UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

FEB 9 2005

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

MEMORANDUM

SUBJECT: Contracting with Service-Disabled Veterans' Businesses (Executive Order 13360)

FROM: Judy Davis, Director,
Office of Acquisition Management
Environmental Protection Agency

TO: Mike Gerich, Office of Federal Procurement Policy

Dean Koppel, Small Business Administration

This memorandum is in response to the letter dated January 12, 2005, from the Administrators from OFPP and SBA requesting that EPA submit our strategy for contracting with service-disabled veterans' businesses (SDVB) as required by Executive Order 13360.

The enclosed strategy demonstrates EPA's commitment to maximizing opportunities in Federal contracting for service-disabled veterans' businesses (SDVB). The Office of Acquisition Management, in conjunction with the Office of Small and Disadvantaged Business Utilization, developed EPA's strategy to implement the SDVB order. EPA's strategy includes obtaining set-aside procurement opportunities for SDVB, SDVB outreach initiatives, and SDVB training for program and contracting personnel. To ensure success, we asked all EPA program offices to appoint a responsible official for the implementation and achievement of the SDVB strategy. They will be responsible for encouraging contract opportunities to be set-aside exclusively for SDVBs, quarterly report on their office's progress, and to add this responsibility to their performance plan. To launch the SDVB strategy we plan to have a kick-off meeting after all the responsible officials are identified.

If you have any questions, please contact Ms. Corinne Sisneros at (202) 564-4321.

Enclosure

cc: Jeanette Brown/EPA OSDBU

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**U.S. Environmental Protection Agency's (EPA) Strategy to Implement Executive Order: Providing Opportunities for Service-Disabled Veteran Businesses to Increase Their Federal Contracting and Subcontracting**

**Designated Senior-level Official** – David J. O'Connor, EPA's Acting Assistant Administrator, Office of Administration and Resources Management.

On October 21, 2004, President George W. Bush signed the "Service-Disabled Veterans Executive Order" to strengthen opportunities in Federal contracting for service-disabled veteran businesses. The term "service-disabled veteran business" (SDVB) means a small business concern owned and controlled by service-disabled veterans, as defined in section 3(q) of the Small Business Act (15 U.S.C. 632(q)).

In accordance with the Executive Order, Section 2 (a) EPA's strategy to implement the SDVB Executive Order is as follows:

1. Duties and Information for EPA program offices:
   a. By January 2005, (Draft attached) the Assistant Administrator of the Office of Administration and Resources Management will issue a memorandum to all EPA Assistant Administrators and Regional Administrators requesting they:
      i. Appoint a responsible official to assist with implementing this strategy and include this responsibility in their performance plans.
      ii. Encourage contract opportunities exclusively for service-disabled veteran businesses.
      iii. Encourage and facilitate participation by service-disabled veteran businesses in competition for award of Agency contracts.
      iv. Report quarterly on the progress on the implementation and achievement of this strategy.
   b. In all acquisition planning meetings, the Office of Acquisition Management and the Office of Small and Disadvantaged Business Utilization will ensure that SDVBs are included in the program acquisition plans and that specific procurement opportunities are identified for SDVBs.
   c. In all annual customer service visits conducted by the Director of the Office of Acquisition Management with EPA Senior Resource Officials, the topic of SDVB will be on the agenda, cumulative quarterly percentage achievements will be provided, and the Agency's strategy plan and the importance of their support toward achieving the Agency's SDVB goal will be discussed. \

d. In all annual customer service visits conducted by the Director of the Office of Small and Disadvantaged Business Utilization with EPA Senior Resource Officials, the topic of SDVB will be added to the agenda and the importance of their support toward achieving the Agency's SDVB goal will be discussed.

e. By February 2005, the Office of Acquisition Management and the Office of Small and Disadvantaged Business Utilization will issue a special "Fact Sheet" to program offices and the minority business enterprise/women business enterprise (MBE/WBE) regional coordinators on the available SDVB set-aside and sole-source procurement options and market research tips to identify more SDVB opportunities to meet the Agency's SDVB goal.

f. By April 2005, the Office of Acquisition Management will modify its training courses for program personnel to put special emphasis on its current SDVB language. Both the training text and course instruction will be revamped to highlight available SDVB set-aside and sole-source procurement options and market research tips to identify more SDVB opportunities to meet the Agency's SDVB goal. Additionally, we will target other program personnel by conducting a training session at our Contract Customer Relations Council meeting. This CCRC forum provides an opportunity for wide distribution across program personnel.

g. Annually, after receipt of each program office's acquisition plan, the Office of Small and Disadvantaged Business Utilization will develop a list of SDVB from its internal database that have demonstrated capabilities of meeting the specific program requirements.

2. Duties and Information for EPA contracting personnel:

a. By February 2005, the Director of the Office of Acquisition Management (OAM) will issue a letter to all Agency contracting personnel reminding them to:

i. Consider SDVB in procurement opportunities above $2,500 for potential SDVB set-aside or sole-source award. The OAM Service Center Managers and Regional Contracting Officer's Supervisors will be held accountable to ensure SDVB are considered.

ii. Use the minimum subcontracting goal for SDVB of three (3) percent in all subcontracting plans that are required under all applicable EPA contracts.

iii. Actively monitor and evaluate prime contractor's efforts toward meeting the SDVB subcontracting commitments as required by the Small Business Act.

iv. Enforce SDVB subcontract plan commitments, as appropriate, by calling the specific company, meeting with the company, or other allowable remedies pursuant to applicable contract clauses.

b. By February 2005, the Office of Acquisition Management and the Office of Small and Disadvantaged Business Utilization will issue a special "Fact Sheet" to contracting personnel on the available SDVB set-aside and sole-source procurement options and market research tips to identify more SDVB opportunities to meet the Agency's SDVB goal.

c. By April 2005, the Office of Acquisition Management and the Office of Small and Disadvantaged Business Utilization will develop a special training program for contracting personnel to highlight available SDVB set-aside and sole-source procurement options and market research tips to identify more SDVB opportunities to meet the Agency's SDVB goal.

3. Disseminating Information to SDVB:

a. By February 2005, the Competition Advocate will develop a Fact Sheet on EPA's Forecast Database and share it with the Association of Service Disabled Veteran-Owned Small Businesses. EPA's Forecast Database located on the Internet, provides dynamic real-time data on procurement opportunities at EPA. There are up to twenty (20) different items of information on each planned acquisition in the Forecast Database including the contact information for the person responsible for the procurement and the statement of work.

b. Annually, the Office of Acquisition Management (OAM) will hold two (2) Contractor Forums, one in Washington, D.C., and one in a region location, to exchange information, provide updates on pertinent contracting issues, and improve communication between EPA, contractors, and organizations. The Contractor Forums are open to small, medium, and large contractors, and organizations interested in doing business with EPA. OAM will notify the Association of Service-Disabled Veteran-Owned Small Businesses to invite its members to participate in these events.

c. Annually, the Office of Small and Disadvantaged Business Utilization (OSDBU) will hold a special small business session targeted for SDVB to assist them in doing business with EPA. OSDBU will also provide one-on-one counseling sessions to SDVBs. OSDBU will counsel and advise SDVBs of opportunities and assist them in understanding the EPA's procurement process and culture.

d. The Office of Acquisition Management (OAM) and the Office of Small and Disadvantaged Business Utilization (OSDBU) will continue to participate in Government-wide conferences that highlight opportunities for SDVB. For example, in December 2004, OSDBU participated in the "Opening Doors for America's Heroes" procurement conference in Honolulu sponsored by GSA. OAM and OSDBU will form strategic partnerships with other federal agencies currently engaged with SDVBs and leverage available resources (e.g., VA, SBA, and GSA).

In accordance with the Executive Order, Section 2 (b): this strategy will be publicly available on the OAM or OSDBU Internet website. Annually, EPA will report to the Administrator of the Small Business Administration on the status of implementation of this strategy.

In accordance with the Executive Order, Section 2 (c): the senior-level official who is responsible for developing and implementing this strategy is EPA's Assistant Administrator, Office of Administration and Resources Management.

In accordance with the spirit of the Executive Order, Section 2 (d): the implementation and achievements in furtherance of this strategy will be included in the performance plans of the following individuals:

- Agency's designated agency senior-level official: Assistant Administrator, Office of Administration and Resources Management
- Chief Acquisition Officer, Assistant Administrator, Office of Administration and Resources Management
- Director, Office of Acquisition Management
- Deputy Director, Office of Acquisition Management
- Director, Office of Small and Disadvantaged Business Utilization
- Responsible Official for each Assistant Administrator and Regional Administrator and one from the Administrator's Office
- Senior Resource Officials
- Division Directors, Office of Acquisition Management

For comments and suggestions for improving this strategy, please contact EPA's Competition Advocate, Corinne M. Sisneros at (202) 564-4321 or by e-mail at sisneros.corinne@epa.gov.