

NSF Small Business Procurement Scorecard Planning Report  
(February 14, 2008)

1. Implemented strategic plan to increase the number of competitively awarded contracts to small business during the period.

Plan: NSF continues to make strides in implementing strategies that will address increasing the number of competitively awarded contracts to small business. With the support of our Chief Financial Officer, the NSF Contracts Branch is implementing a substantial planning effort which includes focus on small business participation. The NSF Contracts Branch has tasked the Program Offices to indicate all of their planned actions, including competitive actions, in an Advance Acquisition Plan (AAP) for FY 2008. The completed AAP will be placed on the NSF public website which will allow small business to review the document and allow them more time to plan and prepare for NSF competitive acquisitions. This AAP will also assist the Contracts Branch, Program Offices and the Office of Small and Disadvantaged Business Utilization (OSDBU) in the early acquisition planning stage of competitive acquisitions. The Contracts Branch will work closely with our Office of Small and Disadvantaged Business Utilization, to ensure that each potential procurement is given full consideration for small business participation. Since the OSDBU and Contracts Branch will have a better idea of the acquisitions scheduled to take place, they will be able to better assist the Program Offices in market research to identify small business opportunities.

The NSF Contracts Branch plans to issue an updated NSF Contracting Manual containing updated small business policies and procedures in an effort to increase the number of competitively awarded contracts to small business. In addition, the Acquisition Plan Guide/Template that is used by the Program Offices and the Contracts Branch in preparing Acquisition Plans in accordance with FAR 7.105 is being updated to reflect the new policies and procedures.

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

Plan: NSF's Senior Procurement Executive will issue a top-level documented expression of commitment to small business contracting through an NSF-wide Bulletin by June 2008. The bulletin will state that management is committed to increasing small business participation. NSF will continue to (1) have a Senior Executive Service (SES) member serve as the Office of Small and Disadvantaged Business Utilization (OSDBU) Officer for the agency; (2) be a steadfast supporter of the Small Business Innovative Research/Small Business Technology Transfer Research (SBIR/STTR) program; and (3) provide the resources and funding availability to support the attendance of the events described in Item 3 below in the face of the current budget constraints.

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

Plan: The NSF OSDBU plans to (1) attend the OSDBU conference held in the spring; (2) attend congressionally mandated meetings of the Senate and House dealing with small business issues; (3) attend Grantee Conferences throughout the year at which SBIR/STTR issues are always a topic of discussion; and (4) attend state and local small business procurement fairs. In addition, the NSF Contracting Branch is in the process of developing updated small business policies and procedures in its Contracting Manual and they will be issued by June 2008.

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

Answer: The National Science Foundation recognizes the critical importance of the Federal Procurement Data System – Next Generation (FPDS-NG) and how it is essential for our procurement personnel to enter accurate and timely information into the system. The Contracts Branch Chief will continue to emphasize the importance of accurately reporting small business data into FPDS-NG during bi-weekly staff meetings attended by all Contracts Branch personnel.

NSF will continue to use our Contracting Oversight Program established on May 31, 2007 in ensuring that small business data is accurately reported in FPDS-NG. This program, detailed in Chapter 14 of the NSF Contracting Manual, states that the Contracting Officer, with the assistance of the Contract Specialist, is responsible for ensuring all work products are reviewed and approved in accordance with the FAR (paragraph 14.1.3 of the NSF Contracting Manual). This includes the requirements of FAR 4.6, Contract Reporting. Therefore, 100% of all contracts/orders and subsequent modifications, and therefore small business data entered into FPDS-NG, are reviewed and approved by warranted Contracting Officers. In addition, paragraph 4.5.4 of the NSF Contracting Manual specifically addresses entering FPDS data and including the final FPDS printout in contract/order files.

The NSF Contracting Oversight Program includes requirements for pre-award reviews over \$1M for non-FSS/GWAC and over \$5M for FSS/GWAC by the Contracts Branch Policy team and approval by the Contracts Branch Chief, or the Senior Procurement Executive. The Contracts Branch Policy team consists of personnel that do not award the contracts being reviewed. The Contracting Oversight Program includes the use of a review checklist that the Contracts Branch Policy team uses during its review. Contracting Officers and Contract Specialists have access to the checklist as well. The checklist has an item on page 139 of the Manual to remind the reviewer to ensure FPDS-NG is included and properly completed.

Post-award reviews (Paragraph 14.2 of the NSF Contracting Manual) by the Contracts Branch Policy team will continue to be performed in accordance with the Contracting

Oversight Program. These reviews are meant to assess and ensure the quality of contract actions below pre-award thresholds. The same review checklist is used with post-award reviews as pre-award reviews and, therefore, small business data entered into FPDS-NG is verified during review. Through a quarterly analysis and dissemination of pre and post award review findings, as detailed in Paragraph 14.3 of NSF Contracting Manual, targeted training on FPDS-NG problem areas (including any small business data anomalies) will continue to be developed to reduce errors in reporting.

The Contracts Branch Chief will continue to require at least two members of the Contracts Branch (including the Contracting Officer) review a contract file prior to award. This is intended catch errors such as miscoding small business data in the FPDS-NG reports for files that do not undergo pre-award reviews.

Finally, the NSF Contract Branch policy team will continue to provide a quality assurance check of FPDS actions during the validation and verification process of NSF FPDS data including the review of FPDS-NG for accuracy of small business data.

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

Plan: Substantial effort will continue to be made by NSF Contracting Officers and Contract Specialists in order to enforce small business subcontracting plans and to meet subcontracting goals. NSF will continue to be an active participant in the eSRS Usergroup Meetings and has assigned a prime and alternate Electronic Subcontracting Reporting System (eSRS) Change Control Board Member. NSF plans to continue using eSRS to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals. We are in the process of updating the NSF written policies and procedures on enforcing small business subcontracting plans and meeting subcontracting goals. These updates are planned to be issued by June 2008.

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

Plan: The NSF OSDBU plans to conduct the annual review of NSF bundling activities and report the findings to the SBA and submit as part of the second scorecard submission on June 30, 2008. In addition, the NSF Contract Branch policy team will continue to provide a quality assurance check during the validation and verification process of NSF FPDS data including the review of FPDS-NG for all agency bundlings coded.

The NSF Contracting Branch plans to issue an updated Acquisition Plan Guide to be used by the Program Offices and the Contracts Branch in preparing Acquisition Plans in accordance with FAR 7.105. This updated guide will include specific instructions to address the impact of any bundling that might affect participation in an upcoming acquisition. In addition, if the proposed acquisition strategy involves bundling, the guide

will require identification of the incumbent contractors and contracts affected by the bundling.

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

Plan: During this fiscal year, NSF plans to maintain on its Contracting Branch Intranet site educational information on small business programs covering program direction, critical documents, links to laws, regulations and external contracting tools and resources. Training session will be conducted to the Contracts Branch as well as focusing on small business and socioeconomic programs and issues.

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

Plan: NSF's OSDBU will continue to actively participate in the Small Business Procurement Advisory Council and in small business procurement policy discussions.

9. Agency submits all strategic plans and reports annual reports that are due to SBA.

Plan: NSF has submitted and plans to continue to submit all strategic plans and reports that became due after October 1, 2007.



**National Science Foundation**  
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February 14, 2008

Ms. Fay Ott  
U.S. Small Business Administration  
Washington, D.C. 20416

Dear Ms. Ott:

Please see the attached NSF Progress Report on Increasing Opportunities for Women-Owned Small Business prepared in accordance with Executive Order 13157. If you have any questions or need additional information please contact the undersigned at 703-292-7082 or via e-mail at [dsenich@nsf.gov](mailto:dsenich@nsf.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Donald Senich".

Donald Senich, Senior Advisor  
Office of Small and Disadvantaged Business Utilization

Enclosure:

Attachment 1, NSF Progress Report on Increasing Opportunities for Women-Owned Small Business

# **NSF Progress Report on Increasing Opportunities for Women-Owned Small Businesses**

February 14, 2008

The following information is provided in accordance with Executive Order 13157:

1. Policies and procedures in place that require contracting officers to include WOSBs in competitive acquisitions.

Progress: Policies and procedures to specifically encourage contracting officers to include WOSBs in competitive acquisitions is planned to be incorporated in the NSF Contracting Manual by September 2008.

2. Agency tracking procedures for contracting activity with WOSBs.

Progress: NSF tracks contracting activity with WOSBs by using the FPDS system to generate reports of WOSB actions and dollars awarded.

3. Implementation of mentor-protégé programs, which include WOSB firms.

Progress: According to FAR 19.702(d), the mentor-protégé program is a DoD pilot program. Therefore, this is not applicable to NSF. However, NSF anticipates it will implement this program when it becomes applicable to NSF.

4. Industry-wide as well as industry-specific outreach, training and technical assistance programs for WOSBs offered.

Progress: The NSF Office of Small and Disadvantaged Business Utilization (OSDBU) provides training and assistance to WOSBs whenever requested.

5. Training and technical assistance programs for WOSBs.

Progress: The NSF OSDBU provides training and technical assistance to WOSBs whenever requested.

6. Use of government acquisitions forecasts to assist WOSBs in developing their products, skills, business planning practices and marketing techniques.

Progress: With the support of our Chief Financial Officer, the NSF Contracting Branch is implementing a substantial planning effort which includes focus on small business participation. The NSF Contracting Branch has tasked the Program Offices to indicate all of their planned actions, including competitive actions, in an Advance Acquisition Plan

(AAP) for FY 2008. The completed AAP will be placed on the NSF public website which will allow WOSBs more time to plan and prepare for NSF competitive acquisitions. This AAP will also assist the Contracts Branch, Program Offices and the Office of Small and Disadvantaged Business Utilization (OSDBU) in the early acquisition planning stage of competitive acquisitions. The Contracts Branch will work closely with our Office of Small and Disadvantaged Business Utilization, to ensure that each potential procurement is given full consideration for WOSB participation. Since the OSDBU and Contracting Branch will have a better idea of the acquisitions scheduled to take place, they will be able to better assist the Program Office in market research to identify WOSB sources.

7. Steps taken to develop procedures to increase compliance by prime contractors with subcontracting plans involving WOSBs.

Progress: Substantial effort will continue to be made by NSF Contracting Officers and Contract Specialists in order to enforce increased compliance by prime contractors with subcontracting plans involving WOSBs. NSF will continue to be an active participant in the eSRS Usergroup Meetings and has assigned a prime and alternate Electronic Subcontracting Reporting System (eSRS) Change Control Board Member. NSF plans to continue using eSRS to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals. We are in the process of updating the NSF written policies and procedures on enforcing small business subcontracting plans and meeting subcontracting goals involving WOSB. These updates are planned to be issued by June 2008.

8. Number of contract actions and total contracting dollars awarded to WOSBs for the last FY.

Progress: NSF awarded 131 actions and \$12,392,668 to WOSBs in FY2007. NSF accomplished 4.7% in FY07 for WOSB dollars.

9. Status of meeting WOSB goal for current FY.

Progress: As of February 14, 2008, NSF has awarded 18 actions and \$5,060,114 in FY2008. NSF is currently at 10.5% for WOSB dollars.

10. Steps Department/Agency has taken to consult with and seek information and advice from state and local governments, WOSBs, other private-sector partners, and other experts in developing the long-term comprehensive strategies.

Progress: The NSF OSDBU continues to attend conferences and meetings, such as attendance at the Small Business Procurement Advisory Council, to obtain expert information and advice in developing a long-term comprehensive strategy towards WOSBs for NSF.