



U.S. Department of the Interior

Office of Small and Disadvantaged Business Utilization

Strategic Plan

(Small Business Program Plan)

FY 2011 – 2015

Introduction

This Strategic Plan (Plan) sets forth the Department of the Interior (Department) Small Business Program (Program) within the framework, management principles, and structure identified in the Department Strategic Plan and Public Law 95-507. Implementation of the Program is managed by the Office of Small and Disadvantaged Business Utilization (OSDBU) in support of Sections 8 and 15 of the Small Business Act, as amended. The Plan also describes the OSDBU, Headquarters and supporting Small Business Specialists (SBS) roles and responsibilities in implementation of this Plan.

The Program is managed by a director who serves as the principal policy advisor to the Secretary of the Interior and other senior officials within the Department. The operations of the OSDBU are supported via the assistance of the bureaus and offices Headquarters' and supporting SBS. The assigned Headquarters SBS coordinates small business related program activities within their respective bureaus and offices and then act as a liaison between the OSDBU and their operational units. Each Headquarters' SBS also works with bureaus and offices to ensure the effectiveness of the Program.

Department Mission

Protecting America's Great Outdoors and Powering Our Future

The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

Small Business Program Mission Statement

The Program provides outreach and assistance for procurement and contracting opportunities that supports small, small disadvantaged, women-owned, service-disabled veteran-owned and veteran-owned small businesses, businesses that are located in Historically Underutilized

Business Zones (HUBZone) and minority serving institutions. The Program supports the Department's minority colleges and universities program in order to create greater awareness of contracting dollars that can be made available via contracting opportunities that support colleges and universities and their surrounding communities.

Vision Statement

To ensure that the Department's Program creates the optimal environment that maximizes contracting opportunities and supports small, small disadvantaged, women-owned, service disabled veteran-owned and veteran-owned small businesses, businesses that are located in Historically Underutilized Business Zones (HUBZone) and minority serving institutions.

Major Roles and Responsibilities in Support of this Plan

- **OSDBU**

The OSDBU provides continuous outreach and assistance dedicated to increasing contracting opportunities for small, small disadvantaged, women-owned, service-disabled veteran-owned and veteran-owned small businesses, businesses that are located in Historically Underutilized Business Zones (HUBZone) and minority serving institutions. The OSDBU provides overall program and policy guidance to the Department's bureaus and offices concerning the implementation and administration of the Program. A part of the OSDBU's responsibilities:

1. Provide guidance to contracting and management officials regarding the Program.
2. Provide training to enhance the knowledge base of the SBS in supporting this Plan;
3. Ensure that channels of communications are opened in order to verify that the SBS community is current on related program matters and issues that support this Plan;
4. Support the SBS communities within their respective bureaus' and offices';
5. Perform oversight and review of the bureau' and offices' Program; and,
6. Coordinate national and congressional small business events on behalf of the Department.
7. Provide guidance to the bureaus and offices regarding analysis and establishment of small business goals in a timely manner.

- **Headquarters' Small Business Specialists**

The head of each bureau and office appoints a Headquarters SBS to undertake the daily responsibilities for operation of the small business program within each bureau or office. The assigned Headquarters SBS will:

1. Serve as the liaison between the OSDBU and their bureau or office;
2. Represent their bureau or office at monthly SBS/OSDBU meetings;
3. Coordinate Program activities within their respective bureaus or offices;
4. Support national, regional and local small business outreach events coordinated or supported by the OSDBU;

5. Provide coordinated and comprehensive reports and other information to the OSDBU, as required, regarding their bureaus' or offices' small business program.

- **Bureaus' and Offices' Supporting Small Business Specialists**

Offices with procurement authority also appoint supporting SBS to perform duties consistent with their level of small business program activities. These individuals have the applicable training, knowledge and experience with the Program and are well-versed in contracting and acquisition regulations and procedures. The supporting SBS serves as their bureau or office small business representative. The supporting SBS supports the Headquarters' SBS in carrying-out their respective bureaus' or offices' Program. Regional, state and local small business events are supported by the supporting SBS via their attendance and support.

Major Key Objectives of this Plan

Goal 1: Clearer, stronger policies at the Department, including better guidance on how to do small business set-asides and implement effective mentor-protégé programs.

End Outcome: Rules for reserving work for small businesses are updated – with statutory and regulatory changes when needed to increase consideration of set-asides dollars. Reviews of contract bundling – where a bureau or office consolidates requirements that were previously provided or performed under separate smaller contracts into a single contract that is unlikely to be suitable for award to a small business – are tightened to prevent unjustified bundling. Ensure appropriate mitigation strategies are used to identify alternative options for small businesses where bundling is necessary and justified. Subcontracting plan practices are improved so that contracting officers can properly evaluate proposed small business participation, monitor performance and ensure prime contractors keep their promises to provide work to small business subcontractors. Mentor-Protégé programs are developed and promoted through the Department's Program to give small businesses the opportunity to develop under the wing of experienced large businesses.

Goal 2: A better trained federal workplace, with stronger certification and training requirements, coupled with meaningful incentives to help agencies reach their goals.

End Outcome: Workforce training and stronger certification are required for contracting officers, small business specialists, and program managers to strengthen the Department's ability to use contracting authorities in the most effective manner, and to help meet Departmental small business goals. Best practices from bureaus, offices, and different agencies are shared across the Department, facilitated by the OSDBU.

Goal 3: More user-friendly tools and technologies for small businesses looking for matchmaking events, subcontracting opportunities, agency contact information, and more.

End Outcome: Sources for small businesses are enhanced to identify contracting opportunities, upcoming outreach events and online training in support of the federal government one-stop-shop initiative. Easy access to information on subcontracting opportunities and annual forecasts

for each bureau's and office's projected prime contracting needs is provided. Finally, the quality of data was improved to support user needs for better business intelligence and to prevent data entry errors that hinder the integrity and accuracy of small business contracting information.

Summary Statement

This Plan was written to serve as a guide to aid, counsel, assist and promote, insofar as is possible, the interests of small business concerns within the Department's Small Business Program. The OSDBU, Headquarters' and supporting SBS through this Plan shall be aware of the focus of the Program resulting in opportunities for:

- Clearer, stronger small business policies within the Department;
- An environment that promotes a well educated Small Business Specialist that is able to better inform small businesses; and,
- Enhances a user-friendly environment through the use of current technologies.

This Plan will be updated and revised on an annual basis to reflect changes in policies and regulations governing the Department's Small Business Program.

September 2010