U.S. Department of State
Office of Small and Disadvantaged Business Utilization (OSDBU)

Annual Subcontracting Training/Small Business Networking Session

Wednesday, July 21, 2021
Welcome!
Mr. George Price
Director
Office of Small and Disadvantaged Business Utilization (OSDBU)
Small Business Participation as an evaluation factor

Janique Hudson
Procurement Analyst
OSDBU
Office of Small and Disadvantaged Business Utilization (OSDBU) Mission

The Office of Small and Disadvantaged Business Utilization (OSDBU) works with industry partners, the acquisition corps, and program offices to maximize prime and subcontracting opportunities for U.S. Small Businesses. Our efforts help maintain a viable and innovative industrial base, promote worldwide economic development, and support mission critical functions for every bureau within the Department of State.
Establish local policy to evaluate small business participation on “certain” acquisitions:

• Full and Open acquisitions
• Meet the threshold for subcontracting plan
  FAR 19.702(a) requires that all negotiated and sealed bid acquisitions that are expected to exceed $750,000 ($1.5 million for construction)
• Determined Subcontracting opportunities exist
• Change in acquisition strategy for recompete
• Where the analyst within the OSDBU office deems appropriate
Assessing Subcontracting Plans vs Evaluating Small Business Participation

<table>
<thead>
<tr>
<th>SB Subcontracting Plan (Requirement/Assessment)</th>
<th>SB Participation Evaluation (Requirements/Evaluation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAR 19.7</td>
<td>Internal Policy</td>
</tr>
<tr>
<td>Must be negotiated and determined acceptable by the Contracting Officer (OSDBU recommends use of the Subcontracting Plan Template and Checklist)</td>
<td>Solicitation establishes requirements and evaluation criteria for SB participation (OSDBU recommends use of the Small Business Participation Commitment Document (SBPCD)) when it is appropriate.</td>
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<tr>
<td>Must have 15 elements defined in FAR 52.219-9</td>
<td>Evaluation conducted IAW solicitation evaluation criteria</td>
</tr>
<tr>
<td>Applies to large businesses</td>
<td>Applies to all offerors</td>
</tr>
</tbody>
</table>
Market Research
Use to determine who can support the acquisition and how much of the acquisition can be subcontracted to small businesses.

1. Utilize historical data
2. Allow for responses from all sources when issuing source sought
3. Structure sources sought responses to be able to address any combination of requirement, i.e. task within the sources sought.
4. Ask the intent of the offeror, i.e. prime or subcontractor
**Sample Evaluation Criteria**

***All offeror will be required to submit a response to the evaluation criteria***

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<tbody>
<tr>
<td>(1)</td>
<td>The extent to which such firms are specifically identified in proposals;</td>
</tr>
<tr>
<td>2)</td>
<td>The extent of commitment to use such firms (for example, enforceable commitments are to be weighted more heavily than non-enforceable ones);</td>
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<tr>
<td>(3)</td>
<td>The complexity and variety of the work small firms are to perform;</td>
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<tr>
<td>(4)</td>
<td>The realism of the proposal;</td>
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<tr>
<td>(5)</td>
<td>Past performance of the offerors in complying with requirements of the clauses at FAR 52.219-8, Utilization of Small Business Concerns, and 52.219-9, Small Business Subcontracting Plan; and</td>
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<tr>
<td>6)</td>
<td>The extent of participation of such firms in terms of the value of the total acquisition.</td>
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</table>
Sample Tool used to evaluate small business participation in a solicitation

Small Business Participation Commitment Document (SBPCD)

1. Prime Contractor Size:
   Indicate the applicable size and socioeconomic categories — all that apply:
   - Other than Small Business or
   - Small Business also categorized as a
     - Small Disadvantaged Business (SDB)
     - Woman-Owned Small Business (WOSB)
     - Historically Underutilized Business Zone (HUBZone) Small Business
     - Service-Disabled Veteran-Owned Small Business (SDVOSB)

2. Minimum Quantitative Requirement (MQR) — Participation of Small Businesses*
   *Small Business Participation, reporting applies

   2.1 Total Contract Value (Awarded) $ 

2.2 Minimum Quantitative Requirement (MQR)

<table>
<thead>
<tr>
<th>Business Category</th>
<th>Dollar Value</th>
<th>% of Total Contract Value</th>
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<tbody>
<tr>
<td>Total Contract Value – Prime Contractor</td>
<td></td>
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<tr>
<td>Total Small Business</td>
<td></td>
<td></td>
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<tr>
<td>Small Disadvantaged Business</td>
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<tr>
<td>Woman-Owned Small Business</td>
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<tr>
<td>HUBZone Small Business</td>
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<tr>
<td>Veteran-Owned Small Business</td>
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<tr>
<td>Service-Disabled Veteran-Owned Small Business</td>
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<td></td>
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<tr>
<td>Total</td>
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</tbody>
</table>

Note: When completing Section 2 of the SBPCD and MQR, state the Small Business Participation as a percentage (%) of the entire contract amount which includes all option periods (include PAR #2.217 – 9 optional 6-month extension if it being evaluated at the time of proposal submission). 2.1 Total Contract Value (Awarded) will equal 2.2 MQR — the sum of prime contractor and total small business.
Sample Tool to be used to evaluate small business participation in a solicitation

<table>
<thead>
<tr>
<th>Company Name and /DUNS #</th>
<th>Business Category(ies) (SMB, WOSB, SDB, YOSB, SDVOB)</th>
<th>Product(s)/Service(s) to be Provided (List task(s) as prescribed in the PWS)</th>
<th>NAICS Code</th>
<th>Nature of Commitment (i.e., letter of commitment, signed teaming agreements, joint ventures, mentor protege agreements, others)</th>
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</table>

Note: Complete each column in Part 3. Identify each subcontractor by name and DUNS #: the Small Business Category, Products/Services related to the work each subcontractor will perform, the NAICS associated with the work to be subcontracted and the Nature of the subcontracting commitment, such as letters of commitment, signed teaming agreements, joint ventures, or mentor protege agreements.

This form's headings, data elements and format should not be edited or modified. Page 2 can be used multiple times if there is a need to add more small business participants. The form is to be used as it is presented in the solicitation. The binding commitments identified under Nature of Commitments will become enforceable contractual requirements.
After contract execution, any items evaluated during source selection will be monitored and reported on during contract administration. Some elements may be incorporated into the resulting contract and will be assessed as contract performance.
Questions
Guidance on Security Clearance

• Moderator: Janique Hudson, Procurement Analyst OSDBU

• Panelist:
  • Mark Hagedorn, Attorney-Advisor, Office of Procurement Law at SBA
  • Michael Hawk, Department of State
  • Kimberly Baugher, Department of State
  • Keith Minard, Defense Counterintelligence and Security Agency (DCSA)
  • Booker Bland, Defense Counterintelligence and Security Agency (DCSA)
Accelerating the Growth of Veteran Owned Small Businesses in the Federal Marketplace
Mauricio Vera
Assistant National Director, VIP
mvera@nationalvip.org
301.738.0015 x210
Accelerating Growth: **What is VIP?**

- A 27-hour comprehensive certification program
- Hands-on, market-based instruction that helps establish best business practices for Federal gov’t
- Owner, principal or C-level exec for VOSB/SDVOSB
- Offered nationwide at **no cost** to participants
- **1,764** graduate companies from all **50 states**, Washington D.C., Puerto Rico, and Guam

We train “companies,” not individuals
Accelerating Growth: What is VIP?

- 3 Days at the Bolger Center in Potomac, MD - only 11 miles from the White House
- Instructors are Industry Subject Matter Experts
- Interactive Q&A sessions and networking opportunities
- Feature CEO Lessons Learned Panel
Accelerating Growth: What is VIP?

VIP Programs Reduce Risk
Business Mistakes are Expensive and Often Times Fatal to a Small Business

• Reduce risk to companies, teaming partners, and gov’t
• Learn from 30+ highly experienced industry and government professionals across 20+ topics
• Accelerate growth through best business practices
Curriculum

• Accounting/Budgets/Developing Rates
• Cybersecurity Compliance
• Financing/Capital Management/Banking
• Business Development
• Simplified Acquisitions
• Supply Chain Management
• Indirect Rates
• Managing Human Resources
• Contract Negotiation Strategies
• Market Analysis

• AND MORE!
On average, VIP graduate companies have been in business 7 years with 12 employees
ELIGIBILITY REQUIREMENTS

IN ORDER TO PARTICIPATE IN ANY VIP PROGRAM, YOU MUST BE A VOSB/SDVOSB AND AN OWNER/EXEC/PRINCIPAL AS WELL AS....

START
- ≥ 1 YR IN BUSINESS
- REVENUE IN PAST YEAR
- OWNER WORKING FULL-TIME
- LIVE WEBSITE
- REGISTERED IN SAM.GOV

GROW
- ≥ 2 YRS IN BUSINESS
- ≥ 3 FTE
- EXPERIENCE PERFORMING ON FEDERAL CONTRACTS
- LIVE WEBSITE
- REGISTERED IN SAM.GOV

INTERNATIONAL
- ≥ 3 YR IN BUSINESS
- ≥ 3 FTE
- VIP GRADUATE
- EXPERIENCE PERFORMING FEDERAL CONTRACTS

AEROSPACE
- ≥ 4 YR IN BUSINESS
- ≥ 3 FTE
- VIP GROW GRADUATE
- SERVICE/PRODUCT Aligns with Aerospace Market
VIP BY THE NUMBERS

$4.9 Billion in Prime Awards to VIP Graduates since 2010

VIP START Graduates grow 74% one year after graduation and 246% two years after

VIP GROW graduates grow 61% one year after graduation and 224% two years after

85% of the VIP graduates are still in business 10 or more years

83% of VIP Graduates say they changed the way they do business after attending VIP
VIP BY THE NUMBERS
DEPT OF STATE STATS

$243,843,704 in Total Prime Contract Dollar Obligations

73 VIP Grad companies, located in 17 states and Washington D.C., have been doing work with DOS since 2010

4 of those Companies are in Rural areas, totaling $850,181
THE GIFT THAT KEEPS ON GIVING

MENTORSHIP
- INDUSTRY EXPERT INSTRUCTORS
- VIP ALUMNI NETWORK
- VIP PARTNERS

EXCLUSIVE OPPORTUNITIES
- VIP MARKETPLACE
- EXCLUSIVE IMMEDIATE NEED OPPORTUNITIES
- MATCHMAKING WITH PRIMES AND GOVERNMENT

CONTINUING EDUCATION
- VIP ALUMNI LESSONS LEARNED
- GRADUATE EDUCATION PROGRAMS
VIP 2021 Upcoming Programs

Apply NOW at NationalVIP.org

Qualified applicants are accepted on a first come basis

Program Dates Coming Soon

START  GROW  INTERNATIONAL  AEROSPACE
Intermission

10-minute break
Large Business Discussion

• Moderator: Thelma Edmunds, Procurement Analyst OSDBU

• Panelist:
  • Jacqui Fogg, TetraTech
  • Maggie Lamborn, Dexis
  • David Skinner, B.L. Harbert, Int.
  • Chad Wilson, B.L. Harbert, Int.
Discussion on eSRS and Subcontracting Plans

- Moderator: Janique Hudson, Procurement Analyst OSDBU

- Panelist:
  - Renee Hill, Department of State
  - Joshua Blow, SBA PCR
Full training calendar: virginiaptac.org & useful links

Register for free counseling: https://virginiaptac.org/services/counseling/

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Reach us at ptac@gmu.edu or 703-277-7750

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Resources
Websites

- https://www.state.gov/marketing-resources-doing-business-with-the-department-of-state/
- https://www.dcsa.mil/
- https://www.state.gov/facility-security-clearances-faq/
- https://nationalvip.org/
- https://www.esrs.gov/resources
Thank you!

United States Department of State

Small & Disadvantaged Business Utilization

Virginia PTAC

Helping business do business with government