

Evaluation Measure #1:

http://hudatwork.hud.gov/po/arc/powerpoint/teamwork/fy04teamwork_files/frame.htm

<http://www.hud.gov/offices/osdbu/marketing/managers.cfm>

<http://hudatwork.hud.gov/po/arc/guidance/smallbiz.cfm>

<http://hudatwork.hud.gov/po/arc/guidance/smbiz/sdvosb/overview.cfm>

FY 2009 Strategic Procurement Plans and Procedures memorandum will be faxed today.

Evaluation Measure #2:

A sample of one of the presentations made by HUD's Chief Procurement Officer is attached. Slide #13 clearly shows that top level staff are committed to ensuring that the incorporation of HUD's commitment to small businesses is met.



How to Sell to Fed
Gov Conf.ppt

Evaluation Measure #3:

<http://www.hud.gov/offices/osdbu/outreach/calendar.cfm>

Due to budget cuts, OSDBU will not be in attendance of events scheduled out-side the Washington Metropolitan Area.

Evaluation Measure #4:

HUD will provide at a later date.

Evaluation Measure #5:

HUD follows the FAR regulations regarding task orders over \$150,000 or more requiring a subcontracting plan.

Evaluation Measure #6:

<http://hudatwork.hud.gov/po/arc/guidance/cmrb/rules.cfm>

<http://hudatwork.hud.gov/po/arc/guidance/smbiz/subnet.cfm>

Evaluation Measure #7:

Memorandum, e-mail request and other documents are being faxed today.

Evaluation Measure #8:

HUD's Chief Procurement Office and the OSDBU work closely with SBA on a number of issues. HUD has requested in writing that SBA provide training to our procurement staff and its internal clients on various programs i.e. 8(a) etc. SBA has not responded to these request to date.

Evaluation Measure #9:

HUD cannot provide a response to this measure at this time. Response to follow.

IN RESPONSE TO EVALUATION MEASURE #2

AFFIRMATIVE PUBLIC STATEMENTS BY SENIOR LEVEL EXECUTIVE SUPPORTING AWARD OF CONTRACT UNDER SOCIOECONOMIC PROCUREMENT PREFERENCE PROGRAMS:

- PowerPoint presentation entitled, "How to Sell to the Federal Government", dated May 2, 2007, presented by the Chief Procurement Officer of HUD at Market Access international conference. Page 7 provided the amount of HUD contract dollars for small business and page 13 notes HUD's efforts to encourage small business contracting.
- PowerPoint presentation entitled, "Staying in the Game, Performance and Accountability", presented by the Deputy Chief Procurement Officer of HUD at the 2006 Small Business Conference. This presentation spoke directly of HUD's commitment to ensuring small businesses are provided a fair opportunity to compete and be selected for HUD's contracting dollars. It also provided small businesses with guidance on marketing their firms and doing business with HUD.

INTERNAL DOCUMENTS WITH EMPHASIS PLACED ON CONTRACTING WITH SMALL BUSINESS:

- FY08 CALL FOR STRATEGIC PLANS
 - Page 2, Small Business, specifically states HUD's commitment to meeting and exceeding goals for small business awards.
- FY09 CALL FOR STRATEGIC PLANS
 - Page 2, Small Business, specifically states HUD's commitment to meeting and exceeding goals for small business awards.
- MEMO DATED MARCH 23, 2007, "CONTRACTING WITH SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESSES"
 - States HUD's commitment to increasing contract dollars for SDVOSBs and mandates HUD principal staff to identify contracts that can be earmarked for SDVOSBs.
- OCPO SIGNALS:
 - Signal 07-17, FAC 2005-18, Small Business Size Representation, dated 8/7/07 (Provides internal guidance to contracting operations staff concerning small business size representation).
 - Signal 07-14, Class Deviation to Implement the HUD-SBA Partnership Agreement, Section 8(a) Awards, dated 5/4/07 (Provides internal guidance to contracting operations staff concerning contracting with 8(a) businesses).
 - Signal 07-6, SBA to Require Small Business Recertification, dated 11/21/06 (Provides internal guidance to contracting operations staff concerning procedures for small business recertification).
- MEMO DATED JULY 26, 2005, SDVOB TASK FORCE
 - Internal memo to HUD Principal Staff that a task force was developed to assist with HUD's commitment to meet established goals for

SDVOSB contract awards. Task force consists of a representative from each program office who will provide assistance with marketing research and SDVOSB regulatory requirements.

IN RESPONSE TO EVALUATION MEASURE #7

PLANS TO OFFER TRAINING ON SMALL BUSINESS PROGRAMS:

- EMAIL DATED MARCH 16, 2007, ADVISING STAFF OF MANDATORY SBA PARTNERSHIP AGREEMENT, SECTION 8(A) BUSINESSES
- EMAIL DATED FROM JANUARY 11,2008- FEBRUARY 5, 2008 REQUESTING TRAINING FOR STAFF FROM SBA ON NEW POLICIES/PROCEDURES AND BREIFING FOR THE ACQUISITION COUNCIL ON THE SAME INFORMATION.
- FY 2008 TRAINING PLAN SCHEDULE FOR CONTRACTING STAFF IN-HOUSE TRAINING. (SEE SBA OVERVIEW SCHEDULED FOR MAY 1, 2008. Also includes training on GWACS ESRS.)

IN RESPONSE TO EVALUATION MEASURE #6

DEMONSTRATED NO UNJUSTIFIED BUNDLING:

- **CONTRACT MANAGEMENT REVIEW BOARD (CMRB) FORM**
 - When program offices are submitting their initial strategic plans for the upcoming year, they must complete the CMRB form. Item #19 of the form asks the program office to confirm whether or not that particular plan has contract bundling. The instructions for completing the CMRB form explains that bundling means consolidating two or more requirements previously provided or performed by small businesses under separate contracts into a solicitation for a single contract that is likely to be unsuitable for award to small business. This explanation makes it clear to the program offices what bundling is so that the form can be answered properly.
- **FPDS-NG REPORT ON CONTRACT BUNDLING**
 - The attached FPDS-NG report shows a listing of all FY 2006 and FY 2007 contracts and whether or not they were bundled or no bundling information was entered. As shown in the spreadsheet, in FY 2007 HUD had 3 “mission critical” contracts coded as bundled and 3 contracts coded as “other” which is when the requirement is “bundled” and if neither of the above two options (“Mission Critical” or “OMB Circular A-76”) apply. In 2006, HUD had 1 “mission critical” and 4 coded as “other”.

Hall, Gregory L.

From: Hayes, Valerie T [Valerie.T.Hayes@hud.gov]
Sent: Wednesday, March 12, 2008 11:01 AM
To: Hall, Gregory L.
Subject:
Attachments: Council Agenda 10-18-07 1.doc; SBPAC AGENDA 9-25-2007 (2).doc

Hi Gregory,

Response to Evaluation Measure #8:

OSDBU attends SBA meetings addressing the formation of small business procurement policy initiatives. The OSDBU Director personally interacts with the SBA Procurement Advisory Council and attends meetings and/or sends a representative.

- October 18th meeting discussions focused on eSRS tracking of subcontracting information which is not releasable under FOIA. Request must be forwarded to SBA/GSA for response and can be obtained via website for contact names. Strategic sourcing and social economic parity was discussed and is currently in the review/comment stages. (see attached agenda)
- Senior staff person attended the Small Business Procurement Advisory Council meeting on September 25, 2007 and reported the following: Major discussions centered around the Small Business Goaling Report and Small Business Procurement Scorecard. (see attached agenda)

If you need additional information, please contact me.

Thanks

Valerie T. Hayes
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Hall, Gregory L.

From: Hayes, Valerie T [Valerie.T.Hayes@hud.gov]
Sent: Wednesday, March 12, 2008 1:02 PM
To: Hall, Gregory L.
Cc: Hayes, Valerie T
Subject: FW: SDVOSB Memos
Attachments: SDVOB Task Force Memo.doc; SDVOB Memo.doc

Hi Gregory,

Evaluation Measure #9:

OSDBU addressed EO 13360 by developing an OSDBU Task Force in Fiscal Year 2006. The task force was comprised of representation from each program office within the Department. The representatives were required to identify new contract actions that could be awarded to SDVOB's. As a result of this process, HUD increased its SDVOB goals but didn't meet the 3% goal. HUD continues to utilize this process to increase this most important goal. HUD is working aggressively to meet the 3% goal this fiscal year. OSDBU conducts monthly outreach conferences which include SDVOB's. During the last fiscal year, over 50 SDVOB's attended the monthly meetings. HUD continues to increase its portfolio of SDVOB's in order to meet the 3% goal. FPDS has proven to be the most reliable source to identify the agencies accomplishments.

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From: Hayes, Meishoma A
Sent: Wednesday, March 12, 2008 11:38 AM
To: Hayes, Valerie T
Subject: SDVOSB Memos