



U.S. DEPARTMENT OF ENERGY

STRATEGIC PLAN FOR SMALL BUSINESS FISCAL YEAR 2008

“Securing Economic Freedom – Empowering Small Business”

**Prepared by
Office of Small & Disadvantaged Business Utilization**

**U.S. Department of Energy (DOE)
Office of Small & Disadvantaged Business Utilization (OSDBU)
2008 Strategic Plan**

Executive Summary

The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is to promote the inclusion of small businesses in all of the Department's contracting activities. The OSDBU is statutorily empowered to perform its mission as a result of various legislative directives and Executive Orders. The Annual Strategic Plan outlines how the office plans to strategically implement programs and practices to maintain and surpass DOE's small business achievements.

The unique nature of DOE's procurement model, whereby an average 84% to 90% of DOE's \$23 billion dollar procurement base is dispersed to Facility Management Contractors (FMC's) to manage facilities and research labs, limits the dollars available to contract with small business prime contractors. The FMC's are required to award subcontracts to small businesses.

In FY 2008 the OSDBU plans, at a minimum, to maintain and endeavor to surpass its small business achievements through the continued use and development of several key tools, namely:

- The Advanced Planning and Acquisition Team process
- Individual Program Goaling/Tracking Process
- Business Opportunity Sessions
- Comprehensive and extensive outreach activities
- Revitalized Small Business Advisory Team
- Close working relationship with SBA, OFPP and the Congressional Committees

The OSDBU strongly supports and advocates the President's agenda to help small businesses grow. With the signing of Secretary Bodman's Small Business Policy in FY 2007, OSDBU looks forward to steadily increasing small business participation at DOE.

**Office of Small & Disadvantaged Business Utilization
FY 2008 Strategic Plan
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I. MISSION

The U.S. Department of Energy's (DOE) is charged with advancing the national, economic and energy security of the United States; promoting scientific and technological innovation, in support of that mission; and ensuring the environmental cleanup of the national nuclear weapons complex. Such a critical and expansive mission requires the extensive use of private sector contractors.

The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is to promote opportunities for small businesses within the U.S. Department of Energy (DOE). This mission is accomplished through effective small business programs designed to identify and increase small and small disadvantaged business participation in DOE contracting.

II. APPLICABLE SMALL BUSINESS LEGISLATION

1.) 15 U.S.C. Section 644 (k) (1-10)

(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 who shall –

- (1) be known as the "Director of Small and Disadvantaged Business Utilization" for such agency,
- (2) be appointed by the head of such agency,
- (3) be responsible only to, **and report directly to, the head of agency or to the deputy of such head,** except that the director only to, and report directly to, such Secretary or the Secretary's designee
- (4) be responsible for the implementation and execution of the functions and duties under this section and section 5 of this title which relate to such agency,
- (5) identify proposed solicitations that involve significant bundling of contract requirements, and work with the agency acquisition officials and the Administration to revise the procurement strategies for such proposed solicitations where appropriate to increase the probability of participation by small businesses as prime contractors, or to facilitate small business participation as subcontractors and suppliers, if a solicitation for a bundled contract is to be issued;

(6) *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](#) 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*

- (7) *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 this section and section [637](#) of this title,*
- (8) *assign a small business technical adviser to each office to which the Administration has assigned a procurement center representative –*
- (9) *co-operate, and consult on a regular basis, with the Administration with respect to carrying out the functions and duties described in paragraph (4) of this subject and*
- (10) *make recommendations to contracting officers as to whether a particular contract requirement should be awarded pursuant to subsection (a) of this section, or section [637\(a\)](#) of this title or [section 2323 of title 10](#).*

The U.S. Department of Energy, Director, Office of Small and Disadvantaged Business Utilization, at DOE reports directly to the Secretary/Deputy Secretary.

2. 15 U.S.C.A. Section 644 (g) (2)

The head of each Federal Agency shall, after consultation with the Administration, establish goals for the participation by small business Concerns, by small business concerns owned and controlled by service disabled veterans, by qualified HUBZone small business concerns, by small business concerns owned and controlled by women in procurement contracts of such agency goals established under this subsection shall be jointly established by the Administration and the head of each Federal agency and shall realistically reflect the potential of small business concerns...to perform such contracts and to perform subcontracts under such contracts.

*Whenever the Administration and the head of any Federal agency fail to agree on established goals, the disagreement shall be submitted to the Administrator of the Office of Federal Procurement policy for final determination. For the purpose of establishing goals under this subsection, **the head of each Federal agency shall make consistent efforts to annually expand participation by small business concerns** from each industry category in procurement contracts of the agency.*

The OSDBU, Director develops the DOE small business goals.

3. Section 6022 (a) and Section 6022 (c) (1) of the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005, Pub.L.109-13.

*“(a) Not later than September 30, 2005, the Department of Energy and The Small Business Administration shall **enter into a Memorandum of Understanding** setting forth an appropriate methodology for measuring the achievement of DOE with respect to awarding contracts to small businesses.” “(c) (1) Not later than September 30, 2005, the Administrator of the Small Business Administration, the Chief Counsel for Advocacy of the Small Business Administration, the Chairman of the Defense Nuclear Security facilities Safety Board, the Secretary of Energy and the Administrator of the National Nuclear Security Administration, shall jointly **conduct a study** regarding the feasibility of possible changes to management and operating contracts and other management contracts within the Department of Energy to encourage new opportunities for small businesses to increase their roles as prime contractors.*

The OSDBU Director works, on an on-going basis, with the SBA to ensure commitments made in the Memorandum of Understanding and in the aforementioned study are achieved and updated as needed.

III. OVERSIGHT

A. GAO-05-459 report "Improved Oversight Could Better Ensure Opportunities for Small Business Subcontracting"

The cited GAO report directed appropriate officials, responsible for DOE's Small Business Offices and procurement organizations, to:

- 1) *Ensure that the Department's Facility Management Contractors (FMCs) comply with DOE's March/Spring 2005 guidance on small procurement Goals;*
- 2) *Take steps to strengthen oversight of the program including issuing guidance clarifying roles, responsibilities and necessary interactions among DOE small business office, program office and procurement officials responsible for managing the small business subcontracting program.*

During FY 2007 DOE developed responses to the GAO recommendations. This includes a Standard Operating Procedures (SOP) Manual, "Guidance on the Department of Energy Subcontracting Program." In FY 2008 the OSDBU will provide SOP training to all program and procurement staff and will conduct random visits and reviews of DOE prime contractors to ensure subcontract plan compliance.

IV. DOE'S PROCUREMENT MODEL

Facility Management Contracts (FMCs) are the primary model utilized by DOE for the award of contracts to operate its laboratories and other facilities. These FMCs include management and operating (M&O) contracts, management and integration contracts, and environmental restoration management contracts. The scope of these contracts is broad, complex and long term. They range in the hundreds of millions to the billion-dollar range.

Historically, FMCs represent 84% to 90% of the Department's procurement base. DOE has agreed to review its FMC contracts for the ability to break-out work for small business prime contracts

V. SMALL BUSINESS GOALING

A. Goaling Process:

- 1.) The OSDBU annually prepares and submits DOE's prime & subcontract small business goals to the SBA. The process will include the following steps:

Prime contracts:

1. Establish a projected procurement base and budget for each program element by the Information Data Warehouse (IDW).
2. Conduct a “goaling” workshop that provides attendees with required forms & technical assistance needed to complete goals.
3. Submission of individual program element
4. Development of a department-wide goal.
5. Review and approval of proposed department-wide goals by Deputy Secretary.
6. Submission of annual small business prime goals to the SBA for their concurrence and approval.

Subcontracts:

1. Departmental call for subcontract goals by all M & O’s.
2. Submission of projected subcontracting goals.
3. Development of department-wide subcontract goals.
4. Submission of proposed department-wide goals to Deputy Secretary for review and approval.
5. Submission of department-wide subcontract goals to the SBA for their concurrence and approval.

B. Small Business Goals

Listed below are the statutory government wide goals and the DOE FY 2007 & 2008 goals

Government-wide statutory small business goals

FY 2008 Prime Contracting Goals

	Gov’t Wide	DOE	
		FY 2007	FY 2008
Small business	23%	4.42%	4.65%*
Small disadvantaged	5%	1.66%	1.31%*
Women-owned	5%	0.38%	0.35%*
HUBZone	3%	0.12%	0.11%*
Service-disabled veteran	3%	0.08%	0.09%*

*Pending SBA approval

FY 2008 Subcontracting Goals

	Gov’t Wide	DOE	
		FY 2007	FY 2008
Small business	40%	42.5%	
Small disadvantaged	5%	7.89%	Pending
Women-owned	5%	7.10%	
HUBZone	3%	2.39%	
Service-disabled veteran	3%	1.43%	

VI. SMALL BUSINESS PROGRAM OBJECTIVE

To establish a premier small business program that will result in increased small business participation both at the prime and subcontract levels.

VII. SMALL BUSINESS PROGRAM PLAN

The steps to achieve DOE's objective are addressed below through a program blueprint and key tools.

A. The Program Blueprint

1. Ensure that program offices, procurement officers and prime contractors are made aware of current/changing small business legislative/procedural requirements.
2. Conduct annual small business goaling activities to provide appropriate guidance and technical assistance to program offices.
3. Institutionalize Advanced Planning Acquisition Team (APAT) process to assure the continuance of this process for reviewing proposed acquisitions over \$3 million.
4. Take steps to eliminate any unnecessary and unjustified contract bundling as required by the Office of Management and Budget (OMB); in its report entitled, "Contract Bundling – A strategy for Increasing Opportunities for Small Business."
5. Promote inclusion of all prime contracts and subcontracts contracts in the DOE Forecast of Contract Opportunities, the FedBiz Ops, the DOE Industry Interactive Procurement System (IIPS) or the Small Business Administration (SBA) SubNet to ensure small businesses are aware of these opportunities.
6. Institutionalize the Business Opportunities Sessions (BOS) to provide guidance to small businesses on doing business with DOE.
7. Promote the use of Mentor Protégé programs by program offices or prime contractors for the development of small businesses.
8. Include small business goals in management staff performance plans and in prime contractors' performance plans.
9. Monitor and report on small business prime contract achievements internally on a quarterly basis, semi-annually to SBA for its Scorecard and annually to the Secretary and Congress.
10. Monitor and report on small business subcontracting achievements in the annual small business report to the Secretary and Congress.
11. Conduct subcontract reviews of prime contractors, independently and in cooperation with SBA, to verify reported subcontract achievements.
12. Enhance OSDBU Database
13. Expand Forecast
14. Revitalize and expand Small Business Advisory Board

B. KEY TOOLS

These tools include, but are not limited to:

1.) DOE Mentor-Protégé Program.

DOE has a Mentor Protégé program that establishes an agreement between a DOE prime contractor and a small business, as defined in FAR 919.70, to develop the capabilities of said small business. The program provides evaluations credits to the prime contractor and allows the prime to make sole source subcontract awards to the small business to its protégé.

2.) SBA Mentor-Protégé Program.

The SBA Mentor Protégé program as defined by CFR 124.520 provides for the creation of a mentor-protégé team between an 8(a) small business and a large business that results in a new joint venture, which remains 8(a).

3.) Rule of Two

In an effort to ensure that small business participation is achieved at the maximum extent practicable FAR 19.502 -2(b) cites, "Procurement law requires contracting officers to reserve acquisitions exceeding \$100,000 exclusively for small business participation given there is a reasonable expectation that offers will be obtained from at least two (2) responsible small business concerns ... and award will be made at fair market prices." .

4.) Sole Source Authority

Sole source (SS) authority, for the 8(a) program is described in, FAR 19.800-2 (b), Federal agency contracting officers may enter into a sole source agreement with an 8(a) firm for manufacturing acquisitions not exceeding a price of \$5.5 million and all other types of acquisitions not to exceeding a price of \$3.5 million **without first considering competition**. Alaskan Native Corporations (ANCs) and Tribally Owned Concerns (TOCs) have no limit as to the size of an 8(a) contract, CFR 124.506 (4) (b).

Under the HUBZone (FAR 19.1300) and Service Disabled Veteran-Owned Small Business (SDVOSB) (FAR 19.1400) Programs, contracting officers may enter sole source agreements with HUBZones and SDVOSB for the same thresholds and types of procurements described under 8(a), only after considering competition first.

5.) GSA SCHEDULES & GWACS

The Federal Supply Schedule (FSS) program more commonly known as the GSA Schedules Program, is managed by the General Services Administration (GSA). It provides a simplified process for obtaining commercial supplies and services at prices associated with volume purchasing.

Government-wide Acquisition Contract (GWAC) is a task order or delivery order contract for **information technology** services. FAR 2.101. GWACs are established by one particular agency for Government-wide use by agencies designated by OMB or by agencies that have received a delegation of procurement authority by GSA.

6.) OSDBU Database.

The OSDBU maintains a “customized small business database” for limited use by DOE program offices or DOE prime contractors as they conduct their small business market research. This database has been vetted and represents firms that have expressed an interest in working with DOE.

7.) Forecast of Contracting Opportunities.

The OSDBU maintains a “Forecast of Contracting Opportunities” where DOE program offices and prime contractors can list contracting opportunities over \$100,000 (both prime and subcontract opportunities are listed). The forecast is available on the OSDBU website.

8.) DOE Small Business Advisory Team

The OSDBU has established a small business advisory team consisting of a wide range of small business chambers and trade organizations who have agreed to assist DOE with market research and to promote the contracting opportunities at DOE to their members.

VIII. OUTREACH ACTIVITIES

The OSDBU has developed an extensive small business outreach program. This program includes a number of promotional tools and activities as listed below:

- 1) OSDBU Website
- 2.) DOE Small Business Advisory Team
- 3.) Internal program/contract staff training.
- 4.) Monthly Business Opportunities Sessions for small businesses.
- 5.) Monthly teleconferences with DOE Small Business Program Managers.
- 6.) Biannual Small Business Program Managers’ meetings.
- 7.) Annual DOE Small Business Conference.

- 8.) Attendance at various small business conferences and tradeshow.
- 9.) Advertisements in business and trade publications and newspapers.
- 10.) Press conferences at small business events.
- 11.) Radio/television presentations.

IX. SOCIO-ECONOMIC PROGRAM PLANS

The foregoing plan provides an overall guide for managing the small business program at DOE. DOE will maintain specific plans to support and promote socio-economic programs. Each group will have a point of contact (POC) within the OSDBU for each socio-economic group. The program plans for each socio-economic group are described separately, in the remainder of this plan.

U. S. Department of Energy
8 (a) Small Business Development Program

Background:

Established by section 8(a) of the Small Business Act, 15 U.S.C. § 637(a), the 8(a) Business Development (BD) program assists eligible small, disadvantaged business concerns to better compete in the American economy. The program provides business development and technical assistance to small businesses that have met the program's specified socio economic requirements.

Administered by the U.S. Small Business Administration, the 8(a) program grants federal departments and agencies the ability to sole-source contracts, valued up to \$3 million (\$5 million for manufacturing). Procurements valued in excess of \$3 million (\$5 million for manufacturing) must be competed among previously identified firms (see FAR 19.805-(1) & (2)), when two or more capable 8(a) firms have been identified. However, Alaskan Native Corporations (ANCs) and Tribally Owned Concerns (TOCs) have no limit as to the size of a sole source 8(a) contract,, as per CFR 124.506 (4) (b).

Agency Strategy:

The following actions will be taken to provide increased DOE prime and subcontracting opportunities for 8(a) certified.

- Promote the use of 8(a) firms on DOE contracts at the prime and subcontracting levels to effectuate the objectives within the Secretary's Small Business Policy.
- Work with 8(a) firms and prime contractors to develop DOE's use of the SBA 8(a) Mentor/Protégé contracting Program
- Augment the current DOE small business database to incorporate and identify 8(a) businesses for use by program offices, procurement officers and prime contractors proposing acquisitions.
(<https://hqlnc.doe.gov/Contacts>).
- Promote usage of the DOE small businesses database by program offices, procurement offices and primes.
- Encourage 8(a) firms to enroll in the Central Contractor Registration, <http://www.ccr.gov> and register in the DOE small business database.
- Highlight 8(a) business achievements in the Secretarial Small Business Awards program.
- Foster new relationships with 8(a) business organization(s) as a part of DOE SB Advisory Team.
- Enhance the 8(a) business component of the Annual DOE Small Business Conference.
- Identify and participate in more conferences dedicated to reaching 8(a) businesses.
- Support OSDDBU Point of Contact's effort to stimulate growth of the 8(a) Mentor Protégé program.

Prime Contracting:

- 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.
- Incorporate achievements of 8(a) business goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- Develop justification(s) for 8(a) business sole source acquisition, as appropriate.
- Identify projects that could/should be set aside for participation by 8(a) firms.
- Include a prime contractor's past performance in contracting with 8(a) businesses as an evaluation factor in solicitations.

Subcontracting:

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

Education, Training and Outreach

- Ensure all program element heads, acquisition personnel, 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.
- Require departmental contracting personnel to complete courses on small business contracting.
- Direct small businesses to use technical assistance resources such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs) or to the General Services Administration (GSA).
- 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.

U.S. Department of Energy
Small Disadvantaged Business (SDB) Program

Background:

Established by the Small Business Act, the Small Disadvantaged Business Program assists firms that are owned and operated by individuals who are socially and economically disadvantaged. Such disadvantaged can be determined as result of their identification as members of a certain groups. This group has historically suffered the effects of discriminatory practices or similar invidious circumstances over which they have no control. Such groups include , but are not limited to: Black Americans, Hispanic Americans, Native Americans, Indian Tribes, Asian Pacific Americans, Native Hawaiian Organizations and other minorities.

Agency Strategy:

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

- Promote the use of SDB firms on DOE contracts at the prime and subcontracting levels to effectuate the objectives within the Secretary's Small Business Policy.
- Expand the current DOE small business database to incorporate and identify SDBs for use by program offices, procurement officers and prime contractors proposing acquisitions. (<https://hqinc.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.
- Support OSDBU Point of Contact's effort to increase the number of SDB contracting participants.

Prime Contracting:

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

Small Disadvantaged Business (SDB) Program *(continued)*

Subcontracting:

- Incorporate SDB goals as part of the Department's overall SB subcontracting goals negotiated with the SBA.
- Provide all DOE prime contractors with the SDB subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- Encourage prime contractors to utilize SDBs when subcontracting.
- Incentivize DOE Mentor-Protégé relationships with SDB concerns.

Education, Training and Outreach:

- Ensure 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.
- Require departmental contracting personnel to complete courses on small business contracting.
- Direct small businesses to use technical assistance resources such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs) or to the General Services Administration (GSA).
- Meet with the SBA and SDB associations on a quarterly basis to discuss progress on the utilization of SDB concerns.

U.S. Department of Energy
Women-owned Small Business (WOSB) Program

Background:

There is no current legislative set-aside authority for women owned small business (WOSB). However, DOE and (SBA), are working together to level the playing field for women entrepreneurs. DOE has negotiated a separate WOSB goal with SBA, and makes a concerted effort to support and encourage WOSB participation in DOE contracting activities.

Agency Strategy:

Specific actions will be taken to provide opportunities for women-owned firms to significantly increase their contracting and subcontracting opportunities with DOE. Those actions include but are not limited to:

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

Prime Contracting:

- Incorporate WOSB goals as part of the Department's overall SB prime contracting goals negotiated with the SBA and in all achievement reports prepared by DOE.
- Incorporate achievements of WOSB goals as a performance element in the annual evaluation plan of the officials in the acquisition process.
- Include a prime contractor's past performance in contracting with women-owned businesses as an evaluation factor in solicitations.

Women-owned Small Business (WOSB) Program *(continued)*

Subcontracting:

- Incorporate WOSB goals as part of the Department's overall SB subcontracting goals negotiated with the SBA.
- Provide all DOE prime contractors with the WOSB subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- Encourage prime contractors to utilize WOSB concerns when subcontracting.
- Encourage facility management contractors to provide for an evaluation criterion that reflects a preference in the award of subcontracts to WOSBs.
- Incentivize Mentor-protégé relationships with WOSB concerns.

Education, Training and Outreach:

- Ensure all program element heads, acquisition personnel, contracting officers and small business managers are aware of the WOB laws, policy and regulations through the DOE Acquisition Letters, Flash announcements and other communications.
- Require departmental contracting personnel to complete courses on small business contracting.
- Direct small businesses to available technical assistance resources such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs) or the General Services Administration (GSA).
- Meet with the SBA and women's business associations on a quarterly basis to discuss progress on the participation of WOSB concern in DOE procurement activities

**U. S. Department of Energy
Historically Underutilized Business Zone (HUBZone)
Small Business Program**

Background:

The HUBZone Empowerment Contracting Program was enacted into law as part of the Small Business Reauthorization Act of 1997. When there is a reasonable expectation that proposals will be received from two or more HUBZone small businesses, FAR 19.1305(b) requires that the award be set aside for HUBZone small business concerns. An award will then be made at a fair market price. As per, FAR 19.1306(a) .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 19.1300). The program falls under the auspices of the SBA. In addition to regulating and implementing the program, SBA will:

- Determine which businesses are eligible to receive HUBZone contracts.
- Maintain a listing of qualified HUBZone small businesses accessible to Federal agencies seeking to locate vendors.
- Adjudicates protests of eligibility for HUBZone contracts.
- Reports to the Congress on the program's impact on employment and investment within the HUBZone areas.

Agency Strategy:

The OSDBU will take the following actions to provide opportunities for HUBZone businesses to 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://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 associations that encourage government contracting of HUBZone firms, in conducting market research to identify HUBZone firms.

Agency Strategy

- 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.

Historically Underutilized Business Zone (HUBZone) Small Business Program *(continued)*

Prime Contracting:

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

Subcontracting:

- Incorporate HUBZone goals as part of the Department's overall SB subcontracting goals negotiated with the SBA.
- Provide all DOE prime contractors with the HUBZone subcontracting goals negotiated with SBA and require that these goals be included in all subcontracting plans.
- Conduct a pilot program permitting prime contractors to sole source to a HUBZone subcontractor.
- Encourage prime contractors to utilize HUBZone concerns when subcontracting.
- Encourage facility management contractors to use HUBZone set-aside and sole source procurement techniques under conditions similar to federal prime contracts.
- Incentivize Mentor-protégé relationships with HUBZone concerns.

Education, Training and Outreach:

- 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.
- Require departmental contracting personnel to complete courses on small business contracting.
- Direct small businesses to available technical assistance resources such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs) or the General Services Administration (GSA).
- Meet with the SBA and associations involving HUBZone small businesses on a quarterly basis to discuss progress on the utilization of HUBZone concerns.

U. S. Department of Energy

Service Disabled Veteran Owned Small Business (SDVOSB) 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-owned businesses (SDVOSB). Pursuant to said Executive Order, the U.S. Department of Energy (DOE) has designated the Director of the Office of Small and Disadvantaged Business Utilization to develop and implement the Department's plan to effectuate E.O. 13360.

The DOE FY 2005 Strategic Plan provided a strategy for increasing contracting and subcontracting opportunities with Service Disabled Veteran-Businesses (SDVBs). This strategy was reviewed by the U. S. Small Business Administration (SBA) and some of the steps in the strategy were included as best practices on the SBA website. SBA provided DOE with some recommendations to strengthen its Strategic Plan for SDVBs and these recommendations have been added each year to DOE's strategy.

Agency Strategy:

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

- Co-sponsor the 2008 Annual DOE conference with the Veterans Corporation
- Update the DOE/SDVOSB policy that addresses both prime and subcontracting.
- Expand the current customized DOE small business database to incorporate and identify SDVOSB's 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 SDVOSBs.
- Incorporate SDVOSB achievements in the Secretarial Small Business Awards program.
- Include SDVOSB organization(s) as a part of DOE SB Advisory Team.
- Include a SDVOSB component in the Annual DOE Small Business Conference.
- Participate in conferences primarily dedicated to reaching SDVOSB firms.
- Designate an OSDBU staffer as the Point of Contact for the program.

Service Disabled Veteran Owned Small Business (SDVOSB) Program

(continued)

Prime Contracting:

Incorporate SDVOSB goals as part of the Department's overall SB prime contracting goals negotiated with the SBA and in all achievement reports prepared by DOE.

- a) Incorporate achievements of SDVOSB goals as a performance element in the annual evaluation plan of the officials who influence the acquisition process.
- b) Develop justification(s) for SDVOSB sole source acquisition, as appropriate.
- c) Include a prime contractor's past performance in contracting with SDVOSB's as an evaluation factor in solicitations.

Subcontracting:

- a) Incorporate SDVB goals as part of the Department's overall SB subcontracting goals negotiated with the 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 all 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.

