



February 4, 2005

MEMORANDUM

TO: Mike Gerich, Office of Federal Procurement Policy
Dean Koppel, Small Business Administration

FROM: George Schutter, Chief Acquisition Officer, Peace Corps

SUBJECT: Contracting with Service-Disabled Veterans' Businesses

This memorandum sets forth the strategy of the Peace Corps to increase significantly contracting and subcontracting opportunities for service-disabled veteran owned small businesses (SDVOSBs).

Due to the importance placed at the Peace Corps on the President's Executive Order 13360, the following actions will be specifically implemented to provide a significant increase in contracts awarded to small businesses owned and substantially owned by service-disabled veterans:

- Designate the Peace Corps' Chief Acquisition Officer as the senior-level official responsible for developing and implementing this strategy. Contact information is as follows:

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- Train internally all Peace Corps Contracting Officers on Executive Order 13360, the streamlined contracting authorities provided under Federal Acquisition Regulation part 19.14, as well as government-wide tools available to find SDVOSBs.
- Request to receive from SBA on-site SDVOSB training for all Peace Corps Contracting Officers.
- Encourage Contracting Officers to utilize the search engine on the Central Contractor Registration to identify potential SDVOSBs who may meet the need of Peace Corps' supply and service requirements.
- Encourage Contracting Officers to review the listing of self-identified SDVOSBs available to provide products and services through GSA Federal Supply Service

- Multiple Award Schedules (MAS) that may meet the need of Peace Corps' supply and service requirements.
- Place the Internet link to Federal Supply Schedule MAS awarded to SDVOSB information on Peace Corps' Intranet for all knowledge sharing of Peace Corps Contracting Officers.
 - Monitor GSA's establishment of government-wide agency contracts for potential use to meet Peace Corps' future supply and service requirements.
 - Monitor actual awards to SDVOSBs throughout the year to ensure awards to SDVOSBs are increasing.

Please do not hesitate to contact me if you need further information or have any questions.