



AGENCY: NASA

EVALUATOR: _____

DATE: FEBRUARY 15, 2008

PLAN (RIGHT SIDE OF SCORECARD)

Evaluation Measure #1 (First Scorecard - Plan)

Implemented strategic plan to increase the number of *competitively* awarded contracts to small businesses during the period.

NASA RESPONSE to Measure # 1

- NASA Office of Small Business Programs (OSBP) has formed a team comprised of Small Business Specialists and Center procurement individuals to update the FY 2008 OSBP strategic plan.
- NASA established the FY-2008 Small Businesses Improvement Plan, which is a strategy to increase the number of competitively awarded contracts to small businesses during the period. (Enclosure 1)
- NASA holds quarterly Small Business Specialists Council meetings to address all small business issues and strategies to increase the number of competitively awarded contracts to small businesses.
- In FY 2008, NASA will be rolling out a new Mentor Protégé Program that will increase the number of competitively awarded contracts by increasing the number of small business participants and streamlining the administrative processes of the program.
- The Assistant Administrator, OSBP, will speak at the NASA Procurement Officers Conference about the agency's Scorecard rating; to solicit support for the Small Business Program's effort to increase the number of competitively awarded contracts to small businesses during the period.
- The NASA Procurement Tenets support competitively awarded contracts and the inclusion of small businesses in the agency's integrated acquisition strategies. (Enclosure 2)

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- NASA issues small business guidance in the form of Procurement Information Circulars that provide policy that encourage competitive awards to small businesses. (Enclosure 3)
- As part of the overall OSBP strategic plan the NASA Small Business Advocates Awards was established to increase the number of competitively awarded contracts to small business. (Enclosure 4)

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

Brief Agency Comment for Scorecard:

The NASA strategic plan contains both documented policies and procedures and initiatives to increase competitively awarded to small businesses. As documented in enclosure (3) the Office of Procurement Tenets stresses competition and the use of small businesses. The new NASA Small Business Advocates Awards strongly incentivises the procurement, technical, and program management communities to increase awards to small businesses with a check for \$5,000 to each group that support awards to small businesses. These efforts are documented in enclosure (4).

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 2 (First Scorecard – Plan)

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

NASA RESPONSE to Measure # 2

- The Assistant Administrator, OSBP, briefed the NASA Operations Management Council (OMC) in September 2007, and is scheduled to brief the council again in FY 2008, on the status of the Small Business Program. The OMC is chaired by the Deputy Administrator and is made up of all ten Center Directors and NASA senior staff.
- The Assistant Administrator, OSBP, briefed the NASA Advisory Council (NAC) in July 2007, and is currently scheduled to brief them again in February 2008, on the status of the Small Business Program. The NAC is the Agency's Board of Directors.

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- NASA's Associate Deputy Administrator will support the OSBP by attending the upcoming Small Business Improvement Plan meeting and actively participating in the development of the FY 2009 Small Business Improvement Plan.
- NASA's Associate Deputy Administrator will attend and participate in the quarterly NASA Small Business Specialists Council meeting, scheduled for June 2008.
- In November 2007, NASA's Associate Deputy Administrator and the Dryden Flight Research Center's Deputy Director presented the Small Business Advocates Awards. (Enclosure 4)
- The Assistant Administrator, OSBP, attends the Source Selection Authority (SSA) meetings for all Agency-level procurements.
- The Assistant Administrator, OSBP, attends the weekly Senior Staff meeting chaired by the Agency Deputy Director, to report on the status of the Small Business Program.
- NASA's Deputy Administrator dedicated her November 2, 2007 "blog" on the NASA website to touting the NASA Small Business Program. (Enclosure 5)
- NASA's Deputy Administrator makes numerous affirmative public statements supporting the Agency's Small Business Program. (Enclosure 6)
- NASA's Assistant Administrator for Procurement directed that all members of the Procurement workforce have inserted into their performance evaluations an element that assess their performance in support of NASA's small business goal achievement and outreach. (Enclosure 7)

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

Brief Agency Comment for Scorecard:

Senior Management support at NASA is exceptional. As the Assistant Administrator for the Office of Small Business Programs, I am afforded access to the agency's Board of Directors and every NASA senior management governance council to provide briefings on the activities of the NASA Small Business Program and to solicit their commitment to improving every aspect of the program. The Administrator and Deputy Administrator support the program unequivocally and provide me with the necessary tools for improving it. (Enclosure 6, pages 3-4)

Evaluator Comments:

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Brief SBA Comment for Scorecard:

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Evaluation Measure # 3 (First Scorecard – Plan)

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

NASA RESPONSE to Measure # 3

- In FY 2008, NASA plans to sponsor conferences and expos to increase small business participation in the Agency's procurement processes. These conferences include the KSC Expo, Jet Propulsion Lab (JPL) High Tech Conference, and other Center-specific conferences. (Enclosure 8, page 4)
- NASA will participate in the following conferences during FY 2008: National Veterans Conference, SBA Matchmaking events, Congressionally-sponsored events, and conferences sponsored by the National Association of Women Business Owners, and National SDB Conference. (Enclosure 9, page 4)
- Centers are now required to submit semi-annual reports that track Small Business Specialist participation in acquisition planning and implementation and outreach events. (Enclosure 10, page 3 of 6)
- The acquisition community participates in Center-level Prime Contractors Councils and Small Business Alliance Forums.
- In December 2007, NASA invited its largest prime vendors to a focus group meeting on new procedures for the Agency's Mentor Protégé Program. The recommendations by these contractors will be incorporated into the program.
- On a Monthly basis NASA issues a "90-Day Report" that documents the entire agency's outreach events, including all the outreach planned by the OSBP. (Enclosure 11)
- NASA is developing new procurement policies & procedures that will increase small business participation in the procurement process.

- Yes or No? _____ Agency clearly enacted a comprehensive small business program.

Brief Agency Comment for Scorecard:

NASA is very active in small business outreach as documented in enclosures (8), (9) and (10). NASA historically has been and will continue to be a major sponsor on many outreach and educational activities.

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Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 4 (First Scorecard – Plan)

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

NASA RESPONSE to Measure # 4

- On December 13, 2007, NASA's Office of Procurement certified to OFPP the accuracy of the data within FPDS-NG. (Enclosure 12)
 - Center Procurement Officers submit semi-annual reports to Headquarters, verifying the accuracy of their data in FPDS-NG.
 - NASA has established the Procurement Data Delivery Team (PDDT) to ensure that data and reports in the Office of Procurement's data architecture are current, accurate, and complete. (Enclosure 13)
 - NASA holds quarterly metrics meetings with the Small Business Specialists Council, to review the accuracy of FPDS-NG data.
 - NASA Headquarters meets monthly with procurement officials to discuss the accuracy of procurement data.
 - Small business procurement metrics are provided monthly to senior management. (Enclosure 14)
 - NASA uses opportunities such as one-on-one counseling with small businesses and speeches during outreach events to encourage small businesses to update their information in the CCR database, to accurately reflect size and socioeconomic status.
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- Yes or No? _____ Agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

Brief Agency Comment for Scorecard:

As documented in enclosure (12) NASA is committed to ensuring that the agency's procurement is accurate and timely. Enclosures (13) and (14) demonstrate there are policy and procedures in place to ensure the data is accurate.

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Evaluator Comments:

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Brief SBA Comment for Scorecard:

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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

NASA RESPONSE to Measure # 5

- NASA plans to use the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals. (See enclosure (10) NASA Small Business Program Report, Section III, d, “Subcontracting Plan Management”)
- NASA has begun incorporating into its contracts new award fee clauses pertaining to prime contractor utilization of small businesses and will work with those prime contractors to ensure compliance with their subcontracting plans.
- NASA issues small business guidance in the form of Procurement Information Circulars. (Enclosure 3)

- Yes or No? _____ The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.

Brief Agency Comment for Scorecard:

NASA is developing new contractual policies and procedures that will improve the enforcement of subcontracting performance. As documented in enclosure (10) all NASA Centers must report on a semi-annual basis the subcontracting performance of their large prime contractors.

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Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure # 6 (First Scorecard – Plan)
Demonstrated no unjustified bundling has taken place during the period
NASA RESPONSE to Measure # 6
<ul style="list-style-type: none">• NASA OSBP will review the FPDS-NG database on a quarterly basis to track any procurement coded as “Bundled,” to ensure that proper justification is included in the procurement file.
<ul style="list-style-type: none">• Yes or No? _____ The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period.

Brief Agency Comment for Scorecard:
The Assistant Administrator, OSBP, is involved in all agency wide procurements to ensure any procurement that may potentially be bundled is properly documented and processed as such.

Evaluator Comments:
Brief SBA Comment for Scorecard:

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Evaluation Measure# 7 (First Scorecard – Plan)

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

NASA RESPONSE to Measure #7

- NASA Small Business Specialists provide training to contracting, technical, and program personnel on the various socioeconomic programs throughout the year.
- NASA will track the progress of all training provided to acquisition and senior management personnel throughout the Agency, via the Small Business Report submitted to the OSBP in June and December of each year. (Enclosure 10)
- The Assistant Administrator, OSBP, is scheduled to speak at the NASA Procurement Conference to provide training to the agency's contracting personnel.
- Small Business Training sessions are provided as workshops at the annual NASA Procurement Conference. Enclosure (15).

- Yes or No? _____ The Agency has planned training for contracting staff/managers in executing small business/socioeconomic procurements.

Brief Agency Comment for Scorecard:

NASA is committed to providing training not only to contracting personnel but to ensure that the agency's program and technical personnel are also knowledgeable of the various socioeconomic programs to assist them in the procurement planning process.

Evaluator Comments:

Brief SBA Comment for Scorecard:

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Evaluation Measure# 8 (First Scorecard – Plan)

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

NASA RESPONSE to Measure #8

- NASA Assistant Administrator, OSBP, is an active participant in the Small Business Procurement Advisory Council, which discusses small business procurement policy.
- NASA Office of Procurement and Office of Small Business Programs assisted the SBA in its response to a GAO report on ANCs on October 31, 2007, and November 28, 2007.

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

Brief Agency Comment for Scorecard:

NASA Assistant Administrator, OSBP, is an active participant in the Small Business Procurement Advisory Council and is very responsive to any and all request from the SBA on the development of small business procurement policy.

Evaluator Comments:

Brief SBA Comment for Scorecard:

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Evaluation Measure# 9 (First Scorecard - Plan)

Agency submits by attachment copies of all strategic plans that became due to SBA during the reporting period

NASA RESPONSE to Measure #9

- NASA will comply with SBA's requirement that copies of strategic plans and annual reports be submitted within the reporting period. Attached are the Small Business Technology Transfer (STTR) Annual Report cover page (Enclosure 16) and the Competitive Demonstration Program Report (Enclosure 17).

- Yes or No? _____ Agency has met 100% of deadlines for all required strategic plans and annual reports that were due to SBA.

Brief Agency Comment for Scorecard:

In accordance with the scorecard guidance, (Attachment 6), the only reports due with this submission are the ones cited above and are enclosures to this document. As of this date of this report, NASA is waiting for the SBA to provide an interactive reporting system to simplify reporting and increase accuracy and timeliness of reports for the required report entitled "Progress Report on increasing Opportunities for Women-Owned Small Business". As documented in the Office of Management and Budget memorandum dated November 15, 2000, it states "SBA will develop and provide to each reporting Department and Agency an interactive reporting system to simplify reporting and increase accuracy and timeliness of reports." (Enclosure 18) NASA has not received this reporting system and is therefore unable to submit this report at this time.

Evaluator Comments:

Brief SBA Comment for Scorecard: