

U. S. DEPARTMENT OF ENERGY

FY 2005

**STRATEGIC PLAN FOR
SMALL BUSINESS**

**“Securing Our Economic Freedom –
Empowering Small Business”**



**Prepared by
Office of Economic Impact and Diversity
Office of Small and Disadvantaged Business Utilization**

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I. Mission Statement

The Department of Energy's (DOE) overarching mission is to advance the national, economic and energy security of the United States; to promote scientific and technological innovation in support of that mission; and to ensure the environmental cleanup of the national nuclear weapons complex. DOE executes much of its mission through contracts with the private sector. The Office of Small and Disadvantaged Business Utilization (OSDBU) mission is to serve as the agency's focal point for small and small disadvantaged businesses interested in contracting with DOE.

II. Statutory Authorization

The small business program at DOE is administered by the Office of Small and Disadvantaged Business Utilization (OSDBU), pursuant to statutory authority U.S.C. 15, Chapter 14A, SEC 644 (k) (1-10). The program is headed by a Director, who is responsible to, and reports directly to, the Secretary of Energy or his Deputy and is responsible for carrying out Sections 8 & 15 of the Small Business Act. Under this mandate, the OSDBU administers programs designed to maximize prime and subcontracting opportunities for small businesses, including small disadvantaged, 8(a), woman-owned, service-disabled veteran and Historically Underutilized Business (HUB) Zone businesses. The OSDBU administers the Department's small business program by establishing goals, promulgating policy, developing practices and programs to encourage and increase small business participation in departmental procurement opportunities and tracking and reporting on small business accomplishments.

III. Departmental Business Model

The Department's prime contract awards have traditionally been divided into two distinct areas.

- 1.) Facility Management Contractors (FMCs), which include management and operating contractors (M&Os), management and integration contractors, and environmental restoration management contractors, who receive approximately 90 percent of all procurement awards.
- 2.) Non-FMC contracts which represent approximately 10 percent of all procurement awards.

The FMC awards are generally made to big business or academic institutions because of the size, complexity and technical aspects of the contract. Many of the large non-FMC contracts are also awarded to big business.

IV. Small Business Goals

1. Government-wide Small Business Goals

Under statutory authority, the President establishes Government-wide goals for procurement contracts awarded to small business as listed below:

- 23 percent of prime contracts for small businesses;
- 5 percent of prime and subcontracts for small disadvantaged businesses;
- 5 percent of prime and subcontracts for women-owned small businesses;
- 3 percent of prime contracts for Historically Underutilized Business (HUB) Zone businesses; and
- 3 percent of prime for service-disabled veteran-owned small businesses.

The law further provides that each agency shall have an annual goal that presents, for that agency, the maximum practicable opportunity for small business concerns.

2. DOE Small Business Goals

In FY 2001, the Small Business Administration (SBA) issued a “challenge goal” of five percent to DOE—well below the 23 percent federally mandated department-wide goal. In FY 2002, DOE was able to negotiate a goal of 3.7 percent for both FY 2002 and FY 2003. In FY 2004, the SBA assigned a 23 percent goal to all federal departments, including DOE. Subsequently, DOE negotiated a 5.06 percent goal. In FY 2005, the goal is 5.5 percent.

8(a)-SDB	2.20%
Non-8(a) SDB	1.00%
Women-owned Business	3.30%
HUBZone Business	1.50%
Service Disabled Veteran-Owned Business	1.50%

Although the Department’s current small business goal stands at 5.5percent, in negotiating its small business goal in FY 2002, the department was requested by the Small Business Administration to submit a long-term plan as to when and how it might achieve the government-wide goal of 23 percent. In response to this request, the OSDBU submitted a 20-Year Plan. (*See Exhibit 1*)

In order to follow that plan for reaching the government-wide goal, DOE has taken a number of steps that include potentially breaking out requirements from facility management contracts, apprising small businesses of prime and subcontract opportunities, and providing technical assistance to small businesses. We have been able to increase our prime contract awards from \$511 million in FY 2001 to \$902 million in FY 2004. Additionally, we have commissioned studies to review the department’s current operations; specifically the M&O contracts, to identify whether it might be possible to pull out work from these very large contracts that

might be awarded to small business. These studies reflect that it is possible to do just that and that there are adequate numbers of small businesses either already doing the work as subcontractors or ready and willing to do the work as prime contractors. The studies have been provided to the individual program offices responsible for the various M&Os. There has been no directive that requires work to be broken out.

V. Departmental Objectives

The OSDBU, as the office responsible for implementation of the Department's small business program, will work closely with the Small Business Administration, the DOE Office of Procurement and DOE program offices to implement the objectives outlined below in order to reach the Department's small business goals.

- 1) Establish and track the Department's small business prime contracting goals ensuring that each year we incrementally increase the small business goal. A goaling workshop will be conducted each year to explain and request goals for the fiscal year. (*See Exhibit 3*)

The Financial Data Warehouse system will track and report the achievements by office and by quarter. Each office will be graded by quarter against their goals using a formula that provides a "Red" grade for achievements under 85%, a "Yellow" grade for achievements over 85% and a "Green" grade for achievements over 95%.

- 2) Publish and maintain a Department-wide procurement forecast.

The OSDBU will publish a forecast of contracting opportunities over \$100,000 (for both prime and subcontract opportunities) which are available for small business participation. The forecast will be updated bi-annually in the spring and fall pursuant to P.L. 100-656 and available at www.smallbusiness.doe.gov/contract.

- 3) Review all acquisition requests over \$3 million to ascertain/recommend small business participation

The OSDBU will continue to review all requests over \$3 million, and make recommendations as to whether an award should be set aside for small business or whether portions of the proposed acquisition could be "broken out" for small business. Additionally, the OSDBU will continue its "Acquisition Team" concept comprised of representatives of the Office of Procurement, the OSDBU, the Procurement Center Representative (PCR), and the element/field office to meet monthly to discuss proposed acquisition strategies.

- 4) Conduct outreach and technical assistance for the small business community on Doing Business with DOE.

The OSDBU will continue to maintain a Small Business Outreach and Marketing Plan and technical assistance services for small business. The first step of the plan includes maintaining a Small Business website easily accessible from the DOE homepage. Other steps include paid advertisements and articles in small business publications, press releases/conferences, radio/television presentations, articles in trade publications and newspapers, participation in small business conferences, and workshops as well as hosting an annual DOE National Small Business Conference.

Additionally, the OSDBU will continue to grow its “Small Business Advisory Team” comprised of partnerships with Small Business Trade Associations, Women Business Groups, Disabled Veteran Business organizations, HUBZone associations and Small and Minority Chambers of Commerce. The purpose of these partnerships is to use these groups to help DOE reach its contracting and subcontracting goals with small businesses.

Finally, the OSDBU will provide technical assistance to small businesses seeking to do business with DOE through one-on-one meetings.

- 5) Conduct “in-reach” to the contracting officers and procurement specialists at the Department to ensure that they are aware of the small business program goals and the availability of small businesses willing and able to do business with the Department.

The OSDBU will continue to hold semi-annual meetings with the small business representatives of all of the DOE offices and procurement representatives to conduct training on the latest small business laws, regulations and rules, on small business goaling and reporting requirements and on departmental policies directly affecting small business.

Finally, the OSDBU and Office of Procurement staff have established and will continue regular communications with the HQ and Field Directors to promote the Department’s Small Business program requirements. Training modules will be developed for program and procurement personnel on small business programs and goal requirements. These modules will be incorporated on the DOE Online Learning Center which is accessible to all DOE facilities

- 6) Conduct M&O “break out” studies as well as an implementation plan.

Because the Department has been unable to increase its small business prime contract awards beyond the single digits and because the M&O contracts represent 90 percent of the prime contract awards made by DOE, the OSDBU has conducted studies to determine whether there is the possibility of “breaking out” work for small business from these contracts. Studies to date indicate that there is work that can be “broken out” because the small businesses are already doing the work as subcontractors and because there is an adequate supply of small business firms who could do the work. These studies have been provided to the individual offices managing the M&O contracts for their use in deciding what, if any, work they can/will pull out. There has been no requirement that any of the recommendations be implemented. This year, the program offices will be required to inform the OSDBU whether they propose to break out requirements and, if not, why not. Any proposed breakout requirement will require the review of the SBA-PCR in compliance with Subpart 19.4 of the Federal Acquisition Regulation before any action is taken to break out work from any of the M&O contracts.

- 7) Conduct reviews of M&O prime contractors for compliance with subcontract plans and for validation of subcontract reports.

The OSDBU will continue its subcontract reviews of prime contractors to ensure that there is compliance with the laws covering subcontracting plans and to ensure that the subcontract reports are accurate and are adequately supported.

- 8) Continue to maintain a Mentor-Protégé Program designed to encourage DOE prime contractors to assist the socioeconomic firms to enhance their capabilities to perform contract and subcontracts, and especially complex high-tech work in areas where they have not previously dominated.

Program objectives include:

- Working with mentor-protégé teams to assist in the inclusion of measurable goals in the mentoring experiences;
- Analyzing the mentor-protégé experiences in order to identify leading success stories, and share them with other mentor-protégé teams;
- Conduct a mentor-protégé session at the FY 2005 annual conference.

Additionally, DOE will promote the use of the SBA Mentor-Protégé Program that authorizes the 8(a) protégé to form a joint venture with its mentor to bid/propose on federal contracts and subcontracts. The Department and SBA have come to a written agreement that because of the size of DOE contracts, the protégé firm need only to perform 25 percent or more of the work in these types of agreements. To advance opportunities under this program, DOE and SBA have agreed to target 50 of SBA's portfolio of mentor-protégé teams to encourage them to form joint ventures in order to perform departmental requirements.

VI. Small Business Programs

The Federal government directs executive agencies to promote opportunities with various small business groups needing additional help to succeed in federal contracting. These groups are identified as "small business programs" and include: service disabled veteran-owned businesses; 8(a) businesses; small disadvantaged businesses; women-owned businesses; and HUBZone businesses. The Department is proposing specific efforts in order to service each of these groups. Each group will have an assigned OSDBU staff member to assist its members in doing business with DOE. Separate strategies are provided for each of the small business programs in the plan.

VII. Addenda.

- A. Service Disabled Veteran-Owned Business Program
- B. 8(a) Business Development Program
- C. Small Disadvantaged Business Program
- D. Women-Owned Business Program
- E. Historically Underutilized Business (HUB)Zone Program

**Department of Energy
Service Disabled Veteran-Owned Business Program**

Background:

On October 20, 2004, President George W. Bush signed Executive Order 13360 designed to strengthen opportunities in Federal contracting for service-disabled veteran businesses (SDVB). Pursuant to such Executive Order, the U.S. Department of Energy has designated the Director of the Office of Small and Disadvantaged Business Utilization to develop and implement the Department's Strategic Plan.

Agency Strategy:

The below actions will be taken to provide opportunities for service-disabled veteran businesses to significantly increase their contracting and subcontracting with the Department of Energy:

- Develop and promote a DOE/SDVB policy that addresses both prime and subcontracting.
- Expand the current customized DOE small business database to incorporate and identify SDVBs for use by program offices, procurement officers and prime contractors proposing acquisitions. (<https://hqlnc.doe.gov/Contacts>).
- Promote the utilization of the Department of Veteran Affairs' (VA) website at <http://VIP.vetbiz.gov/search/default.asp> and the Association of Service Disabled Veterans' (ASDV) website at <http://www.asdv.org> in conducting market research to identify SDVBs.
- Incorporate SDVB achievements in the Secretarial Small Business Awards program.
- Include SDVB organization(s) as a part of DOE SB Advisory Team.
- Include a SDVB component in the Annual DOE Small Business Conference.
- Participate in conferences primarily dedicated to reaching SDVB firms.
- Designate an OSDBU staffer as the Point of Contact for the program.

Prime Contracting:

- a) Incorporate SDVB goals as part of the Department's overall SB prime contracting goals negotiated with the U.S. Small Business Administration (SBA) and in all achievement reports prepared by DOE.
- b) Incorporate achievements of SDVB goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- c) Develop justification(s) for SDVB sole source acquisition, as appropriate.
- d) Include a prime contractor's past performance in contracting with SDVBs an evaluation factor in solicitations.

Subcontracting:

- a) Incorporate SDVB goals as part of the Department's overall SB subcontracting goals negotiated with the U.S. Small Business Administration (SBA).
- b) Provide all DOE prime contractors with the DOE subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- c) Establish an SDVB pilot program permitting prime contractors to sole source to an SDVB as a subcontractor.
- d) Encourage prime contractors to utilize SDVB concerns when subcontracting.
- e) Encourage Mentor-protégé relationships with SDVB concerns

Education, Training and Outreach:

- a) Ensure all program element heads, acquisition personnel (including contracting officers) and small business managers are aware of the SDVB laws and regulations through the DOE Acquisition Letters, Flash announcements and other communications.
- b) Require departmental contracting personnel to successfully complete, as needed the SDVB utilization on-line course provided by the Defense Acquisition University (DAU).

- c) Provide SDVB concerns with technical assistance to assist them in getting certified by the SBA, as 8(a) or HUBZone or in getting on the General Services Administration (GSA) federal supply schedules.
- d) Meet with the SBA and Association of Service Disabled Veterans on a quarterly basis to discuss progress on the utilization of SDVB concerns.

Department of Energy 8(a) Business Development Program

Background:

The 8(a) Business Development (BD) program was established by section 8(a) of the Small Business Act, 15 U.S.C. § 637(a). The purpose of the 8(a) BD program is to assist eligible small disadvantaged business concerns compete in the American economy through business development. The Act authorizes SBA to enter into all types of contracts with other agencies and reserve up to a value of \$3 million (\$5 million for manufacturing) in contracts non-competitively to 8(a) certified firms. If a procurement is valued in excess of \$3 million (\$5 million for manufacturing) and two or more capable 8(a) firms can be so identified, the procurement shall be set aside for competition among 8(a) firms (see FAR 19.805-1(a)(2)).

Agency Strategy:

The below actions will be taken to provide opportunities for 8(a) certified businesses to significantly increase their contracting and subcontracting with the Department of Energy.

- Develop and promote a DOE/8(a) business policy that addresses both prime and subcontracting.
- Expand the current customized DOE small business database to incorporate and identify 8(a) businesses for use by program offices, procurement officers and prime contractors proposing acquisitions. (<https://hqinc.doe.gov/Contacts>).
- Promote the utilization of the OSDBU database of small businesses. Promote and advise small businesses to utilize the Central Contractor Registration, website at <http://www.ccr.gov>.
- Incorporate 8(a) business achievements in the Secretarial Small Business Awards program.
- Include 8(a) business organization(s) as a part of DOE SB Advisory Team.
- Include an 8(a) business component in the Annual DOE Small Business Conference.
- Participate in conferences primarily dedicated to reaching 8(a) businesses.
- Designate an OSDBU staffer as the Point of Contact for the program.

Prime Contracting:

- a) Incorporate 8(a) business goals as part of the Department's overall SB prime contracting goals negotiated with the U.S. Small Business Administration (SBA) and in all achievement reports prepared by DOE.
- b) Incorporate achievements of 8(a) business goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- c) Develop justification(s) for 8(a) business sole source acquisition, appropriate.
- d) Identify projects that could/should be set aside for participation by 8(a) firms.
- e) Include a prime contractor's past performance in contracting with 8(a) businesses as an evaluation factor in solicitations.

Subcontracting:

- a) Incorporate 8(a) business goals as part of the Department's overall SB subcontracting goals negotiated with the U.S. Small Business Administration (SBA).
- b) Provide all DOE prime contractors with the 8(a) subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- e) Continue to promote the 8(a) pilot program permitting prime contractors to sole source to an 8(a) business subcontractor.
- f) Encourage prime contractors to utilize 8(a) business concerns when subcontracting.
- e) Incentivize Mentor-protégé relationships with 8(a) business concerns

Education, Training and Outreach:

- a) Ensure all program element heads, acquisition personnel (including contracting officers) and small business managers are aware of the 8(a) business laws and regulations through the DOE Acquisition Letters, Flash announcements and other communications.

- b) Require departmental contracting personnel to successfully complete courses pertaining to small business contracting.
- c) Inform small businesses of available resources such as the SBDCs and PTACs so that they may avail themselves of needed technical assistance to assist them in getting certified by the SBA, as 8(a) or HUBZone or in getting on the General Services Administration (GSA) federal supply schedules.
- d) Meet with the SBA and 8(a) or small business associations on a quarterly basis to discuss progress on the utilization of 8(a) business concerns.

**Department of Energy
Small Disadvantaged Business Program**

There is no statutory authority for setting aside federal procurements for competition only among small disadvantaged businesses (SDBs). Nevertheless, DOE makes every effort to identify and advise small disadvantaged business owners of contracting and subcontracting opportunities with DOE and its major prime contractors. DOE, along with the SBA, is working to increase opportunities for non-8(a) small disadvantaged businesses. To be eligible to receive a benefit as a prime contractor based on its disadvantaged status, a SDB must either be certified as a SDB concern or have a completed SDB application pending at the SBA or other certifier, in accordance with FAR, 19.304. SDBs are eligible to bid or propose on Small Business Set-asides and, if eligible, may be certified as an 8(a) or HUBZone firm.

Agency Strategy:

The below actions will be taken to provide opportunities for SDBs to significantly increase their contracting and subcontracting opportunities with the Department of Energy:

- Develop and promote a DOE/SDB policy that addresses both prime and subcontracting.
- Expand the current customized DOE small business database to incorporate and identify SDBs for use by program offices, procurement officers and prime contractors proposing acquisitions. (<https://hqlnc.doe.gov/Contacts>)..
- Incorporate SDB achievements in the Secretarial Small Business Awards program.
- Include SDB organization(s) as a part of DOE SB Advisory Team.
- Include a SDB component in the Annual DOE Small Business Conference.
- Participate in conferences primarily dedicated to reaching SDB firms.
- Designate an OSDBU staffer as the Point of Contact for the program.

Prime Contracting:

- a) Incorporate SDB goals as part of the Department's overall SB prime contracting goals negotiated with the U.S. Small Business Administration (SBA) and in all achievement reports prepared by DOE.

- b) Incorporate achievements of SDB goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- c) Include a prime contractor's past performance in contracting with SDB's as an evaluation factor in solicitations.

Subcontracting:

- a) Incorporate SDB goals as part of the Department's overall SB subcontracting goals negotiated with the U.S. Small Business Administration (SBA).
- b) Provide all DOE prime contractors with the SDB subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- c) Encourage prime contractors to utilize SDBs when subcontracting.
- d) Incentivize Mentor-protégé relationships with SDB concerns.

Education, Training and Outreach:

- a) Ensure all program element heads, acquisition personnel (including contracting officers) and small business managers are aware of the SDB laws and regulations through the DOE Acquisition Letters, Flash announcements and other communications.
- b) Require departmental contracting personnel to successfully complete courses pertaining to small business contracting.
- c) Inform small businesses of available resources such as the SBDCs and PTACs so that they may avail themselves of needed technical assistance to assist them in getting certified by the SBA, as 8(a), SDB or HUBZone or in getting on the General Services Administration (GSA) federal supply schedules.
- d) Meet with the SBA and SDB associations on a quarterly basis to discuss progress on the utilization of SDB concerns.

Department of Energy Women-Owned Business Program

Background:

Although no set-aside authority exists, DOE makes every effort to identify and advise women business owners (WOBs) of contracting opportunities and to encourage their participation in DOE procurements. DOE and the U.S. Small Business Administration (SBA), are working together to help level the playing field for women entrepreneurs.

Agency Strategy:

The below actions will be taken to provide opportunities for women-owned firms to significantly increase their contracting and subcontracting opportunities with DOE.

Prime Contracting:

- Develop and promote a DOE/WOB policy that addresses both prime and subcontracting.
- Expand the current customized DOE small business database to incorporate and identify WOBs for use by program offices, procurement officers and prime contractors proposing acquisitions. (<https://hqlnc.doe.gov/Contacts>).
- Promote the utilization of the OSDBU database of small businesses and the Central Contractor Registration website at: <http://www.ccr.gov>, and Women's Business Associations, some of which are located at the SBA website: <http://www.sba.gov> in conducting market research to identify WOBs.
- Incorporate WOB achievements in the Secretarial Small Business Awards program.
- Include WOB organization(s) as a part of DOE SB Advisory Team.
- Include a WOB component in the Annual DOE Small Business Conference.
- Participate in conferences primarily dedicated to reaching WOB firms.
- Designate an OSDBU staffer as the Point of Contact for the program.

Prime Contracting:

- a) Incorporate WOB goals as part of the Department's overall SB prime contracting goals negotiated with the U.S. Small Business Administration (SBA) and in all achievement reports prepared by DOE.
- b) Incorporate achievements of WOB goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- c) Include a prime contractor's past performance in contracting with women-owned businesses as an evaluation factor in solicitations.

Subcontracting:

- a) Incorporate WOB goals as part of the Department's overall SB subcontracting goals negotiated with the U.S. Small Business Administration (SBA).
- b) Provide all DOE prime contractors with the WOB subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- c) Encourage prime contractors to utilize WOB concerns when subcontracting.
- d) Encourage facility management contractors to provide for an evaluation criterion that reflects a preference in the award of subcontracts to WOBs.
- e) Incentivize Mentor-protégé relationships with WOB concerns

Education, Training and Outreach:

- a) Ensure all program element heads, acquisition personnel (including contracting officers) and small business managers are aware of the WOB laws and regulations through the DOE Acquisition Letters, Flash announcements and other communications.
- b) Require departmental contracting personnel to successfully complete courses pertaining to small business contracting.
- c) Inform WOB concerns of available resources such as the SBDCs and PTACs so that they may avail themselves of needed technical assistance to assist them in obtaining services provided by the SBA, or in getting on the General Services Administration (GSA) federal supply schedules.

- d) Meet with the SBA and Women's business associations on a quarterly basis to discuss progress on the utilization of WOB concerns.

Department of Energy
Historically Underutilized Business (HUB) Zone Program

The HUBZone Empowerment Contracting Program was enacted into law as part of the Small Business Reauthorization Act of 1997. The program falls under the auspices of the SBA which regulates and implements the program and:

- determines which businesses are eligible to receive HUBZone contracts,
- maintains a listing of qualified HUBZone small businesses that Federal agencies can use to locate vendors,
- adjudicates protests of eligibility to receive HUBZone contracts, and
- reports to the Congress on the program's impact on employment and investment in HUBZone areas.

If there is a reasonable expectation that proposals will be received from two or more small businesses certified by the SBA as HUBZone concerns and the award would be made at a fair market price, FAR 19.1305(b) requires that the award be set aside for HUBZone small business concerns. Contracting Officers may award contracts to HUBZone small business concerns on a sole source basis without considering small business set-asides provided the acquisition meets the requirements of FAR 19.1306(a).

Agency Strategy:

The below actions will be taken to provide opportunities for HUBZone businesses to significantly increase their contracting and subcontracting opportunities with DOE.

- Develop and promote a DOE/HUBZone policy that addresses both prime and subcontracting.
- Expand the current customized DOE small business database to incorporate and identify HUBZone firms for use by program offices, procurement officers and prime contractors proposing acquisitions.
(<https://hqinc.doe.gov/Contacts>).
- Promote the utilization of the OSDBU database of small businesses and the Central Contractor Registration website at: <http://www.ccr.gov>, and associations that encourage government contracting of HUBZone firms, and in conducting market research to identify HUBZone firms.
- Incorporate HUBZone achievements in the Secretarial Small Business Awards program.

- Include HUBzone organization(s) as a part of DOE SB Advisory Team.
- Include a HUBZone component in the Annual DOE Small Business Conference.
- Participate in conferences primarily dedicated to reaching HUBZone firms.
- Designate an OSDBU staffer as the Point of Contact for the program.

Prime Contracting:

- a) Incorporate HUBZone goals as part of the Department's overall SB prime contracting goals negotiated with the U.S. Small Business Administration (SBA) and in all achievement reports prepared by DOE.
- b) Incorporate achievements of HUBZone goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- c) Develop justification(s) for HUBZone sole source acquisition, as appropriate.
- d) Identify projects that could/should be set aside for participation by HUBZone firms.
- e) Include a prime contractor's past performance in contracting with HUBZone firms as an evaluation factor in solicitations.

Subcontracting:

- a) Incorporate HUBZone goals as part of the Department's overall SB subcontracting goals negotiated with the U.S. Small Business Administration (SBA).
- b) Provide all DOE prime contractors with the HUBZone subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- c) Conduct a pilot program permitting prime contractors to sole source to an HUBZone subcontractor.
- d) Encourage prime contractors to utilize HUBZone concerns when subcontracting.

- e) Encourage facility management contractors to use HUBZone set-aside and sole source procurement techniques under conditions similar to federal prime contracts.
- f) Incentivize Mentor-protégé relationships with HUBZone concerns.

Education, Training and Outreach:

- a) Ensure all program element heads, acquisition personnel (including contracting officers) and small business managers are aware of the HUBZone laws and regulations through the DOE Acquisition Letters, Flash announcements and other communications.
- b) Require departmental contracting personnel to successfully complete courses pertaining to small business contracting.
- c) Inform HUBZone concerns of available resources such as the SBDCs and PTACs so that they may avail themselves of needed technical assistance to assist them in getting certified by the SBA, as 8(a) or HUBZone or in getting on the General Services Administration (GSA) federal supply schedules.
- d) Meet with the SBA and associations involving HUBZone small businesses on a quarterly basis to discuss progress on the utilization of HUBZone concerns.

**Department of Energy
20-Year Small Business Plan**



Department of Energy

Washington, DC 20585

July 12, 2002

Mr. Fred C. Armendariz
Associate Deputy Administrator
Office of Government Contracting
and Business Development
409 Third Street, S. W.
Washington, D.C. 20416

*20 Year
Plan*

Dear Mr. Armendariz:

This letter is in response to the enclosed memorandum from Ms. Luz Hopewell dated June 10, 2002. That memo indicates acceptance of the Department of Energy's (DOE) request for a small business goal of 3.7 percent for FY 2002, with the condition that we provide a plan on "how and when DOE will reach the statutory small business goal of 23 percent."

Enclosed is a dynamic chart that proposes to reach the 23 percent goal within the next twenty years. The chart starts with a 3.7 percent goal in FY 2002 and provides a gradual increase of approximately one percent per year except for next year (*which we have held to the 3.7% goal*). We have applied the goals to a procurement base of \$18.6 billion. In FY 2003 that would result in \$688 million in small business prime contracts...and so forth until we reach FY 2022 at which time the department will be awarding \$4.278 billion in small business prime contracts. Of course, we will be updating and submitting this chart on an annual basis as achievements continue to improve.

In addition to the goals chart, we have also provided a Plan of Action which identifies the actions to be taken to ensure that a 23 percent goal for small business participation will be achieved within 20 years. As a point of reference, I believe it is important to note that in FY 1990 (*the year before the Office of Federal Procurement Programs/OFPP allowed the department to count the contracts awarded by the M&O contractors as prime contracts*) the department reported only 3.2 percent in small business prime contract achievement. In FY 2000 (*the first year after the OFPP ruled that the contracts awarded by the M&O contractors were not prime contracts*), the department reported only 2.9 percent in small business contract achievement. The proposed 3.7 percent goal for FY 2002 exceeds the achievements in FY 1990, FY 2000 and even FY 2001.



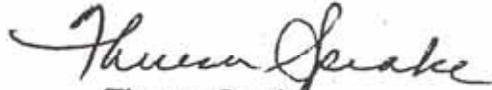
In developing the 20-year goals, we have considered several things. First, we established the procurement base for the department at \$18.6 billion per year. Secondly, we identified that the department currently distributes its procurement base two ways; the largest portion, (\$14.8 billion or 80 percent) going to the Management and Operating (M&O) contractors and the remainder to non M&O contracts. We next reviewed the goaling process and verified that M&Os had previously been omitted from the small business goaling process. Only the non M&O contract dollars (\$4.8 billion or 20 percent) had been included in the department's small business goals. It became obvious that it was arithmetically impossible to achieve a 23 percent small business goal using only the non M&O procurement dollars. At that point it was determined that we would include the M&O contracts in the goaling process.

While the decision to include M&Os sounds like a very simple and logical process, inclusion will not be easy nor quick. The M&O contracting process has been institutionalized over the past fifty years and awards have traditionally gone to big business. The contract terms usually run for five (5) years with options to renew or rebid. In order to consider M&O contracts as part of the goaling process, we first had to identify when these contracts were up for renewal or rebid. *(See enclosed a chart which identifies, by year and amount the contracts coming up for potential rebid).* Once we were satisfied there were contracts up for renewal/rebid every year, we included M&Os in the annual goal; beginning with FY 2002. The details as to where those dollars will come from is being worked out by the individual DOE offices. A task force has been established with representatives of all of the offices to review and validate the annual goals and determine what projects/contracts will be included the department's goal.

Under the present plan, we are looking at all the possibilities for developing prime contracts at DOE. One of the areas we are researching is the current level of small business subcontracting being reported by the prime contractors. In FY 2001, the prime contractors reported \$6 billion in subcontracting of which \$3 billion went to small business. As contracts come up for renewal, DOE will be reviewing the subcontracting activities to ascertain if/how we can convert these subcontracts into a prime small business set aside contracts. In order to ensure that we have adequate small businesses identified to bid on these proposed new small business set aside contracts, we are in the process of identifying small business firms who can be registered in the DOE Industry Interactive Procurement System (IIPS) and also in the GSA list.

It is our hope that the foregoing information will provide you with sufficient detail as to how we developed the twenty-year goals chart/plan. I think it is important to reiterate that the plan incorporates M&O contracts which have, up to this time, been "hands off" and not included in the small business goaling process. The inclusion of these M&O contracts ensures that DOE will have an adequate contract base by which to achieve the annual projected small business goals. Should you have any questions about the goals, the process or the outreach/developmental plans of the department relative to small business, please do not hesitate to call. My staff and I are available to meet with you and/or to discuss the plan. Please feel free to contact me directly at (202) 586-1391 or you can contact my Deputy, Mr. Yosef Patel at (202) 586-3993.

Sincerely,



Theresa Speake
Director
Office of Small and Disadvantaged
Business Utilization

Enclosure

DEPARTMENT OF ENERGY – SMALL BUSINESS PLAN
IN SUPPORT OF TWENTY-YEAR GOALS
BRIDING THE GAP BETWEEN GOVERNMENT AND SMALL BUSINESS

- 1) DEVELOP 20-YEAR GOALS CHART BASED ON BOTH M&O AND NON M&O CONTRACT DOLLARS
- 2) REVISIT AND SUBMIT TO THE SMALL BUSINESS ADMINISTRATION (SBA) GOALS ON AN ANNUAL BASIS.
- 3) ESTABLISH AND MONITOR ANNUAL INDIVIDUAL ELEMENT GOAL BASED ON CONTRACTING CYCLES
- 4) REVIEW/ANALYZE ALL UPCOMING CONTRACTS FOR SMALL BUSINESS POTENTIAL
- 5) TRACK AND REPORT SB ACHIEVEMENTS ON A QUARTERLY BASIS
- 6) ASSIGN ACCOUNT MANAGERS FOR EACH OF THE DOE ELEMENTS TO ASSIST THEM IN PREPARING THEIR ANNUAL SB PLANS AND IN REACHING THEIR SB GOALS
- 7) DEVELOP/MAINTAIN A 2000 MEMBER DATABASE OF SMALL BUSINESSES WHOSE NAIC CODES MATCH THE DOE CONTRACTING REQUIREMENTS
- 8) DEVELOP NEW/UPDATED OUTREACH MATERIALS/ACTIVITIES
- 9) ASSIST SMALL BUSINESSES GET ON THE GSA SCHEDULE AND/OR SBA CERTIFIED
- 10) ASSIST SB's GET "POSITIONED" TO DO BUSINESS WITH THE FEDERAL GOVERNMENT– FINANCIALLY AND TECHNICALLY
- 11) EXPAND/STRENGTHEN THE CURRENT DOE MENTOR/PROTÉGÉ PROGRAM AND WORK WITH THE SBA MENTOR/PROTÉGÉ PROGRAM
- 12) ESTABLISH PARTNERSHIPS/MOUS WITH SMALL BUSINESS TRADE ASSOCIATIONS/CHAMBERS
- 13) CONDUCT (NO COST) REGIONAL SB TECHNICAL ASSISTANCE WORKSHOPS AND ANNUAL DOE CONFERENCE
- 14) PARTNER WITH OTHER FEDERAL AGENCIES FOR OUTREACH/TRAINING PURPOSES

20-YEAR SMALL BUSINESS GOALS DEPARTMENT OF ENERGY

Year	Percent	Amount (in billions of dollars)	M & O (in billions of dollars)	Percent	Non-M & O (in billions of dollars)	Percent
2002	3.7	\$0.688	\$0.148	1.0	\$0.549	14.3
2003	3.7	\$0.688	\$0.148	2.0	\$0.565	14.9
2004	4.6	\$0.856	\$0.29	2.0	\$0.565	14.9
2005	5.5	\$1.023	\$0.448	3.0	\$0.581	15.3
2006	6.5	\$1.209	\$0.590	4.0	\$0.619	16.3
2007	7.5	\$1.395	\$0.738	5.0	\$0.657	17.3
2008	8.5	\$1.581	\$0.886	6.0	\$0.695	18.3
2009	9.5	\$1.767	\$1.034	7.0	\$0.733	19.3
2010	10.5	\$1.953	\$1.182	8.0	\$0.771	20.3
2011	11.5	\$2.133	\$1.330	9.0	\$0.809	21.3
2012	12.5	\$2.325	\$1.478	10.0	\$0.847	22.3
2013	13.5	\$2.498	\$1.626	11.0	\$0.885	23.3
2014	14.5	\$2.683	\$1.774	12.0	\$0.923	24.3
2015	15.5	\$2.868	\$1.922	13.0	\$0.961	25.3
2016	16.5	\$3.028	\$2.070	14.0	\$0.999	26.3
2017	17.5	\$3.238	\$2.218	15.0	\$1.037	27.3
2018	18.5	\$3.423	\$2.366	16.0	\$1.075	28.3
2019	19.5	\$3.608	\$2.514	17.0	\$1.113	29.3
2020	20.5	\$3.793	\$2.662	18.0	\$1.151	30.3
2021	21.5	\$3.978	\$2.810	19.0	\$1.189	31.3
2022	23.0	\$4.278	\$3.048	20.6	\$1.224	32.3

**Goaling Workshop FY 2005
Instructions and Forms**



Department of Energy

Washington, DC 20585

January 14, 2005

MEMORANDUM FOR ALL DEPARTMENT HEADS

FROM: THERESA ALVILLAR-SPEAKE, DIRECTOR
OFFICE OF ECONOMIC IMPACT AND DIVERSITY

A handwritten signature in black ink that reads "Theresa Speake".

SUBJECT: FINAL SUBMISSION OF SMALL AND SMALL DISADVANTAGED
BUSINESS GOALS FOR FISCAL YEAR (FY) 2005

On September 13, 2004, the Office of Small and Disadvantaged Business Utilization (OSDBU) hosted a Goaling workshop to instruct how to propose small and disadvantaged business goals for FY 2005. Now that the approved FY 2005 budget has been loaded in the Financial Data Warehouse (FDW) database, the FY 2005 estimated procurement base of individual element has changed proportionately. The FDW has revised the procurement base for each program element office using the approved FY 2005 budget (minus a 2-year average of exclusions). Sheet No. 4 of the attached Goaling Package demonstrates the rationale.

The goaling package is an electronic spreadsheet that provides backup information templates for calculating your projected quarterly small business obligations. This backup must track directly with the information on the goaling form. The small business program manager of your organization will be instructed by e-mail on how to successfully complete the revised goaling form. Also, the OSDBU account representatives will work closely with small business managers to provide help where needed.

Since your first proposed small and socio-economic goals, the Small Business Administration has increased our FY 2005 small business goal to 5.50% from 5.06%. Therefore, I am requesting you to revisit your previous FY 2005 small and socio-economic business submissions and revise your projected small business obligations, applying the same or higher goal percents to your new procurement base. It is expected that the small business percent goals proposed earlier remain as the floor agreement. Also, it is expected that you propose socio-economic goals to the maximum extent practicable because the Department is held accountable by the SBA for these negotiated goals.

These revised goaling forms are due by February 11, 2005. These forms must be signed the Head of the Element and delivered in hard copy to the attention of Linda Reed, Office of Economic Impact and Diversity, ED-1, 5B110/FORS.



**SMALL AND SOCIO-ECONOMIC BUSINESS PRIME CONTRACT GOALS
PROGRAM ELEMENT:**

[Gray shaded area for Program Element Name]

FISCAL YEAR 2005

GOVERNMENT GOALS	SB	8(a)-SDB	Non-8(a) SDB	WOSB	HUBZONE	SDVOSB
Government-Wide Annual Goals	23.00%	*2.50%	*2.50%	5.00%	3.00%	3.00%
DOE/SBA Negotiated Department-Wide Goals	5.50%	2.20%	1.00%	3.30%	1.50%	1.50%

PROGRAM ELEMENT GOALS

PROGRAM ELEMENT PROJECTED PROCUREMENT BASE	[Gray shaded area]
---	--------------------

QUARTERLY	SB	8(a)-SDB	Non-8(a) SDB	WOSB	HUBZONE	SDVOSB
Dollar						
First Quarter 10/1--12/31						
Second Quarter 1/1--3/31						
Third Quarter 4/1--6/30						
Fourth Quarter 5/1--9/30						
Total Dollars						
Percent						
First Quarter 10/1--12/31						
Second Quarter 1/1--3/31						
Third Quarter 4/1--6/30						
Fourth Quarter 5/1--9/30						
Total Percent						

Submitted by program element head:

Print:	[Gray shaded area]
Sign:	Date:
Phone:	

Acceptance by OSDBU Director (signature): [Cyan shaded area] **Date:** [Cyan shaded area]

Key

- Final DOE/SBA negotiated goal is 5.5%.
- SB = Small business
- 8(a) SDB = Minority-owned small disadvantaged business -- SBA certified
- Non-8(a) SDB = Non minority-owned Small disadvantaged business
- WOSB = Woman-owned small business
- HUBZone = Historically Underutilized Business Zone
- SDVOSB = Service-disabled veteran-owned small business
- * The SBA recommends that the SDB goal be split equally between 8(a) SDB and non-8(a) SDB concerns.

Instructions

- (1) Attach back-up information supporting proposed goals
 - (2) Enter program element name in gray shaded area at top of page
 - (3) The Government goals presented in the first section are write-protected
 - (4) Enter projected procurement base in shaded area
 - (5) Enter SB and socio-economic goals for each quarter in dollar amounts
 - (6) Please print/sign your name and enter phone number/date in the block "submitted by"
- Note:** Excel program will calculate percentages automatically.

U. S. Department of Energy
FY 2005 Proposed Small Business Goals By Quarter

Program Element	Procurement Base	SB Goal \$\$	23.0%		First Quarter \$\$	First Quarter SB Goal %	Second Quarter \$\$	Second Quarter SB Goal %	Third Quarter \$\$	Third Quarter SB Goal %	Fourth Quarter \$\$	Fourth Quarter SB Goal %
			Total	SB								
1 CI (BD)	\$78,340	\$25,300	32.30%		\$0	0.00%	\$7,800	9.96%	\$10,000	12.76%	\$7,500	9.57%
2 CN (ND)	\$34,174,783	\$304,433	0.89%		\$0	0.00%	\$0	0.00%	\$163,113	0.48%	\$141,320	0.41%
3 EI (MG)	\$27,256,212	\$12,810,574	47.00%		\$540,529	1.98%	\$1,381,057	5.07%	\$3,843,172	14.10%	\$7,045,816	25.85%
4 ED (ND)	\$654,000	\$654,000	100.00%		\$165,000	25.23%	\$89,000	13.61%	\$200,000	30.58%	\$200,000	30.58%
5 EE (MG)	\$495,658,435	\$27,038,750	5.46%		\$3,837,500	0.77%	\$8,196,250	1.65%	\$7,502,500	1.51%	\$7,502,500	1.51%
6 EH (MG)	\$35,183,410	\$11,550,000	32.83%		\$1,500,000	4.28%	\$2,100,000	5.97%	\$3,800,000	10.80%	\$4,150,000	11.80%
7 EM (BD)	\$6,432,616,989	\$244,200,000	3.80%		\$0	0.00%	\$1,500,000	0.02%	\$1,500,000	0.02%	\$241,200,000	3.75%
8 FE (ND)	\$283,951,810	\$77,986,272	27.46%		\$13,620,053	4.80%	\$32,362,675	11.40%	\$10,923,873	3.85%	\$21,079,671	7.42%
9 GC (BD)	\$454,658	\$148,807	32.73%		\$5,000	1.10%	\$5,000	1.10%	\$5,000	1.10%	\$133,807	29.43%
10 HG (SN)	\$1,038,016	\$83,820	8.08%		\$20,955	2.02%	\$20,955	2.02%	\$20,955	2.02%	\$20,955	2.02%
11 IG (SN)	\$7,896,346	\$473,780	6.00%		\$0	0.00%	\$0	0.00%	\$0	0.00%	\$473,780	6.00%
12 IM (BD)	\$60,574,860	\$28,513,500	47.07%		\$1,000	0.00%	\$3,200,000	5.28%	\$11,125,400	18.37%	\$14,187,100	23.42%
13 IN (ND)	\$26,530,988	\$2,226,500	8.39%		\$1,501,500	5.66%	\$0	0.00%	\$475,000	1.79%	\$250,000	0.94%
14 LM (MG)	\$29,200,000	\$22,000,000	75.34%		\$5,500,000	18.84%	\$5,500,000	18.84%	\$5,500,000	18.84%	\$5,500,000	18.84%
15 ME-DIR (BD)	\$11,000,000	\$7,079,000	64.35%		\$177,000	1.61%	\$2,477,000	22.52%	\$2,698,000	24.53%	\$1,727,000	15.70%
16 WE-WCF (BD)	\$20,088,474	\$18,086,474	90.04%		\$1,298,000	6.46%	\$4,042,474	20.12%	\$3,751,000	18.67%	\$8,997,000	44.79%
17 NNSA (SN)	\$8,115,701,000	\$410,654,567	5.06%		\$7,285,000	0.09%	\$30,768,583	0.37%	\$29,768,582	0.37%	\$342,842,402	4.22%
18 NE (BD)	\$329,984,702	\$7,269,663	2.20%		\$100,000	0.03%	\$2,100,000	0.64%	\$3,000,000	0.91%	\$2,069,663	0.62%
19 OA (ND)	\$13,855,662	\$12,788,776	92.30%		\$750,000	5.41%	\$4,500,000	32.48%	\$5,675,000	40.24%	\$1,963,776	14.17%
20 PA (BD)	\$149,781	\$22,500	15.02%		\$0	0.00%	\$6,000	4.01%	\$9,500	6.34%	\$7,000	4.67%
21 PI (SN)	\$1,040,202	\$52,010	5.00%		\$0	0.00%	\$0	0.00%	\$52,010	5.00%	\$0	0.00%
22 RW (MG)	\$477,911,121	\$18,293,900	3.83%		\$150,000	0.03%	\$2,750,400	0.58%	\$7,393,000	1.55%	\$8,000,500	1.67%
23 SC (ND)	\$2,628,974,752	\$47,000,000	1.79%		\$1,500,000	0.06%	\$4,000,000	0.15%	\$15,000,000	0.57%	\$26,500,000	1.01%
24 SO (ND)	\$103,965,931	\$27,862,000	26.95%		\$557,240	0.54%	\$2,786,200	2.70%	\$10,587,560	10.24%	\$13,931,000	13.48%
25 TD (ND)	\$44,757,615	\$845,919	1.89%		\$300	0.001%	\$300	0.001%	\$300	0.001%	\$845,019	1.89%
26 WAPA (MV)	\$47,000,000	\$32,007,000	68.10%		\$2,283,186	4.86%	\$4,110,001	8.74%	\$8,313,907	17.69%	\$17,299,906	36.81%
27 SEPA *	\$0	\$0	0.00%		\$85,000	0.00%	\$1,150,500	0.00%	\$1,425,000	0.00%	\$3,237,000	0.00%
28 SWPA (MV)	\$11,229,500	\$5,897,500	52.52%		\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Total	\$19,240,327,587	\$1,015,867,045	5.28%		\$40,877,263	0.21%	\$113,044,195	0.59%	\$132,642,872	0.69%	\$729,302,715	3.79%

Note: * SEPA has no SB contracts

Numbers and percentages entered in "black" indicate final OSDDBU approved values.

U. S. Department of Energy
FY 2005 Proposed Small Disadvantaged and Socio-Economic Goals

Program Element	Procurement Base	SB Goal \$\$	SB		8(a) Goal \$\$	8(a)		SDB Goal \$\$	SDB		WOSB Goal \$\$	WOSB		HUBZone Goal \$\$	HUBZone		Ser Disb Vet \$\$	Ser Disb	
			Goal %	23.0%		Goal %	3.0%		Goal %	5.0%		Goal %	3.3%		Goal %	1.5%		Goal %	3.0%
1 CI (BD)	\$78,340	\$25,300	32.30%	23.0%	\$0	0.00%	3.0%	\$0	0.00%	5.0%	\$0	0.00%	3.3%	\$0	0.00%	1.5%	\$0	0.00%	3.0%
2 CN (ND)	\$34,174,783	\$304,433	0.89%	3.0%	\$0	0.00%	1.0%	\$0	0.00%	5.0%	\$0	0.00%	3.3%	\$0	0.00%	1.5%	\$0	0.00%	3.0%
3 EI (MG)****	\$27,256,212	\$12,810,574	47.00%	5.06%	\$934,967	3.43%	2.2%	\$2,018,389	7.41%	1.0%	\$2,349,067	8.62%	3.3%	\$33,000	0.12%	1.5%	\$199,000	0.73%	1.5%
4 ED (ND)	\$654,000	\$654,000	100.00%		\$545,000	83.33%		\$0	0.00%		\$100,000	15.29%		\$0	0.00%		\$0	0.00%	
5 EE (MG)	\$495,658,435	\$27,038,750	5.46%		\$12,750,000	2.57%		\$0	0.00%		\$1,200,000	0.24%		\$200,000	0.04%		\$400,000	0.08%	
6 EH (MG)	\$35,183,410	\$1,550,000	32.53%		\$890,000	2.53%		\$900,000	2.56%		\$1,400,000	3.98%		\$890,000	2.53%		\$0	0.00%	
7 EM (BD)	\$6,432,616,989	\$244,200,000	3.80%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
8 FE (ND)	\$283,951,810	\$77,986,272	27.46%		\$24,139,433	8.50%		\$399,063	0.14%		\$1,316,905	0.46%		\$429,791	0.15%		\$299,296	0.11%	
9 GC (BD)	\$454,658	\$148,807	32.73%		\$118,807	26.13%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
10 HG (SN)	\$1,038,016	\$83,820	8.08%		\$83,820	8.08%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
11 IG (SN)	\$7,896,346	\$473,780	6.00%		\$473,780	6.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
12 IM (BD)	\$60,574,860	\$28,513,500	47.07%		\$27,163,800	44.84%		\$25,800,800	42.59%		\$1,048,500	1.73%		\$752,000	1.24%		\$0	0.00%	
13 IN (ND)	\$26,530,988	\$2,226,500	8.39%		\$950,000	3.59%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
14 LM (MG)*	\$29,200,000	\$22,000,000	75.34%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
15 ME-Dir (BD)	\$11,000,000	\$7,079,000	64.35%		\$2,086,000	18.96%		\$0	0.00%		\$468,000	4.25%		\$0	0.00%		\$0	0.00%	
16 ME-WCF (BD)	\$20,088,474	\$18,088,474	90.04%		\$6,123,000	30.48%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
17 NNSA (SN)	\$8,115,701,000	\$410,654,567	5.06%		\$134,560,000	1.66%		\$79,835,000	0.98%		\$150,100,000	1.85%		\$100,570,000	1.24%		\$106,000,000	1.31%	
18 NE (BD)	\$329,984,702	\$7,259,663	2.20%		\$1,800,000	0.55%		\$200,000	0.06%		\$1,200,000	0.36%		\$0	0.00%		\$200,000	0.06%	
19 OA (ND)	\$13,855,662	\$12,788,776	92.50%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$50,000	0.36%		\$0	0.00%	
20 PA (BD)	\$149,781	\$22,500	15.02%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
21 PI (SN)	\$1,040,202	\$52,010	5.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
22 RW (MG)	\$477,911,121	\$18,293,900	3.83%		\$17,600,000	3.69%		\$6,075,000	1.27%		\$5,100,000	1.07%		\$0	0.00%		\$0	0.00%	
23 SC (ND)	\$2,628,974,752	\$47,000,000	1.79%		\$32,900,000	1.25%		\$5,640,000	0.21%		\$2,820,000	0.11%		\$1,880,000	0.07%		\$0	0.00%	
24 SO (ND)	\$103,365,931	\$27,862,000	26.95%		\$5,000,000	4.84%		\$3,000,000	2.90%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
25 TD (ND)	\$44,757,615	\$845,919	1.89%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
26 WAPA (MV)**	\$47,000,000	\$32,007,000	68.10%		\$9,400,000	20.00%		\$1,410,000	3.00%		\$3,431,000	7.30%		\$3,760,000	8.00%		\$559,300	1.19%	
27 SEPA***	\$0	\$0	0.00%		\$1,050,000	0.00%		\$1,050,000	0.00%		\$116,000	0.00%		\$1,050,000	0.00%		\$175,215	0.00%	
28 SWPA (MV)	\$11,229,500	\$5,897,500	52.52%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%		\$0	0.00%	
Total	\$19,240,327,567	\$1,015,867,045	5.28%		\$278,568,607	1.45%		\$126,328,252	0.66%		\$170,649,472	0.89%		\$109,614,791	0.57%		\$107,832,811	0.56%	

Note: * SEPA has no SB contracts

Numbers and percentages entered in "black" indicate final OSDDBU approved values.

U. S. Department of Energy
Small Business Contracting
FY 2005 Procurement Base

Source: FDWM/MARS/PADS

Attachment 4 to Goaling Form (r-1/14/05) page 4 of 6

Program Office	FY 2005 Budget	FY 2003 Exclusions	FY 2004 Exclusions	FY 2003 & 2004 2-Year Average Exclusions (e) = (c + d)/2	FY 2005 Estimated Procurement Base (h) = (d - g)	FY 2005 SB Goal Percent (i)	FY 2005 SB Goal Dollars (j)
(a)	(b)	(c)	(d)	(e)	(h)	(i)	(j)
CI	\$4,826,000	\$4,747,753	\$4,080,599	\$4,414,176	\$411,824	32.30%	\$133,019
CN*	\$45,165,942	\$14,199,934	\$10,279,828	\$12,239,881	\$32,926,061	0.89%	\$293,042
ED	\$5,922,000	\$5,702,624	\$4,893,170	\$5,297,897	\$624,103	100.00%	\$624,103
EE	\$1,248,582,000	\$722,421,329	\$645,824,907	\$684,123,118	\$564,458,882	5.46%	\$30,819,455
EH	\$141,096,000	\$88,758,693	\$109,507,640	\$99,133,167	\$41,962,834	32.83%	\$13,776,398
EI	\$83,819,000	\$52,334,329	\$52,887,031	\$52,610,680	\$31,208,320	47.00%	\$14,667,910
EM	\$7,053,640,000	\$999,825,439	\$1,085,991,343	\$1,042,908,391	\$6,010,731,609	3.80%	\$228,407,801
FE	\$640,244,000	\$423,350,337	\$424,915,162	\$424,132,750	\$216,111,251	27.46%	\$59,344,149
GC	\$21,774,000	\$20,776,697	\$20,441,867	\$20,609,282	\$1,164,718	32.73%	\$381,212
HG	\$4,931,000	\$4,634,275	\$4,670,677	\$4,652,476	\$278,524	8.08%	\$22,505
IG	\$41,176,000	\$29,539,517	\$30,224,961	\$29,882,239	\$11,293,761	6.00%	\$677,626
IM	\$94,678,000	\$26,692,630	\$24,963,569	\$25,828,100	\$68,849,901	47.07%	\$32,407,648
IN*	\$39,359,065	\$13,286,072	\$17,271,787	\$15,278,930	\$24,080,136	8.39%	\$2,020,323
LM	\$77,137,000	\$15,018,048	\$29,825,592	\$22,421,820	\$54,715,180	75.34%	\$41,222,417
ME-DIR	\$108,558,000	\$87,534,309	\$91,339,208	\$89,436,759	\$19,121,242	64.35%	\$12,304,519
ME-WCF*	\$99,625,865	\$68,742,430	\$76,308,337	\$72,525,384	\$27,100,482	90.04%	\$24,401,274
NE	\$485,631,000	\$77,222,592	\$106,099,144	\$91,660,868	\$393,970,132	2.20%	\$8,667,343
NNSA	\$9,163,941,000	\$704,227,576	\$728,055,801	\$716,141,689	\$8,447,799,312	5.06%	\$427,458,645
PA ¹	\$2,459,000	\$3,868,721	\$3,402,388	\$2,170,854	\$288,146	15.02%	\$43,280
PI	\$15,947,000	\$14,609,493	\$14,574,508	\$14,592,001	\$1,355,000	5.00%	\$67,750
RW	\$572,384,000	\$102,142,091	\$114,787,391	\$108,464,741	\$463,919,259	3.83%	\$17,768,108
SC ²	\$3,599,546,000	\$859,007,789	\$1,056,813,713	\$957,910,751	\$2,641,635,249	1.99%	\$52,568,541
SP ³	\$233,712,145	\$102,279,044	\$108,343,651	\$105,311,348	\$128,400,798	34.68%	\$44,529,397
SW/PA*	\$12,560,815	\$104,029	\$103,525	\$103,777	\$12,457,038	52.52%	\$6,542,436
TD ⁴	\$118,615,000		\$41,693,548	\$60,034,721	\$58,580,279	1.89%	\$1,107,167
W/PA*	\$127,323,666	\$3,525,367	\$3,944,626	\$3,734,997	\$123,588,670	68.10%	\$84,163,884
Sum:	\$24,042,653,498	\$4,444,551,118	\$4,811,243,973	\$4,665,620,792	\$19,377,032,706	5.70%	\$1,104,419,952

Notes: * Used FY 2004 Current Obligations:

1. PA's FY 2005 budget has a 36.20% reduction from the FY 2004 budget; therefore, FY 2005 exclusions reflect a 36.20 reduction from the FY 2004 exclusions.
2. SC's goal has been changed to 2.0% to reflect the additional SB opportunities provided by SC subsequently to former submission of SB Goals.
3. SP's SB goal is based on compilation of data from "SO" and "OA" submitted with the former goaling form.
4. TD's FY 2005 budget has increased by 43.99% of its FY 2004 budget; therefore, the FY 2005 exclusions were increased by the same percent.

SMALL BUSINESS non-FMC GOALING WORKSHEET			
FISCAL YEAR 2005			
PROGRAM ELEMENT:			
			FY 2005 ESTIMATED PROCUREMENT BASE
LISTING OF EXISTING AND NEW CONTRACTS (non-FMC) PROPOSED SMALL BUSINESS PRIME OPPORTUNITIES BY QUARTER			
CONTRACTOR or Requirement Name	SB Type	TOTAL OBLIGATION	SB OBLIGATION
FIRST QUARTER			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
Total First Quarter		\$0	\$0
SECOND QUARTER			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
Total Second Quarter		\$0	\$0
THIRD QUARTER			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
Total Third Quarter		\$0	\$0
FOURTH QUARTER			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
Total Fourth Quarter		\$0	\$0
Total YEAR-END FY 2005:		\$0	\$0
CONTRIBUTION TO SB PRIME CONTRACTING GOAL			
TOTAL SMALL BUSINESS DOLLARS (divided by) PROCUREMENT BASE			
Instructions			
(1) Only fill out <i>gray</i> and <i>white</i> areas inside form. (2) Insert program element name and symbol plus value for FY 2005 estimated procurement base. (3) Insert contractor/requirement information, remaining term, project values, and small business dollars. (4) Insert small business types: SB, 8(a)-SDB, Non-8(a)-SDB, WOSB, HUBZone, SDVOSB (5) The spreadsheet will calculate totals and contribution to SB prime contracting goal.			

FMC Breakout

SMALL BUSINESS FMC GOALING WORKSHEET		
FISCAL YEAR 2005		
PROGRAM ELEMENT: _____		
		FY 2005 ESTIMATED PROCUREMENT BASE
LISTING OF FACILITY MANAGEMENT CONTRACTS (FMC) (INCLUDES M&O, Nat Labs, M&I, ERM's, PROPOSED SMALL BUSINESS PRIME OPPORTUNITIES BY QUARTER		
FMC CONTRACTOR	SB	SB DOLLARS BREAKOUT
FIRST QUARTER	Type	
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Total First Quarter		\$0
SECOND QUARTER		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Total Second Quarter		\$0
THIRD QUARTER		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Total Third Quarter		\$0
FOURTH QUARTER		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Total Fourth Quarter		\$0
Total Year-End FY 2005:		\$0
CONTRIBUTION TO SB PRIME CONTRACTING GOAL		
TOTAL SMALL BUSINESS DOLLARS (divided by) PROCUREMENT		
Instructions		
(1) Only fill out <i>gray</i> and <i>white</i> areas inside form.		
(2) Insert program element name and symbol plus value for FY 2005 estimated procurement base.		
(3) Insert FMC contractor, remaining term, project values, SB type, and small business dollars.		
(4) Small business types: SB, 8(a)-SDB, Non-8(a)-SDB, WOSB, HUBZone, SDVOSB		
(5) The spreadsheet will calculate totals and contribution to SB prime contracting goal.		