



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Office of the Acting Chief Financial Officer and**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

MEMORANDUM FOR: Secretarial Officers  
Operating Unit Heads

FROM: Paula E. Patrick  
Acting Director for Human Resources Management and  
Chief Human Capital Officer

LaJuene Desmukes  
Director for Office of Small and Disadvantaged  
Business Utilization

*for:* Barry Berkowitz  
Director for Office of Acquisition Management

SUBJECT: Senior Executive Performance Requirements for  
Small Business Contracting Goals

In accordance with Section 1633 of Public Law 112-239, agency heads are required to take steps to ensure that members of the Senior Executive Service (SES), and other senior officials who are responsible for acquisition, assume responsibility for the agency's success in achieving small business contracting goals. To address this requirement, the Office of Human Resources Management has collaborated with the Office of Small and Disadvantaged Business Utilization and the Office of Acquisition Management to develop language for SES Executive Performance Plans. The small business performance requirements are mandatory for executives responsible for acquiring services or supplies; directing organizations to acquire services or supplies; and overseeing acquisition officials, including program managers, contracting officers, and other acquisition workforce personnel responsible for formulating and approving acquisition strategies and plans. The performance requirements, including an objective, activities, and results, have been developed as Department of Commerce-specific requirements for the existing critical element of "Business Acumen." The requirements highlight and reflect the significant responsibilities SES members have in attaining small business goals.

Effective October 1, 2021, the attached performance requirement must be incorporated into SES Executive Performance Plans as applicable. Supervisors should review the performance requirements with executives when consulting with them on their Fiscal Year 2022 performance plans.

If you have questions, please contact your servicing human resources office.

Attachment: Senior Executive Performance Requirements for Small Business Contracting Goals

cc: Acquisition Council  
Principal Human Resources Managers

## **Senior Executive Performance Requirements for Small Business Contracting Goals**

The language below must be included in the Agency-Specific Performance Requirements section of Critical Element 3, Business Acumen, in SES members' Executive Performance Plans as applicable.

**Objective:** Effectively promote and support the attainment of bureau-specific small business and socio-economic contracting goals by identifying and creating prime and subcontracting opportunities during the acquisition process and by establishing a climate that is responsive to small business and socio-economic concerns. Ensure that small business awareness, outreach and support is incorporated as part of the overall mission.

Activity 1. In collaboration with the cognizant procurement office and consistent with effective and efficient mission execution, develop a two-year forecast of advance acquisition plans.

Result 1. 80-85% of planned acquisitions are forecasted to meet the BPO established annual deadline.

Activity 2. Ensure first consideration is given for awards to Small Disadvantaged Business (SDB), 8(a) small business, Women-Owned Small Business (WOSB), HUBZone Small Business, Veteran-Owned Small Business (VOSB), and Service-Disabled Veteran-Owned Small Business (SDVOSB) before small business concerns, and consideration is given for awards to small business concerns before full and open competition is conducted.

Result 2. 80-85% of bureau small business and socioeconomic contracting goals are met.

Activity 3. Communicate the importance of achieving bureau-specific small business contracting goals in communiques and acquisition planning meetings.

Result 3. Communications are clear and timely as measured by target audience feedback.