



United States Nuclear Regulatory Commission

*Protecting People and the Environment*



**MAKING OUR BUSINESS  
YOUR BUSINESS**

# OFFICE OF SMALL BUSINESS AND CIVIL RIGHTS

## The Small Business Program

### Mission of the U.S. Nuclear Regulatory Commission

The mission of the U.S. Nuclear Regulatory Commission (NRC) is to license and regulate the Nation's civilian use of byproduct, source, and special nuclear materials in order to protect public health and safety, promote the common defense and security, and protect the environment.

The NRC's regulations are designed to protect the public and occupational workers from radiation hazards in those industries using radioactive materials.

The NRC's scope of responsibility includes regulation of commercial nuclear power plants; research, test, and training reactors; nuclear fuel cycle facilities; medical, academic, and industrial uses of radioactive materials; and the transport, storage, and disposal of radioactive materials and wastes.

In addition, the NRC licenses the import and export of radioactive materials and works to enhance nuclear safety and security throughout the world.

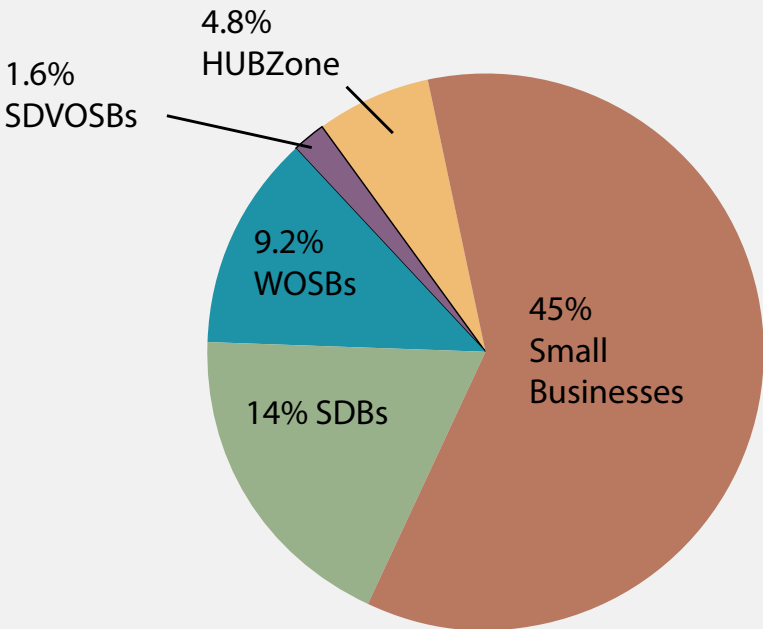
### Contracting With The U.S. Nuclear Regulatory Commission

#### ***Making Our Business Your Business***

The NRC supports small business public policies and is committed to increasing contracting opportunities for small businesses, including those small businesses owned by the:

- » *Disadvantaged (SDB)*
- » *Woman-owned (WOSB)*
- » *Veteran-owned*
- » *Service-disabled Veteran (SDVOSB)*
- » *Historically Underutilized Business Zone (HUBZone) concerns*

In fiscal year 2007, the NRC procured more than \$150 million in products and services. Acquisitions ranged from basic office supplies and administrative support services to construction and engineering, to management and inspection to research and development, all in support of agency mission objectives. The NRC awarded nearly 45% of those contract dollars to small businesses, 14% to SDBs, 9.2% to WOSBs, 1.6% to SDVOSBs, and 4.8% to HUBZone concerns.



## What Does the U.S. Nuclear Regulatory Commission Buy?

### **Examples Include:**

- » *Administrative support*
- » *Auditing and financial management*
- » *Construction, architecture, and engineering*
- » *Courier and messenger services*
- » *Custodial services*
- » *Document processing*
- » *Investigations*
- » *Engineering and environmental support services*
- » *Facilities support*
- » *Health and fitness services and equipment*
- » *Inspection support*
- » *Information technology equipment, software, and other support services and solutions*
- » *Management consulting*
- » *Nuclear engineering*
- » *Office supplies and equipment*
- » *Reliability studies*
- » *Research and development*
- » *Technical assistance*
- » *Telecommunications equipment and services*
- » *Training*

## How Does the U.S. Nuclear Regulatory Commission Contract?

The NRC awards contracts and oversees the award of subcontracts in accordance with the Federal Acquisition Regulation (FAR) (48 CFR Chapter 1), the NRC supplemental agency Acquisition Regulation (48 CFR Chapter 20), and other agency management directives.

Before contracting in the open market, NRC considers agency inventories and may conduct contract competitions for supply and service requirements by issuing task and delivery orders against other existing Federal agency contracts, through interagency Federal contracts, and under the General Services Administration (GSA) Schedule Program.

After considering these options, the NRC conducts simplified acquisitions and contracts in the open market. Federal small business programs are considered when developing acquisition strategies. In accordance with the FAR, contracts may be set aside exclusively for the various small business programs. Based on the estimated dollar value of the contract requirement and marketplace capabilities, contracting methods include the following types:

- » **Micropurchases:** *Purchases below the \$3,500 threshold typically are awarded through use of a government purchase card. Although these purchases are not required to be set aside for small businesses or necessarily competed, opportunities abound for small businesses with the interest and the capability.*
- » **Simplified Acquisitions:** *Purchases between \$3,500 and \$100,000 are reserved for small businesses through small business set-asides and are subject to streamlined procurement procedures. Federal agencies can further restrict competitions for HUBZone concerns and SDVOSB.*
- » **Contracts:** *Contracts for supplies and services exceeding the simplified acquisition threshold are awarded through the invitation for bids or the request for proposal process. Contracts can be set-aside either sole source or competitively for small businesses, HUBZone concerns, and SDVOSBs, when market capability exists.*
- » **Subcontracting Program:** *Nonprofit and educational institutions as well as large for-profit businesses that are awarded contracts exceeding the \$550,000 threshold are required to establish subcontracting programs and subcontracting plans with specific goals to award subcontracts to all categories of small business.*

## The U.S. Nuclear Regulatory Commission Post Notices of Contracts, Opportunities, and Awards

At values greater than \$25,000, the NRC publicizes proposed business opportunities and posts notices of contracts awarded, including those with potential subcontracting opportunities, on the Federal Government's FedBizOpps Web site at [www.fedbizopps.gov](http://www.fedbizopps.gov). Interested parties need to register once to receive notification of opportunities. The NRC also posts notices of open-market contract opportunities valued between \$10,000 and \$25,000 on the agency's Web site under the Division of Contracts Web page, and the NRC posts the agency's Forecast of Contract Opportunities on the Small Business Program Web page. In addition, the agency posts market research notices in FedBizOpps, exploring small business interest, capability, and capacity in the marketplace.

## The Office of Small Business and Civil Rights is the Nuclear Regulatory Commission's Advocate for Small Business and Home for the Agency's Small Business Program

The NRC's Small Business Program (SBP) serves as the advocate for all categories of small businesses to ensure maximum practicable prime and subcontract opportunities. Specifically, the NRC's Small Business Program within the SBCR:

- » *Advocates small business interests at the agency and advocates the use of small businesses as primes and subcontractors to support mission goals and objectives, and to meet the agency's Federal socioeconomic contracting goals.*
- » *Negotiates with the Small Business Administration goals for contract and subcontract awards to all categories of small businesses.*
- » *Trains and counsels the business community and agency program and contracting officials to reach out to the business community.*

- » *Conducts varied outreach and educational activities and participates in Congressional, Federal, State, and local government procurement conferences, fairs, and other events.*
- » *Maintains a Web site of agency contracting and other business development information.*
- » *Maintains business capability information.*
- » *Monitors small business legislation and agency data reporting.*
- » *Reviews contract requirements over the simplified acquisition threshold for potential small business set-aside recommendations.*

The NRC Small Business Program hosts and participates in a variety of outreach events and other procurement conferences and fairs sponsored by Congress; Federal, State, and local governments; private industry; and various trade organizations to reach out to the business community.

The NRC Small Business Program sponsors a small business "Meet & Greet" seminar at NRC Headquarters usually the first Thursday of each month. The orientation introduces the NRC's mission, its acquisition and small business programs, and the agency's prime and subcontract opportunities. To register for the "Meet & Greet," e-mail [SmallBusiness@nrc.gov](mailto:SmallBusiness@nrc.gov).

Both the NRC Small Business Program and Division of Contracts maintain capability information about businesses that market to the agency. In addition, the offices actively use the Central Contractor Registration (CCR) database, the GSA schedules, libraries, and other catalogue listings, as well as other Web tools to locate small business sources of supply and service.

## For Additional Information about the Small Business Program, Please Contact:

Office of Small Business and Civil Rights  
Small Business Program  
U.S. Nuclear Regulatory Commission  
One White Flint North  
11555 Rockville Pike, Mail Stop 03H8  
Rockville, MD 20852-2738

[SmallBusiness@nrc.gov](mailto:SmallBusiness@nrc.gov)

(301) 415-7381 or (800) 903-SBCR

Mailing Address:  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555-0001



## Web Resources

The NRC Web site

[www.nrc.gov](http://www.nrc.gov)

NRC's extensive electronic, paper, and microfiche collections

[www.nrc.gov/reading-rm/pdr.html](http://www.nrc.gov/reading-rm/pdr.html)

NRC history

[www.nrc.gov/about-nrc/history.html](http://www.nrc.gov/about-nrc/history.html)

NRC organization charts and functional descriptions

[www.nrc.gov/about-nrc/organization/nrcorg.pdf](http://www.nrc.gov/about-nrc/organization/nrcorg.pdf)

Glossary of nuclear terms

[www.nrc.gov/reading-rm/basic-ref/glossary.html](http://www.nrc.gov/reading-rm/basic-ref/glossary.html)

NRC administrative services functions

[www.nrc.gov/about-nrc/organization/admfuncdesc.html](http://www.nrc.gov/about-nrc/organization/admfuncdesc.html)

NRC Division of Contracts Web site

[www.nrc.gov/about-nrc/contracting.html](http://www.nrc.gov/about-nrc/contracting.html)

NRC Forecast of Contracting Opportunities

[www.nrc.gov/about-nrc/contracting/forecast.html](http://www.nrc.gov/about-nrc/contracting/forecast.html)

The U.S. Small Business Administration Web site

[www.sba.gov](http://www.sba.gov)

Gateway to federal contracting opportunities and online resource for downloading business opportunities

[www.fedbizopps.gov](http://www.fedbizopps.gov)

Federal Government Central Contractor Registration system serving as the primary business database for the U.S. Federal Government

[www.ccr.gov](http://www.ccr.gov)

Acquisition Central, includes the Federal Acquisition Regulation, Central Contractor Registration, gateway to GSA, and other Federal contracting resources

[www.arnet.gov](http://www.arnet.gov)

The Federal System that establishes thresholds to differentiate small and large business by annual revenue and/or number of employees

[www.census.gov/naics](http://www.census.gov/naics)

Federal Procurement Data Center (FPDC) maintains the Federal Procurement Data System (FPDS), a central repository of statistical information of Federal Contracting

[www.fpdc.gov](http://www.fpdc.gov)

Offices of Small and Disadvantaged Business Utilization (OSDBU) are found in each Federal agency as required by Public Law 95-507; OSDBUs serve as champions of small business and provide guidance and marketing assistance

[www.osdbu.gov](http://www.osdbu.gov)

Service Corps of Retired Executives (SCORE) provides technical and business development assistance to small business

[www.score.org](http://www.score.org)

Small Business Development Centers (SBDDC) provide management, finance, and planning support to small business

[www.sba.gov/sbdc/sbdcnear.html](http://www.sba.gov/sbdc/sbdcnear.html)

Procurement Technical Assistance Centers (PTAC) promotes contracting activity between the government and industry

[www.sellingthegovernment.net](http://www.sellingthegovernment.net)

The Minority Business Development Agency (MBDA) provides access to markets, capital assistance, training, and commerce

[www.mbda.gov](http://www.mbda.gov)

Center for Veterans Enterprise provides Federal buyers access to a veteran and service disabled veteran database and provides business development support to veteran entrepreneurs

[www.vetbiz.gov](http://www.vetbiz.gov)

Subcontracting Opportunities (SUB-NET), includes Federal subcontracting opportunities under Federal prime contracts

[web.sba.gov/subnet](http://web.sba.gov/subnet)

Electronic Subcontract Reporting System (ESRS) serves as the primary Federal database for the U.S. Federal government large prime contracts reporting on subcontract award to small business

[www.esrs.gov](http://www.esrs.gov)

Past Performance Information Retrieval System serves as the primary Federal contractor performance database for the U.S. Federal government

[www.ppirs.gov](http://www.ppirs.gov)

General Services Administration is the Federal agency that serves Federal contractors and Federal contracting officials by providing information on the GSA Schedules Program, the Vendor Support Center and the Schedules e-Library

[www.fss.gsa.gov](http://www.fss.gsa.gov)

[www.ebuy.gsa.gov](http://www.ebuy.gsa.gov)

[www.fss.gsa.gov/vgc](http://www.fss.gsa.gov/vgc)

[www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov)



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