

Department of Transportation (DOT)
Office of Small and Disadvantaged Business Utilization (OSDBU)
Small Business Procurement Score Card 1st Quarter– Agency Response

The following plan highlights some of the actions and activities, with milestone, that support DOT's small business plan in general, as well as the Contract Bundling mitigating strategies adopted by DOT and Women Business Program progress report as required by statute and Executive Orders. A separate report on the competitiveness demonstration program is also attached.

1. Implement strategic plan to increase the value of competitively awarded contracts to small businesses during the period

Yes. Specifically, DOT's strategy focuses on proactively reaching out to the small business community and providing counseling services, networking opportunities, and technical assistance. At the same time, OSDBU works internally to ensure that small business are well represented in DOT's contracts and subcontracts by providing training, exchanging best practices, recognizing achievements and proactively encouraging the use of set-asides and other acquisition techniques and vehicles.

- DOT has an aggressive FY 2008 small business outreach program that includes participation at national small business events and various trade association events. In FY 08 OSDBU will participate in the capacity of speaker, panelist and/or exhibitor in over 50 regional and national small business, transportation and procurement events. *Attachment 1* indicates events, date, participants, and DOT's role. The DOT Outreach calendar is also posted at: www.osdbu.dot.gov
- DOT uses the Transportation Acquisition Manual (TAM) and the Transportation Acquisition Regulation (TAR) to reinforce written policies and procedures for use by the DOT OAs when carrying out small business contracting activities. TAM 12.19 supplements the Federal Acquisition Regulations (FAR) and provides additional DOT policy and procedural guidance on the small business program. Each of the 11 OA's has at least one Small Business Specialist to assist small businesses seeking contracting opportunities within DOT. *See Attachment 2*
- OSDBU is actively involved in the review and monitoring of DOT procurements using the DOT 4250.1 Small Business Review Form, to ensure maximum opportunities for small businesses reduce contract bundling and verify compliance with established policies. (*see Attachment 3*) Small Business Review Form and [instructions 4250.1.pdf](#))

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

Small Business achievements are a part of senior management performance rating and departmental performance plan. (*See Attachment 4 DOT's Strategic Plan*)

- *DOT's Strategic Plan requires that opportunities be expanded for small business, particularly disadvantaged business and women-owned business. The DOT performance plan measures success against the strategic goals. **Updates are provided on a quarterly and annual basis.***
- *The Secretary actively supports OSDBU small business initiatives such as DOT's Minority Business Enterprise MED Week awards ceremony. **(Annually)***
- *The Secretary is in receipt of an OSDBU weekly Small Business White House Report – which covers current and planned small business initiatives for DOT, including service disabled veteran owned small businesses (Attachment 4). **(Weekly)***

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

- Host an Information Technology (IT) Vendor Day event in coordination with the Office of Chief Information Officer (CIO) to brief private industry and the small business community on the Fiscal Year 2008 IT and related services outlook. This outreach event will provide an opportunity for participants to learn about DOT's future direction on IT policy and services. **(November, 2007)**
- OSDBU will establish regional Small Business Transportation Resource Centers (SBTRC) to offer technical assistance to small businesses in all 50 states, the District of Columbia, Puerto Rico and the US. Virgin Islands. **3rd quarter**
- DOT's will continue to implement a Short Term Lending Program (STLP). This program assists small businesses seeking a line-of-credit for work on transportation-related contracts. **Ongoing.**
- OSDBU's National Information Clearing House (NIC) will continue to provide information to the small business community on marketing their goods and services to DOT and respond to inquiries from the small business community on procurement issues. **Ongoing –**

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

OSDBU works closely with the Senior Procurement Executive's office in developing guidance, providing training and monitoring data input to ensure small business data is accurately reported into FPDS. OSDBU proactively promote measures in place to ensure that small business data is accurately reported in FPDS-NG: Certification and Validation Data, customized training to specific Operating Administration on an as needed basis and provides assistance in identification of anomalies.

- OSDBU is works with the Operating Administration to ensure FPDS records appropriately reflect CCR information and works with SB through our outreach events to reemphasize the need to ensure their CCR profiles are updated.
- Validation is also performed through the DOT Operating Administration small business scorecard. (See sample). **To be completed by the 4th quarter of the Fiscal Year.**

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

- In addition to the contracting officer, Subcontracting Plans are reviewed by the SBA Procurement Center Representative(PC), OA's Small Business Specialists and OSDBU to ensure compliance with subcontracting plan and legislative goals.
- DOT/OSDBU in conjunction with SBA and other federal agencies developed a subcontracting evaluation guide to assist contracting officers in reviewing and evaluating subcontracting plans. OSDBU reviews all subcontracting plans for compliance and any recommendations.

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

- In fiscal Year 2006, based on the FPDS reporting no unjustified contract bundling took place in DOT. As evidence by the level of small business participation in DOT contracting, in situations when justified bundling was presented, mitigating strategies were developed in accordance with FAR to ensure that small businesses are receiving their fair share of federal procurements.

7. Planned training to contracting staff/managers in executing small Business/socioeconomic procurements during the period.

- DOT/OSDBU hold training session early in the fiscal year on acquisitions vehicles and techniques that facilitate access to small business
 - General Services Administration's Veterans Technology Services (VETS) Government-wide Acquisition Contract (GWAC). **1st Quarter**
 - Partnership Agreement to Facilitate 8(a) Contracting – **1st quarter**
- On a monthly basis OSDBU provides training for all Small Business Specialist (SBS). These monthly training sessions provide an opportunity for exchanging of best practices, performance updates and acquisition strategies to ensure small business participation in DOT contracting and subcontracting opportunities. (See attached sample of meeting summary)
- DOT/OSDBU website provides information on OSDBU Calendar of Events, Procurement Forecast, Recertification Rules, DOT's success in reaching small business goals, DOT Supplemental Acquisition Regulations, and other Government contracting related web sites.

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

- a) Collaborate with SBA on formulation of small business procurement policy initiatives by:
 - Participating in the Small Business Procurement Advisory Council.
 - Providing comments and recommendation formally and informally.
 - Cooperating and submitting reports as requested by SBA.
- b) Support SBA in implementing outreach initiatives.
 - Actively participate and support SBA's Small Business Week activities.

- Support at least four matchmaking events nationwide. (See Calendar of Events)

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

The following reports are attached: Report on Women owned Small Businesses and Small Business Achievements . A separate report on Competitiveness Demonstration Program Report is provided as (Attachment 5).