




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

DATE: January 10, 2007

TO: Director, Office of Small and Disadvantaged Business Utilization

FROM: Fay Ott, Associate Administrator for 
Government Contracting and Business Development

SUBJECT: Small Business Procurement Scorecard Guidance for Fiscal Year 2008

COPY: Chief Acquisition Officer

We are pleased to announce the Small Business Procurement Scorecard (SBP) process for Fiscal Year (FY) 2008. As you know, the U. S. Small Business Administration (SBA) by statute must analyze and report the extent of small business participation in Federal contracting, to include establishment of criteria in evaluating goal achievement. We have taken agency concerns along with lessons learned from last year's scorecard roll-out into consideration, and consultation with the Executive Committee of the Small Business Procurement Advisory Council (SBPAC), in developing this year's process.

We have modified the goaling process to include bi-annual scorecards with updated criteria and guidance. (See Attachment 1.) The revised goaling process includes two scorecards that will be posted on our website during the second and fourth quarters of this fiscal year. (See Attachments 2 and 3.) *Your submission for the first scorecard of FY 2008 will be due thirty calendar days from the date of this memorandum. (See Attachment 4.)* Your submission for the second scorecard of FY 2008 will be due June 30, 2008. (See Attachment 5.) We plan to publish the first and second scorecards on or about February 28, 2008, and July 31, 2008, respectively.

Scorecard elements, criteria, and guidance are attached. The new scorecard is comprised of three sections. The first section, or 'left side,' will reflect the agency's accomplishments from the most recent official Small Business Goaling Report. Thus, for the first scorecard of FY 2008, FY 2006 accomplishments will be displayed. The second section, or 'middle,' will reflect the agency's negotiated small business and socio-economic goals for the current year. Thus, the FY 2008 scorecards will display FY 2008 goals. The third section, or 'right side,' will display each agency's small business *plan* for the current year for the first scorecard, and *progress against the plan* for the second scorecard.

The first scorecard, to be issued during the second quarter of FY 2008, will measure the *plans* in place to increase real opportunities for small business during this year. The second scorecard, to be issued during the fourth quarter of FY 2008, will assess FY 2007 goal achievement, and FY 2008 *progress against plans*.

Attached you will find the following guidance documents.

- Attachment 1, Scorecard Evaluation Process;
- Attachment 2, Sample Small Business Procurement Scorecard – Plan for FY 2008;
- Attachment 3, Sample Small Business Procurement Scorecard – Progress for FY 2008;
- Attachment 4, Small Business Procurement Evaluation Form, First Scorecard – Plan for FY 2008;
- Attachment 5, Small Business Procurement Evaluation Form, Second Scorecard – Progress Against Plan for FY 2008; and,
- Attachment 6, Agency Reports-Plans due to SBA.

We regard the scorecard mechanism as a powerful tool to demonstrate agency-specific and government-wide progress in reaching small business goals. Therefore, we greatly appreciate your attention to this important matter.

Should you have any questions in this matter, please contact Mr. Gregory Hall at (202) 205-7332 or gregory.hall@sba.gov.

Attachments

U.S. SMALL BUSINESS ADMINISTRATION
SMALL BUSINESS PROCUREMENT SCORE CARD
GUIDANCE
ATTACHMENT 1

Scorecard Evaluation Process

The U.S. Small Business Administration (SBA) will use the following three-tiered approach in evaluating agencies' performance against Small Business Procurement Scorecard (SBPC) criteria.

- Tier I – An Evaluation Team comprised of SBA staff and/or members of the Small Business Procurement Advisory Council (SBPAC), including, but not limited to, members of the Executive Committee, will be appointed by the SBA's Administrator to evaluate scorecard submissions.

*For the First Scorecard of the Fiscal Year, to be issued during the second quarter of FY 2008, the team will evaluate small business procurement program **plans** for FY 2008.*

*For the Second Scorecard of the Fiscal Year, to be issued during the fourth quarter of FY 2008, the team will evaluate small business procurement program **progress against plans** for FY 2008, and FY 2007 **accomplishments against contracting goals** for that fiscal year.*

For each evaluation element, each team member will review information contained in Small Business Procurement Scorecard Evaluation Forms for reasonableness (likelihood of occurrence), timelines established, and supporting documentation.

Evaluation Team members will come to a consensus in scoring each *plan/progress* element, and in determining an overall score for each agency. The team will recommend consensus scores to the Associate Administrator for Government Contracting and Business Development (AA/GC&BD).

- Tier II – The AA/GC&BD, Deputy AA/GC&BD, and Director for Government Contracting will review the soundness of the Evaluation Team's consensus scores. Based on this review, the AA/GC&BD will propose scores to the SBA's Deputy Administrator and Administrator.
- Tier III – The Deputy Administrator and Administrator will review the recommendations of the AA/GC&BD, and based upon this review, the Administrator will issue final scorecards.

For the First Scorecard of the Fiscal Year, to be issued during the second quarter, responses to each of nine elements will be evaluated regarding small business program *plan* for the fiscal year. For the Second Scorecard of the Fiscal Year, to be issued during the fourth quarter, the same criteria will be used to determine whether *progress against the plan* was made.

For each of the three factors, the evaluator will score either a "1" for a positive response or a "0" as a negative or non-applicable response.

An overall evaluation will be characterized as follows: Scores ranging 0 to 7.2 will be deemed 'Red,' cores ranging from 7.3 to 8.9 will be deemed 'Yellow,' and Scores of 9.0 will be deemed 'Green.' Note that standard rounding conventions will be observed in calculating scores.

The SBA will use the following criteria to grade the scorecard based on the above results:

FY2007 GOAL ACHIEVEMENTS	CRITERIA	OPERATING PLAN/PROGRESS	CRITERIA
GREEN	THE AGENCY MUST MEET 100% OF ITS SMALL BUSINESS GOAL, 3 SOCIO-ECONOMIC GOALS AND MAKE PROGRESS IN THE REMAINING GOAL	GREEN	THE AGENCY MUST MEET <u>ALL</u> PROGRESS/PLAN STANDARDS AND SHOW PROGRESS IN ATTAINMENT OF GOALS*
YELLOW	THE AGENCY MUST MEET 90-99% OF ITS SMALL BUSINESS GOAL, AT LEAST 1 OR MORE SOCIO-ECONOMIC GOALS AND MAKE PROGRESS IN THE REMAINING GOALS	YELLOW	THE AGENCY CAN MISS NO MORE THAN 2 PROGRESS/PLAN STANDARDS
	DOES NOT MEET THE ABOVE (YELLOW) CONDITION		DOES NOT MEET THE ABOVE (YELLOW) CONDITION

- Small Business and socio-economic goals are based on statute, and require that, in the aggregate, agencies award contracts as follows: 23% to small businesses; 5% to small disadvantaged businesses; 5% to women-owned small businesses; 3% to HUBZone small businesses; and 3% to service-disabled veteran-owned small businesses. There is no statutory goal for 8(a) procurements as they are included in the SDB goal.
- Scorecards will be updated on a bi-annual basis.
- The First Scorecard of the Fiscal Year, to be issued during the second quarter, will only measure *plans* made (right side only).
- The Second Scorecard of the Fiscal Year, to be issued during the fourth quarter, will grade agency *goal achievement* and progress against plans (both sides of scorecard).
- In order to be rated a "Green" on the Operating Plan for the Second Scorecard of the Fiscal Year, progress¹ must be made on the previous year's Goal Achievement. This portion of the criteria will not be applicable to the First Scorecard of the Fiscal Year, since only the Operating Plan will be measured.

¹ Progress shall mean that the agency's performance against *small business, women-owned small business, service-disabled veteran-owned small business, and HUBZone* goals for the rated year is greater than its performance against *each such goal* for the immediately preceding year.

**U.S. SMALL BUSINESS ADMINISTRATION
 SMALL BUSINESS PROCUREMENT SCORE CARD
 GUIDANCE
 ATTACHMENT 2**

Sample First Small Business Procurement Scorecard for FY 2008

AGENCY FIRST SCORECARD	FY2006 GOALS/ACHIEVEMENTS	FY2008 GOALS	FY2008 PLAN	COMMENTS FOR AGENCY																														
<p>Initiative</p> <p>BUSINESS PROCUREMENT</p> <p>Agency Lead:</p> <p>DirectorName AgencyOSDBU</p>	<p align="center">N/A</p> <table border="1" data-bbox="423 506 630 625"> <thead> <tr> <th></th> <th>Goal</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>SB</td> <td>X%</td> <td>N/A</td> </tr> <tr> <td>SDB</td> <td>X%</td> <td>N/A</td> </tr> <tr> <td>WOSB</td> <td>X%</td> <td>N/A</td> </tr> <tr> <td>HUBZone</td> <td>X%</td> <td>N/A</td> </tr> <tr> <td>SDVOS</td> <td>X%</td> <td>N/A</td> </tr> </tbody> </table> <p>FY2007 Goaling Achievements will be rated on the July Score card</p> <p>GREEN STANDARDS</p> <p>___ The agency must meet 100% of its small business goal, 100% of its 3 socio-economic goals, and make progress in the remaining goal.</p> <p>YELLOW STANDARDS</p> <p>___ The agency must meet 90 -99% of its small business goal, at least 1 or more socio-economic goals and make progress in the remaining goals</p> <p>RED STANDARDS</p> <p>*Agencies that do not meet REQUIREMENTS FOR THE Yellow Standard will be scored "Red".</p>		Goal	Achieved	SB	X%	N/A	SDB	X%	N/A	WOSB	X%	N/A	HUBZone	X%	N/A	SDVOS	X%	N/A	<table border="1" data-bbox="695 506 834 625"> <thead> <tr> <th></th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>SB</td> <td>X%</td> </tr> <tr> <td>SDB</td> <td>X%</td> </tr> <tr> <td>WOSB</td> <td>X%</td> </tr> <tr> <td>HUBZone</td> <td>X%</td> </tr> <tr> <td>SDVOS</td> <td>X%</td> </tr> </tbody> </table>		Goal	SB	X%	SDB	X%	WOSB	X%	HUBZone	X%	SDVOS	X%	<p>Actions taken:</p> <p>__X__ Meets all Progress Requirements:</p> <ol style="list-style-type: none"> 1. __X__ Implemented strategic plan to increase the number of competitively awarded contracts to small businesses during the period. 2. __X__ Demonstrated top-level Agency commitment to small business contracting during the period. 3. __X__ Planned significant events to increase small business participation in the procurement process during the period. 4. __X__ Demonstrates that small business data is accurately reported in FPDS -NG during the period. 5. __X__ Demonstrates that policies and procedures are in to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period. 6. __X__ Demonstrated no unjustified bundling has taken place during the period. 7. __X__ Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period. 8. __X__ Planned to collaborate on formulation of small business procurement policy initiatives during the period. 9. __X__ Agency submits by attachment copies of all strategic plans that became due to SBA during the reporting period. 	<p>Agency met all progress standards</p> <p align="center">SBA RECOGNIZES THE AGENCY FOR THEIR OUTSTANDING ACHIEVEMENT</p>
	Goal	Achieved																																
SB	X%	N/A																																
SDB	X%	N/A																																
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**U.S. SMALL BUSINESS ADMINISTRATION
 SMALL BUSINESS PROCUREMENT SCORE CARD
 GUIDANCE
 ATTACHMENT 3**

Sample First Small Business Procurement Scorecard for FY 2008

AGENCY SECOND SCORECARD	FY2007 GOALS/ACHIEVEMENTS	FY2008 GOALS	PROGRESS	COMMENTS FOR AGENCY																														
<p>Initiative</p> <p>SMALL BUSINESS PROCUREMENT</p> <p>Agency Lead:</p> <p>Director Name, Agency OSDDBU</p>	<p align="center">Color</p> <table border="1" data-bbox="435 506 634 653"> <thead> <tr> <th></th> <th>Goal</th> <th>Achieved</th> </tr> </thead> <tbody> <tr> <td>SB</td> <td>X%</td> <td>X%</td> </tr> <tr> <td>SDB</td> <td>X%</td> <td>X%</td> </tr> <tr> <td>WOSB</td> <td>X%</td> <td>X%</td> </tr> <tr> <td>HUBZone</td> <td>X%</td> <td>X%</td> </tr> <tr> <td>SDVOS</td> <td>X%</td> <td>X%</td> </tr> </tbody> </table> <p>GREEN STANDARDS</p> <p>___ The agency must meet 100% of its small business goal, 100% of its 3 socio-economic goals, and make progress in the remaining goal.</p> <p>YELLOW STANDARDS</p> <p>___ The agency must meet 90-99% of its small business goal, at least 1 or more socio-economic goals and make progress in the remaining goals.</p> <p>RED STANDARDS</p> <p>*Agencies that do not meet REQUIREMENTS FOR THE Yellow Standard will be scored "Red".</p>		Goal	Achieved	SB	X%	X%	SDB	X%	X%	WOSB	X%	X%	HUBZone	X%	X%	SDVOS	X%	X%	<table border="1" data-bbox="699 506 834 625"> <thead> <tr> <th></th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>SB</td> <td>X%</td> </tr> <tr> <td>SDB</td> <td>X%</td> </tr> <tr> <td>WOSB</td> <td>X%</td> </tr> <tr> <td>HUBZone</td> <td>X%</td> </tr> <tr> <td>SDVOS</td> <td>X%</td> </tr> </tbody> </table> <p align="center">Color</p>		Goal	SB	X%	SDB	X%	WOSB	X%	HUBZone	X%	SDVOS	X%	<p>Actions taken against plan:</p> <p><input checked="" type="checkbox"/> Meets all Progress Requirements:</p> <ol style="list-style-type: none"> <input checked="" type="checkbox"/> Implemented strategies to increase the number of competitively awarded contracts to small businesses during the period. <input checked="" type="checkbox"/> Demonstrated top-level Agency commitment to small business contracting during the period. <input checked="" type="checkbox"/> Executed significant events to increase small business participation in the procurement process during the period. <input checked="" type="checkbox"/> Demonstrates that small business data is accurately reported in FPDS-NG during the period. <input checked="" type="checkbox"/> Demonstrates that policies and procedures are in to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period. <input checked="" type="checkbox"/> Demonstrated no unjustified bundling has taken place during the period. <input checked="" type="checkbox"/> Has provided training to contracting staff/managers in executing small business/socioeconomic procurements during the period. <input checked="" type="checkbox"/> Planned to collaborate on formulation of small business procurement policy initiatives during the period. <input checked="" type="checkbox"/> Agency submits by attachment copies of all strategic plans that became due to SBA during the reporting period. 	<p>Agency met all progress standards</p> <p align="center">SBA RECOGNIZES THE AGENCY FOR THEIR OUTSTANDING ACHIEVEMENT</p>
	Goal	Achieved																																
SB	X%	X%																																
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U.S. SMALL BUSINESS ADMINISTRATION
SMALL BUSINESS PROCUREMENT SCORE CARD
GUIDANCE
ATTACHMENT 4

AGENCY: _____

EVALUATOR: _____

DATE: _____

PLAN (RIGHT SIDE OF SCORECARD)

For the First Scorecard of the Fiscal Year, to be issued during the second quarter, responses to each of nine elements will be evaluated regarding the small business program *plan* for the fiscal year. For each of the three factors, the evaluator will score either a "1" for a positive response or a "0" as a negative or non-applicable response.

An overall evaluation will be characterized as follows: Scores ranging 0 to 7.2 will be deemed 'Red,' scores ranging from 7.3 to 8.9 will be deemed 'Yellow,' and Scores of 9.0 will be deemed 'Green.' Note that standard rounding conventions will be observed in calculating scores.

The left and middle portion of the January scorecard will not be evaluated as they represent the agency's FY 2007 accomplishments against goals, and FY2008 goals.

Evaluation Measure #1 (First Scorecard –Plan)

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

How will SBA evaluate response?

The agency will need to clearly define and document a strategy to increase competitive opportunities under procurement preference programs.

Examples:

- Schedule showing an outreach calendar of events, such as vendor outreach session for specific preference groups (e.g. women-owned small business, service disabled veteran owned small business, HUBZone, etc.)
- An annual or multi-year plan to increase the number of competitively awarded contracts to small businesses during the period

- Yes or No? _____ Agency clearly defined and documented a strategy to increase competitive opportunities under procurement preference programs.

Brief Agency Comment for Scorecard:

Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure # 2 (First Scorecard – Plan)

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

How will SBA evaluate response?

The agency will need to have a documented expression of commitment to small business contracting at the agency-head, or deputy agency-head, level within the previous twelve months.

Examples:

- 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.

- *Yes or No?* _____ Agency provided a documented expression of top-level agency commitment.

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 3 (First Scorecard – Plan)

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

How will SBA evaluate response?

The agency will need to have enacted a comprehensive small business plan that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process.

Examples:

- Plans to sponsor relevant outreach events or educational activities.
- Plans to implement a relevant supplemental small business policy or procedure.
- Plans to organize 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.

- Yes or No? _____ Agency clearly enacted a comprehensive small business program

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 4 (First Scorecard – Plan)

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

How will SBA evaluate response?

The agency will need to have established and documented a plan to ensure that small business data is accurately reported in FPDS-NG.

Examples:

- Plan to verify and validate FPDS-NG data, pursuant to Office of Federal Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation.
- Plans to encourages businesses to update their CCR information to accurately reflect size and social-economic business status

- Yes or No? _____ Agency has established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 5 (First Scorecard – Plan)

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

How will SBA evaluate response?

The agency will need to have established, documented, and enacted a systematic plan to enforce small business subcontracting plans and to meet subcontracting goals.

Examples:

- Plans to use the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting goals and to ensure attainment of subcontracting goals.
- Plans to provide assistance and support to prime contractors to ensure compliance with subcontracting plans.

- Yes or No? _____ The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure # 6 (First Scorecard – Plan)

Demonstrated no unjustified bundling has taken place during the period

How will SBA evaluate response?

The agency will need to have established, documented, and enacted systematic action plans to be taken to ensure no unjustified bundling has taken place during the reporting period.

Examples:

- Plan to improve bundling activities review process.
- Plan to review FPDS-NG for all agency bundlings coded.

- Yes or No? _____ The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period.

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 7 (First Scorecard – Plan)

Planned training to contracting staff/managers in executing small business/socioeconomic

procurements during the period
How will SBA evaluate response?
The agency will need to have planned at least 1 training session for the reporting period.
Acceptable responses may include, but need not be limited to the following:
<ul style="list-style-type: none"> • Maintenance of educational Intranet sites on small business programs covering program direction, critical documents, links to laws, regulations, and external contracting tools and resources. • Plans to implement small business program orientation and training especially focusing on socioeconomic procurement preference programs such as women-owned small business, service-disabled veteran-owned small business, and HUBZone certified firms.
Yes or No? _____ The Agency has planned training for contracting staff/managers in executing small business/socioeconomic procurements.
Brief Agency Comment for Scorecard:
Evaluator Comments:
Brief SBA Comment for Scorecard:

<i>Evaluation Measure# 8 (First Scorecard – Plan)</i>
Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period
How will SBA evaluate response?
The agency will need to demonstrate its intent to collaborate with SBA on at least one small business procurement policy initiative during the reporting period.
Acceptable responses may include, but need not be limited to the following:
<ul style="list-style-type: none"> • Active participation in the Small Business Procurement Advisory Council in small business procurement policy discussions.
Yes or No? _____ The Agency has planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period .
Brief Agency Comment for Scorecard:
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure# 9 (First Scorecard - Plan)

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

How will SBA evaluate response?

In order to receive credit for this element, the agency will need to have submitted required strategic plans and annual reports that were due to SBA, within the reporting period. (That is, from October 1, 2007 through the date of submission of the First Scorecard Report to SBA. See Attachment 6.


- Yes or No? _____ Agency submitted all required strategic plans and annual reports that were due to SBA

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

U.S. SMALL BUSINESS ADMINISTRATION
SMALL BUSINESS PROCUREMENT SCORE CARD
GUIDANCE
ATTACHMENT 5



AGENCY: _____
EVALUATOR: _____
DATE: _____

CURRENT GOALING ACHIEVEMENTS (LEFT SIDE OF SCORECARD)

No action need be taken on the part of agencies. Current goaling achievement will be derived by SBA from the Small Business Goaling Report.

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

Please note: In order to be rated a "Green" on the Operating Plan for the Second Scorecard of the Fiscal Year, progress must be made over the previous year's Goal Achievement.

- Yes or No? _____
- *Note: A response of 'Yes,' would yield a 'Green,' rating on 'Current Status.'*

Did the agency meet the small business goal, and at least one additional socio-economic goal, and show improvement in at least one of the unmet goals?

- Yes or No? _____
- *Note: A response of 'Yes' would contribute to a 'Yellow,' rating on 'Current Status.'*

Agencies not meeting either standard will receive a "Red" on the left side of the scorecard.

PROGRESS (RIGHT SIDE OF SCORECARD)

For the Second Scorecard of the Fiscal Year, to be issued during the fourth quarter, criteria will be used to determine whether the *progress against the plan* was made.

For each of the three factors, the evaluator will score either a "1" for a positive response or a "0" as a negative or non-applicable response.

An overall evaluation will be characterized as follows: Scores ranging 0 to 7.2 will be deemed 'Red,' scores ranging from 7.3 to 8.9 will be deemed 'Yellow,' and Scores of 9.0 will be deemed 'Green.'
Note that standard rounding conventions will be observed in calculating scores.

Evaluation Measure # 1 (Second Scorecard –Progress against Plan)

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

How will SBA evaluate response?

Based on the January scorecard plan, the agency will need to provide documented evidence showing the agency implemented a strategy to increase competitive opportunities under procurement preference programs.

Examples:

- Implemented plan to conduct outreach events, such vendor outreach sessions for specific preference groups (e.g. women-owned small business, service-disabled veteran-owned small business, HUBZone, etc.)
- Implemented an annual or multiyear plan to increase the number of competitively awarded contracts to small businesses.

- Yes or No? _____ Agency clearly defined, documented, and implemented a strategy

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 2 (Second Scorecard - Progress against Plan)

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

How will SBA evaluate response?

The agency will need to have a documented expression of commitment to small business contracting by the agency-head, or deputy agency-head, within the previous twelve months.

Examples:

- 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.

- Yes or No? _____ Agency provided a documented expression of top-level agency commitment

Brief Agency Comment for Scorecard:
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure # 3 (Second Scorecard - Progress against Plan)

Executed significant events to increase small business participation in the procurement process during the period.¹

How will SBA evaluate response?

The agency will need to have 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.

Examples:

- Execution of plans to sponsor relevant outreach events or educational activities.
- Implementation of a relevant supplemental small business policy or procedure.
- Coordination with SBA on a 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.

- Yes or No? _____ Agency clearly enacted a comprehensive small business program

Brief Agency Comment for Scorecard:
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure# 4 (Second Scorecard - Progress against Plan)

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

How will SBA evaluate response?

The agency will need to have established and documented a process to ensure that small business data is accurately reported in FPDS-NG.

Examples:

- A signed report verifying and Validating FPDS-NG data, pursuant to Office of Federal

¹ 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.

Procurement Policy Memorandum of March 9, 2007, entitled Federal Procurement Data Verification and Validation.

- Actions taken to encourage businesses to update their CCR information to accurately reflect size and social-economic business status.

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 5 (Second Scorecard - Progress against Plan)

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

How will SBA evaluate response?

The agency will need to have established, documented, and enacted a systematic process to enforce small business subcontracting plans and to meet subcontracting goals, and demonstrate that it operated during the reporting period.

Examples:

- Demonstration of use of the Electronic Subcontracting Reporting System (eSRS) to manage compliance with subcontracting plans and to ensure attainment of subcontracting goals.
- Actions taken to provide assistance and support to prime contractors to ensure compliance with subcontracting plans.

- Yes or No? _____ The Agency has established, documented, and enacted systematic plan to enforce small business subcontracting plans and to meet subcontracting goals

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 6 (Second Scorecard - Progress against Plan)

Demonstrated no unjustified bundling has taken place during the period

How will SBA evaluate response?

The agency will need to have established, documented, and enacted systematic actions to ensure no unjustified bundling has taken place during the reporting period.

Examples:

- Actions taken to improve bundling activities review process.

<ul style="list-style-type: none"> • Actions taken to review FPDS-NG for all agency bundling coded for a specific period
<ul style="list-style-type: none"> • Yes or No? _____ The Agency has established, documented, and enacted systematic actions to be taken to ensure no unjustified bundling has taken place during the reporting period
Brief Agency Comment for Scorecard:
Evaluator Comments:
Brief SBA Comment for Scorecard:

<i>Evaluation Measure # 7 (Second Scorecard - Progress against Plan)</i>
Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period
How will SBA evaluate response?
<p>The agency will need to have planned at least 1 training session for the reporting period.</p> <p>Examples:</p> <ul style="list-style-type: none"> • A web-link containing the agency's overall program direction, critical documents, and links to laws, regulations, and external contracting tools and resources. • Implementation of small business program orientation and training especially focusing on socioeconomic procurement preference programs such as women-owned small business, service-disabled veteran-owned small businesses and HUBZone certified firms.
<ul style="list-style-type: none"> • Yes or No? _____ The Agency has provided a signed training schedule
Brief Agency Comment for Scorecard:
Evaluator Comments:
Brief SBA Comment for Scorecard:

<i>Evaluation Measure# 8 (Second Scorecard - Progress against Plan)</i>
Collaborate with SBA on formulation of small business procurement policy initiatives during the period
How will SBA evaluate response?

The agency will need to demonstrate its collaboration with SBA on at least one small business procurement policy initiative during the reporting period.

Acceptable responses may include, but need not be limited to the following:

- Active participation in the Small Business Procurement Advisory Council in small business procurement policy discussions.

Yes or No? _____ The Agency has planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period .

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure# 9 (Second Scorecard - Progress against Plan)

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

How will SBA evaluate response?

In order to receive credit for this element, the agency will need to have met 100% of deadlines for all required strategic plans and annual reports that were due to SBA, within the reporting period. (That is, from October 1, 2007 through the date of submission of the First Scorecard Report to SBA. See Attachment 6.

- Yes or No? _____ Agency has met 100% of deadlines for all required strategic plans and annual reports that were due to SBA

Brief Agency Comment for Scorecard:

Evaluator Comments:

Brief SBA Comment for Scorecard:

**U.S. SMALL BUSINESS ADMINISTRATION
 SMALL BUSINESS PROCUREMENT SCORE CARD
 GUIDANCE
 ATTACHMENT 6
 AGENCY REPORTS DUE TO SBA**

AGENCY REPORTS/PLANS DUE TO SBA		
REPORT NAME	DATE/PERIOD DUE	COMMENT
Small Business Innovation Research (SBIR) Annual Report	March 15 th	Report must be submitted to SBA by March 15th each year from the following agencies: Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, Department of Energy, Department of Health and Human Services, Department of Homeland Security, Department of Transportation, Environmental Protection Agency, National Aeronautics and Space Administration, and National Science Foundation
Small Business Technology Transfer (STTR) Annual Report	December 31st	Report must be submitted to SBA by December 31st each year from the following agencies: Department of Defense, Department of Energy, Department of Health and Human Services, National Aeronautics and Space Administration, and National Science Foundation.
Competitive Demonstration Program Report	January 31st	The Small Business Reauthorization Act of 1997 amended the Small Business Competitiveness Demonstration Program Act to require participating agencies to monitor the attainment of their small business participation goals on an annual basis. An annual review and report to the Small Business Administration (SBA) must be completed by each participating agency no later than January 31 of each year based on the data from October 1 through September 30 (the previous completed fiscal year).
Annual Report and Fiscal Year 2007 Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	Annually	Executive Order 13360 [Sec. 2. (b)] requires that each agency report annually to the Administrator of the Small Business Administration on implementation of their strategy to improve contracting opportunities for service-disabled veteran-owned small businesses (SDVOSB). Once we receive your report we will review and evaluate your performance consistent with the requirements of the executive order, Sec. 2 (a) – (e). For instance, we will assess your FY2007 Updated Plan and the specific strategies that you identified to improve progress against actual FY2006 SDVOSB contract performance.

AGENCY REPORTS/PLANS DUE TO SBA

Annual Contract Bundling Report	Annually	13 Code of Federal Regulations (CFR) § 125.2(e) mandates that each procuring agency's Office of Small and Disadvantaged Business Utilization (OSDBU) must conduct annual reviews of their bundling activities and report their findings to SBA.
Progress Report on Increasing Opportunities for Women-Owned Small Businesses	Semi-Annually	Pursuant to Section 4 of Executive Order 13157, entitled "Other Responsibilities of Federal Agencies," each federal agency is required to Report agency progress in implementing the Executive Order on a semi-annual basis to the Assistant Administrator of the Federal Contract Assistance for Women Business Owners at SBA.
Corrective Actions to Address Unmet FY 2006 Socio-Economic Goals	Annually	(13 CFR 15(h) Agency Report on Goaling Achievements)