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

JAN 28 2011

PROCUREMENT MEMORANDUM 2011-06

ACTION

MEMORANDUM FOR: **HEADS OF CONTRACTING OFFICES**

FROM: Helen Hurcombe Helen Hurcombe
Senior Procurement Executive
And Director, Office of Acquisition Management

SUBJECT: Fiscal Year 2011 Small Business and Socio-Economic Goals

Background
The strength and viability of small businesses are of significant importance to our nation's economy. A successful and strong small business community is integral in job creation, community empowerment and economic revitalization. The Department of Commerce (DOC, Department) strongly supports small business concerns and the commitment to increase contracting opportunities by achieving or exceeding the small business and socio-economic goals for fiscal year 2011.

Purpose
The purpose of this Procurement Memorandum is to provide DOC and its Operating Units the small business and socio-economic goals for the current fiscal year.

Fiscal Year 2011 Goals
The small business and socio-economic goals negotiated with the Small Business Administration for the Department are listed below as well as the goals for the Operating Units, which include aspirational goals in categories where the Department has consistently exceeded statutory levels in previous years.

Table 1

Business Category	Department Prime Goals	Operating Unit Prime Goals	Subcontracting Goals
Small Business	36%	46%	34.5%
Small Disadvantaged Business	12%	14%	12%
8(a)	6%	10%	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 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 to identify: (1) requirements that can be met effectively through small businesses, and (2) the most suitable small business contracting authority for the requirement that will aid in meeting and exceeding the Department's small business goals;

- 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 a set-aside determination.

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