

**Department of Homeland Security's (DHS) Strategy for Complying with Executive
Order 13360 Contracting with Service-Disabled Veterans' Businesses**

Designated Senior-Level Official: Janet Hale
Under Secretary for Management
Signature: _____

The following describes the DHS strategy to provide the maximum practicable contracting and subcontracting opportunities for Service-Disabled Veteran-Owned Small Business (SDVOSB).

Item One: Designate a senior level official to be responsible for developing and implementing the Department's strategy.

Ms. Janet Hale, Under Secretary for Management, is the Senior-Level Official, in conjunction with the Director, Office of Small and Disadvantaged Business Utilization (OSDBU), responsible for developing and implementing the DHS strategy.

Item Two: Make the strategy publicly available and report progress annually to SBA.

The DHS OSDBU has developed a "10 Point Strategy" (Attachment (1)), which is available on the DHS web site at www.dhs.gov/openforbusiness. Additionally, we have met with the Small Business Administration's (SBA) Advisory Committee on Veteran's Business Affairs, the Retired Military Officers Association, and the Chair and Vice Chair of the Task Force on Veterans Entrepreneurship to exchange information, ideas, and success stories.

Item Three: Include development and implementation of your agency's strategy and achievements in furtherance of the strategy as significant elements in any performance plans of your agency's designated senior-level official chief acquisition officer and director of small and disadvantaged business utilization.

As stated in the DHS Small Business Pledge in Support of President Bush's Small Business Agenda (Attachment (2)), senior management is in agreement to have small business participation as part of its performance plans. The Small Business Pledge is published on the DHS web site.

Item Four: Reserve certain agency contracts exclusively for service-disabled veteran businesses.

In accordance with Federal Acquisition Regulation (FAR) 19.1405, Service-disabled veteran owned small business set-aside procedures, DHS has reserved several opportunities for SDVOSB firms (Security Guard Services, Janitorial & Grounds Maintenance, Information System Support Services, and Technology/Engineering Systems Support Services). Additional SDVOSB contracting opportunities are currently being formulated.

Item Five: Encourage and facilitate participation by service-disabled veteran businesses in competition for award of your agency's contracts.

The DHS OSDBU has instituted a monthly program, Vendor Outreach Sessions (VOS), which allows the small business community to market themselves to the DHS Organizational Element (OE) Small Business Specialist (SBS). In honor of Veteran's Day, the DHS OSDBU conducts a VOS for all Veteran Owned Small Businesses (VOSB), including SDVOSB, in November of each year.

Item Six: Encourage your agency's contractors to subcontract with service-disabled veteran businesses and actively monitor and evaluate your agency's contractor's efforts to do so.

The DHS OSDBU actively promotes participation of SDVOSB in the subcontracting program by evaluating the subcontracting plan as a negotiated part of the acquisition process. The DHS OSDBU Mentor Protégé Program, which is designed to enhance subcontracting relationships, is open to all small businesses, including SDVOSB's. Additionally, DHS OSDBU hosts a Prime Contractor VOS semi-annually. The Director, OSDBU, has designated a Subcontracting Program Manager to coordinate all subcontracting issues.

Item Seven: Train your agency personnel on applicable law and policies relating to participation of service-disabled veteran businesses in Federal contracting.

The Director, OSDBU, communicates on a regular basis with the OE SBS's regarding implementation and policies related to Executive Order 13360. Furthermore, annual training for all OE SBS's is scheduled for May 2005.

Item Eight: Disseminate information to service-disabled veteran businesses that would assist these businesses in participating in awards of your agency's contracts.

The DHS OSDBU disseminates a wealth of information on the DHS web site, including but not limited to, the DHS Forecast of Contracting Opportunities, Small Business Points of Contact, List of the DHS Prime Contractors, DHS "How to" Power Point presentation, and information on the VOS program. Additionally, the DHS OSDBU participates in a multitude of SDVOSB events hosted by other federal agencies and trade associations.