

**Smithsonian Institution Strategy to Implement Executive Order 13360,
Increasing Opportunities for Service-Disabled Veteran-Owned Businesses in
Federal Contracting and Subcontracting**

Background

On October 20, 2004, the President signed Executive Order (EO) 13360. The EO furthers the policy of the United States to honor veterans with disabilities incurred or aggravated during active service in the armed forces by requiring Federal executive agencies, as defined in 5 USC, §105, to more effectively implement processes to:

- Achieve the government-wide goal for Service Disabled Veteran-Owned Small Businesses' (SDVOSB) participation in Federal contracting and subcontracting opportunities, and
- Set-aside certain types of Federal procurements for SDVOSB.

Smithsonian Institution Strategy

Although the Smithsonian Institution is not an Executive Agency, as defined at 5 USC, §105, the Smithsonian supports the spirit and intent of the Order. The Institution is committed to ensuring equal opportunities for all small and disadvantaged businesses in its business relationships and transactions. To this end, the following strategic plan has been established and will be implemented in support of EO 13360:

1. The designated senior level official responsible for implementing Executive Order 13360 is:

John W. Cobert
Director, Office of Contracting
and Head of the Contracting Activity
Smithsonian Institution.

Signed _____ John W. Cobert _____ Date September 15, 2005

2. The Smithsonian Institution strategy in support of EO 13360 will be made available and accessible to the general public on the Smithsonian Institution website. FPDS-NG and eSRS, the government-wide prime contract and subcontract reporting mechanisms, will be utilized to monitor and report prime and sub- contract awards to SDVOSB.
3. The performance plans for all Smithsonian Institution senior leaders and unit directors with procurement responsibilities will contain specific provisions as part of performance elements

that address improving utilization of small and small disadvantaged businesses (including SDVOSB) in contracting actions.

4. Smithsonian unit procurement action plans will be reviewed periodically to determine potential set-asides for SDVOSB and to assist in identifying SDVOSB sources that provide goods and/or services needed to achieve the three percent SDVOSB participation goal.
5. The Office of Contracting will include information about the Smithsonian's commitment to use socioeconomic program sources such as SDVOB in its call for annual advance procurement plans. Directors and program managers will be referred to the Supplier Diversity Program directive (Smithsonian Directive 216) for information regarding the SDVOSB and other small and small disadvantaged business utilization goals.
6. The Smithsonian contracting and procurement community and contractors will be apprised of the Veterans Affairs' Center for Veterans Enterprise (CVE) website. Links to the CVE website from the OCon and SDP intranet web pages will also be established. Smithsonian units will be encouraged to use the websites for information regarding goods and services available from SDVOSB.
7. An annual Smithsonian-wide announcement will be developed and distributed that informs the Institution's managers, contracting officers, purchasing agents and technical staff of their responsibilities for ensuring that SDVOSB are afforded maximum opportunities to participate in Smithsonian contracting and subcontracting activities.
8. The use of SDVOSB will be highlighted in Smithsonian contracting and procurement training initiatives and supplier diversity program presentations.
9. Smithsonian contracting and procurement opportunities will be promoted to SDVOSB at vendor fairs and SDVOSB participation will be encouraged and facilitated to the maximum extent practicable and consistent with the Smithsonian's contracting needs.