

Evaluation Measure #1 (First Scorecard – Plan)

Implemented a strategic plan to increase the value of competitively awarded contracts to small businesses during the period.

As GSA's small business advocate, the Office of Small Business Utilization's mission is to engage in strategies that provide contracting opportunities in government procurement for small, small disadvantaged, women-owned, veteran-owned, service-disabled veteran-owned, and HUBZone businesses as mandated by law, executive order and/or regulation. The GSA Office of Small Business Utilization works with each of the buying activities within GSA to identify contracting opportunities for small businesses. We provide direction, managerial oversight, and training to regional small business centers and GSA buying activities to maximize the number of opportunities small businesses can participate in, both as prime contractors and as subcontractors.

GSA also conducts hundreds of outreach events each year to increase the number of small business that receive contracts. In addition, GSA OSBU conducts workshops on "How to Market Your GSA Schedule Contract" so small businesses will have the information necessary to increase the value and number of contracts awarded.

Evaluation Measure #2 (First Scorecard – Plan)

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

Commitment to small business contracting comes from the top at the U.S. General Services Administration (GSA). As a former small business owner, GSA's Administrator is a strong supporter of small business contracting. It is a personal and professional passion for her. The Administrator regularly speaks at small business events and will continue to do so during the period. The Associate Administrator of the GSA Office of Small Business Utilization regularly attends senior staff meetings. GSA's Regional Administrators and other top-level management have also supported and will continue to support the agency's efforts to assist small businesses in contracting with GSA and the federal government. Achieving the small business procurement goals are a portion of each Regional Administrator's performance evaluation. This commitment is demonstrated in their active participation in outreach events targeted to the small business community. In addition, top-level managers at GSA continue to seek innovative ways to improve and enhance the procurement process at GSA for small businesses. Each regional office has appointed a Regional Acquisition Executive. GSA's Chief of Staff was designated GSA's Senior Agency Official responsible for implementing Executive Order 13360, which mandates that agencies take an active role in promoting contracting with service disabled veteran-owned small businesses. Regional Administrators meet quarterly with regional small business offices to review small business issues and discuss the region's progress in meeting socioeconomic small business goals. GSA's acquisition policy leaders have issued guidance to all contracting personnel on meeting socioeconomic and small business contracting goals.

Evaluation Measure #3 (First Scorecard – Plan)

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

GSA has a high level of outreach activity that maximizes awareness of GSA as a partner to small businesses in contracting with the entire federal government as well as our agency. Where possible, GSA focuses outreach activities on particular socioeconomic categories where the agency is farthest from meeting target goals. We have successful nationwide seminars for small businesses that focus on the process for obtaining a Multiple Award Schedule contract and marketing strategies. These seminars are held on a regular basis in our national and regional offices. GSA will continue to co-sponsor and be an active participant in conferences, trade fairs, and matchmaking nationwide with members of Congress, SBA, and other Federal Government agencies, trade associations, and professional organizations. We will continue support congressional procurement fairs to highlight GSA opportunities and attend events held by groups advocating for small business procurement. GSA will continue to partner with local and national chambers of commerce to provide assistance and guidance to small businesses interested in contracting with GSA.

Evaluation Measure #4 (First Scorecard – Plan)

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

GSA recently conducted an effort to validate and verify the data it entered into FPDS-NG during FY 2007, for all the FPDS data elements, and found over 99 percent accuracy in the small business data.

GSA has implemented the OFPP memo dated March 9, 2007, tasking federal agencies to establish a process to ensure FPDS data is accurate, through GSA Acquisition Letter V-07-03 instructing all GSA contracting officials on the steps to take to verify FDPS-NG data integrity through quarterly certification.

GSA is now preparing a detailed plan to review the data it enters into FPDS, not just as an annual review, but on a quarterly basis, working toward the next annual report. Our approach is that if we check for data quality on a more frequent basis, we will more likely improve our data quality performance.

That plan will put into place strong safeguards for data quality for all the data elements. We are pleased that small business data scored very high in accuracy thus far.

Evaluation Measure #5 (First Scorecard – Plan)

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

GSA plans to use the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals.

GSA also plans to provide assistance and support to prime contractors to ensure compliance with subcontracting plans.

The Agency has established, documented, and enacted a systematic plan to enforce small business subcontracting plans and to meet subcontracting goals with FAR Case 2005-040 as an interim rule to streamline the small business subcontracting program reporting process and provide the data to agencies in a manner that will enable them to more effectively manage the program.

Evaluation Measure #6 (First Scorecard – Plan)

Demonstrated no unjustified bundling has taken place during the period.

GSA has procedures in place to ensure that no unjustified contract bundling occurs. All bundled contracts must be reviewed by the Office of Small Business Utilization and approved by the Associate Administrator for Small Business Utilization.

Evaluation Measure #7 (First Scorecard – Plan)

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

GSA also provides internal training for acquisition staff on the proper steps necessary to conduct electronic market research by locating small business concerns in the Central Contractor Registration (CCR) system. During acquisition planning, contracting officers and acquisition staff are to consider the various small business programs as prospective sources of supplies or services that can meet the need in accordance with the Federal Acquisition Regulation (FAR). They also review all large procurements to reduce instances of contract bundling.

GSA OSBU plans to conduct training of contracting staff at GSA Expo in April 2008.

Evaluation Measure #8 (First Scorecard – Plan)

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

GSA is a participating agency on the Small Business Procurement Advisory Council (SBPAC). GSA also is a member of the Executive Committee of the SBPAC. GSA senior leadership and small business staff communicate regularly with SBA on small business procurement policy initiatives.

Evaluation Measure #9 (First Scorecard – Plan)

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

GSA has submitted and plans to submit all strategic plans and reports that become due on or before the deadline during the reporting period.