

DEPARTMENT OF ENERGY–FY 2008 PLAN OF ACTION
BASED ON SBA’S SCORECARD CRITERIA

The Department of Energy annually prepares a Small Business Strategic Plan. This year the Small Business Administration requested, for the first time, submittal of a Plan of Action as part of its Scorecard process. The Department of Energy previously submitted its FY 2008 Small Business Strategic Plan along with an Addendum to cover several areas not specifically addressed in said plan as its submittal to SBA for the Plan of Action

This document will replace the DOE FY 2008 Plan of Action previously submitted in order to expand on three areas covered in the FY 2008 Small Business Strategic Plan. These areas include how DOE will address 1) Outreach, 2) Training, and 3) Bundling.

SCORECARD CRITERIA:

Implemented strategies to increase the value of competitively awarded contracts to small businesses during the period.

The DOE FY 2008 Small Business Strategic Plan (attached to this Plan of Action) indicates at Page 5, Section VI that DOE will establish a premier small business program that will result in increased small business participation both at the prime and subcontract levels. Pages 5-6 contain the DOE Program Blueprint and Key Tools to be utilized by DOE in its efforts to increase the number of competitively awarded contracts to small business.

Demonstrated top-level agency commitment to small business contracting during the period.

An Addendum to the DOE FY 2008 Strategic Plan (*Section X- Top Level Commitment- Policies and Procedures*) has been initiated to reflect top level agency commitment to small business contracting as well as to ensure that Policies and Procedures are in place to ensure compliance with subcontracting plans and goals.

Executed significant events to increase small business participation in the procurement process during the period.

The DOE FY 2008 Small Business Strategic Plan at pages 8-9 identifies a wide-range of outreach efforts and activities to be taken by DOE to reach out and ensure small businesses are aware of the procurement process at DOE. Some of these efforts include participation in the SBA Matchmaking events across the country.

Attached as Exhibit A is the FY 2008 Projected Outreach Calendar in support of these activities.

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

An Addendum to the DOE FY 2008 Small Business Strategic Plan (*Section XII- Reporting Small Business Data*) has been initiated to spell out the process DOE will utilize for ensuring that small business data is accurately reported in FPDS-NG as well as e-SRS. This addendum also identifies the various reports that DOE will provide SBA in FY 2008 based on SBA directives, legislative mandates, or Executive Orders.

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

The DOE FY 2008 Small Business Strategic Plan at page 6, Item 10, specifies that DOE will annually monitor and report on subcontracting achievements of its prime contractors. Item 11 specifies that DOE will conduct subcontract reviews, independently and in cooperation with SBA, in order to verify reported subcontract achievements.

An Addendum to the DOE FY 2008 Strategic Plan (*Section X- Top Level Commitment- Policies and Procedures*) has also been initiated to reflect top level agency commitment to small business contracting as well as to ensure that Policies and Procedures are in place to ensure compliance with subcontracting plans and goals.

Demonstrated no unjustified bundling has taken place during the period.

The DOE FY 2008 Small Business Strategic Plan contains as part of the Program Blueprint a statement (Item 4 on page 6) indicating that DOE will take steps to eliminate any unnecessary and unjustified contract bundling as required by OMB in its initial contract bundling report.

These steps will include the monitoring of large contracts that lend themselves to consolidations or bundling and will require that:

- Acquisitions of substantial dollar value are reviewed for contract bundling purposes including multiple award contract vehicles
- All acquisitions of \$3 million and above are reviewed for small business consideration which could result in breaking out (unbundling) requirements
- Market research be required to determine/support the acquisition strategy.
- Small business teams and joint ventures be awarded consolidated contracts
- If a contract is to be bundled, specific efforts are made to ensure that small business subcontracting goals are established and met.
- If a contract is to be bundled, the deputy secretary must approve and submit to SBA for their review/concurrence.

Planned training to contracting staff/managers in executing small business/socioeconomic procurements during this period.

The DOE FY 2008 Small Business Strategic Plan contains two statements (Items 1 and 2 on Page 5) that address the commitment DOE has to providing training to contracting staff/managers in executing small business procurements.

Specific training activities will consist of the below efforts:

- Based on a recommendation from GAO, the OSDBU developed a manual entitled "Guidance on the Department of Energy Subcontracting Program." This instructional guide is meant to provide guidance to acquisition and SBPM personnel on how to review subcontracting plans in order to ensure that departmental subcontracting goals are reflected in subcontracting plans.
- Small Business Program Managers (SBPM) Desk Reference Manual—The OSDBU developed a reference manual, which can be downloaded from the OSDBU website, to provide guidance to SBPM and acquisition personnel on the current small business legislature and programs.
- The OSDBU Website provides presentations from conferences, workshops, and plenary sessions. This information has been proven to be invaluable to acquisition personnel that were not present at the actual meetings.
- Monthly Business Opportunities Sessions (BOS) for small businesses—The OSDBU hosts a BOS on a monthly basis. At a BOS, senior procurement analysts from the OSDBU instruct small business concerns about the Department's mission. Also, program acquisition personnel describe how their element's mission is aligned with Department and what business opportunities are available for small business concerns.
- Monthly teleconferences with DOE Small Business Program Managers (SBPMs)—Every month the OSDBU has a 1-hour telephone conference with SBPMs from DOE's facilities and major prime contractors to discuss current issues involving the small business community.
- Biannual SBPM Meetings—The OSDBU host SBPM meetings on a biannual basis. The purpose of these retreats are ensure acquisition personnel from the Department and facility management contractors are aware of current legislature, best practices, and acquisition tools.
- The OSDBU requires its procurement analysts to be fully proficient with the eSRS and FPDS-NG databases. Also, the OSDBU requires its procurement analysts to be fully proficient with the I-Manage Data

Warehouse (IDW) database to acquire current contract obligation status from departmental program elements.

- The OSDBU in conjunction with the Office of Procurement Policy co-publish an Acquisition Guide, Acquisition Letters, and Policy Flashes. This information is released to the acquisition community including managers to provide current information on small business procurement authorities, legislature, and best practices.
- Annual DOE Small Business Conference–The Department hosts an Annual Secretarial Small Business Conference to provide outreach and training workshops to small businesses and acquisition personnel
- The OSDBU meets with the SBA periodically to discuss proposed rules, legislature, goaling exemptions, and procurement tools such as SBA Mentor-Protégé program.
- The OSDBU strongly advocates acquisition personnel to take advantage of the invaluable on-line course work from the Defense Acquisition University (DAU) to reach the Level 3 Certification in Procurement and to keep current with procurement tools and practices. The OSDBU provides a recommended course work plan for its procurement analysts and other personnel involved small business programs.

FOR FY 2008, it is recommended that procurement analysts other OSDBU staffers take at least two (2) on-line courses a quarter. The average completion time is 60 days.

The FY 2008 recommended courses are:

- CON 260 Small Business Specialist
- ACQ 101 Fundamentals of System Acquisition Management
- CLC 012 Contracting Officer's Representative Overview
- CLC 011 Contracting for the Rest of Us
- CLC 018 Contractual Incentives
- CLM 023 Javits-Wagner-O'Day
- CLC 004 Market Research
- CLC 028 Past Performance Information
- FAC 009 Set-Asides for Small Business
- FAC 010 Small Business Innovation Research
- CLC 009 Service-Disabled Veteran-Owned Business Program
- CLC 060 Time and Material Contracts

Collaborate with SBA on formulation of small business procurement policy initiatives during the period.

An Addendum to the DOE FY 2008 Small Business Strategic Plan has been initiated (*Section XI-Small Business Administration Collaboration*) that addresses how DOE proposes to collaborate with SBA in the formulation of small business procurement policy initiatives; to include renewal of the DOE/SBA Memorandum of Understanding that expired on 9/30/07.

Agency submits all strategic plans and reports that became due to SBA during the reporting period.

<i>SBIR report</i>	<i>3/15</i>
<i>STTR report</i>	<i>12/31</i>
<i>Competitiveness Report</i>	<i>1/31</i>
<i>SDVOB report</i>	<i>Annually</i>
<i>Contract Bundling</i>	<i>Annually</i>
<i>Women SB report</i>	<i>Semi-Annually</i>
<i>Corrective Actions</i>	<i>Annually</i>

An Addendum to the DOE FY 2008 Small Business Strategic Plan (*Section XII- Reporting Small Business Data*) has been initiated on how DOE will ensure that small business data is accurately reported in FPDS-NG as well as e-SRS. This addendum also identifies the various reports that DOE will provide SBA based on SBA directives or Executive Orders.

ADDENDUM TO FY 08 SMALL BUSINESS STRATEGIC PLAN

X. TOP LEVEL COMMITMENT-POLICIES AND PROCEDURES

DOE has in place several Secretarial Small Business Policies in place and will update those policies on an annual or as needed basis. These policies are posted on the DOE OSDBU website which is updated when there are new or amended policies issued. DOE issues small business quarterly scorecards to its program offices and includes small business achievements in its Consolidated Quarterly Performance Reports (CQPR) along with other top management performance requirements. These quarterly small business reports are approved for issuance by the Deputy Secretary. DOE will continue to issue these quarterly performance reports in FY 2008. The Secretary of Energy has an annual Small Business Awards Program at which he publicly shows his support of small business through a series of awards. This year the awards program will again be held at the Annual Small Business Conference. The Secretary and/or Deputy Secretary are scheduled to attend the annual conference and publicly recognize the status of small business at DOE.

DOE has in place written small business policies and procedures to include Acquisition Letter 2007-11, Small Business Program Updates; Department of Energy Acquisition Regulation (DEAR) Chapter 19-Small Business Programs; an annual Small Business Strategic Plan; Guidance for the DOE Subcontracting Program; and Policy Flashes. DOE will issue new or updated small business policies and/or procedures annually or as needed to address compliance with subcontracting plans and attainment of subcontracting goals.

XI. SMALL BUSINESS ADMINISTRATION (SBA) COLLABORATION

DOE proposes to work closely throughout FY 2008 with the SBA in the formulation of small business policy initiatives to include the SBA mentor-protégé program, women-business programs, goaling, training, outreach, marketing and reporting. DOE will continue to serve as a member of the SBA Procurement Advisory Council and will provide input and small business "best practices" data to SBA.

XII. REPORTING SMALL BUSINESS DATA

Contracting Officers shall ensure that prime contracting awards to small business are accurately reported. Agencies shall report on all contract actions using appropriated funds as specified in FAR subpart 4.6. In accordance with the FPDS-NG User's Manual, Contracting offices shall submit complete and accurate data on contract actions to FPDS-NG within three (3) workdays after contract award.

Prime contractors shall be responsible for passing down subcontracting reporting requirements to their subcontractors and lower tier subcontractors, as appropriate.

DOE requires that all prime contractors and lower tier subcontractors with subcontract plans report their small business achievements in to the eSRS in a timely manner. Contractors are responsible for entering accurate and complete reports into eSRS. The review and acceptance of individual subcontracting reports (ISRs) will be accomplished by the Contracting Officer (CO) using eSRS. In accordance with DOE's Acquisition Letter 2006-01, the review of summary subcontracting reports (SSRs) will be accomplished by the OSDBU and Small Business Program Managers (SBPM). The Office of Small and Disadvantaged Business Utilization will have the overall responsibility for the SRs. The OSDBU shall ensure that the SBPMs review the SSRs for completeness and accuracy prior to the SBA extracting the government-wide subcontracting goal report.

DOE will provide SBA with the following reports during FY 2008 as directed by SBA or by Executive Order on or before the dates required:

Annual SB Report	December 31, 2007
STTR Report	December 31, 2007
Corrective Actions	December 31, 2007
Competitive Report	January 31, 2008
SDBOB Report	Annually-February 29, 2008
SBIR Report	March 15, 2008
Women SB Report	Semi-Annually -June 30, 2008