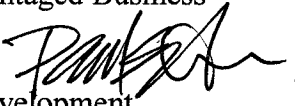




**U.S. SMALL BUSINESS ADMINISTRATION**  
WASHINGTON, D.C. 20416

**DATE:** June 5, 2007

**TO:** Directors of Offices of Small and Disadvantaged Business

**FROM:** Paul S. Hsu, Associate Administrator for Government Contracting and Business Development 

**SUBJECT:** Guidance for Submission, Processing, and Evaluation of Small Business Procurement Scorecard Reports

**COPY:** Chief Acquisition Officers, Procurement Executives

I am pleased to advise you that the official FY 2006 Small Business Goaling Report (SBGR) will be published shortly. This will enable us to begin issuing 'Small Business Procurement Scorecards' for acquisition agencies based on goal accomplishments in FY 2006, efforts to improve performance during the first half of FY 2007, and plans to further improve performance during the second half of FY 2007. The scorecards will be made public, once issued.

As you may recall, the scorecard is comprised of two sections. The first section reflects agencies 'Current Status.' The second section reflects agencies 'Progress.' We want to make evaluation of accomplishments and efforts as objective and transparent as possible. Therefore, you will find attached a document entitled "Guidance Document: Small Business Procurement Scorecard Response and Evaluation." This guide is intended to assist you submitting information to us that will allow us determine both 'Current Status,' and 'Progress,' ratings for your agency.

As you prepare your response, we ask that you be brief and succinct, addressing each of the issues identified. We also ask that you include electronic copies, if not included in your milestones and accomplishments in the progress portion of the scorecard, of any and all reports that you were required to submit to the U.S. Small Business Administration during the period October 1, 2006 through March 31, 2007, under statute, executive orders, and regulations. Finally, we ask that you respond to us, per the attached, by June 30, 2007.

This first iteration of the Small Business Procurement Scorecard is a learning experience for us. Please note that in the future, we plan to streamline the reporting process, and to provide for submission and processing via the Internet. During the summer, we will ask members of the Small Business Procurement Advisory Council to assist us in this effort.

In advance, thank you for your attention to this matter. If you have any questions in this regard, please be in touch with Mr. Arthur E. Collins, Jr., Director for Government Contracting, at [arthur.collins@sba.gov](mailto:arthur.collins@sba.gov).

Attachment



U.S. SMALL BUSINESS ADMINISTRATION  
WASHINGTON, D.C. 20416

**GUIDANCE DOCUMENT: SMALL BUSINESS PROCUREMENT SCORECARD  
RESPONSE AND EVALUATION**

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*There will be two Small Business Procurement Scorecard (SBPS) reporting periods: First Reporting Period, October 1 – March 31; and Second Reporting Period, April 1- September 30. Agencies should submit reports for the First Reporting Period to the U.S. Small Business Administration (SBA) by June 30, 2007, and submit reports for the Second Reporting Period by November 15, 2007.*

*Reports should be submitted:*

- *By Offices of Small and Disadvantaged Business Utilization (OSDBUs), or the equivalents thereof.*
- *To Acting Director, Office of Government Contracting, U.S. Small Business Administration, via e-mail at: [arthur.collins@sba.gov](mailto:arthur.collins@sba.gov).*

*'CURRENT STATUS' will be determined based on:*

- *Most recent Goaling Report, and,*
- *Submitted reports. (Relevant questions are annotated 'CURRENT STATUS.')*

*'Progress' will be determined based on:*

- *Submitted reports reflecting*
  - *Actions taken during the most recent reporting period. (Relevant questions are annotated 'PROGRESS ACTION TAKEN.')*
  - *Actions to be taken during the next reporting period. (Relevant questions are annotated 'PROGRESS PLANNED ACTIONS.')*
  -

*An overall 'Progress' evaluation (Red, Yellow, or Green) will be calculated by averaging the value of responses on 'Progress Actions Taken,' and 'Progress Planned Actions.' For purposes of this calculation:*

- *'No,' will equal 'Red,' and carry a value of '0,' and*
- *'Yes,' will equal 'Green,' and carry a value of '10.'*

*An average 'Progress' Score will be characterized as follows:*

- *Scores ranging 0 to 3.33 will be deemed 'Red,'*
  - *Scores ranging from 3.34 to 6.66 will be deemed 'Yellow,' and*
  - *Scores ranging from 6.67 to 10.00 will be deemed 'Green.'*
- 

***TO BE COMPLETED BY SBA***

*Did the agency meet the small business goal and at least three socio-economic goals, and show improvement in the remaining two goals?*

- *Yes or No? This will be derived by SBA from the most recent Goaling Report. (CURRENT STATUS)  
Note: A response of 'Yes,' would yield a 'Green,' rating on 'Current Status.'*

- Date \_\_/\_\_/\_\_. This will be derived by SBA from the most recent Goaling Report. (CURRENT STATUS)

**Did the agency meet the small business goal, and at least two additional socio-economic goals, and show improvement in at least one of the unmet goals? OR Did the agency meet any four of the six (CURRENT STATUS) goals?**

- Yes or No? This will be derived by SBA from the most recent Goaling Report. (CURRENT STATUS)  
Note: A response of 'Yes' would contribute to a 'Yellow,' rating on 'Current Status.'
- Date \_\_/\_\_/\_\_. This will be derived by SBA from the most recent Goaling Report. (CURRENT STATUS)

**TO BE COMPLETED BY EACH AGENCY**

**Has the agency implemented a strategy to increase the number of competitively awarded contracts to small businesses?<sup>1</sup>**

- Yes or No?
- If 'yes': Describe the strategy, addressing each of the preference programs for which the agency must report strategy and/or progress to SBA. (CURRENT STATUS)

**How will SBA evaluate response?**  
 Success will be found if the agency has clearly defined, documented, and implemented a strategy to increase competitive opportunities under procurement preference programs.  
 (Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be undertaken in the next reporting period, to define document, and implement a strategy to increase competitive awards under all procurement preference programs. (PROGRESS ACTIONS TAKEN, OR PROGRESS PLANNED ACTIONS)

<b>How will SBA evaluate response?</b>	
For PROGRESS ACTION TAKEN or PLANNED PROGRESS ACTION	Success will be found if the agency describes action(s) taken during the reporting period, <i>or</i> to be taken in the next reporting period, that will enable it to define, document, and implement a strategy to increase competitive opportunities under all procurement preference programs.  (Value: Either Red = 0, or Green = 10.)

<sup>1</sup> This may include efforts to increase *competitive* awards under socioeconomic procurement preference programs, including small businesses in general, or HUBZone, small disadvantaged businesses, women owned small businesses, service disabled veteran owned small businesses, and/or 8(a) in specific.

***Has the agency demonstrated top-level commitment to small business contracting?<sup>1</sup>***

- Yes or No?
- If 'yes': Describe how the commitment was clearly demonstrated, and the date it was most recently articulated or expressed. (CURRENT STATUS)

**How will SBA evaluate response?**

Success will be found if the agency has a documented expression of commitment to small business contracting at the agency-head, or deputy agency-head, level within the previous twelve months.

(Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be taken during the next reporting period, that will enable it to demonstrate commitment to small business contracting at the agency-head, or deputy agency-head level. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS PLANNED)

**How will SBA evaluate response?**

For PROGRESS ACTION TAKEN or PLANNED PROGRESS ACTIONS

Success will be found if the agency describes action(s) taken during the reporting period, or during the next reporting period to: enable the agency to document an expression of commitment to small business contracting at the agency-head, or deputy agency-head, level within twelve months of the end of the reporting period.

(Value: Either Red = 0, or Green = 10.)

***Does the agency have a comprehensive small business program that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process?<sup>2</sup>***

- Yes or No?(CURRENT STATUS)
- If 'yes': Provide the name(s) of document(s) in which the agency's comprehensive written policies/procedures focusing on improving the competitive environment and increasing small

<sup>1</sup> Top-level commitment would include, but not be limited to affirmative public statements by senior level executives supporting award of contracts under socioeconomic procurement preference programs; affirmative internal statements by senior level executives encouraging or mandating award of contracts under socioeconomic procurement preference programs; inclusion of such commitment to award of contracts under socioeconomic procurement preference programs in strategic and/or operating plans, and/or annual individual performance work plans; etc.

<sup>2</sup> Small business program documentation may be in the form of singular or collective agency-specific regulations, standard operating procedures or the equivalent thereof, and/or policy notice or the equivalent thereof.

business participation are expressed and the date of most recent issuance, and briefly describe them.  
(CURRENT STATUS)

**How will SBA evaluate response?**

Success will be found if the agency has enacted a comprehensive small business program that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process.

(Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be taken in the next reporting period, to issue comprehensive written policies/procedures focusing on improving the competitive environment and increasing small business participation. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS PLANNED)

**How will SBA evaluate response?**

For PROGRESS ACTION TAKEN or PROGRESS ACTIONS PLANNED

Success will be found if the agency describes action(s) taken during the reporting period, or to be taken during the next reporting period: to secure enactment and documentation of a comprehensive small business program that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process, within with six months.

(Value: Either Red = 0, or Green = 10.)

*Has the agency made small business goal achievement a rating element for acquisition personnel?*

- Yes or No?(CURRENT STATUS)
- If 'yes': Provide as description of the rating elements for small business goal achievements, for whom they apply, and the percentage of acquisition staff covered by them, and the date that the policy was established. Attach samples, if available. (CURRENT STATUS)

**How will SBA evaluate response?**

Success will be found if the agency has established and documented small business goal achievement as a rating element for all acquisition personnel.

(Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be taken during the next reporting period, to establish and document small business goal achievement a rating element for all acquisition personnel. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS PLANNED)

<b>How will SBA evaluate response?</b>	
For PROGRESS ACTION TAKEN or PROGRESS ACTION PLANNED	Success will be found if the agency describes action(s) taken during the reporting period, or to be undertaken during the next reporting period: to establish and document small business goal achievement as a rating element for acquisition personnel within with six months.  (Value: Either Red = 0, or Green = 10.)

*Does the agency work cooperatively with SBA on outreach and marketing initiatives?*

- Yes or No?(CURRENT STATUS)
- If 'yes': Provide a brief summary of how the agency has worked with SBA on outreach and marketing initiative(s) during the reporting period. (CURRENT STATUS)

<b>How will SBA evaluate response?</b>	
Success will be found if the agency has undertaken specific marketing and/or outreach initiatives, actions, activities, and/or efforts to work cooperatively with SBA to increase contracting opportunities under procurement preference programs.  (Value: Either Red = No, or Green = Yes.)	

- If 'no': Describe actions taken during the reporting period just ended, or to be taken during the next reporting period, to work cooperatively with SBA on marketing and/or outreach initiatives, actions, activities, and/or efforts to increase contracting opportunities under procurement preference programs. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS PLANNED)

<b>How will SBA evaluate response?</b>	
For PROGRESS ACTION TAKEN or PROGRESS ACTIONS PLANNED	Success will be found if the agency describes action(s) taken during the reporting period, or to be taken during the next reporting period: to prepare to undertake specific marketing and/or outreach actions, activities, and/or efforts cooperatively with SBA within six months.  (Value: Either Red = 0, or Green = 10.)

*Does the agency meet deadlines for all required strategic plans and annual reports that are due to SBA?*

- Yes or No?(CURRENT STATUS)

- If 'yes': List the strategic plans and annual report were timely submitted to SBA within the reporting period, including any submitted as part of this submission. (CURRENT STATUS)

**How will SBA evaluate response?**

Success will be found if the agency has met 100% of deadlines for all required strategic plans and annual reports that were due to SBA, within the reporting period.

(Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be taken during the next reporting period, to increase the timeliness of submission of strategic plans and annual reports to SBA. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS TAKEN)

**How will SBA evaluate response?**

For PROGRESS ACTION TAKEN or PROGRESS ACTIONS PLANNED

Success will be found if the agency describes action(s) taken during the reporting period, or to be taken during the next reporting period: tht will enable the agency to meet 100% of deadlines for all required strategic plans and annual reports that are due to SBA, within six months.

(Value: Either Red = 0, or Green = 10.)

*Does the agency have a process to ensure small business data is accurately reported in FPDS-NG?*

- Yes or No?(CURRENT STATUS)
- If 'yes': Provide a listing of the name(s) of the document(s) that articulate the processes to ensure small business data is accurately reported in FPDS-NG, and the date of issuance. (CURRENT STATUS)

**How will SBA evaluate response?**

Success will be found if the agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

(Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be taken during the next reporting period, to ensure that small business data is accurately reported in FPDS-NG. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS PLANNED)

**How will SBA evaluate response?**

For PROGRESS ACTION TAKEN or PROGRESS ACTIONS PLANNED

Success will be found if the agency describes action(s) taken during the reporting period, or to be taken during the next reporting period: to establish a process to ensure that small business data is accurately reported in FPDS-NG, within with six.

	(Value: Either Red = 0, or Green = 10.)
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***Does the agency enforce small business subcontracting plans and meet subcontracting goals?***

- Yes or No?(CURRENT STATUS)
- If 'yes': Describe how the agency demonstrated its enforcement of small business subcontracting plans and meeting its subcontracting goals during the reporting period.(CURRENT STATUS)

**How will SBA evaluate response?**  
Success will be found if the agency has established, documented, and enacted systematic actions to enforce small business subcontracting plans and to meet subcontracting goals, and demonstrates that it operated during the reporting period.  
(Value: Either Red = No, or Green = Yes.)

- If 'no': Provide a brief summary of key actions taken during the reporting period just ended, or to be taken during the next reporting period, to improve enforcement of small business subcontracting plans and to meet subcontracting goals, through establishment, documentation, and enactment of specific processes. (PROGRESS ACTIONS TAKEN OR PROGRESS ACTIONS PLANNED)

<b>How will SBA evaluate response?</b>	
For PROGRESS ACTION TAKEN or PROGRESS ACTIONS PLANNED	Success will be found if the agency describes action(s) taken during the reporting period, or to be taken during the next reporting period: to establish, document, and enact systematic actions to enforce small business subcontracting plans and to meet subcontracting goals, within with six months. (Value: Either Red = 0, or Green = 10.)