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

PROCUREMENT MEMORANDUM 2017-01

ACTION

MEMORANDUM FOR: Bureau Procurement Officials
FROM: Barry E. Berkowitz *Barry Berkowitz*
Senior Procurement Executive
and Director for Acquisition Management
SUBJECT: Fiscal Year 2017 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.

Based on reported Federal Procurement Data System Next Generation (FPDS-NG) data, it appears DOC exceeded all prime contracting small business and socioeconomic small business goals, including HUBZone in fiscal year 2016. In addition, based on the latest data taken from the Electronic Subcontracting Reporting System (eSRS), DOC exceeded all subcontracting small business and socioeconomic small business goals. 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 in creating opportunities for small business concerns.

We are confident that in fiscal year 2017 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 prime contracting and subcontracting goals for fiscal year 2017.

Fiscal Year 2017 Goals

The fiscal year 2017 small business and socioeconomic goals for the Department are listed below:

Business Category	Department Prime Goals	Operating Unit Prime Goals	Department Subcontracting Goals	Operating Unit Subcontracting Goals
Small Business	40%	54%	30%	35%
Small Disadvantaged Business	14%	14%	12%	12%
8(a)	10%	10%	N/A	N/A
Women-Owned Small Business	10%	10%	10%	10%
HUBZone Small Business	3%	3%	3%	3%
Veteran-Owned Small Business	4%	4%	3%	3%
Service-Disabled Veteran Owned	3%	3%	3%	3%

National Defense Authorization Act

Beginning in fiscal year 2017, Section 868 of the National Defense Authorization Act (NDAA) of 2016 (P.L. 114-92), directs agencies to report on the number of small business concerns¹ awarded prime contracts in each North American Industry Classification System (NAICS) code during the current fiscal year in comparison to the prior fiscal year. In accordance with the Small Business Administration agencies should limit the comparison to the top 100 NAICS codes.

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 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 ([Department of Commerce Strategic Sourcing](#));
- 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 OAM_Mailbox@doc.gov or the Office of Small and Disadvantaged Business Utilization at (202) 482-1472.

¹Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Historically Underutilized Business Zone (HUBZone), and Service-Disabled Veteran-Owned Small Business (SDVOSB)