

THE SOCIAL SECURITY ADMINISTRATION SMALL BUSINESS PROCUREMENT SCORECARD (Fiscal Year 2008)

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

The Social Security Administration plans to host a small business procurement conference on June 3, 2008. The one day outreach event will be organized with the assistance of Federal Business Council. As evidence of our plans to host an outreach event the following fact sheet is attached.



factsheet.pdf (84
KB)

The strategy to increase the number of competitively awarded contracts to small business is for Contracting Officers to personally solicit at least one small business concern on all full and open competitions. Small businesses will be sent Federal Business Opportunity announcements on all full and open competitions and invited to submit proposals. The policy document from the SSA Acquisition Handbook which instructs the contracting officer is attached as follows:



H2319.doc (28 KB)

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

The Head of the Contracting Activity has an element in his performance plan demonstrating commitment to awarding contracts under socio-economic procurement preference programs. The following attached document is an excerpt from the performance plan of the Head of the Contracting Activity which establishes a performance element to award contracts to small businesses under socio-economic procurement preference programs.

Agency Comment: Michael J. Astrue was sworn in as Commissioner of Social Security on February 12, 2007. As a result the Commissioner has not yet had an opportunity to consider making public statements in support of the socio-economic procurement preference programs.

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

On June 3, 2008 the Social Security Administration will host a small business procurement conference. The one day outreach event is being coordinated with the assistance of Federal Business Council. The details of the plans to host the event are attached as follows in the file entitled "MOU SSA small business conference".



MOU SSA Small
Business Procurement

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

The Social Security Administration will implement a three step approach to ensure that small business data entered in FPDS-NG is correct and is effectively reviewed. The documented process is attached in the following pdf file entitled 'FPDSNG.pdf'.



fpdsng.pdf

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

The agency supplement to the Federal Acquisition Regulation has policies and procedures that guide contracting officers on how to enforce the conditions in small business subcontracting plans. The Social Security Administration's agency coordinator has coordinated the training of all contracting officers in the use of the Electronic Subcontracting Reporting System (eSRS). The agency coordinator is also the point of contact for prime contractors who need assistance in compliance with eSRS reporting.

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The policies and procedures that guide contracting officers on how to enforce the conditions of subcontracting plans is attached as follows:



Subpart H2319.doc

Evidence of use of the Electronic Subcontracting Reporting System (eSRS) is provided in the attached Excel Spreadsheet.



SSAESRS.xls (10
KB)

Demonstrated no unjustified bundling has taken place during the period.

The agency already had preexisting, documented policies that are used to prevent unjustified bundling. The documented policy on bundling reviews is attached as follows:



Bundling.doc (25
KB)

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

The OSDBU conducted socio-economic program training to 90% of the contracting officers on November 20, 2008. The remaining 10% will be trained between March 2008 and May 2008. Documentation of the training subject matter and other information is attached as follows:



Training 2007.doc
(40 KB)

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

The agency OSDBU is a member of the Small Business Procurement Advisory Council. The OSDBU is also a member of the Mid-Atlantic Regional Council and the OSDBU Interagency Council.

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

SSA is not a participating agency in the Small Business Innovation Research program, the Small Business Technology Transfer program and the Competitive Demonstration program and is not required to submit reports. The following reports will be submitted to SBA by April 30, 2008:

Update for Strategic Plan to Contract with SDVOSB
Contract Bundling Report
Increasing Opportunities for WOSB
Corrective Action Report on Unmet FY Socio-economic Goals

Copies of previously submitted reports are attached as follows:



correctiveaction.doc
(30 KB)



NewReportEO1336
0.doc (99 KB)



bundle.pdf (22 KB)