors to participate in our events.
- ❑ Serve on Industry Day Panels to ensure small business concerns are being addressed.
- ❑ Encourage inquiries and open dialogue from program personnel during these events.
- ❑ Record Industry Days and make them available on DOL’s website so small businesses can access at a later time, in addition to providing participating vendors a list of all participants for future teaming opportunities.



In-reach



DOL's in-reach consists of our daily operations and interaction with program personnel, we have to “**reach-into our mission needs**” to accomplish common needs. Key areas of in-reach include:

- ✓ Forecast of Contracting Opportunities
- ✓ Training
- ✓ Acquisition Screening and Review of all requirements above the SAT (**Deviation in place)
- ✓ **Continuous** communication and consultation with acquisition officials



In-reach....

DOL Joined GSA Forecast of Contracting Opportunities Tool in September 2018



Acquisition Gateway | Tools | Resources | Tutorials | Search Acquisition Gateway

Create Listing | Deleted Listings | Published Listings | Unpublished Listings

FORECAST OF CONTRACTING OPPORTUNITIES

- Keyword Search
- Applied Filters**
- Department of Labor
- Agency**
- Department of Labor
 - Department of the Interior
 - General Services Administration

- Place of Performance**
- AK
 - AL
 - AR
 - AS-American Samoa
 - AZ
 - CA
 - CO
 - CT
 - DE
 - FL
 - GA
 - GU-Guam
 - HI
 - IA
 - ID
 - IL
 - IN
 - KS
 - KY
 - LA

Found 910 results of 7003 | Reset | Share | 1 of 37 | 25

Welcome to the Forecast of Contracting Opportunities Tool!

Participant Assistance Program Customer Satisfaction Survey [Edit] [Unpublish] [Trash]

To conduct annual customer satisfaction studies of EBSA's Participant Assistance Program for program evaluation and improvement purposes.

Listing ID: 18758	Agency: Department of Labor
Organization: Employee Benefits Security Administration	Place of Performance: Vendor's site , N/A
NAICS Code: 561990	Award Status: Solicitation Issued
Estimated Contract Value (Min.): 501K to 1M	Estimated Contract Value (Max.): 2.1M to 5M
Estimated Award Date (FY-QTR): 2019 - 4th	Period of Performance: to
Acquisition Strategy/Type of Set-Aside: None - No Set-Aside Used	Contract Type: Firm Fixed Price
Type of Awardee: To Be Determined	

[View Details](#)

Workforce Policy Development Center [Edit] [Unpublish] [Trash]

Workforce Innovation and Opportunity Act Policy Development Center For Increasing Employment and Economic Advancement of People with Disabilities

Listing ID: 18339	Agency: Department of Labor
Organization: ODEP	Place of Performance: nationwide, N/A , DC
NAICS Code: 541990	Award Status: on solicitation
Estimated Contract Value (Min.): 5000000.00	Estimated Contract Value (Max.): 5000000.00
Estimated Award Date (FY-QTR): 2019 - 4th	Period of Performance: to
Acquisition Strategy/Type of Set-Aside: Set-aside - Total Small Business	Contract Type: Firm Fixed Price - FSS Task Order (GSA)
Type of Awardee: Total Small Business	

[View Details](#)

Copier Maintenance Service for S-4214 and S-5526 [Edit] [Unpublish] [Trash]

Copier Maintenance Service for S-4214 and S-5526

Listing ID: 16167 **Agency:** Department of Labor



In reach...

OSDBU participates in the Acquisition Training Thursdays (1 CLP)



	Topic
10/11	Sustainability
10/18	Buy American Act
10/25	Procurement Policy Changes
11/01	Buy American Act
11/08	DL1-2004 Acquisition Screening and Review
11/15	Subcontracting Reporting- Post Award
11/29	Procurement Policy Changes
01/17	Terminations
01/24	Small Business Set Aside
01/31	Procurement Policy Changes
02/07	Contractor Exit Policy
02/14	CPARS – Understanding Ratings
02/21	Source Selection Series, Episode # 1 – Procurement Integrity
02/28	Procurement Policy Changes
03/07	Source Selection Series, Episode # 2 – Conducting Acquisition Planning
03/14	Source Selection Series, Episode # 3 – Market Research
03/21	Source Selection Series, Episode # 4 – Selecting Evaluation Methodology
03/28	Source Selection Series, Episode # 5 – Establishing the Source Selection Organization
05/2	Source Selection Series, Episode # 3 – Market Research
05/9	Source Selection Series, Episode # 4 – Selecting Evaluation Methodology
05/16	Source Selection Series, Episode # 5 – Establishing the Source Selection Organization
05/23	SBA Ostensible Subcontractor – Guest Speaker
05/30	Source Selection Series, Episode # 6 – The Solicitation: Potential Problems and Ways to Improve your Solicitation
06/6	Source Selection Series, Episode # 7 – Evaluating Proposals
06/13	Source Selection Series, Episode # 8 – Exchanges with Offerors
06/20	Limitations on Subcontracting
06/27	Ability-One Training – Guest Speaker



Senior-level Commitment



Senior-level Commitment is accomplished on numerous levels at DOL. All acquisition personnel have a small business performance element within their Performance Management Plan. The following are other areas that support senior level commitment:

- ✓ **DOL Operating Plan-**

- ❑ The Deputy Secretary has engaged all Agency Heads to report on over 100 metrics within DOL's Operating Plan. OSDBU reports agencies small business performance on a quarterly basis in the Operating Plan, and the Deputy Secretary goes over performance with Agency Heads

- ✓ **Procurement Metrics Report-**

- ❑ The Procurement Metrics Report also provides small business performance on a quarterly basis, and provides Administrative Officers and Agency Acquisition Personnel the opportunity to proactively increase small business participation

- ✓ **Small Business Goaling Page-**

- ❑ DOL's Intranet- "LaborNet", has a section devoted to Workplace Resources, OSDBU hosts the "Small Business Goaling Page" in this area, and updates all agencies small business performance against assigned goals on a quarterly basis. Updates to this page are sent to all Agency Heads on a quarterly basis, and all DOL personnel have access to this information 24/7

**U.S. Department of Labor
Small Business Goaling Report
Q3/Fiscal Year 2019**



Funding Agency	SB	SDB	SDVOSB	WOSB	HUBZone
<u>Department of Labor</u>	40.55% ✓	25.57% ✓	5.74% ✓	13.61% ✓	5.61% ✓
<u>Bureau of International Labor Affairs (ILAB)</u>	20.77% ✗	14.80% ✓	0.00% ✗	0.00% ✗	0.00% ✗
<u>Bureau of Labor Statistics (BLS)</u>	77.53% ✓	3.56% ✗	1.48% ✗	30.51% ✓	2.30% ✗
<u>Employee Benefits Security Administration (EBSA)</u>	6.25% ✗	4.02% ✗	0.17% ✗	-1.10% ✗	0.08% ✗
<u>Employment and Training Administration (ETA)</u>	35.36% ✓	23.83% ✓	3.98% ✓	12.62% ✓	5.86% ✓
<u>Mine Safety and Health Administration (MSHA)</u>	81.27% ✓	37.21% ✓	39.02% ✓	11.14% ✓	18.92% ✓
<u>Occupational Safety and Health Administration (OSHA)</u>	73.95% ✗	30.47% ✓	31.92% ✓	15.32% ✓	2.21% ✗
<u>Office of Administrative Law Judges (OALJ)</u>	91.44% ✗	87.42% ✓	87.42% ✓	1.53% ✗	0.00% ✗
<u>Office of Disability Employment Policy (ODEP)</u>	52.00% ✗	0.93% ✗	0.00% ✗	48.93% ✓	0.93% ✗
<u>Office of Federal Contract Compliance Programs (OFCCP)</u>	10.93% ✗	7.51% ✓	-0.43% ✗	3.33% ✗	0.00% ✗
<u>Office of Public Affairs (OPA)</u>	42.70% ✗	31.87% ✓	9.76% ✓	0.00% ✗	5.87% ✓
<u>Office of Inspector General (OIG)</u>	29.49% ✓	21.97% ✓	0.65% ✗	3.03% ✗	2.04% ✗
<u>Office of Labor-Management Standards (OLMS)</u>	96.16% ✓	94.58% ✓	0.00% ✗	78.32% ✓	7.91% ✓
<u>Office of the Assistant Secretary for Administration and Management (OASAM)</u>	41.28% ✗	32.67% ✓	3.04% ✓	13.62% ✓	5.13% ✓
<u>Office of the Assistant Secretary for Policy (OASP)</u>	2.01% ✗	2.01% ✗	0.00% ✗	0.00% ✗	0.00% ✗
<u>Office of the Chief Financial Officer (OCFO)</u>	55.96% ✓	25.66% ✓	0.00% ✗	52.89% ✓	0.00% ✗
<u>Office of the Solicitor (SOL)</u>	32.34% ✗	1.08% ✗	1.93% ✗	4.04% ✗	7.82% ✓
<u>Office of Workers' Compensation Programs (OWCP)</u>	55.55% ✓	35.70% ✓	0.45% ✗	0.80% ✗	9.25% ✓
<u>Veterans' Employment and Training Service (VETS)</u>	98.05% ✓	94.59% ✓	92.42% ✓	0.62% ✗	0.00% ✗
<u>Wage and Hour Division (WHD)</u>	51.19% ✓	41.66% ✓	0.75% ✗	30.85% ✓	1.73% ✗
<u>Women's Bureau (WB)</u>	94.49% ✓	94.49% ✓	0.00% ✗	94.49% ✓	0.00% ✗

OSDBU Category Management Trainings



May	June	July	August	October
<p>GSA participated in all trainings to provide an overview of the FSS/IDIQ or GWACs and/or system and any additional or technical assistance needed.</p>				
5-17-2018	6-28-2018	7-19-2018	8-16-2018	STILL PLANNING
<p>VETS 2 The VETS 2 GWAC offers a unique contribution to the federal acquisition community as it's the only GWAC set-aside exclusively for Service-Disabled, Veteran-Owned Small Businesses (SDVOSB). VETS 2 is designed to meet a variety of diverse agency IT requirements, including new and emerging technologies in regards to data management, information and communications technology, IT security, software development, and systems design.</p>	<p>OASIS SB OASIS Small Business (SB) is a multiple award, Indefinite Delivery Indefinite Quantity (IDIQ) contracts that provide flexible and innovative solutions for complex professional services to include management, consulting, logistical, engineering, scientific, and financial services.</p>	<p>HCATS The Human Capital and Training Solution (HCaTS) contract is the result of a partnership between The U.S. Office of Personnel Management (OPM) and the General Services Administration (GSA). The offerings include customized training and development services; human capital strategy services, and overall organizational performance improvement.</p>	<p>NASA SEWP Solutions for Enterprise-Wide Procurement (SEWP, pronounced 'soup'), is a multi-award Government-Wide Acquisition Contract (GWAC) vehicle focused on IT products and product based services. The 37 pre-competed Contract Holders offer a wide range of advanced technology including tablets, desktops and servers; IT peripherals; network equipment; storage systems; security tools; software products; cloud based services; video conferencing systems and other IT and Audio-Visual products. Product based services such as installation, training, maintenance and warranty are also available through SEWP. As an OMB authorized GWAC, the SEWP contracts are utilized by all Federal Agencies.</p>	<ul style="list-style-type: none"> • JAN/SAN • IT 70 • Alliant SB • NITAAC • Army Chess • MRO • BMO



DOL FY 2018 Category Management Performance



Executive Summary Dashboard - Department View

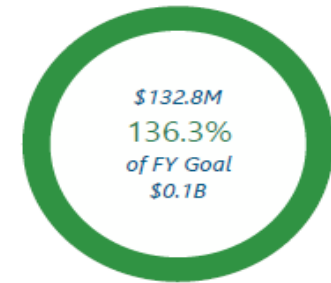
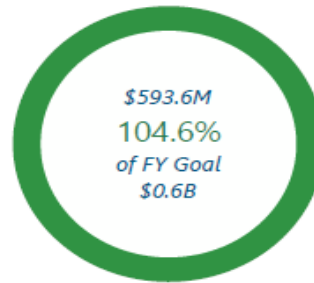
Include/Exclude Departments:
 CFO
 NON CFO

Select a Department

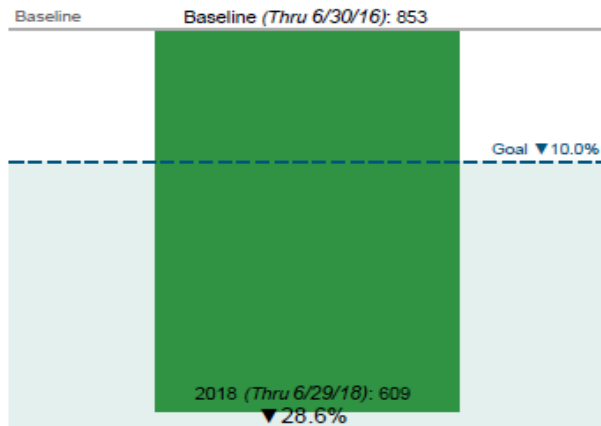
Spend Under Management

BIC Obligation

DOL

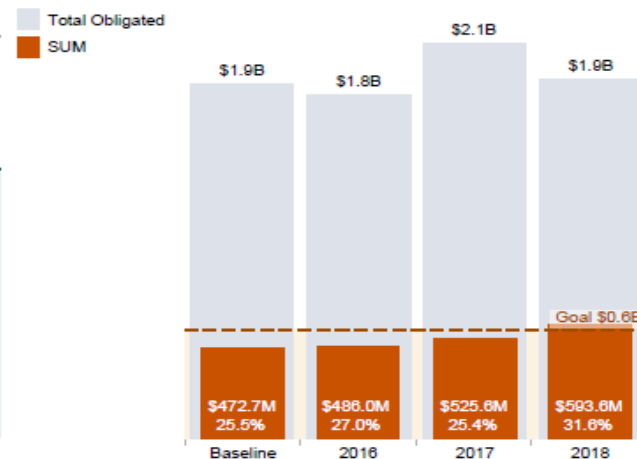


Tier 0 Contract Reduction

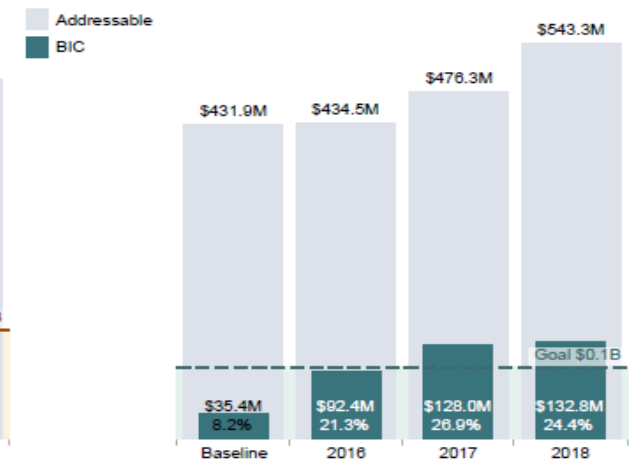


Contract Reduction data is YTD minus 3 months

SUM to Total Obligations



BIC to Addressable



Data Updated 10/1/2018 8:02:35 PM; Data Through 9/30/2018



FY 2018

Category Management

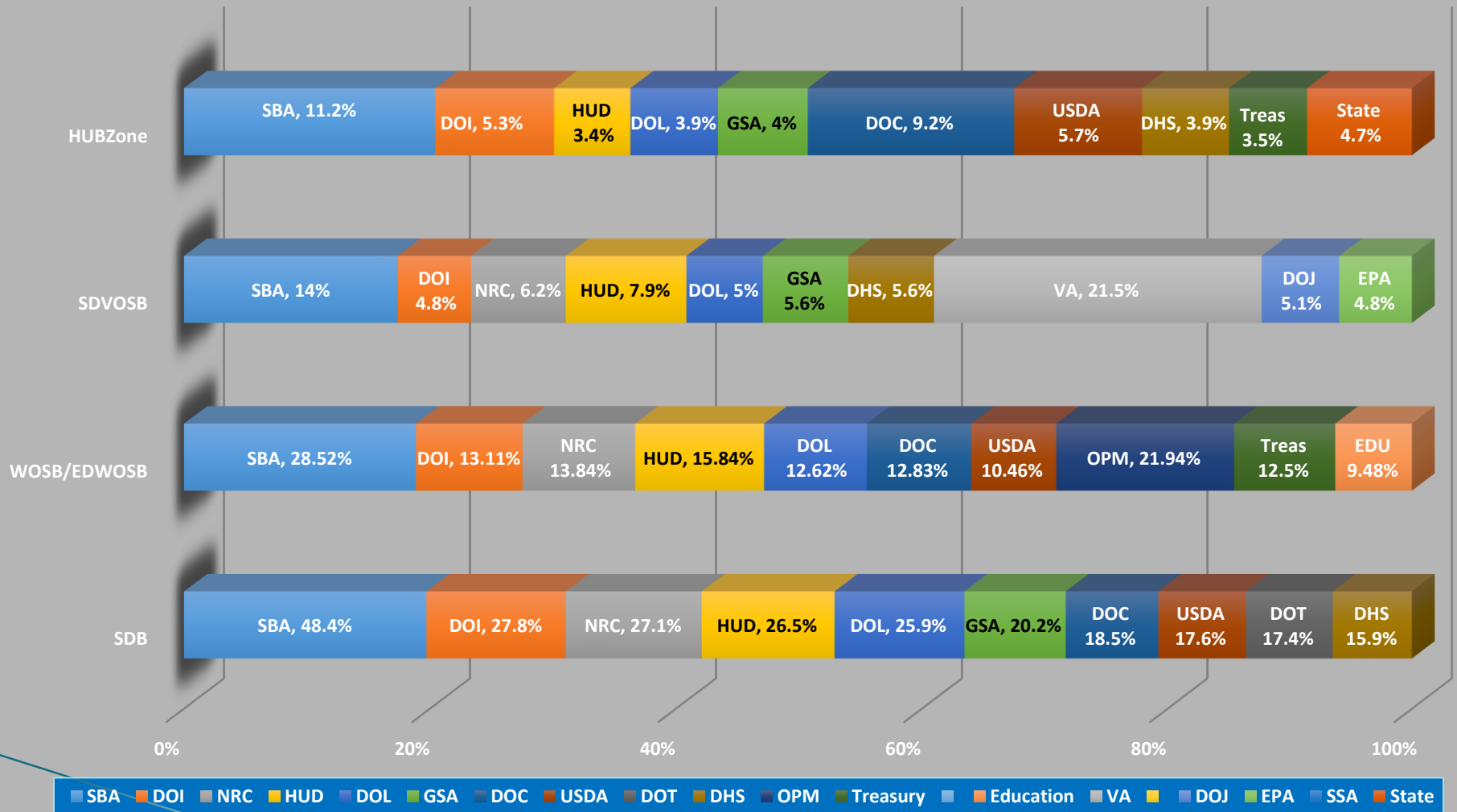
Small Business Performance



Overall Figures and Vendor-Attribute Breakout

Overall Dollars Obligated	Total Actions	SB-Eligible Obligated	Small Business Actions	Small Business Obligated	Small Business Percentage	SB Unique Vendor Count
\$1,918.8M	6,525	\$1,918.6M	3,293	\$743.8M	38.8%	822
	Women-Owned Small Business		1,051	\$241.2M	12.6%	235
	Veteran-Owned Small Business		510	\$129.1M	6.7%	144
	Svc-Disabled Veteran-Owned Small ..		327	\$86.6M	4.5%	97
	Small Disadvantaged Business		1,624	\$493.7M	25.7%	362
	HUBZone		325	\$73.1M	3.8%	74

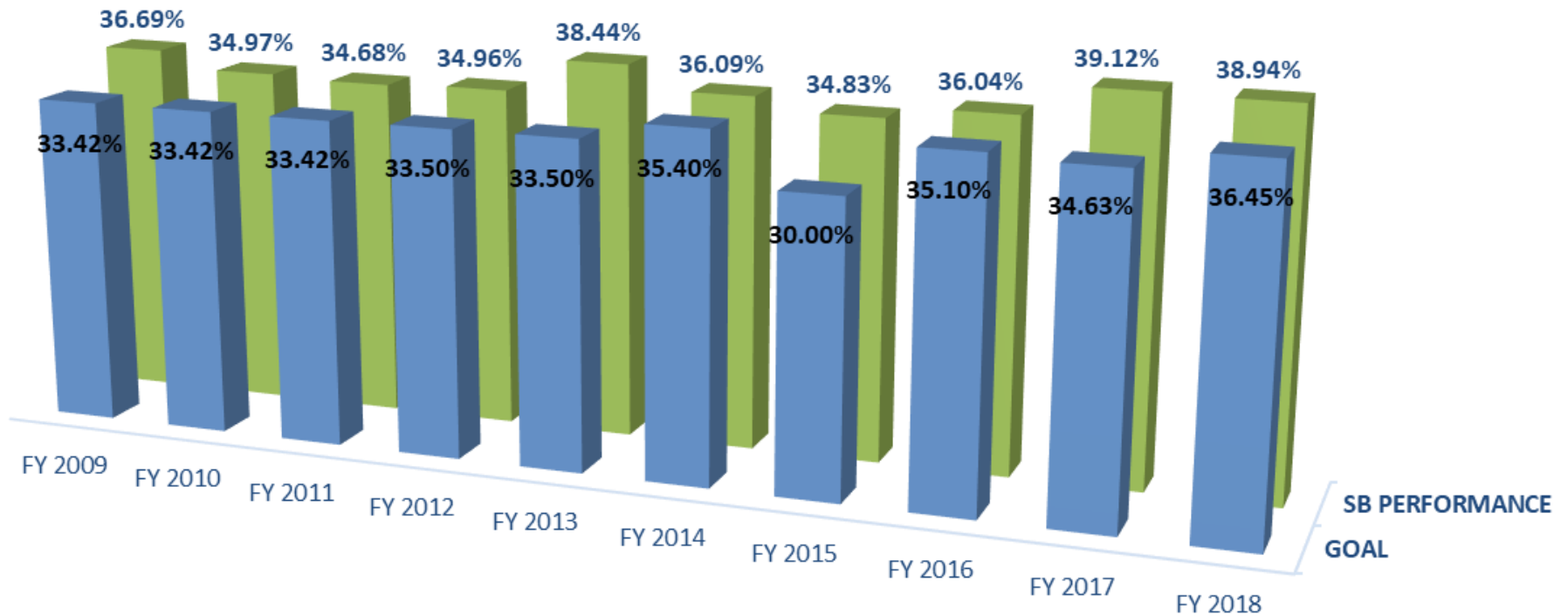
DOL as one of the Top 10 Agencies Doing Business with SDBs, WOSBs, EDWOSBs, SDVOSBs, and HUBZones in FY2018



DOL's SB Utilization Success – 10 Years in a row “A & A+” rating & now the 10/10 Club



■ GOAL ■ SB PERFORMANCE





Contact Information



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OSDBU

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USDOL

(202) 693-7244

For more information regarding DOL's small business programs, please visit-

<https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/osdbu>



Questions/Answers





DOI Best Practices

Christopher Bell, Senior Small Business Specialist

Office of Small and Disadvantaged Business Utilization

November 17th, 2020



The Department of the Interior



Our Mission: Protecting America's Great Outdoors and Powering Our Future

The Department of the Interior protects and manages the Nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its trust responsibilities or special commitments to American Indians, Alaska Natives, and affiliated island communities.





DOI manages America's vast natural and cultural resources.



We have nine bureaus and a variety of departmental offices with unique missions.



Bureau of Indian Affairs
Bureau of Land Management
Bureau of Reclamation



Bureau of Ocean Energy Management
Bureau of Safety and Environmental Enforcement



National Park Service
Interior Business Center

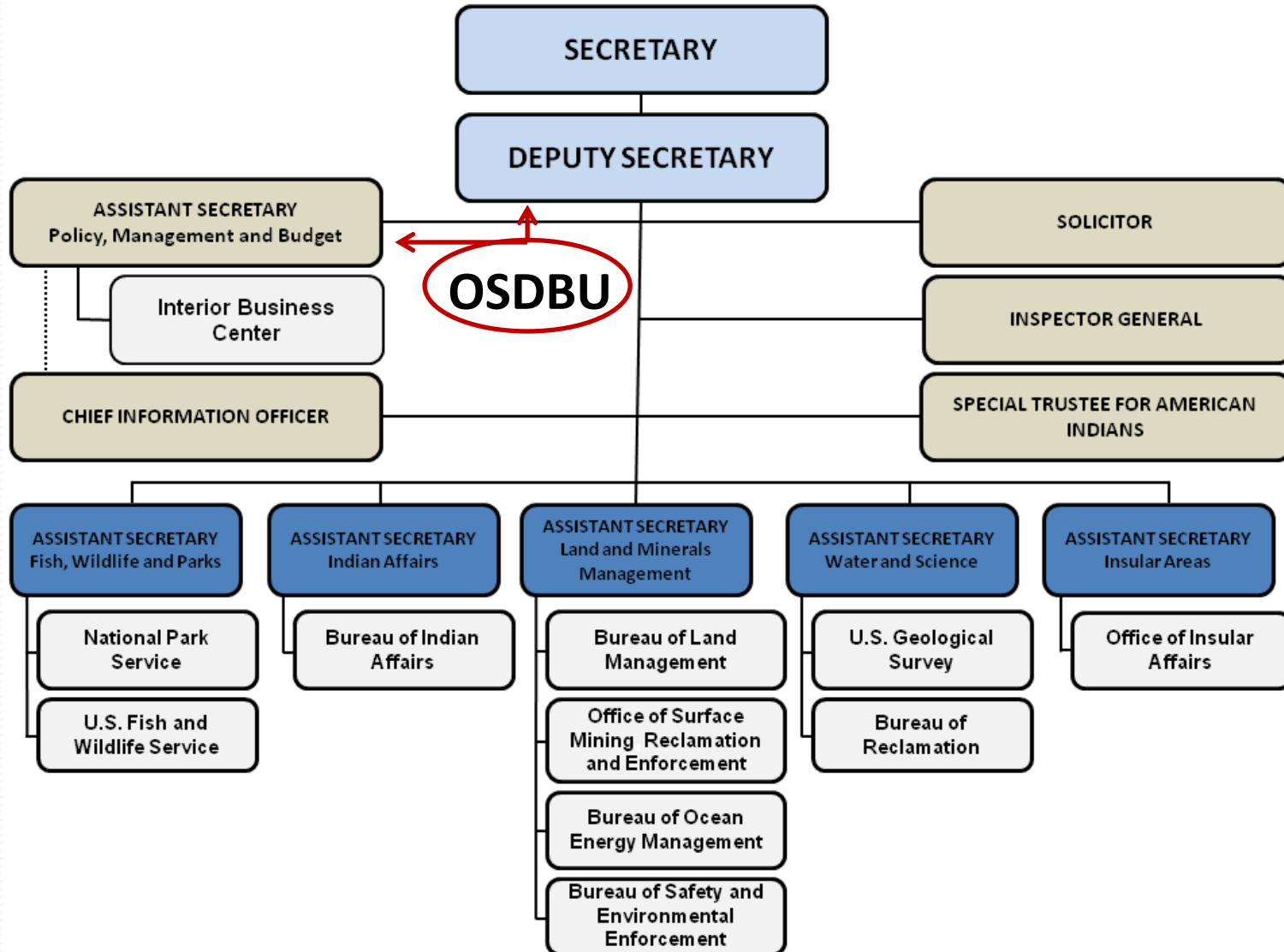


Office of Surface Mining, Reclamation and Enforcement
U.S. Fish and Wildlife Service
U.S. Geological Survey



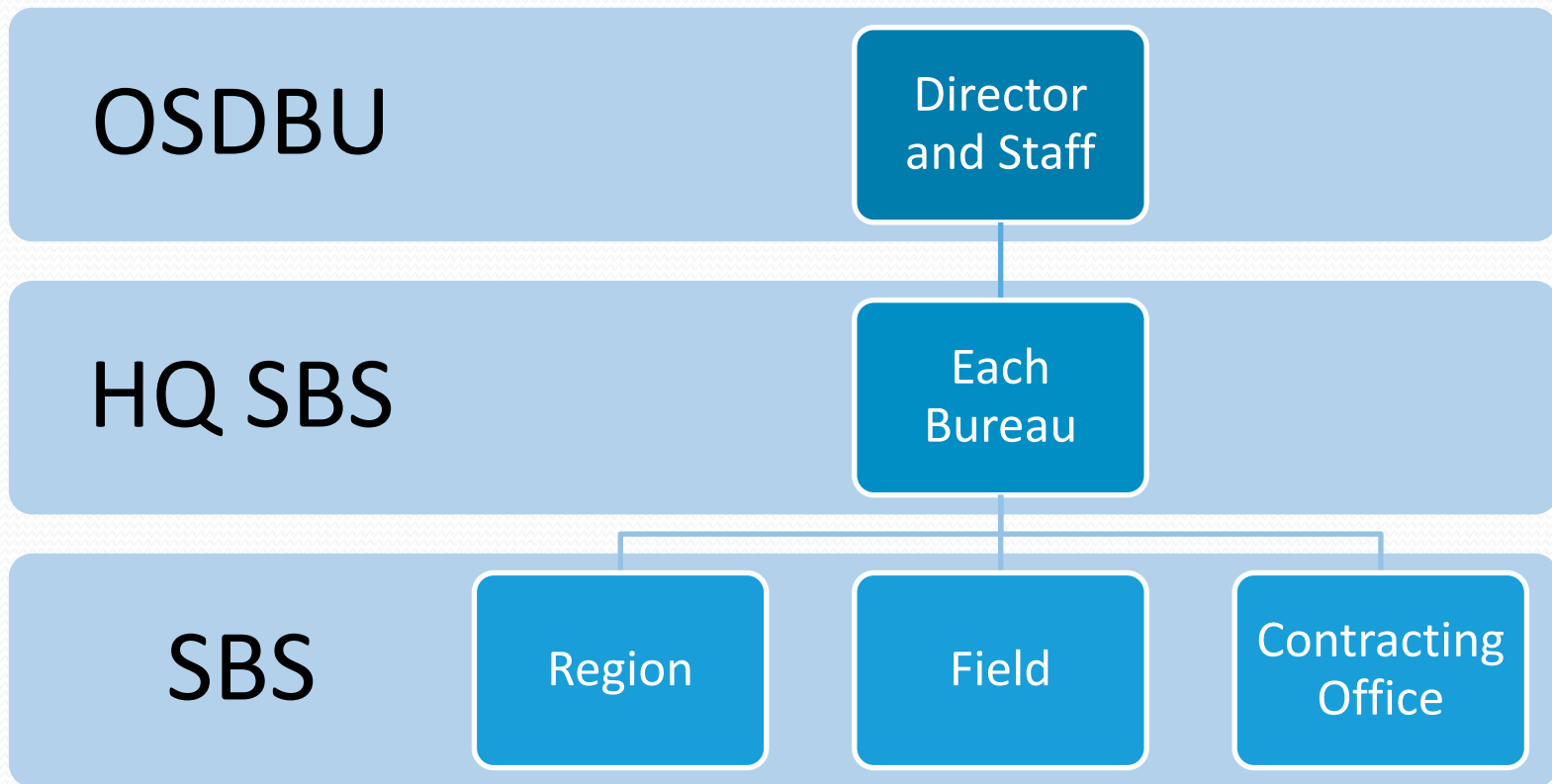


OSDBU Organization





OSDBU Organization





BUY INDIAN ACT

- DOI managed socio-economic program
 - Mandatory for BIA and Indian Health Service (IHS)
 - Optional for other DOI Bureaus
- All purchases or contracts be made or entered into with eligible Indian Economic Enterprises (IEEs) to the maximum extent practicable
- Applies to Supplies, Services and “Covered Construction”
 - Covered Construction: Construction for road facilities on Indian Land, Indian Reservations... bridges along these roads, facilities associated with these roads, sidewalks along these roads.



OSDBU INITIATIVES

- Great America Outdoor Act
- DI-1886 form Updated
- Department of Interior Acquisition Regulation 1419 Updated
- DOI Small Business Champion
- SMALL
 - Invest in SMALL Infrastructure
 - Automate data acquisition (FPDS-NG ATOM feed)
 - Create value added analytics for Contracting Officers
 - Coordinate with policy implementation
 - Goal: to make information acquisition easier for COs and SB



GREAT AMERICA OUTDOORS ACT

- Major public lands infrastructure initiative for DOI and USDA
- Planning to utilize Design/Build and Design/Bid/Build Construction approaches
- Initial project analysis indicates 76% of projects to be full and open
- In FY 2020 Construction was one of DOI's strongest SB performance Category
- Maintaining DOI's strong construction SB performance is OSDBU's #1 priority in FY 2021



SBI – HISTORICAL VENDOR RESEARCH

NAICS and Size Standard Loo... DOI Vendor Research Dashboa... Vendor Details

This dashboard allows users to search historical (FY 2015-2018) DOI purchases for vendors and their respective socio-economic programs. Users may search by requirement, NAICS, PSC, Awarding Bureau, Awarding Office, or State Place of Performance. Users may also toggle between certain small business programs. The tool is intended to assist with market research and determining small business opportunities. The source of this data is USAspending.gov and was updated 9/18/18. Data refresh will occur monthly

Requirement (search by keyword, e.g. "laptop" "oracle")

Naics Code

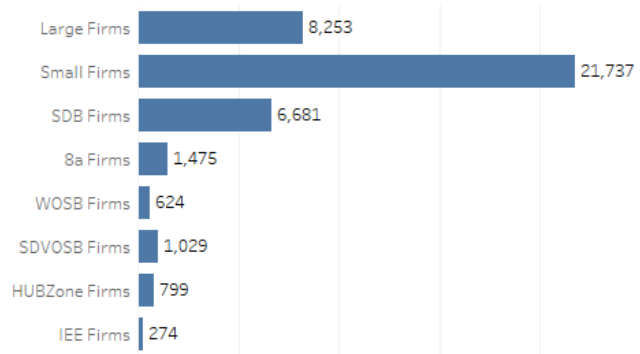
Product Or Service Code

Awarding Bureau

Awarding Office

State Place of Performance

Number of Vendors by Small Business Type



Small Business Size

- Large Firm
- Small Firm

WOSB Firm

- No
- Yes

SDB Firm

- No
- Yes

SDVOSB Firm

- No
- Yes

Indian Economic Enterprise

- No
- Yes

HUBZone Firm

- No
- Yes

DUNS



001004969	ATLANTIC BATTERY COMPANY, INC.
001010599	EXPRESS PRODUCE, L.L.C.
001012319	BUCKHORN INC.
001015924	HOUGHTON MIFFLIN COMPANY HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY
001020403	CONSOLIDATED MACHINE CORPORATION
001028336	HOLIDAY INN EXPRESS CAMBRIDGE
001031590	STURTEVANT, INC
001043173	K-B-K SERVICES, INC.
001050152	EMD MILLIPORE CORPORATION
001051478	BAUMANN ENTERPRISES, INC.
001060268	VITA NEEDLE COMPANY
001070457	COMMUNITY WORKSHOPS INC
001080886	GLOBE MANUFACTURING COMPANY, LLC



SBI – SMALL BUSINESS INTELLIGENCE

SMALL Business Intelligence R... | **PIID-Level Detail** | Information

SMALL Business Intelligence Report

FPDS-NG Atom Feed Data as of 10/24/2020

Populate up to five (5) NAICS codes and select States in which you operate below to see Department-wide Spending.

NAICS #1	NAICS #2	NAICS #3	NAICS #4	NAICS #5
333999	541519	811219	311119	0

State Of Performance

(All)

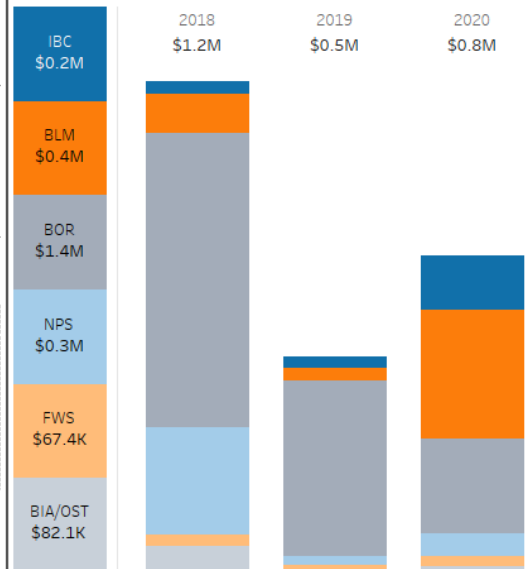
Totals for Selected NAICS Codes

FY	Dollars	PIIDs
2018	\$387,267,230	3,211
2019	\$362,185,849	2,864
2020	\$414,996,463	2,885
2021	\$3,000,694	49
Total	\$1,167,450,235	6,993

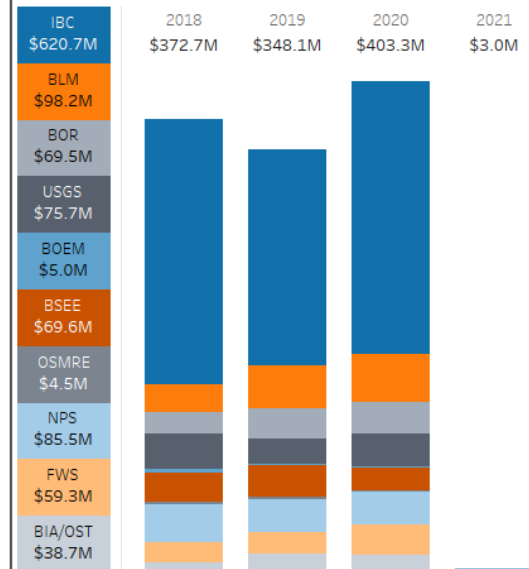
Click the arrow to access PIID-Level Details for selected NAICS codes



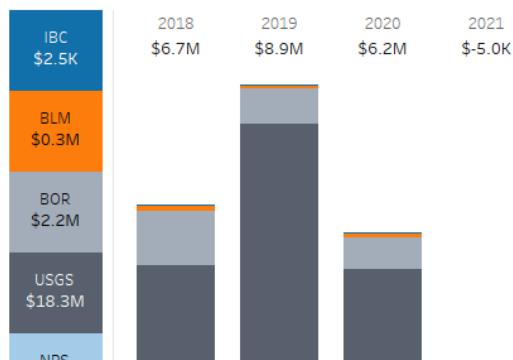
NAICS: 333999 → \$2.5M among 75 PIIDs



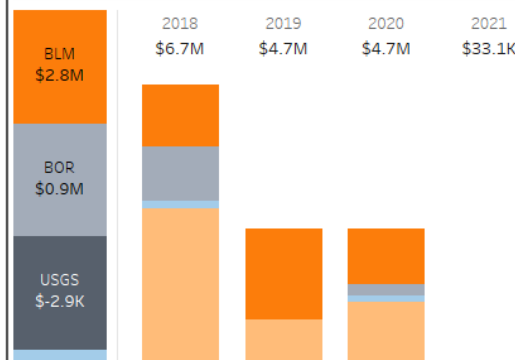
NAICS: 541519 → \$1.1B among 6047 PIIDs



NAICS: 811219 → \$21.9M among 328 PIIDs



NAICS: 311119 → \$16.1M among 543 PIIDs



None





SBI – SB PERFORMANCE

[DOI Small Business Performan...](#)
[Bureau Small Business Perfor...](#)
[Bureau Subcontracting Dashb...](#)
[Bundled/Consolidated Dashbo...](#)
[8\(a\) Dashboard](#)
[OSDBU Outreach](#)

Fiscal Year
2020

Small Business Performance

59.8%
Goal: 51.0%

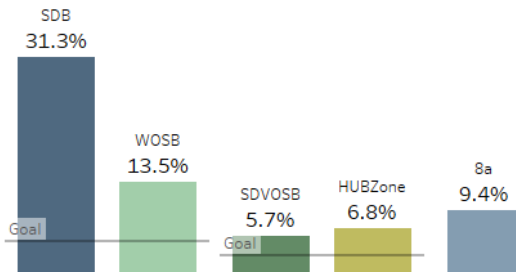
Small Business Award Dollars

\$2,006,527,008

Total Small Business Awards

24,168

Socioeconomic Performance

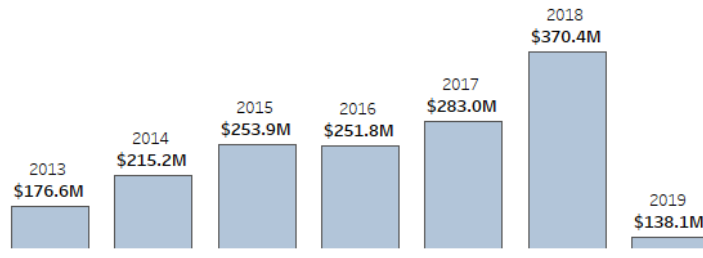


Fiscal Year
2019

Subcontract Performance

41.7%
Goal: 43.0%

Subcontract Award Dollars by Fiscal Year



Fiscal Year
(All)

OSDBU Outreach Metrics

Total DOI-Supported Outreach Events

24

Attended Events

24

Small Business Estimated Attendance

55,300

Business Cards Exchanged

2,108



SBI – SB PERFORMANCE

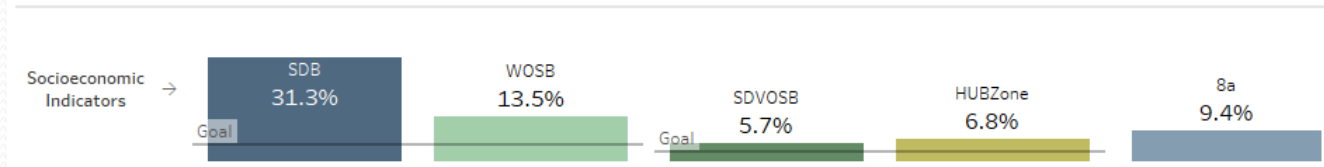
[DOI Small Business Performan...](#)
[Bureau Small Business Perfor...](#)
[Bureau Subcontracting Dashb...](#)
[Bundled/Consolidated Dashbo...](#)
[8\(a\) Dashboard](#)
[OSDBU Outreach](#)

Select Bureau to filter →	BIA/OST \$269.0M	BLM \$348.4M	BOEM \$9.3M	BOR \$238.1M	BSEE \$21.3M	FWS \$238.0M	IBC \$153.1M	NPS \$565.7M	OSMRE \$1.9M	USGS \$160.4M
SB	70.3%	63.3%	39.0%	55.5%	28.6%	74.7%	44.8%	67.8%	41.3%	40.7%
Bureau Target	57.0%	57.0%	23.0%	48.0%	24.0%	57.0%	43.0%	57.0%	55.0%	43.0%
SB Delta	13.3%	6.3%	16.0%	7.5%	4.6%	17.7%	1.8%	10.8%	-13.7%	-2.3%

Bureau Small Business Performance Dashboard
refreshed 9/24/2020

Fiscal Year
2020

- All Offices and Funding Bureaus
- IBC Contracting for Other Bureaus



DOI Total Small Business
59.8%

Goal: 51.0% Delta: 8.8%

↓ Drill down to PIID-level information by clicking the plus sign when you hover your cursor over the 'Contracting Offices' column heading

Contracting Offices	SB Dollars	SB	SDB	WOSB	SDVOSB	HUBZone	8a
140P20 - DSC CONTRACTING SERVICES DIVISION	\$155,036,052	48.0%	34.6%	10.8%	2.4%	10.3%	17.5%
140A16 - CENTRAL OFFICE	\$150,808,845	80.9%	73.0%	7.1%	4.7%	8.5%	4.5%
140D04 - IBC ACQ SVCS DIRECTORATE	\$147,865,670	48.8%	24.4%	20.7%	8.1%	1.9%	17.3%
140L06 - NATIONAL OPERATIONS CENTER	\$107,072,379	63.3%	24.7%	9.1%	3.6%	6.2%	3.8%
140D80 - IBC AVIATION MANAGEMENT	\$105,843,392	74.3%	7.5%	2.1%	0.4%	1.3%	1.1%



SBI – CONSOLIDATION AND BUNDLING

[DOI Small Business Performan...](#)
[Bureau Small Business Perfor...](#)
[Bureau Subcontracting Dashb...](#)
[Bundled/Consolidated Dashbo...](#)
[8\(a\) Dashboard](#)
[OSDBU Outreach](#)

Select Bureau to filter	IBC	BLM	BOR	USGS	BOEM	BSEE	OSMRE	NPS	FWS	BIA/OST
Substantially Consolidated Dollars	\$46.5M	\$-57.4K	\$1.1M	\$2.2M	\$0	\$0	\$0	\$0.2M	\$8.8K	\$0
Substantially Consolidated PIIDs	23	3	11	1	0	0	0	14	1	0
Consolidated Dollars	\$7.1M	\$1.3M	\$2.5K	\$25.2K	\$0	\$0	\$0	\$-14.8K	\$-8.9K	\$0
Consolidated PIIDs	7	3	2	1	0	0	0	6	1	2
Bundled Dollars	\$1.8M	\$0.5M	\$0.2M	\$0.3M	\$0	\$0	\$0.5M	\$0.8M	\$33.3K	\$0.2M
Bundled PIIDs	3	1	3	6	0	0	2	8	2	6



Drill down to PIID-level information by clicking the plus sign over the 'Contracting Offices' column heading

Contract Consolidation and Bundling Dashboard

FPDS-NG Atom Feed Data as of 10/24/2020

Fiscal Year

2020

DOI Totals

Substantially Consolidated	Consolidated
Dollars \$49.9M	Dollars \$8.4M
PIIDs 53	PIIDs 22
Bundled	
Dollars \$4.4M	PIIDs 31

Contracting Offices	Substantially Consolidated Dollars	Substantially Consolidated PIIDs	Consolidated Dollars	Consolidated PIIDs	Bundled Dollars	Bundled PIIDs
140D04 - IBC ACQ SVCS DIRECTORATE (00004)	\$45,829,366	21	\$7,095,580	7	\$1,710,652	2
140G01 - OFC OF ACQUISITION GRANTS-NATIONAL	\$2,239,653	1	\$25,223	1	\$182,796	4
140R30 - LOWER COLORADO REGIONAL OFFICE	\$1,070,632	7	\$0	0	\$30,000	1
140D80 - IBC AVIATION MANAGEMENT (00080)	\$688,388	2	\$0	0	\$49,882	1
140P21 - WASHINGTON CONTRACTING OFFICE	\$140,449	2	\$0	2	\$261,793	2
140L06 - NATIONAL OPERATIONS CENTER	(\$88,060)	2	\$1,000,000	1	\$533,943	1



SBI – 8A DASHBOARD

[DOI Small Business Performan...](#)
[Bureau Small Business Perfor...](#)
[Bureau Subcontracting Dashb...](#)
[Bundled/Consolidated Dashbo...](#)
[8\(a\) Dashboard](#)
[OSDBU Outreach](#)

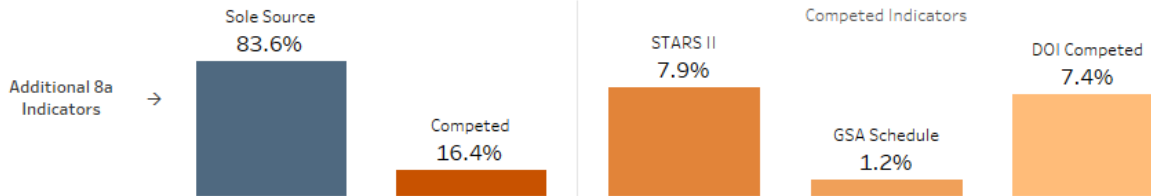
Select Bureau to filter	IBC	BLM	BOR	USGS	BOEM	BSEE	OSMRE	NPS	FWS	BIA/OST
Total 8a Dollars	\$43.2M	\$18.7M	\$27.1M	\$6.8M	\$0.4M	\$0.6M	\$0.3M	\$120.0M	\$37.7M	\$10.7M
8a Dollars Sole Source %	74.3%	78.5%	79.2%	23.9%	100.0%	100.0%	114.7%	94.9%	78.5%	67.9%
8a Dollars Completed %	25.7%	21.5%	20.8%	76.1%	0.0%	0.0%	-14.7%	5.1%	21.5%	32.1%

8(a) Program Dashboard
FPDS-NG Atom Feed Data as of 10/24/2020

Fiscal Year
2019

DOI 8a Dollars
\$265.5M

Sole Source **83.6%** Completed **16.4%**



Drill down to PIID-level information by clicking the plus sign over the 'Contracting Offices' column heading

Contracting Offices	8a Dollars Total	Sole Source	Completed	STARS II	GSA Schedule	DOI Completed
140D04 - IBC ACQ SVCS DIRECTORATE (00004)	\$39,975,150	70.8%	29.2%	19.5%	7.6%	2.0%
140P20 - DSC CONTRACTING SERVICES DIVISION	\$30,085,241	94.7%	5.3%	0.0%	0.0%	5.3%
140P21 - WASHINGTON CONTRACTING OFFICE	\$11,879,822	64.0%	36.0%	36.0%	0.0%	0.0%
140P12 - IMR INTERMOUNTAIN REGION(1200)	\$10,865,036	100.0%	0.0%	0.0%	0.0%	0.0%
140R20 - MP-REGIONAL OFFICE	\$10,716,177	100.0%	0.0%	0.0%	0.0%	0.0%
140F04 - DEPT OF INTERIOR FISH WILDLIFE SVC	\$10,086,675	100.0%	0.0%	0.0%	0.0%	0.0%
140F01 - DEPT OF INTERIOR						



U.S. DEPARTMENT OF THE INTERIOR

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

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U.S. General Services Administration

FY 2019 GSA Best Practices SBPAC Presentation

February 26, 2019

Office of Small Business Utilization

Overview of GSA's Best Practices

- Fiscal Year 2018 Preliminary Small Business Prime and Subcontracting Goal Achievement
- Certified Subcontracting Matrix (CSM)
- Subcontracting Efforts
- How is GSA OSBU influencing change?
- Outreach

FY 2018 Preliminary Small Business Prime Goal Achievement

	Small Business	Small Disadvantaged Business	Women-Owned Small Business	Service-Disabled Veteran Owned Small Business	HUBZone
Goal	35%	5%	5%	3%	3%
Achievement	38.83%	19.98%	8.54%	3.98%	5.63%

*As of 2/4/2019

FY 2018 Preliminary Small Business Subcontracting Goal Achievement

	Small Business	Small Disadvantaged Business	Women-Owned Small Business	Service-Disabled Veteran Owned Small Business	HUBZone
Goal	26.5%	5%	5%	3%	3%
Achievement	25.49%	5.46%	8.54%	1.62%	.94%

*As of 2/20/2019

Certified Subcontracting Matrix

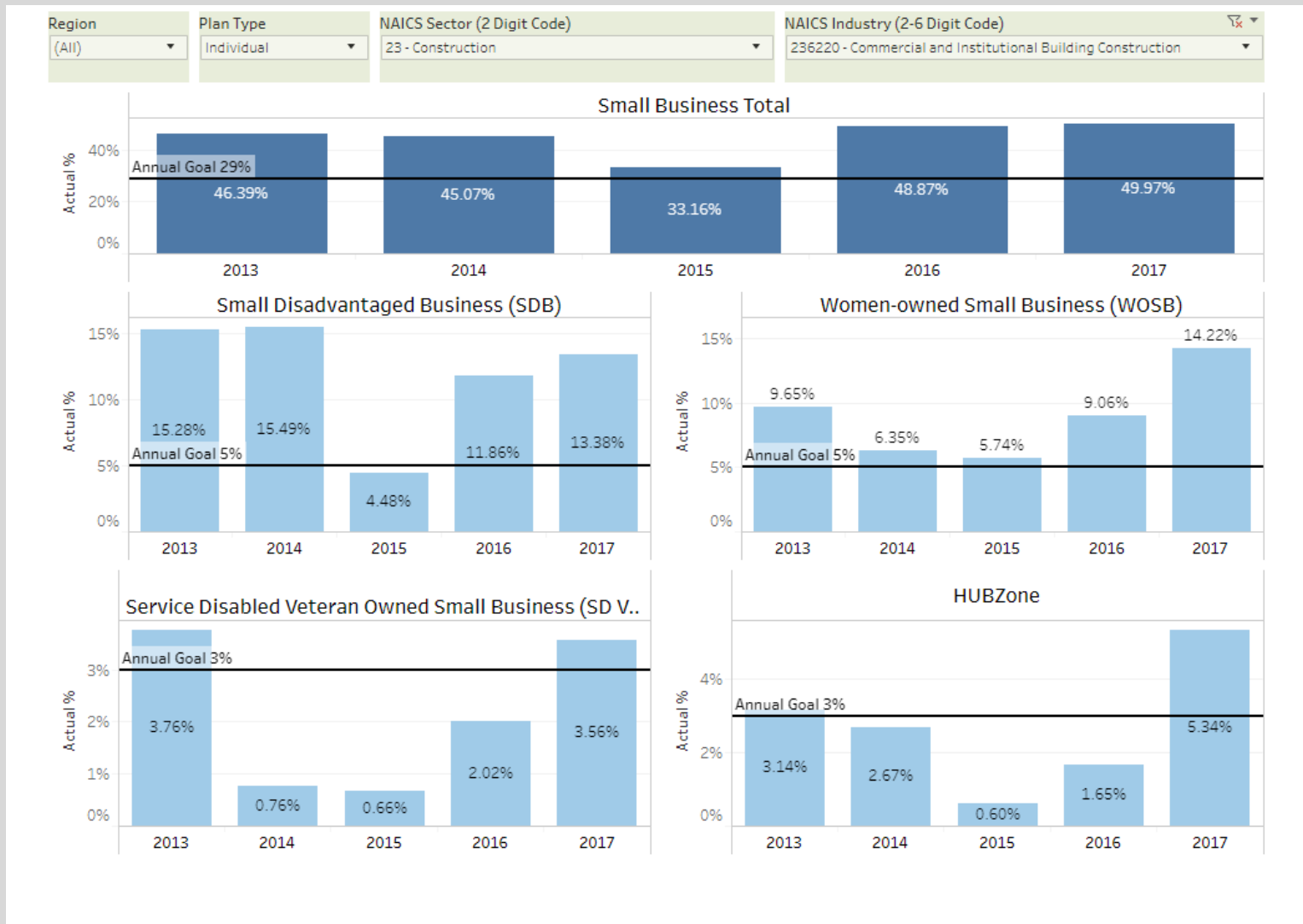
- What is the Certified Subcontracting Matrix (CSM)
 - A tool utilized by GSA's Small Business Specialists to assist the Contracting Officer in negotiating higher subcontracting goals.
- What is the purpose of the CSM and why was it created?
 - Negotiating higher subcontracting goals for small business and socio-economic small business
- What is the data source for the CSM?
 - Electronic Subcontracting Reporting System (eSRS)

Certified Subcontracting Matrix

- Why is the CSM an effective tool?
 - The CSM provides trend analysis of actual dollars that went to SBs, SDBs, WOSBs, SDVOSBs and HUBZones for a particular industry under GSA's contracts.
 - Example:
 - Environmental engineering services.
 - NAICS 541330 for environmental engineering
 - Previous five fiscal years
 - Data that tells the CO what subcontracting opportunities there are for SBs, etc. in the environmental engineering services industry

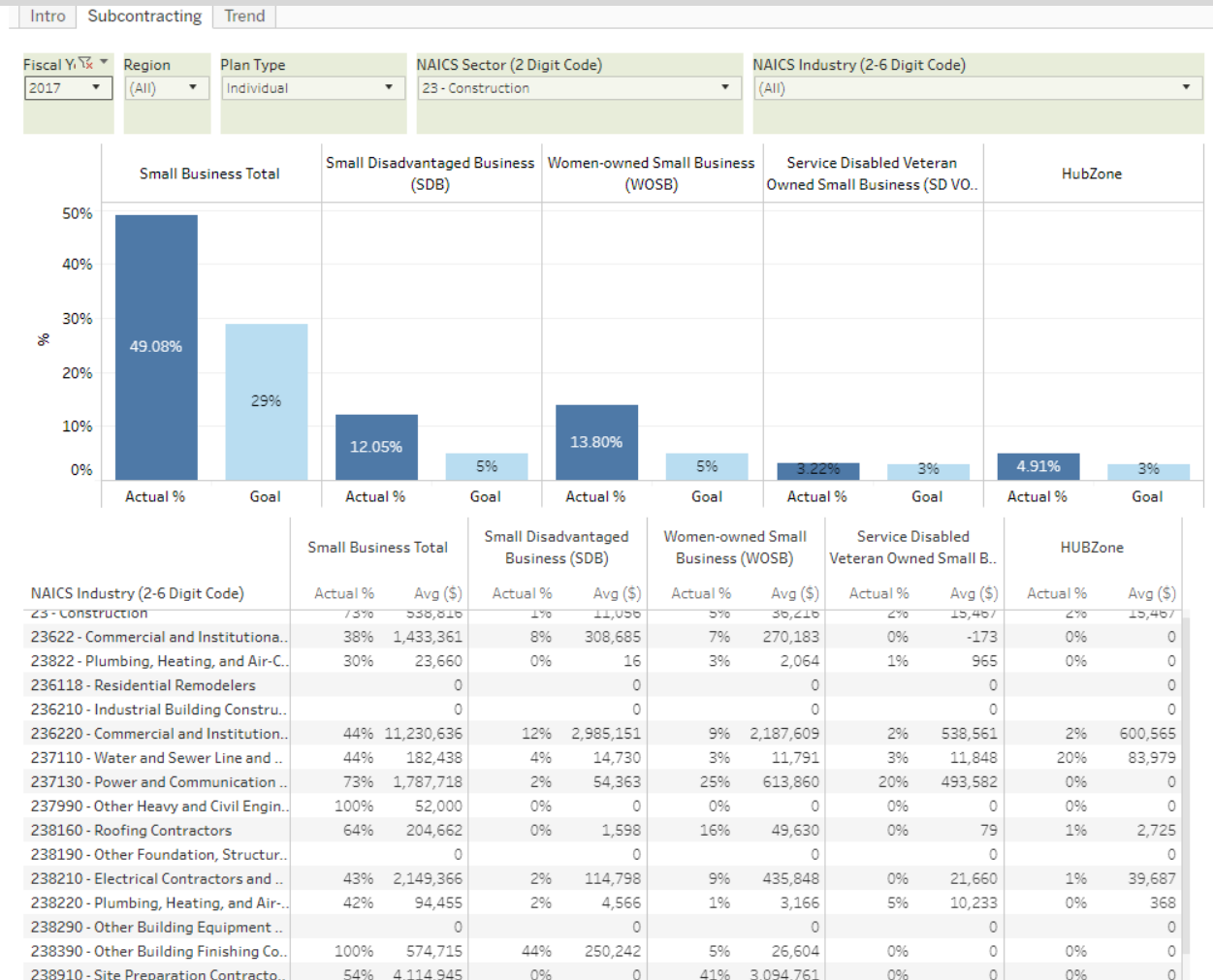
Certified Subcontracting Matrix

- Trend Report



Certified Subcontracting Matrix

- Subcontracting Report



Certified Subcontracting Matrix

- How CSM is a Best Practice for GSA
 - Utilized only by GSA OSBU's Small Business Specialists
 - Proactive approach to negotiating higher subcontracting goals
 - Creates a partnership between the Contracting Officer and the Small Business Specialist - working together to negotiate higher subcontracting goals
 - Maximizing Small Business and Socio-economic Small Business Opportunities

Certified Subcontracting Matrix

- CSM Success Story
 - GSA Schedule 70, General Purpose Commercial Information Technology Equipment, Software and Services

Socio-economic Category	Proposed Subcontracting Goal	Negotiated/Accepted Subcontracting Goal	Percentage increase
SDB	5%	11%	120%
WOSB	5%	12%	140%
SDVOSB	3%	6%	100%

- The SBS reviewed the subcontracting plan, utilized the CSM, and assisted the CO to negotiate higher subcontracting goals.

Subcontracting Best Practices

- Commitment by GSA leadership
 - GSA Strategic Plan 2018- 2022
 - Emphasis on creating opportunities for socio-economic entities
 - Monitoring SSR report submissions and acceptance
- Initiatives by Contracting Activities
 - Alliant GWAC Success Story
 - FAS Dashboard in 2017
 - OSBU inclusion early in major acquisition briefings
 - Training industry partners

Subcontracting Best Practices

- FY 2018, efforts to ensure 100% SSR report submissions
- Targeted messaging to Contracting Officers prior to ISR/SSR due dates
- Continued OSBU training of acquisition workforce
- Tools for Contracting Officers on Subcontracting page on OSBU InSite
- FY 2019 efforts:
 - Use of small business participation factor in GSA acquisitions following DoD lead
 - Focus on socio-economic entities at prime and subcontractor levels

Subcontracting Challenge

Commercial Subcontracting Plans:

- GSA has the greatest number of commercial plans for contracts that all agencies use (travel, credit cards, etc.)
- Commercial plans make or break GSA achievement
 - Commercial plans account for $\frac{1}{3}$ of all SSRs
 - Yet, total commercial dollars account for >56% (\$33B/\$56B in FY 2017)
 - 16% SB achievement under commercial plans vs. 33% SB achievement under individual plans in 2017
- Results in minimal opportunity to impact commercial plans when government contracts account for a small percentage of company's entire customer base

Federal Business Forecast Tool

- What is the Federal Business Forecast Tool?
 - An application that provides the forecast of opportunities and provides projections
- What is the purpose of the Federal Business forecast Tool and why was it created?
 - Comply with statute
 - Notify vendor community of Federal opportunities
 - Project small business and socio-economic small business achievements

Federal Business Forecast Tool

- How do I access the Federal Business Forecast Tool?
 - Through the Acquisition Gateway at fbf.gov

Federal Business Forecast Tool

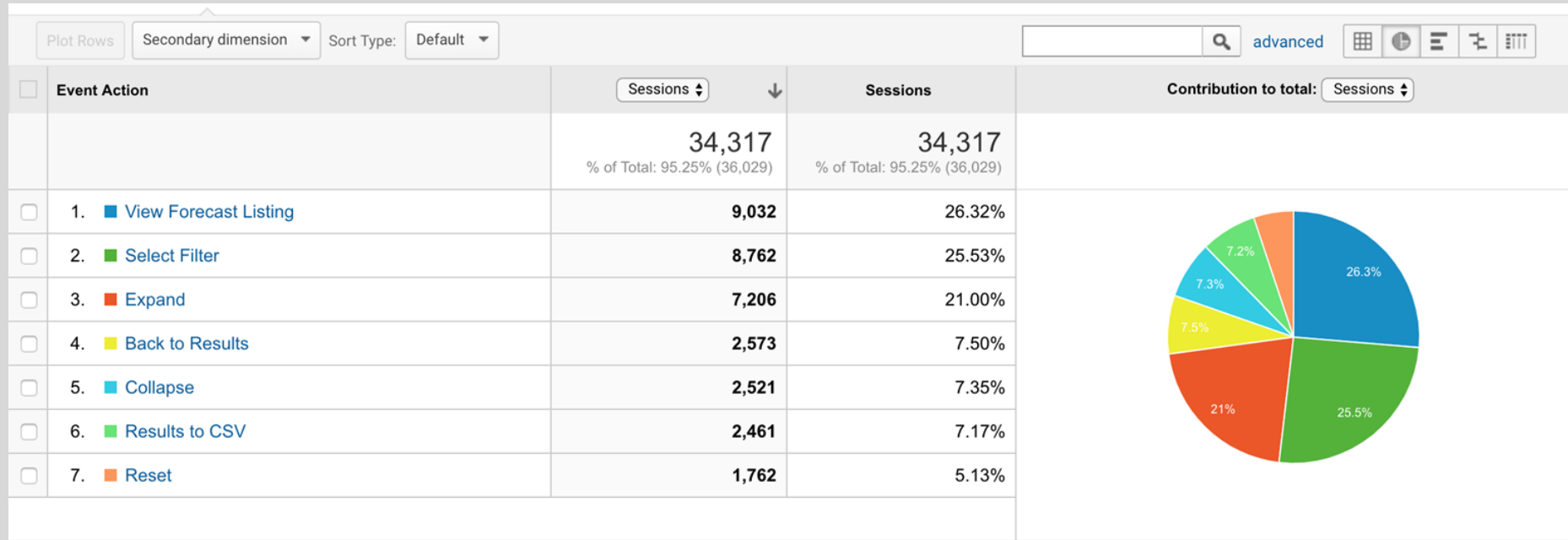
- Why is the Federal Business Forecast Tool a GSA Best Practice?
 - Flexibility to add/update information
 - Consistent information
 - Improved data quality
 - Improved vendor communication and data transparency
 - A MOU is not required between GSA and other Federal agencies for use
 - There is no cost for other Federal agencies to use the tool

Federal Business Forecast Tool

- Why is the Federal Business Forecast Tool a Vendor Best Practice?
 - “One-stop source” for agency Forecasts
 - Reduces company overhead costs
 - User-friendly search and filter functions
 - Advance notice to prepare market strategy before opportunities post in FedBizOpps
 - Information entered is instantly available (no lag time)

Federal Business Forecast Tool

Public User Stats (October 1, 2017 - September 30, 2018)



- The Forecast Tool was launched 8,000+ times
- Resulted in a little over 9,000 listings viewed
- Approximately 2,400 instances where results were downloaded to a .csv file

Federal Business Forecast Tool

- Are there Planned Enhancements of the Federal Business Forecast Tool? **YES!**
 - *Bulk upload (May 2019)*
 - New fields:
 - Options (Base and All Options Value/Exercised Options Value)
 - Period of Performance
 - Award Type
 - Product Service Code
 - Create listing input form customized by agency
 - Vendor subscription to specific listings based on NAICS
 - Add a “Review” option
 - Allow "Publish" option for designated users only
 - Improved reporting capabilities

Influencing Change

- How is GSA OSBU measuring their influence on acquisition strategies?
 - Key Performance Metrics:
 - How many proposed Other Than Small Business acquisition strategies were revised to a Small Business Set-aside or a Socio-economic Small Business Set-aside acquisition strategies?
 - How many subcontracting plans were revised based on the data provided from the CSM?

Outreach Best Practices

- Matchmaking
 - Assisting to create partnerships between the Prime Contractor and potential Subcontractors
 - Assisting vendors identify who they are best suited to do work with
 - Federal
 - State
 - City
 - Local

Outreach Best Practices

- Training
 - Becoming a GSA Schedules Supplier, What You Need to Know
 - Harnessing the Power of Data Analytics, How to conduct Market Research Using FPDS
 - How to Market Your GSA Schedule

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**Best Practices Briefing to U.S. Small Business Administration
Procurement Advisory Council
June 2019**

Presented by: Mauricio P. Vera, Director, OSDBU



Our Mission

USAID leads the U.S. Government's international development and disaster assistance through **partnerships** and investments that save lives, reduce poverty, strengthen democratic governance, and help people emerge from humanitarian crises and progress beyond assistance.



What We Do

USAID leads the USG's efforts to end extreme global poverty and enable resilient, democratic societies to realize their potential and **become self-reliant**. The Agency does so by working in different technical areas, including:

- Agriculture and Food Security
- Education
- Democracy, Human Rights, and Governance
- Economic Growth, Trade, and Infrastructure
- Global Health
- Water and Sanitation
- Working in Crises and Conflict
- Environment
- Gender Equality and Women's Empowerment

Where We Work

USAID
FROM THE AMERICAN PEOPLE

USAID LEADERSHIP

WHO WE ARE | WHAT WE DO | WHERE WE WORK | RESULTS & DATA | NEWS & INFORMATION | WORK WITH USAID

HOME » WHERE WE WORK » INTERACTIVE MAP

1919

LOCATIONS >
SECTORS >
INITIATIVES >
START DATES >

Reset Filters

Google Terms of Use

Google Terms of Use

Disclaimer: The geographic names and boundaries may not reflect the views of the United States Government on the sovereignty over geographic features. A subset of USAID's field offices participated in the initial rollout of the map. Over time the intent is to display a comprehensive portfolio of USAID projects from all international locations.

- Afghanistan and Pakistan
- Africa
- Asia
- Europe and Eurasia
- Latin America and the Caribbean
- Middle East

Agency Profile – Fiscal Year 2018 Stats

- ✓ Agency Budget: Approx. \$16.99 Billion in FY 2018.
- ✓ Program Funding: \$16.86B in FY 2018, of which \$11.73B was assistance, \$5.13B was acquisitions (*\$2.62B awarded overseas, \$2.51B awarded in the U.S.*).
- ✓ 7,900 employees includes 1,580 FSO; 1,220 CS; 4,230 FSN; 860 non-direct hire.
- ✓ USAID operates in 85 countries overseas, primarily on a decentralized basis.

Senior Level Commitment

- OSDBU Director is a key member of the senior staff, reports directly to the Deputy Administrator, and participates in senior leadership meetings at least twice per week.
- Senior leadership address SB accomplishments in Senior Executive Service and Senior Foreign Service performance plans.
- **Support** of the annual internal small business goaling process for all Washington bureaus and overseas Missions with acquisitions obligations over \$5 million.
- The OSDBU Director provides detailed SB briefings to senior agency leadership at least bi-annually.

OSDBU Engagement with the Contracting Office

- ✓ OSDBU Director meets bi-weekly with the Senior Procurement Executive;
- ✓ USAID's Business Forecast is updated on a real time basis and includes domestic and overseas requirements. OSDBU participates in quarterly Business Forecast call to address partner questions on the agency requirements;
- ✓ OSDBU review and clearance required for all domestic acquisitions over the SAT;
- ✓ USAID's contracting office actively participates in Small Business Outreach activities.

OSDBU Engagement with the Overseas Missions

- ✓ Regional Mission-level SB targets are now set in consultation with OSDBU and reported on to the Congress, and at the operational level within the agency;
- ✓ OSDBU continues to train Mission staff on the use of SB programs;
- ✓ Enhanced OSDBU assistance to Missions on conducting market research, outreach, accessing qualified SBs, using existing instruments (IDIQs, etc.); and
- ✓ OSDBU launched a Small Business Market Research Tool (SB-MART) to aid contracting officials in quickly identifying SBs engaged in international development.

SB Goals vs Accomplishments

FY 2017		
	Goal	Achieved
Small Business	11.50%	13.18%
Small Disadvantaged	5%	7.15%
Women-owned	5%	3.63%
Service Disabled Veteran Owned	3%	0.84%
HUBZone	3%	0.19%

FY 2018		
	Goal	Achieved
Small Business	12.00%	14.04%
Small Disadvantaged	5%	7.66%
Women-owned	5%	4.45%
Service Disabled Veteran Owned	3%	0.35%
HUBZone	3%	0.43%

Small Business Results FY 2016-2018

REGION	FY 2016 - Goal 11%				% ACHIEVED TOWARDS INDIVIDUAL SB GOAL	FY 2017 - Goal 11.5%				% ACHIEVED TOWARDS INDIVIDUAL SB GOAL	FY 2018 - Goal 12%				% ACHIEVED TOWARDS INDIVIDUAL SB GOAL
	Total Dollars	SB Dollars	SB%	Goal		Total Dollars	SB Dollars	SB%	Goal		Total Dollars	SB Dollars	SB%	Goal	
AFGHANISTAN & PAKISTAN	332,033,260	2,041,119	0.61%	2.00%	30.74%	276,125,409	1,562,297	0.57%	2.00%	28.29%	207,268,880	13,830,642	6.67%	2.00%	333.64%
AFRICA	1,007,569,310	47,467,599	4.71%	6.00%	78.52%	1,107,003,968	55,630,700	5.03%	6.00%	83.76%	1,076,994,837	50,715,542	4.71%	6.00%	78.48%
ASIA	369,336,431	24,383,328	6.60%	9.00%	73.35%	367,941,738	21,990,661	5.98%	8.00%	74.71%	387,300,793	24,678,514	6.37%	7.00%	91.03%
EUROPE & EURASIA	97,956,615	11,662,394	11.91%	8.00%	148.82%	111,025,788	12,374,906	11.15%	10.00%	111.46%	165,299,487	16,050,523	9.71%	10.00%	97.10%
LATIN AMERICA AND THE CARIBBEAN	338,964,894	34,131,363	10.07%	6.00%	167.82%	373,897,250	33,992,322	9.09%	6.00%	151.53%	309,432,202	24,373,725	7.88%	7.00%	112.54%
MIDDLE EAST	317,253,417	3,937,068	1.24%	2.00%	62.05%	276,489,639	13,119,830	4.75%	2.00%	237.26%	302,886,857	20,143,525	6.65%	2.00%	332.53%
UNITED STATES (DOMESTIC)	1,874,230,488	446,669,061	23.83%	No Goal		2,251,364,488	491,006,839	21.81%	No Goal		2,396,444,456	559,714,853	23.36%	No Goal	
TOTAL	4,354,262,841	571,105,191	13.12%	11.00%	119.24%	4,813,353,591	634,315,846	13.18%	11.50%	114.59%	4,904,601,305	690,011,602	14.07%	12.00%	117.24%

1. The data is obtained from the Federal Procurement Data System (FPDS), and the dollars reported are figures for obligations.

Worldwide Small Business Indicator Report

Top 25 Missions - Fiscal Year 2018

RANKING	COUNTRY	REGION	TOTAL	SMALL BUSINESS	SB %
1	MEXICO	LAC	5,991,558	2,710,000	45.23%
2	BOSNIA AND HERZEGOVINA	EE	17,022,155	6,880,194	40.42%
3	MOROCCO	ME	12,836,187	3,713,732	28.93%
4	SOMALIA	Africa	11,946,110	3,250,730	27.21%
5	PHILIPPINES	Asia	38,949,166	9,882,515	25.37%
6	PAKISTAN	OAPA	49,619,137	11,387,122	22.95%
7	EAST TIMOR (TIMOR-LESTE)	Asia	9,496,667	2,177,458	22.93%
8	SENEGAL	Africa	22,430,854	4,699,760	20.95%
9	VIETNAM	Asia	39,805,124	7,164,136	18.00%
10	GEORGIA	EE	22,324,338	3,558,897	15.94%
11	LIBERIA	Africa	32,284,284	4,884,456	15.13%
12	IRAQ	ME	43,835,858	5,995,000	13.68%
13	ZAMBIA	Africa	22,188,415	2,799,999	12.62%
14	GUATEMALA	LAC	42,740,551	5,388,074	12.61%
15	KOSOVO	EE	23,005,241	2,762,799	12.01%
16	TANZANIA	Africa	95,822,878	11,494,368	12.00%
17	EL SALVADOR	LAC	38,656,195	4,595,212	11.89%
18	NIGERIA	Africa	60,868,709	7,013,033	11.52%
19	PERU	LAC	18,207,873	1,786,626	9.81%
20	DOMINICAN REPUBLIC	LAC	22,119,813	2,154,179	9.74%
21	MOLDOVA	EE	16,728,411	1,537,443	9.19%
22	TUNISIA	ME	32,560,524	2,905,000	8.92%
23	BANGLADESH	Asia	43,054,970	3,536,256	8.21%
24	HONDURAS	LAC	51,285,701	3,530,755	6.88%
25	LEBANON	ME	46,617,502	2,704,534	5.80%

New SB Related Initiatives

USAID Transformation: The agency is positioning its **structure, workforce, programs** and **processes** to advance national security and support host country partners on their **journey to self-reliance**. This initiative has brought forth new approaches concerning how we conduct business:

- ✓ Implement the Effective Partnering and Procurement Reform, including the New Partners Initiative;
- ✓ Expansion of internal SB goaling process to 29 Missions overseas, will increase to over 50 Missions by FY 2020;
- ✓ OSDBU participates in the Senior Obligation Alignment Review process (all agency acquisitions over \$40M reviewed and cleared by OSDBU); and
- ✓ Expansion of Mandatory SB Training for Contracting and Program Officials

SB Successes in International Development

- Evaluations, Monitoring & Learning Services (EVAL-ME) IDIQ - \$455M ceiling, total SB set aside, 14 SB awardees, follow-on award to be released soon
- Liberia Governance and Economic Mgmt Assistance Program - \$50M to IBI, Woman Owned SB (WOSB)
- Management Excellence for Operations IDIQ – total SB set aside
- Global Architect & Engineering II IDIQ – partial SB set aside
- Rule of Law IDIQ – partial SB set aside
- E3 HICDPro (Capacity Development) IDIQ – partial SB set-aside
- Public Financial Mgmt IDIQ – partial SB set-aside

SB Outreach Activities

- 12th Annual USAID SB Conference was held on May 14, 2019 in DC
 - Awards Recognition Program (Internal and External)
 - Lunch with the Leaders & Business Matchmaking
- Bi-monthly SB Vendor Outreach Sessions
- USAID/OSDBU participates in many external local and national SB outreach activities throughout the year

Save the Dates!

- USAID Subcontracting Summit, July 11, 2019
- Planning our Second USAID Overseas SB Conference, Fall 2019
- Planning our annual Veteran Owned Small Business Conference, Fall 2019

For Further Information:

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Small Business Best Practices at the U.S. Department of Agriculture

Michelle Warren, Deputy Director

USDA/OSDBU

May 21, 2019



USDA'S Mission is to provide leadership on food, agriculture, natural resources, rural development, nutrition, and related issues based on sound public policy, scientific evidence, and efficient management.

President Abraham Lincoln founded the Department of Agriculture in 1862 - Calling it the "People's Department"

USDA is committed to helping America's Farmers and Ranchers.

But we do much more ---



- Leads the Federal Anti-Hunger effort with the SNAP, School Lunch, School Breakfast, and the WIC Programs
 - Is the Steward of our Nation's 192 million acres of National Forests and Rangelands
 - Is the Country's largest conservation agency, encouraging voluntary efforts to protect soil, water, and wildlife on the 70% of America's lands that are in private hands
 - Is responsible for the safety of meat, poultry, and egg products
 - Helps ensure open markets for U.S. agricultural products and provides food aid to people in need overseas
 - Brings housing, modern telecommunications and safe drinking water to Rural America
-



- The U.S. Department of Agriculture is highly decentralized and made up of 29 agencies (11 buying agencies) and offices with nearly 100,000 employees who serve the American people at more than 4,500 locations across the country and abroad.
 - On April 25, 2017, Sonny Perdue became the 31st United States Secretary of Agriculture. He has been an extremely motivated Secretary with full dedication and commitment to ranchers and farmers.
 - Customer services has been a focus within the Department. To move forward in accomplishing this goal there has been great changes to the IT infrastructure and reorganization of agencies to decrease duplication and streamline services.
-



***USDA is a Strong Supporter
of Small Business:***

***63% of total contract spending
in 2018 was with Small Business.***

***USDA's goal was 53% and we
received an A from SBA.***



USDA's Purchasing Environment

- Purchases a broad array of products and services
 - 11 major buying agencies
 - Spend approximately \$6 billion annually (the majority of which is to purchase food)
 - Large buyer of:
 - Commodities & Food Products
 - Information Technology
 - Environmental Services
 - Architecture & Engineering/Construction/Real Property
 - Other Services and Supplies, including Professional/Administrative/Management Services
-



USDA's Best Practices - Leadership

- USDA's OSDBU has been working without an appointed Director since December 2016. The functions of this office has been conducted by the Deputy Director.
 - The Secretary is briefed annually; and the Deputy Secretary is briefed quarterly.
 - The OSDBU reports directly to the Deputy Secretary.
 - Annual small business performance briefings with Administrators and Under Secretaries to discuss/strategize about small business participation/goal performance.
 - Quarterly meetings held with Small Business Specialists.
-



USDA's Best Practices – OSDBU

- Each staff member is assigned to specific buying agencies, program areas and trade associations
 - Each staff member rotates in attendance of various Departmental meetings to stay abreast of internal upgrades and/or changes
 - Staff participates in regularly scheduled planning sessions
 - Host and Participate in Outreach Events throughout the year
 - Vendor Outreach Sessions
 - Update Procurement Forecast two times per year.
 - Rural Small Business Outreach Events – 3 times per year
 - Training on Clearance, Subcontracting, Procurement Forecast for the Agency COs and PMs
-



USDA's Best Practices – Agencies

- Inquiry and follow-up to COs and PMs for Procurement Forecast.
 - Coordination of agency's acquisition unit's participation in local/regional small business matchmaking events.
 - Communication of small business marketing information to various agency business units.
 - Coordination of subcontracting opportunity processes and results reporting.
 - Participate in Roundtables and Industry Days with Department's Agencies
 - Webinars
 - MOU's with various Chambers of Commerce
 - MOU's with Buying Agencies
-



USDA & Small Business

For additional information regarding USDA's Small Business Programs visit

- **website at <https://www.dm.usda.gov/smallbus/> or**
 - **contact us at (202) 720-7117**
-