

***1) Implemented a strategic plan to increase the number of competitively awarded contracts to small businesses during the period.***

In support of the small business acquisition policy (as outlined in DHS Management Directive 0720.1, Section VI, B. issued March 1, 2003), the OSDDBU established its strategic plan and continues to implement all activities identified.

***2) Demonstrated top-level Agency commitment to small business contracting during the period.***

DHS has demonstrated top-level commitment to small business contracting through the **Department of Homeland Security (DHS) Small Business Pledge In Support of President Bush's Small Business Agenda**. This pledge is signed by the DHS Under Secretary for Management, DHS Director, OSDBU, and the Chair, DHS Acquisition Leadership.

Additionally, the OSDBU Director, Kevin Boshears, was presented with the Secretary's Award for Diversity Management at the Secretary's Third Annual Awards Ceremony held in Washington, DC on December 5, 2007. Mr. Boshears was recognized for furthering the Department's commitment to include diverse small businesses in its procurement program.

DHS continues to make small business goal achievement a rating element for all acquisition personnel as stated in the Chief Procurement Officer's Performance Goals, under CPO Overarching Goals – Make Good Business Deals.

***3) Planned significant events to increase small business participation in the procurement process during the period.***

DHS OSDBU plans and/or participates in a variety of outreach events throughout the country during the year. These events include our monthly Vendor Outreach Sessions (15-minute, pre-scheduled, one-on-one counseling sessions with DHS or Prime Contractor small business representatives), conferences sponsored by congressional representatives, trade associations, other government agencies, and Procurement Technical Assistance Centers. Additionally, the DHS OSDBU participates in DHS-specific outreach events including but not limited to the annual Industry Day briefings on the acquisition forecast and requirement-specific industry day and pre-proposal conferences.

***4) Planned a performance assessment in accomplishing small business goals to include an improvement plan, if performance is deficient, during the period.***

DHS has developed a performance assessment plan for accomplishing small business goals which has the support of the Chief Procurement Officer (CPO). An improvement plan is also discussed in the assessment plan, with a request for both SDVOSB and HUBZone requirements from all DHS components in accordance with the prior fiscal year achievement. The DHS OSDBU has also initiated a 10 point written strategy for increased performance in the SDVOSB category and plans to initiate such a strategy for the HUBZone category as well.

**5) *Worked cooperatively with SBA on outreach and targeting initiatives during the period.***

DHS OSDBU participates in a variety of SBA outreach and targeting initiatives throughout the country. Specifically, DHS OSDBU (and its Small Business Specialists) have served as counselors at the SBA Business Matchmaking events, as well as the targeted outreach for veteran-owned businesses throughout calendar year 2007, and will continue to support these activities in calendar year 2008.

Additionally, DHS OSDBU scheduled several training classes with SBA on the 8(a) program and Partnership Agreement in December 2007.

**6) Met deadlines for all required strategic plans and annual reports due to SBA.**

DHS will meet the deadlines for all required strategic plans and annual reports that are due to SBA. DHS intends to submit the following reports:

<b><i>Report</i></b>	<b><i>Due Date</i></b>	<b><i>Status</i></b>
1. Agency Report on Goaling Achievements/ Bundling	Awaiting information from SBA	<ul style="list-style-type: none"><li>• Reviewing preliminary FY-07 small business data</li></ul>
2. Strategy for Service-Disabled Veteran-Owned Contracting in accordance with Executive Order 13360	Awaiting information from SBA	<ul style="list-style-type: none"><li>• Reviewing preliminary FY-07 small business data</li><li>• Requesting SDVOSB opportunities from all DHS components via improvement plan</li></ul>
3. Strategy to Increase Utilization Of 8(a), SDB, and MBEs in accordance with Executive Order 13170	Awaiting information from SBA	<ul style="list-style-type: none"><li>• Reviewing preliminary FY-07 small business data</li></ul>

**7) *Demonstrates that small business data is accurately reported in FPDS-NG during the period.***

The DHS OSDBU will provide annual small business training for all DHS component Small Business Specialists (SBS) on May 6-8, 2008. One session included on the training agenda will emphasize the importance of accurate reporting into the FPDS-NG reporting system. The discussion will focus on the possible types of contract vehicles and the corresponding factors involved in how to ensure that each is reported properly.

The DHS OSDBU will discuss the release of a proposed Acquisition Alert with the Chief Procurement Officer (CPO) which outlines the importance of accurate data in FPDS-NG.

The DHS OSDBU is currently conducting a review of the FY-07 small business data and plans to distribute its findings to the affected DHS components to act as a "lessons learned" element.

**8) *Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.***

The Homeland Security Acquisition Regulations at HSAR 3052.219-70 and the Homeland Security Acquisition Manual at HSAM 3019-7 set forth the agency's policy for the subcontracting program. The agency is currently conducting a subcontracting plan analysis. The completion of this analysis is scheduled for April 2008. The procedure which the agency will follow to complete this analysis is below:

- Request FPDS-NG report listing all agency contracts requiring subcontracting plans
- Review a listing of all contract awards for each component and identify other contracts (based on dollar value and business size ) which may have been miscoded in FPDS-NG
- Validate the data and coordinate with the component small business specialist
- Request copy of determination/waiver for all eligible contracts which do not have plans
- Request copy of plans
- Review eSRS
- Identify contractors/contracting officers who have not entered data
- Verify eSRS has been updated
- Review Goals vs. Accomplishments in eSRS
- Report Meet/Exceed

***9) Demonstrated no unjustified bundling has taken place during the period.***

The DHS OSDBU developed the Department of Homeland Security Small Business Review Form, DHS Form 700-22, which requires coordination and participation from all members of the acquisition team. Items #17 and #19, "Substantial Bundling Review", are completed for all actions of \$2 million or more. To date, the DHS OSDBU has had zero bundling cases. Important to note, the SBA Procurement Center Representative (PCR) is required to review and sign all open market procurements of \$2 million or more when an unrestricted procurement is contemplated, including sole source procurements.

The SBA PCR, Bernard Durham, has confirmed that there have been no cases of bundling in the performance of his small business review duties.