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

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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 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

1. Planning
2. Solicitation
3. Award
4. Evaluation
5. Post Award
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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