



**Department of Energy**  
Washington, DC 20585

August 29, 2008

The Honorable Calvin Jenkins  
Deputy Associate Administrator  
for Government Contracting and Business  
Development  
U.S. Small Business Administration  
409 Third Street, SW, Suite 800  
Washington, DC 20416

Dear Mr. Jenkins:

In response to the U.S. Small Business Administration's (SBA) request for a "Plan" to achieve and increase negotiated goals, The U.S. Department of Energy, Office of Small and Disadvantaged Business Utilization submits the attached Strategic Plan FY 2009 for your review.

The plan reflects the nine points as prescribed by SBA:

- 1) Strategies to increase the value of competitively awarded contracts to small businesses
- 2) Top level agency commitment to small business contracting
- 3) Significant events to increase small business participation in the procurement process
- 4) How DOE will demonstrate that small business data is accurately reported in the FPDS-NG.
- 5) How DOE will demonstrate compliance with subcontracting plans and attainment of subcontracting goals.
- 6) How DOE will demonstrate that no unjustified bundling takes place
- 7) Planned training for contracting staff/managers on small business/socioeconomic procurements
- 8) Collaboration with SBA on formulation of SB procurement Policies
- 9) Commitment to provide all strategic plans/reports due to SBA

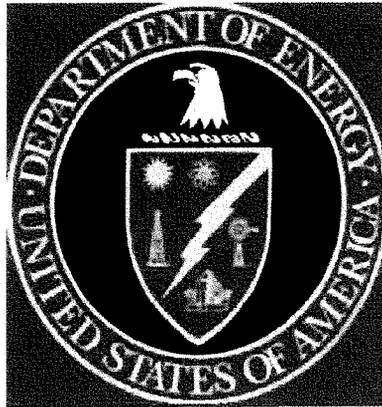
Should you have any questions about this report, contact me at (202) 586-8383.

Sincerely,

A handwritten signature in cursive script that reads "Theresa Alvillar-Speake".

Theresa Alvillar-Speake  
Director  
Office of Economic Impact and  
Diversity





**U.S. DEPARTMENT OF ENERGY**

***"Small Business, Big Ideas – Think Clean Energy"***

**Strategic Plan for Small Business  
FY 2009**

**Prepared by  
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION**

**U.S. Department of Energy (DOE)  
Office of Small & Disadvantaged Business Utilization (OSDBU)  
2009 Strategic Plan**

**Executive Summary**

The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is to promote small business participation throughout the Department's contracting activities. Various Executive Orders and legislative directives empower the OSDBU to perform its mission. The Annual Strategic Plan delineates how the OSDBU will innovate, as well as utilize current programs and practices to increase DOE's small business achievements.

DOE has a unique procurement model, Facility Management Contractors (FMCs) that remains to be a challenge for small business prime contractors. However, DOE continues to break out work from these contracts that can be set aside for small business. Additionally, the large prime contractors are required to actively support and award subcontracts to small businesses. The combination of prime and subcontract awards has been between \$4.5 billion and \$5 billion over the past several years.

In FY 2009 the OSDBU plans, endeavors to maintain and seeks to surpass its small business achievements through the continued use and development of several key tools:

- ◆ The Advanced Planning and Acquisition Team process
- ◆ Individual Program Goaling/Tracking Process
- ◆ Business Opportunity Sessions
- ◆ Comprehensive and extensive outreach activities
- ◆ Small Business Advisory Team
- ◆ Close working relationship with SBA, OFPP and the Congressional Committees

These tools combined with a directed attention to supporting the criteria in the U.S. Small Business Administration (SBA) scorecard should result in increased participation by small businesses.

With the signing of Secretary Bodman's Small Business Policy in FY 2008, the DOE has demonstrated, once again, its strong support and advocacy of the President's small business agenda to help small businesses grow. The OSDBU looks forward to developing its programs and fostering an environment conducive to increasing small business participation at DOE.

**Office of Small & Disadvantaged Business Utilization  
FY 2008 Strategic Plan  
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## I. MISSION

The U.S. Department of Energy's (DOE) mission is to advance the national, economic and energy security of the United States. This is accomplished through the promotion of scientific and technological innovation and the assurance of environmental cleanup of the national nuclear weapons complex. Such a critical and expansive mission requires an extensive use of private sector contractors.

The mission of the Office of Small and Disadvantaged Business Utilization (OSDBU) is to encourage and promote opportunities for small and socio economic businesses within the U.S. Department of Energy (DOE). This is accomplished through the effective use of strategies, programs and policies designed to identify and increase small and socio economic business participation both at the prime and subcontract levels.

## II. PROCUREMENT MODEL

Facility Management Contracts (FMCs) are the primary model utilized by DOE for the award of contracts to operate its laboratories and other facilities. Historically, FMCs represent 84% to 90% of the Department's procurement base. These FMCs include management and operating (M&O) contracts management and integration contracts, and environmental restoration management contracts. The scope of these contracts is broad, complex and long term. They range in the hundreds of millions to the billion-dollar range. The result of this model is that the prime contract awards are generally not realistically available for small business prime contract awards.

DOE has, however, established substantial small business subcontract goals for its prime contractors. Additionally, DOE has in place processes to conduct reviews of these FMC contracts for the ability to break-out work for small business prime contracts

## III. LEGISLATION

Pursuant to applicable legislation described below, DOE's OSDB reports directly to the Secretary of Energy and is responsible for the management of the Department's small business program. The OSDBU is also responsible for the establishment of small business goals and works cooperatively with the U.S. Small Business Administration (SBA) to promote and achieve small business participation on all of DOE's contracts including subcontracts.

### **A. 15 U.S.C. Section 644 (k) (1-10)**

*(k) Office of Small and Disadvantaged Business Utilization; Director  
There is hereby established in each Federal agency having  
Procurement powers an office to be known as the "Office of Small and  
Disadvantaged Business Utilization." The management of each such office shall be  
vested in an officer or employee of such agency who shall –*

- (1) *be known as the "Director of Small and Disadvantaged Business Utilization" for such agency,*
- (2) *be appointed by the head of such agency,*
- (3) *be responsible only to, and report directly to, the head of agency or to the deputy of such head, except that the director for the Secretary of Defense shall be responsible, only to, and report directly to, such Secretary or the Secretary's designee,*
- (4) *be responsible for the implementation and execution of the functions and duties under this section and section 637 of this title which relate to such agency,*
- (5) *identify proposed solicitations that involve significant bundling of contract requirements, and work with the agency acquisition officials and the Administration to revise the procurement strategies for such proposed solicitations where appropriate to increase the probability of participation by small businesses as prime contractors, or to facilitate small business participation as subcontractors and suppliers, if a solicitation for a bundled contract is to be issued,*
- (6) *assist small business concerns to obtain payments, required late payment interest penalties, or information regarding payments due to such concerns from an executive agency or a contractor, in conformity with chapter 39 title 31 or any other protection for contractors or subcontractors (including suppliers) that is included in the Federal Acquisition Regulation or any individual agency supplement to such Government-wide Regulation,*
- (7) *have supervisory authority over personnel of such agency to the extent that the functions and duties of such personnel relate to functions and duties under this section and section 637 of this title,*
- (8) *assign a small business technical adviser to each office to which the Administration has assigned a procurement center representative ,*
- (9) *co-operate, and consult on a regular basis, with the Administration with respect to carrying out the functions and duties described in paragraph (4) of this subset,*
- (10) *make recommendations to contracting officers as to whether a particular contract requirement should be awarded pursuant to subsection (a) of this section, or section 637(a) of this title or section 2323 of title 10.*

**B. 15 U.S.C.A. Section 644 (g) (2)**

*The head of each Federal Agency shall, after consultation with the Administration, establish goals for the participation by small business concerns, by small business concerns owned and controlled by socio and economically disadvantaged individuals and by women in procurement contracts of such agency. Goals under this subsection shall be jointly established by the Administration and the head of each Federal agency and shall realistically reflect the potential of small business*

concerns, small business concerns owned and controlled by service-disabled veterans, qualified HUBZone small business concerns, by small business concerns owned and controlled by women to perform such contracts and to perform subcontracts under such contracts.

Whenever the Administration and the head of any Federal agency fail to agree on established goals, the disagreement shall be submitted to the Administrator of the Office of Federal Procurement policy for final determination. For the purpose of establishing goals under this subsection, the head of each Federal agency shall make consistent efforts to annually expand participation by small business concerns from each industry category in procurement contracts of the agency.

**C. Section 6022 (a) and Section 6022 (c) (1) of the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005, Pub.L.109-13.**

(a) Not later than September 30, 2005, the Department of Energy and The Small Business Administration shall **enter into a Memorandum of Understanding** setting forth an appropriate methodology for measuring the achievement of DOE with respect to awarding contracts. The Administrator of the Small Business Administration, the Chief Counsel for Advocacy of the Small Business Administration, the Chairman of the Defense Nuclear Security facilities Safety Board, the Secretary of Energy and the Administrator of the National Nuclear Security Administration, shall jointly **conduct a study** regarding the feasibility of possible changes to management and operating contracts and other management contracts within the Department of Energy to encourage new opportunities for small businesses to increase their roles as prime contractors.

**D. GAO-05-459 report "Improved Oversight Could Better Ensure Opportunities for Small Business Subcontracting"**

The cited GAO report directed appropriate officials, responsible for DOE's Small Business Offices and procurement organizations, to:

*Ensure that the Department's Facility Management Contractors (FMCs) comply with DOE's March/Spring 2005 guidance on small procurement Goals; take steps to strengthen oversight of the program including issuing guidance clarifying roles, responsibilities and necessary interactions among DOE small business office, program office and procurement officials responsible for managing the small business subcontracting program.*

#### **IV. DOE GOALS**

DOE negotiated 2 year goals, FY 2008 – 2009, with the U.S. Small Business Administration. The table, on the next page, lists those goals to be achieved by the Department in 2009.

**FY 2009 Prime Contracting Goals**

	Gov't Wide	DOE FY 2009
Small Business	23%	5.87%
8(a)		1.03%
Small Disadvantaged (SDB)	5%	.54%
Women-owned (WOB)	5%	.71%
HUBZone	3%	.20%
Service-Disabled	3%	.70%
Veteran-owned (SDVOB)		

**FY 2009 Subcontracting Goals**

	Gov't Wide	DOE FY 2009
	40%	46.4%
	5%	5%
	5%	5%
	3%	3%
	3%	3%

**V. Strategies to increase value of competitively awarded contracts to small business****A. The Program Blueprint**

1. Conduct annual small business goaling exercise to provide appropriate guidance and technical assistance to DOE program offices regarding the Small Business Act and the statutory goals for small, small disadvantaged/8(a), Women-owned, service disabled veteran owned and HUBZone businesses.
2. Continue to utilize the Advanced Planning Acquisition Team (APAT) process to ensure that acquisitions over \$3 million, or those under \$3 million but of a complex nature, are reviewed early in the acquisition process to determine the acquisition strategy that will best serve small business participation.
3. Ensure that program offices, procurement officers and prime contractors are continually made aware of current/changing small business legislative/procedural requirements that affect selection of an acquisition strategy such as those listed below:

**a) Rule of Two**

FAR 19.502 -2(b)cites, "Procurement law requires contracting officers to reserve acquisitions exceeding \$100,000 exclusively for small business participation given there is a reasonable expectation that offers will be obtained from at least two (2) responsible small business concerns ... and award will be made at fair market prices."

**b) Sole Source Authority**

Sole source (SS) authority, for the 8(a) program is described in, FAR 19.800-2 b), Federal agency contracting officers may enter into a sole source agreement with an 8(a) firm for manufacturing acquisitions not exceeding a price of \$5.5 million and all other types of acquisitions not to exceeding a price of \$3.5 million without first considering competition. Alaskan Native Corporations (ANCs) and Tribally Owned Concerns (TOCs) have no limit as to the size of an 8(a) contract, CFR 124.506 (4) (b).

Under the HUBZone (FAR 19.1300) and Service Disabled Veteran-Owned Small Business (SDVOSB) (FAR 19.1400) Programs, contracting officers may enter sole source agreements with HUBZones and SDVOSB for the same thresholds and types of procurements described under 8(a), only after considering competition first.

c) GSA Federal Supply Schedules

The Federal Supply Schedule (FSS) is managed by the General Services Administration (GSA). It provides a simplified process for obtaining commercial supplies and services at prices associated with volume purchasing.

d) Government-wide Acquisition Contract (GWAC) is a task order or delivery order contract for information technology services. FAR 2.101. GWACs are established by one particular agency for Government-wide use by agencies designated by OMB or by agencies that have received a delegation of procurement authority by GSA.

4. Work with program offices and prime contractors to ensure inclusion of **all** prime contracts and subcontracts, in a timely manner, in the DOE Forecast of Contract Opportunities, the FedBiz Ops, [www.fbo.gov](http://www.fbo.gov); the DOE E-Center, [www.pr.doe.gov](http://www.pr.doe.gov) and/or the U.S. Small Business Administration's (SBA) SubNet, [www.sba.gov/subnet](http://www.sba.gov/subnet), as applicable.
5. Conduct monthly Business Opportunity Sessions (BOS) to provide technical assistance and training for small businesses on how to do business with DOE, and to provide a forum whereby the small business can work with DOE prime contractors and DOE programs, and other small businesses.
6. Initiate monthly Regional Business Opportunity Sessions (RBOS) in the field to encourage technical assistance and training by DOE field offices and DOE Facility Management Contractors (FMCs) on how to do business with DOE at both the prime and subcontract levels.
7. Actively promote the development and use by program offices and prime contractors of Mentor Protégé programs, as identified below for the development of small businesses.

a) DOE Mentor-Protégé Program

The DOE Mentor Protégé program, as defined by the Department of Energy Acquisition Regulation (DEAR919.70) provides for a mentor/protégé team between a DOE prime contractor and a small business. The program provides evaluation credits to the prime contractor and allows the prime to make sole source subcontract awards to its small business protégé.

b) SBA 8(a) Mentor Protégé Program

The SBA Mentor Protégé program as defined by 13 CFR 124.520 provides for the creation of a mentor-protégé team between an 8(a) small business and a large business that results in a new joint venture (JV), which remains 8(a). These JVs can be of great benefit to DOE as it attempts to identify small businesses for the purpose of "set aside" projects. Additionally, DOE is seeking authority from SBA to receive small business credit for such ventures as small business contractors.

8. Include small business goals in management staff performance plans and in prime contractors' performance plans.
9. Conduct subcontract reviews of prime contractors, independently and in cooperation with SBA, to ensure subcontracts meet the requirements of the Federal Acquisition Register (FAR) and to validate reported small business achievements.
10. Continue to expand and improve the OSDBU Database for use by DOE program offices or DOE prime contractors as they conduct their small business market research. This database is vetted regularly and represents firms that have expressed an interest in working with DOE.
11. Utilize the Small Business Advisory Team members to outreach to targeted groups when conducting market research. The OSDBU small business advisory team consists of a wide range of small business chambers and trade organizations who serve as DOE partners in small business development.

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**VI. Demonstrate top-level agency commitment to small business contracting during the period.**

DOE has a wide range of efforts from top level management that support small business. The first one is the Secretarial Small Business Policy that is updated annually or on an as needed basis. This policy is posted on the DOE OSDBU website and is sent out Regularly in policy flashes. Second, quarterly scorecards are issued to DOE program offices on their small business achievements. Third, the Secretary of Energy has initiated an annual Small Business Awards Program through which he publicly indicates his support of small business through a series of awards, normally presented at the Annual Small Business Conference. Fourth, the Secretary and/or the Deputy Secretary actively support Quarterly Small Business Program Managers Conferences and the DOE Annual Small Business Conference through their presence.

**VII. Conducted significant events to increase small business participation in the procurement process.**

The OSDBU utilizes an annual calendar of events (See Exhibit F) representing proposed small business outreach activities intended to promote small business participation in government contracting and, specifically, in DOE contracting. As the calendar reflects, DOE is very active in outreaching to small businesses on a regular basis.

These activities include the Annual DOE Small Business Conference; Quarterly SBPM meetings; monthly BOS seminars and attendance at small business conferences sponsored by other federal/state agencies, Congressional offices and trade associations. Additionally DOE uses a number of other promotional tools that include the following:

- 1) OSDBU Website
- 2) Advertisements in business and trade publications and newspapers.
- 3) Press conferences at small business events.
- 4) Radio/television presentations.
- 5) DOE Small Business Advisory Team

### **VIII. Demonstrates that small business data is accurately reported in FPDS-NG**

DOE takes its responsibility seriously for ensuring FPDS-NG data quality. In response to the Office of Procurement Policy (OFPP) Administrator Paul Dennett's memo for the annual certification of data quality in the Federal Procurement Data System-Next Generation (FPDS-NG) data, the office of procurement has developed a rigorous plan to ensure that the FPDS-NG data is reviewed on a quarterly basis by the Department's contracting activities. The contracting officers review the contract file and FPDS-NG record, identify errors, and make corrections as needed.

The plan for quarterly data quality reviews was initially established in FY 06 and implemented the first quarter of FY07. For each reporting period, the contracting activities review all actions that were submitted to FPDS for that time period. User errors are identified and corrected. All other data errors that are outside the Department's ability to correct are addressed by those that can make the corrections, for example the contracting officer at another Federal agency. In FY08, we enhanced the data quarterly requirements to include the requirement that procurement directors sign off on the quarterly reports.

The data quality review includes a review as to whether the contracting officer selected the correct business size for the contracting officer's Business Size Selection Data field in FPDS-NG. The only available options are Small Business or Other Than Small Business. All other small business and socioeconomic data are obtained by FPDS-NG directly from the Central Contractor Registration (CCR).

DOE is still challenged by errors created within and by FPDS-NG. In addition, all federal agencies depend on the size determination on other agency's contracts as entered by the contracting officer at the issuing agency. Examples of these types of contracts are GSA Schedules, other agencies' ordering agreements, and GWACS. The size determination flows from these contracts into the BPA Calls and Task and Delivery Orders issued by the Department. In these cases, DOE does not have the capability to make any changes to this data.

Beginning in December 2007 and running into April 2008, the Office of Procurement issued a number of communications directed at our contractor and financial assistance communities informing them of the transition to the Strategic Integrated Procurement Enterprise System (STRIPES). These communications were posted on FedBizOpps, the Industry Interactive Procurement System (IIPS), and the Department's Invoicing System located in Oak Ridge, TN. The communications also included the guidance for the contractors and recipients to register with the CCR and keep their registrations current. This is particularly important since contracting officers and FPDS-NG obtain small business and socioeconomic data from the CCR. Finally, the DOE Acquisition Guide and other policy direction make clear that the Department of Energy's contracting officers need to review the perspective contractor's CCR registration prior to award.

**IX. Demonstrate that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals**

DOE actively maintains policies and procedures in place to promote small business subcontracting and to ensure compliance with subcontracting plans. These policies and procedures are distributed as "policy flashes" and codified in the Office of Procurement's Acquisition Letters and Acquisition Guide.

The Secretary will annually issue a policy statement in support of subcontracting. The OSDBU will maintain a written guide on subcontracting that identifies the roles and responsibilities of all the various stakeholders to a contract as directed by the GAO. The Acquisition Guide, Chapter 19 will spell out subcontract plan requirements and identify applicable clauses. Compliance with subcontract goals will be used as an evaluation factor in awarding future contracts to prime contractors.

All DOE contracts will include subcontracting plan requirements and clauses regarding subcontracts in accordance with the Federal Acquisition Regulation. To ensure the contractor makes a good faith effort to comply with the subcontracting plan, there will be a specific clause (52.219-16 Liquidated Damages— Subcontracting Plan) included in the contract. Additionally, a contract clause may be included in the contract, providing incentives and disincentives regarding the contractor's compliance with the small business subcontracting plan.

The Deputy Secretary is directly involved in the review and approval of the small Business subcontract goals proposed by the department's Management and Operating Contractors, submitted to and approved by SBA. All data submitted to the eSRS will be validated by the OSDBU and an annual report will be provided to each M& O contractor and to SBA as to whether or not the goal was met. The contracting officer and the small business advocate will meet with the prime contractor periodically to review the SB subcontract progress. The OSDBU will conduct desk and field audits of contractors on a random basis to review the contractor's subcontract plan for compliance with the FAR, with their proposed goals and to validate the status of the firms being reported as small businesses.

**X. Demonstrate no unjustified bundling has taken place**

DOE has policies, as described in the Acquisition Guide, in place that require contracting offices to take steps to eliminate any unnecessary and unjustified contract bundling; as discussed by the Office of Management and Budget (OMB); in its report entitled, "Contract Bundling – A strategy for Increasing Opportunities for Small Business."

These steps include the monitoring of large contracts that lend themselves to consolidations or bundling and require that:

- Acquisitions of substantial dollar value are reviewed for contract bundling purposes including multiple award contract vehicles
- All acquisitions of \$3 million and above are reviewed for small business consideration which could result in breaking out (unbundling) requirements
- Market research be required to determine/support the acquisition strategy.
- Small business teams and joint ventures be awarded consolidated contracts

- If a contract is to be bundled, specific efforts are made to ensure that small business subcontracting goals are established and met.
- If a contract is to be bundled, the deputy secretary must approve and submit to SBA for their review/concurrence.

#### **XI. Planned training to contracting staff/managers in executing small business/socioeconomic procurements**

DOE has in place a number of procedures/activities intended to provide guidance for contracting staff/managers. This training can be in person or online.

- The OSDBU has developed a manual entitled "Guidance on the Department of Energy Subcontracting Program." This manual provides guidance on how to review subcontracting plans in order to ensure that departmental subcontracting goals are accurately reflected in subcontracting plans.
- The OSDBU has in place a Small Business Program Managers (SBPM) Desk Reference Manual that provides guidance to SBPM and acquisition personnel on the current small business legislature and programs. This manual is updated on an on going basis, is available online and is handed down to new SBPMs.
- The OSDBU conducts monthly teleconferences with DOE Small Business Program Managers (SBPMs) from DOE's facilities and major prime contractors to discuss current issues involving the small business community and provide guidance and training on how to handle timely issues, i.e., recertification, parity, outreach, etc.
- The OSDBU conducts biannual SBPM Meetings to train on the latest acquisition tools, best practices, and legislation.
- The OSDBU is developing an SBPM Executive Mentoring Program. The program combines a small business contracting competency certification requirement and a mentoring program for SBPM's requiring assistance in understanding the day-to-day complexities of small business contracting issues.
- The OSDBU publishes an Acquisition Guide, Acquisition Letters, and Policy Flashes to provide current information on small business procurement authorities, legislation, and best practices for internal use by DOE employees. The Acquisition Guide provides detailed steps on how to apply set-asides, etc.
- The OSDBU requires its procurement analysts to be fully proficient with the eSRS and FPDS-NG databases to ensure data is reported correctly.

- The DOE requires that acquisition personnel, at a minimum, take invaluable on-line course work from the Defense Acquisition University (DAU) to reach the Level 3 Certification in Procurement and to keep current with procurement tools and practices. The OSDBU provides a recommended course work plan for its procurement analysts and other personnel involved small business programs.
- OSDBU is in the process of developing a special Small Business course with the Defense Acquisition University for its small business staff.

**XII. Collaborate with SBA on formulation of small business procurement policy initiatives.**

DOE proposes to work closely throughout FY 2009 with the SBA in the formulation of small business policy initiatives to include the SBA mentor-protégé program, women-business programs, goaling, training, outreach, marketing and reporting. DOE will continue to serve as a member of the SBA Procurement Advisory Council and will provide input and small business “best practices” data to SBA.

**XIII. Agency submits strategic plans & reports**

The OSDBU monitors and reports on small business prime contract achievements on a quarterly basis to DOE, semi-annually to SBA for its Scorecard and annually to the Secretary and Congress. The OSDBU will provide the following plans/reports, as identified and required by SBA for FY 2009 (10/08-9/09):

REPORT	DUE DATE
◆ Process Report on Increasing Opportunities for Women Owned Small Businesses	None Noted
◆ Competitive Demonstration Program Report	January 31
◆ Annual Report & Fiscal Year Update For Strategic Plan to Contract with SDVOB Small Businesses	January 31
◆ Annual Contract Bundling Report	January 31
◆ Corrective Actions to Address Unmet FY 2008 Socio-Economic Goals	January 31
◆ Small Business Innovation Research (SBIR) Annual Report	March 15
◆ Small Business Technology Transfer (STTR) Annual Report	December 31

DOE will, in its DOE Annual Small Business Report to the Secretary (prepared 12/31 of each year), incorporate the following reports and submit to SBA by January of 2009:

- Service Disabled Veteran Owned Business
  - Contract Bundling
  - Corrective Actions Report
  - Women Owned Business Report

The Women Owned Business report is required to be submitted semi-annually. DOE will submit these reports as follows:

The semi-annual report for each fiscal year will cover the first six month activities (10/1- 6/30) of the fiscal year. This report will be submitted to SBA by 8/31 of each year.

The second semi-annual report will cover the year's last six months of activities (7/1 – 12/31) and will be included in the Annual Report to the Secretary, which will be submitted to SBA by January of each year.

#### **XIV. SOCIO-ECONOMIC PROGRAM PLANS**

The foregoing plan provides an overall guide for managing the small business program at DOE. DOE will maintain specific plans to support and promote socio-economic programs. Each group will have a point of contact (POC) within the OSDDBU for each socio-economic group. The program plans for each socio-economic group are described separately, in the remainder of this plan. (Exhibits A-F)

**U. S. Department of Energy**  
**8 (a) Small Business Development Program**  
**Exhibit A**

**Background:**

- Established by section 8(a) of the Small Business Act, 15 U.S.C. § 637(a), the 8(a) Business Development program requires that small business firms be certified by the U.S. Small Business Administration (SBA) as socially and/or economically disadvantaged in order to be in the program. Certification runs for nine (9) years and has two stages; 1) developmental that runs from year one through year four and 2) Transitional, that runs from year five to year nine.

The SBA has, through Memorandums of Understanding with federal departments/agencies, provided that these departments/agencies can contract directly with 8(a) firms. The contracts can be awarded as sole-source contracts if valued up to \$3.5 million (\$5.5 million for manufacturing), or competed among 8(a) firms if in excess of \$3.5 million (\$5.5 million for manufacturing) when two or more capable 8(a) firms have been identified. There is no limit to the size of a sole source 8(a) contract for Alaska Native Corporations (ANCs) and Tribally Owned Concerns (TOCs) certified as 8(a) firms pursuant CFR 124.506 (4) (b).

**Agency Strategy:**

- DOE has negotiated a 1.03% prime contracting goal for 8(a) contracts in FY 2008-2009 and a 5.0 % SDB (comprised of 8(a) and SDB firms) goal for subcontracting. Traditionally, DOE has achieved its 8(a) goals. In addition to the use of the regular SBA 8(a) program for contracting purposes, DOE conducts a program known as the "8 (a) Pilot Program" among its prime contractors that has features similar to SBA's 8 (a) program. In that program, the prime contractor can select its subcontractor from 8(a) firms without competition but these awards can only be reported as SDB subcontract achievements.
- The below listed actions will be taken to ensure awards to 8(a) firms:
  - 1) Inform 8(a) firms they must enroll and update their enrollment annually in the Central Contractor Registration and should also register in the DOE small business database.
  - 2) Work with SBA in establishing SBA 8(a) mentor protégé agreements and joint ventures.
  - 3) Promote establishment of DOE 8(a) mentor protégé agreements.
  - 4) Recognize 8(a) business achievements in the annual Secretarial Small Business Awards program.
  - 5) Foster relationships with 8(a) business organization(s) as a part of DOE SB Advisory Team.
  - 6) Include special 8(a) business component at the Annual DOE Small Business Conference.
  - 7) Participate in conferences dedicated to reaching 8(a) businesses.
  - 8) Designate an OSDBU Point of Contact for the 8(a) program.

### **Prime Contracting:**

Establish 8(a) business goals as part of the Department's socioeconomic annual SB goals negotiated with the SBA.

Track and report 8(a) achievements by program office on an annual basis and in all achievement reports prepared by DOE.

Incorporate achievements of 8(a) business goals (as part of the overall SB goal) in the annual evaluation plan of the officials who influence the acquisition process.

Develop justification(s) for 8(a) business sole source acquisition, as appropriate.

Identify projects that could/should be set aside for participation by 8(a) firms.

Include a prime contractor's past performance in contracting with 8(a) businesses as an evaluation factor in solicitations.

### **Subcontracting:**

Include 8(a) business goals as part of the Department's SDB subcontracting goals negotiated with the SBA.

Require that all DOE prime contractors establish their 8(a)/SDB goals pursuant to the goals negotiated with SBA and include those goals in their subcontracting plan.

Promote the benefits of the DOE 8(a) pilot program to prime contractors and solicit participation by all major prime contractors.

Promote the inclusion of 8(a) firms in the DOE Mentor-protégé and SBA 8(a) Mentor-protégé programs.

### **Education, Training and Outreach**

The OSDBU will provide training for internal staff – to include acquisition staff, program staff and small business staff - about the 8(a)/SDB program. This training will be provided through guides, desk manuals and group training as well as on-line training. The OSDBU will identify training available on 8(a) contracting and will provide links to training.

The OSDBU will provide training for 8(a) firms, as needed, to assist them in successfully navigating DOE contract opportunities at various program offices and in performing on DOE contracts.

The OSDBU will direct small businesses to learn about the 8(a) program and contracting requirements from groups such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs), the Service Corps of Retired Employees.

The OSDBU will meet with the SBA and 8(a) or small business associations on an "as needed" basis to discuss issues relevant to the 8(a) program.

**U.S. Department of Energy**  
**Small Disadvantaged Business (SDB) Program**

**Exhibit B**

**Background:**

- Established by the Small Business Act, the Small Disadvantaged Business (SDB) program assists firms that are owned and operated by individuals who are socially and economically disadvantaged. Such groups include, but are not limited to, Black Americans, Hispanic Americans, Native Americans, Indian Tribes, Asian Pacific Americans, Native Hawaiian Organizations and other minorities. All SDB firms must be certified by the U.S. Small Business Administration (SBA) to participate in the program and remain in the program for three years at which time they must reapply.

**Agency Strategy:**

DOE has negotiated the following SDB goals with SBA for FY 2008-2009.

Prime goals: .54% - Subcontract goals: 5.0% (which include a combination of 8(a) and SDB firms). DOE has generally met its SDB goals over the past several years. In order to ensure continued achievement of these goals, DOE will take the below listed actions:

- 1) Inform SDB firms they must enroll and update their enrollment annually in the Central Contractor Registration and should also register in the DOE small business database.
- 2) Promote establishment of DOE SDB mentor protégé agreements.
- 3) Recognize SDB business achievements in the annual Secretarial Small Business Awards program.
- 4) Foster relationships with SDB business organization(s) as a part of DOE SB Advisory Team.
- 5) Include special SDB business component at the Annual DOE Small Business Conference.
- 6) Participate in conferences dedicated to reaching SDB businesses.
- 7) Designate an OSDBU Point of Contact for the SDB program.

**Prime Contracting:**

- 1) Establish SDB business goals as part of the Department's socioeconomic annual SB goals negotiated with the SBA.
- 2) Track and report SDB achievements by department/prime contractor on an annual basis and in all achievement reports prepared by DOE.

- 3) Incorporate achievements of SDB business goals (as part of the overall SB goal) in the annual evaluation plan of the officials who influence the acquisition process.
- 4) Include a prime contractor's past performance in contracting with SDB businesses as an evaluation factor in solicitations.

**Subcontracting:**

- 1) Include SDB business goals in the subcontracting goals negotiated with the SBA.
- 2) Require that all DOE prime contractors establish their SDB goals pursuant to the goals negotiated with SBA and include those goals in their subcontracting plan.
- 3) Promote the inclusion of SDB firms in the DOE Mentor-protégé program.

**Education, Training and Outreach:**

The OSDBU will provide training for internal staff – to include acquisition staff, program staff and small business staff - about the SDB program. This training will be provided through guides, desk manuals and group training as well as on-line training. The OSDBU will identify training available and will provide links to such training.

The OSDBU will provide training for SDB firms, as needed, to assist them in successfully performing DOE contracts.

The OSDBU will direct small businesses to learn about the SDB program and contracting requirements from groups such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs), the Service Corps of Retired Employees.

The OSDBU will meet with the SBA and small business associations on an "as needed" basis to discuss issues relevant to the SDB program.

**U.S. DEPARTMENT OF ENERGY**  
**Women-Owned Small Business (WOSB) Program**  
**Exhibit C**

**Background:**

There continues to be no set-aside authority for women owned small business (WOSB) contracting although SBA did publish a proposed rule in the Federal Register on December 27, 2007. Barring "set aside" authority, DOE continues to goal and achieve its WOSB goals.

**Agency Strategy:**

DOE negotiated WOSB goals for FY 2008/2009 for both prime contracts and subcontracts. The prime goal is .71% and the subcontract goal is 5.0%. DOE has achieved its WOSB goal for the past several years. In order to continue achieving its goals, DOE will take the below actions:

- 1) Inform WOSB firms they must enroll and update their enrollment annually in the Central Contractor Registration and should also register in the DOE small business database.
- 2) Promote establishment of DOE WOSB mentor-protégé agreements.
- 3) Recognize WOSB business achievements in the annual Secretarial Small Business Awards program.
- 4) Foster relationships with WOSB business organization(s) as a part of DOE SB Advisory Team.
- 5) Include special WOSB business component at the Annual DOE Small Business Conference.
- 6) Participate in conferences dedicated to reaching WOSB businesses.
- 7) Designate an OSDBU Point of Contact for the WOSB program.

**Prime Contracting:**

- 1) Establish WOSB business goals as part of the Department's socioeconomic annual SB goals negotiated with the SBA.
- 2) Track and report WOSB achievements by department/prime contractor on an annual basis and in all achievement reports prepared by DOE.
- 3) Incorporate achievements of WOSB business goals in the annual evaluation plan of the officials who influence the acquisition process.
- 4) Include a prime contractor's past performance in contracting with WOSB businesses as an evaluation factor in solicitations.

**Subcontracting:**

- 1) Include WOSB business goals as part of the Department's subcontracting goals negotiated with the SBA.
- 2) Require that all DOE prime contractors establish their WOSB goals pursuant to the goals negotiated with SBA and include those goals in their subcontracting plan.
- 3) Promote the inclusion of WOSB firms in the DOE Mentor-protégé program.

**Education, Training and Outreach:**

The OSDBU will provide training for internal staff – to include acquisition staff, program staff and small business staff - about the WOSB program. This training will be provided through guides, desk manuals and group training as well as on-line training. The OSDBU will identify training available and will provide links to training.

The OSDBU will partner with WOSB associations to outreach to the women business community.

The OSDBU will direct small businesses to learn about the WOSB program and contracting requirements from groups such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs), the Service Corps of Retired Employees.

The OSDBU will meet with the SBA and WOSB or small business associations on an “as needed” basis to discuss issues relevant to the WOSB program.

**U. S. Department of Energy  
Historically Underutilized Business Zone (HUBZone)  
Small Business Program  
Exhibit D**

**Background:**

The HUBZone Empowerment Contracting Program was enacted into law as part of the Small Business Reauthorization Act of 1997. Firms residing in a HUBZone must be certified by the U.S. Small Business Administration (SBA) in order to be recognized as HUBZone firms. Pursuant to FAR 19.1306(a), Contracting officers may award contracts to HUBZone small business concerns on a sole source basis without considering small business set-asides provided the acquisition meets the requirements of FAR 19.1300. When there is a reasonable expectation that proposals will be received from two or more HUBZone small businesses, FAR 19.1305(b) requires that the award be set aside for HUBZone small business concerns.

In addition to regulating and implementing the program, SBA will:

- ❖ Determine which businesses are eligible to receive HUBZone contracts.
- ❖ Maintain a listing of qualified HUBZone small businesses accessible to Federal agencies seeking to locate vendors.
- ❖ Adjudicate protests of eligibility for HUBZone contracts.
- ❖ Report to the Congress on the program's impact on employment and investment within the HUBZone areas.

**Agency Strategy:**

The OSDBU negotiated its prime and subcontract goals for HUBZone firms covering the period of FY 2008-2009. The Prime goal is .20% and the subcontract goal is 3.0%. DOE has over the past three years achieved its HUBZone goals. In order to ensure continued achievement of these goals, the OSDBU will take the following actions:

1. Inform HUBZone firms they must enroll and update their enrollment annually in the Central Contractor Registration and should also register in the DOE small business database.
2. Promote establishment of DOE HUBZone mentor protégé agreements.
3. Recognize HUBZone business achievements in the annual Secretarial Small Business Awards program.
4. Foster relationships with HUBZone business organization(s) as a part of DOE SB Advisory Team.
5. Include special HUBZone business component at the Annual DOE Small Business Conference.
6. Participate in conferences dedicated to reaching HUBZone businesses.
7. Designate an OSDBU Point of Contact for the HUBZone program.

### **Prime Contracting:**

- 1) Establish HUBZone business goals as part of the Department's socioeconomic annual SB goals negotiated with the SBA.
- 2) Track and report HUBZone achievements by department/prime contractor on an annual basis and in all achievement reports prepared by DOE.
- 3) Incorporate achievements of HUBZone business goals (as part of the overall small business goal in the annual evaluation plan of the officials who influence the acquisition process.
- 4) Develop justification(s) for HUBZone business sole source acquisition, as appropriate.
- 5) Identify projects that could/should be set aside for participation by HUBZone firms.
- 6) Include a prime contractor's past performance in contracting with HUBZone businesses as an evaluation factor in solicitations.

### **Subcontracting:**

- 1) Include HUBZone business goals as part of the Department's socioeconomic subcontracting goals negotiated with the SBA.
- 2) Require that all DOE prime contractors establish their HUBZone goals pursuant to the goals negotiated with SBA and include those goals in their subcontracting plan.
- 3) Promote the inclusion of HUBZone firms in the DOE Mentor-protégé program.

### **Education, Training and Outreach:**

The OSDBU will provide training for internal staff – to include acquisition staff, program staff and small business staff - about the HUBZone program. This training will be provided through guides, desk manuals and group training as well as on-line training. The OSDBU will identify training available and will provide links to training.

The OSDBU will direct small businesses to learn about the HUBZone program and contracting requirements from groups such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs), the Service Corps of Retired Employees.

The OSDBU will meet with the SBA and HUBZone and other small business associations on an "as needed" basis to discuss issues relevant to the HUBZone program.

## U. S. Department of Energy

### Service Disabled Veteran Owned Small Business (SDVOSB) Program (Exhibit E)

#### **Background:**

On October 20, 2004, President George W. Bush signed Executive Order 13360 designed to strengthen opportunities in Federal contracting for service-disabled veteran-owned businesses (SDVOSB). Pursuant to said Executive Order, the U.S. Department of Energy (DOE) has designated the Director of the Office of Small and Disadvantaged Business Utilization to develop and implement the Department's plan to effectuate E.O. 13360. The statutory goal for SDVOSB is 3% government-wide.

The DOE Annual Strategic Plan provides the overall strategy for DOE's small business programs. This portion of the plan provides the strategy for increasing contracting and subcontracting opportunities with Service Disabled Veteran- Businesses (SDVBs).

#### **Agency Strategy:**

DOE negotiated its FY 2008-2009 small business goals with SBA and specifically established .70% as its SDVOSB prime contract goal and 3.0% as its SDVOSB subcontract goal. DOE has not, in the past, met its subcontract goals. The below actions will be taken to help meet its goals.

- 1) Inform SDVOSB firms they must enroll and update their enrollment annually in the Central Contractor Registration and should register in the DOE small business database.
- 2) Inform SDVOSB firms that they need to register in the Center for Veterans Enterprise database.
- 3) Promote the utilization of the Department of Veteran Affairs' (VA) website at <http://VIP.vetbiz.gov/search/default.asp> and the Center for Veterans Enterprise (CVE) website at <http://www.vetbiz.gov> in conducting market research to identify SDVOSBs.
- 5) Promote establishment of DOE SDVOSB mentor protégé agreements.
- 6) Recognize SDVOSB business achievements in the annual Secretarial Small Business Awards program.
- 7) Foster relationships with SDVOSB business organization(s) as a part of DOE SB Advisory Team.
- 8) Include a special SDVOSB business component at the Annual DOE Small Business Conference.
- 9) Participate in conferences dedicated to reaching SDVOSB businesses, such as the Annual Department of Veteran's Affairs conference.
- 10) Designate an OSDBU Point of Contact for the SDVOSB program.

### **Prime Contracting:**

- 1) Establish SDVOSB business goals as part of the Department's socioeconomic annual SB goals negotiated with the SBA.
- 2) Track and report SDVOSB achievements by department/prime contractor on an annual basis and in all achievement reports prepared by DOE.
- 3) Incorporate achievements of SDVOSB business goals (as part of the overall SB goal) in the annual evaluation plan of the officials who influence the acquisition process.
- 4) Develop justification(s) for SDVOSB business sole source acquisition, as appropriate.
- 5) Identify projects that could/should be set aside for participation by SDVOSB firms.
- 6) Include a prime contractor's past performance in contracting with SDVOSB businesses as an evaluation factor in solicitations.

### **Subcontracting:**

- 1) Include SDVOSB business goals as part of the Department's socioeconomic subcontracting goals negotiated with the SBA.
- 2) Require that all DOE prime contractors establish their SDVOSB goals pursuant to the goals negotiated with SBA and include those goals in their subcontracting plan.
- 3) Promote the inclusion of SDVOSB firms in the DOE Mentor-protégé program.
- 4) Promote the continuation of the flow down of SDVOSB procurement preference to facility management contractors.

### **Education, Training and Outreach:**

The OSDDBU will provide training for internal staff – to include acquisition staff, program staff and small business staff - about the SDVOSB program. This training will be provided through guides, desk manuals and group training as well as contracting and will provide links to training.

Require all departmental contracting personnel to successfully complete, as needed, the SDVOSB utilization on-line course provided by the Defense Acquisition University (DAU).

The OSDDBU will direct small businesses to learn about the SDVOSB program and contracting requirements from groups such as the Small Business Development Centers (SBDCs) and Procurement Technical Assistance Centers (PTACs), the Service Corps of Retired Employees.

The OSDDBU will meet with the SBA and SDVOSB or small business associations on an "as needed" basis to discuss issues relevant to the SDVOSB program.

<b>OSDBU 2009 EVENTS CALENDAR</b>				
<b>PROJECTED</b>				
<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>PARTICIPATION</b>	<b>STATUS</b>
January	Gov-Connectx	Holiday Inn Capitol, Columbia Ballroom 550 C St. SW, Washington DC.	Expo	
January 7th	Advance Planning Acquisition Team Meeting	DOE program office Washington, DC	Presentation	
January	National Contracting Management Association	Rosslyn, VA	Presentation	
January 15th	Business Opportunity Session (BOS)	DOE Washington, DC	Presentation	
January	HUBZone Business Fair	U.S. Department of State Washington, DC	Expo	
January 10th	EFCOG Project Management Working Group	Crystal City, VA URS Washington Division <a href="http://www.EFCOG.com">www.EFCOG.com</a>	Presentation	
January 22nd	OSDBU Council Meeting	Monthly meetings Washington, DC	Participate	
January	The U.S. Women's Chamber of Commerce™ and the National Procurement Council	<u>Small Business Contractors' Forum</u> <a href="http://www.uswcc.org">www.uswcc.org</a>	Presentation & Expo	
January	National Procurement Council (USWCC)	Groundbreaking Education and Certification Program Elevates Small Business Contracting Opportunities <a href="http://www.nationalprocurementcouncil.org">www.nationalprocurementcouncil.org</a>	Presentation	
February	National Association of Women Business Owners (NAWBO)	2008 Public Policy Days conference Arlington, VA <a href="http://WWW.NAWBO.COM">WWW.NAWBO.COM</a>	Presentation	

PROJECTED	OSDBU 2009 EVENTS CALENDAR			
DATE	CONFERENCE	LOCATION	PARTICIPATION	STATUS
February 3rd	Advance Planning Acquisition Team Meeting	DOE program office Washington, DC	Presentation	
February	Gcon Contracting series	Ft Belvoir, VA <a href="http://www.gconseries.com">www.gconseries.com</a>	Presentation	
February	Latina Style Awards and Diversity Leaders Conference	Renaissance Hotel Washington, DC <a href="http://www.latinastyle.com">www.latinastyle.com</a>	Presentation	
February	USPAACC Southern CA Chapter - Procurement Connections	TBD <a href="http://www.uspaacc.com">www.uspaacc.com</a>	Presentation and Expo	
February	eWomenNetwork Less Talk and More Do Event	Leesburg/Loudoun County, VA	Presentation	
February	GovConnectx	Holiday Inn Capitol, Columbia Ballroom at 550 C St. SW, Washington DC	Expo	
February	OSDBU Council Meeting	Monthly meetings Washington, DC	Participate	
February	Regional Hispanic Chamber of Commerce	Long Beach, California	Presentation & Expo	
February 19-20th	US Hispanic Chamber of Commerce	Hispanic Business 2 Business Trade Fair Washington, DC	Presentation & Expo	

<b>OSDBU 2009 EVENTS CALENDAR</b>				
<b>PROJECTED</b>				
<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>PARTICIPATION</b>	<b>STATUS</b>
February 26h	Business Opportunity Session	DOE Program Office Washington, DC	Presentation	
February	Defense Intelligence Agency	Small Business Fair TBD	Expo	
March 2-6th	RES 2009	Las Vegas Hilton, Las Vegas, Nevada <a href="http://www.ncaied.org">www.ncaied.org</a>	Presentation & Expo	
March	National Women 's Business Council (NWBC's)	Town Hall Meetings for Women Entrepreneurs TBD	Presentation	
March 4th	Advance Planning Acquisition Team	DOE program office Washington, DC	Presentation	
March	LISTA 14th Annual Marketing to US Hispanic Conference	<a href="http://www.a-lista.org">www.a-lista.org</a> TBD	Presentation & Expo	
March	EFCOG 2009 Annual Executive Council meeting	L'Enfant Plaza Hotel Washington DC. <a href="http://www.EFCOG.com">www.EFCOG.com</a>	Presentation	
March	SBA Matchmaking	TBD	Participation	
March	SBA Annual 8(a) meeting NETL	Small Business Administration's Pittsburgh region annual 8(a) meeting	Regional Support	
March	EES Proposal Writing	Quarterly seminars Washington, DC	Training	

PROJECTED	OSDBU 2009 EVENTS CALENDAR			
DATE	CONFERENCE	LOCATION	PARTICIPATION	STATUS
March 26th	Business Opportunity Session	DOE Program office Washington, DC	Presentation	
March	The National Women's Business Council Women's - History Month event	Washington, DC <a href="http://www.nwbc.gov/">http://www.nwbc.gov/</a>	Participation	
March	GovAware EXPO Multi Agency Event	Sponsored by Govconnectx Holiday Inn Capitol 550 C Street, SW, Washington, DC	Presentation & Expo	
March	U.S. Women's Chamber of Commerce (USWCC)	National Small Business Federal Contracting Week Washington, DC 20005 <a href="http://www.uswcc.org">http://www.uswcc.org</a>	Presentation & Expo	
April 1st	Advance Planning Acquisition Team	DOE program office Washington, DC	Presentation	
April	Veterans Procurement Conference Training	Small Disadvantaged Business Institute (Hank Wolfong's) Washington, DC	Participate and Presentation	
April	National Women's Business Council	TBD	Presentation	

PROJECTED	OSDBU 2009 EVENTS CALENDAR			
DATE	CONFERENCE	LOCATION	PARTICIPATION	STATUS
April	Congresswoman Eleanor Holmes Norton Conference	Convention Center Washington, DC	Presentation & Expo	
April	Small Business Subcontractor Awards Program	Conference Center Oak Ridge National Lab, Tennessee	Participate	
April	America's Small Business Summit 2008	Renaissance Washington, D.C. Hotel <a href="http://www.uschamber.info/ct/vpNdO0n1j4z4/">http://www.uschamber.info/ct/vpNdO0n1j4z4/</a>	Expo	
April	Set-Aside Alert Small Business Contracting Forum Series	Fairview Park Marriott Hotel Falls Church VA 22042	Presentation	
April 29	Business Opportunity Session	DOE Washington, DC	Presentation	
April	Small Business Week 2009	Washington, D.C.	Participate	
April	SBA Matchmaking	TBD	Participate & Expo	
April	GSA Expo	TBD <a href="http://www.expo.gsa.gov/">http://www.expo.gsa.gov/</a>	Expo	
April	19th Annual OSDBU Procurement Conference Showplace Arena	Upper Marlboro, MD <a href="http://www.osdbu">www.osdbu</a> <a href="http://www.fbcinc.com/osdbu/">http://www.fbcinc.com/osdbu/</a>	Participate & Expo	
May	Federal contracts panel at Inner City 100 Summit	Boston, MA <a href="http://www.icic.org">www.icic.org</a>	TBD	

PROJECTED		OSDBU 2009 EVENTS CALENDAR		
DATE	CONFERENCE	LOCATION	PARTICIPATION	STATUS
May	Set a-side Alert - Essentials of Government Contracting	Marriott Fairview Park Falls Church VA 22042	TBD	
May	Montgomery County Chamber of Congress 2009 Congressional Procurement Conference & Expo	Universities at Shady Grove (USG) Washington, DC	TBD	
May 6th	Advance Planning Acquisition Team	DOE Program Office Washington, DC	Presentation	
May	SBA Matchmaking	TBD	Participate	
May	What, When, Where and How to Protest Federal Procurements	Tower Club, Vienna VA	Participate	
May	6 <sup>th</sup> Annual National Small Business Conference	San Diego, CA <a href="mailto:kdeputy@ndia.org">kdeputy@ndia.org</a>	Expo	
May	US Pan Asian American Chamber of Commerce - "CelebAsian" Conference	Washington, DC <a href="http://www.uspaacc.com">www.uspaacc.com</a>	Presentation & Expo	
May 28th	Business Opportunity Session	DOE program Office Washington, DC	Presentation	
May	Congressman Skelton's Procurement Conference	Missouri	TBD	

**OSDBU 2009 EVENTS CALENDAR**

<b>PROJECTED</b>		<b>OSDBU 2009 EVENTS CALENDAR</b>		
<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>PARTICIPATION</b>	<b>STATUS</b>
May	Govconnectx	Holiday Inn. Washington, DC	Expo	
June	Winning Strategies in Teaming for Federal Contracts: Teaming Agreements	Tower Club Vienna VA	Participate	
June 3rd	Advance Planning Acquisition Team Meeting	DOE Program office Washington, DC	Presentation	
June	Small Business Executive Forum	Fairview Park Marriott Hotel 3111 Fairview Park Drive Falls Church, Va <a href="http://www.nbpci.com">www.nbpci.com</a>	TBD	
June	National Association of Women Business Owners Conference	Arizona Biltmore Resort & Spa Phoenix, Arizona <a href="http://www.NAWBO.com">www.NAWBO.com</a>	TBD	
June	Annual Federal Aviation Administration (FAA) National Small Business Procurement Conference	Training Seminar Las Vegas, Nevada	TBD	
June 22-25 <sup>th</sup>	The 5th Annual National Veteran Small Business Conference and Expo	The Veteran Small Business Federal Interagency Council Caesars Palace, Las Vegas <a href="http://www.osdbu.gov">www.osdbu.gov</a>	Presentation & Expo	
June	Small Business Program Manager Meeting	TBD	Presentation	

PROJECTED	OSDBU 2009 EVENTS CALENDAR			
DATE	CONFERENCE	LOCATION	PARTICIPATION	STATUS
June	U.S. DOE 10th Annual Small Business Conference, Expo & Matchmaking Forum	TBD	Remarks, Presentations, Expo and Matchmaking	
June	U.S. Women's Chamber of Comm. The Small Business Contractors' Forum	TBD <a href="http://www.uswcc.org/">http://www.uswcc.org/</a>	Presentation	
July 1st	Advance Planning Acquisition Team	DOE program office Washington, DC	Presentation	
July	Mr. Robert S. Frey, MBA, MSM-Proposal Development Training Seminar	1 Source Consulting/Energy Enterprise Solutions 1250 H St., NW, Ste. 825 Washington, D.C. 20005	Training	
July	Federally Employed Women's Training Conference	Anaheim, California	TBD	
July	U.S. Women's Chamber of Commerce Summit	Washington, DC <a href="http://www.uswcc.org/">http://www.uswcc.org</a>	Presentation & Expo	
July	Texas Association of Mexican Americans Chamber of Commerce TAMACC	Texas	Expo	
July 29	Business Opportunity Session	DOE program office Washington, DC	Presentation	

**OSDBU 2009 EVENTS CALENDAR**

<b>PROJECTED</b>		<b>OSDBU 2009 EVENTS CALENDAR</b>		
<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>PARTICIPATION</b>	<b>STATUS</b>
August	Blacks In Government	Louisiana, New Orleans	TBD	
August	CA Hispanic Chamber of Commerce Convention	Mark Hopkins Hotel San Francisco, CA	TBD	
August	CA Black Chamber of Commerce Conference	San Francisco, CA <a href="http://www.calbcc.org">www.calbcc.org</a>	TBD	
August 5th	Advance Planning Acquisition Team	DOE program office Washington, DC	Presentation	
August	Federal OSDBU Directors Interagency Council Meeting	Washington, DC	Participate	
August	GovConnect Small Business Matchmaking Event	Washington, DC	Expo/matchmaking	
August	SBA Procurement Council Meeting	Washington, DC	Participate	
August 27th	Business Opportunity Session	DOE program office Washington, DC	Presentation	
September	Forth Annual Contract Connections	Charleston, West Virginia.	TBD	
September 2 <sup>nd</sup>	Advance Planning Acquisition Team	Washington, DC	Presentation	
September	Minority Business Development Week –	Washington, DC	Expo	

**OSDBU 2009 EVENTS CALENDAR**

<b>PROJECTED</b>				
<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>PARTICIPATION</b>	<b>STATUS</b>
September	2009 Albany Matchmaker & Expo	Albany, New York	TBD	
September	Latina Style Mag. Symposium	Washington, DC	TBD	
September	Hubzone Conference	Omni Shoreham Washington, DC	Presentation & Expo	
September	Asian/Minority Business Contracting Opportunity Expo	Holiday Inn San Francisco	Regional Support	
September	The New York Enterprise Report – Small Business Awards 99	The Metropolitan Pavilion, New York City <a href="http://www.nyreport.com/awardtestimonials">www.nyreport.com/awardtestimonials</a>	TBD	
September	5TH Annual Service Disabled & Veteran Small Business Conference & New Mexico MEDWEEK	Albuquerque, NM	Expo	
September	Hispanic Engineering Science and Technology	McAllen, TX	Presentation	
September 16-19	USHCC 30 <sup>th</sup> Annual National Convention & Business Expo	Denver, CO <a href="http://www.ushec.com">www.ushec.com</a>	Presentation & Expo	
September 30th	Business Opportunity Session	DOE program offices Washington, DC	Presentation	
October 7th	Advance Planning Acquisition Team	Washington, DC	Presentation	

<b>OSDBU 2009 EVENTS CALENDAR</b>				
<b>PROJECTED</b>				
<b>DATE</b>	<b>CONFERENCE</b>	<b>LOCATION</b>	<b>PARTICIPATION</b>	<b>STATUS</b>
October	82 <sup>ST</sup> Annual National Bankers Association Convention	Miami Beach, Florida	Presentation	
October	South Texas Border Business Contracting Expo	McAllen, Texas	Expo	
October	Federal Conference	San Juan Puerto Rico	Presentation	
October	National Minority Supplier Development Council	Las Vegas, NV	Expo	
October 29th	Business Opportunity Session	DOE program offices Washington, DC	Presentation	
November 4th	Advance Planning Acquisition Team	DOE program office Washington, DC	Presentation	
November	UC Vendor Trade Fair	Berkeley, CA	Regional Support	
November	USWCC National Small Business Contracting Summit West Coast	Spotlight on Energy Summit TBD	Presentation	
November	Small Business Program Mangers Meeting	TBD	Training	
December 2nd	Advance Planning Acquisition Team	DOE program office Washington, DC	Presentation	
December	GSA Veterans Conference	TBD	Expo	

PROJECTED	OSDBU 2009 EVENTS CALENDAR				
DATE	CONFERENCE	LOCATION	PARTICIPATION	STATUS	
December 16	Business Opportunity Session	DOE program office Washington, DC	Presentation		