



DEPARTMENT OF VETERANS AFFAIRS
DEPUTY ASSISTANT SECRETARY FOR ACQUISITION AND MATERIEL MANAGEMENT
WASHINGTON, DC 20420

IL 049-02-14
September 3, 2002

OFFICE OF ACQUISITION AND MATERIEL MANAGEMENT INFORMATION LETTER

TO: Under Secretaries for Health, Benefits, and Memorial Affairs; Chief Facilities Management Officer, Office of Facilities Management; Veterans Integrated Service Network Directors; Directors, VA Medical Center Activities, Domiciliary, Outpatient Clinics, Medical and Regional Office Centers, and Regional Offices; Directors, Denver Distribution Center, Austin Automation Center, Records Management Center, VBA Benefits Delivery Centers, and the VA Health Administration Center; and the Executive Director and Chief Operating Officer, VA National Acquisition Center

ATTN: Head of the Contracting Activity
All VA Contracting Officers

SUBJECT: Socioeconomic Goals

1. On December 10, 2001, the Secretary issued the attached memorandum encouraging all organizations to continue to commit to improving small business contracting opportunities. As a result of the memorandum, each organization must provide an annual Small Business Improvement Plan to the Director, Office of Small and Disadvantaged Business Utilization (OSDBU).
2. Each Head of the Contracting Activity (HCA) shall ensure that contract awards and subcontracting opportunities for all socioeconomic programs are fully realized. Likewise, each individual in the Department of Veterans Affairs' (VA) acquisition community must continually strive to attain our established socioeconomic goals.
3. To continue our commitment to achieve socioeconomic goals, VA Form 2268, Small Business Program Review, shall be coordinated with and approved through OSDBU prior to advertising or issuing solicitations. If the VA Form 2268 is disapproved, the appropriate action shall be taken by the contracting officer to consult with OSDBU for options available.
4. As the chief advocate for veterans within the Federal Government, VA has a special obligation to support, to the maximum extent possible, service-disabled veteran-owned small businesses and veteran-owned small businesses. Seeking out and purchasing from service disabled veteran-owned small businesses and veteran-owned small businesses must be a priority. The Center for Veterans Enterprise (CVE/00VE) of OSDBU will assist contracting officers in identifying veteran-owned and service-disabled veteran-owned small businesses with proven-performance records.

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5. In addition, other information on these firms can be obtained through local SBA offices, SBA's ProNet Database, and IFCAP vendor queries. Improved acquisition planning and market research will help in this effort. For more information, refer to the Center for Veterans Enterprise web site at the following Internet address: www.vetbiz.gov. You may also contact one of their specialists directly at 202-565-8336 or by e-mail at VACVE@mail.va.gov.

6. Also, when executing awards that support VA's socioeconomic goals, be sure to accurately capture the applicable information on the Federal Procurement Data System (FPDS) report. This is especially important as significant award information may be inadvertently omitted if correct FPDS reporting is not accomplished.

7. If you have any questions concerning this letter, please contact Paulette Creighton at (202) 273-8821.

/s/ David S. Derr
Associate Deputy Assistant Secretary
for Acquisitions

Attachment

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THE SECRETARY OF VETERANS AFFAIRS
WASHINGTON

December 10, 2001

**MEMORANDUM FOR ALL UNDER SECRETARIES, ASSISTANT SECRETARIES, AND
OTHER KEY OFFICIALS**

SUBJECT: Small Business Programs

This is directed to all organizations, but especially to those who have significant small business procurement challenges and/or opportunities.

The Department of Veterans Affairs (VA) is committed to sustained small business program improvement. VA has a long and proud history of accomplishment in providing opportunities for the Nation's small businesses. Unfortunately, the Department's accomplishments have begun to decline - a disturbing trend that I am committed to reversing. Senior management must take responsibility for ensuring that acquisition strategies include small business considerations.

Prior to October 1st of each year, each addressee who has significant small business procurement challenges and/or opportunities will develop and execute a "Small Business Improvement Plan" for his or her respective organization. Each plan will identify at least three initiatives that will be undertaken during the upcoming fiscal year to improve small business contracting performance within the administration or office. The plan will include qualitative factors that are measurable, address how the plan enhances the VA small business vendor base, and identify the office of primary responsibility for administering the plan within each administration or office. These first plans, for Fiscal Year 2002, shall be submitted to the Director, Office of Small and Disadvantaged Business Utilization (OOSB) by December 30, 2001. The Director, Office of Small and Disadvantaged Business Utilization, is available to provide support in developing and implementing your plan.

I challenge you and your acquisition and program managers to accept responsibility for reinvigorating the Department's small business program. Success or failure is the shared responsibility of us all.

Anthony J Principi

ATTACHMENT