



SOCIAL SECURITY

MEMORANDUM

35014-12-8901

Date: February 7, 2005

Refer To: S1Q

To: See Below

From: Jo Anne B. Barnhart
Commissioner

Subject: Contracting Opportunity Strategy for Service-Disabled Veteran-Owned Small Businesses – ACTION

Reply Requested By: March 1, 2005

On October 20, 2004, the President signed Executive Order (EO) 13360 to strengthen opportunities in Federal contracting for service-disabled veteran-owned small businesses. The Order mandates that Agencies honor the extraordinary service rendered to the United States by veterans with disabilities incurred or aggravated in the line of duty during active services with the armed forces. A Federal contracting goal of not less than 3 percent has been established for participation by service-disabled veteran-owned small businesses. I am designating Dale Sopper, Deputy Commissioner for Finance, Assessment and Management, as the senior level official responsible for the implementation of this strategy for the Agency. The Social Security Administration is committed to maximizing opportunities in Federal contracting for small business concerns, and we would like your support in this commitment.

Addressees:

Deputy Commissioner for Communications
Deputy Commissioner for Disability and Income Security Programs
Deputy Commissioner for Human Resources
Deputy Commissioner for Legislation and Congressional Affairs
Deputy Commissioner for Operations
Deputy Commissioner for Systems
Acting Deputy Commissioner for Policy
Chief Actuary
Chief Information Officer
Chief Strategic Officer
General Counsel
Inspector General

The Agency's strategy will be to obtain set-aside procurement opportunities for service-disabled veteran-owned small businesses, conduct outreach activities, and provide additional training for program and contracting personnel. Please appoint an official from your office who will be responsible for the implementation and achievement of the service-disabled veteran-owned small businesses strategy by March 1, 2005. The person identified will be responsible for attending specialized training, encouraging program personnel to consider set-asides to service-disabled veteran-owned small businesses on future acquisitions and reporting quarterly on the status of your progress on the implementation and achievement of this strategy.

To launch this strategy, a kick-off meeting will be scheduled once the responsible officials for each component are identified. Stan March, Associate Commissioner for Acquisition and Grants, and Wayne McDonald, Director, Office of Small and Disadvantaged Business Utilization, will be the lead contacts for this initiative. Please submit the name of your designee to Wayne McDonald by March 1, 2005, via email at wayne.mcdonald@ssa.gov or by calling him at extension 57467.

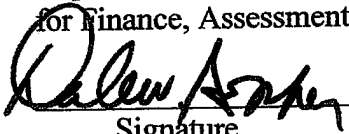
Thank you in advance for your assistance. A copy of SSA's strategic plan to implement EO 13360 is attached for your information.

Attachment

STRATEGIC PLAN TO IMPLEMENT EXECUTIVE ORDER 13360

Agency: Social Security Administration (SSA)

Designated Senior-Level Official: Dale W. Sopper
Deputy Commissioner
for Finance, Assessment and Management


Signature

08/23/2005
Date

Agency's Strategy

1. The strategy to implement the policy of Executive Order 13360 shall be publicly available on the SSA Internet page at www.ssa.gov. The estimated timeframe to accomplish this strategy is First Quarter 2006.
2. The development and implementation of the Agency's strategy and achievements in furtherance of the strategy shall be included as significant elements in the performance plans of SSA's designated senior-level official, the Associate Commissioner, Office of Acquisition and Grants (OAG) and the Director, Office of Small and Disadvantaged Business Utilization (OSDBU). The estimated timeframe to accomplish this strategy is First Quarter 2006.
3. Agency contracts that have previously been awarded to service-disabled veteran-owned small businesses shall be reserved exclusively for the program as either a non-competitive or set-aside acquisition. The estimated timeframe to accomplish this strategy is First Quarter 2006 after development of the FY 2006 Forecast.
4. In order to encourage service-disabled veteran-owned small businesses to participate in competitions for award of Agency contracts, SSA's contracting staff will:
 - Send FedBizOpps notices to a list of service-disabled veteran-owned small businesses provided by the Veteran Administration (VA);
 - Solicit at least one service-disabled veteran-owned small business on any full and open competition;
 - Require acquisition professionals to first consider the General Services Administration's (GSA) Government-Wide Acquisition Contract for service-disabled veteran-owned small businesses when soliciting from the Federal Supply Schedule;
 - Provide the Director, OSDBU access to FedBizOpps to release sources sought synopses; and
 - Mandate that Regional Contracting Officers adhere to this strategy.

5. The Associate Commissioner, OAG and the Director, OSDBU will meet with a number of the Agency's largest contractors to encourage them to identify service-disabled veteran-owned small business concerns for a mentor-protégé relationship. The estimated timeframe to accomplish this strategy is Second Quarter 2006.
6. The acquisition workforce (including senior manager, program managers and procurement personnel) will receive necessary Defense Acquisition University training courses on applicable law and policies relating to participation of service-disabled veteran-owned small businesses in Federal contracting. The estimated timeframe to accomplish this strategy is Third Quarter 2006.
7. SSA will disseminate information that would assist service-disabled veteran-owned small businesses in participating in the acquisition process by creating a web page exclusively for service disabled veteran-owned small businesses with links to the VA, GSA and the Small Business Administration's Office of Government Contracting web page at www.sba.gov/GC. The estimated milestone to accomplish this strategy is Fourth Quarter 2006.
8. Include the Central Contractor Registration as a marketing tool. This strategy has been accomplished and will continue as standard operating procedure.
9. Encourage service-disabled veteran-owned small businesses to register in the Central Contractor Registration. This strategy has been accomplished and will continue as standard operating procedure.