



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Washington, D.C. 20507**

Office of the Chief Financial Officer  
and Administrative Services

**February 1, 2005**

**MEMORANDUM**

**TO:** Mike Gerich  
Office of Federal Procurement Policy

Dean Koppel  
Small Business Administration

**FROM:** Jeffrey A. Smith /s/  
Chief Financial Officer

**SUBJECT:** Contracting with Service-Disabled Veterans' Businesses (Executive Order 13360)

Thank you for the opportunity to respond to your memorandum dated January 12, 2005, entitled, "Contracting with Service-Disabled Veterans' Businesses."

The Equal Employment Opportunity Commission (EEOC) as a matter of policy, encourages the use of service-disabled veteran businesses to the maximum extent possible. We recognize the Agency's obligation to strengthen economic growth by increasing federal contracting and subcontracting opportunities for small businesses, including service disabled veteran businesses. The EEOC has a strong commitment to the principles of Executive Order (EO) 13360, its implementation, and will expend all its efforts to ensure that the EEOC policies and procedures are in compliance with it.

The EEOC's goal is to increase federal contracting and subcontracting opportunities for small businesses, including service-disabled veteran businesses. We will review and evaluate each requirement to ensure that service-disabled veteran businesses receive a fair share of procurement awards made by the EEOC. The initiatives to be taken by the EEOC are described in the attached Agency Strategy Format as required by Section 2 of the EO.

I have designated Patrick R. Mealy, Director, Procurement Management Division, to be responsible for implementing the requirements of Executive Order 13360 at the Equal Employment Opportunity Commission. He can be reached on (202) 663-4824 or via e-mail at: [patrick.mealy@eoc.gov](mailto:patrick.mealy@eoc.gov).

We are committed to taking the necessary steps to implement the requirements under EO 13360.

If there are any questions, please contact me on (202) 663-4200 or Patrick R. Mealy on (202) 663-4824.

Attachment

Agency Strategy Format, Executive Order 13360

The Equal Employment Opportunity Commission (EEOC) submits the following strategy which outlines efforts to be taken to implement the requirements under Executive Order (EO) 13360, Contracting with Service-Disabled Veterans' Businesses:

Department or Agency: Equal Employment Opportunity Commission

Designated Senior-Level Official: Patrick R. Mealy, Director  
Procurement Management Division  
Office of the Chief Financial Office  
Administrative Services

Agency Strategy: Describe actions taken, and to be taken, to provide opportunities for service-disabled veteran businesses to significantly increase their contracting and subcontracting with your Department or agency.

ITEM #1: Designate a senior level official to be responsible for development and implementation of the agency's strategy,

RESPONSE: Patrick R. Mealy, Director of the Procurement Management Division, Office of the Chief Financial Office/Administrative Services will serve as the senior level official for the development of a strategy and implementation of policies as required by the EO.

ITEM #2: Make the Strategy publicly available and report progress annually to SBA,

RESPONSE: EEOC's strategy for providing opportunities for service-disabled veteran businesses will be publicized on the agency's website. Small business goal achievements for service-disabled veteran businesses will be monitored and evaluated through the Federal Procurement Data System-Next Generation system.

ITEM #3: 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.

RESPONSE: Responsibilities identified in EO 13360 will be tied to the performance plans of the designated senior-level-official.

ITEM #4: Reserve certain agency contracts exclusively for service-disabled veteran businesses.

RESPONSE: Consideration of service-disabled veteran businesses for information technology services will be encouraged during the development of the EEOC's annual advanced acquisition plans.

ITEM #5: Encourage and facilitate participation by service-disabled veteran businesses in competitions for award of your agency's contracts.

RESPONSE: Participation by service-disabled veteran businesses in competitions for award of EEOC contracts will be encouraged and facilitated by (1) posting current contracting opportunities on the "FedBizOpps" website; (2) encouraging vendors to register with the Central Contractor Registration database; and (3) providing service-disabled veteran businesses, any available information and assistance on how to do business with the Federal government.

ITEM #6: Encourage your agency's contractors to subcontract with service-disabled veteran businesses and actively monitor and evaluate your agency's contractors' efforts to do so.

RESPONSE: Prime contractors will be encouraged to post subcontracting opportunities for service-disabled veteran businesses on their company's website.

ITEM #7 : Train your agency personnel on applicable laws and policies relating to participation of service-disabled veteran business in Federal contracting.

RESPONSE: Training opportunities will be provided through group discussions with program and procurement personnel on applicable laws and policies to encourage participation of service-disabled veteran businesses.

ITEM #8: Disseminate information to service-disabled veteran businesses that would assist these businesses in participating in awards of your agency's contracts.

RESPONSE: Information will be disseminated through FedBizOpps and the EEOC homepage link, "Doing Business with EEOC."

ITEM # 9: Describe actions taken, and to be taken, to meet your agency's additional duties identified in the Order.

RESPONSE: GSA's website is used to identify service-disabled veteran businesses. This information has been forwarded to our Office of Information Technology for consideration in future procurements.

Contracting opportunities for service-disabled veterans will be enhanced through outreach activities.