

Small Business Considerations for SES Performance Evaluations

The following actions contribute to the SES performance evaluation requirement to support small businesses as part of the Business Acumen executive core qualification:

- Ensure your program managers, contracting personnel and small business professionals receive education and training.
 - The Defense Acquisition University offers Continuous Learning Modules (CLM) and Small Business Professional (SBP courses) online and classroom education.
 - The DoD Office of Small Business Programs hosts an annual government training event in the April timeframe.
 - Budget Defense Acquisition Workforce Development Fund (DAWDF) resources for your staff to participate in the annual training.
- Identify small business professional positions in your organization and ensure they are adequately staffed at all times. Be a champion for small business procurement
 - Speak at small business outreach events.
 - Include talking points about small business procurement whenever you address internal or external audiences.
 - Support the outreach travel budget for small business professionals in your organization.
 - Embrace small business goals and contribute to achieving the goals.
- Structure your organization to support small business procurement
 - Ensure the organizational small business professional (SBP) reports to and is supervised by the DoD Component head or second in command. The SBP must be outside of the contracting chain of command to enable proper small business advocacy.
 - Meet monthly or at least quarterly with your small business director to discuss topics such as forecasts, requirements, market research, acquisition strategies and performance management.
 - Include your small business staff in organizational staff meetings.
 - Ensure your organizational website has a page addressing small business opportunities.
 - Provide your small business staff with a prime location within your office to convey the importance of small business procurement.
- Expect the following from your small business professionals:
 - Direct and early participation in organizational acquisition activities such as requirements development, market research, acquisition strategy, solicitation development, proposal evaluation and post-contract award monitoring.
 - Advice regarding small business procurement for both prime contracts and subcontracting.

- Metrics, facts and anecdotes related to your organization's small business procurement.
- Knowledge of current and emerging acquisition regulations related to small business procurement.
- Access to tools and data to support small business market research and performance analysis.
- Outreach with small businesses interested in contributing to the DoD industrial base.
- Review and contribution to responses to small business issues presented through inquiries from Congress, the Inspector General or the Small Business Administration.
- Reviews of DD Form 2579, the Small Business Coordination Record, for acquisitions above \$10,000.
- Contributions to acquisition strategies by identifying small business set aside opportunities and small business subcontracting opportunities.
- Coordination with small business research through the Small Business Innovation Research (SBIR) and Rapid Innovation Fund programs to encourage initiatives to bring innovation into DoD acquisition programs.
- Screening of small businesses that desire to meet with organizational leadership and acquisition staffs.
- Advice regarding contract bundling or consolidation and the use of category management contracts.
- Recommendations for appropriate organizational small business procurement goals for prime and subcontracting across, Women Owned, HUBZone, Service Disabled Veteran Owned, and Small Disadvantage Business socio-economic categories and performance management to achieve the goals.