



U.S. Small Business
Administration

**Small Business Procurement
Advisory Council (SBPAC)
Report to Congress for Fiscal
Year 2021**

September 30, 2022

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 15(k) of the Small Business Act to determine the compliance of each Office with requirements under such section; and
3. Best practices identified for maximizing small business utilization in Federal contracting that may be implemented by Federal agencies having procurement powers during such 1-year period.

Regarding the first element, the SBPAC filed a regulatory comment with the Federal Acquisition Regulation (FAR) Council regarding the proposed rule on Certification of Women-Owned Small Businesses, 86 FR 55769. A copy of the comment is included as an Appendix. As of the date of this report, the FAR Council's final rule is pending.

Regarding the second element, the SBPAC used SBA's FY2021 OSDBU Compliance Checklist (Figure 1) to conduct peer reviews of each OSDBU to determine their compliance with the requirements of Section 15(k) of the Small Business Act, 15 U.S.C. 644(k).

The Compliance Worksheet, Figure 1, requires each OSDBU Director to respond to each of the section 15(k) requirements in a "yes" or "no" question format. The OSDBU Directors can provide short responses along with any documentation they deem necessary in support of their answers.

The OSDDBU director addresses 22 requirements in section 15(k), covering all 21 subparagraphs and the requirements of the introductory text. Each requirement has a point value of 0 for “No” and 1 for “Yes,” except for section 15(k)(13), which is discretionary because the legislative text uses the word “may.” If the OSDDBU Director chooses not to respond to § 644(k)13, the question will not be scored and will not be counted in the grade. Section 15(k)(1) is allowed partial credit of 0.5 with appropriate explanation and documentation provided. Sections 15(k)(14) and 15(k)(17) relate to unsolicited proposals and can be awarded a 1-point value even if the OSDDBU Director received no unsolicited proposals but had a policies and procedures in place to satisfy the requirements.

The results of reviews of each agency OSDDBU are summarized in Table 1. Agency responses on the checklist and the related SBPAC peer reviews of agency responses to 15 U.S.C. § 644(k) Compliance Checklist summary are provided in Figure 1. A Quick Reference Guide to 15 U.S.C. § 644(k) subsections are listed on page 6 of this report.

Summary of Table 2 Agency Best Practices Presentations

Regarding the third element of this report, 12 agencies shared their Best Practices at SBPAC meetings in FY21, as shown in Table 2 beginning on Page 8 of this report. Agencies discussed their best practices for training, assistance, and vendor outreach efforts.

Figure 1. 15 U.S. Code § 644(k) FY 2021 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___.0__
1)	Director Title	15(k)1	___0___.0__
2)	Compensation and Seniority	15(k)2	___0___.0__
3)	Reporting (Head of Agency or Deputy Head)	15(k)3	___0___.0__
4)	Implementation and Execution of Business Development and Federal Contracting Responsibilities of the Small Business Act	15(k)4	___0___.0__
5)	Identify and Address Bundling of Contracts	15(k)5	___0___.0__
6)	Provide Assistance on Payments	15(k)6	___0___.0__
7)	Supervisory Authority	15(k)7	___0___.0__
8)	Assign Small Business Technical Advisors	15(k)8	___0___.0__
9)	OSDBU Cooperation and Consultation	15(k)9	___0___.0__
10)	Recommendations to Contracting Officers	15(k)10	___0___.0__
11)	Activity Conversion	15(k)11	___0___.0__
12)	Advise CAO and SPE	15(k)12	___0___.0__
13)	SBC and Contract Specialist Training	15(k)13	<i>Optional (Not Mandatory)</i> _____0.0_____
14)	Receive Unsolicited Proposals	15(k)14	___0___.0__
15)	Exclusive Duties and Title	15(k)15	___0.0_____
16)	Congressional Reporting	15(k)16	___0___.0__
17)	Respond to Undue Restriction Notifications	15(k)17	___0___.0__
18)	Purchase Card Summary Data Review	15(k)18	___0___.0__
19)	Vendor Compliance Education and Training	15(k)20	___0___.0__
20)	Subcontracting Plan Review	15(k)21	___0___.0__
21)	Assist Small Business concerns in SBIR or STTR program	15(k)22	___0___.0__
TOTAL:			+___0.0_____

I, _____, as the _____ at _____

_____ verify that this information is an accurate representation of my agency's compliance in FY2021 with 15 U.S.C. § 644(k) and can, if requested, provide additional information to further corroborate responses.

Signature: _____

Date: _____

Small Business Procurement Advisory Committee 15 U.S.C. § 644(k)

Compliance Version Reviewed: March 4, 2022

Table 1 FY 2021 OSDBU Compliance Review Summary Update both Tables with FY2021 Data

Sort Order	Agency	Req(0) Avg.	Req(1) Avg.	Req(2) Avg.	Req(3) Avg.	Req(4) Avg.	Req(5) Avg.	Req(6) Avg.	Req(7) Avg.	Req(8) Avg.	Req(9) Avg.	Req(10) Avg.	Req(11) Avg.	Req(12) Avg.	Req(13) Avg.	Req(14) Avg.	Req(15) Avg.	Req(16) Avg.	Req(17) Avg.	Req(18) Avg.	Req(19) Avg.	Req(20) Avg.	Req(21) Avg.	Avg. Grand Total	Score	Total X 20%	
1	DEPT OF DEFENSE (9700)	1.0	1.0	1.0	0.4	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.2	20.6	93.64%	18.73%
2	ENERGY, DEPARTMENT OF (8900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
3	HEALTH AND HUMAN SERVICES, DEPARTMENT OF (7500)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
4	VETERANS AFFAIRS, DEPARTMENT OF (3600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
5	NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (8000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
6	HOMELAND SECURITY, DEPARTMENT OF (7000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
7	GENERAL SERVICES ADMINISTRATION (4700)	0.8	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.8	99.09%	19.82%
8	AGRICULTURE, DEPARTMENT OF (1200)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
9	JUSTICE, DEPARTMENT OF (1500)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
10	INTERIOR, DEPARTMENT OF THE (1400)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
11	STATE, DEPARTMENT OF (1900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
12	COMMERCE, DEPARTMENT OF (1300)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
13	TREASURY, DEPARTMENT OF THE (2000)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
14	TRANSPORTATION, DEPARTMENT OF (6900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
15	OFFICE OF PERSONNEL MANAGEMENT (2400)	1.0	1.0	0.4	0.8	1.0	1.0	1.0	0.8	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	20.0	90.91%	18.18%
16	LABOR, DEPARTMENT OF (1600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	95.45%	19.09%
17	ENVIRONMENTAL PROTECTION AGENCY (6800)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
18	EDUCATION, DEPARTMENT OF (9100)	1.0	1.0	1.0	0.4	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.4	97.27%	19.45%
19	HOUSING AND URBAN DEVELOPMENT, DEPARTMENT OF (8600)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
20	SOCIAL SECURITY ADMINISTRATION (2800)	1.0	0.8	0.6	0.4	1.0	1.0	1.0	0.2	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	19.0	86.36%	17.27%
21	AGENCY FOR INTERNATIONAL DEVELOPMENT (7200)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	22.0	100.00%	20.00%
22	NATIONAL SCIENCE FOUNDATION (4900)	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	21.0	95.45%	19.09%
23	NUCLEAR REGULATORY COMMISSION (3100)	0.2	0.8	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	19.0	86.36%	17.27%
24	SMALL BUSINESS ADMINISTRATION (7300)	1.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	19.0	86.36%	17.27%
	GW Total	0.96	0.98	0.96	0.92	1.00	0.96	0.96	0.96	1.00	1.00	1.00	0.88	1.00	1.00	1.00	0.88	1.00	1.00	1.00	1.00	1.00	0.93	21.37	97.12%	19.42%	

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

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

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

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

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

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

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

(4) 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;

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

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

(7) shall assign a small business technical adviser to each office to which the

Administration has assigned a procurement center representative-

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

(B) whose principal duty shall be to assist the Administration procurement center representative in his duties and functions relating to sections 637, 644, 657a, 657f, and 657q of this title⁴

(8) 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;

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

(10) 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;

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

(12) 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;

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

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

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

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

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

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

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

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

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

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

(C) ensure that the small business concern is aware of other resources and processes available to address unduly restrictive provisions in a solicitation, request for proposal, or

request for quotation, even if such resources and processes are provided by such agency, the Administration, the Comptroller General, or a procurement technical assistance program established under chapter 142 of title 10;

(17) shall review summary data provided by purchase card issuers of purchases made by the agency greater than

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

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

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

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

Table 2 Agency Best Practice Presentation Summary

AGENCY	PRESENTER	BEST PRACTICE(S)
Office of Personnel Management (OPM)	Desmond Brown, Director, OSDBU	<p>Challenge: Best approach for OPM stakeholders and Industry that - optimize small business utilization; Stimulate innovation; Identify best-in-class; and generate savings to taxpayer through personal introductions; capability briefings; small business conferences.</p> <p>Targeted Industry Days: Opportunity for OPM’s program office to discuss upcoming procurement and industry to showcase how it can support the procurement and potentially other procurements within the program office’s portfolio; forge synergy between OPM program office and industry; incorporate industry recommendations in the RFP development process; dispel myths about SB capabilities; communicate program requirements and schedule; gain better understanding of recent industry developments; provide updates to industry on future program developments and acquisitions. OPM collaboration - coordination and synergy of Key Stakeholders. Requirement specific and program/capability specific categories – HRLINKS, USALEARNING, Cybersecurity.</p> <p>Expectations: Encourage competition; Create level playing field; Industry feedback to fine tune requirement; Increase pool of qualified vendors; Meet potential teaming partners; and Interact with government program personnel</p> <p>Innovation: Engage attendees before, during, and after industry days, trainings, and small business events; Leverage technology to increase partnerships and Enhance market research.</p>
Department of Interior (DOI)	Christopher Bell, Senior Small Business Specialist, OSDBU	<p>Organization: The OSDBU Office is under the Deputy Secretary. There are nine bureaus and a variety of departmental offices, and each bureau has an assigned headquarters and small business specialist.</p> <p>Initiatives: The Buy Indian Act managed socioeconomic program mandatory for the Bureau of Indian Affairs and Indian Health Services; optional for other bureaus. All purchases or contracts made or entered into with eligible Indian Economic Enterprises (IEEs) to the maximum extent practicable; applies to supplies, services, and covered construction. The Great America Outdoor Act for major public land infrastructure for DOI and USDA; utilize design/build and design/bid/build construction approaches; DOI small business champion; Invest in SMALL Infrastructure; automate data acquisition; create value added analytics for COs; coordinate with policy implementation; and make information acquisition easier for COs, and SBs</p> <p>Small Business Intelligence: Automated dashboard, automatically refreshed, showing historical data for specific acquisitions and contracts; showing number of large businesses and small businesses awarded contracts; generate a report to show spend in particular NAICS codes; spend for each NAICS code; and composition of the spend to help small businesses interested in a specific NAICS code to identify information.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Energy (DOE)	Paul Ross, Principal Deputy Director, OSDBU	<p>Organization: Discussed DOE’s mission, organizational chart, budget, achievements, and what DOE buys – Top 10 Prime NAICS.</p> <p>Challenges: Decentralized M&O business model and variety of acquisition forecasts; Significant subcontracting volume; Complex safety, physical security, technical, cybersecurity, and high total contract values; Broad range of missions with wide range of procurements; OSDBU early involvement in acquisition process; and Increased compliance, reporting, and data requirements.</p> <p>Strategy: Improved Acquisition Forecast/website; Customer care enhancements; SBIR/STTR; DOE MPP; DOE Small Business Expo/Small Business Awards Program for all socioeconomic categories. Maximize small business opportunities by cultivating productive relationships with internal stakeholders with Small Business First policy; Automated internal goaling process; Acquisition Guide/Small Business Review Form rewrite; SBPM Training/SBTA Meetings; Enhanced Data capabilities; SPE/OSDBU meetings; and eSRS Reporting Activities.</p> <p>Outreach: Jan. 21, 2021, OSDBU and Los Alamos National Lab; Feb. 9, 2021, OSDBU and Sandia National Labs; and Annual Summer New Mexico Expo – Albuquerque, Aug. 1 – 5.</p>
Small Business Administration (SBA)	Nauman Ansari, Senior Procurement Executive	<p>Mission: Aid, council, assist, and protect the interest of small businesses, to preserve free competitive enterprise, and maintain and strengthen the overall economy.</p> <p>Organization: Acquisitions and Operations supports about 22 separate programs. They used GSA GWACS, and NASA SEWP to purchase IT products and services. In FY20, obligations were about \$1.5B due to the pandemic up from the normal obligations of about \$180M. The services acquisitions needed were to the Office of Disaster Assistance (ODA) and Capital Access (OCA) to provide loans to small businesses.</p> <p>Quarter 4 Strategies: More SB multi-organizational IDVs; leverage 8(a) program, HUBZone, SDVOSB, WOSB (EDWOSB); conduct market research on compressed timeline; and move toward advanced acquisition planning tool.</p>
General Services Administrations (GSA)	Amy Lineberry, Deputy Director, OSDBU	<p>Organization: The three service lines of operation are Federal Acquisition Service (FAS), Public Building Service (PBS), and Office of Administrative Service (OAS). The Governmentwide programs are Federal Supply Schedules (FSS), Fleet, STARS II and STARS III, OASIS, Alliant 2, VETS 2, and Comet. OSDBU office includes the National Small Business Advocacy and Engagement (NSBAE) Division, Regional Small Business Advocacy (RSBAE) Division, Small Business Compliance and Goaling Division, and IT Innovations Program Management Office.</p> <p>Strategy: Monthly meetings; SPE Acquisition Review Board (ARB); Small Business goals incorporated into Senior level performance plans; Targeted initiatives; Acquisition workforce training; Acquisition strategy changes.</p> <p>Outreach: Education and Training; Matchmaking Events – SVOSB, November 2019; WOSB March 2020; SDB, May 2020; and HUBZone, July 2020.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Commerce (DOC)	LaJuene Desmukes Director, OSDBU	<p>Leadership: OSDBU reports to the Deputy Secretary. Discussed structure of the agency.</p> <p>Organization: Discussed what DOC purchased, FY2020 Achievements; Scorecard for FY2009 – FY2019, and history of achievements.</p> <p>Challenges: Abbreviated procurement periods; Enterprise architecture consolidations; and Migration of recompleted actions from FAR Part 19, Small Business Program, to FAR 8.4, Schedules.</p> <p>Actions: Long-term strategies – Bureau Procurement Officials (BPOs) develop corrective actions for missed goals and strategies to increase and/or sustain goal performance; Identify Department-wide strategic sourcing opportunities suitable for small businesses. Performance metrics – Small Business performance metrics used to make informed decisions and improve goaling performance; Quarterly meetings held between OSDBU Director and BPOs to review progress and effectiveness of strategies; and Monthly review of goal performance at the DOC Acquisition Council, chaired by the SPE. Accountability – Small Business contracting goals in the performance plans of Acquisition personnel, including BPOs and the SPE; SES officials who acquire, direct, or are responsible for formulating and approving acquisition strategies and plans.</p>
Department of Homeland Security (DHS)	Darlene Bullock Director, OSDBU	<p>Organization: Discussed the mission of the organization. Contracts spend in FY2019 was \$18B. Needs and Spend Breakdown Component – Office of Procurement Operations, \$5.4; ICE, \$4.0B; CBP, \$5.1B; USCG, \$4.6B; FEMA, \$2.4B; TSA, \$2.0B; USSS, \$316M; FLETC, \$221M;</p> <p>Leadership: OSDBU reports to the Deputy Secretary.</p> <p>Small Business and Socioeconomic</p> <p>Accomplishments: Showed scorecard grades for FY2009 - FY2019; Met or exceeded the prime contracting goals.</p> <p>Opportunities for Small Businesses: Awarded 36.96% of total contracting dollars to small businesses. Showed FY2020 preliminary scorecard results;</p> <p>Outreach: Monthly Vendor outreach sessions; Assist in building contracts with prime contractors with socioeconomic designations; Annual forecast of contract opportunities; Reverse Industry days; Mentor-Protégé Program; Annual small business awards ceremony; SBS in each Component; Establishes goals for each Component; Reviews all business cases for DHS-wide procurements, all waiver requests from DHS-wide contracts, all acquisition plans, all Procurement Strategy Roadmaps (PSR), increase Small Business training, increase monitoring of contracts changed from socioeconomic contracting programs, and increase adding subcontracting goals on task orders.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Agriculture (USDA)	Michele Warren, Deputy Director, OSDBU	<p>Organization: Discussed the mission and structure of USDA. Showed the results of the small business goals for FY2016 – FY2020. Listed what USDA buys – Commodities and Food Products, Information Technology, Environmental Services, Architecture and Engineering/Construction/Real Property, and Other Services; listed the Top NAICS codes for FY2020.</p> <p>Leadership: Secretary briefed annually; Deputy Secretary briefed quarterly; OSDBU reports to Deputy Secretary; Annual small business performance briefings with Administrators and Under Secretaries to discuss/strategize about small business participation/goal performance; and quarterly meetings with small business specialists; composition of OSDBU staff.</p> <p>Outreach: Vendor Outreach Sessions; update Procurement Forecast semi-annually; update Subcontracting Directory annually; Rural Small Business Outreach Events – 3 times per year; Training on Clearance, Subcontracting, and Procurement Forecasts for Agency COs and PMs; participate in Roundtables; Coordination of subcontracting opportunity processes and results reporting; MOUs with various Chambers of Commerce; and MOUs with Buying Agencies.</p>
U.S. Agency for International Development (USAID)	John Watson, Acting Director, OSDBU	<p>Organization: Discussed the mission, structure, and OSDBU re-organization – into Small Business Operations to include Outreach, Data Analysis, Budget and Financial Management and Administrative Support, and Programs to include Small Business Policy and Strategy, Communications, Congressional and Public Engagement, SB Goaling and Reporting, and Small Business Training. Discussed the FY2019 vs. FY2020 SB goals. Discussed a worldwide regional summary FY2018 – FY2020 and the top 25 missions for FY2020.</p> <p>Methods to Achieve SB Goals: Discussed Operations Management; Programs Management; Internal Small Business Goals; and Outreach and In-reach. Discussed Major Acquisition Reviews and Senior Obligation Alignment Review (SOAR); Training; Policy Development; and SB-MART. Discussed integration of new OSDBU Leadership; continue efforts to mitigate impact of Category Management; Increase virtual Outreach activities with SB partners and In-reach activities with USAID Colleagues; and enhance collaborative acquisition planning efforts with COs, CORs, Leadership to increase SB prime opportunities.</p>

AGENCY	PRESENTER	BEST PRACTICE(S)
Department of Justice (DOJ)	Bob Connolly, Director, OSDBU	<p>Organization: Discussed the mission and priorities of DOJ. Listed the Major Buying Activities – Federal Bureau of Prisons (BOP); Federal Bureau of Investigations (FBI); Justice Management Division (JMD); U.S. Marshals Service (USMS); Drug Enforcement Agency (DEA); Federal Prison Industries (FPI/UNICOR); Bureau of Tobacco, Alcohol, and Firearms (ATF); Office of Justice Programs (OJP); and Office of the Inspector General (OIG). Annual Budget \$6.5 - \$8.5B per year, including \$700 - \$900M in subcontracting; discussed the Top Ten NAICS codes for FY2020.</p> <p>Accomplishments: Discussed DOJ’s scorecard results for FY2015 – FY2020.</p> <p>Leadership: discussed Cooperation among all in Procurement Chain; elevating role of Component Small Business Specialists; Justice Acquisition Council; support for small business programs and small business goal achievement in performance plans of Executive, Procurement, and Program staffs; monthly progress reports; vendor outreach program; and increased inclusion of OSDBU in Procurement Planning.</p>
Department of Defense (DoD)	Farooq Mitha, Director, OSBP	<p>Organization: OSBP works with the small business directors for the three main services and the other DOD agencies; overseas the Mentor-Protégé Program, and the Indian Incentive Program; responsible for all small business policy and lead on White House IPC for equity and inclusion through procurement. Effective October 2021 OSBP will be administering the PTACs. DoD spent \$80B on small business prime contracting with the bulk of the dollars going to manufacturing, professional, and scientific services, construction, and research and development. DoD is working to increase small business inclusion.</p> <p>Leadership: DoD includes in the SES performance evaluation accountability to meet small business priorities and goals qualitatively and quantitatively including the socioeconomic goals.</p> <p>Strategy: DoD’s industrial base has decreased 43% over the last decade. If DoD does not reverse the trend, the industrial base will decrease an additional 15,000 suppliers in the next ten years. DoD focus on bringing back best practices that previously worked. Possibly set some targets to help DoD continue to meet its goals or increase its industrial base. OSBP finalized the training curriculum for its small business professionals.</p>
Department of Labor (DOL)	Gladys Bailey, Director, OSDBU	<p>Organization: discussed the mission and hierarchy of DOL. Discussed what DOL buys and showed the Top Ten NAICS codes for FY2020. Discussed the breakdown of small business performance for each component. Distinguished between components who achieved and did not achieve the small business goals.</p> <p>Strategy: discussed using Three-Pronged Approach, (1) Outreach, (2) In-reach, and (3) Senior-level Commitment. Discussed the Category Management performance; and showed DOL’s SB utilization success FY2009 – FY2020.</p>

ENCLOSURES

ENCLOSURE 1
Office of Personnel Management
(OPM)





AGENCY MISSION





OSDBU AUTHORITY

OPM's OSDBU was created in March 2011 to comply with Section 15(k) of the Small Business Act to ensure that small and small disadvantaged businesses are provided maximum practicable opportunity to participate in the agency's contracting process.



OPM GOVERNMENT-WIDE SERVICES



THE GREATEST JOB IN AMERICA IS

-serving the public

Retirement Services

Federal Benefits

Human Capital Management

Insurance (Health, Dental, Life

and Long-term Care

USA Hire *Theodore Roosevelt*

HR Policy

Federal workers are the people that

brought you the lunar landing, who rebuilt

the world after the war, who cure disease,

fight crime, protect our Constitution, and

advance our principles.



BUILDING OPM'S SMALL BUSINESS PORTFOLIO

The Challenge

Finding the Best Approach for OPM Stakeholders and Industry that:

- ✓ Optimizes Small Business Utilization;
- ✓ Stimulates Innovation;
- ✓ Identifies Best-in-Class Solutions; and
- ✓ Generates Savings to the Taxpayer



BUILDING OPM'S SMALL BUSINESS PORTFOLIO

What Didn't Work for OPM Stakeholders

- ✓ Vendor Expos
- ✓ Meet & Greet
- ✓ Conferences
- ✓ Workshops
- ✓ Program Briefings



BUILDING OPM'S SMALL BUSINESS PORTFOLIO

What Works for OPM Stakeholders

- ✓ Personal Introductions
- ✓ Cap Briefings (Requirement Specific)
- ✓ Small Business Conferences
- ✓ ***TARGETED INDUSTRY DAYS**



OPM TARGETED INDUSTRY DAYS

OPM's Definition: an opportunity for OPM's program office to discuss (1) an upcoming procurement and (2) an opportunity for industry to showcase how it can support the procurement and potentially other procurements within the program office's portfolio.



WHY TARGETED INDUSTRY DAYS





WHY TARGETED INDUSTRY DAYS

- Communicate program requirements and schedule
- Gain a better understanding of recent Industry developments
- Provide updates to Industry on future program developments and acquisitions



OPM COLLABORATION

Coordination and Synergy of Key Stakeholders

- Program Office (Senior Leaders and Program Managers)
- Acquisition Office (SPE, CO, CSs, Policy)
- OSDBU Team



OPM INDUSTRY DAY FORMAT

- Introductions
- General Session
- Q and A
- One-on-ones with Program and Contracting
- Wrap-up



OPM EXPECTATIONS

- Encourage competition, and
- Create a level playing field by providing information to help potential offerors make bid/no bid decisions and write targeted proposals that address the government's requirements
- Industry Feedback to Fine-tune Requirement
- Increase Pool of Qualified Vendors



INDUSTRY EXPECTATIONS

- Meet potential teaming partners,
- Observe or discover competitors,
- Obtain the list of attendees for assessing teaming opportunities and competitors,
- Gain a better understanding of the government's needs, and
- Interact with government program personnel.



OPM TARGETED INDUSTRY DAYS

RECENT SUCCESSFUL CATEGORIES

- Requirement Specific
 - HRLINKS
 - USALEARNING
- Program/Capability Specific
 - IT Infrastructure
 - Cybersecurity
 - Technology Systems
 - Support Services



SCORECARD DEMONSTRATED SUCCESS

FY	GOAL	ACHIEVEMENT
2020	18.50%	73.66
2019	25.80	30.93



WHAT'S NEXT





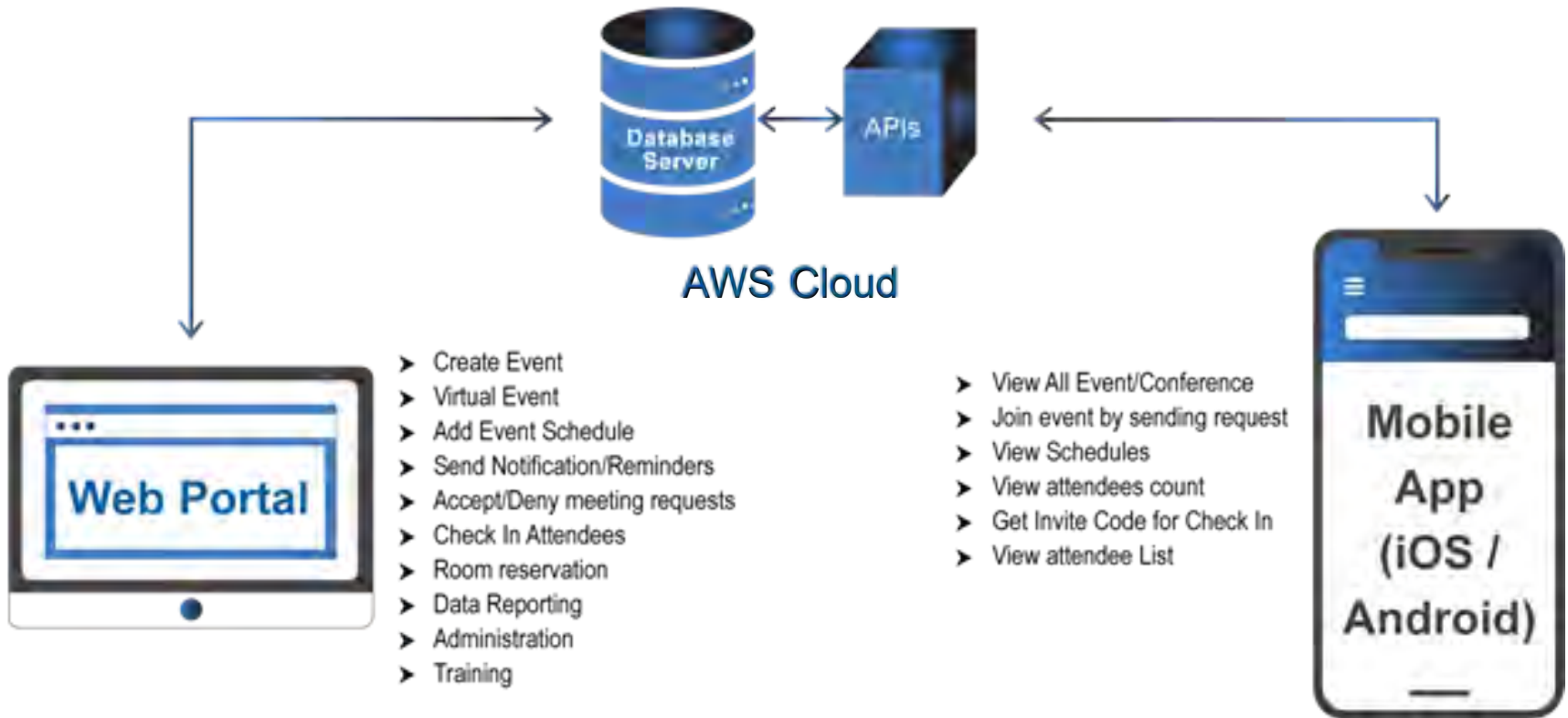
INNOVATE



INNOVATE



OPM VENDOR/EVENT MANAGEMENT SOLUTION (VEMS)





CONTACT US

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Suite 1300

Washington, DC 20415

202-606-2083

small.business@opm.gov

ENCLOSURE 2
Department of Interior
(DOI)



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

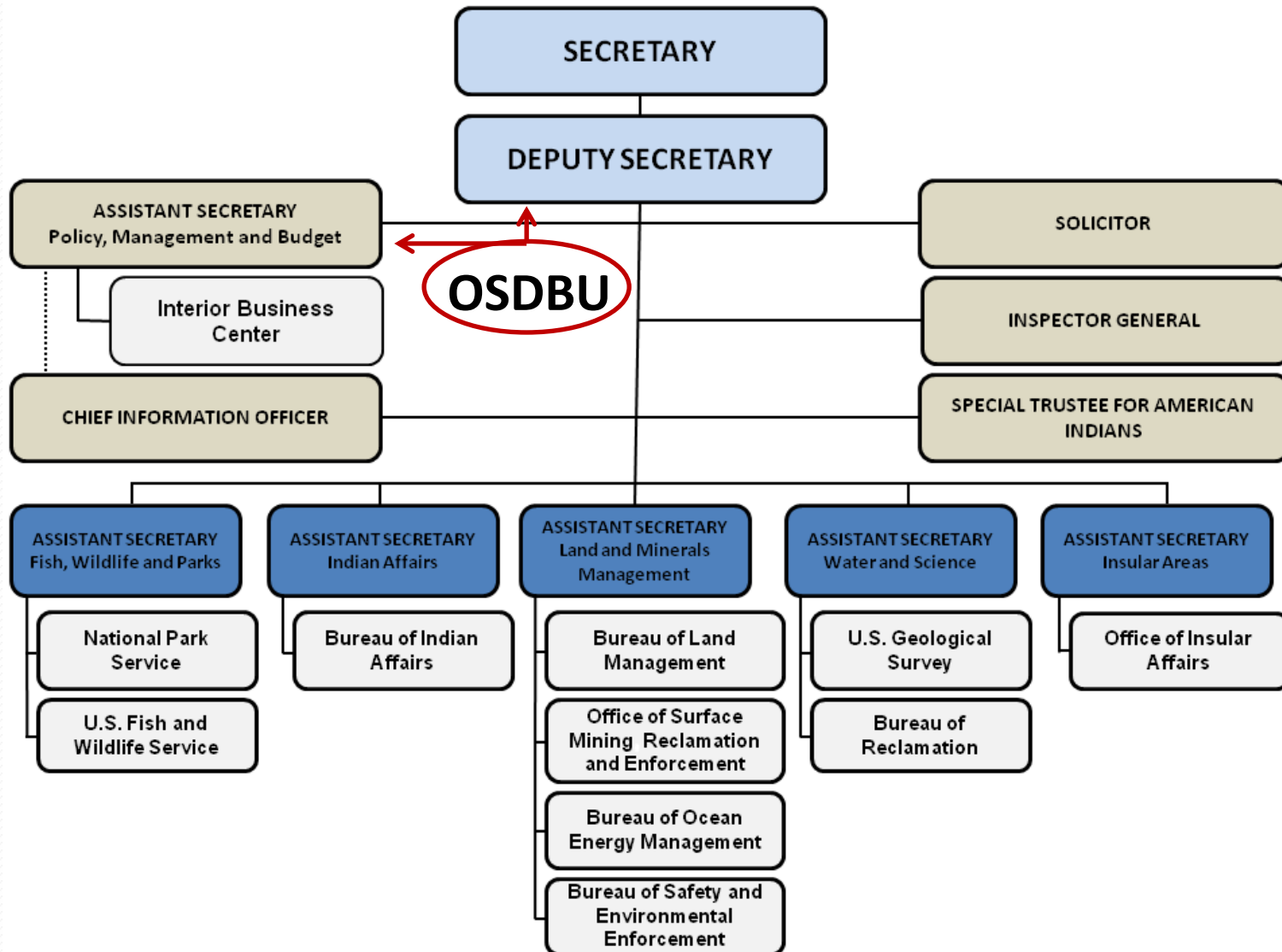
U.S. Fish and Wildlife Service

U.S. Geological Survey



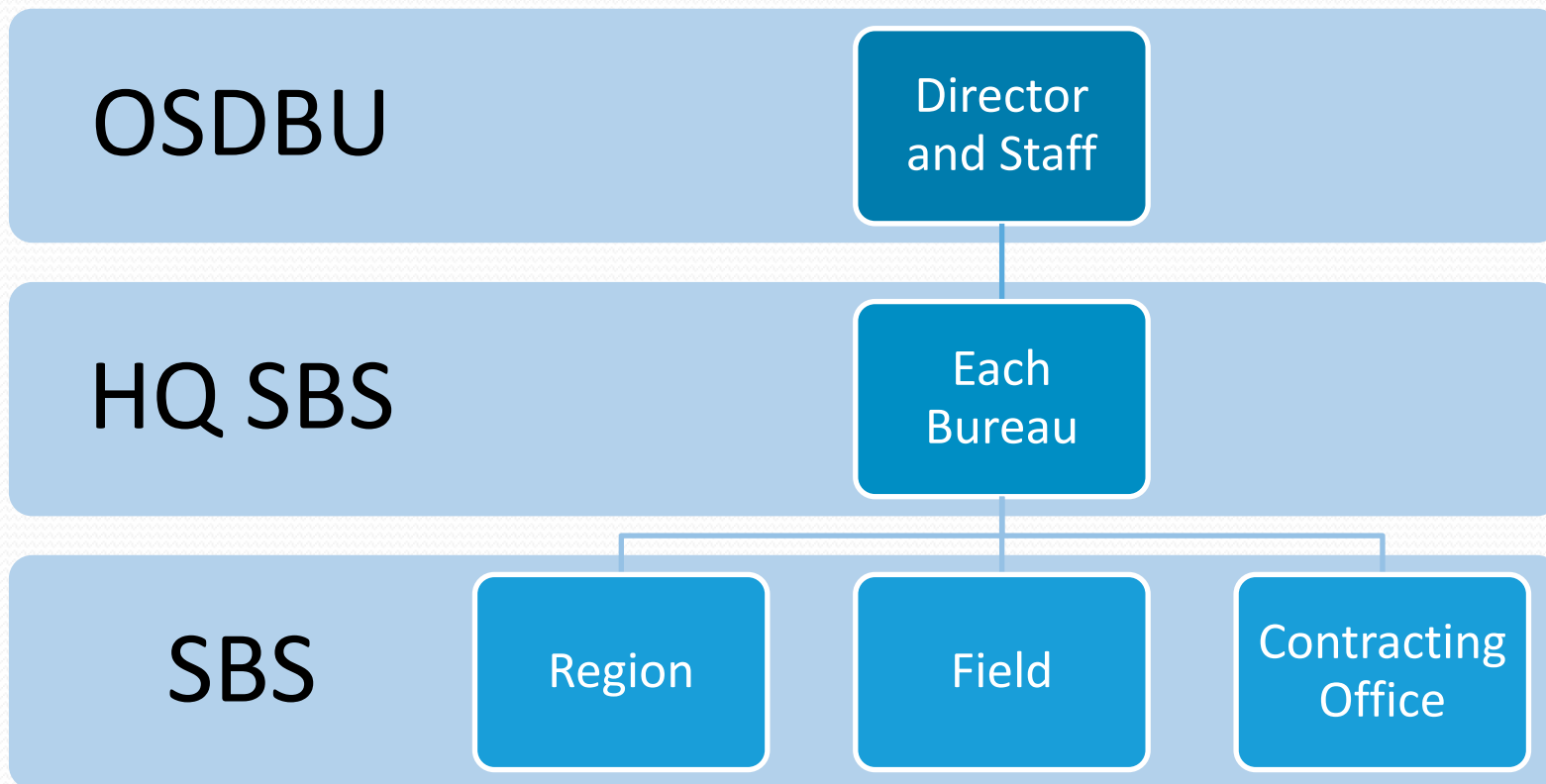


OSDBU Organization





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

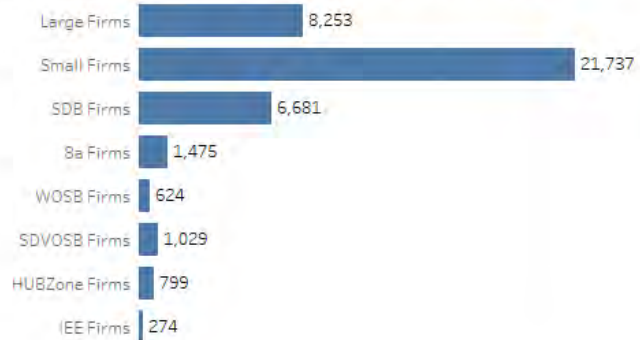
Product Or Service Code

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

DUNS	Company Name
001004969	ATLANTIC BATTERY COMPANY, INC.
001010599	EXPRESS PRODUCE, L.L.C.
001012319	BÜCKHORN INC.
001015924	HOUGHTON MIFFLIN COMPANY / HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY
001020403	CONSOLIDATED MACHINE CORPORATION
001028386	HOLIDAY INN EXPRESS CAMBRIDGE
001031590	STURTEVANT INC.
001043173	K-B-H SERVICES, INC.
001050152	EMD MILLIPORE CORPORATION
001051478	BAUMANN ENTERPRISES, INC.
001060268	VITA NEEDLE COMPANY
001070457	COMMUNITY WORKSHOPS INC
001080886	GLDBE 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	541619	811219	311119	0

State Of Performance

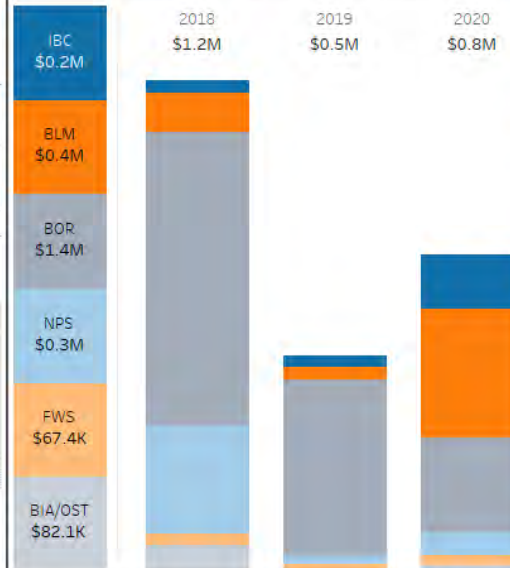
(All)

Totals for Selected NAICS Codes

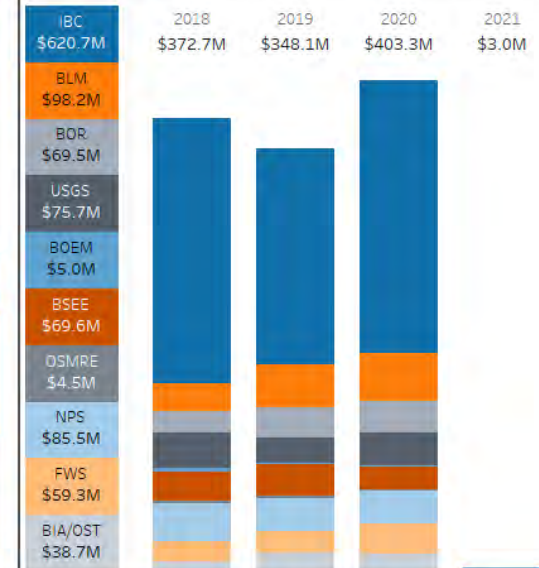
FY	Dollars	PIIDs
2018	\$387,267,230	3,211
2019	\$362,185,849	2,864
2020	\$414,996,463	2,885
2021	\$3,000,694	49
Total	\$1,167,450,235	6,993

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

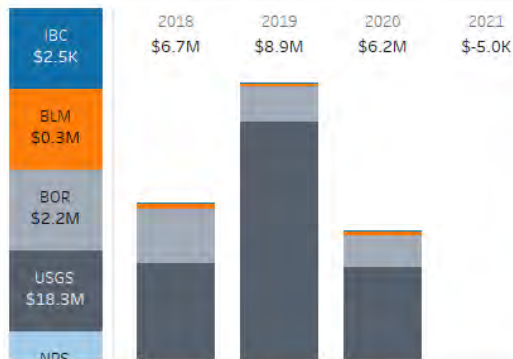
NAICS: 333999 → \$2.5M among 75 PIIDs



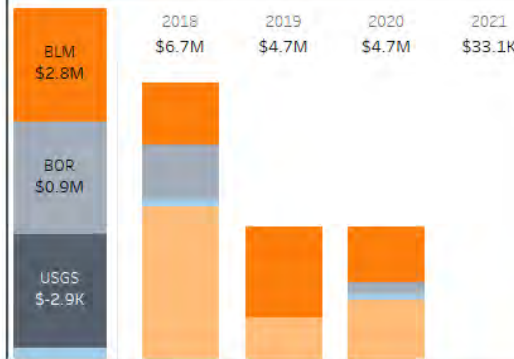
NAICS: 541519 → \$1.1B among 6047 PIIDs



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%

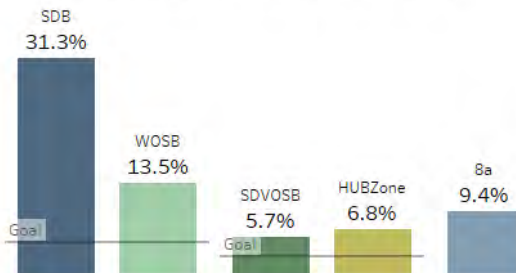
Small Business Award Dollars

\$2,006,527,008

Total Small Business Awards

24,168

Socioeconomic Performance

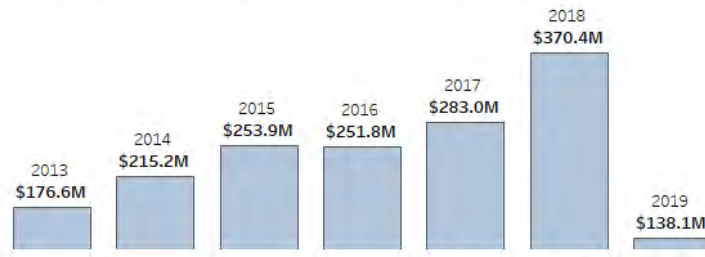


Fiscal Year
2019

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

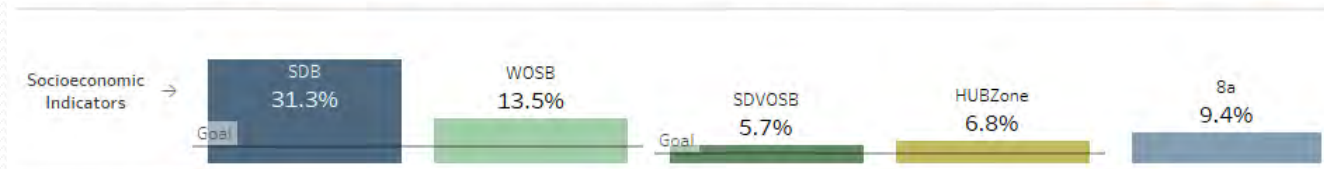
[DOI Small Business Performan...](#)
[Bureau Small Business Perfor...](#)
[Bureau Subcontracting Dashb...](#)
[Bundled/Consolidated Dashbo...](#)
[8\(a\) Dashboard](#)
[OSDBU Outreach](#)

Select Bureau to filter →	BIA/OST \$269.0M	BLM \$348.4M	BOEM	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	Delta
51.0%	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

Contract Consolidation and Bundling Dashboard

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

Fiscal Year

2020

DOI Totals

Substantially Consolidated

Dollars
\$49.9M

PIIDs
53

Consolidated

Dollars
\$8.4M

PIIDs
22

Bundled

Dollars
\$4.4M

PIIDs
31



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

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



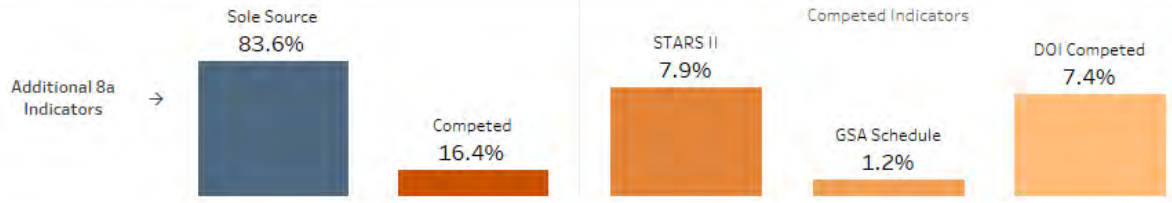
SBI – 8A DASHBOARD

[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

Indicator	Percentage
Sole Source	83.6%
Competed	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	Competed	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

202-208-3493 (Phone)
1-877-375-9927 (Toll-Free)
202-208-7444 (Fax)
www.doi.gov/osdbu
doi_osdbu@ios.doi.gov

ENCLOSURE 3
Department of Energy
(DOE)

U.S. Department of Energy

Office of Small and Disadvantaged Business Utilization



SBPAC Best Practices Presentation
Paul Ross
December 15, 2020





Overview

- History and Mission
- Unique Operating Environment
- Budget
- Challenges
- Best Practices



History and Mission

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 nuclear stockpile, advancing nuclear nonproliferation and promoting global nuclear safety

Environmental Responsibility

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

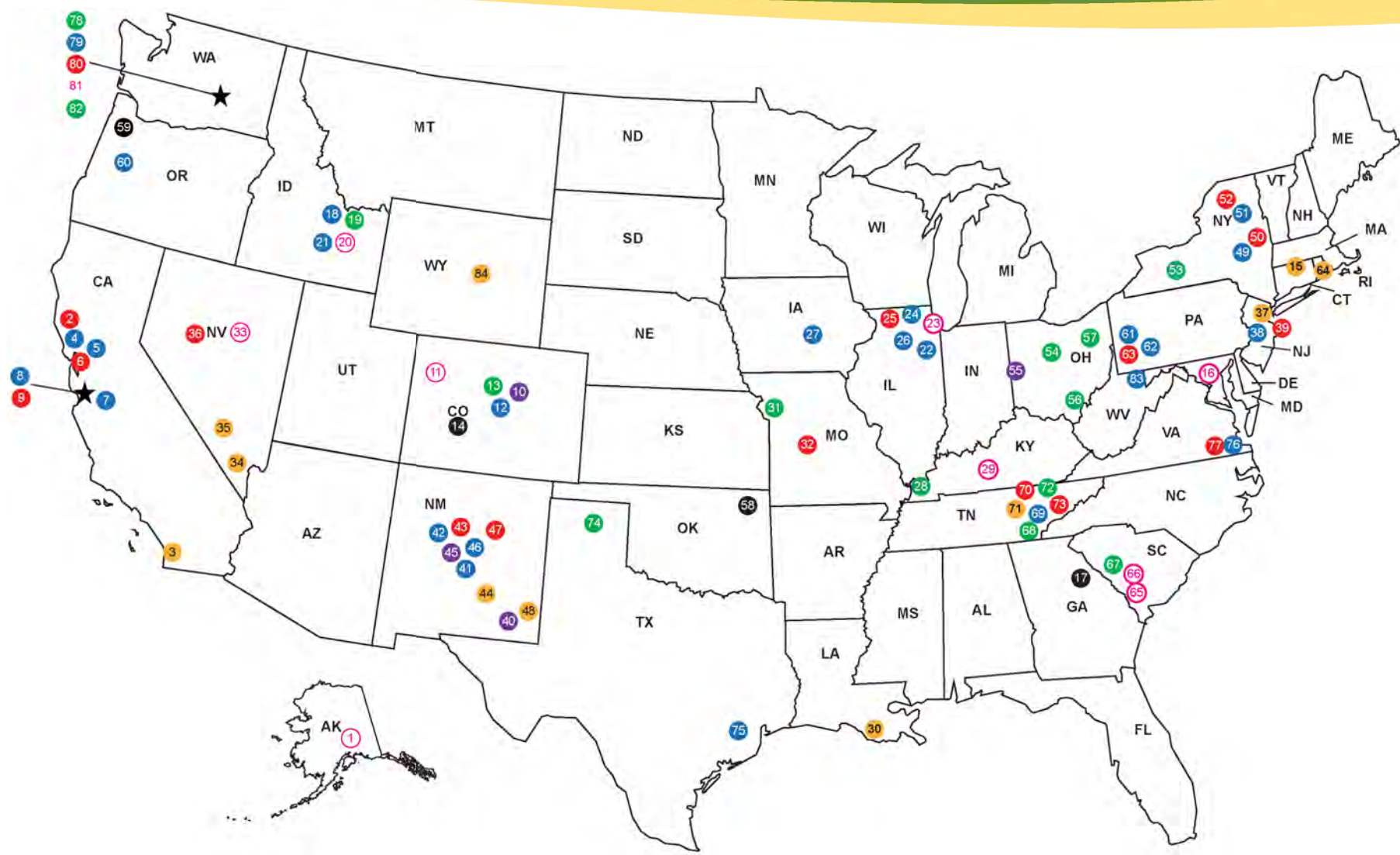


Unique Operating Environment

- 2 Senior Procurement Executives
- 14 Heads of Contracting Activities
- Multiple SBA Procurement Center Representatives
- Over 20 Different Acquisition Forecasts
- 22 M&Os (Management and Operating sites)
- 37 Site Facility Management Contracts
- 80+ Small Business Program Managers
- DOE Mentor-Protégé Program – 40 protégés participated in 2020



M&O & Site Locations

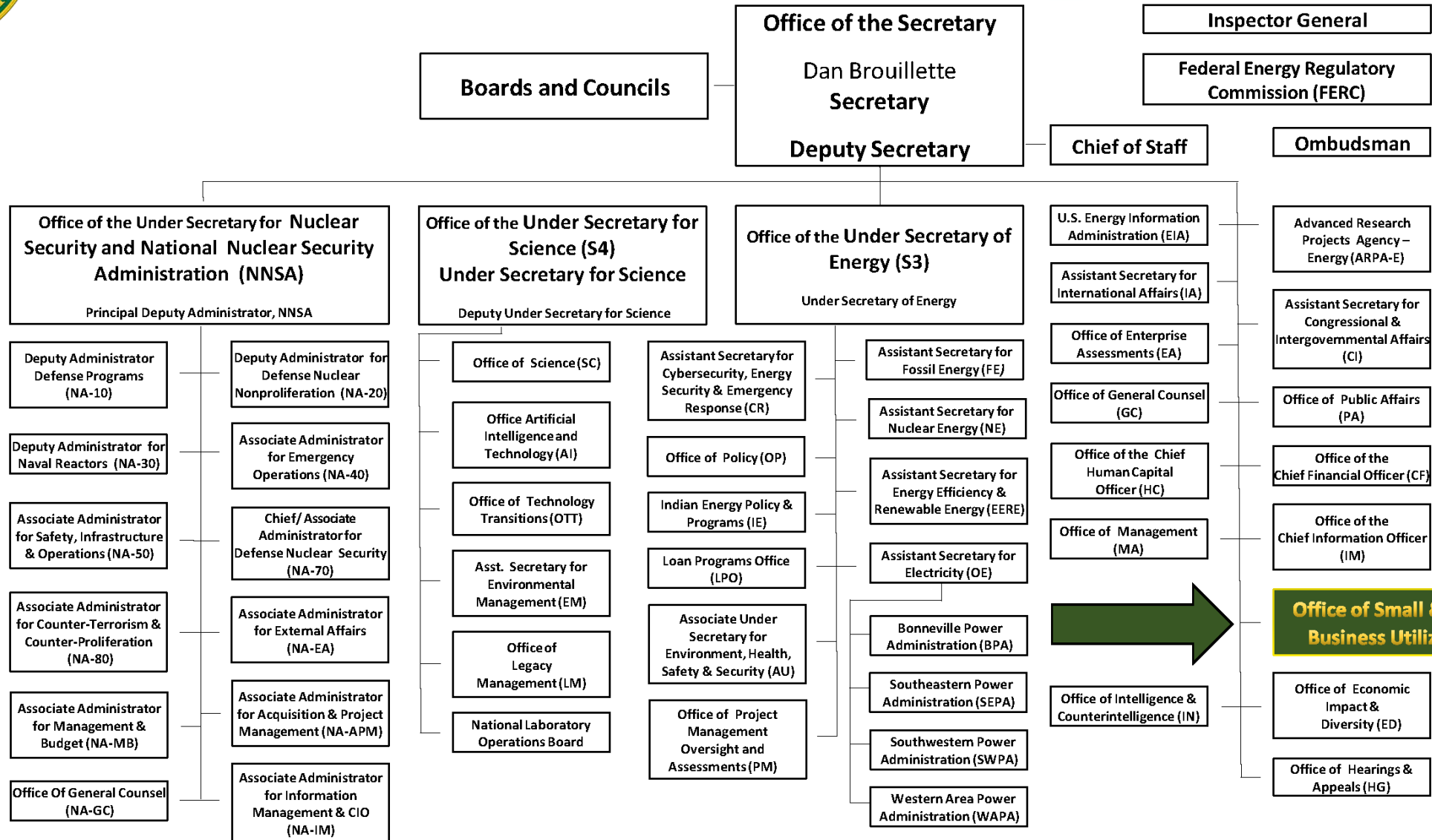


Legend

Operations Offices	Production/Cleanup	Site or Project Offices	Power Administrations	Laboratories	Field Offices	Special Purpose Sites or Offices	Service Business Center
--------------------	--------------------	-------------------------	-----------------------	--------------	---------------	----------------------------------	-------------------------

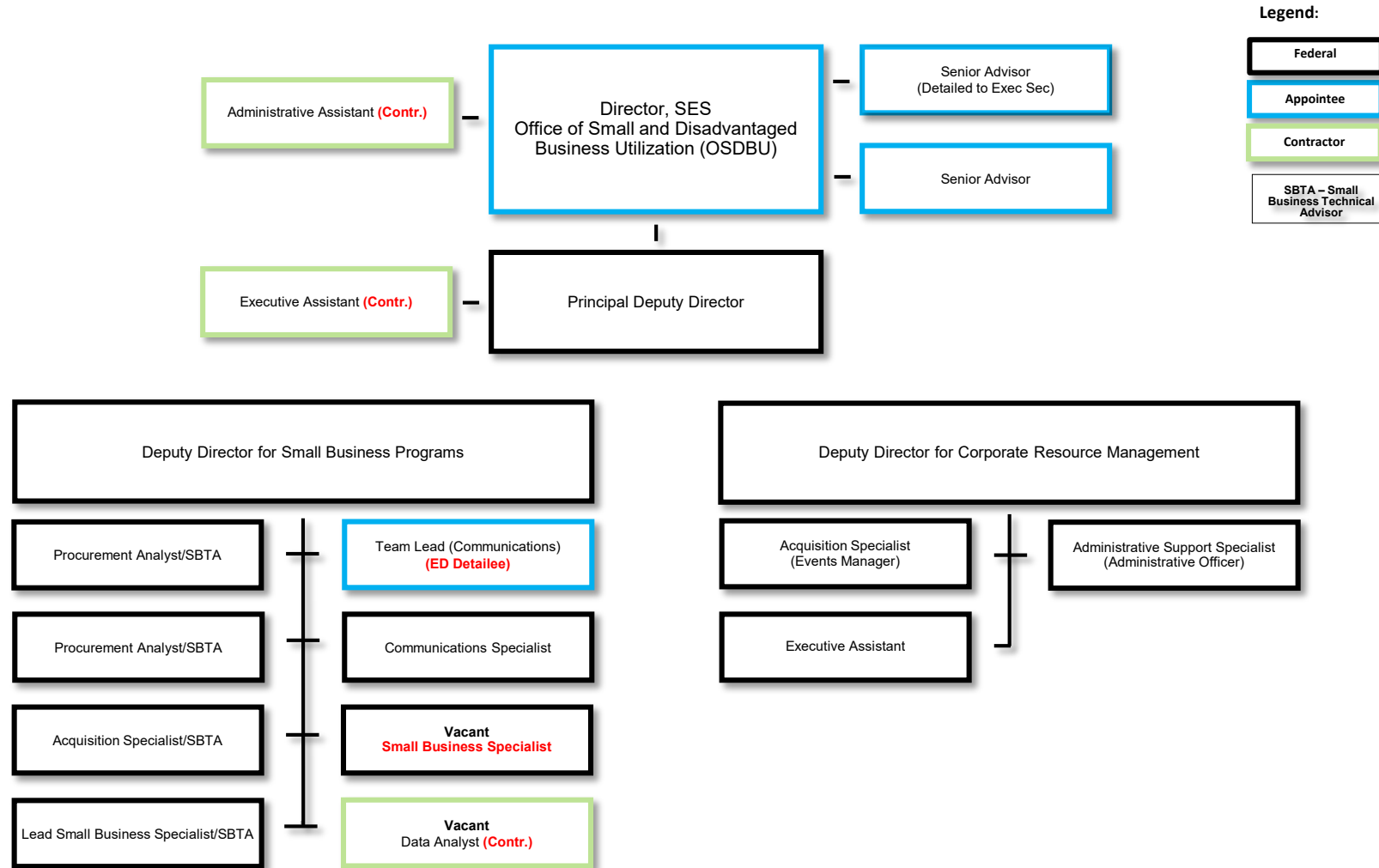


Department of Energy





OSDBU Organization Chart

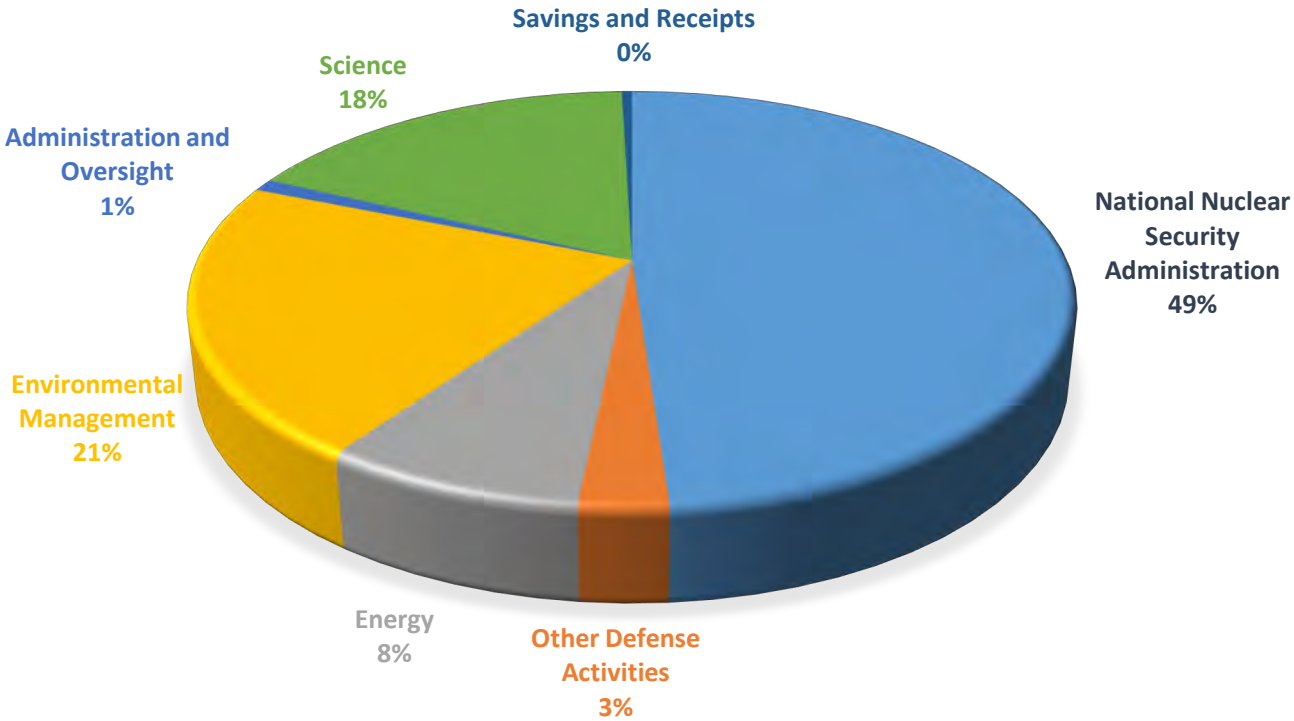


Current SB-1 Organizational Chart
(as of 10/01/20)



Budget

- Approximately \$30 billion procurement base
- \$7.7 billion in prime and subcontracts to small business
- \$500 million more than in FY18





Achieved 5th Straight "A" Grade

	FY17		FY18		FY19		
	Goal %	Achieved %	Goal %	Achieved %	Goal %	Achieved %	Dollar Amount
SBA Scorecard Grade		A (102.09)		A (107.49)		A (116.83)	
Small Business Prime (w/MOSRC) Contracting	10.2%	13.79%	10.2%	13.78%	11.65%	17.84%	\$5.0B
Women-Owned Small Business	5%	2.96%	5%	3.01%	5%	3.66%	\$1.0B
Small Disadvantaged Business	5%	4.89%	5%	4.82%	5%	5.76%	\$1.6B
Service-Disabled Veteran-Owned Small Business	3%	0.98%	3%	1.13%	3%	1.64%	\$463.6M
HUBZone Small Business	3%	0.62%	3%	0.69%	3%	1.05%	\$297.2M



Small Business Challenges

- Decentralized M&O business model and variety of Acquisition forecasts (over 20)
- Significant subcontracting volume (\$4 of \$5 SB dollars are subcontracted)
- Complex safety, physical security, technical, cybersecurity, and high total contract values
- Broad range of missions with wide range of procurements
- OSDBU early involvement in acquisition process
- Increased compliance, reporting, and data requirements



Best Practices

Small Business Strategic Vision

1. Making it easier for small businesses to do business with DOE
2. Maximizing small business opportunities by cultivating more productive relationships with internal stakeholders
3. Maximizing small business awards and improving socio-economic category performance



Best Practices

1. Making it easier for small businesses to do business with DOE

- Improved Acquisition Forecast/website
 - Tied with Treasury for “Most Improved” Federal Business Forecast (Professional Services Council)
- Alleged Undue Restrictions automated form
- Customer care enhancements
- Small Business Innovative Research/Small Business Technical Transfer (SBIR/STTR)
- DOE Mentor-Protégé Program (MPP)
- DOE Small Business Expo/Small Business Awards Program



OSDBU-Hosted Events/Awards Program

Sample Awards

Mentor of the Year

Protégé of the Year

8(a)/Small Disadvantaged Business of the Year

Woman-Owned Small Business of the Year

HUBZone Small Business of the Year

Service-Disabled Veteran-Owned Small Business of the Year

SBIR/STTR Small Business of the Year

Small Business of the Year

OSDBU's Director's Excellence Award





Best Practices

Small Business Innovation Research/ Small Business Technology Transfer (SBIR / STTR)

The OSDBU partners with SBIR/STTR staff, to guide small businesses to help conduct DOE R&D.

- Phase 0 resources help first-time applicants engage w/ DOE SBIR/STTR
- Phase I-III awards develop and commercialize proposals
- DOE SBIR/STTR topics: <https://science.osti.gov/sbir/About>
- DOE SBIR/STTR Point of Contact: SBIR-STTR@science.doe.gov
- ARPA-E's SBIR/STTR program: <https://arpa.e.energy.gov/>



Best Practices

DOE Mentor-Protégé Program (MPP)

- Increases participant's capabilities to better perform and compete for DOE prime contracts and subcontracts
- Focused on helping disadvantaged and other socio-economic small businesses
- Utilizes Subcontracting for Protégés' development

Participation in the MPP is a contractual requirement for most large dollar DOE Facility Management Contracts

For more MPP Info: <https://www.energy.gov/osdbu/programs/mentor-prot-g-program>



Best Practices

2. Maximizing small business opportunities by cultivating more productive relationships with internal stakeholders

- Small Business First Policy
- Automated internal goaling process
- MOSRC (Management and Operating Subcontract Reporting Capability)
- Acquisition Guide/Small Business Review Form Rewrite
- SBPM Training/SBTA Meetings
- Enhanced data capabilities
- SPE/OSDBU Meetings
- eSRS Reporting Activities
- Quarterly Newsletters/ Annual Report



Mock Scorecard

Mock FY 19 Small Business Scorecard – Prime Contract Section

4

DEPARTMENT OF ENERGY - MOCK FY 2019 SMALL BUSINESS SCORECARD

PRIME CONTRACTING
PRIME & SUBCONTRACTING DATA IS FROM FY 19. ALL OTHER DATA FROM FY 18!

FPDS-NG Base -> \$ 28,137,943,151.12

Prime Contracting Component Achievement Percent Calculation:
 Prime Contracting Small Business (SB) Percentages = (FPDS-NG SB + MOSRC SB) / FPDS-NG

OVERALL*
A
109.66%

	ACHIEVEMENT AMOUNT	DOE PROCUREMENT BASE	COMPONENT ACHIEVEMENT	GOAL	ACHIEVEMENT SCORE	COMPONENT WEIGHT	WEIGHTED PERFORMANCE	CATEGORY SCORE	CATEGORY WEIGHT
SMALL BUSINESS									
Reported through FPDS	\$ 1,560,719,107.49	-	-						
Reported through MOSRC	\$ 3,376,593,361.15	-	-						
Total Small Business	\$ 4,937,312,468.64	\$ 28,137,943,151.12	17.55%	11.65%	151%	60%	90%		
SMALL DISADVANTAGED BUSINESS (SDB)									
Reported through FPDS	\$ 783,954,419.46	-	-						
Reported through MOSRC	\$ 806,145,694.02	-	-						
Total SDB	\$ 1,590,100,113.48	\$ 28,137,943,151.12	5.65%	5.0%	113%	10%	11%		
WOMEN-OWNED SMALL BUSINESS (WOSB)									
Reported through FPDS	\$ 304,861,412.12	-	-						
Reported through MOSRC	\$ 711,550,710.67	-	-						
Total WOSB	\$ 1,016,412,122.79	\$ 28,137,943,151.12	3.61%	5.0%	72%	10%	7%		
SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)									
Reported through FPDS	\$ 225,635,231.60	-	-						
Reported through MOSRC	\$ 228,000,917.76	-	-						
Total SDVOSB	\$ 453,636,149.36	\$ 28,137,943,151.12	1.61%	3.0%	54%	10%	5%		
HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZONE) BUSINESS									
Reported through FPDS	\$ 52,765,411.28	-	-						
Reported through MOSRC	\$ 239,704,247.21	-	-						
Total HUBZone	\$ 292,469,658.49	\$ 28,137,943,151.12	1.04%	3.0%	35%	10%	3%		

*The Overall Score is based on real-time data. **It is not a projection for the full year.**

Generally, normal procurement activity will lead to a lower real-time score early in the fiscal year. High-dollar, non-small business awards made at the beginning of the year lead to a high obligation "base" (which lowers SB percentages), and then small business obligations tend to "catch up" to overall obligations as the year goes on.

Notes:

- 1. Data through September 30, 2019; pulled on December 2, 2019**
- 2. The score shown on the actual Mock Scorecard includes estimates for the other categories, including the Subcontract section, the Compliance Requirements, and the Number of SB Prime Contractors score**



Best Practices

3. Maximizing small business awards and improving socio-economic category performance

- Memo requesting Program Elements to increase their awards to socio-economic categories by two
- Increased participation to socio-economic category outreach events
- Increased socio-economic performance in each of the past three years



What DOE Buys – Top 10 Prime NAICS

NAICS Description	NAICS Codes
Facilities Support Services	561210
R & D in physical, engineering & life sciences	541710
Remediation Services	562910
R & D in physical, engineering & life sciences (except nanotechnology & biotechnology)	541715
All other professional, scientific & technical services	541990
Hazardous waste treatment & disposal	562211
Industrial nonbuilding structure construction	234930
R & D in physical., engineering, & life sciences (except biotechnology)	541712
R & D in biotechnology	541711
Colleges, universities, & professional schools	611310



Upcoming Events: 2021

Winter Virtual Small Business Outreach events

- Jan. 21 – OSDBU & Los Alamos National Lab
- Feb. 9 – OSDBU & Sandia National Labs

Annual Summer New Mexico Expo in Albuquerque: Aug. 1-5



Contact

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Office of Small and Disadvantaged Business Utilization

U.S. Department of Energy

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Mentor-Protégé Program - Mark Lochbaum: Mark.Lochbaum@hq.doe.gov

DOE HQ Forecast and DOE Small Business Goaling - Tanya Crawford: Tanya.Crawford@hq.doe.gov

Office of Small and Disadvantaged Business Utilization email: SmallBusiness@hq.doe.gov

ENCLOSURE 4
Small Business Administration
(SBA)



U.S. Small Business
Administration

Fiscal Year 2020 Lessons Learned/Best Practices
– Small Business Participation in SBA Contracts

SBA Mission & Leadership

U.S. Small Business Administration:

- Federal Agency created under President Dwight D. Eisenhower (Ike) in 1953.
- The agency's mission is to ***aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.***

FY 20 v. 19: SBA Contract Award Summary

as of 10/1/2020

FY 19 Year-End: SB Utilization by Program Office

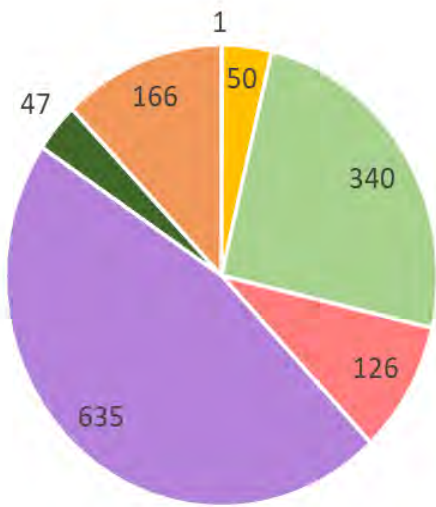
Program Office	\$ Awarded	\$ SB	SB %
OCIO	\$ 50,128,560	\$ 44,961,750	89.7%
ODA	\$ 37,604,400	\$ 31,687,258	84.3%
OCA	\$ 19,160,086	\$ 16,350,898	85.3%
OCRM	\$ 15,361,605	\$ 5,845,895	38.1%
OED	\$ 12,369,997	\$ 7,166,064	57.9%
OCFO	\$ 12,205,572	\$ 11,313,944	92.7%
OII	\$ 7,599,855	\$ 7,202,365	94.8%
GCBD	\$ 6,719,313	\$ 6,702,518	99.8%
COOEMISS	\$ 2,960,217	\$ 2,104,843	71.1%
OCPL	\$ 2,832,765	\$ 2,718,526	96.0%
OIG	\$ 2,804,515	\$ 511,657	18.2%
OVBD	\$ 2,087,948	\$ 2,087,948	100.0%
AgencyWide	\$ 1,187,452	\$ 1,006,298	84.7%
Advocacy	\$ 521,026	\$ 457,541	87.8%
OGC	\$ 405,265	\$ 63,949	15.8%
OFO	\$ 401,350	\$ 125,774	31.3%
ONAA	\$ 382,737	\$ 382,737	100.0%
OHRS	\$ 339,162	\$ 322,332	95.0%
OIT	\$ 305,775	\$ 305,775	100.0%
Other Offices1	\$ 457,814	\$ 517,572	113.1%
SBA Total	\$ 175,835,412	\$ 141,835,642	80.7%

FY 20 Year-End: SB Utilization by Program Office

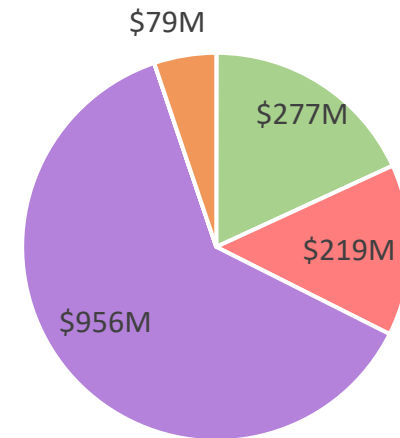
Program Office	\$ Awarded	\$ SB	SB %	# of Actions	Avg Contract Size
ODA	\$ 1,129,163,837	\$ 896,134,501	79.4%	269	\$ 4,197,635
OCA	\$ 256,468,255	\$ 209,100,965	81.5%	169	\$ 1,517,564
OCRM	\$ 34,334,927	\$ 24,673,114	71.9%	84	\$ 408,749
AgencyWide	\$ 30,531,740	\$ 29,618,260	97.0%	130	\$ 234,860
OCIO	\$ 27,743,588	\$ 25,051,284	90.3%	198	\$ 140,119
OED	\$ 11,636,516	\$ 7,681,485	66.0%	43	\$ 270,617
OCPL	\$ 8,358,432	\$ 8,299,182	99.3%	47	\$ 177,839
GCBD	\$ 6,406,829	\$ 6,393,719	99.8%	41	\$ 156,264
OII	\$ 6,161,996	\$ 5,837,965	94.7%	47	\$ 131,106
OIG	\$ 5,031,801	\$ 2,499,458	49.7%	37	\$ 135,995
OCFO	\$ 4,729,839	\$ 3,055,291	64.6%	91	\$ 51,976
OEMISS	\$ 3,953,947	\$ 2,998,976	75.8%	70	\$ 56,485
OVBD	\$ 3,355,113	\$ 3,355,113	100.0%	25	\$ 134,205
CO&RM	\$ 1,641,920	\$ 1,641,920	100.0%	16	\$ 102,620
OHRS	\$ 896,516	\$ 869,736	97.0%	9	\$ 99,613
ONAA	\$ 394,215	\$ 394,215	100.0%	5	\$ 78,843
OGC	\$ 354,300	\$ 2,854	0.8%	11	\$ 32,209
OA	\$ 341,200	\$ 341,200	100.0%	4	\$ 85,300
OIT	\$ 333,791	\$ 333,791	100.0%	8	\$ 41,724
DI&CR	\$ 260,830	\$ 260,830	100.0%	12	\$ 21,736
Other Offices	\$ 388,433	\$ 171,795	44.2%	49	\$ 7,927
Grand Total	\$ 1,532,488,027	\$ 1,228,715,655	80.2%	1,365	\$ 1,122,702

FY 20: SBA Contract Action Breakdown by Type

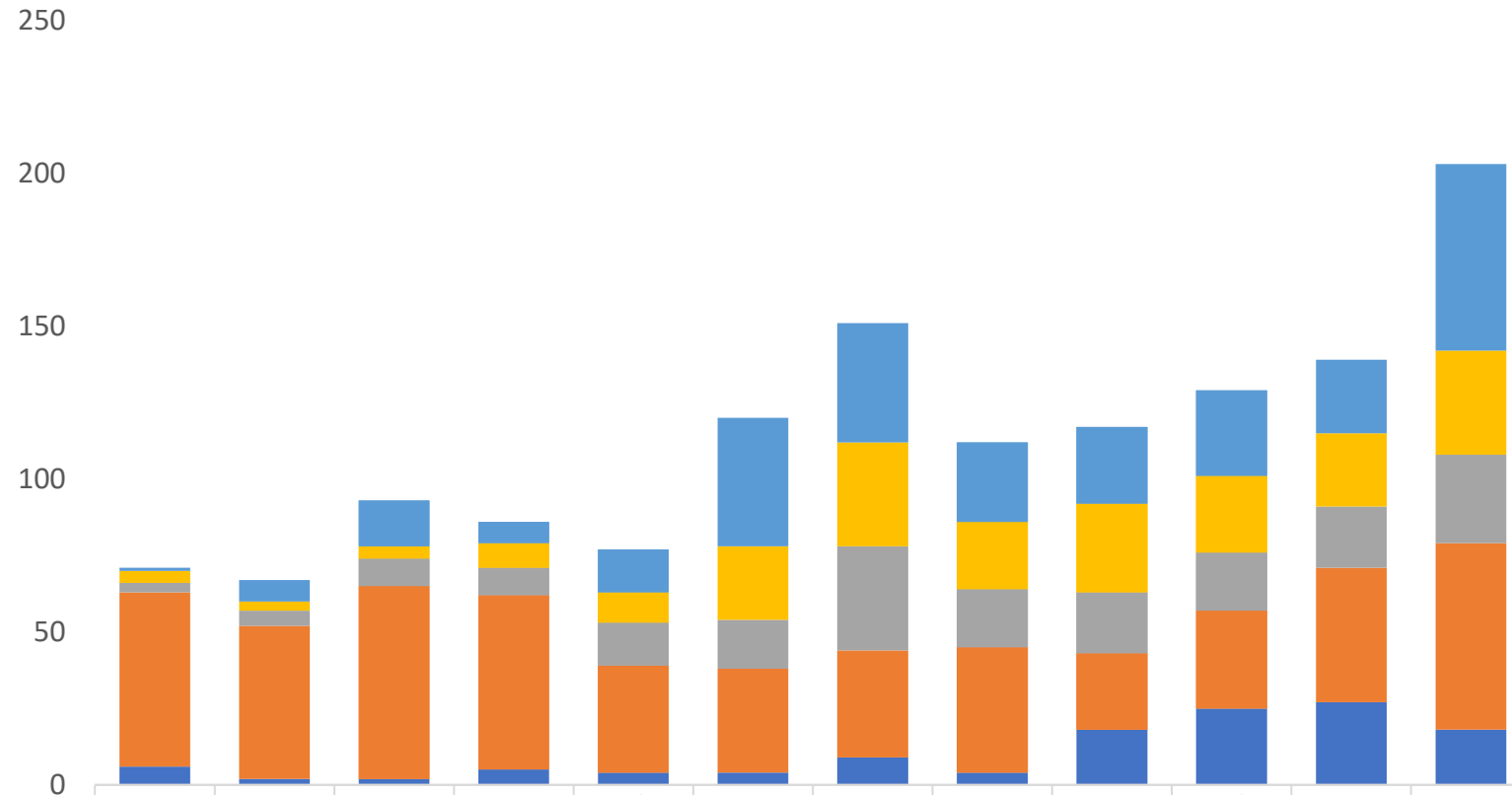
as of 10/1/2020



- BOA
- BPA
- BPA CALL
- Definitive Contract
- Delivery Order
- IDC
- Purchase Order



Timing of Actions



	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
■ Above \$150K	1	7	15	7	14	42	39	26	25	28	24	61
■ \$25,001 - 150K	4	3	4	8	10	24	34	22	29	25	24	34
■ \$25K or less	3	5	9	9	14	16	34	19	20	19	20	29
■ No Cost	57	50	63	57	35	34	35	41	25	32	44	61
■ Deob	6	2	2	5	4	4	9	4	18	25	27	18

4th Quarter Strategies (when things go back to normal)

- **More SB multi-organizational IDVs when possible**
- **Leverage 8(a) Program, Hubzone, SDVOSB, WOSB (EDWOSB)**
- **Conduct Market Research on a compressed timeline – Market Research an ongoing effort – not just in the 4th quarter**
- **Move towards an advanced acquisition planning tool**

Best Practices

- **“We are the Small Business Administration”**
- **Include Small Business Utilization goals in performance plans**
- **Utilize GWACS and schedules with small businesses**

Question?

Points of Contact

Kip Sheppard

**Director, Acquisition Operations Division and
Acting Senior Procurement Executive/Head of the Contracting Activity
Office of the Chief Financial Officer
U.S. Small Business Administration
(303)-844-7217 (Desk)
(303)-358-1358 (Cell)
Kip.Sheppard@sba.gov**

ENCLOSURE 5
General Services Administration
(GSA)



U.S. General Services Administration

FY 2021 GSA Best Practices SBPAC Presentation

February 23, 2021

Office of Small and Disadvantaged Business Utilization

Overview of GSA

GSA Vision

- Effective and efficient government for the American people.

GSA Mission

- Deliver value and savings in real estate, acquisition, technology, and other mission-support services across government.

GSA Values

- Service, Accountability, and Innovation

Overview of GSA

GSA has three service lines of operation:

- Federal Acquisition Service (FAS)
- Public Building Service (PBS)
- Office of Administrative Service (OAS)

Governmentwide Programs:

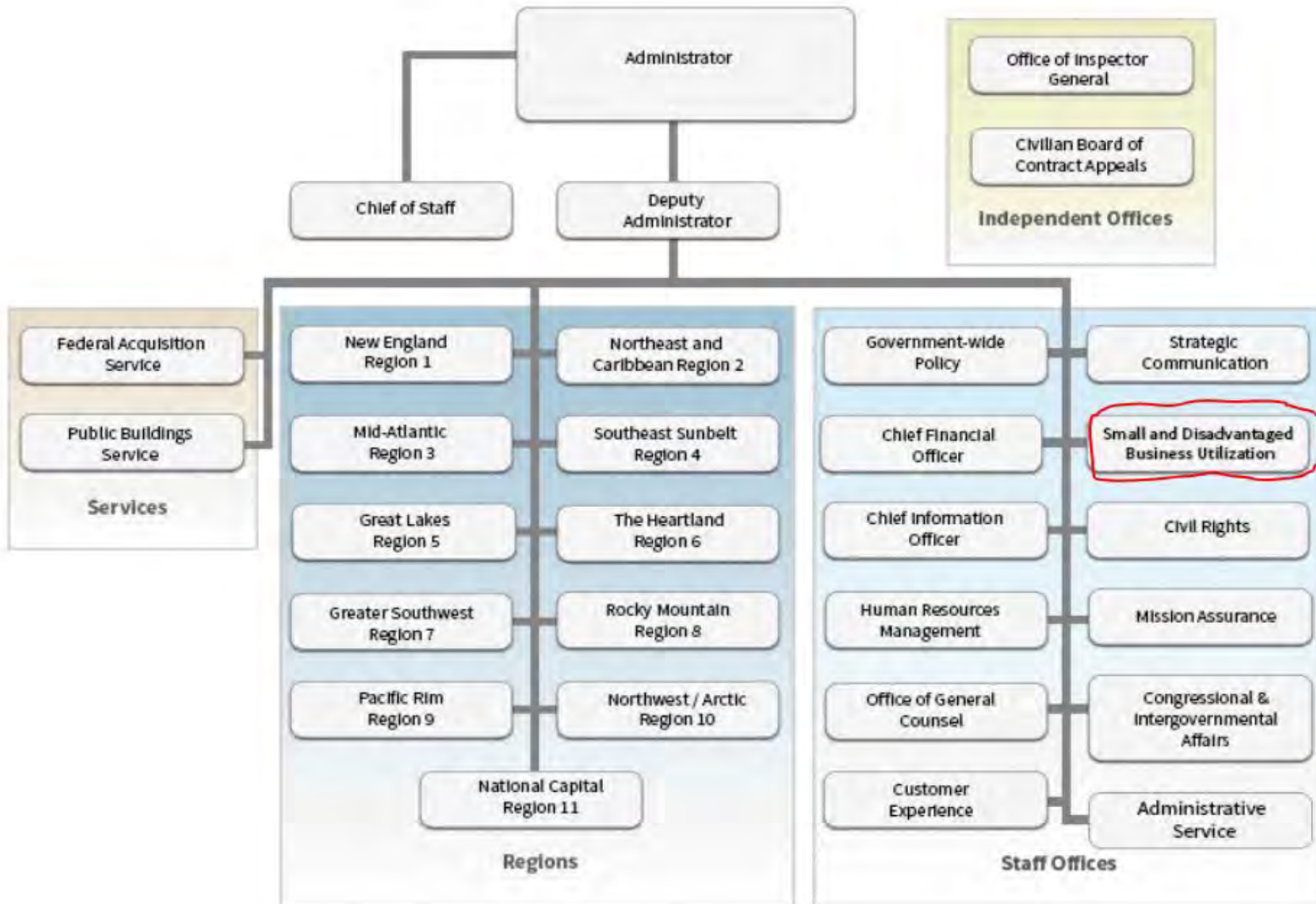
- GSA's Federal Supply Schedules
- Fleet
- STARS II and STARS III
- OASIS
- Alliant 2
- VETS 2
- Comet

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

OSDBU Vision

- Carry out our nationwide responsibility for GSA's small business programs, and is the chief advocate for small and disadvantaged businesses.
- Promote increased access to GSA's nationwide procurement opportunities and engages in activities that make it possible for the small business community to interact with key contracting experts and to receive counseling on the federal procurement process.

GSA Organization



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

National Small Business Advocacy and Engagement (NSBAE) Division

Regional Small Business Advocacy and Engagement (RSBAE) Division

Small Business Compliance and Goaling Division

IT Innovations Program Management Office

GSA's OSDBU Offices



- Region 1: Boston, MA**
- Region 2: New York, NY**
- Region 3: Philadelphia, PA**
- Region 4: Atlanta, GA**
- Region 5: Chicago, IL**
- Region 6: Kansas City, MO**
- Region 7: Fort. Worth, TX**
- Region 8: Denver, CO**
- Region 9: San Francisco, CA**
- Region 10: Auburn, WA**
- Region 11: Washington, DC**

GSA OSDBU Success

Goal Achievement and Scorecard History

Fiscal Year	Small Business Goal	Prime SB Goal Achievement	Subcontracting Goal	Subcontracting Goal Achievement	Scorecard Grade
FY 2020**	29%	49.47%**	24%	TBD	TBD
FY 2019	30%	42.69% (\$2.4B)	25.50%	22.10%	A+
FY 2018	35%	39.37% (\$1.9B)	26.50%	24.70%	A
FY 2017	36.50%	42.68% (\$1.9B)	29.00%	23.90%	A
FY 2016	36.50%	39.23% (\$1.6B)	29.00%	31.30%	A
FY 2015	32%	44.16% (\$1.6B)	29.00%	26.30%	A+

FY 2020 Preliminary Results

GSA OSDBU Success

COVID Response

Total Actions	% Total Actions	Total Dollars	Small Business Actions	% Small Business Actions	Small Business Dollars	% Small Business Dollars
30,077	32.95%	\$171,950,802	20,468	68.05%	\$92,488,492	53.78%

As of 2/1/2021

GSA OSDBU Success

- OSDBU Name Change
- Small Business Goaling Dashboard
- GSA Forecast Tool
- Small Business Compliance Review
- Subcontracting Program

GSA OSDBU Best Practices

- Influencing Change Internally at GSA:
 - Monthly meetings
 - SPE Acquisition Review Board (ARB)
 - Small business goals incorporated into Senior level performance plans
 - Targeted Initiatives: HOP Program
 - Acquisition workforce training
 - Acquisition Strategy changes
 - Prime Contracting
 - Subcontracting

Overview of GSA's Best Practices

Negotiated Acquisition Strategy Change - (2689)

	Totals	Dollar Value
Small Business to Socioeconomic Set-Aside	3	\$ 15,806,741.54
Full and Open to Socioeconomic Set-Aside	1	\$ 2,900,000.00
Full and Open to Small Business Set-Aside	9	\$ 8,092,874,785.72
Unrestricted to Socioeconomic Set-Aside	8	\$ 642,053,888.08
No Change	487	\$ -

Overview of GSA's Best Practices

FY2020 Subcontracting Plan Goal Increases

<u>Dollar Value</u>	<u>SB</u>	<u>SDB</u>	<u>WOSB</u>	<u>SDVOSB</u>	<u>HUBZone</u>
Original Goal Dollar Value	\$ 5,418,586,793.83	\$ 234,862,540.71	\$ 523,684,133.28	\$ 78,170,427.74	\$ 60,813,809.50
Negotiated Increase Dollar Value	\$ 6,498,897,931.17	\$ 608,836,236.75	\$ 1,108,621,880.84	\$ 206,813,320.30	\$ 179,543,795.77
The increased amount:	\$ 1,080,311,137.34	\$ 373,973,696.04	\$ 584,937,747.56	\$ 128,642,892.56	\$ 118,729,986.27
Total Plans Increased: 180	133	126	134	123	105

Overview of GSA's Best Practices

- Outreach Best Practices
 - Education and Training:
 - In FY20, OSDBU delivered counseling and training to 8,967 small businesses through virtual webinars and 18,345 through events, 1:1 counselings, and group counselings.
 - *GSA Presents Town Hall: Advancing Small Businesses During Unprecedented Times*
 - *FAST Forward: Advancing Small Business in these Unprecedented Times*
 - Targeted Socioeconomic Matchmaking Events

Overview of GSA's Best Practices

Socio-economic Matchmaking FY 2020

SDVOSB - November 2019:

- 145 small businesses; 55 Prime Contractors

WOSB - March 2020:

- 88 small businesses; 19 Prime Contractors

SDB - May 2020:

- 107 small businesses; 17 Prime Contractors

HUBZone - July 2020:

- 93 small businesses; 24 Prime Contractors

Overview of GSA's Best Practices

- Outreach Best Practices
 - Resources on GSA.GOV

The screenshot shows the GSA website homepage. At the top left is the GSA logo and the text "U.S. General Services Administration". To the right is a "Per Diem Lookup" icon and a search bar labeled "Search GSA.gov". Below the header is a navigation menu with the following items: "Buying & Selling", "Real Estate", "Policy & Regulations", "Small Business", "Travel", "Shared Services", "Technology", and "About Us". A large banner for "Coronavirus (COVID-19)" is present, with links to "Returning to Facilities Guidelines" and "Frequently Asked Questions". Below the banner are eight service tiles, each with an image, a title, and a brief description.


GSA U.S. General Services Administration

Per Diem Lookup Search GSA.gov

Buying & Selling Real Estate Policy & Regulations Small Business Travel Shared Services Technology About Us


Coronavirus (COVID-19)

[Returning to Facilities Guidelines >](#) [Frequently Asked Questions >](#)




Buying & Selling

Explore options for buying from or selling to the government.




Real Estate

Find information related to GSA leased and owned buildings.




Policy & Regulations

Get policy advice based on travel, management or acquisition regulations.




Shared Services

Use GSA administration services to fulfill your agency's payroll, vehicle or technology needs.




Small Business

Become a contractor or subcontractor and pursue opportunities to sell to the government.




Travel

Get travel reimbursement rates such as per diem, meals and incidental expenses, and mileage.



Technology

Purchase IT or telecommunications using solutions like Schedule 70, Federal Relay or Governmentwide Acquisition Contracts.



About GSA

Contact us, register for events or find jobs in one of our mission support areas.

Small Business

Small Business Is Our Mission

What would you like to know?

Search



Information for ...

Explore Business Models

Compete for Contracts

Small Business Updates

Information for ...



Small Business



Small Disadvantaged Business 8(a)



Women-Owned Small Business



Service-Disabled Veteran-Owned



HUBZone Small Business

Small Business



The federal government devotes resources specifically to working with small businesses to assist them in finding federal contract opportunities.

If you are a small business, you may “self-certify” on the [Small Business Administration website](#) and then register to do business with the federal government on [SAM.gov](#). You may then review open contracting opportunities at the [Federal Business Opportunities website](#). An account can be created there to allow for your own custom home page.

Additional Information

- [Forecast of contracting opportunities](#)
- [Subcontracting](#)

Looking Ahead: OSDBU Objectives

Incorporating the Four Administration Priorities

People/Learning Objectives

- Identify professional development training opportunities (Diversity, equity, and inclusion)

Operational Objectives

- Improve OSDBU's IT functionality to increase efficiency, visibility, modernization, and perceived value with uniformity/consistency (Economic Recovery)
- Meet the requirements of the Small Business Act Section 15(k) (COVID response, economic recovery, climate, and diversity, equity, and inclusion)

Stakeholder Objectives:

- Redefine OSDBU's engagement to increase visibility, consistency, and impact of OSDBU across the country (COVID response, economic recovery, climate, and diversity, equity, and inclusion)
 - Support and engage internal and external stakeholders
 - Support engagement with national marketing
 - Communicate OSDBU's value to internal and external stakeholders (OCE and OSC)
- Maintain a 3.61 or better rating on the Internal Partner Satisfaction Survey

Contact Information

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ENCLOSURE 6
Department of Commerce
(DOC)

U.S. Department of Commerce



Helping the American Economy Grow

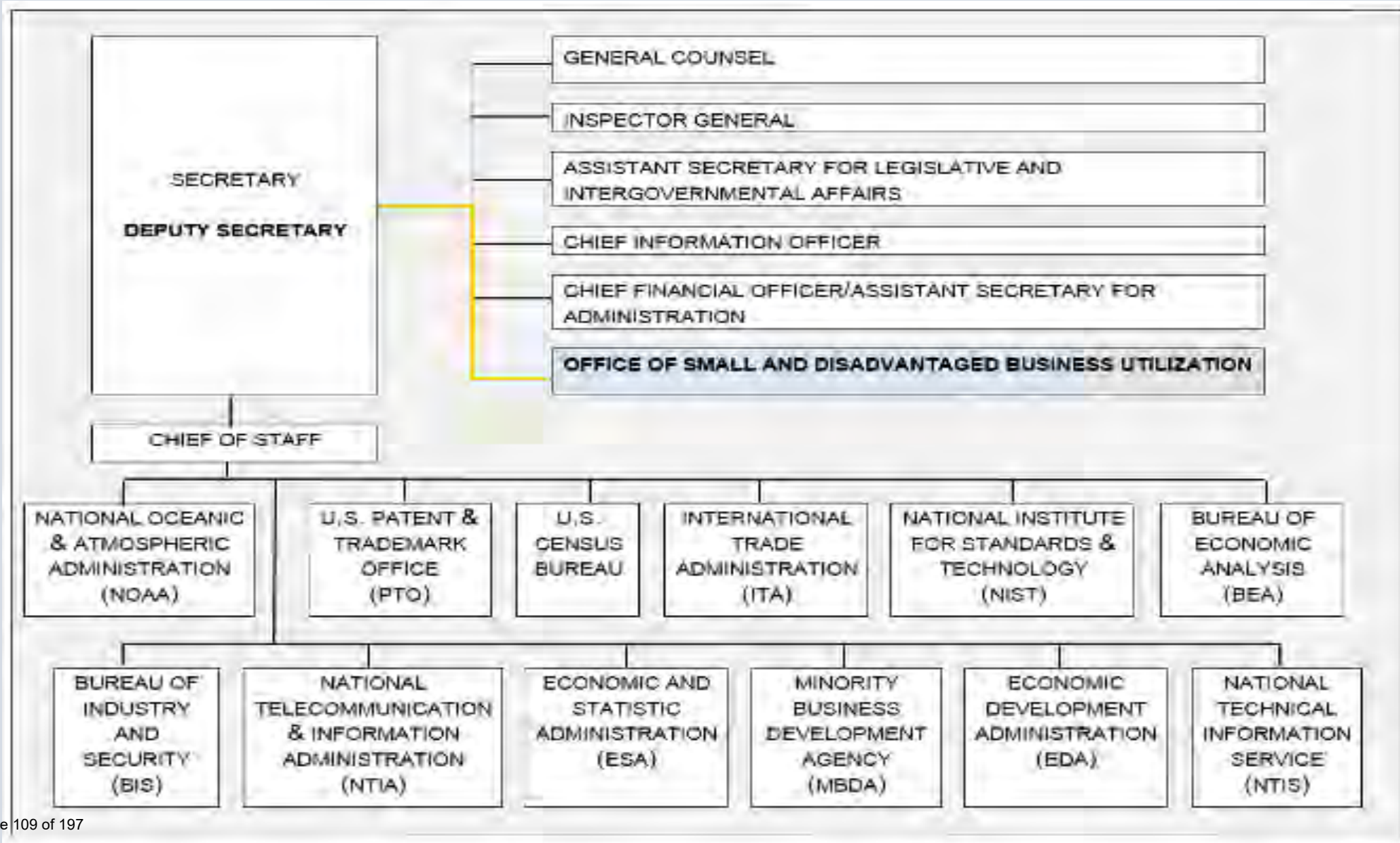
*The mission of the Department is to
create the conditions for economic
growth and opportunity*



About Us

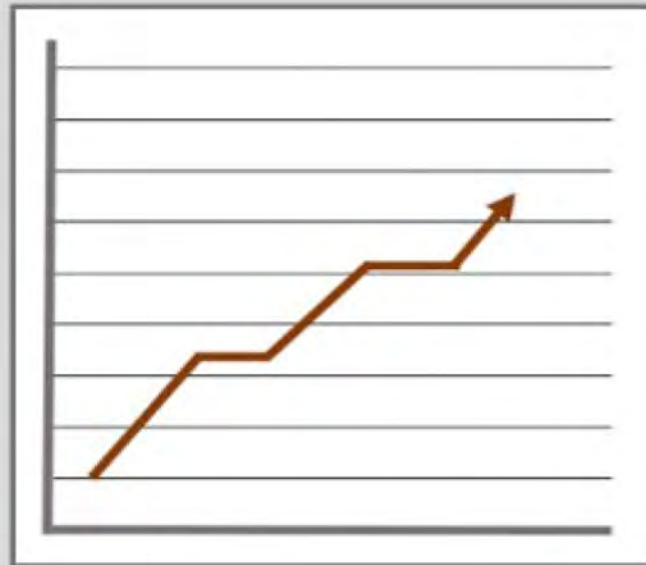
- **Cabinet-level agency**
- **Headquarters and 12 operating units**
 - **Headquarters includes administrative management offices**
- **47,000 employees**
- **Offices and facilities located in 50 states and over 86 countries**
- **6 Bureau Procurement Offices**
 - **Each procurement office has a full-time small business specialist supervised by the OSDBU Director**

OSDBU Reporting Structure



Small Business Performance

Prime Contracting Cost Performance						
Percentage of Costs Based on Obligations to Date						
Program	2014 Cost		2015 Cost		2016 Cost	
	Actual	Target	Actual	Target	Actual	Target
Small Business (SB)	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2014	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2015	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2016	100%	100%	100%	100%	100%	100%



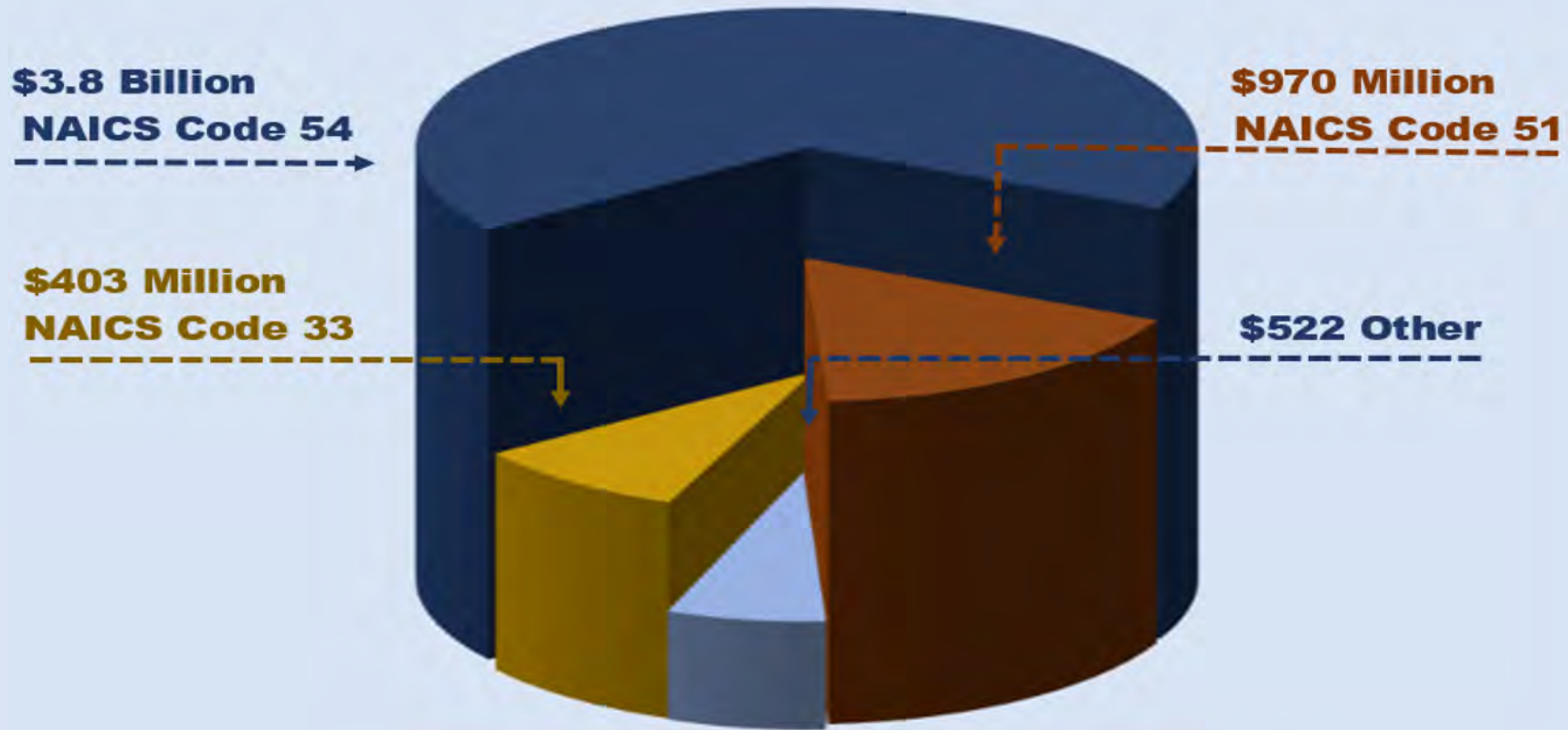
1. Enter Total Dollars Obligated valued over \$25,000.
2. Subtract exclusion from the amount entered in line 1.
3. This is reported as Total Small Business Eligible Dollars.
4. Match line 3 to the CRA Government Small Business Performance.

$$a = p \left(1 + \frac{r}{n} \right)$$

Cost to Spend Ratio

Small Business Eligible Dollars										
Percentage of Costs Based on Obligations to Date										
Program	2014 Cost		2015 Cost		2016 Cost		2017 Cost		2018 Cost	
	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target
Small Business (SB)	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2014	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2015	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2016	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2017	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Small Business (SB) - 2018	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

What We Purchased In FY 2020



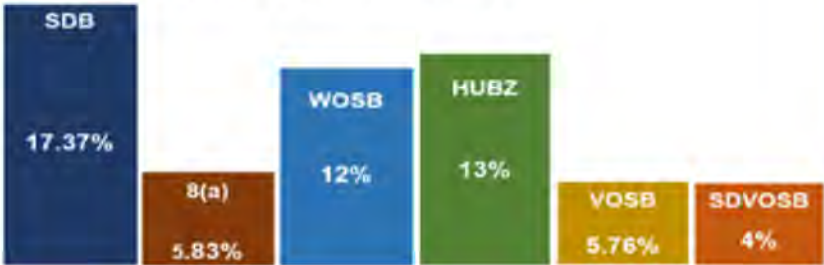
FY 2020 Achievement (Prime Contracting)

Total Obligation:
\$5,917,459,928

Small Business Obligation:
\$2,587,647,378

Small Business Performance
Achievement: 43.73%
Goal: 39.00%

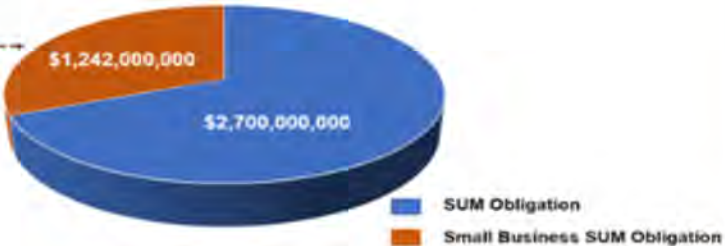
Socioeconomic Performance



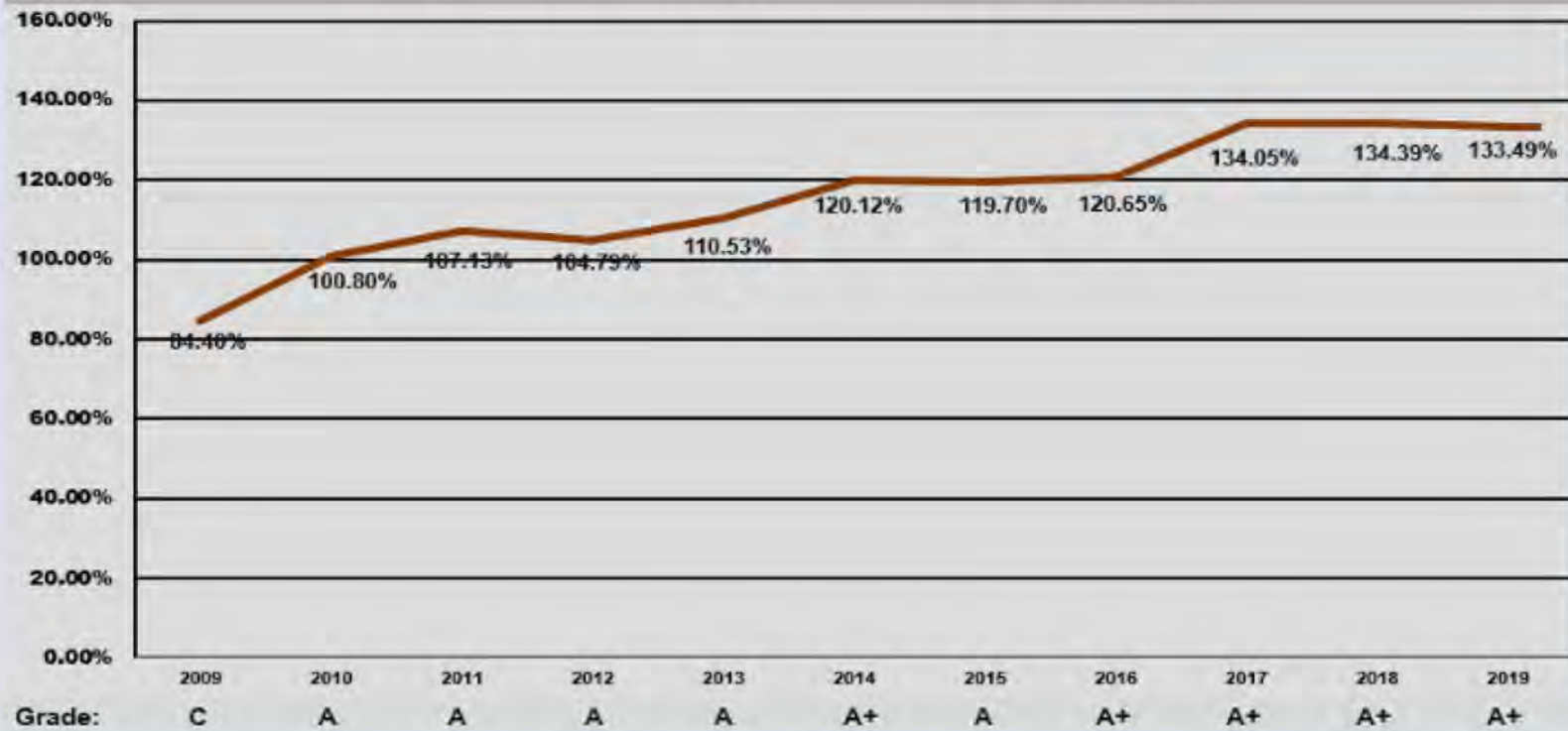
Spend Under Management



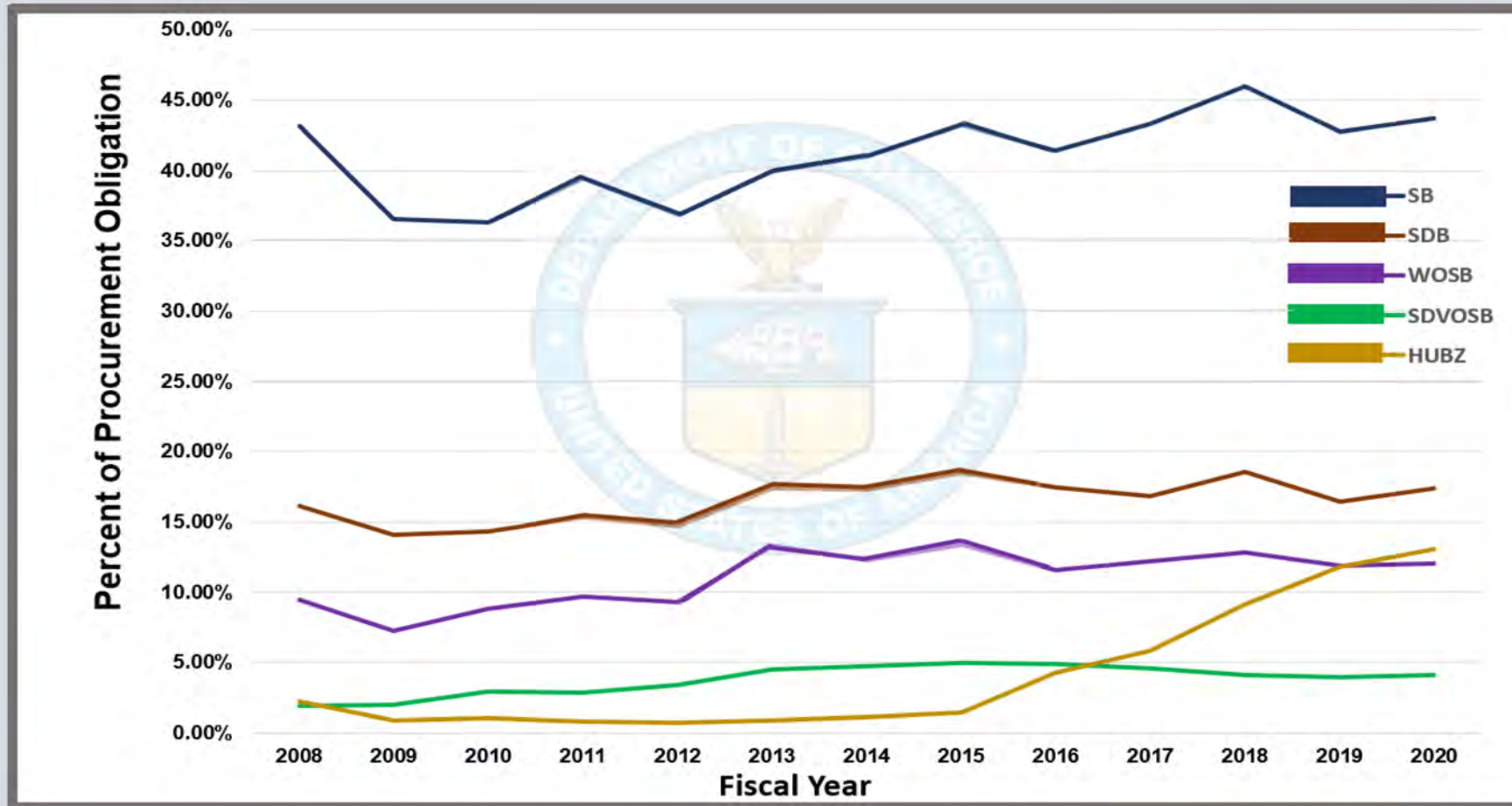
46% of Total SUM Obligation awarded to small businesses



US. Department of Commerce Small Business Procurement Scorecard



History of Goal Achievement



Challenges

- **Abbreviated procurement periods**
- **Enterprise architecture consolidations**
- **Migration of recompeted actions from FAR Part 19, Small Business Program, to FAR 8.4, Schedules**

Best Practices (Actions Taken)



**Long-Term
Strategies**

- Bureau Procurement Officials (BPOs) develop corrective actions for missed goals and strategies to increase and/or sustain goal performance.
- Identify Departmentwide strategic sourcing opportunities suitable for small businesses.

**Performance
Metrics**

- Small Business performance metrics are used to make informed decisions and improve goaling performance.
- Quarterly meetings held between the OSDBU Director and BPOs to review progress and effectiveness of strategies.
- Monthly review of goal performance at the DOC Acquisition Council, chaired by the SPE.

Accountability

- Small business contracting goals in the performance plans of—
 - Acquisition personnel, including BPOs and the SPE.
 - SES officials who acquire, direct or are responsible for formulating and approving acquisition strategies and plans.



LaJuene Desmukes
Director
Office of Small and Disadvantaged
Business Utilization
U.S. Department of Commerce
202-482-1472
ldesmukes@doc.gov
ldesmukes@doc.gov

ENCLOSURE 7
Department of Homeland Security
(DHS)

OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)

BEST PRACTICES

**Small Business Administration Procurement Advisory Council
(SBPAC)**

April 27, 2021



**Homeland
Security**

DHS Considerations

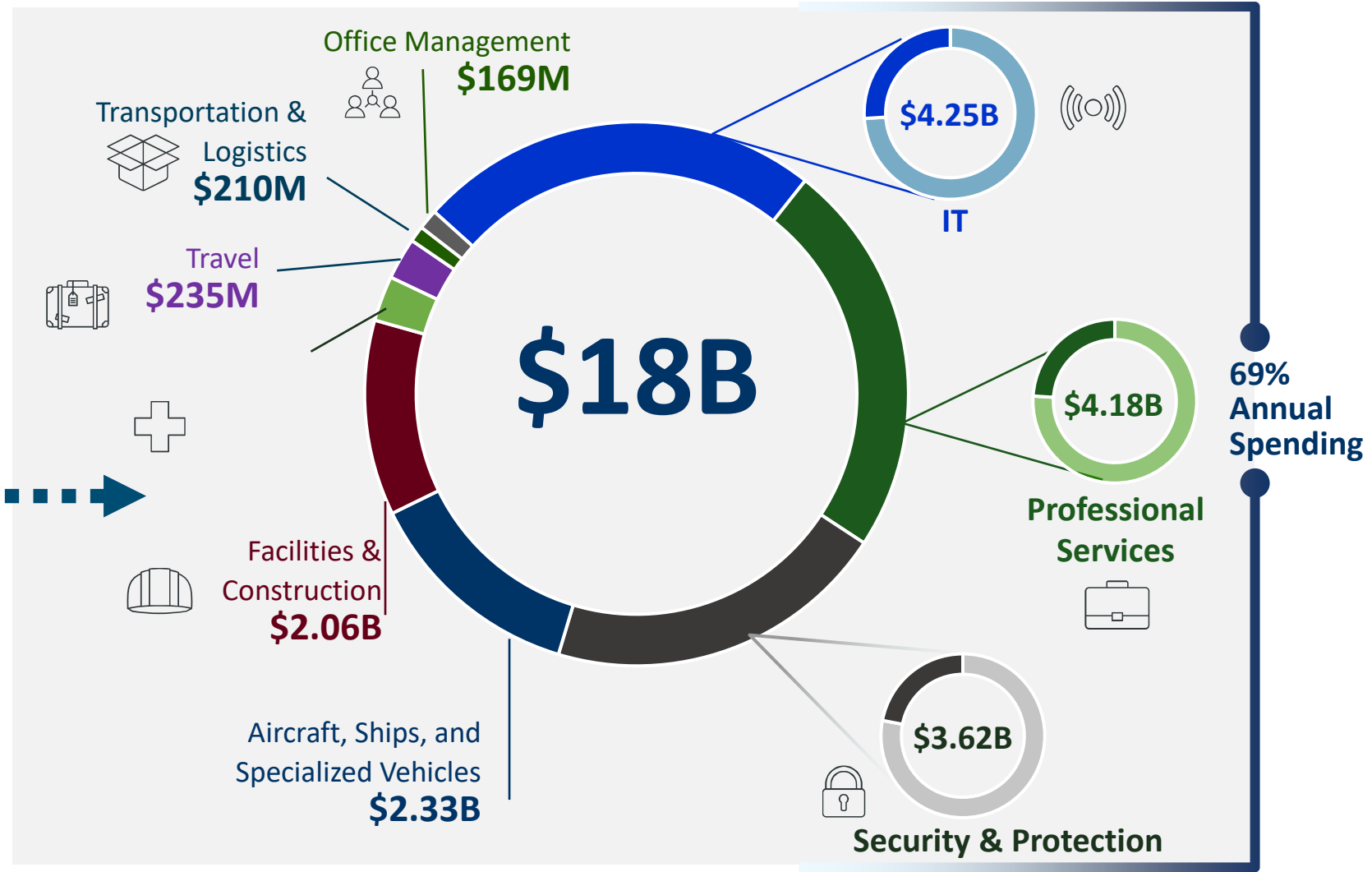
- Mission first!
 - DHS small business contractors create jobs, contribute to the revenue base through the payment of taxes, and have opportunities to grow and flourish in support of the DHS mission.
- Small Business Set-Asides assist with meeting mission
 - Government must provide set-asides to the maximum opportunity practical - the law – FAR 19.201



DHS Acquires a Variety of Goods and Services

FY2019 Contract spending

on various goods and services
across nine commodity families



DHS Needs and Spend Breakdown



Office of Procurement Operations

Total FY 2019 Spend = **\$5.4B***

Mission: Secure the nation from the many threats we face

- Security Guard and System Services
- Management Advisory and Analytic Services/Research and Development
- IT Maintenance, Operations and Support



U.S. Immigration and Customs Enforcement

ICE
Total FY 2019 Spend = **\$4.0B***

Mission: Enforce federal immigration and customs laws

- Security Guard Services
- Management Advisory and IT-related Services
- Medical, Translation, and Interpretation Services



DHS Needs and Spend Breakdown



U.S. Customs and
Border Protection

CBP

Total FY 2019

Spend =
\$5.1B*

Mission: Safeguard America's borders

- IT Maintenance, Operations, Support (OneNet Infrastructure), and Software
- Management Support Services and Engineering/Technical Support
- Aircraft, Engines, and Equipment and Related Maintenance



USCG

Total FY 2019

Spend =
\$4.6B*

Mission: Maritime safety, security and stewardship

- Ship Building and Repair
- Construction and Maintenance of Facilities
- Aircraft, Equipment and Associated Maintenance



DHS Needs and Spend Breakdown



FEMA
Total FY
2019
Spend =
\$2.4B*

Mission: Prepare for, protect against, respond to, recover from, and mitigate all hazards

- Building Inspection and Facility Services
- Architectural and Engineering Services
- Trailers, Vehicles, and Equipment



**Transportation
Security
Administration**

TSA
Total FY
2019
Spend =
\$2.0B*

Mission: Protect the nation's transportation systems

- Detection Equipment and Related Maintenance
- Security Guard Services
- IT Maintenance, Operations, Support



DHS Needs and Spend Breakdown



Mission: Protect senior leadership and investigate financial infrastructure crimes

USSS
Total FY
2019
Spend =
\$316M*

- IT Maintenance, Operations, Support – Including Data Centers
- Communications Equipment
- Vehicles

FEDERAL LAW ENFORCEMENT TRAINING CENTERS



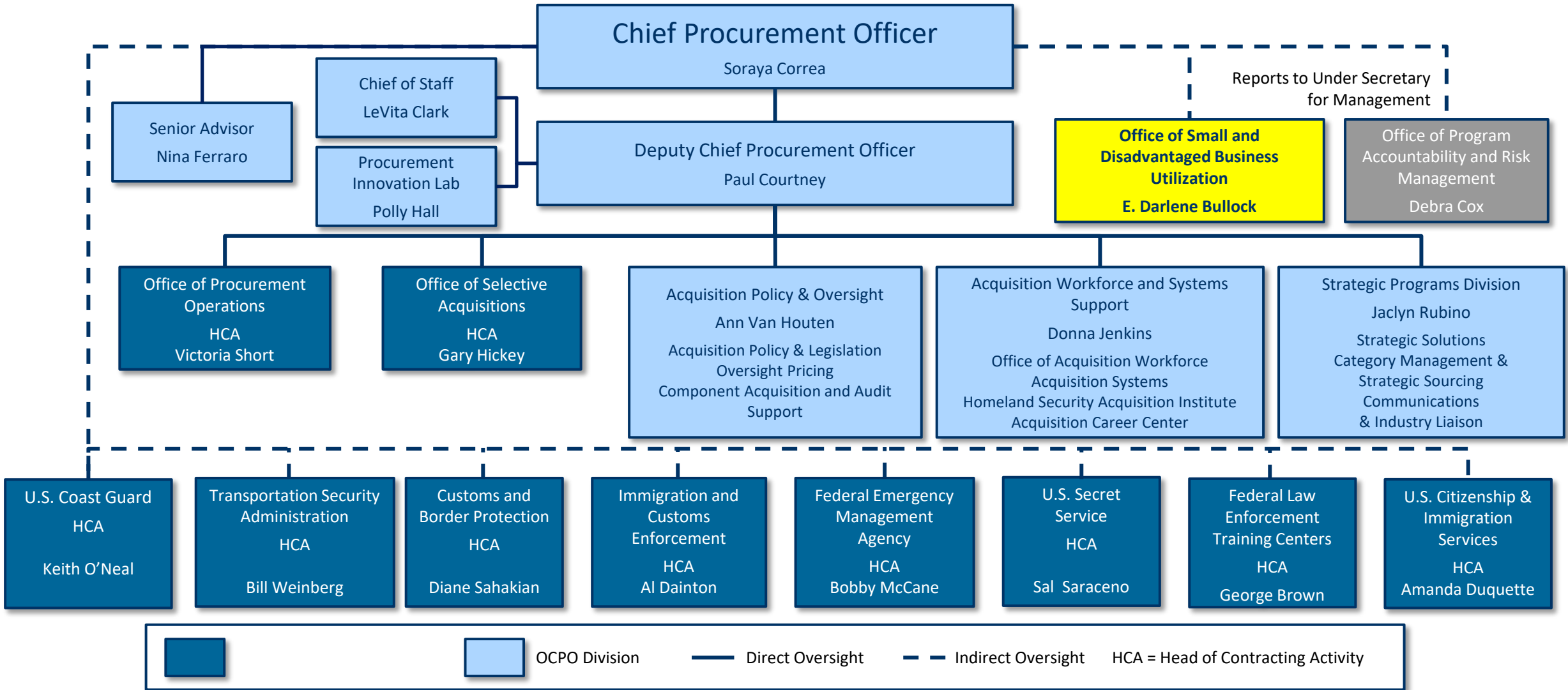
Mission: Train law enforcement

FLETC
Total FY
2019
Spend =
\$221M*

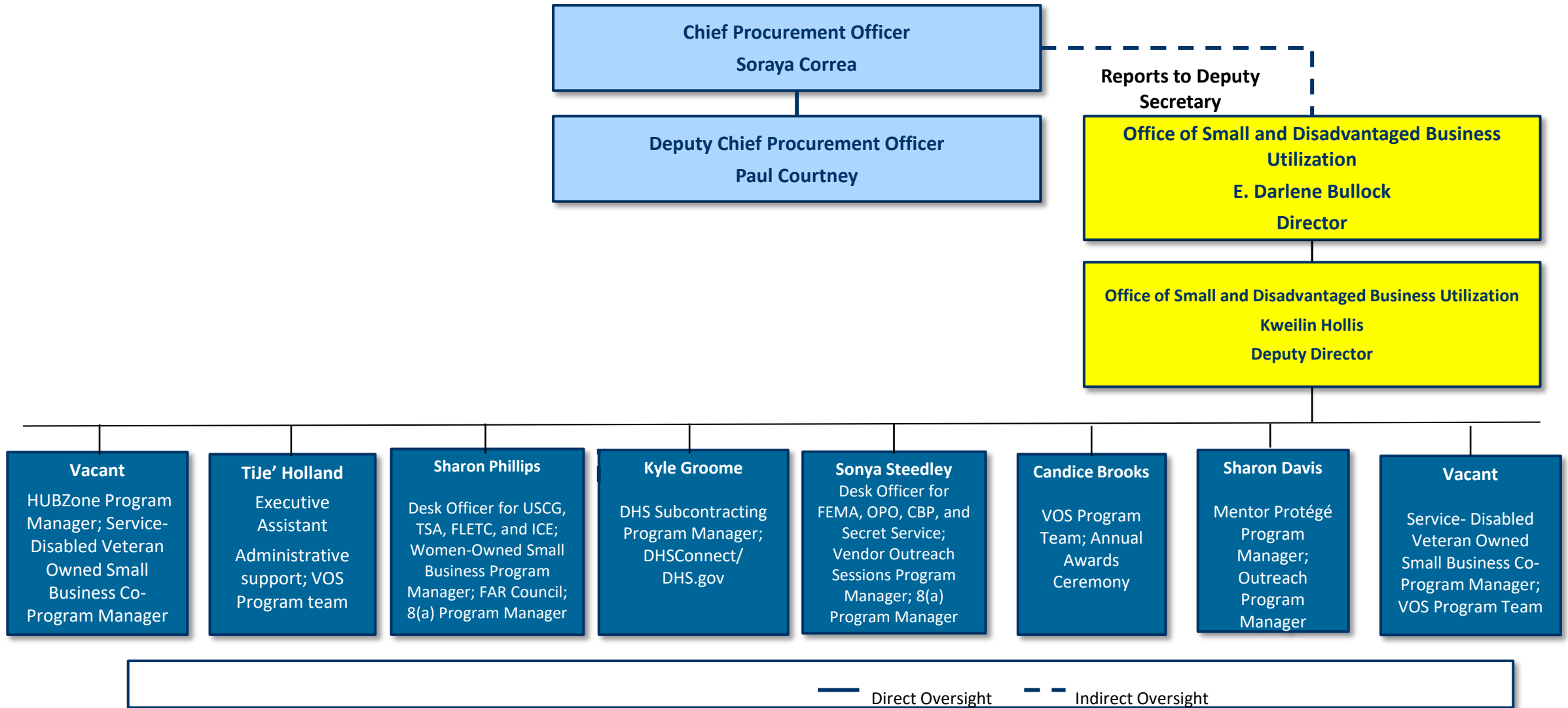
- Facilities Construction, Maintenance, and Services
- Security Guard Services
- Lodging and Travel Services



DHS Procurement Organization



OSDBU Organization Chart



DHA Small Business and Socioeconomic Accomplishments

- For eleven fiscal years in a row (FY 2009 - FY 2019) DHS has received a grade of A or A+, on the SBA Scorecard. DHS is the largest federal agency to have such a track record. Based on the SBA Scorecard formula, DHS is anticipating another favorable grade of “A” for FY 2020 when SBA releases the FY 2020 procurement scorecard later this year.
- In Fiscal Year 2019, DHS had the highest Department WOSB accomplishment at 8.4% which amounted to \$1.53 Billion in prime contract obligations.
- Met or exceeded the statutory HUBZone Goal of 3% for the past 9 fiscal years.
- Have met or exceeded the WOSB goal every fiscal year since 2010.
- Have met or exceeded the SDVOSB goal every fiscal year since 2010.
- The 5% SDB Goal has been exceeded by DHS every fiscal year since 2010.



Fiscal Year	SBA Annual Procurement Scorecard - DHS
2009	A
2010	A
2011	A
2012	A
2013	A
2014	A+
2015	A
2016	A+
2017	A+
2018	A+
2019	A+
2020	A (Projected)



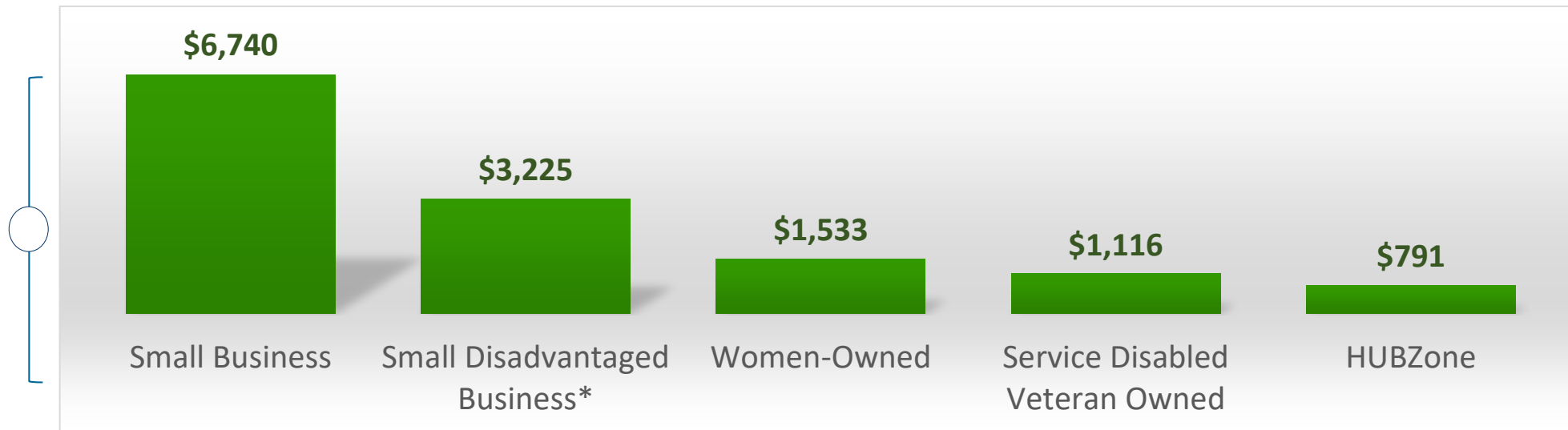
**Homeland
Security**

DHS Creates Opportunities for Small Businesses

DHS is the largest agency to earn a grade of “A” or “A+” for eleven years in a row on the annual small business federal procurement scorecard issued by the Small Business Administration (SBA)

Our small business accomplishments are a great example of the DHS Unity of Effort in action. Through the collaboration of the contracting officials, small business experts, and program officials across DHS, we can continually identify the right small businesses to support the DHS mission.

In FY 2019, DHS awarded 36.96 percent of total contracting dollars to small businesses, greatly exceeding the government-wide goal of 23 percent.



* Includes contracts awarded under the 8(a) program

FY 2020 Preliminary Results - FPDS-NG as of 2/10/2021

Source: FPDS-NG Small Business Goaling Report

Category	Gov't-wide Goal (%)	DHS-wide Goal (%)	Award (\$)	Achievement (%)
Total Procurement Dollars	N/A	N/A	\$21,315,591,443	N/A
SB Prime Contracts	23.0%	33.0%	\$7,686,148,915	36.1%
Overall SDB [8(a) + SDB Prime]	5.0%	5.0%	\$3,315,809,484	15.6%
HUBZone Prime Contracts	3.0%	3.0%	\$870,106,034	4.1%
SDVOSB Prime Contracts	3.0%	3.0%	\$1,228,125,763	5.8%
WOSB Prime Contracts	5.0%	5.0%	\$1,447,957,617	6.8%



DHS FY 2021 Achievement – as of 4/21/2021

Source: FPDS-NG Small Business Goaling Report

Category	Gov't-wide Goal (%)	DHS-Wide Goal (%)	Award (\$)	Achievement (%)
Total Procurement Dollars	N/A	N/A	\$7,860,576,302	N/A
SB Prime Contracts	23.00%	33.25%	\$2,567,718,317	32.67%
Overall SDB [8(a) + SDB Prime]	5.00%	5.00%	\$1,321,284,883	16.81%
HUBZone Prime Contracts	3.00%	3.00%	\$340,983,021	4.34%
SDVOSB Prime Contracts	3.00%	3.00%	\$365,970,289	4.66%
WOSB Prime Contracts	5.00%	5.00%	\$500,128,253	6.36%



Best Practices/Major Activities

- Vendor Outreach Sessions (VOS) – Held Monthly – 10 a fiscal year
 - Includes Large Businesses as counselors
 - Several sessions focus on socioeconomic groups
- Small business specialists in each buying activity
- Help build contracts with prime contractors with socioeconomic designations – FS I, II, and III; EAGLE I and 2; PACTS I and II
- Annual forecast of contract opportunities (APFS): <https://apfs-cloud.dhs.gov>
- Outreach Activities with DHS Headquarters (Reverse Industry Days, Strategic Industry Conversations)
- Provide large business prime contractor information on our website with subcontracting opportunities
- Mentor-protégé program – 38 Active Agreements
- Annual small business awards recognition/ceremony. 16th Annual Small Business and Advocate Recognition:
 - <https://www.dhs.gov/news/2021/01/07/office-small-and-disadvantaged-business-utilization-announces-16th-annual-small-business-award-winners>
- Small Business Review Form (700-22) for each contracting action expected to exceed \$250,000



Small Business Specialists in each Component – Best Practice

- Since DHS was formed, small business participation in DHS acquisitions has been crucial.
- There is at least one small business specialist in each component contracting office
 - The USCG has contracting officers with ancillary duties as small business specialists
- Responsible for assisting acquisition personnel on small business questions/issues
- Work with COs on market research
- Review all DHS Form 700-22 (Small Business Review Form)
- Meet with Vendors
- Assist with the Acquisition Forecast Process



DHS Small Business Specialists

<https://www.dhs.gov/small-business-specialists>

Component	Small Business Specialist
CBP	Luz “Ivette” Jorge – on detail Demetrius Smith
FEMA	Robert “Danny” Keegan
FLETC	Tim Strong LeeAnn Conway
ICE	Anita Perkins
OPO/DHS Headquarters	Ana Rangel
TSA	Robert Boone Margaret Butler
USCIS	Heather Niquette
USCG	Michelene Rangel Maria Kersey Gwen Strogon-Boozer Stephanie France
USSS	Kimberly Witcher
OSA	Rowena Geyer



DHS establishes goals for each Component – Best Practice Achievement as of 4/13/2021

DHS FY 2021 Prime Contracting Small Business Goals and Accomplishments

Date: As of 4/13/2021 for categories used on the Annual SBA Scorecard

Source: Federal Procurement Data System

Key: If meeting or exceeding a goal, YTD % accomplishment is shown in **green**; if not meeting a goal, YTD % accomplishment is shown in **red**

¹ Includes contracts awarded under the 8(a) program

Category	DHS (all)	HQ OPO	USCG	CBP	TSA	USCIS	ICE	FEMA	FLETC	USSS
SB Prime Goal	33.25%	31.00%	37.50%	36.00%	24.00%	45.00%	38.00%	23.00%	55.00%	40.00%
SB Prime Accomplishments	32.76%	21.36%	44.45%	40.36%	17.75%	49.46%	28.27%	26.76%	45.84%	63.81%
SDB Prime Goal ¹	5.00%	5.00%	10.00%	10.00%	5.00%	8.00%	9.00%	5.00%	18.00%	9.00%
SDB Prime Accomplishments ¹	16.87%	11.31%	24.32%	18.78%	7.81%	20.97%	17.71%	12.16%	34.64%	39.13%
HUBZone Prime Goal	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
HUBZone Prime Accomplishments	4.24%	2.06%	9.24%	5.59%	2.87%	4.45%	1.78%	2.10%	3.67%	4.06%
SDVOSB Prime Goal	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
SDVOSB Prime Accomplishments	4.53%	4.57%	7.49%	2.13%	4.69%	12.92%	0.81%	(0.43%)	9.68%	8.02%
WOSB Prime Goal	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
WOSB Prime Accomplishments	6.40%	3.86%	3.92%	11.77%	7.66%	13.55%	4.15%	3.68%	4.97%	6.40%



DHS Mentor-Protégé Program – Best Practice

Purpose:

- Motivate and encourage large business prime contractor firms to provide developmental assistance to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns
- Improve the performance of DHS contracts and subcontracts
- Foster the establishment of long-term business relationships
- Strengthen subcontracting opportunities and accomplishments

DHS vs. SBA

DHS MPP

68 FR 67871, December 4, 2003 amended as
71 FR 25775, May 2, 2006

- Protégé's eligibility in accordance with FAR Part 19
- Mentor must be large
- No JV feature
- Online application; open-ended submission
- Unlimited MPAs for mentor or protégé

SBA All Small MPP

Small Business Jobs Act 2010 and
NDAA 2013 (FY13)

- Protégé's eligibility based on NAICS Code
- Mentor may be large or small
- JV feature
- Online application and training module required; currently open-ended submission
- Mentors (no more than three protégés in aggregate)

Additional information can be found at: www.dhs.gov/mentor-protege-program

Additional OSDBU Best Practices

- Reviews all business cases for DHS-Wide procurements
- Reviews all waiver requests from DHS-Wide contracts
- **Review all 700-22 review forms for unrestricted procurements (NEW FOR FY 2021)**
- Reviews all Acquisition Plans, as required
- Reviews all Procurement Strategy Roadmaps (PSR), as required



OSDBU FY 2021-2022 Initiatives

- Increase in Small Business Training – Specific Topics
- OSDBU as a source of information. Quick reminders. Procurement Connect
- Update 700-22, Small Business Review Form (recently revised in 11/20)
- Increase in monitoring of contracts changed from socio-economic contracting programs
- Increase in monitoring of contracts changed from small business set-asides to unrestricted
- Increase in adding subcontracting goals on task orders.. Not a subcontracting plan...goals
- Category Management and Small Business Goal Achievement



Questions



ENCLOSURE 8
U.S. Department of Agriculture
(USDA)



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

Michelle Warren, Deputy Director

USDA/OSDBU

May 25, 2021



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.
- Thomas J. Vilsack was confirmed as the 32nd United States Secretary of Agriculture on Feb. 23, 2021, by the U.S. Senate. This is his second term as leader of the U.S. Department of Agriculture as he served as the 30th Secretary of Agriculture between 2009-2017. Vilsack worked hard to strengthen the American agricultural economy, build vibrant rural communities and create new markets for innovation in rural America.
- 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

5-year Comparison of Small Business Goals

In the last 5 years USDA's Small Business awards have consistently increased. During FY 2020, the COVID-19 Pandemic presented challenges. With that in mind, we still managed to make most of our goals.

FY2016			FY2017		
	Small Bus \$	Small Bus %		Small Bus \$	Small Bus %
SDB	\$1,001,949,650.55	16.80%	SDB	\$1,026,373,880.04	15.67%
SDVOB	\$219,924,542.71	3.69%	SDVOB	\$204,407,645.19	3.12%
WOSB	\$595,398,649.74	9.98%	WOSB	\$623,773,805.31	9.52%
HubZone	\$235,169,946.26	3.94%	HubZone	\$263,125,499.19	4.02%
8(a)	\$426,750,737.88	7.16%	8(a)	\$380,414,881.13	5.81%
SB	\$3,363,078,578.42	56.40%	SB	\$3,795,782,721.43	57.95%

FY2018		
	Small Bus \$	Small Bus %
SDB	\$1,155,483,838.65	17.37%
SDVOB	\$239,668,649.63	3.60%
WOSB	\$695,437,304.23	10.46%
HubZone	\$381,083,407.81	5.73%
8(a)	\$403,005,184.65	6.06%
SB	\$4,206,390,639.37	63.25%

FY2019			FY2020		
	Small Bus \$	Small Bus %		Small Bus \$	Small Bus %
SDB	\$1,622,208,957.15	21.48%	SDB	\$2,173,335,021.73	20.73%
SDVOB	\$266,261,134.28	3.53%	SDVOB	\$251,541,949.30	2.40%
WOSB	\$781,359,794.61	10.35%	WOSB	\$1,187,840,202.19	11.33%
HubZone	\$530,476,640.62	7.02%	HubZone	\$767,792,996.71	7.32%
8(a)	\$530,444,812.04	7.02%	8(a)	\$482,413,362.96	4.60%
SB	\$4,364,016,615.05	57.78%	SB	\$5,936,423,627.93	56.62%



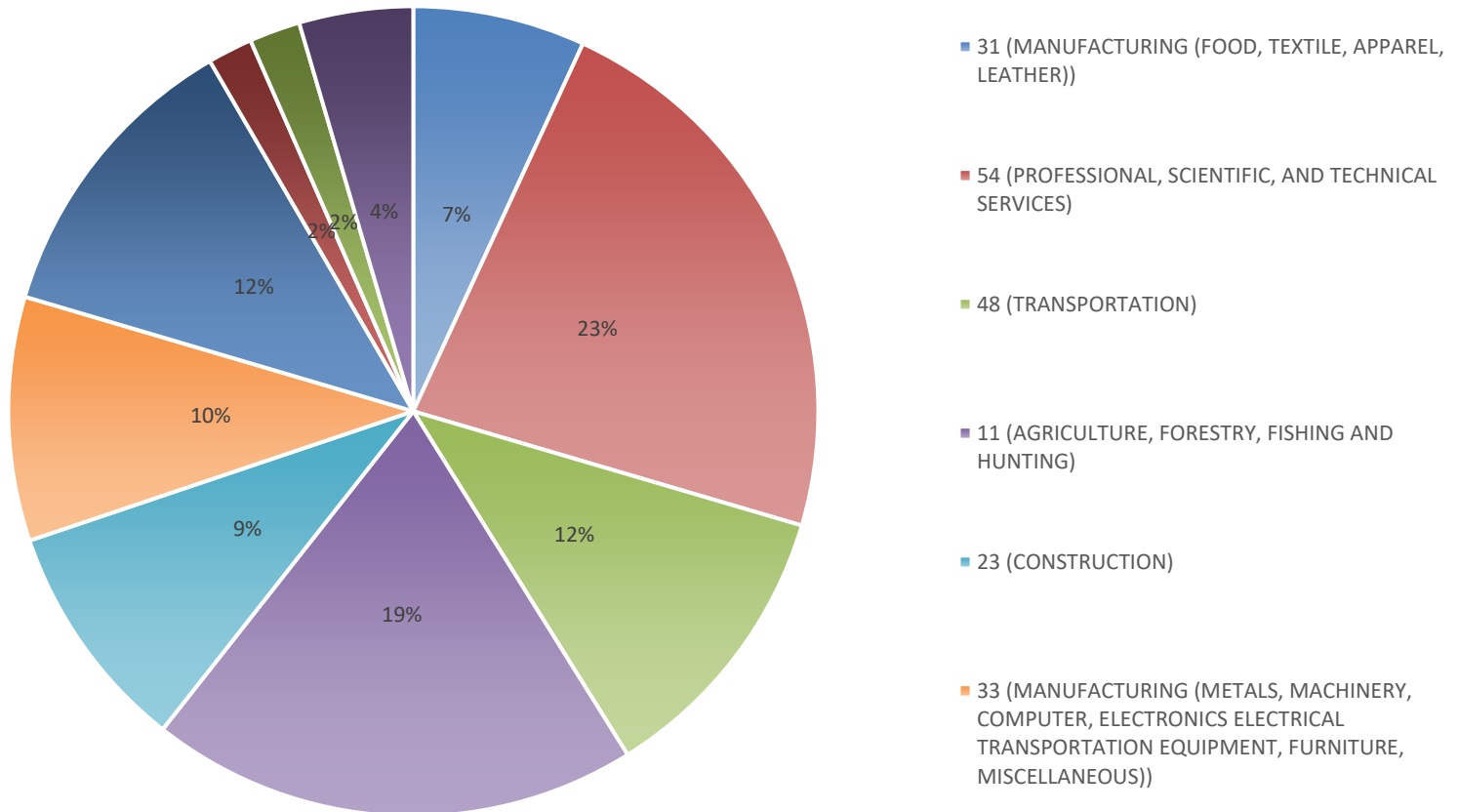
USDA's Purchasing Environment

- 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 Purchasing Environment

Top NAICs for FY2020





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

- USDA's OSDBU is made up of 5 employees.
- Each staff member is assigned to specific buying agencies, program areas and trade associations and has regular communications with those assigned contacts.
- 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



USDA's Best Practices – OSDBU

- Vendor Outreach Sessions
- Update Procurement Forecast two times per year.
- Update Subcontracting Directory once a year.
- Provide USDA buying agencies quarterly Small Business Goaling Reports
- Rural Small Business Outreach Events – 3 times per year
- Training on Clearance, Subcontracting, Procurement Forecast for the Agency COs and PMs
- Never leaves a customer without answers.



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 and vendor outreach sessions.
- 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.usda.gov/da/osdbu> or
- contact us at (202) 720-7117

ENCLOSURE 9
U.S. Agency for International Development
(USAID)



USAID
FROM THE AMERICAN PEOPLE

Best Practices Briefing to the U.S. Small Business Administration Procurement Advisory Counsel June 2021

Presented by:

John Watson, Acting Director

Jamala Peyton, Deputy Director for Operations

Teneshia Alston, Small Business Goaling Manager

Agenda

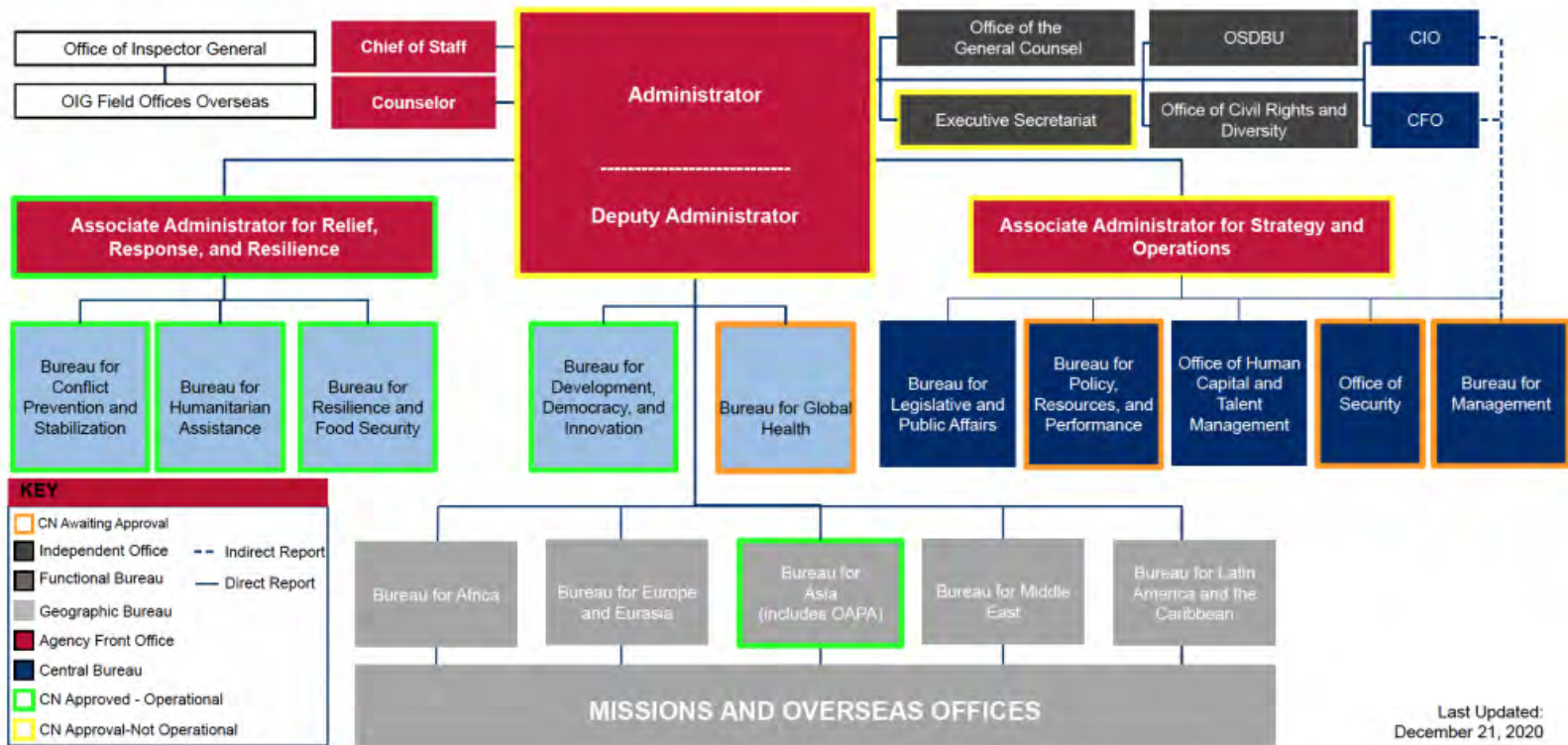
- USAID Mission Statement
- Organizational Structure
- Overview of OSDBU Re-organization
- FY 2021 Goals and Objectives
- Overview of Small Business Goaling Program

USAID Mission Statement

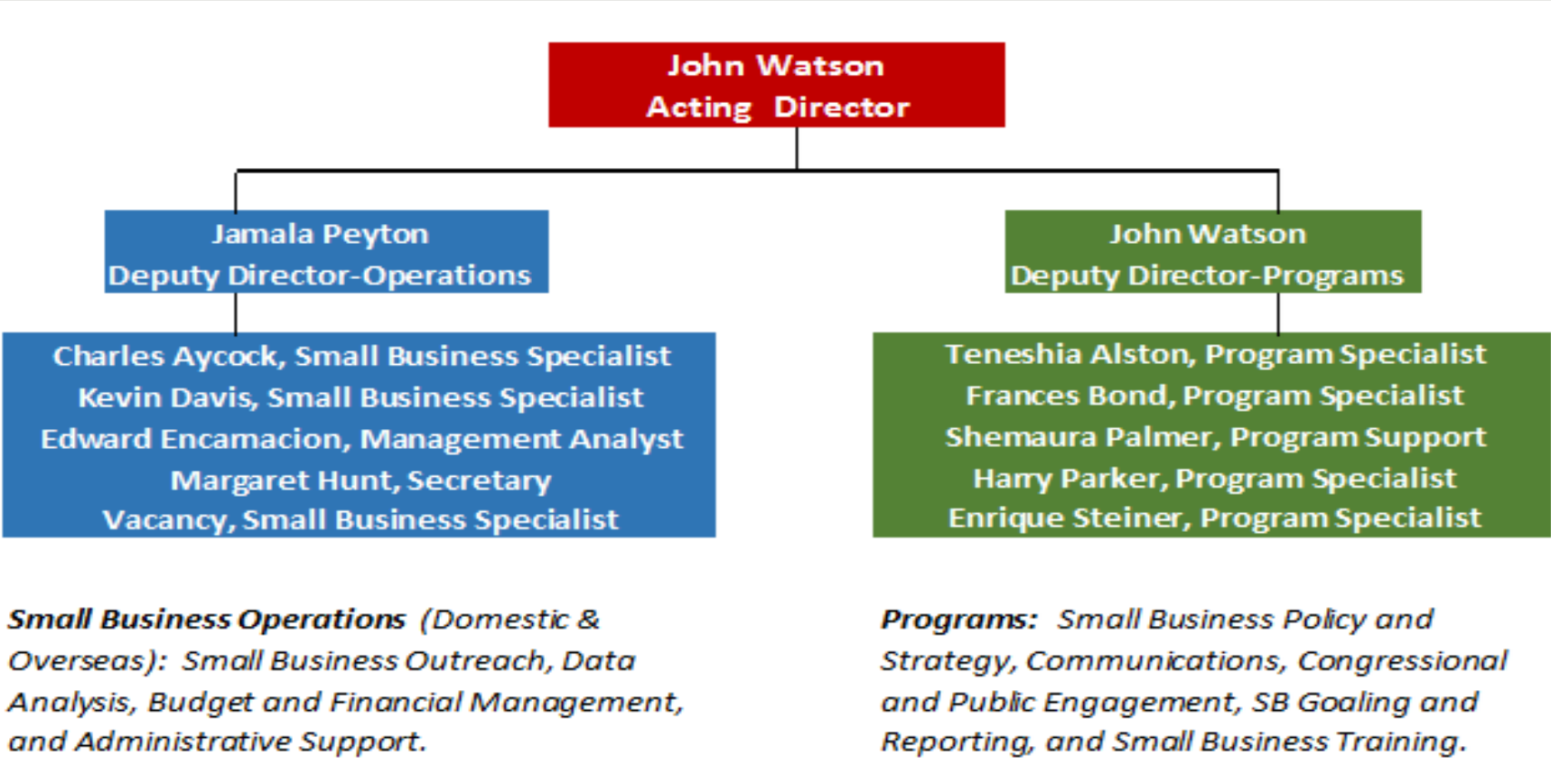
- Our Mission: On behalf of the American people, we promote and demonstrate democratic values abroad, and advance a free, peaceful, and prosperous world. In support of America's foreign policy, the U.S. Agency for International Development leads the U.S. Government's international development and disaster assistance through partnerships and investments that save lives, reduce poverty, strengthen democratic governance, and help people emerge from humanitarian crises and progress beyond assistance.

Organizational Structure

CURRENT USAID STRUCTURE



OSDBU Re-Organization



Small Business Prime Contracting Goals vs. Accomplishments

FY 2019		
	Goal	Achieved
Small Business	12.5%	14.80%
Disadvantaged	5%	7.38%
Women-owned	5%	5.55%
Service Disabled Vet-Owned	3%	0.38%
HUBZone	3%	0.58%



FY 2020		
	Goal	Achieved
Small Business	12.5%	14.83%
Disadvantaged	5%	6.90%
Women-owned	5%	5.49%
Service Disabled Vet-Owned	3%	0.50%
HUBZone	3%	0.66%

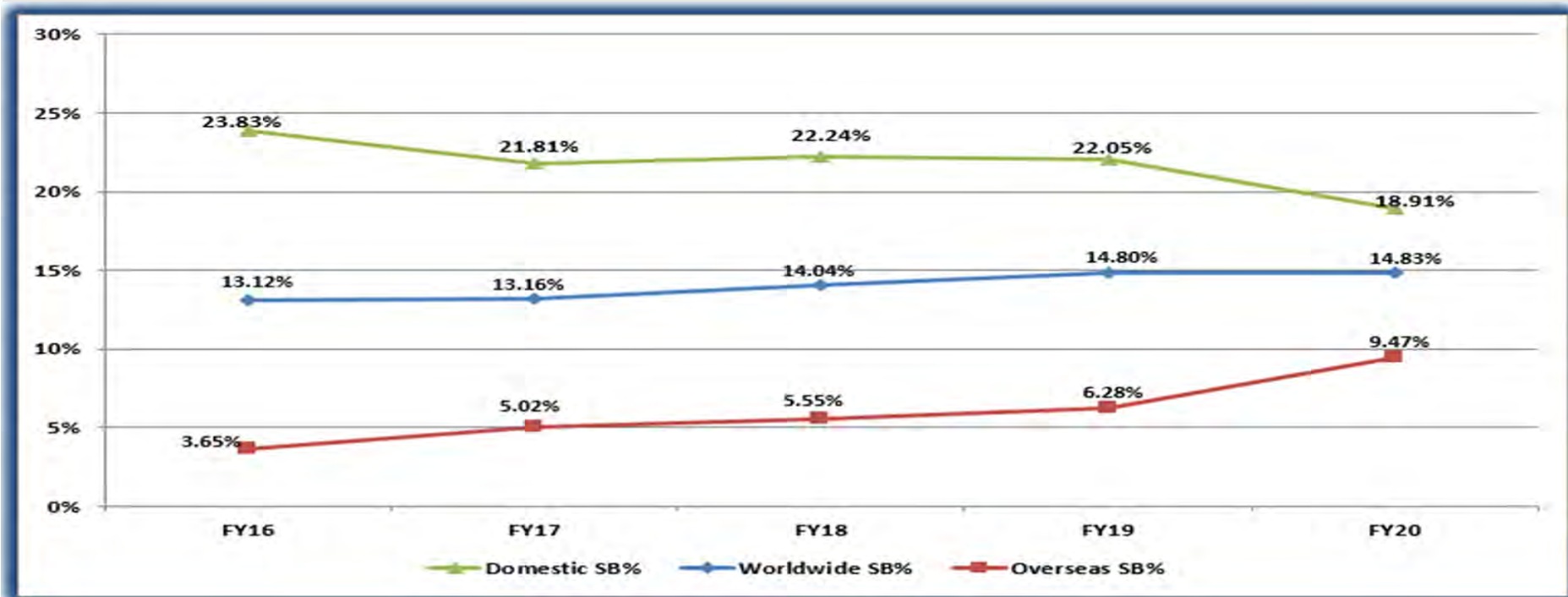
Preliminary numbers show that USAID met three of its five goals in FY 2020, increased percentage awards in SDVOSB and HUBZone and increased total dollars obligated in all categories!

WORLDWIDE SMALL BUSINESS INDICATOR REPORT REGIONAL SUMMARY – FISCAL YEARS 2018-2020*

	FY 2018 - Goal 12%				% ACHIEVED TOWARDS INDIVIDUAL SB GOAL	FY 2019 - Goal 12.5%				% ACHIEVED TOWARDS INDIVIDUAL SB GOAL	FY 2020 - 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	207,514,539	13,833,875	6.67%	2.00%	333.32%	348,913,756	6,125,506	1.76%	2.00%	87.78%	171,095,419	(5,078,484)	-2.97%	2.00%	-148.41%
AFRICA	1,086,331,791	50,715,542	4.67%	6.00%	77.81%	1,237,903,210	67,976,240	5.49%	6.00%	91.52%	1,168,109,999	116,393,839	9.96%	6.00%	166.07%
ASIA	389,934,618	24,964,935	6.40%	7.00%	91.46%	471,078,811	58,955,785	12.52%	7.00%	178.79%	393,221,800	38,773,616	9.86%	7.00%	140.86%
EUROPE & EURASIA	169,860,296	14,864,386	8.75%	10.00%	87.51%	165,133,537	25,491,710	15.44%	10.00%	154.37%	192,204,453	18,901,448	9.83%	10.00%	98.34%
LATIN AMERICA AND THE CARIBBEAN	309,703,595	24,635,087	7.95%	7.00%	113.64%	307,733,461	33,440,583	10.87%	7.00%	155.25%	238,994,918	28,106,067	11.76%	7.00%	168.01%
MIDDLE EAST	303,057,838	20,143,525	6.65%	2.00%	332.34%	262,665,673	25,513,053	9.71%	2.00%	485.66%	392,426,955	33,535,774	8.55%	2.00%	427.29%
UNITED STATES (DOMESTIC)	2,390,819,745	531,683,723	22.24%	No Goal		2,602,472,708	573,837,611	22.05%	No Goal		3,425,953,304	647,977,483	18.91%	No Goal	
TOTAL	4,918,793,740	690,562,726	14.04%	12.00%	116.99%	5,456,766,868	807,655,319	14.80%	12.50%	118.41%	6,042,182,762	895,756,518	14.83%	12.00%	123.54%

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 SUMMARY - FISCAL YEARS 2016-2020*



TOP 25 SB MISSIONS - FISCAL YEAR 2020 as of 9/30/20

RANKING	COUNTRY	REGION	TOTAL	SMALL BUSINESS	SB %
1	VENEZUELA	LAC	9,163,913	7,966,121	86.93%
2	LAOS	Asia	6,027,285	5,162,998	85.66%
3	YEMEN	ME	13,430,197	9,895,316	73.68%
4	MERP	ME	13,348,285	9,394,265	70.38%
5	SYRIA	ME	17,932,737	7,000,000	39.03%
6	BOSNIA AND HERZEGOVINA	EE	20,854,576	7,414,776	35.55%
7	ZIMBABWE	Africa	11,061,194	3,668,690	33.17%
8	SENEGAL	Africa	28,399,520	7,790,803	27.43%
9	ETHIOPIA	Africa	95,551,742	21,494,188	22.49%
10	LIBERIA	Africa	37,789,378	7,871,172	20.83%
11	EAST TIMOR (TIMOR-LESTE)	Asia	8,606,002	1,745,264	20.28%
12	BANGLADESH	Asia	38,088,651	7,241,060	19.01%
13	SOMALIA	Africa	25,301,949	4,215,055	16.66%
14	PHILIPPINES	Asia	42,440,382	6,841,256	16.12%
15	INDIA	Asia	15,262,007	2,402,301	15.74%
16	REPUBLIC OF SOUTH SUDAN	Africa	28,282,770	4,429,223	15.66%
17	MEXICO	LAC	28,885,549	4,514,692	15.63%
18	GHANA	Africa	21,046,841	2,725,880	12.95%
19	VIETNAM	Asia	47,220,630	5,585,545	11.83%
20	THAILAND	Asia	35,847,652	4,204,426	11.73%
21	HONDURAS	LAC	46,631,712	5,353,334	11.48%
22	ARMENIA	EE	5,158,322	575,000	11.15%
23	UGANDA	Africa	75,685,529	8,335,894	11.01%
24	INDONESIA	Asia	28,831,235	2,979,611	10.33%
25	EL SALVADOR	LAC	17,784,381	1,784,936	10.04%

Methods to Achieve SB Goals

- Operations Management
- Programs Management
- Internal Small Business Goals
- Outreach and In-reach

Operations Management

- USAID Bureaus, Independent Offices and Overseas Missions Portfolio Management
- Major Acquisition Reviews: Senior Obligation Alignment Review (S.O.A.R.)
- USAID Small Business Reviews (Form I410)

Programs Management

- Training Program
- Policy Development
- SB-MART
- Communications Program

OSDBU FY 2021 Priorities

- Integration of new OSDBU Leadership:
 - Jamala Peyton, Deputy Director for Operations
 - John Watson, Deputy Director for Programs
 - Recruit new OSDBU Director FY 2021

- Continue efforts to mitigate the impact of Category Management, contract consolidations, and New Partners Initiative on SBs

- Increase Virtual Outreach activities with SB partners and In reach Activities with USAID colleagues (virtual training, webinars)

- Enhance collaborative acquisition planning efforts with CO, CORs leadership to Increase SB Prime Opportunities - Senior Obligation and Alignment Review

Prevailing Small Business Related Directives

- **2013 National Defense Authorization Act (NDAA):** In FY 2016, contracts awarded overseas were now included in the Agency's official Small Business Goals/Accomplishments. Previously, only domestic obligations were counted. The NDAA has 1) significantly impacted the Agency's performance on the SBA Procurement Scorecard; 2) Increased monitoring of overseas acquisitions; 3) Increased SB overseas training
- **FY 2016 Congressional Directive:** Senate Report 114-243, accompanying S. 3117, indicates “...*the USAID Administrator shall submit to the Committee a report on the implementation of the directive in Senate Report 114-79 to set regional and worldwide goals for overseas contracts and subcontracts with U.S. small businesses, and to require that small business indicators and annual targets be included in each overseas USAID mission annual plan. The USAID Administrator shall include in such report a description of the incentives provided to overseas mission employees to work with small local and U.S. businesses.*”

Overview of Internal SB Goaling Program

Negotiate goals with USAID leadership for each *bureau, Independent Office and Mission* with annual acquisition obligations > \$5M using the following criteria:

- The average prime contract obligations for the past three fiscal years;
- Active procurements with SB awardees; and
- Planned procurements which may be performed by SBs.

DOMESTIC SB ACCOMPLISHMENTS - FY 2020

GREEN: 100% YELLOW: 70.00% - RED: 0.00% - 69.99%	Bureaus and Independent Offices (Washington, DC) FY20 as of September 30, 2020				
	Total Dollars	SB Dollars	SB Percent	Goal	% to Goal
	Africa	18,193,214	16,079,736	88.38%	20.00%
Asia	7,154,970	3,749,755	52.41%	23.00%	227.86%
BFS	25,094,289	19,676,268	78.41%	66.00%	118.80%
DCHA	345,521,454	47,643,757	13.79%	10.00%	137.89%
E3	242,564,812	68,922,027	28.41%	35.00%	81.18%
Europe & Eurasia	1,678,349	500,000	29.79%	22.00%	135.41%
GDL (LAB)	41,178,732	37,642,626	91.41%	75.00%	121.88%
Global Health	2,354,926,125	209,595,448	8.90%	10.00%	89.00%
HCTM	18,422,937	10,933,897	59.35%	32.00%	185.47%
LAC	17,240,164	15,112,454	87.66%	28.00%	313.07%
Management	254,851,770	134,704,874	52.86%	46.00%	114.90%
Middle East	28,390,565	23,903,140	84.19%	23.00%	366.06%
OAPA	4,241,859	4,231,924	99.77%	28.00%	356.31%
OIG	15,520,387	7,327,949	47.21%	51.00%	92.58%
PPL	26,710,997	24,764,726	92.71%	61.00%	151.99%
Office of Security	11,218,094	10,825,445	96.50%	75.00%	128.67%

Note: The data is obtained from the sam.gov (formerly, Federal Procurement Data System), and the dollars reported are figures for prime obligations.

SB Goaling Program Impact



Outreach Activities

- ✓ ***Annual Small Business Conference***

- ✓ Vendor Outreach Sessions

- ✓ Quarterly Business Forecast

Calls

- ✓ Specialized Outreach Activities

<https://www.usaid.gov/partnership-opportunities/small-business/outreach-events>



Questions?

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Jamala Peyton, Deputy Director for Operations

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Teneshia Alston, Goaling Program Manager

(talston@usaid.gov)

ENCLOSURE 10
Department of Justice
(DOJ)

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 2021

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)
- Office of the Inspector General

Annual Procurement Budget

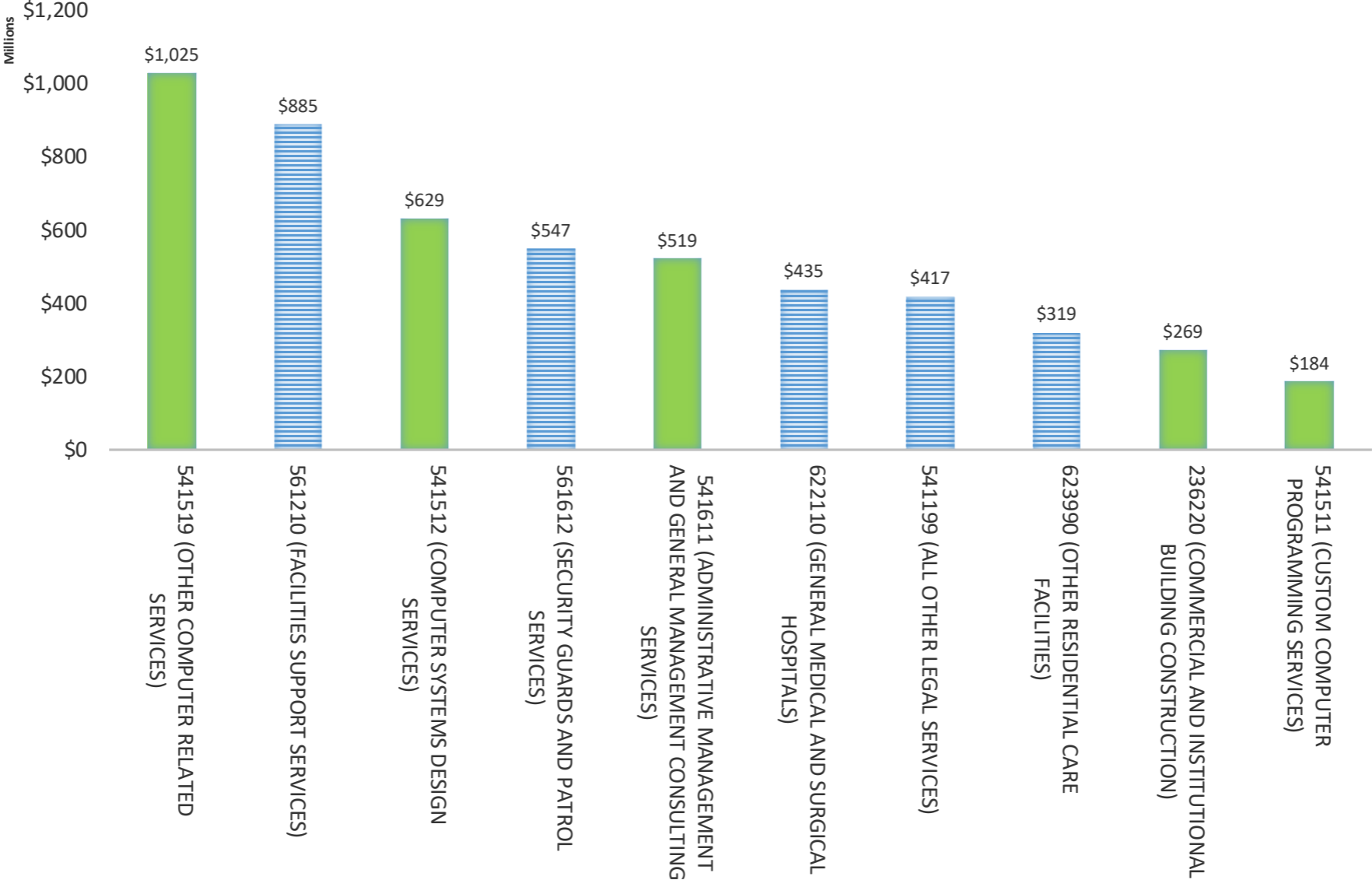
-About \$6.5 - \$8.5 Billion per year

-Including \$700-\$900 Million in Subcontracting

Q. What Does DOJ Procure?

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

DOJ FY 2020 Top 10 NAICS Codes



DOJ SB Accomplishments and SB Procurement Scorecard Grades

FY	Prime/Sub Goals	Results	Scorecard Grade
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%/36.80%	A
2018	30.0%/39.0%	34.11%/40.00%	A
2019	31.0%/39.0%	31.38%/41.40%	A
2020	30.75%/38.0%	32.71%/37.80%	A
2021 as of 7/13/2021	31.25%/39.50%	29.3%/TBD	TBD

DOJ's Best Practices

- Leadership Support
- Cooperation among all in the Procurement Chain – CAO, SPE, Bureau Procurement Chiefs, Small Business Specialists
- Elevating the Role of Component 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

OSDBU Contact Info

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ENCLOSURE 11
Department of Defense
(DoD)

August 2021 SBPAC Meeting Department of Defense (DoD) Best Practices

Ms. Ciorneiu introduced the Department of Defense, OSBP Director, Mr. Farooq Mitha for a presentation about the small business procurement best practices at DoD.

Mr. Mitha stated his office works with the small business directors for the three main services and the other DOD agencies. He stated his office oversees the Mentor-Protégé Program, and the Indian Incentive Program. Mr. Mitha stated his office is responsible for all small business policy and lead on White House IPC for equity and inclusion through procurement.

Mr. Mitha stated starting October 2021 his office will be administering the PTACs.

Mr. Mitha stated DoD spent \$80B on small business prime contracting with the bulk of the dollars going to manufacturing, professional, and scientific services, construction, and research and development.

Mr. Mitha stated DoD is working to increase small business inclusion. He stated DoD includes in the SES performance evaluation accountability to meet small business priorities and goals qualitatively and quantitatively including the socioeconomic goals.

Mr. Mitha stated DoD's industrial base has decreased 43% over the last decade. He stated DoD does not reverse the trend, the industrial base will decrease an additional 15,000 suppliers in the next ten years.

Mr. Mitha discussed DoD focus on bringing back best practices that previously worked. He stated is how to look for new areas. Mr. Mitha stated possibly set some targets to help DoD continue to meet its goals or increase its industrial base.

Mr. Mitha stated is office finalized the training curriculum for its small business professionals.

Ms. Ciorneiu thanked OSBP Director Farooq Mitha for his informative presentation on best practices at DoD.

ENCLOSURE 12
Department of Labor
(DOL)



Office of Small and Disadvantaged Business Utilization

Small Business Utilization Best Practices

September 28, 2021

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.



LABOR RIGHTS WEEK | Aug. 30-Sept. 3





Secretary of Labor

Deputy Secretary of Labor

Assistant Secretary for Administration and Management / Director of OSDBU /
Chief Acquisition Officer

Deputy Assistant Secretary for Operations

Senior Procurement Executive

Office of Small and Disadvantaged Business Utilization

What DOL Buys

Computers

Software



WEBTA Time and Attendance Services

Project Manager Services

POLICY LEGISLATION AND PERFORMANCE TECHNICAL ASSISTANCE

AUDITING OF CARES ACT FUNDING

IT Operations and Maintenance Support Services

LITIGATION SUPPORT SERVICES

TECHNICAL SUPPORT SERVICES

TECHNICAL CENTER

ONLINE DATABASE

LITIGATION SUPPORT

HEALTH ACTUARY CONSULT SERVICES

OPERATIONS SPECIALIST

FEDERAL EMPLOYMENT DATA EXCHANGE SYSTEM (FEDES)

STATISTICAL SUPPORT

POLICY ANALYST SERVICES

OUTREACH/ADMISSIONS AND CAREER TRANSITION SERVICES

MISSION SUPPORT SERVICES

E-Grants Legacy Operations and Maintenance Support

AUDIT WRITER SUPPORT

CONSULTING SUPPORT SERVICES

Senior Community Services

Student Training Support

Vocational Rehabilitation Services

OPA NEWS CLIPPING SERVICE

SENIOR COMMUNITY SERVICE

FINANCIAL SERVICES

JOLTS DATA COLLECTION CENTER SERVICES

W-2 AND 1099 SERVICES FOR NATIONAL AGRICULTURAL WORKERS SURVEY (NAWS)

Computers

Furniture

Supplies

Infrastructure Support and Help Desk

PERSONNEL SECURITY CONTRACT SUPPORT

Career Training Services

DEBT MANAGEMENT

CENTRALIZATION SUPPORT SERVICES

ACQUISITION MANAGEMENT SUPPORT SERVICES

ADMINISTRATIVE SUPPORT

PHYSICAL SUPPORT

Application Developer Services

Second Medical Opinion

DISTANCE LEARNING PROGRAM SUPPORT

Research Support and Related Services

CONGRESSIONAL AFFAIRS SUPPORT

Software

VETS Case Management System

ACTUARIAL SUPPORT SERVICES

A&E Design Build

OA REGISTERED APPRENTICESHIP

Security Support

SharePoint Developer Services

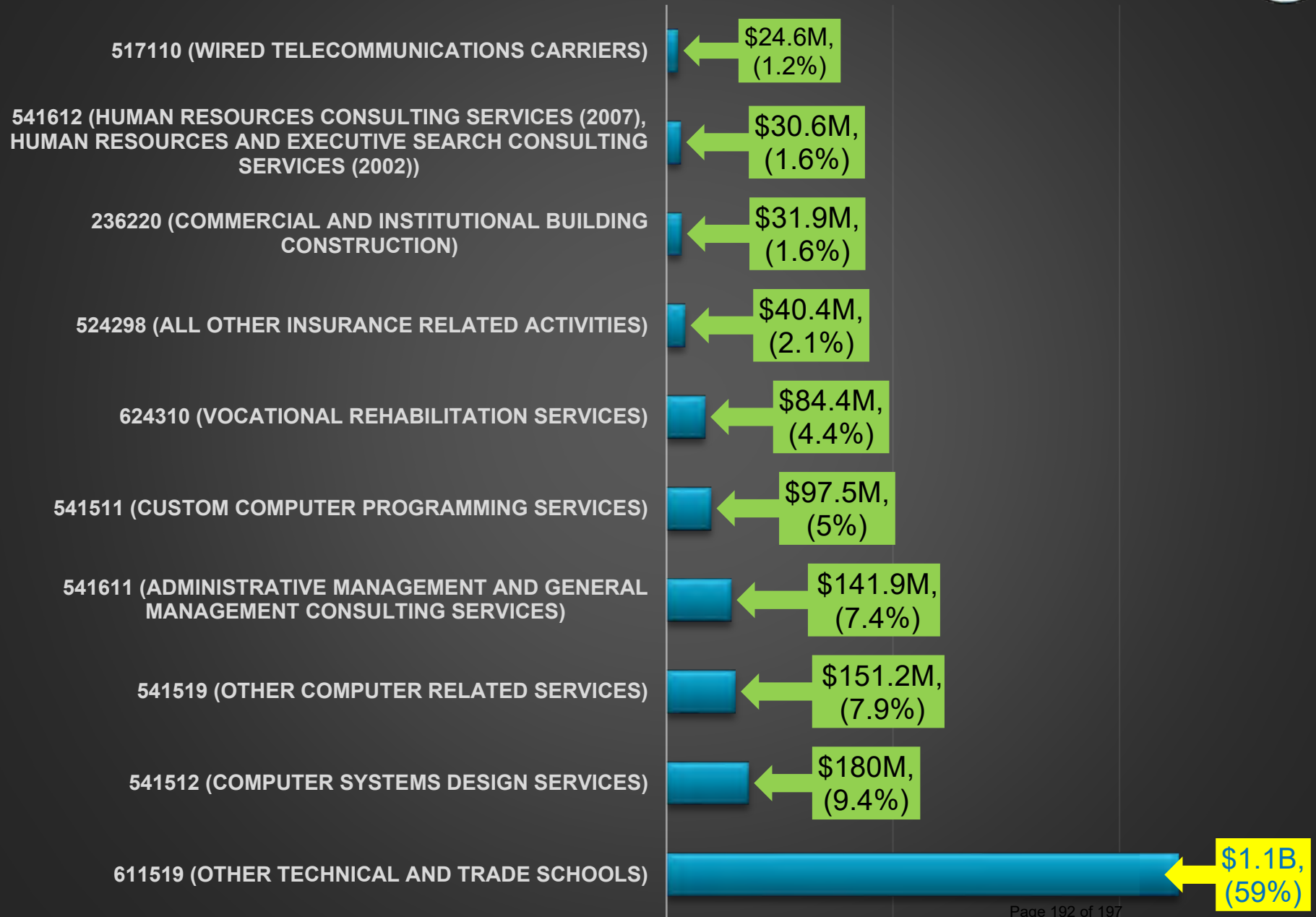
ACTUARIAL SUPPORT SERVICES

SENIOR MANAGEMENT ANALYST SUPPORT SERVICES

Job Corps Center Operations

Construction

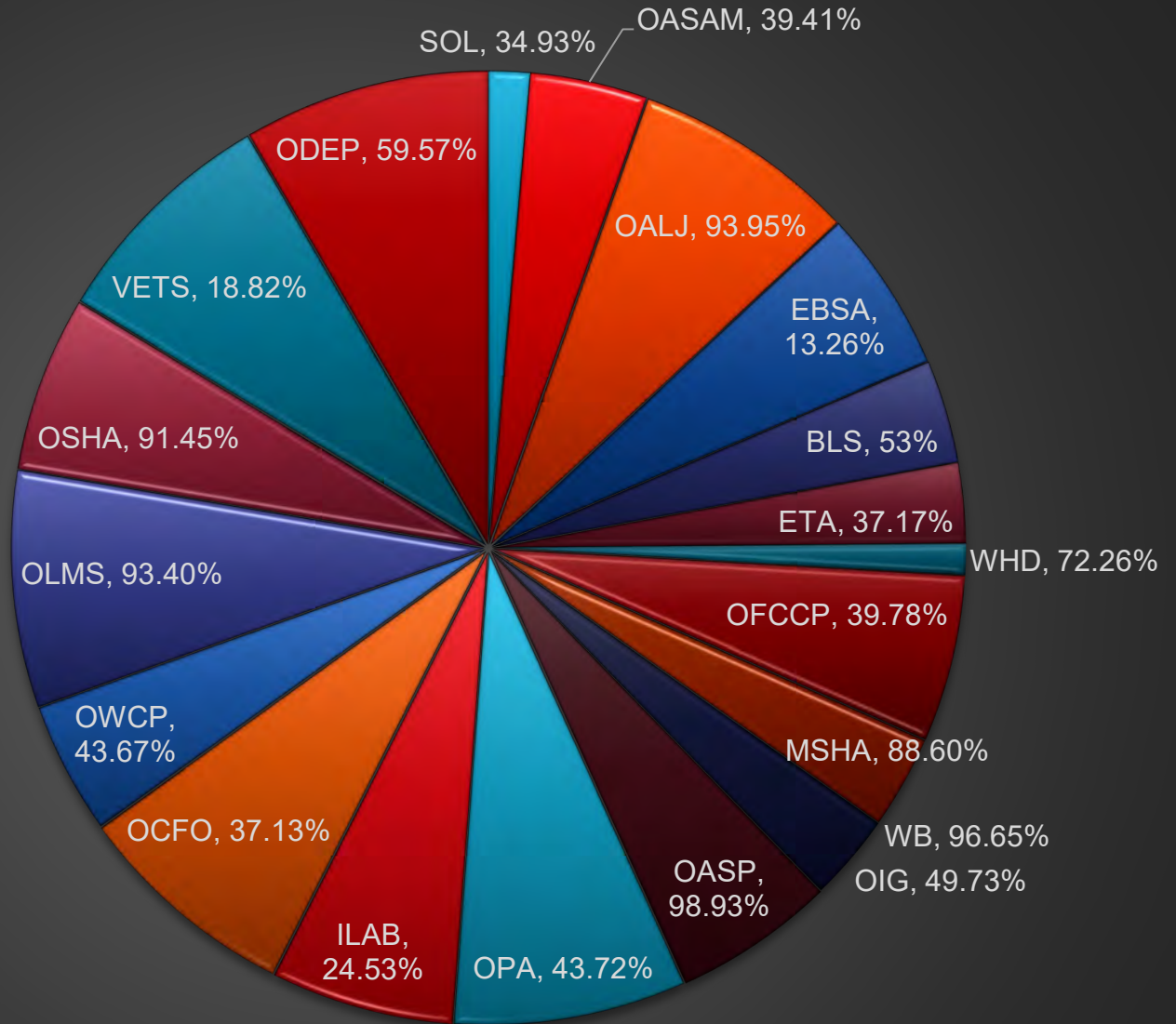
DOL FY20 Top Ten NAICS Code Contract Spend





■ 12 achieved SB Goals
■ 8 did not achieved SB Goals

DOL SB Goal 35.00%
 Achieved 40.21%





Three Pronged Approach



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

1. Outreach
2. In-reach
3. Senior-level Commitment



DOL FY 2020 Category Management Performance

FY Selector
FY20 (EOY data)

Executive Summary Dashboard - Department View



Department
DOL

Department-level PMA targets are subject to change pending a review of previous-FY closeout data. Department-level Training data not available prior to FY20.

Spend Under Management

BIC Obligation

Small Business Utilization

GWCM Training



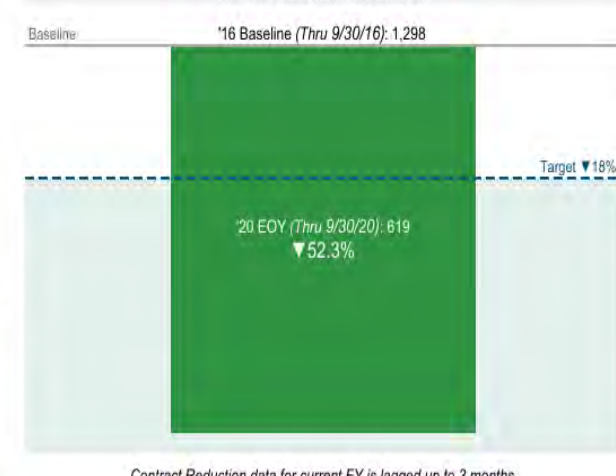
SUM to Total Obligation



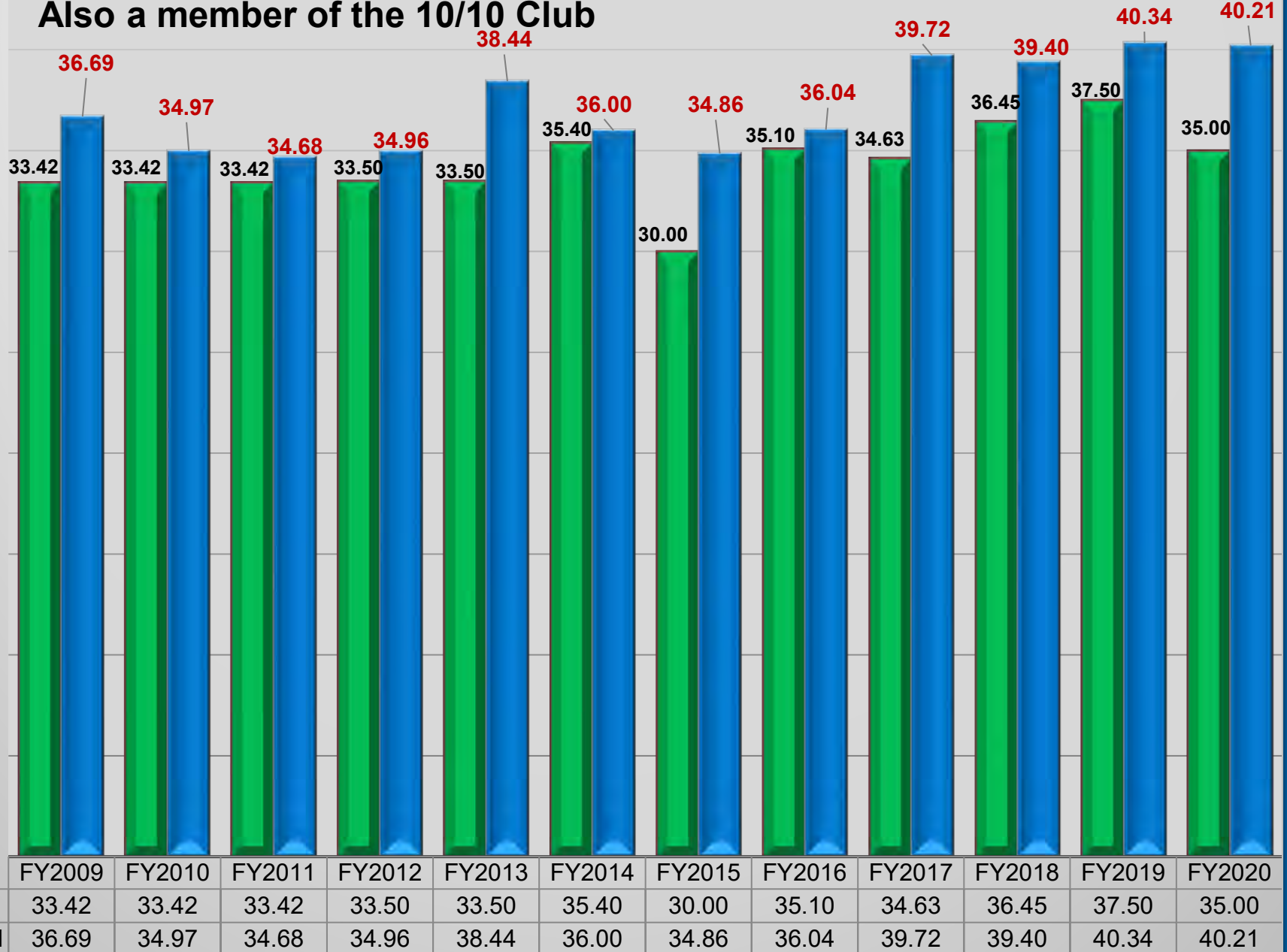
BIC to Addressable



Tier 0 Contract Reduction



DOL's SB Utilization Success 12 Years in a row "A & A+" Rating Also a member of the 10/10 Club





Contact Information

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For more information regarding DOL's small business programs, please visit-
<https://www.dol.gov/agencies/oasam/centers-offices/business-operations-center/osdbu>