

U.S. Department of Health & Human Services
Small Business Procurement Scorecard for FY 2008
February 15, 2008

Question (1): Implemented strategic plan to increase the value of competitively awarded contracts to small business during the period.

Response:

- HHS conducts monthly vendor outreach sessions for small business.
- HHS sponsored VH8 Day targeting Veteran/SDVOSB, HUBZone and 8(a) vendors last November where the Deputy Secretary spoke about the Department's commitment to the Small Business Program. In addition the Senior Procurement Executive addressed the importance of contracting with the small business community. Event will be repeated in 2008.
- HHS will co-sponsor an event targeting women-owned small businesses with U.S. Women's Chamber of Commerce (March 2008).
- HHS is a co-sponsor of the National Veterans Conference (July 2008).
- HHS is supporting an outreach event for Native Americans (August 2008).
- HHS has awarded a multi-year contract to conduct quarterly outreach and training events for Minority Serving Institutions and small businesses.
- OSDBU Director personally briefs HHS Deputy Secretary.
- OSDBU Director addresses quarterly meeting of senior procurement executives on goaling achievements and other important small business issues.
- OSDBU Director meets monthly with every Small Business Specialists supporting the Department.
- OSDBU Small Business Specialists meet regularly with senior procurement and program office staff to engage in earlier acquisition planning.
- OSDBU budget increased to develop new HHS Mentor Protégé Program.

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

Response:

- HHS Deputy Secretary directed Operating Division Heads (07) to provide full participation in a new training initiative to enhance small business awareness and to engage best practices in acquisition planning and use of small businesses.
- Small Business goals are incorporated in senior management performance plans and cascaded down throughout the entire Department (all Contracting Officers and Program/Project Officers).
- Small Business goals are incorporated in Agency Key Performance Indicators.
- OSDBU Director participates on numerous national and regional outreach and training panels.
- OSDBU Director reports directly to HHS Deputy Secretary.

- In 2007 three key Operating Divisions exceeded socioeconomic SDVOSB & four exceeded HUBZone goals of 3%.

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

Response:

- HHS has engaged a contractor and committed resources to train acquisition and program staff on best business practices in the use of small business as contractors.
- HHS Senior Procurement Officer will offer refresher training to existing staff including training on small business awareness and agency goals.
- HHS procurement offices required to submit progress reports that track small business performance.
- HHS procurement offices support major outreach events including VH8 and U.S. Women's Chamber of Commerce events including National Veterans Conference, U.S. Women's Chamber of Commerce and SBA Match Making.
- HHS will sponsor or co-sponsor several national outreach events in 2008 to reach socioeconomic preference programs (SDVOSB, Women-Owned, 8(a) and HUBZone (National Veterans, US Women's Chamber of Commerce, SBA Matchmaking).
- HHS collaborated with SBA to have Administrator Preston address the OSDDBU National Conference and for SBA attendees to participate in the matchmaking event.
- Early acquisition planning with Contracting and Program Officials is tracked monthly by Small Business Specialists.
- HHS Operating Divisions will sponsor several outreach events for small businesses in FY 08.

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

Response:

- Agency completed a new DCIS Verification & Validation study to ensure contract data accuracy in accordance with OFPP memorandum of 03/09/2007.
- Senior Procurement Executive has directed Operating Divisions to implement findings of the study to bring about a more effective and efficient Department-wide data improvement strategy.
- Agency encourages vendors during outreach and counseling sessions to update their CCR information to accurately reflect their size and socioeconomic business status.
- OSDDBU conducts customer satisfaction surveys at monthly outreach meetings to address suggested improvements to training and counseling sessions.
- Small business data is provided weekly to senior management.

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

Response:

- Contracting officers are required to follow established procedures in setting realistic subcontracting goals as outlined in HHS Small Business Manual.
- OSDDBU Small Business Specialists review and recommend appropriate levels of subcontracting performance.
- OSDDBU posts subcontracting and prime dollar level goals on their website.
- Agency has fully implemented Electronic Subcontracting Reporting System and has completed eSRS training for acquisition staff. OSDDBU representative serves as Agency coordinator, serves on the eSRS User Group and the eSRS Configuration Control Board.
- Agency provides daily assistance to prime contractors to ensure compliance with subcontracting plans through our Agency coordinator and the Operating Division points of contact.

Question (6): Demonstrated no unjustified bundling has taken place during the period.

Response:

- HHS has a review process in place requiring acquisition staff to verify in FPDS-NG that a requirement is not being bundled or must provide justification for why it is being bundled.
- OSDDBU Small Business Specialists review these reports as part of Agency's 653 (Small Business Review Form) process.
- HHS will review FPDS-NG quarterly to track any actions coded as bundled and conduct random sampling of the files to ensure appropriate documentation is in place.

Question (7) Planned training to contracting staff/managers in executing small business socioeconomic procurements during the period.

Response:

- Agency tracks contracting award data on a weekly basis which is provided to heads of the contracting activity (HCAs). HCAs are strongly encouraged to share with their Program Office counterparts.
- Agency has planned a series of required training sessions for all acquisition and program staff to increase awareness about the small business socioeconomic goals especially 8(a), Women-owned, HUBZone and SDVOSB.
- OSDDBU will track levels of training and report and certify on progress and completion to the Deputy Secretary.
- Small Business Performance is an element in HHS Key Performance Indicators and Agency Operating Divisions receive training guidance on improving levels of performance.

- OSDBU has developed and implemented the use of a new forecast tool to allow acquisition staff to post requirements 24/7 allowing vendors to more efficiently search and identify contracting opportunities across the Department.
- Senior Procurement Officials are required to report on their performance levels semi-annually.
- OSDBU website serves as a resource tool for acquisition and program on goaling, forecasting of new contracts, government points of contact and programming information. A Small Business Manual is posted to the HHS website for use by internal and external customers with links to laws and regulations.

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

Response:

- HHS is an active participating member of SBA's Small Business Procurement Advisory Council.
- HHS has signed a Partnership Agreement with SBA for the 8(a) Program
- OSDBU Small Business Specialists work closely with SBA PCRs in procurement planning and executions and invites the PCR to attend HHS events.
- OSDBU is immediate past Chair of the Federal OSDBU Council and has demonstrated strong willingness to engage SBA staff on procurement and goaling initiatives.

Question (9): Meet deadlines for all required strategic plans and annual reports due to SBA during the period.

Response:

- HHS has submitted the SBA Partnership Agreement for the 8(a) Program.
- HHS will submit its response to the SBA Small Business Procurement Scorecard and required goaling reports.
- HHS has met the requirements of Executive Order 13360 to develop a Strategic Plan.
- HHS financially supports the SBA SDB Certification Program.
- HHS has submitted timely the Small Business STTR Annual Report.
- HHS has submitted timely the Competitive Demonstration Program Report.
- HHS will submit the Small Business Innovative Research (SBIR) Annual Report.

Memorandum

To: Greg Hall
SBA Goaling Director
From: Debbie Ridgely
HHS OSDBU Director
Subject: Agency Mid Year Scorecard Report
Date: December 21, 2007

Introduction: The Department of Health & Human Services (HHS) continues to make a strong commitment to the achievement of its small business goals. Training is an essential part of those efforts and considerable resources are dedicated to ensure that all procurement and program staff are aware and sensitive to HHS small business goals. Senior leadership is firmly behind the small business program and the achievement of those goals is an element in their performance plans. The commitment by HHS to small business is perhaps most clearly stated by the fact that the OSDBU Director reports directly to the Deputy Secretary.

Progress Requirements - Actions Taken:

1. Implement Strategic plans to increase the number of competitively awarded contracts to small businesses during the period.

Response:

Agency has put in place new small business training initiative for contracting and program staff. Presently more than 700 staff have received orientation and training. Goal is to complete training in FY 08.

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

Response:

HHS has established internal scorecards, set-aside strategies, goaling performance to improve staff awareness of small business goals. Progress is tracked monthly and reported to senior management. OSDBU Director meets directly with Deputy Secretary on a quarterly basis.

In October of 07 Agency sponsored VH8 Industry Day focusing on Service Disabled, HubZone and 8(a) small businesses. More than 100 company representatives received one on one counseling sessions with senior contract and program office officials. HHS Deputy Secretary Tevi Troy directed that all Department Operating Divisions support this event and he personally addressed the event.

The Senior Procurement Officer for HHS has directed a renewed and more dedicated effort by contracting staff in support of the small business program and has personally met with the SBA Goaling Director to discuss HHS FY08 small business goals.

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

Response:

The HHS Small Business Office supported a number of major events during the period of review including the following:

- Small Minority/Woman/Veteran Conference – Texas
- HHS VH8 Industry Day - Washington DC
- GSA Veterans Open Doors Conference - Arizona
- National Med Week - Washington DC
- Native American Chamber of Commerce - New Mexico
- Department of Energy - Washington DC

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

Response: HHS has a comprehensive and very active small business plan that is tracked by key indicators which are reported monthly. This tool can be adjusted to adept to changing situations.

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

Response: The Agency has built-in goal achievement requirements in their executive management's performance to ensure increased accountability.

6. Met deadlines for all required strategic plan and annual reports due to SBA during the period.

Response: HHS Small Business Office coordinates with SBA on development of goals under SBA Procurement Scorecard; is a sitting member of SBA PAC; works with SBA on 8(a) orientation and goals; collaborates on outreach and marketing initiatives to small vendors. As Chair of the OSDBU Council's 2008 Conference, HHS OSDBU Director has worked with SBA to arrange for Administrator Preston to give the opening remarks at this event

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

Response: HHS strives to submit all plans and reports by their accorded deadlines. The Agency reviews its data weekly and uses internal/external reports as a tool in resolving inaccuracies. During the period the HHS Senior Procurement Executive sent out a director to all Heads of Contracting Activity requesting they ensure the accurate and timely submission of contracting data into FPDS-NG.

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

Response: HHS Office of Small Business has a staff person assigned to coordinate and enforce plans, goals and eSAR training for all relevant Agency personnel. During the period SBA staff joined HHS staff in the training of procurement personnel at the Centers for Disease Control. Additional training is presently scheduled for the months of Jan/Feb of 2008.

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

Response: HHS Small Business Specialists are involved in early procurement planning and the review of all requirements over \$100K to ensure contracts are not unjustifiably being bundled.

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

Response: HHS Small Business Office has continually engaged in the orientation and training of procurement and program staff with respect to Agency small business goals. The Department engaged an outside contractor during the period to develop a new tool and training curriculum that will permit on-line training by staff who will receive credit for completion.