

# Congress of the United States

Washington, DC 20515

March 24, 2004

Mr. Lewis Andrews  
Associate Deputy Administrator  
Management Administration  
U.S. Small Business Administration  
409 3<sup>rd</sup> Street, S.W.  
Washington, DC 20416

Dear Mr. Andrews:

We are aware that the Agency has plans for "competitively sourcing" a number of functions within the offices of Government Contracting and Business Development (GCBD) and Equal Employment Opportunity (EEO) in the coming months. We have a number of questions and concerns regarding this outsourcing plan.

As Ranking Member of the Senate Committee on Small Business and Entrepreneurship and Ranking Member of the House Committee on Small Business, pursuant to section 10 of the Small Business Act, 15 U.S.C. 639, we request the following information by close of business, Friday, April 2, 2004.

1. Two job function competitions were recently listed on the "FedBizOpps" web site. Additionally, other job function competitions are currently being considered by the agency. Please provide information as to how these functions were chosen to be commercial. Additionally, as you offered during a meeting with our staffs in December, please provide a detailed explanation as to how the competition will be carried out by the SBA in accordance with the A-76 process.
2. Based upon the FY 2002 inventory, you advised our staff that 69 percent of the SBA's activities have been deemed commercial. How many of these commercial activities does the SBA intend to compete?
3. Please provide the current job location for each employee responsible for the job functions that are currently being competed as well as those expected to be competed in FY 2004 and FY 2005 (EEO and GCBD).
4. Provide copies of all announcements of job competitions that were issued before March 24, 2004.
5. Provide information as to the potential for competition for 7(a) program functions and 504 loan program functions.

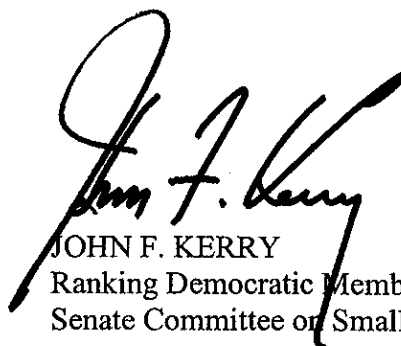
6. Provide a list of programs that are eligible to have functions competitively sourced, along with the name of the corresponding Associate Deputy Administrator and immediate program head. For these programs that are subject in whole, or in part, to competition, identify the detailed process the SBA went through to determine how these particular job functions were identified for competition.
7. Provide an estimate of the cost to date of all competition-related activities that are being performed by SBA personnel.
8. Provide the names of the companies, including the Jefferson Group, on behalf of the Agency. Please include the dollar amount and financial breakdown of each contract.
9. Provide information as to the potential for competition for both the debenture and participating securities SBIC programs' functions, including any and all of SBA's existing supervisory responsibilities.
10. Please provide a timeline for the competitive sourcing of EEOC and GCBD application processing planned for FY 2004 and FY 2005.
11. What system is being implemented to ensure that the SBA maintains oversight of the EEOC and GCBD job functions being competed?
12. What systems are being implemented to allow feedback from the small business community and affected federal government staff regarding the EEOC and GCBC application processes? What systems are implemented to ensure feedback from the small business community for all functions being outsourced by the SBA? Which office within the SBA will be responsible for maintaining this data?

If you have any questions regarding this request, please contact LeAnn Delaney of the House Small Business Committee at (202) 225-4038 or Nigel Stephens of the Senate Committee on Small Business and Entrepreneurship at (202) 224-8496.

Sincerely,



NYDIA M. VELAZQUEZ  
Ranking Democratic Member  
House Committee on Small Business



JOHN F. KERRY  
Ranking Democratic Member  
Senate Committee on Small Business