



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



Memorandum

OCT 7 2008

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Offices

From: Pam Haze
Acting Deputy Assistant Secretary – Business Management
and Wildland Fire

Subject: Support for Contracting Opportunities with Small Businesses

Small businesses are one of the major driving forces in the United States economy and we, as the Department of the Interior (Department), have a supporting role when we award contracts.

Beginning on October 1, 2008, we entered another fiscal year and it is important that we revisit our role in promoting contracting opportunities for small businesses that are interested in providing services and products to the Department. Small businesses play an important role in the Department's success. They are leaders of innovation and their creativity has brought new technology and improved our business practices. I applaud those small business owners who take the risks that help make our Nation great.

The Office of Small and Disadvantaged Business Utilization (OSDBU) is charged with developing, implementing, executing, and managing the small business programs for the Department; monitoring and reporting performance by the Department in meeting its goals relating to those programs; and representing the Department on matters affecting small and disadvantaged businesses.

I am asking each bureau and office to work with the OSDBU and their respective Small Business Specialist through the Advanced Procurement Plan process, to identify prime contracting opportunities for small businesses. These small businesses include small disadvantaged, 8(a), women-owned, service-disabled veteran-owned, and Historically Underutilized Business Zone (HUBZone) businesses. Where prime contracting opportunities do not exist, the Department needs to leverage other tools, such as encouraging relationships, and establishing aggressive, realistic subcontracting goals for prime contractors.

I am firmly committed to the success of our small business programs, and I encourage your support for them.

cc: Bureau Acquisition Managers
Bureau Small Business Specialists