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

PROCUREMENT MEMORANDUM 2016-03

ACTION

MEMORANDUM FOR: Bureau Procurement Officials

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

SUBJECT: Fiscal Year 2016 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.

The Department's excellent small business performance is largely attributed to the collaborative efforts of all bureaus – large and small, and the continued determination and commitment of DOC's acquisition workforce creating opportunities for small business concerns.

Based on reported Federal Procurement Data System Next Generation (FPDS-NG) data, it appears DOC has once again exceeded every category but for HUBZone. Although the Department did not achieve the HUBZone goal of 3% in FY 2015, we are confident that in FY 2016 we can increase our small business dollar awards and again be successful in meeting our small business and socio-economic goals for prime and subcontracting.

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 2016 Goals
The Fiscal Year 2016 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	40%	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 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.

Effective Date
This Procurement Memorandum is effective immediately and remains in effect until it is otherwise rescinded.

Please direct any questions regarding this Procurement Memorandum to Ebony Jackson who may be reached at (202) 482-1720 or the Office of Small and Disadvantaged Business Utilization at (202) 482-1472.