U.S. Department of Justice Office of Small and Disadvantaged Utilization

SBE

THE SMALL BUSINESS ENTREPRENEUR

Winter 2006

Director's Corner

It is with great pleasure that the Office of Small and Disadvantaged Business Utilization (OSDBU) shares its first quarterly newsletter with you. We sincerely hope that this publication, *The Small Business Entrepreneur,* will become a useful tool for information sharing among our internal and external stakeholders to keep them aware of our small business goals and accomplishments, outreach events, and other items of interest to the small business community and to the Department of Justice (DOJ) staff.

Since becoming the OSDBU Director here at DOJ in October 2004, I have been extremely impressed with the commitment of the Department's senior management, contracts staffs and program staffs to increase opportunities for Small, 8(a), Small Disadvantaged, HUBZone, Woman-Owned, and Service Disabled Veteran-Owned Small Businesses. I have also been impressed by the quality of performance of our small business firms as well as the commitment of our large business contractors to utilize small businesses as subcontractors. Between fiscal year 2004 and fiscal year 2005, we saw our small business accomplishments nearly double for 8(a)s, Woman-Owned Small Businesses, and Service Disabled Veteran-Owned Small Businesses. While we still need to work a little harder to meet some of our small business goals, we are making improvements and I have every reason to believe that we will continue to see increases in areas where we are not currently meeting our goals.

You might ask the question, well why do we even have a small business procurement program? The reason is because of the vital role small businesses play in our national economy. In fiscal year 2003, for example, businesses with fewer than 500 employees represented about 99.7% of all employers in America. And these businesses employed about half of all private sector

continued on p. 2

Contents

3 Ten Steps to Being a Successful DOJ Small Business Contractor

4 DOJ OSDBU Small Business Goals & Accomplishments

7 Vendor Counseling/Outreach Events

American workers. Therefore, to the extent that we get more Federal procurement dollars going to the small business community, we help the American economy.

The Small Business Act, Public Law 85-536, as amended, serves as the basis for the Small Business Program. The Act implements congressional policy to assist small businesses in obtaining Federal contracts. OSDBU offices were established by Public Law 95-507 to implement and execute programs to assist small businesses in obtaining Federal contracts. The major functions of the DOJ OSDBU include:

- Negotiating Small Business Goals with the Small Business Administration (SBA);
- Developing and implementing Small Business Outreach Programs;
- Compiling the Department's Forecast of Contracting Opportunities;
- Reviewing planned procurements to ensure that small businesses have an adequate opportunity to compete for our contracts;
- Monitoring small business accomplishments and implementing corrective actions when goals are not met;
- Providing technical assistance and training to DOJ components; and
- Consulting regularly with SBA on matters pertaining to DOJ's Small Business Program.

In performing these functions, our office is assisted by ten extremely capable small business specialists assigned to our major buying activities. All of these individuals are contracting officers and very knowledgeable of Federal Acquisition Regulations and small business program requirements. The specialists are listed on page 10 of this newsletter. The Department holds periodic vendor outreach sessions where small business representatives can meet with the specialists to discuss their firms' capabilities relative to our requirements. The specialists also assist small businesses in marketing within their bureaus. If you represent a small business, we invite you to review our calendar of events and register for one of these informative sessions.

Please keep in mind, however, that meeting with me or one of our small business specialists does not guarantee that your company will secure a DOJ contract. It is up to you to market your capabilities, compete for our contracts, and convince our program staffs that you are the best qualified small business source for meeting our requirements. This entails having the required technical expertise, experience, and past performance. If your company does not have adequate past performance as a prime contractor, we recommend that your company obtain it as a subcontractor. I encourage you to review the "Ten Steps to Being a Successful DOJ Small Business Contractor" on page 3 of this newsletter. Following these steps will assist you in being highly competitive for a DOJ contract. You are also invited to visit our website at www.usdoj.gov/jmd/osdbu.

In the near future, DOJ will be implementing an on-line small business profile database. This database will allow small businesses to provide us their capabilities and past performance electronically for sharing among all the DOJ activities. DOJ personnel will be able to search the database by key words in capability statements, NAICS Codes, or by small business category. Stay tuned to our website for the announcement of the implementation of the database.

Whether you are a representative of a small business, large business, or DOJ component, feel free to contact our office at any time if we can be of assistance, whether you're seeking contracting opportunities, small business subcontractors, or technical assistance and training. Also, if you have items of interest that you would like to share through this newsletter, please email them to our Administrative Specialist, Kerrie Jackson at

kerrie.d.jackson@usdoj.gov.

Remember that we need your help to make sure that the Department supports our national economy by meeting our small business goals. We cannot do our jobs alone. We need the help of all of our stakeholders–those internal and external to the Department. We need small businesses to monitor our requirements, identify requirements they can meet, and compete for our work; we need our large business prime contractors to seek out qualified small businesses to serve as subcontractors; and we need our DOJ partners to seek qualified small businesses to help us meet our mission requirements.

Our office looks forward to working with all of you to help ensure that the small business community has an adequate opportunity to assist the Department of Justice in performing its mission. Let's work together to make this goal a reality.

David Sutton, Director
Office of Small and Disadvantaged
Business Utilization

Ten Steps to Being a Successful DOJ Small Business Contractor

One of the first considerations in deciding whether or not small businesses want to do business with the Department of Justice will probably be determining how the Federal acquisition process works and how to participate in it. The acquisition process is the system by which a Federal agency obtains the goods and services it needs to function, through the use of contracting activities. The Federal Acquisition Regulation (FAR) defines the acquisition process as

"...the acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract."

The following tips are provided to help small businesses navigate through this process:

1. To identify our requirements, review our forecast of Contracting Opportunities at www.usdoj.gov/jmd/osdbu and monitor DOJ requirements posted at www.fedbizopps.gov.
2. Come to one of our vendor outreach sessions posted on our Calendar of Events.
3. Market your firm's capabilities through our Small Business Specialists.
4. When responding to DOJ's market research efforts, make sure you thoroughly answer all of the questions that we ask.
5. If you are bidding on a contract, please read solicitation documents carefully; prepare your bid proposal accurately and include all of your costs.
6. Submit your bid/proposal on time, and get answers to any questions you have in writing.
7. Once you are awarded a contract, read it, thoroughly understand it, and comply with all specifications.
8. Consult with the Contracting Officer on any questions you have.
9. Deliver on schedule.
10. Bill us accurately.

DOJ OSDBU Small Business Goals and Accomplishments

The DOJ OSDBU establishes and monitors goals for the participation of small businesses within Justice Department acquisitions. In order to assist the bureaus in achieving their established goals, the OSDBU maintains resource information and provides technical advice and assistance to the contracting staffs as needed. DOJ OSDBU Small Business goals and accomplishments are reflected in figures as described below:

Figure 1:

FY 2005 Prime Contracting Goals and Accomplishments

Figure 2:

FY 2006/2007 Prime and Subcontracting Goals

Figure 3:

FY 2003 Subcontracting Goals and Accomplishments

Figure 1

FY 2005 Prime Contracting Goals and Accomplishments

Category	Prime Goals*1	Actual*2
Small Business	31.5%	32.03%
8(a)	3.7%	2.51%
Small Disadvantaged	12.0%	3.07%
Woman-Owned	5.0%	6.60%
HUBZone	3.0%	1.22%
SDVOSB	3.0%	1.01%

*1 Goals for each category are equal to the average of actual accomplishments over the prior three fiscal years or the statutory goal, whichever is HIGHER.

*2 FY 2005 Actuals were not yet final at the time of publication.

DOJ OSDBU Small Business Goals and Accomplishments Cont.

Figure 2
FY 2006/2007 Prime and Subcontracting Goals

Category	Prime Goals	Subcontracting Goals
Small Business	32.4%	42.5%
8(a)	3.0%	N/A
Small Disadvantaged	5.5%	5.7%
Woman-Owned	5.0%	5.7%
HUBZone	3.0%	3.0%
SDVOSB	3.0%	3.0%

Figure 3
FY 2003 Subcontracting Goals and Accomplishments*

Category	Goal	Actual
Small Business	40%	40.3%
Small Disadvantaged	5%	4.5%
Woman-Owned	5%	5.9%
HUBZone	3%	3.5%
SDVOSB	3%	.004%

* At the time of publication, subcontracting accomplishments for FY 2004 and FY 2005 were still being finalized in the federal government's new Electronic Subcontract Reporting System (eSRS).

Department of Justice's Strategy to Implement Executive Order 13360:

Strengthening Opportunities in Federal Contracting for Service Disabled Veteran Businesses

On October 21, 2004, President George W. Bush signed Executive Order 13360 to strengthen opportunities in Federal contracting for service-disabled veteran businesses (SDVBs). The term "service-disabled veteran business" refers to a small business concern owned and controlled by a service-disabled veteran, as defined in section 3(q) of the Small Business Act (15 U.S.C. 632(q)).

In accordance with the Executive Order, Section 2 (a), DOJ's strategy to implement the SDVB Executive Order is documented below.

Designated Senior-level Official: Mr. Paul R. Corts, Assistant Attorney General for Administration

Strategy: The following actions have been taken or will be taken to provide opportunities for SDVBs to significantly increase their contracting and subcontracting opportunities with DOJ:

- The Assistant Attorney General for Administration is the senior level official responsible for development and implementation of DOJ's strategy.
- By May 31, 2005, the strategy will be made publicly available on the website of DOJ's Office of Small and Disadvantaged Business Utilization (OSDBU).
- Because that fiscal year 2005 performance plans for DOJ's senior managers were already in place when this strategy was developed, beginning in fiscal year 2006, implementation of DOJ's strategy and achievements in furthering the strategy will be included as significant elements in the performance plans of the designated senior-level official, the Deputy Assistant Attorney General for Policy, Management and Planning, the Chief Acquisition Officer, and the Director, OSDBU.
- DOJ will continue to participate in small business counseling sessions sponsored by other agencies/ departments and trade associations for the benefit of SDVBs to enhance awareness of DOJ's prime and subcontracting opportunities. In addition, beginning in fiscal year 2005, DOJ's OSDBU will hold an annual small business outreach session for the exclusive benefit of SDVBs.
- Starting in fiscal year 2005, DOJ's OSDBU will specifically address applicable laws and policies relating to participation of SDVBs in Federal contracting, when providing small business training to DOJ contracts and program staffs.
- By May 31, 2005, DOJ will issue guidance to its contracting officers on identifying SDVBs capable of meeting DOJ requirements when conducting market research, and when appropriate, set such requirements aside for SDVB's.

- Beginning in fiscal year 2005, OSDBU will work with DOJ's Bureaus to identify specific requirements that can be set-aside for SDVBs.

- When developing its forecast of contracting opportunities for fiscal year 2006, DOJ will identify specific requirements set-aside for SDVBs.

- DOJ will promote SDVB participation in its subcontracting program by continuing to make the subcontracting plan part of the evaluation criteria on major projects.

- Beginning in FY 2005, DOJ will pay particular attention to SDVB subcontracting goals included in prime contractors' proposed subcontracting plans to make sure the plans comply with the 3 percent statutory goal. In addition, DOJ's OSDBU will identify prime contractors not meeting the SDVB subcontracting goal and send them letters requesting that they identify their corrective action plans and offering them OSDBU's assistance in identifying potential SDVB subcontractors.

- In award fee contracts awarded after September 30, 2005, DOJ will consider setting aside a portion of the award fee for meeting SDVB subcontracting goals as well as meeting other small business subcontracting goals.

- To increase outreach to SDVBs, DOJ's OSDBU will link its website to the websites of the Department of Veterans Affairs' Center for Veterans Enterprise (www.vetbiz.gov); the Association for Service Disabled Veterans (www.asdv.org); and SBA's Office of Government Contracting www.sba.gov/GC in fiscal year 2006.

- Beginning in fiscal year 2006, DOJ's OSDBU will recognize outstanding SDVBs as well as prime contractors that have done a commendable job subcontracting with SDVBs during its small business awards ceremonies.

Vendor Counseling/ Outreach Events

Outreach At Its Best!

The DOJ OSDBU hosts monthly Vendor Monthly Counseling Sessions. These sessions allow small businesses an opportunity to meet the Department's various Small Business Specialists to discuss procurement opportunities and doing business with the government.

The sessions are held on the 3rd Tuesday of each month unless otherwise specified and are held at National Place Building (The Shops), 1331 Pennsylvania Avenue, NW, Room 1160-A, Washington, DC. Small business representatives are welcomed to schedule 15-minute appointment with any of the Small Business Specialists, which are listed at Figure 4. To schedule an appointment, contact the OSDBU staff on 1-800-345-3712. Appointments will be made on a first come first serve basis. Scheduling begins noon EST/EDT on the first work day of each month.

Provided below for your information and for planning purposes are highlights from recent Vendor Counseling Sessions and a schedule of planned Vendor Counseling Outreach Events.

Recent Vendor Counseling Sessions

Information Technology Vendor Counseling Session- June 2005

DOJ's Information Technology Vendor Session provided small business information technology (IT) firms with an overview of the Department's planned IT requirements and gave them an opportunity to network with Department IT professionals and the Department's large business IT prime contractors. Vance Hitch, Chief Information Officer (CIO), of the Department of Justice was the keynote speaker. The session was well attended with over two hundred IT firms. The CIOs from all of DOJ's major bureaus also participated. Presentations are available for your review at: usdoj.gov/jmd/osdbu.

Service Disabled Veteran Owned Small Business Vendor Counseling Session- August 2005

The purpose of the session was for small business specialists to provide SDVOSBs with an overview of the Department's planned procurements. A representative from the Association for Service Disabled Veterans National Task Force for Veterans' Entrepreneurship was the keynote speaker. Over one hundred SDVOSBs participated in the session.

8(a) Vendor Counseling Session - November 2005

The 8(a) Vendor Counseling Session was organized for small business outreach, specifically to the 8(a) community. The small business specialists, representing nine of the ten DOJ bureaus, gave presentations outlining future requirements. The participants had an opportunity to network with the small business specialists, as well as with representatives from other 8(a) firms. Over one hundred forty 8(a) small businesses from various regions, including Pennsylvania, North Carolina, Kentucky and Alabama participated in the session.

HUBZone Vendor Counseling Session- January 2006

During this session, HUBZone firms in attendance networked with DOJ small business specialists and representatives from large business prime contractors seeking HUBZone subcontractors.

Planned Vendor Outreach Events

EVENT	DATE(S)	LOCATION	POINT OF CONTACT
Vendor Outreach Session	March 21, 2006	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A 9:00 a.m. to 12:00 p.m.	Kerrie Jackson (202) 616-0521
OSDBU Annual Procurement Conference	April 20, 2006	Show Place Arena Upper Marlboro, MD All-Day	Kerrie Jackson (202) 616-0545
OSDBU Awards Ceremony	May 9, 2006	Main Justice Building Great Hall 950 Pennsylvania Ave., NW Washington, DC 20535 **(By Invitation Only)** **10:00 a.m. to 1:00 p.m.**	Ramona Glover (202) 616-0521
Vendor Outreach Session	June 20, 2006	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A **9:00 a.m. to 12:00 p.m.**	Kerrie Jackson (202) 616-0521
Vendor Outreach Session	July 18, 2006	OSDBU 1331 Pennsylvania Ave., NW Washington, DC 20530 Suite 1160-A **9:00 a.m. to 12:00 p.m.**	Kerrie Jackson (202) 616-0521
SDVOSB Small Business Counseling Session	August, 2006	**TBD**	Kerrie Jackson (202) 616-0521

U.S. Department of Justice Small Business Specialists

Figure 4

BUREAU	SMALL BUSINESS SPECIALIST	ADDRESS	CONTACT INFORMATION
Bureau of Alcohol, Tobacco, Firearms & Explosives	Grace Foster	650 Massachusetts Ave, NW Room 3420 Washington, DC 20006	(202) 927-7716 Office (202) 927-7314 Fax Grace.E.Foster@usdoj.gov
Bureau of Prisons	Pratap Das	320 First Street, NW Room 5006 Washington, DC 20530	(202) 307-0895 Office (202) 307-1146 Fax Pratap.K.Das@usdoj.gov
Federal Bureau of Investigation	JoAnn Casteel	935 Pennsylvania Ave, NW Room 10254 Washington, DC 20535	(202) 324-0569 Office (202) 324-0570 Fax jocasteel@aol.com
Federal Prison Industries/ UNICOR	Sharon Carter	400 First Street, NW 7th Floor Washington, DC 20534	(202) 305-7306 Office (202) 305-7365 Fax Sharon.Carter@usdoj.gov
Drug Enforcement Administration	Yolanda Tillman	600 Army Drive Room 850K Arlington, VA 22202	(202) 307-7150 Office (202) 307-7542 Fax Yolanda.T.Tillman@usdoj.gov
Justice Management Division	Ken Freeman	1331 Pennsylvania Ave, NW Suite 1000 Washington, DC 20530	(202) 307-1971 Office (202) 307-1931 Fax Kenneth.H.Freeman@usdoj.gov
Office of the Inspector General	Vacant	1425 New York Ave, NW Room 7000 Washington, DC 20005	Vacant
Office of the Federal Detention Trustee	Connie Bare	1331 Pennsylvania, NW Suite 1210 Washington, DC 20530	(202) 353-4601 Office (202) 353-4611 Fax Connie.Bare@usdoj.gov
Office of Justice Programs	Raymond German	810 7th Street, NW 12th Floor Washington, DC 20531	(202) 307-0613 Office (202) 307-0086 Fax Raymond.German@usdoj.gov
U.S. Marshals Service	Elizabeth Howard	Business Services Division Suite 932, CS3 Washington, DC 20530-1000	(202) 307-9349 Office (202) 307-9695 Fax Elizabeth.Howard@usdoj.gov