



Small Business Professional Boot Camp - An Overview Of The Fundamental Roles Of Small Business Professionals

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Programs

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Outline of Presentation

- **Building relationships**
- **Knowledge and awareness of the Small Business (SB) program**
- **SB program execution and management**
- **Roles and responsibilities in each phase of the contracting process**
- **Other key roles for Small Business Professionals (SBP'S)**



Building Relationships

Building partnerships and valued relationships with stakeholders

Leadership

**Small
Business
Industry
Partners**

**PEO's,
Contracts,
PM's, DPM's,
National
Competency
Leads**

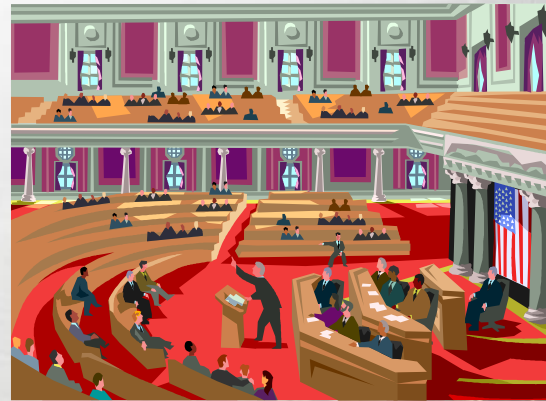
**DOD
Regional
Councils,
SBA PCR,
PTAC, etc.**

**Office of
Small
Business
Programs**



Knowledge and awareness of the Small Business (SB) program

- **Major laws**
- **Policies**
- **Regulations**
- **Agency specific polices**
- **Command specific policies**





SB program execution and management

- **DD Form 2579's**
- **Goal setting and monitoring accomplishments**
- **Training and support for internal stakeholders on all matters relating to SB**
- **Counsel, assist, and provide training for external stakeholders**



SB program execution and management continued....

- **Networking and building relationships (PCR, Regional Council's, PTAC's, SBDC's, etc.)**
- **Maintain an outreach program**
- **Acquisition forecast of procurement opportunities**
- **Strategic Plan or Command SB strategy**
- **PPMAP/Surveillance Reviews**
- **Briefing Leadership**



Roles and responsibilities in each phase of the contracting process





Roles and responsibilities in the contracting process - planning

- **Get on the acquisition team**
- **Requirements definition**
- **Market research (including industry days)**
- **Acquisition Strategies and Acquisition Plans**



Roles and responsibilities in the contracting process - solicitation

- **Solicitation clauses and evaluation criteria**
- **Assist with any SB related inquiries such as SB utilization criteria, subcontracting plans, etc.**
- **Possible review of unsolicited proposals**
- **Exchanges/communication with industry**



Roles and responsibilities in the contracting process - award and post award

- **Participate in post-award debriefings**
- **Assist with protests and corrective actions if applicable**
- **Participate in post-award conferences**
- **Serve as an advocate and advisor on post award problems**
- **Assist with subcontract monitoring**



Subcontracting roles and responsibilities

- **Small Business Subcontracting Plan is a statutory requirement**
- **Per FAR 19.705-6, the Contracting Officer has direct responsibility for monitoring contractor performance post-award**
- **Contractor performance must be monitored to ensure the contractor is making regular reports on its small business subcontracting**
- **Complying with the commitments made in the subcontracting plan and Small Business Participation Commitment Document**



Responsibility for monitoring subcontracting – Who?

- **DCMA Conducts subcontracting program reviews on contracts administered by DCMA**
- **Participants of the Comprehensive Subcontracting Program, if so DCMA's CSP team monitors the subcontracting program**
- **If your contractor does not fall within this category the Contracting Officer may be responsible and need assistance from the Small Business Professional**



Other key roles for SBP's

- **Mentor Protégé Program**
- **SBIR/STTR relationship**
- **Congressional and other inquiries**



A day in the life of a SBP



work hard.
↳ have fun.
↓
make a difference.



QUESTION AND ANSWER SESSION





FOR MORE INFORMATION

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