

EDO Principal Correspondence Control

FROM: DUE: / /

EDO CONTROL: G20060972  
DOC DT: 11/14/06  
FINAL REPLY:

Steven C. Preston  
U.S. Small Business Administration (SBA)

Paul A. Denett  
Office of Management and Budget (OMB)

TO:

Chairman Klein

FOR SIGNATURE OF :

\*\* GRN \*\*

CRC NO: 06-0598

DESC:

Small Business Procurement (SBP) Scoreboard

ROUTING:

Reyes  
Virgilio  
Kane  
Silber  
Johnson  
Cyr/Burns  
Hagan, ADM

DATE: 11/30/06

ASSIGNED TO:

SBCR

CONTACT:

Kelley

SPECIAL INSTRUCTIONS OR REMARKS:

For Appropriate Action.

OFFICE OF THE SECRETARY  
CORRESPONDENCE CONTROL TICKET

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**AUTHOR:** Steven Preston  
**AFFILIATION:** SBA  
**ADDRESSEE:** Dale Klein  
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EDO --G20060972



November 14, 2006

Dr. Dale Klein  
Chairman of the Nuclear Regulatory Commission  
Rockville, MD 20852-2738

Dear Chairman Klein:

The Office of Management and Budget's Office of Federal Procurement Policy (OFPP) and the U.S. Small Business Administration (SBA) are pleased to officially announce the implementation of the Small Business Procurement (SBP) Scorecard. This concept has been discussed at several interagency meetings, including the Chief Acquisition Officers (CAO) Council and the Small Business Procurement Advisory Council (PAC). The SBP Scorecard is modeled after the President's Management Agenda (PMA) and follows the general format used for PMA scorecard items.

As you know, SBA is required by statute to analyze and report the extent of small business participation in Federal contracting. Agencies are also required by law to report their agency's small business goal achievement to SBA. This scorecard will help more aggressively track and monitor the status of each individual agency's small business goal achievement. The format will also allow agencies to tell the full story of their progress in contracting with small businesses. In the past, the government has only been able to report small business achievement in terms of percentages. Now that we have advanced reporting tools, like the Federal Procurement Data System Next Generation (FPDS-NG), we can give a complete and timely picture of small business contracting.

The SBA will be the agency responsible for setting the criteria and evaluating achievement of the goals as well as maintaining the SBP Scorecard. Each agency will submit their progress semi-annually to SBA and, in turn, SBA will rate each agency according to the criteria set forth in the enclosed "standards for success" document. The primary criteria for reaching a green score will be individual agency goal achievement, along with other qualitative rating elements that relate to small business contracting. As with the PMA Scorecard, there will be ratings for status and progress. The status and progress elements will give context to achievement, as well as explanations for missed goals and actions planned to reach goals. Agencies will also receive progress credit for improvement over previous years.

The Nuclear Regulatory Commission's small business goal achievement for Fiscal Year (FY) 2005 was 36.69%. Once the FY 2006 data is released, which we anticipate in January, SBA will

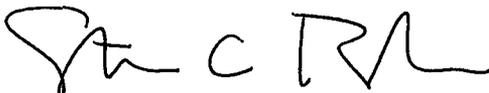
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Dr. Dale Klein

score your agency using the enclosed scorecard criteria and, at that time, the public will have access to the SBP scorecard from SBA's website. Your progress and status score will be assessed at the mid-year point of FY 2007. SBA will work with your agency's CAO and Small and Disadvantaged Business Utilization Office on these activities.

The SBA and OFPP are committed to creating an environment where small businesses can flourish, by ensuring that small business achievements are reported accurately and that agency acquisition planning maximizes opportunities for small businesses. The scorecard is an important tool to help us create and sustain this environment.

Sincerely yours,



Steven C. Preston  
Administrator  
U.S. Small Business Administration



Paul A. Denett  
Administrator, OFPP  
Office of Management and Budget

Enclosure

cc: NRC Chief Acquisition Officer  
NRC OSDBU Director

**SMALL BUSINESS PROCUREMENT SCORECARD – DEPARTMENT OF X**

	<p align="center"><b>CURRENT STATUS</b> (As of [insert date])</p>	<p align="center"><b>PROGRESS</b> (As of [insert date])</p>	<p align="center"><b>COMMENTS</b></p>
<p><b>Initiative</b></p> <p><b>SMALL BUSINESS PROCUREMENT</b></p> <p><b>Agency Lead:</b> Senior Procurement Executive/Chief Acquisition Officer</p> <p>Office of Small Disadvantaged Business Utilization Director</p>	<p align="center">○ Color</p> <p><b>GREEN STANDARDS</b></p> <p>__ Meets the small business goal, at least 3 socio-economic goals, and shows improvement in the remaining 2 goals</p> <p>__ Meets all Yellow standards</p> <p><b>YELLOW STANDARDS</b></p> <p>__ Meets the small business goals, at least 2 additional socio-economic goals, and improves in at least one of the unmet goals. Credit can also be given for meeting 4 goals, regardless of which ones they are</p> <p>__ Has implemented a strategy to increase the number of competitively awarded contracts to small businesses</p> <p>__ Has demonstrated top-level Agency commitment to small business contracting</p> <p>__ Has a comprehensive small business program that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process</p> <p>__ Has small business goal achievement as a rating element for acquisition personnel</p> <p>__ Works cooperatively with SBA on outreach &amp; targeting initiatives</p> <p>__ Meets deadlines for all required strategic plans and annual reports due to SBA</p> <p>__ Has a process to ensure small business data is accurately reported in FPDS NG</p> <p>__ Enforces small business subcontracting plans and meets subcontracting goals</p>	<p align="center">○ Color</p> <p><u>Actions taken this quarter:</u></p> <ul style="list-style-type: none"> <li>• Provide a brief summary of key actions.</li> </ul> <p><u>Planned actions for next quarter:</u></p> <ul style="list-style-type: none"> <li>• Outline key actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess general progress.</li> <li>• Discuss critical actions planned.</li> <li>• Use additional bullets to explain or enhance discussion in first two columns (e.g., legislative barriers or other risks, management changes at agency, etc.)</li> </ul>

## Standards for Success

### GREEN

Agency:

- Meets the Small Business goal, at least three of the socio-economic goals (SDB, 8a, HubZone, Women, Service Disabled Veteran), and shows improvement over the previous year in the remaining two categories.
- Meets all Yellow Standards for Success

### YELLOW

Agency:

- Meets the Small Business goal, at least two of the socioeconomic goals, and shows improvement in at least one of the remaining goals. Or, agency meets 4 small business goals.
- Has implemented a strategy to increase the number of competitively awarded contracts to small businesses.
- Has demonstrated Agency commitment to small business contracting from the top (Secretary, Administrator, Director) level.
- Has a comprehensive small business program that includes written policies and procedures focused on improving the competitive environment and increasing small business participation in the procurement process.
- Has small business goal achievement as a rating element for acquisition personnel.
- Works cooperatively with the SBA on outreach and targeting initiatives.
- Meets deadlines for all required strategic plans and annual reports due to SBA
- Has a process to ensure small business data is accurately reported in FPDS NG.
- Enforces small business subcontracting plans

### RED

Agency:

- Does not meet Yellow Standards