

March 21, 2003

MEMORANDUM TO: Office Directors and Regional Administrators

FROM: William D. Travers */RA/*
Executive Director for Operations

SUBJECT: SUPPORT FOR SMALL BUSINESS PROCUREMENT

The NRC actively supports the Federal Government's efforts that enable small businesses to participate fully in Federal contracting. NRC has historically relied on small, disadvantaged, 8(a), women-owned, HUBZone, and service-disabled veteran-owned small businesses for contractual assistance in helping us accomplish our health and safety mission.

Over the years, NRC has consistently met or exceeded the majority of our small business procurement goals, which are negotiated with the U.S. Small Business Administration. Recently, NRC changed its business model for purchasing certain services in order to take advantage of market place efficiencies and reduce costs. This change contributed to a significant decline in achieving our fiscal year 2002 small business goals, in that we met only one of the six goals.

The Office of Small Business and Civil Rights (SBCR) is responsible for administering the NRC's Small Business Program and monitoring the Agency's performance in meeting its annual goals. Working closely with the Office of Administration, SBCR has developed an agency-wide comprehensive strategy to ensure that all categories of small businesses are provided the maximum practical opportunity to compete for and obtain NRC contracts for which they are qualified. The strategy includes new initiatives which will:

- enhance communication with program offices,
- more closely monitor acquisition activity throughout the fiscal year,
- expand small business training opportunities for program office staff, and
- increase outreach efforts to identify qualified small businesses in the science and engineering fields.

Our prior successes in this area have always depended on the participation of NRC offices that have a role in the acquisition process. Your support in increasing prime contract dollars placed with small businesses is required and I am confident that our collective efforts will enable NRC to achieve and exceed its small business goals in the coming years. If you have any questions, please contact Ren Kelley, Acting Director, 415-7380, or Mauricio Vera, Small Business Program Manager, 415-7160, Office of Small Business and Civil Rights.

MEMORANDUM TO THOSE ON THE ATTACHED LIST DATED: March 21, 2003

SUBJECT: SUPPORT FOR SMALL BUSINESS PROCUREMENT

	<u>Mail Stop</u>	
Karen D. Cyr, General Counsel	O-15	D21
Jesse L. Funches, Chief Financial Officer	O-17	F3
Janice Dunn Lee, Director, Office of International Programs	O-4	E21
Dennis K. Rathbun, Director, Office of Congressional Affairs	O-16	C1
William M. Beecher, Director, Office of Public Affairs	O-2	A13
Annette Vietti-Cook, Secretary of the Commission	O-16	C1
William D. Travers, Executive Director for Operations	O-16	E15
William F. Kane, Deputy Executive Director for Reactor Programs	O-16	E15
Carl J. Paperiello, Deputy Executive Director for Materials, Research and State Programs	O-16	E15
Patricia G. Norry, Deputy Executive Director for Management Services	O-16	E15
John W. Craig, Assistant for Operations, OEDO	O-16	E15
Stuart Reiter, Chief Information Officer	O-16	C1
Michael L. Springer, Director, Office of Administration	T-7	D57
Frank J. Congel, Director, Office of Enforcement	O-14	E1
Guy P. Caputo, Director, Office of Investigations	O-3	F1
Paul E. Bird, Director, Office of Human Resources	T-3	A2
Martin J. Virgilio, Director, Office of Nuclear Material Safety and Safeguards	T-8	A23
Samuel J. Collins, Director, Office of Nuclear Reactor Regulation	O-5	E7
Ashok C. Thadani, Director, Office of Nuclear Regulatory Research	T-10	F12
Paul H. Lohaus, Director, Office of State and Tribal Programs	O-3	C10
Roy P. Zimmerman, Director, Office of Nuclear Security and Incident Response	T-4	D18
Hubert J. Miller, Regional Administrator, Region I	RGN-I	
Luis A. Reyes, Regional Administrator, Region II	RGN-II	
James E. Dyer, Regional Administrator, Region III	RGN-III	
Ellis W. Merschoff, Regional Administrator, Region IV	RGN-IV	

MEMORANDUM TO: Office Directors and Regional Administrators

March 21, 2003

FROM: William D. Travers */RA/*
Executive Director for Operations

SUBJECT: SUPPORT FOR SMALL BUSINESS PROCUREMENT

The NRC actively supports the Federal Government's efforts that enable small businesses to participate fully in Federal contracting. NRC has historically relied on small, disadvantaged, 8(a), women-owned, HUBZone, and service-disabled veteran-owned small businesses for contractual assistance in helping us accomplish our health and safety mission.

Over the years, NRC has consistently met or exceeded the majority of our small business procurement goals, which are negotiated with the U.S. Small Business Administration. Recently, NRC changed its business model for purchasing certain services in order to take advantage of market place efficiencies and reduce costs. This change contributed to a significant decline in achieving our fiscal year 2002 small business goals, in that we met only one of the six goals.

The Office of Small Business and Civil Rights (SBCR) is responsible for administering the NRC's Small Business Program and monitoring the Agency's performance in meeting its annual goals. Working closely with the Office of Administration, SBCR has developed an agency-wide comprehensive strategy to ensure that all categories of small businesses are provided the maximum practical opportunity to compete for and obtain NRC contracts for which they are qualified. The strategy includes new initiatives which will:

- enhance communication with program offices,
- more closely monitor acquisition activity throughout the fiscal year,
- expand small business training opportunities for program office staff, and
- increase outreach efforts to identify qualified small businesses in the science and engineering fields.

Our prior successes in this area have always depended on the participation of NRC offices that have a role in the acquisition process. Your support in increasing prime contract dollars placed with small businesses is required and I am confident that our collective efforts will enable NRC to achieve and exceed its small business goals in the coming years. If you have any questions, please contact Ren Kelley, Acting Director, 415-7380, or Mauricio Vera, Small Business Program Manager, 415-7160, Office of Small Business and Civil Rights.

DISTRIBUTION:

M. Vera
C. Kelley
SBCR SF
SBCR RF
EDO RF
DEDM RF
P. Norry, DEDM

Accession No.: ML030760700

Template: EDO-004

G:\SMALL BUSINESS\Support for SB PROCUREMENT 303.wpd

***See previous concurrence**

OFFICE	PM/CR	D/SBCR	ADM	DEDM	EDO
NAME	MVera*	CKelley*	KGreene*	PNorry	WTravers
DATE	03/17/2003	03/17/2003	03/20/2003	03/20/2003	03/21/2003

OFFICIAL RECORD COPY