

**U.S. DEPARTMENT OF STATE  
SMALL BUSINESS PROCUREMENT SCORECARD RESPONSE  
FISCAL YEAR 2008 PLANNED ACTIONS**

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

The Department of State implemented a strategic plan to increase the number of competitively awarded contracts to small businesses during the period. A copy of the strategic plan is attached. The Department's Office of Small and Disadvantaged Business Utilization (OSDBU) will participate in vendor outreach sessions for specific preference groups during the year including outreach events to women-owned, service-disabled veteran-owned, HUBZone and other specific preference groups. The OSDBU outreach calendar and schedule of events planned for Fiscal Year 2008 is attached.

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

The Secretary of State will issue a Department Notice to all Employees within the next few days stating her commitment to small business contracting at the Department and her support of the Department's Fiscal Year 2008 Small Business Goals. The notice states that all employees have a responsibility to meet or exceed the small business goals. A copy of the draft notice is attached.

The Assistant Secretary for Administration issued a memorandum to all Assistant Secretaries and Deputy Assistant Secretaries in support of the Department's Small Business Program. A copy of the memorandum is attached.

The Small and Disadvantaged Business Utilization Program is stated as a priority in the Department's Bureau of Administration Strategic Plan

The Assistant Secretary for Administration participated in the Department's Annual Small Business Trade Fair, the Subcontracting Award Ceremony and the Small Business Prime Contractor of the Year Award Ceremony.

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

The Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) plans to hold the following in-house events to increase small business participation in the procurement process during FY 2008:

- Annual Subcontract Training and Small Business Networking Session (October 11, 2007)
- Annual Small Business Awards Ceremony (October 25, 2007)
- Information Technology Expo (November 1, 2007)
- Overseas Buildings Operations Industry Day (November 2007)
- HUBZone Trade Fair (January 23, 2008)
- Information Technology Expo (February 7, 2008)
- Veterans Business Matchmaking Event (May 14, 2008)
- Annual Small Business Trade Fair (June 2008)
- Information Technology Expo (Summer 2008)
- Women-Owned Small Business Matchmaking Event (July 2008)
- Annual Subcontract Training and Small Business Networking Session (Fall 2008)
- Annual Small Business Award Ceremony (Fall 2008)
- Information Technology Expo (Fall 2008)

The Department of State's written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process are included in the Department of State Acquisition Regulation (DOSAR) Part 619. OSDBU will work with the Department's Office of the Procurement Executive (OPE) to implement Procurement Information Bulletins and changes and updates to the DOSAR on relevant supplemental small business policies and procedures.

OSDBU plans to work with SBA on small business matchmaking events for members of socioeconomic preference programs such as women-owned small businesses, service-disabled veteran-owned small businesses and HUBZone certified firms.

The Department's OSDBU will participate in at least 30 conferences and business matchmaking events nationally and locally during Fiscal Year 2008 to increase small business participation in the Department's procurement process.

OSDBU will continue to arrange small business capability presentations to program managers and continue to provide individual counseling sessions to small businesses.

OSDBU will continue to support SBA monthly 8(a) orientation sessions at the Washington District Office.

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

The Department of State has a process in place to ensure that small business data is accurately reported in FPDS-NG. The Department's Office of the Procurement Executive has responsibility for overall FPDS-NG program management. Each contracting officer and the Head of the Contracting Activity (HCA) have responsibility for data accuracy. Each HCA must provide an annual certification that data submitted to FPDS-NG is complete and accurate. The certifications are provided to the Office of the Procurement Executive, who then certifies on behalf of the Department in accordance with the Office of Federal Procurement Policy (OFPP) and General Services Administration (GSA) guidelines. A copy of the Department's policy to ensure that small business data is accurately reported in FPDS-NG is stated in the attached Procurement Information Bulletin Number 2007-18 Federal Procurement Data Verification and Validation.

OSDBU will continue to encourage businesses to update their CCR information to accurately reflect size and socio-economic business status.

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

The Department of State has instituted policies and procedures to ensure compliance with subcontracting plans and attainment of subcontracting goals. The Department's Office of the Procurement Executive issued Procurement Information Bulletin (PIB) Number 2008-2 Electronic Subcontracting Reporting System (eSRS) and Attachment 1, Important Subcontracting Plan Basics, and Class Deviation Associated with eSRS, dated October 24, 2007. A copy of the PIB is attached. The Department of State Acquisition Regulation (DOSAR) 652.219-70 provision is inserted in all negotiated acquisitions or modifications over \$550,000 (\$1 million for construction). DOSAR 652.219-70 includes the Department's Fiscal Year subcontracting goals. In addition, the Department's updated Small Business Training Guide includes subcontracting policies and procedures. The OSDBU Subcontracting Program Manager will monitor compliance with subcontracting plans and ensure attainment of subcontracting goals. The OSDBU Subcontracting Program Manager will also provide assistance and support to prime contractors in identifying small business subcontractors for the Department's contract opportunities. OSDBU will host the annual subcontractor training session for the Department's prime contractors followed by a prime contractor/small business networking session. The SBA Subcontracting Program Analyst will be invited to participate as a trainer at the annual subcontractor training session.

***6. Demonstrated no unjustified bundling has taken place.***

The Department's OSDBU will review all proposed acquisition over \$100,000 and all proposed GSA schedule and GWAC requirements over \$2 million. In addition, the SBA Procurement Center Representative (PCR) will review all proposed unrestricted acquisitions over \$100,000. The Department's Head of Contracting Activities will provide an annual certification to OSDBU that no unjustified bundling has taken place. OSDBU will review FPDS-NG for all actions coded as bundling and take appropriate action to ensure that bundling does not occur. OSDBU will submit an annual report to SBA on the status of the Department's contract bundling. OSDBU will continue to ensure that the Department does not have any occurrences of unjustified bundling.

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

The Department's OSDBU will conduct small business/socioeconomic procurement training for contracting staff/managers during the reporting period. Small business training will be presented to contracting staff/managers at least three times per year. In addition, contract specialists will be encouraged to attend the SBA 8(a) Partnership Training. OSDBU will also present at least four small business/socioeconomic procurement training sessions for the Department's General Services Officers (GSO). OSDBU will continue to recommend small business training as a required course in the Civil Service Training Continuum for Acquisition Personnel.

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

OSDBU will actively participate in the Small Business Procurement Advisory Council and collaborate with SBA on formulation of small business procurement policy initiatives during the period.

***9. Agency submits all strategic plans and reports that became due to SBA during the reporting period.***

The Department of State will meet all deadlines for all required strategic plans and annual reports due to SBA during the period including but not limited to the Annual Report and Fiscal Year 2007 Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses, as required by Executive Order 13360; Annual Contract Bundling Report; Semi Annual Report on Progress on Increasing Opportunities for Women-Owned Small Businesses, as required by Executive Order 13157; Annual Report for Increasing Opportunities and Access for Disadvantaged Businesses, as required by Executive Order 13170; and Corrective Actions Report to Address Unmet FY 2006 Socio-Economic Goals.