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

PROCUREMENT MEMORANDUM 2013-08

ACTION

MEMORANDUM FOR: **HEADS OF CONTRACTING OFFICES**

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

SUBJECT: Fiscal Year 2013 Small Business and Socio-Economic Goals

Background
The Department of Commerce (Department, DOC) has a well-established record for exceeding the statutory goals for small business, small disadvantaged business (SDB), and women-owned small business (WOSB). In FY12 we maintained and expanded this record by exceeding for the first time in the Department's history the statutory goal for service-disabled veteran-owned small business (SDVOSB). This is a true testament of the commitment and determination by DOC's acquisition workforce to create opportunities for small business concerns. Another noteworthy success is that DOC exceeded its FY12 subcontracting goals in all categories.

The Department is especially proud and grateful to the Census Bureau, Patent and Trademark Office, Office of the Secretary/Commerce Acquisition Solutions, National Institute for Standards and Technology, and the smaller bureaus for doing an exceptional job in far exceeding the FY12 bureau-specific prime contracting small business goal of 49%. These bureaus awarded on averaged 55% of their total eligible contract dollars to small business concerns, with the exception of NIST who awarded 66% to small business concerns. All DOC bureaus exceeded the subcontracting small business goal of 30%.

In spite of these tremendous achievements, the Department did not meet its SBA-negotiated prime contracting small business goal of 39% and HUBZone goal of 3%. However, going forward into FY13 we are confident that 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.

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

Fiscal Year 2013 Goals
The Fiscal Year 2013 small business and socio-economic goals for the Department are listed below. Based on annual spend and to ensure small business goals are met, Operating Unit goals have been established to reflect the actual percentage required to achieve the Department's goals.

Business Category	Department Prime Goals	Operating Unit Prime Goals	Subcontracting Goals
Small Business	39%	49%	30%
Small Disadvantaged Business	12%	12%	10%
8(a)	6%	6%	N/A
Women-Owned Small Business	10%	10%	10%
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;
- 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: https://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 Sherry Dames at (202) 482-4721 or the Office of Small and Disadvantaged Business Utilization at (202) 482-1472.

cc: Acquisition Community