

## LONG-TERM OBJECTIVE 4.5

Procurement and contracting services will be planned and managed to support the SBA program management and the achievement of the Agency's goals.

The following Outcome Measures will determine success in meeting this objective:

- 4.5.1 By FY 2006, SBA will achieve a rating of Green for having met all of the Core Criteria of the Competitive Sourcing initiative on the PMA.**
- 4.5.2 By 2006 and maintained each year thereafter, the average time for competitive sourcing competitions will decrease to 12 months, from the FY 2003 baseline of 36 months.**

### *Office of Administration*

The Office of Administration directs and executes all administrative management functions within the SBA Headquarters and monitors administrative programs in field offices. The office develops policies and procedures for the procurement of supplies, equipment and non-personnel services. This office also implements and manages approved grants and cooperative agreements.

During FY 2005, SBA continued with the rent initiative in the field to reduce space both in lease expiration and other offices where there is excess space. FY 2005 will produce annual savings to the Agency of \$1.6 million.

Efforts continued with the migration of electronic records into SBA's existing records management program. Training sessions continued with program areas to assist with the development of electronic records schedules. The National Archives and Records Administration approved 20 electronic schedules during FY 2005.

During FY 2005, the Office of Procurement and Grants Management (OPGM) continued to issue purchase cards to headquarters and field offices, provided initial and on-going training to cardholders and submitted quarterly reports of the number and summary of activity of the cards to OMB, with an overall goal of decreasing the total number of purchase cards for SBA. As a result the number of purchase cards has been reduced from 313 to 252, a decrease of 19.5%, and the ratio of approving officials to cardholders has been maintained at 1:2. In addition, SBA has maintained a "no fraud" program.

For FY 2005, OPGM processed and awarded 448 awards totaling \$7,917,620 (including modifications, purchase orders and contracts). Of these awards, over 45% of all available purchase awards went to small business concerns.

OPGM also continued with efforts to implement the government e-grants initiative and posted all grant program announcements electronically. OPGM received the Gold Star Achievers award from Grants.gov for exceeding the Agency-projected goal. SBA is among only seven agencies earning this recognition. Additionally, OPGM received the Grants.gov 100% Club award. SBA is among only three agencies receiving this recognition.