UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

DEC 6 2013

PROCUREMENT MEMORANDUM 2014-01

ACTION

MEMORANDUM FOR: **HEADS OF CONTRACTING OFFICES**

BEBerkowitz

FROM: Barry E. Berkowitz
Senior Procurement Executive and
Director for Acquisition Management

SUBJECT: Fiscal Year 2014 Small Business and Socio-Economic Goals

Background
The Department of Commerce has a well-established record for meeting or exceeding the statutory goals for small business, small disadvantaged business (SDB), women-owned small business (WOSB), and service disabled veteran-owned small business.

This success is due to the determination and commitment of DOC's acquisition workforce to create opportunities for small business concerns. Part of this success is attributable to increased procurement dollars awarded to small business through the use of the FedBid reverse auction tool.

Based on reported Federal Procurement Data System Next Generation (FPDS-NG) data, it appears DOC has once again exceeded every category except HUBZone.

The Department recognizes the Census Bureau, Patent and Trademark Office, Office of the Secretary/Commerce Acquisition Solutions, National Institute for Standards and Technology, National Oceanic and Atmospheric Administration, and the small bureaus for the collective effort resulting in DOC's excellent small business performance for FY 2013.

Although the Department did not achieve the HUBZone goal of 3%, we are confident that in FY 2014 we can increase our small business dollar awards and once again be successful in meeting our small business and socio-economic goals for prime and subcontracting.

Please note for FY 2014, the National Defense Authorization Act of 2013 expands the Small Business Goaling Report to include leases recorded in FPDS-NG.

Purpose
The purpose of this Procurement Memorandum is to provide the Department of Commerce small business and socio-economic goals for the current year.

Fiscal Year 2014 Goals

The Fiscal Year 2014 small business and socio-economic goals for the Department are listed below. To ensure small business goals are met, Operating Unit goals will remain the same as last year.

Business Category	Department Prime Goals	Operating Unit Prime Goals	Subcontracting Goals
Small Business	34.42%	49%	30%
Small Disadvantaged Business	5%	12%	5%
8(a)	6%	6%	N/A
Women-Owned Small Business	5%	10%	5.%
HUBZone Small Business	3%	3%	3%
Veteran-Owned Small Business	4%	4%	3%
Service-Disabled Veteran Owned	3%	3%	3%

Required Actions

It is the policy of the Department to provide maximum practicable acquisition opportunities to small business concerns and strive to meet or exceed the small business and socio-economic goals set forth herein. To this end, Contracting Officers shall:

- Facilitate regular collaboration among the acquisition team including the Office of Small and Disadvantaged Business Utilization (OSDBU) and the Bureau Small Business Specialist.
- Utilize the OSDBU, Bureau Small Business Specialist, Small Business Administration Procurement Center Representative, and the Minority Business Development Agency to assist with market research in order to identify qualified and capable small business concerns for prime and subcontracting opportunities;
- Increase procurement dollars awarded to small business through use of FedBid and DOC strategic sourcing vehicles (PC, Adobe, etc);
- Participate in small business outreach events; and
- Conduct meaningful market research to make set-aside determinations.

Contracting Officers are strongly encouraged to use the Department's small business toolkit, accessible at http://max.omb.gov/community/display/test/DOC+Acquisition+Collaboration+-+Small+Business+Toolkit that provides tactical tools that will help increase small business participation.

Please direct any questions regarding this Procurement Memorandum to Nancy Barrere at (202) 482-5519 or the Office of Small and Disadvantaged Business Utilization at (202) 482-1472.

Cc: Acquisition Community
Director, OSDBU