

INTERIOR DEPARTMENT
Strategy to Implement Contracting with Service-Disabled
Veterans' Businesses (Executive Order 13360)

Department or Agency: Department of the Interior

Designated Senior-Level Official: P. Lynn Scarlett, Assistant Secretary,
Policy, Management and Budget

Agency Strategy:

Designate a senior level official to be responsible for development and implementation of the agency's strategy:

The Assistant Secretary for Policy, Management and Budget (PMB) is responsible for overseeing the Department's Office of Acquisition and Property Management (PAM) and the Office of Small and Disadvantaged Business Utilization (OSDBU). The Assistant Secretary will also be the designated senior level official responsible for the development and implementation Executive Order 13360. Robert W. Faithful, Director, Office of Small and Disadvantaged Business Utilization, will serve as the agency representative for reporting on plan implementation and progress. His contact information follows: 202-208-3493 or Robert_Faithful@ios.doi.gov.

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

The strategy will be publicly available on the Department's OSDBU website and linked to each Bureau's acquisition homepage. In addition, OSDBU has established and maintained productive partnerships with national organizations, trade associations, and other Federal OSDBU in order to foster community outreach to Service-Disabled Veteran-Owned Businesses (SDVOB).

OSDBU has and will continue to ensure that each acquisition office aggressively seeks to achieve the Departmental and governmentwide negotiated socio-economic small business goals. OSDBU holds joint meetings throughout the fiscal year with the Bureaus and Offices in an effort to discuss Departmentwide initiatives and strategies for the inclusion of small businesses participation in Interior's procurement process. Likewise, OSDBU analyzes historical and current data as a mean to assess the Department's Business and Economic Development Program and goal attainment. Reports are generated on a quarterly basis for reporting to the Small Business Administration (SBA).

Department of the Interior

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.

Elements will be added to the performance plans as indicated.

A conference will be held to communicate the Secretary's commitment to meet the mandatory SDVOB 3% percent goal and how the strategy is aligned in each Bureau and Office performance plans. The Secretary and Assistant Secretary for PMB have pledged their commitment to ensuring the small businesses. The Secretary has proclaimed that "Interior's doors are open for business and employment to all sectors of America, especially to small businesses that create more than 60 percent of new jobs annually".

Furthermore, the Director of OSDBU and Director of PAM are members of the Department's Acquisition Managers Partnership (AMP) which meets on a monthly basis in order to share best practices, discuss current trends, new laws, and regulations affecting the acquisition and small business communities.

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

The Department of the Interior must reach approximately \$90 million dollars to equate 3% of procurements. Our major areas of purchase are information technology, professional services, and construction.

The Department will have a 100% set aside to Service Disabled Veteran Owned Businesses for all consumables related to toner, disks, and related replacement supplies for computer, fax, and printers.

Each of the Bureaus and Offices of the Department will be asked to submit a plan by June 15 for steps taken for FY05 and 06 where areas can be identified for SDVOB.

Department of the Interior

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

Planned Outreach Activities: The Interior Department will have a partnership perspective in teaming with other OSDBU offices for SDVOB outreach programs led by LaVanna Stevenson Harris, Outreach Program Leader. Interior's OSDBU Western Coordinator Lee Allen will participate in April in Reno with the US Army Corps of Engineers for the second year on a SDVOB event and with the US Army's National SDVOB Program in June. Our Bureau of Land Management is developing a SDVOB event for Albuquerque New Mexico in the 4th quarter. We will support and share our contacts with other Federal organizations as the Transportation Security Administration for upcoming SDVOB events. The Bureau of Land Management through the efforts of Barbara Gaines has established a Memorandum of Understanding with the Center for Veterans Enterprise which will serve as a model for other bureaus. The National Business Center at Ft. Huachuca with Betty Sebastian has created a number of contract vehicles for use by SDVOB in multiple Federal agencies and the Mineral Management Service's GovWorks Beth Owens has a unique tracking system for SDVOB available to participate in national contract work.

- OSDBU and the Department's 80 Business Utilization Development Specialists (BUDS) will continue to stress to SDVOBs that the Central Contractor Registration (CCR) is a database of companies interested in "doing business" with the government and every prospective vendor must be registered in the database and the CCR is the primary source for learning about prospective vendors.
- Recognize the Bureau/Offices that meet or exceed their negotiated socio-economic small business goals as part of the Department's Small Business Incentive Awards Program.

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.

Policy direction is under preparation to use the new electronic subcontracting system as a tool to emphasize the SDVOB subcontract participation.

Department of the Interior

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

Planned Training Activities: The Defense Acquisition University has developed an excellent training program on SDVOB which is available through the internet to all procurement and small business personnel. Additionally we will

- Conduct workshops at the bi-annual Departmentwide Finance, Budget, Procurement, and Small Business Conference to ensure the BUDS have a working knowledge of the SDVOB program.
- Collaborate with our external partners and other Federal OSDDBUs in order to hold conferences targeting SDVOB and conduct Departmentwide sponsored workshops that focus on “doing business with Interior”.
- Hold both virtual and in person meetings with the BUDS in order to brief them on policy changes, provide updates on goal achievements, and discuss other issues affecting the SDVOB.
- Work with the NISH and JWOD Programs which serve the Federal community to determine what lessons or keys to success may be carried to the SDVOB community.

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

Planned Information Activities: Transparency of what we buy; who can assist SDVOB in our local business offices; and when we will have changes in our contracting profiles will be part of our information strategy on paper and with the internet. The OSDDBU has been working with national SDVOB organizations and will seek to expand contacts beyond the Washington DC area.

- Develop outreach materials such as brochures, videos, posters, newsletters, and other forms of communication and distribute to chambers of commerce, trade associations, and national organizations. We have participated in the new Veterans Business Journal with positive outreach results.
- Work closely with the Public Affairs Office to prepare press releases and respond to all media inquiries concerning the procurement opportunities targeting service-disabled veterans owned businesses.
- Participate in a radio broadcasts on local radio stations or on the internet in an effort to promote “doing business” with Interior.