

Fiscal Year 2016

Small Business Procurement Scorecard

Grade Calculation Methodology

FY2016 federal prime contracting data retrieved from FPDS-NG on 02/20/2017 for the date range 10/01/2015 through 9/30/2016
FY2016 federal subcontracting data retrieved from eSRS on 03/14/2017 for the date range 10/01/2015 through 09/30/2016



Executive Summary



The annual Scorecard is an assessment tool which measures the following:

- (1) How well federal agencies reach their small business and socio-economic prime contracting and subcontracting goals, and
- (2) Agency-specific progress

Each agency's Scorecard grade consists of its achievements in three areas, and each area is graded by the percentage shown below:

Prime Contracting Achievement	80% of Scorecard Grade
Subcontracting Achievement	10% of Scorecard Grade
Plan Progress Report Performance	10% of Scorecard Grade

The prime and subcontracting component goals include goals for small businesses, small businesses owned by women(WOSB), small disadvantaged businesses (SDB), service-disabled veteran-owned small businesses (SDVOSB), and small businesses located in Historically Underutilized Business Zones (HUBZones). The Agency Plan Progress Reports contain documentation that the Small Business Utilization Plans submitted by the agency were appropriately carried out in pursuit of their goals.

Each federal agency has a different small business contracting goal, negotiated annually in consultation with SBA. SBA ensures that the sum total of all of the goals exceeds the 23 percent target established by law. Each agency's efforts in meeting its small business goals expands opportunities for small businesses to compete for and win federal contracts.

SBA is utilizing a letter grade based methodology that has six potential grades (A+, A, B, C, D, F). These grades provide more distinction among different agencies' performance.

The Scorecard format measures the total performance of an agency's achievements in a clear and consistent method

Agency Small Business Scorecard Grade Calculation Methodology

Achievement Category	Achievement Category Components	Component Weight	Weight of Category Achievement toward Overall Grade																																																									
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Agency Achievement Example

Prime Contracting			Sub Contracting			Success Factors
	Goal (%)	Achievement (%)		Goal (%)	Achievement (%)	
Small Business	31.90	32.38	Small Business	40.00	49.27	<p>1. COMMITMENT TO SMALL BUSINESS UTILIZATION The Agency demonstrated, through action and documented evidence, a commitment to utilize small businesses to obtain goods and services.</p> <p>2. EFFECTIVE ENGAGEMENT OF SENIOR LEVEL MANAGEMENT IN ACHIEVING SMALL BUSINESS GOALS The Agency’s senior leadership (e.g., senior procurement executive, senior program managers, and OSDDBU director) demonstrated, through action and documented evidence, that they have clearly communicated the importance of achieving the agency’s Small Business contracting goals through the chain of command to the contracting officer level.</p> <p>3. DATA QUALITY OF SMALL BUSINESS CONTRACTING The Agency demonstrated, through action and documented evidence, a commitment to small business contracting data quality.</p> <p>4. TRAINING OF ACQUISITIONS STAFF The Agency demonstrated a commitment to small business utilization through regular training of acquisitions staff on the issues/procedures/policies/regulations impacting small businesses.</p> <p>5. OUTREACH TO SMALL BUSINESS The Agency demonstrated, through action and documented evidence, a commitment to growing their small business supplier base and increasing awareness of contracting opportunities for small businesses.</p> <p>6. BUNDLING AVOIDANCE, JUSTIFICATION AND MITIGATION The Agency demonstrated, through action and documented evidence, a clearly communicated policy to address and mitigate the adverse effects of contract bundling on small businesses. (For applicable dollar threshold for the agency, see FAR subpart 7.104)</p> <p>7. OSDDBU ORGANIZATION The Agency demonstrated, through action and documented evidence, its efforts to comply with Section 1691 – Offices of Small and Disadvantaged Business Utilization – of the National Defense Authorization Act (NDAA) of 2013.</p>
SDB	5.0	14.18	SDB	5.0	10.14	
WOSB	5.0	7.86	WOSB	5.0	10.89	
SDVOSB	3.0	1.91	SDVOSB	3.0	1.51	
HUBZone	3.0	2.70	HUBZone	3.0	2.98	
<p>SDB = Small Disadvantaged Business WOSB = Women Owned Small Business SDVOSB = Service Disabled Veteran Owned Small Business HUBZone = Small Business located in a Historically Underutilized Business Zone</p>						

Calculating Prime Contracting Score



1	Category Component Achievement		Goal		Achievement Score		Component Weight		Weighted Performance
Small Business	32.38%	/	31.90%	=	101.50%	X	60.0%	=	60.90%
SDB	14.18%	/	5.0%	=	150.00%*	X	10.0%	=	15.00%
WOSB	7.86%	/	5.0%	=	150.00%*	X	10.0%	=	15.00%
SDVOSB	1.91%	/	3.0%	=	63.67%	X	10.0%	=	6.37%
HUBZone	2.70%	/	3.0%	=	90.00%	X	10.0%	=	9.00%
									106.27
									Prime Score

*achievement score capped at 150.00%

+

Calculating Subcontracting Score



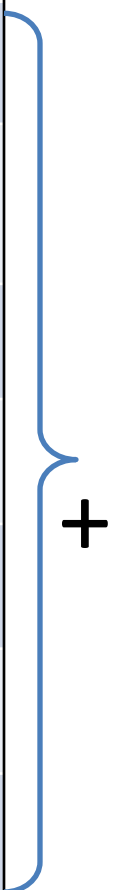
2	Category Component Achievement		Goal		Achievement Score		Component Weight		Weighted Performance
Small Business	49.27%	/	40.00%	=	123.18%	X	60.0%	=	73.91%
SDB	10.14%	/	5.0%	=	150.0%*	X	10.0%	=	15.00%
WOSB	10.89%	/	5.0%	=	150.0%*	X	10.0%	=	15.00%
SDVOSB	1.51%	/	3.0%	=	50.33%	X	10.0%	=	5.03%
HUBZone	2.98%	/	3.0%	=	99.33%	X	10.0%	=	9.93%
									118.87
									Subcontracting Score

*achievement score capped at 150.00%



Calculating Success Factors Score

 Success Factors	Performance
1. COMMITMENT TO SMALL BUSINESS UTILIZATION Has the agency demonstrated, through action and documented evidence, a commitment to utilize small businesses to obtain goods and services?	1
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7. OSDDBU ORGANIZATION Has the agency demonstrated, through action and documented evidence, compliance with Section 1691 - Offices of Small and Disadvantaged Business Utilization - of the National Defense Authorization Act (NDAA) of 2013?	1



Total Score =
Success Factor Average score/7

Grading Scale	Success Factor Overall Score X
	10%
Excellent	1.0
Above Average	0.9
Satisfactory	0.8
Below Average	0.7
Unsatisfactory	0.6

Success Factors Score
100.00

Agency success factor performance is scored by a peer review panel of OSDDBU/OSBP directors

Calculating Agency Overall Small Business Procurement Grade

Achievement Category	Category Score		Weight of Category toward Overall Grade																																												
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③ Plan Progress <table border="1"> <thead> <tr> <th>Success Factor</th> <th>Performance</th> </tr> </thead> <tbody> <tr> <td>1. COMMITMENT TO SMALL BUSINESS UTILIZATION Has the agency demonstrated, through action and documented evidence, a commitment to utilize small business to obtain goods and services?</td> <td>1</td> </tr> <tr> <td>2. EFFECTIVE MANAGEMENT OF SMALL BUSINESS GOALS Has the agency implemented a Small Business Plan? Has the agency established a Small Business Office? Has the agency established a Small Business Program Manager, and COOP? Has the agency demonstrated, through action and documented evidence, that they have clearly communicated the importance of achieving the agency's small business contracting goals through the Small Business Plan to the contracting officer staff?</td> <td>1</td> </tr> <tr> <td>3. DATA QUALITY OF SMALL BUSINESS CONTRACTING Has the agency demonstrated, through action and documented evidence, a commitment to small business contracting data quality?</td> <td>1</td> </tr> <tr> <td>4. TRAINING OF ACQUISITION STAFF Has the agency demonstrated a commitment to small business utilization through regular training of acquisition staff on the Small Business contracting regulations regarding "small business"?</td> <td>1</td> </tr> <tr> <td>5. OUTREACH TO SMALL BUSINESS Has the agency demonstrated, through action and documented evidence, a commitment to growing their small business supplier base and ensuring awareness of contract opportunities for small business?</td> <td>1</td> </tr> <tr> <td>6. BUSINESS AWARENESS, AFFECTION AND INTEGRATION Has the agency demonstrated, through action and documented evidence, a clearly articulated policy to address and mitigate the adverse effects of contracting on small business? (For applicable roles, threshold for the agency, see FAR Subpart 1.204)</td> <td>1</td> </tr> <tr> <td>7. SMALL BUSINESS OFFICER Has the agency demonstrated, through action and documented evidence, compliance with Section 1901 - Office of Small and Disadvantaged Business Utilization of the Federal Acquisition Regulation (FAR)?</td> <td>1</td> </tr> </tbody> </table>	Success Factor	Performance	1. COMMITMENT TO SMALL BUSINESS UTILIZATION Has the agency demonstrated, through action and documented evidence, a commitment to utilize small business to obtain goods and services?	1	2. EFFECTIVE MANAGEMENT OF SMALL BUSINESS GOALS Has the agency implemented a Small Business Plan? Has the agency established a Small Business Office? Has the agency established a Small Business Program Manager, and COOP? Has the agency demonstrated, through action and documented evidence, that they have clearly communicated the importance of achieving the agency's small business contracting goals through the Small Business Plan to the contracting officer staff?	1	3. DATA QUALITY OF SMALL BUSINESS CONTRACTING Has the agency demonstrated, through action and documented evidence, a commitment to small business contracting data quality?	1	4. TRAINING OF ACQUISITION STAFF Has the agency demonstrated a commitment to small business utilization through regular training of acquisition staff on the Small Business contracting regulations regarding "small business"?	1	5. OUTREACH TO SMALL BUSINESS Has the agency demonstrated, through action and documented evidence, a commitment to growing their small business supplier base and ensuring awareness of contract opportunities for small business?	1	6. BUSINESS AWARENESS, AFFECTION AND INTEGRATION Has the agency demonstrated, through action and documented evidence, a clearly articulated policy to address and mitigate the adverse effects of contracting on small business? (For applicable roles, threshold for the agency, see FAR Subpart 1.204)	1	7. SMALL BUSINESS OFFICER Has the agency demonstrated, through action and documented evidence, compliance with Section 1901 - Office of Small and Disadvantaged Business Utilization of the Federal Acquisition Regulation (FAR)?	1	100.0%	X	10%	=	10.0%																										
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A+ ≤ 150% but ≥ 120% A < 120% but ≥ 100% B < 100% but ≥ 90% C < 90% but ≥ 80% D < 80% but ≥ 70% F < 70%	Overall Small Business Performance Grade				106.90%																																										
					A																																										



Questions



SBA.gov Small Business Procurement Scorecards

<https://www.sba.gov/content/small-business-procurement-scorecards-0>

Small Business Industry Groups and Members of the Press

Please contact the SBA's Office of Communications & Public Liaison
409 3rd Street, S.W. Suite 7450
Washington, DC 20024
press_office@sba.gov

Terrence Sutherland
Director, Press Office
(Office) 202-205-6919
(BB) 202-557-6643
(Fax) 202-481-2386
Terrence.Sutherland@sba.gov
Press Office: <http://www.sba.gov/newsroom>

Federal, State, and Local Government Staff

Please contact the SBA's Office of Government Contracting
409 3rd Street, S.W. , Suite 8000
Washington, DC 20024
Phone: 202 205 6460