

# U.S. Small Business Administration Small Business Procurement Score Guidance Attachment 4

**Agency:** Department of Labor

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLAN (RIGHT SIDE OF SCORECARD)**

For the First Scorecard of the Fiscal Year, to be issued during the second quarter, responses to each of the nine elements will be evaluated regarding the small business program *plan* for the fiscal year. For each of the three factors, the evaluator will score either a "1" for a positive response or a "0" as a negative or non-applicable response.

*An overall evaluation will be characterized as follows: Scores ranging 0 to 7.2 will be deemed "Red", Scores ranging from 7.3 to 8.9 will be deemed "Yellow", and Scores of 9.0 will be deemed "Green". Note that standard rounding conventions will be observed in calculating scores.*

The left and middle portion of the January scorecard will not be evaluated as they represent the agency's FY 2007 accomplishments against goals, and FY 2008 goals.

<b>Evaluation Measures #1 (First Scorecard-Plan)</b>	
<b>Implemented strategic plan to increase the number of competitively awarded contracts to small business during the period.</b>	
<b>How will SBA evaluate response?</b>	
The agency will need to clearly define and document a strategy to increase competitive opportunities under procurement preference programs.	
Examples:	
<ul style="list-style-type: none"> <li>• Schedule showing an outreach calendar of events, such as vendor outreach session for specific preference groups (e.g. women-owned business, service-disabled veteran-owned small business, HUBZone, etc.)</li> <li>• An annual or multi-year plan to increase the number of competitively awarded contracts to small businesses during the period.</li> </ul>	

Yes or No? **YES.** Agency clearly defined and documented a strategy to increase competitive opportunities under procurement preference programs.

**Brief Agency Comment for Scorecard:**

The Department of Labor (DOL), Office of Small Business Programs (OSBP) plans to continue its three-pronged strategy that incorporates outreach, education, and enforcement activities to increase the number of competitively awarded contracts to small business. OSBP plans to employ all aspects of the three-pronged strategy – outreach, education and enforcement.

**Outreach:** Outreach is a critical component of OSBP's strategy to maximize small business utilization at DOL. The office is engaged in a wide array of outreach activities, including:

1. *National and Local Outreach:* OSBP analyzed over 100 conferences across the country and identified 24 events that OSBP intends to participate and could most benefit potential DOL vendors. The office will also provide counsel to small business owners through active participation at many local and national trade association events and procurement seminars throughout the year.
2. *Vendor Outreach Sessions:* OSBP will sponsor annual Small Business Vendor Outreach Sessions (VOS) on a quarterly basis at DOL's National Office in Washington, D.C. and offer small businesses the opportunity to market their capabilities directly to OSBP and agency program officials and learn about potential Department procurement opportunities. Conversely, Department procurement officials can learn more about the diverse small business resources available to meet their procurement needs. OSBP has set-aside a Vendor Outreach Session exclusively for Services-Disabled Veteran-Owned Small Business (SDVOSB) and HUBZone firms during FY 2008. OSBP evaluates the effectiveness of each VOS via a survey conducted by the participating vendors. OSBP will extend invitations to SBA and GSA representatives to participate in these VOS events.
3. *Agency Performance Reports:* OSBP will utilize the Federal Procurement Data System - Next Generation (FPDS-NG) to generate quarterly reports that convey feedback to DOL agency heads on their small business utilization performance vs. goals. The office also issues reports as necessary to keep Agency officials apprised of their small business procurement performance.

**Education:** OSBP participates in aggressive procurement planning and development of procurement strategies with DOL agencies. Actions include:

1. *Counsel and Policy Interpretation:* OSBP intends to meet with agency program and acquisition personnel to provide counsel and policy interpretation of small business utilization programs (i.e. small business set-aside programs and requirements, market research, small business goals, agency responsibilities, screening and clearance procedures for acquisitions >\$100,000, etc).
2. *Procurement Strategy Development:* OSBP will continue a strategy to work closely with program offices to develop procurement strategies that effectively evaluate the market place for small business utilization and the structuring of procurement documents to evaluate potential DOL contractors.
3. *Educational Seminars:* OSBP will hold seminars and provide training to agency program and procurement personnel on the regulatory requirements associated with small business utilization such as technical instructions and demonstrations of the Central Contractors Registration, SBA

Yes or No? **YES.** Agency clearly defined and documented a strategy to increase competitive opportunities under procurement preference programs.

**Brief Agency Comment for Scorecard:**

The Department of Labor (DOL), Office of Small Business Programs (OSBP) plans to continue its three-pronged strategy that incorporates outreach, education, and enforcement activities to increase the number of competitively awarded contracts to small business. OSBP plans to employ all aspects of the three-pronged strategy – outreach, education and enforcement.

**Outreach:** Outreach is a critical component of OSBP's strategy to maximize small business utilization at DOL. The office is engaged in a wide array of outreach activities, including:

1. *National and Local Outreach:* OSBP analyzed over 100 conferences across the country and identified 24 events that OSBP intends to participate and could most benefit potential DOL vendors. The office will also provide counsel to small business owners through active participation at many local and national trade association events and procurement seminars throughout the year.
2. *Vendor Outreach Sessions:* OSBP will sponsor annual Small Business Vendor Outreach Sessions (VOS) on a quarterly basis at DOL's National Office in Washington, D.C. and offer small businesses the opportunity to market their capabilities directly to OSBP and agency program officials and learn about potential Department procurement opportunities. Conversely, Department procurement officials can learn more about the diverse small business resources available to meet their procurement needs. OSBP has set-aside a Vendor Outreach Session exclusively for Services-Disabled Veteran-Owned Small Business (SDVOSB) and HUBZone firms during FY 2008. OSBP evaluates the effectiveness of each VOS via a survey conducted by the participating vendors. OSBP will extend invitations to SBA and GSA representatives to participate in these VOS events.
3. *Agency Performance Reports:* OSBP will utilize the Federal Procurement Data System - Next Generation (FPDS-NG) to generate quarterly reports that convey feedback to DOL agency heads on their small business utilization performance vs. goals. The office also issues reports as necessary to keep Agency officials apprised of their small business procurement performance.

**Education:** OSBP participates in aggressive procurement planning and development of procurement strategies with DOL agencies. Actions include:

1. *Counsel and Policy Interpretation:* OSBP intends to meet with agency program and acquisition personnel to provide counsel and policy interpretation of small business utilization programs (i.e. small business set-aside programs and requirements, market research, small business goals, agency responsibilities, screening and clearance procedures for acquisitions >\$100,000, etc).
2. *Procurement Strategy Development:* OSBP will continue a strategy to work closely with program offices to develop procurement strategies that effectively evaluate the market place for small business utilization and the structuring of procurement documents to evaluate potential DOL contractors.
3. *Educational Seminars:* OSBP will hold seminars and provide training to agency program and procurement personnel on the regulatory requirements associated with small business utilization such as technical instructions and demonstrations of the Central Contractors Registration, SBA

Dynamic Small Business Search, Federal Business Opportunity, FPDS-NG web sites, and procedures on how to identify small businesses to meet the needs of DOL (i.e. open market, GSA schedules, GWAC). OSBP will provide training on contracting activities relevant to DOL's small business utilization program and supplemental DLMS policies/procedures. The Department of Labor Manual Series (DLMS)-2 Chapter 1000 is an innovative means to maximize the utilization of small business within DOL contracting activities, and requires the Director, Office of Small Business Programs to screen all acquisitions exceeding \$100,000 (including GSA schedule buys) to ensure that utilization of small business is being considered to the maximum practicable extent. This screening process is initiated and conducted via the DL-1-2004 Form, which was developed by OSBP. These small business utilization policies, procedures, and forms are available to all Departmental personnel via DOL's intranet.

**Enforcement:** DOL shall demonstrate leadership and provide support to OSBP's mission to enforce the Department's small business utilization program, such as:

1. *Department of Labor Manual Series (DLMS)-2 Chapter 1000:* OSBP developed and implemented supplemental policy and procedures relating to the small business utilization program within DOL. The supplemental revisions to the Department of Labor Manual Series (DLMS)-2 Chapter 1000 (Chapter was provided to SBA in DOL's initial Scorecard report) are an innovative means to maximize the utilization of small business in DOL contracting actions. As part of this supplemental policy and procedures, the Director of the Office of Small Business Programs will continue the strategy of screening all acquisitions exceeding \$100,000 (including GSA schedule and GWAC buys) for possible 8(a), HUBZone, service-disabled veteran owned small business, or small business set-aside. OSBP will continue the review all unrestricted procurements to ensure that adequate market research is obtained to substantiate that there are not at least two small business concerns, which can satisfy the need of the agency. The OSBP central screening process is required prior to the advertisement of DOL acquisitions on the Federal Business Opportunity web site to ensure that small business opportunities are maximized to the extent practicable for each DOL contract requirement. OSBP will utilize a list of small business class set-asides (i.e. construction, janitorial, security guard services, local delivery service, court reporting) to implement its strategy to increase the number of competitively awarded contracts to small business. The Department believes that the provisions included in DLMS Chapter 2-1000 represent an innovative best practice and intends to continue its efforts to provide guidance to DOL agencies.
2. *Enhanced contract unbundling safeguards:* OSBP will ensure that no unjustified bundling occurs at DOL. As part of DOL's strategy, agency Administrative Officers are required to provide a certification for each acquisition exceeding \$2 million that certifies the requirement has not been bundled. Bundling has not occurred at DOL.
3. *Secretarial Directives:* The Secretary of Labor has issued a Departmental strategy for implementing the Service-Disabled Veterans Executive Order 13360, which requires 3% service disabled veteran owned small business utilization for DOL and component agencies. The Assistant Secretary for Veterans' Employment and Training is the designated senior official responsible for managing this effort together with the Assistant Secretary for Administration and Management and the Director of OSBP. On September 21, 2007, the Secretary of Labor issued a memorandum urging DOL Executive Staff to support small business participation within the Department's procurements. DOL agencies plan to continue to consider small business for all new procurement opportunities and contract re-competition.

Dynamic Small Business Search, Federal Business Opportunity, FPDS-NG web sites, and procedures on how to identify small businesses to meet the needs of DOL (i.e. open market, GSA schedules, GWAC). OSBP will provide training on contracting activities relevant to DOL's small business utilization program and supplemental DLMS policies/procedures. The Department of Labor Manual Series (DLMS)-2 Chapter 1000 is an innovative means to maximize the utilization of small business within DOL contracting activities, and requires the Director, Office of Small Business Programs to screen all acquisitions exceeding \$100,000 (including GSA schedule buys) to ensure that utilization of small business is being considered to the maximum practicable extent. This screening process is initiated and conducted via the DL-1-2004 Form, which was developed by OSBP. These small business utilization policies, procedures, and forms are available to all Departmental personnel via DOL's intranet.

**Enforcement:** DOL shall demonstrate leadership and provide support to OSBP's mission to enforce the Department's small business utilization program, such as:

1. *Department of Labor Manual Series (DLMS)-2 Chapter 1000:* OSBP developed and implemented supplemental policy and procedures relating to the small business utilization program within DOL. The supplemental revisions to the Department of Labor Manual Series (DLMS)-2 Chapter 1000 (Chapter was provided to SBA in DOL's initial Scorecard report) are an innovative means to maximize the utilization of small business in DOL contracting actions. As part of this supplemental policy and procedures, the Director of the Office of Small Business Programs will continue the strategy of screening all acquisitions exceeding \$100,000 (including GSA schedule and GWAC buys) for possible 8(a), HUBZone, service-disabled veteran owned small business, or small business set-aside. OSBP will continue the review all unrestricted procurements to ensure that adequate market research is obtained to substantiate that there are not at least two small business concerns, which can satisfy the need of the agency. The OSBP central screening process is required prior to the advertisement of DOL acquisitions on the Federal Business Opportunity web site to ensure that small business opportunities are maximized to the extent practicable for each DOL contract requirement. OSBP will utilize a list of small business class set-asides (i.e. construction, janitorial, security guard services, local delivery service, court reporting) to implement its strategy to increase the number of competitively awarded contracts to small business. The Department believes that the provisions included in DLMS Chapter 2-1000 represent an innovative best practice and intends to continue its efforts to provide guidance to DOL agencies.
2. *Enhanced contract unbundling safeguards:* OSBP will ensure that no unjustified bundling occurs at DOL. As part of DOL's strategy, agency Administrative Officers are required to provide a certification for each acquisition exceeding \$2 million that certifies the requirement has not been bundled. Bundling has not occurred at DOL.
3. *Secretarial Directives:* The Secretary of Labor has issued a Departmental strategy for implementing the Service-Disabled Veterans Executive Order 13360, which requires 3% service disabled veteran owned small business utilization for DOL and component agencies. The Assistant Secretary for Veterans' Employment and Training is the designated senior official responsible for managing this effort together with the Assistant Secretary for Administration and Management and the Director of OSBP. On September 21, 2007, the Secretary of Labor issued a memorandum urging DOL Executive Staff to support small business participation within the Department's procurements. DOL agencies plan to continue to consider small business for all new procurement opportunities and contract re-competition.

4. *Small Business Goals:* OSBP coordinates with DOL component agencies to establish individual small business goals for FY 2008-2009 that will enable DOL to meet or exceed its goals with SBA. OSBP and DOL component agencies will coordinate their efforts to establish and achieve performance goals that support small business.
  
5. *Small Business Performance Standards:* DOL has implemented procedures that require all acquisition personnel to have small business performance standards as part of their evaluation plan. This written directive, issued jointly October 15, 2007 by the OSBP Director and the Assistant Secretary for Administration and Management, recognizes and awards DOL acquisition personnel for innovative efforts to achieve and exceed DOL and component agency small business goals. OSBP intends to obtain agencies' verification that the small business utilization performance standards have been incorporated in the evaluation plan of all agency acquisition personnel. The Department will evaluate acquisition personnel in accordance with the small business utilization rating standards for the FY 2008 rating period.
  
6. *Subcontracting Plans:* OSBP will review all subcontracting plans for contracts to large business that are >\$550,000, and approve plans that comply with the ambitious DOL goals established with the SBA. OSBP shall forward notice of all approved/disapproved subcontracting plans to the respective contracting activities for administration. OSBP will continue to review the Electronic Subcontracting Reporting System data and annual subcontracting performance on DOI contracts administered by agency contracting activities. OSBP will issue an annual report to DOL contracting activities on individual prime contractors subcontracting performance against their established subcontracting plans and request that appropriate action be taken with prime contractors falling short of their subcontracting plans. OSBP will continue to provide the DOL Procurement Executive with a copy of the annual report to DOL contracting activities on small business subcontracting plans, contractor's performance, and areas of noncompliance so that he may follow up with the contracting officers to ensure plan enforcement. Upon OSBP's written notification that a DOL contracting officer has not submitted a small business subcontracting plan when required, is not conforming with such plans, or when goals are not being met, the DOL Procurement Executive will take appropriate action to assist the OSBP in working with the contracting officer to bring the subcontracting plans into compliance. OSBP will work with the DOL Procurement Executive to formally establish methods and procedures to facilitate compliance with subcontracting plans.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

***Evaluation Measures #2 (First Scorecard-Plan)***

**Demonstrates top-level Agency commitment to small business contracting during the period.**

**How will SBA evaluate response?**

The agency will need to have documented expression of commitment to small business contracting at the agency-head, or deputy agency-head, level within the previous twelve months.

4. **Small Business Goals:** OSBP coordinates with DOL component agencies to establish individual small business goals for FY 2008-2009 that will enable DOL to meet or exceed its goals with SBA. OSBP and DOL component agencies will coordinate their efforts to establish and achieve performance goals that support small business.
  
5. **Small Business Performance Standards:** DOL has implemented procedures that require all acquisition personnel to have small business performance standards as part of their evaluation plan. This written directive, issued jointly October 15, 2007 by the OSBP Director and the Assistant Secretary for Administration and Management, recognizes and awards DOL acquisition personnel for innovative efforts to achieve and exceed DOL and component agency small business goals. OSBP intends to obtain agencies' verification that the small business utilization performance standards have been incorporated in the evaluation plan of all agency acquisition personnel. The Department will evaluate acquisition personnel in accordance with the small business utilization rating standards for the FY 2008 rating period.
  
6. **Subcontracting Plans:** OSBP will review all subcontracting plans for contracts to large business that are >\$550,000, and approve plans that comply with the ambitious DOL goals established with the SBA. OSBP shall forward notice of all approved/disapproved subcontracting plans to the respective contracting activities for administration. OSBP will continue to review the Electronic Subcontracting Reporting System data and annual subcontracting performance on DOI contracts administered by agency contracting activities. OSBP will issue an annual report to DOL contracting activities on individual prime contractors subcontracting performance against their established subcontracting plans and request that appropriate action be taken with prime contractors falling short of their subcontracting plans. OSBP will continue to provide the DOL Procurement Executive with a copy of the annual report to DOL contracting activities on small business subcontracting plans, contractor's performance, and areas of noncompliance so that he may follow up with the contracting officers to ensure plan enforcement. Upon OSBP's written notification that a DOL contracting officer has not submitted a small business subcontracting plan when required, is not conforming with such plans, or when goals are not being met, the DOL Procurement Executive will take appropriate action to assist the OSBP in working with the contracting officer to bring the subcontracting plans into compliance. OSBP will work with the DOL Procurement Executive to formally establish methods and procedures to facilitate compliance with subcontracting plans.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

**Evaluation Measures #2 (First Scorecard-Plan)**

**Demonstrates top-level Agency commitment to small business contracting during the period.**

**How will SBA evaluate response?**

The agency will need to have documented expression of commitment to small business contracting at the agency-head, or deputy agency-head, level within the previous twelve months.

- Examples:
- Affirmative public statements by senior level executives supporting award of contracts under socio-economic procurement preference programs.
  - Affirmative internal statements by senior level executives encouraging or mandating award of contracts under socio-economic procurement preference programs.
  - Inclusion of such commitment to award of contracts under socio-economic procurement preference programs in strategic and/or operating plans, and/or annual individual performance work plans; etc.

Yes or No? **YES.** Agency provided a documented expression of top-level agency commitment.

**Brief Agency Comment for Scorecard:**

Secretary of Labor Elaine L. Chao annually sponsors an Opportunity Conference, which celebrates the contributions of the nation's Asian Pacific, Hispanic, and African American communities to small business, and provides workshops on doing business with federal, state, and local governments. Plans for the Opportunity Conference in FY 2008 are underway.

The Department of Labor (DOL), Office of Small Business Programs (OSBP) has developed, at the direction of the Office of the Secretary, a small business booklet -- "Doing Business with the DOL." This booklet provides an overview of small business opportunities, SBA requirements, small business set-aside programs, DOL's Procurement Forecast, and associated websites. OSBP has already distributed the booklet at events in Washington, D.C. and across the country and plans to distribute it at Vendor Outreach Sessions, conferences, events, trade shows, and matching making sessions.

The Secretary issued a directive to DOL agencies on a strategy for implementing the Service-Disabled Veterans Executive Order 13360. In executive staff meetings, the Secretary and Deputy Secretary have consistently demonstrated support for, and directed the Assistant Secretaries to comply with small business utilization goals. DOL plans to support a strategy for implementing Executive Order and strives to meet or exceed the statutory goal of 3%.

Secretary Chao issued a memorandum dated September 21, 2007 to Executive Staff reminding each agency head of the importance of small business utilization and goal achievement. OSBP plans to have such a memorandum issued by the Secretary or Deputy Secretary on an annual basis.

OSBP has developed small business utilization rating elements for DOL-wide management and acquisition personnel. The rating elements have been implemented for the FY 2008 personnel evaluation cycle. DOL plans to utilize the small business performance standards, incorporated into the performance plan of acquisition personnel, as a tool to measure their performance and demonstrated level of effort for small business utilization.

OSBP utilizes the Federal Procurement Data System-Next Generation to generate reports that convey feedback to DOL agency heads on their small business utilization performance on a quarterly basis. OSBP will continue to report small business performance to agency heads, reminding them of the significance DOL leadership places on success of the small business program.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**



**Examples:**

- Affirmative public statements by senior level executives supporting award of contracts under socio-economic procurement preference programs.
- Affirmative internal statements by senior level executives encouraging or mandating award of contracts under socio-economic procurement preference programs.
- Inclusion of such commitment to award of contracts under socio-economic procurement preference programs in strategic and/or operating plans, and/or annual individual performance work plans; etc.

Yes or No? **YES.** Agency provided a documented expression of top-level agency commitment.

**Brief Agency Comment for Scorecard:**

Secretary of Labor Elaine L. Chao annually sponsors an Opportunity Conference, which celebrates the contributions of the nation's Asian Pacific, Hispanic, and African American communities to small business, and provides workshops on doing business with federal, state, and local governments. Plans for the Opportunity Conference in FY 2008 are underway.

The Department of Labor (DOL), Office of Small Business Programs (OSBP) has developed, at the direction of the Office of the Secretary, a small business booklet -- "Doing Business with the DOL." This booklet provides an overview of small business opportunities, SBA requirements, small business set-aside programs, DOL's Procurement Forecast, and associated websites. OSBP has already distributed the booklet at events in Washington, D.C. and across the country and plans to distribute it at Vendor Outreach Sessions, conferences, events, trade shows, and matching making sessions.

The Secretary issued a directive to DOL agencies on a strategy for implementing the Service-Disabled Veterans Executive Order 13360. In executive staff meetings, the Secretary and Deputy Secretary have consistently demonstrated support for, and directed the Assistant Secretaries to comply with small business utilization goals. DOL plans to support a strategy for implementing Executive Order and strives to meet or exceed the statutory goal of 3%.

Secretary Chao issued a memorandum dated September 21, 2007 to Executive Staff reminding each agency head of the importance of small business utilization and goal achievement. OSBP plans to have such a memorandum issued by the Secretary or Deputy Secretary on an annual basis.

OSBP has developed small business utilization rating elements for DOL-wide management and acquisition personnel. The rating elements have been implemented for the FY 2008 personnel evaluation cycle. DOL plans to utilize the small business performance standards, incorporated into the performance plan of acquisition personnel, as a tool to measure their performance and demonstrated level of effort for small business utilization.

OSBP utilizes the Federal Procurement Data System-Next Generation to generate reports that convey feedback to DOL agency heads on their small business utilization performance on a quarterly basis. OSBP will continue to report small business performance to agency heads, reminding them of the significance DOL leadership places on success of the small business program.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

<b>Evaluation Measures #3 (First Scorecard-Plan)</b>	
<b>Planned significant events to increase small business participation in the procurement process during the period.</b>	
<b>How will SBA evaluate response?</b>	
The agency will need to have enacted a comprehensive small business plan that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process.	
Examples:	
<ul style="list-style-type: none"> <li>• Plans to sponsor relevant outreach events or educational activities.</li> <li>• Plans to implement a relevant supplemental small business policy or procedure.</li> <li>• Plans to organize small business matchmaking events for members of socio-economic preference programs such as women-owned small business, service-disabled veteran-owned small business, and HUBZone certified firms.</li> </ul>	
Yes or No? <b>YES.</b> Agency clearly enacted a comprehensive small business program.	
<b>Brief Agency Comment for Scorecard:</b>	
<p>The Department of Labor (DOL), Office of Small Business Programs (OSBP) will utilize the supplemental revisions to the Department of Labor Manual Series (DLMS)-2 Chapter 1000, Small Business Utilization Program to increase small business participation in DOL procurements.. This policy helps maximize the utilization of small business within DOL contracting actions. As part of this supplemental policy, the Director, OSBP, centrally screens all acquisitions exceeding \$100,000 (including GSA schedule buys) for possible 8(a), HUBZone or service disabled veteran owned small business set-aside. All unrestricted procurements are centrally reviewed in the Office of Small Disadvantaged Business Utilization (the OSDBU functions are performed by OSBP in the Department) to ensure that adequate market research is obtained to substantiate that two small business concerns cannot be identified which can satisfy the need of the agency. The OSBP screening process is required prior to the advertisement of DOL acquisitions on the Federal Business Opportunity website to ensure that small business is being considered to the maximum practicable extent. The Department believes that the provisions included in DLMS-2 Chapter 1000 represent an innovative best practice and plans to continue its efforts to provide guidance to DOL agencies. OSBP will review all DOL procurement actions exceeding \$100,000 for possible small business, 8(a), HUBZone or service disabled veteran owned small business set-asides.</p> <p>OSBP will implement a strategy to increase the number of competitively awarded contracts to small businesses by utilizing a list of DOL small business class set-asides (i.e. construction, janitorial, security guard services, local delivery service, court reporting, etc) as noted in the DLMS-2 Chapter 1000, Small Business Utilization Program.</p> <p>OSBP will review all subcontracting plans for DOL prime contracts greater than \$550,000 to large business.</p> <p>OSBP has implemented a strategy to maximize small business utilization at DOL by engaging in an array of outreach activities. OSBP intends to participate, attend conferences in accordance with its Fiscal Year 2008 calendar of events, and provide counsel to small business owners through active participation at many local and national trade association events and procurement seminars throughout the year.</p> <p>OSBP will sponsor Small Business Vendor Outreach Sessions on a quarterly basis at DOL's National Office in Washington, DC and plans to set-aside a Vendor Outreach Session (VOS) exclusively for Service-</p>	

**Evaluation Measures #3 (First Scorecard-Plan)**

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

**How will SBA evaluate response?**

The agency will need to have enacted a comprehensive small business plan that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process.

Examples:

- Plans to sponsor relevant outreach events or educational activities.
- Plans to implement a relevant supplemental small business policy or procedure.
- Plans to organize small business matchmaking events for members of socio-economic preference programs such as women-owned small business, service-disabled veteran-owned small business, and HUBZone certified firms.

Yes or No? **YES.** Agency clearly enacted a comprehensive small business program.

**Brief Agency Comment for Scorecard:**

The Department of Labor (DOL), Office of Small Business Programs (OSBP) will utilize the supplemental revisions to the Department of Labor Manual Series (DLMS)-2 Chapter 1000, Small Business Utilization Program to increase small business participation in DOL procurements.. This policy helps maximize the utilization of small business within DOL contracting actions. As part of this supplemental policy, the Director, OSBP, centrally screens all acquisitions exceeding \$100,000 (including GSA schedule buys) for possible 8(a), HUBZone or service disabled veteran owned small business set-aside. All unrestricted procurements are centrally reviewed in the Office of Small Disadvantaged Business Utilization (the OSDBU functions are performed by OSBP in the Department) to ensure that adequate market research is obtained to substantiate that two small business concerns cannot be identified which can satisfy the need of the agency. The OSBP screening process is required prior to the advertisement of DOL acquisitions on the Federal Business Opportunity website to ensure that small business is being considered to the maximum practicable extent. The Department believes that the provisions included in DLMS-2 Chapter 1000 represent an innovative best practice and plans to continue its efforts to provide guidance to DOL agencies. OSBP will review all DOL procurement actions exceeding \$100,000 for possible small business, 8(a), HUBZone or service disabled veteran owned small business set-asides.

OSBP will implement a strategy to increase the number of competitively awarded contracts to small businesses by utilizing a list of DOL small business class set-asides (i.e. construction, janitorial, security guard services, local delivery service, court reporting, etc) as noted in the DLMS-2 Chapter 1000, Small Business Utilization Program.

OSBP will review all subcontracting plans for DOL prime contracts greater than \$550,000 to large business.

OSBP has implemented a strategy to maximize small business utilization at DOL by engaging in an array of outreach activities. OSBP intends to participate, attend conferences in accordance with its Fiscal Year 2008 calendar of events, and provide counsel to small business owners through active participation at many local and national trade association events and procurement seminars throughout the year.

OSBP will sponsor Small Business Vendor Outreach Sessions on a quarterly basis at DOL's National Office in Washington, DC and plans to set-aside a Vendor Outreach Session (VOS) exclusively for Service-

Disabled Veteran-Owned small businesses (SDVOSB) and HUBZone businesses during FY 2008. These Vendor Outreach Sessions reach out to the marketplace in order to locate qualified vendors that are capable of meeting the procurement needs of DOL and offer small businesses the opportunity to market their capabilities directly to OSBP and agency program officials and learn about potential Department procurement opportunities. Conversely, Department procurement officials can learn more about the diverse small business resources available to meet their procurement needs. OSBP will evaluate the effectiveness of each VOS via a survey conducted by the participating vendors. OSBP will continue extending invitations to Small Business Administration (SBA) and General Services Administration (GSA) representatives to participate in these VOS events.

DOL has implemented procedures that require all acquisition personnel to have small business performance standards as part of their evaluation plan. This written directive, issued jointly October 15, 2007 by the OSBP Director and Assistant Secretary for Administration and Management, is intended to recognize and award staff for fulfilling their responsibilities and innovative efforts to achieve and exceed DOL and component agency small business goals. OSBP will obtain agencies' verification that the small business utilization performance standards have been incorporated in the evaluation plan of all agency acquisition personnel. The Department intends to review and evaluate the small business utilization rating standards for acquisition personnel during the FY 2008 rating period.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

***Evaluation Measures #4 (First Scorecard-Plan)***

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

**How will SBA evaluate response?**

The agency will need to have established and documented a plan to ensure that small business data is accurately reported in FPDS-NG.

**Examples:**

- Plan to verify and validate FPDS-NG data, pursuant to Office of Federal Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation.
- Plans to encourage businesses to update their CCR information to accurately reflect size and socio-economic business status.

Yes or No? **YES.** Agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

**Brief Agency Comment for Scorecard:**

In order to comply with the Office of Federal Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation, the Department of Labor (DOL) has established a strategy to assess the accuracy of the Department's Federal Procurement Data System – Next Generation (FPDS-NG) data. DOL has awarded an 8(a) sole-source contract to review and validate independently DOL's FPDS-NG data. DOL intends to continue the performance of the 8(a) auditing service contract to

Disabled Veteran-Owned small businesses (SDVOSB) and HUBZone businesses during FY 2008. These Vendor Outreach Sessions reach out to the marketplace in order to locate qualified vendors that are capable of meeting the procurement needs of DOL and offer small businesses the opportunity to market their capabilities directly to OSBP and agency program officials and learn about potential Department procurement opportunities. Conversely, Department procurement officials can learn more about the diverse small business resources available to meet their procurement needs. OSBP will evaluate the effectiveness of each VOS via a survey conducted by the participating vendors. OSBP will continue extending invitations to Small Business Administration (SBA) and General Services Administration (GSA) representatives to participate in these VOS events.

DOL has implemented procedures that require all acquisition personnel to have small business performance standards as part of their evaluation plan. This written directive, issued jointly October 15, 2007 by the OSBP Director and Assistant Secretary for Administration and Management, is intended to recognize and award staff for fulfilling their responsibilities and innovative efforts to achieve and exceed DOL and component agency small business goals. OSBP will obtain agencies' verification that the small business utilization performance standards have been incorporated in the evaluation plan of all agency acquisition personnel. The Department intends to review and evaluate the small business utilization rating standards for acquisition personnel during the FY 2008 rating period.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

***Evaluation Measures #4 (First Scorecard-Plan)***

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

**How will SBA evaluate response?**

The agency will need to have established and documented a plan to ensure that small business data is accurately reported in FPDS-NG.

**Examples:**

- Plan to verify and validate FPDS-NG data, pursuant to Office of Federal Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation.
- Plans to encourage businesses to update their CCR information to accurately reflect size and socio-economic business status.

Yes or No? **YES.** Agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

**Brief Agency Comment for Scorecard:**

In order to comply with the Office of Federal Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation, the Department of Labor (DOL) has established a strategy to assess the accuracy of the Department's Federal Procurement Data System – Next Generation (FPDS-NG) data. DOL has awarded an 8(a) sole-source contract to review and validate independently DOL's FPDS-NG data. DOL intends to continue the performance of the 8(a) auditing service contract to

<p>review and validate independently DOL's FPDS-NG data. DOL's Procurement Policy Division will review all FPDS-NG data discrepancies noted during the independent review, and take corrective actions as required.</p> <p>The Office of Small Business Programs (OSBP) small business advisors and the Office of the Assistant Secretary for Administration and Management (OASAM) staff continue to diagnose and correct coding issues that arise within FPDS. OSBP's small business advisors and OASAM's staff plan to diagnose and correct coding issues that arise within FPDS-NG.</p> <p>OASAM, with the assistance of OSBP, has developed FPDS-NG updated instructions for DOL contracting activities. This update provides clarification on procurement coding in the FPDS-NG system, with emphasis on bundled contract coding. OASAM will provide FPDS-NG instruction to DOL contracting activities as on-going training.</p>
<p><b>Evaluator Comments:</b></p>
<p><b>Brief SBA Comments for Scorecard:</b></p>

<p><b>Evaluation Measures #5 (First Scorecard-Plan)</b></p>
<p><b>Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.</b></p>
<p><b>How will SBA evaluate response?</b></p>
<p>The agency will need to have established, documented, and enacted a systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Plans to use the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals.</li> <li>• Plans to provide assistance and support to prime contractors to ensure compliance with subcontracting plans.</li> </ul>
<p>Yes or No? <b>YES.</b> The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.</p>
<p><b>Brief Agency Comment for Scorecard:</b></p>
<p>The Department of Labor (DOL) contracting activities and the Office of Small Business Programs (OSBP) will demonstrate their commitment to the realization of all contract requirements, including the satisfactory execution of subcontracting plans. DOL's contracting activities will enact a systematic plan to enforce small business subcontracting plans and meet subcontracting goals. DOL contracting activities will ensure the compliance of all subcontracting plans, and provide advice and assistance to large business prime contractors, as appropriate.</p> <p>OSBP will review subcontracting plans for contracts over \$550,000 to large business and approve plans that comply with the ambitious DOL goals established with the Small Business Administration (SBA). OSBP will forward a notice of all approved/disapproved subcontracting plans to the respective contracting activity for administration. OSBP will conduct reviews of Electronic Subcontracting Reporting System data and</p>

<p>review and validate independently DOL's FPDS-NG data. DOL's Procurement Policy Division will review all FPDS-NG data discrepancies noted during the independent review, and take corrective actions as required.</p> <p>The Office of Small Business Programs (OSBP) small business advisors and the Office of the Assistant Secretary for Administration and Management (OASAM) staff continue to diagnose and correct coding issues that arise within FPDS. OSBP's small business advisors and OASAM's staff plan to diagnose and correct coding issues that arise within FPDS-NG.</p> <p>OASAM, with the assistance of OSBP, has developed FPDS-NG updated instructions for DOL contracting activities. This update provides clarification on procurement coding in the FPDS-NG system, with emphasis on bundled contract coding. OASAM will provide FPDS-NG instruction to DOL contracting activities as on-going training.</p>
<p><b>Evaluator Comments:</b></p>
<p><b>Brief SBA Comments for Scorecard:</b></p>

<p><b>Evaluation Measures #5 (First Scorecard-Plan)</b></p>
<p><b>Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.</b></p>
<p><b>How will SBA evaluate response?</b></p> <p>The agency will need to have established, documented, and enacted a systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Plans to use the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals.</li> <li>• Plans to provide assistance and support to prime contractors to ensure compliance with subcontracting plans.</li> </ul>
<p>Yes or No? <b>YES.</b> The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.</p>
<p><b>Brief Agency Comment for Scorecard:</b></p> <p>The Department of Labor (DOL) contracting activities and the Office of Small Business Programs (OSBP) will demonstrate their commitment to the realization of all contract requirements, including the satisfactory execution of subcontracting plans. DOL's contracting activities will enact a systematic plan to enforce small business subcontracting plans and meet subcontracting goals. DOL contracting activities will ensure the compliance of all subcontracting plans, and provide advice and assistance to large business prime contractors, as appropriate.</p> <p>OSBP will review subcontracting plans for contracts over \$550,000 to large business and approve plans that comply with the ambitious DOL goals established with the Small Business Administration (SBA). OSBP will forward a notice of all approved/disapproved subcontracting plans to the respective contracting activity for administration. OSBP will conduct reviews of Electronic Subcontracting Reporting System data and</p>

annual subcontracting performance on DOL contracts administered by agency contracting activities. OSBP shall issue an annual report to DOL contracting activities on individual prime contractors subcontracting performance against their established subcontracting plans. OSBP shall provide notification to contracting activities with prime contractors falling short of their subcontracting plans, and a request for appropriate action. OSBP will provide the DOL Procurement Executive with a copy of the annual report to DOL contracting activities on small business subcontracting plans, contractor's performance, and areas of noncompliance so that he may follow up with the contracting officers to ensure plan enforcement. Upon OSBP's written notification that a DOL contracting officer has not submitted a small business subcontracting plan when required, is not conforming with such plans, or when goals are not being met, the DOL Procurement Executive will take appropriate action to assist the OSBP in working with the contracting officer to bring the subcontracting plans into compliance. OSBP intends to continue working with the DOL Procurement Executive to formally establish methods and procedures to facilitate compliance with subcontracting plans

OSBP will utilize the eSRS on a daily basis to provide DOL users (employees and contractors) with assistance and information necessary to accurately report subcontracting data. OSBP intends provide the eSRS Change Control Board and Subcontracting Plan Requirement Taskforce with recommendations that can augment the existing system. OSBP plans to continue to keep DOL eSRS Points of Contacts (POC) informed of eSRS training opportunities, Change Control Board and Subcontracting Plan Requirement Taskforce meetings, and required pending report actions. OSBP will implement eSRS augmentation as a result of the eSRS Change Control Board and Subcontracting Plan Requirement Taskforce. OSBP intends to participate in monthly eSRS User Group meetings, quarterly eSRS Change Control Board meetings, and eSRS Subcontracting Plan Requirement Taskforce. OSBP will continue open communications with DOL eSRS users to ensure the timely submission of the Federal Government Subcontracting Accomplishment Report to SBA.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

***Evaluation Measures #6 (First Scorecard-Plan)***

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

**How will SBA evaluate response?**

The agency will need to have established, documented, and enacted systematic plans to be taken to ensure no unjustified bundling has taken place during the reporting period.

Examples:

- Plan to improve bundling activities review process.
- Plan to review FPDS-NG for all agency bundlings coded.

Yes or No? **YES.** The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period.



annual subcontracting performance on DOL contracts administered by agency contracting activities. OSBP shall issue an annual report to DOL contracting activities on individual prime contractors subcontracting performance against their established subcontracting plans. OSBP shall provide notification to contracting activities with prime contractors falling short of their subcontracting plans, and a request for appropriate action. OSBP will provide the DOL Procurement Executive with a copy of the annual report to DOL contracting activities on small business subcontracting plans, contractor's performance, and areas of noncompliance so that he may follow up with the contracting officers to ensure plan enforcement. Upon OSBP's written notification that a DOL contracting officer has not submitted a small business subcontracting plan when required, is not conforming with such plans, or when goals are not being met, the DOL Procurement Executive will take appropriate action to assist the OSBP in working with the contracting officer to bring the subcontracting plans into compliance. OSBP intends to continue working with the DOL Procurement Executive to formally establish methods and procedures to facilitate compliance with subcontracting plans

OSBP will utilize the eSRS on a daily basis to provide DOL users (employees and contractors) with assistance and information necessary to accurately report subcontracting data. OSBP intends provide the eSRS Change Control Board and Subcontracting Plan Requirement Taskforce with recommendations that can augment the existing system. OSBP plans to continue to keep DOL eSRS Points of Contacts (POC) informed of eSRS training opportunities, Change Control Board and Subcontracting Plan Requirement Taskforce meetings, and required pending report actions. OSBP will implement eSRS augmentation as a result of the eSRS Change Control Board and Subcontracting Plan Requirement Taskforce. OSBP intends to participate in monthly eSRS User Group meetings, quarterly eSRS Change Control Board meetings, and eSRS Subcontracting Plan Requirement Taskforce. OSBP will continue open communications with DOL eSRS users to ensure the timely submission of the Federal Government Subcontracting Accomplishment Report to SBA.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

***Evaluation Measures #6 (First Scorecard-Plan)***

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

**How will SBA evaluate response?**

The agency will need to have established, documented, and enacted systematic plans to be taken to ensure no unjustified bundling has taken place during the reporting period.

Examples:

- Plan to improve bundling activities review process.
- Plan to review FPDS-NG for all agency bundlings coded.

Yes or No? **YES.** The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period.

<p><b>Brief Agency Comment for Scorecard:</b></p> <p>The Department of Labor (DOL) continues to have no bundled contracts and the Office of Small Business Programs (OSBP) utilizes a systematic plan to ensure no unjustified bundling has taken place during the reporting period.</p> <p>OSBP will enforce DOL's DLMS-2 Chapter 1000 that requires agency Administrative Officers to provide a certification for procurements \$2 million and above that certifies the requirement has not been bundled.</p> <p>The Office of Small Business Programs intends to monitor FPDS-NG for accuracy regarding bundling and coordinate with OASAM on any FPDS-NG discrepancies that may inaccurately report bundling for DOL.</p> <p>OASAM and OSBP will provide training to contracting activities on the bundling reporting functions of FPDS-NG. Proper training in this area will reduce the potential for coding errors in FPDS-NG, which may falsely indicate bundling activity for DOL. OASAM plans to provide DOL contracting activities with FPDS-NG coding training regarding bundling.</p>
<p><b>Evaluator Comments:</b></p>
<p><b>Brief SBA Comments for Scorecard:</b></p>

<p><b>Evaluation Measures #7 (First Scorecard-Plan)</b></p>
<p><b>Planned training to contracting staff/managers in executing small business/socio-economic procurements during the period.</b></p>
<p><b>How will SBA evaluate response?</b></p> <p>The agency will need to have planned at least 1 training session for the reported period.</p> <p>Acceptable responses may include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Maintenance of educational intranet sites on small business programs covering program direction, critical documents, links to laws, regulations, and external contracting tools and resources.</li> <li>• Plan to implement small business program orientation and training especially focusing on socio-economic procurement preference programs such as women-owned small business, service-disabled veteran-owned small business, and HUBZone certified firms.</li> </ul>
<p>Yes or No? <b>YES.</b> The Agency has planned training for contracting staff/managers in executing small business/socio-economic procurements.</p>
<p><b>Brief Agency Comment for Scorecard:</b></p> <p>The Office of Small Business Programs (OSBP) shall encourage the Department of Labor's (DOL) participation in SBA sponsored training on 8(a) contracting procedures. OSBP will provide the FY 2008 Schedule of Events for SBA sponsored training to the DOL Procurement Executive and contracting activities; will evaluate on-site training opportunities for DOL National Office acquisition personnel; and request from SBA instructions regarding training opportunities outside the Washington, DC metropolitan area allowing access to pre-recorded training sessions via Readytalk.</p>

<p><b>Brief Agency Comment for Scorecard:</b></p> <p>The Department of Labor (DOL) continues to have no bundled contracts and the Office of Small Business Programs (OSBP) utilizes a systematic plan to ensure no unjustified bundling has taken place during the reporting period.</p> <p>OSBP will enforce DOL's DLMS-2 Chapter 1000 that requires agency Administrative Officers to provide a certification for procurements \$2 million and above that certifies the requirement has not been bundled.</p> <p>The Office of Small Business Programs intends to monitor FPDS-NG for accuracy regarding bundling and coordinate with OASAM on any FPDS-NG discrepancies that may inaccurately report bundling for DOL.</p> <p>OASAM and OSBP will provide training to contracting activities on the bundling reporting functions of FPDS-NG. Proper training in this area will reduce the potential for coding errors in FPDS-NG, which may falsely indicate bundling activity for DOL. OASAM plans to provide DOL contracting activities with FPDS-NG coding training regarding bundling.</p>	
<p><b>Evaluator Comments:</b></p>	
<p><b>Brief SBA Comments for Scorecard:</b></p>	

<p><b>Evaluation Measures #7 (First Scorecard-Plan)</b></p>	
<p><b>Planned training to contracting staff/managers in executing small business/socio-economic procurements during the period.</b></p>	
<p><b>How will SBA evaluate response?</b></p>	
<p>The agency will need to have planned at least 1 training session for the reported period.</p> <p>Acceptable responses may include, but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Maintenance of educational intranet sites on small business programs covering program direction, critical documents, links to laws, regulations, and external contracting tools and resources.</li> <li>• Plan to implement small business program orientation and training especially focusing on socio-economic procurement preference programs such as women-owned small business, service-disabled veteran-owned small business, and HUBZone certified firms.</li> </ul>	
<p>Yes or No? <b>YES.</b> The Agency has planned training for contracting staff/managers in executing small business/socio-economic procurements.</p>	
<p><b>Brief Agency Comment for Scorecard:</b></p> <p>The Office of Small Business Programs (OSBP) shall encourage the Department of Labor's (DOL) participation in SBA sponsored training on 8(a) contracting procedures. OSBP will provide the FY 2008 Schedule of Events for SBA sponsored training to the DOL Procurement Executive and contracting activities; will evaluate on-site training opportunities for DOL National Office acquisition personnel; and request from SBA instructions regarding training opportunities outside the Washington, DC metropolitan area allowing access to pre-recorded training sessions via Readytalk.</p>	

OSBP intends to provide education to administrative and procurement personnel on internet tools available to identify capable small businesses on GSA Schedules and in the open market. These on-line sources included the use of Central Contractor Registration (CCR), CCR Dynamic Small Business Search and GSA E-Library.

OSBP will participate in DOL's procurement conferences to provide training to DOL procurement staff on small business contracting.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

**Evaluation Measures #8 (First Scorecard-Plan)**

**Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.**

**How will SBA evaluate response?**

The agency will need to demonstrate its intent to collaborate with SBA on at least one small business procurement policy initiative during the reporting period.

Acceptable responses may include, but not limited to the following:

- Active participation in the Small Business Procurement Advisory Council in small business procurement policy discussions.

Yes or No? **YES.** The Agency has planned to collaborate with SBA on formulation of small business procurement policy initiatives during the reporting period.

**Brief Agency Comment for Scorecard:**

The Office of Small Business Programs (OSBP) will attend and actively participate in the Small Business Procurement Advisory Council. OSBP plans to actively participate in discussions and committees relating to small business policy.

OSBP will extend invitations to the Small Business Administration (SBA) and the General Services Administration (GSA) that encourage active participation in the Department of Labor's Vendor Outreach Sessions. Invitations to SBA and GSA are a standard practice for all Vendor Outreach Sessions. The Office of Small Business Programs plans to attend the SBA/Department of Commerce sponsored event of MEDWEEK (Minority Enterprise Development Week) and under the Small Business Regulatory Enforcement Fairness Act of 1996, attend all Regulatory Fairness Hearings nationwide.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

OSBP intends to provide education to administrative and procurement personnel on internet tools available to identify capable small businesses on GSA Schedules and in the open market. These on-line sources included the use of Central Contractor Registration (CCR), CCR Dynamic Small Business Search and GSA E-Library.

OSBP will participate in DOL's procurement conferences to provide training to DOL procurement staff on small business contracting.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

**Evaluation Measures #8 (First Scorecard-Plan)**

**Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.**

**How will SBA evaluate response?**

The agency will need to demonstrate its intent to collaborate with SBA on at least one small business procurement policy initiative during the reporting period.

Acceptable responses may include, but not limited to the following:

- Active participation in the Small Business Procurement Advisory Council in small business procurement policy discussions.

Yes or No? **YES.** The Agency has planned to collaborate with SBA on formulation of small business procurement policy initiatives during the reporting period.

**Brief Agency Comment for Scorecard:**

The Office of Small Business Programs (OSBP) will attend and actively participate in the Small Business Procurement Advisory Council. OSBP plans to actively participate in discussions and committees relating to small business policy.

OSBP will extend invitations to the Small Business Administration (SBA) and the General Services Administration (GSA) that encourage active participation in the Department of Labor's Vendor Outreach Sessions. Invitations to SBA and GSA are a standard practice for all Vendor Outreach Sessions. The Office of Small Business Programs plans to attend the SBA/Department of Commerce sponsored event of MEDWEEK (Minority Enterprise Development Week) and under the Small Business Regulatory Enforcement Fairness Act of 1996, attend all Regulatory Fairness Hearings nationwide.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**

**Evaluation Measures #9 (First Scorecard-Plan)**

**Agency submits by attachment copies of all strategic plans that become due to SBA during the period.**

**How will SBA evaluate response?**

In order to receive credit for this element, the agency will need to have submitted required strategic plans and annual reports that were due to SBA, within the reporting period. (That is, from October 1, 2007 through the date of submission of the First Scorecard Report to SBA). See Attachment 6.

Yes or No? **YES.** Agency submitted all required strategic plans and annual reports that were due to SBA.

**Brief Agency Comment for Scorecard:**

The Department of Labor (DOL) will submit required strategic plans and annual reports due to the Small Business Administration (SBA) in a timely manner.

*Small Business Innovation Research (SBIR) Annual Report:* DOL does not participate in the SBIR Program and does not plan to submit a related report.

*Small Business Technology Transfer (STTR) Annual Report:* DOL does not participate in the STTR Program and does not plan to submit a related report.

*Competitive Demonstration Program Report:* DOL does not participate in the Competitive Demonstration Program and does not plan to submit a related report.

*Annual Report and Fiscal Year 2007 Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses (SDVOSB):* DOL will report annually to SBA on the implementation and update of its strategy to improve contracting opportunities and achievement toward increasing the number of service-disabled veteran owned small businesses awarded government contracts in accordance with Executive Order 13360.

*Annual Contract Bundling Report:* DOL will report annually to SBA on bundling activities at the agency. There continues to be no bundling at DOL. The Office of Small Business Programs (OSBP) will continue to review procurements to ensure they are not bundled, or if bundled, are justified in accordance with FAR. OSBP plans to submit the Annual Contract Bundling Reports in the context of its reports for SBA's Procurement Score Card.

*Progress Report on Increasing Opportunities for Women-Owned Small Business:* The Department of Labor (DOL) recognizes the importance of the Women-Owned Small Business initiative and supports Executive Order 13157 through higher goals and performance. DOL has routinely established a Women-Owned Small Business participation goal that is higher than the statutory goal of 5%, and has exceeded this 5% goal annually since FY 2004. DOL will continue to support Executive Order 13157 and achieve, or exceed, the statutory goal of 5% for Women-Owned Small Business participation. DOL will support SBA in advocating Executive Order 13157 by timely submitting reports in the context of its reports for SBA's Procurement Scorecard.

*Corrective Actions to Address Unmet FY 2006 Socio-Economic Goals Report:* OSBP will report to SBA annually on the Corrective Actions to Address Unmet FY Socio-Economic Goals for DOL. OSBP intends to submit the Corrective Actions to Address Unmet FY Socio-Economic Goals report in the context of its reports for SBA's Procurement Scorecard.

<p><b>Evaluation Measures #9 (First Scorecard-Plan)</b></p> <p><b>Agency submits by attachment copies of all strategic plans that become due to SBA during the period.</b></p> <p><b>How will SBA evaluate response?</b></p> <p>In order to receive credit for this element, the agency will need to have submitted required strategic plans and annual reports that were due to SBA, within the reporting period. (That is, from October 1, 2007 through the date of submission of the First Scorecard Report to SBA). See Attachment 6.</p> <p>Yes or No? <b>YES.</b> Agency submitted all required strategic plans and annual reports that were due to SBA.</p> <p><b>Brief Agency Comment for Scorecard:</b></p> <p>The Department of Labor (DOL) will submit required strategic plans and annual reports due to the Small Business Administration (SBA) in a timely manner.</p> <p><i>Small Business Innovation Research (SBIR) Annual Report:</i> DOL does not participate in the SBIR Program and does not plan to submit a related report.</p> <p><i>Small Business Technology Transfer (STTR) Annual Report:</i> DOL does not participate in the STTR Program and does not plan to submit a related report.</p> <p><i>Competitive Demonstration Program Report:</i> DOL does not participate in the Competitive Demonstration Program and does not plan to submit a related report.</p> <p><i>Annual Report and Fiscal Year 2007 Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses (SDVOSB):</i> DOL will report annually to SBA on the implementation and update of its strategy to improve contracting opportunities and achievement toward increasing the number of service-disabled veteran owned small businesses awarded government contracts in accordance with Executive Order 13360.</p> <p><i>Annual Contract Bundling Report:</i> DOL will report annually to SBA on bundling activities at the agency. There continues to be no bundling at DOL. The Office of Small Business Programs (OSBP) will continue to review procurements to ensure they are not bundled, or if bundled, are justified in accordance with FAR. OSBP plans to submit the Annual Contract Bundling Reports in the context of its reports for SBA's Procurement Score Card.</p> <p><i>Progress Report on Increasing Opportunities for Women-Owned Small Business:</i> The Department of Labor (DOL) recognizes the importance of the Women-Owned Small Business initiative and supports Executive Order 13157 through higher goals and performance. DOL has routinely established a Women-Owned Small Business participation goal that is higher than the statutory goal of 5%, and has exceeded this 5% goal annually since FY 2004. DOL will continue to support Executive Order 13157 and achieve, or exceed, the statutory goal of 5% for Women-Owned Small Business participation. DOL will support SBA in advocating Executive Order 13157 by timely submitting reports in the context of its reports for SBA's Procurement Scorecard.</p> <p><i>Corrective Actions to Address Unmet FY 2006 Socio-Economic Goals Report:</i> OSBP will report to SBA annually on the Corrective Actions to Address Unmet FY Socio-Economic Goals for DOL. OSBP intends to submit the Corrective Actions to Address Unmet FY Socio-Economic Goals report in the context of its reports for SBA's Procurement Scorecard.</p>
---

The Department of Labor (DOL) exceeded its FY 2006 goals established with the SBA for small business, small disadvantaged business, and women-owned small business. DOL also achieved a high rate of contracting with HUBZone and Service Disabled Veteran-owned Small Business (SDVOSB). The Office of Small Business Programs (OSBP) continues to work with Departmental procurement officials, the Veterans' Employment and Training Service, and the Department of Veterans Affairs to improve SDVOSB contracting performance in accordance with Executive Order 13360: Providing Opportunities for Service-Disabled Veteran Businesses to Increase Their Federal Contracting and Subcontracting. OSBP vigilantly reviews proposed acquisition strategies to steer procurements to small businesses via prime and subcontracts wherever possible. In addition, OSBP has increased its participation in small business outreach events and continues to sponsor quarterly small business Vendor Outreach Sessions (VOS). The VOS offer small businesses the opportunity to market their capabilities directly to agency program officials and learn about potential procurement opportunities. Conversely, at the VOS, Department procurement officials learn more about the diverse small business resources available to meet their procurement needs. The Department is proud of the fact that it had no bundled contracts in FY 2006 and will endeavor to further increase procurement opportunities for small businesses within the agency.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**



The Department of Labor (DOL) exceeded its FY 2006 goals established with the SBA for small business, small disadvantaged business, and women-owned small business. DOL also achieved a high rate of contracting with HUBZone and Service Disabled Veteran-owned Small Business (SDVOSB). The Office of Small Business Programs (OSBP) continues to work with Departmental procurement officials, the Veterans' Employment and Training Service, and the Department of Veterans Affairs to improve SDVOSB contracting performance in accordance with Executive Order 13360: Providing Opportunities for Service-Disabled Veteran Businesses to Increase Their Federal Contracting and Subcontracting. OSBP vigilantly reviews proposed acquisition strategies to steer procurements to small businesses via prime and subcontracts wherever possible. In addition, OSBP has increased its participation in small business outreach events and continues to sponsor quarterly small business Vendor Outreach Sessions (VOS). The VOS offer small businesses the opportunity to market their capabilities directly to agency program officials and learn about potential procurement opportunities. Conversely, at the VOS, Department procurement officials learn more about the diverse small business resources available to meet their procurement needs. The Department is proud of the fact that it had no bundled contracts in FY 2006 and will endeavor to further increase procurement opportunities for small businesses within the agency.

**Evaluator Comments:**

**Brief SBA Comments for Scorecard:**