



U.S. Small Business  
Administration

**Report to Congress on Agency  
Office of Small Disadvantaged  
Business Utilization Training  
and Travel Costs for  
Fiscal Year 2019**

**September 18, 2020**

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## List of the 24 CFO Act Agencies

Department of Commerce (DOC)  
Department of Defense (DoD)  
Department of Energy (DOE)  
Department of Homeland Security (DHS)  
Department of Interior (DOI)  
Department of Justice (DOJ)  
Department of Labor (DOL)  
Department of Transportation (DOT)  
Department of Education (Education)  
Environmental Protection Agency (EPA)  
General Services Administration (GSA)  
Department of Health and Human Services (HHS)  
Department of Housing and Urban Development (HUD)  
National Aeronautics and Space Administration (NASA)  
U.S. Nuclear Regulatory Commission (NRC)  
National Science Foundation (NSF)  
Office of Personnel Management (OPM)  
Small Business Administration (SBA)  
Social Security Administration (SSA)  
Department of State (State)  
Department of Treasury (Treasury)  
U.S. Agency for International Development (USAID)  
United States Department of Agriculture (USDA)  
Department of Veterans Affairs (VA)

## Abbreviations

Blanket Purchase Agreement (BPA)  
Contracting Officer Representative (COR)  
Electronic Subcontracting Reporting System (eSRS)  
Governmentwide Acquisition Contracts (GWAC)  
Historically Black Colleges and Universities/Minority Serving Institutions (HBCU/MSI)  
Historically Underutilized Business Zone (HUBZone)  
National Defense Authorization Act (NDAA)  
National Veterans Small Business Engagement (NVSBE)  
Office of Chief Procurement Officer (OCPO)  
Office of Small Business Programs (OSBP)  
Office of Small and Disadvantaged Business Utilization (OSDBU)  
Procurement Decision Makers (PDM)  
Procurement Technical Assistance Centers (PTAC)  
Program Manager (PM)  
Request for Quote (RFQ)  
Senior Procurement Executive (SPE)  
Small Business Program Manager (SBPM)  
Small Business Specialist (SBS)  
Veterans Engagement Management System (VEMS)  
Veterans Entrepreneur Training Symposium (VETS)  
U.S. Women's Chamber of Commerce (USWCC)  
Women-Owned Small Business (WOSB)

## Report Summary

The Small Business Act (the Act), in Section 15 U.S. C. § 644(k)(16), requires the Agency Offices of Small Disadvantaged Business Utilization (OSDBUs) to submit a report on training provided and training and travel costs as a percentage of the OSDBU budget to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate. Under 15 U.S.C. § 644(k)(16) each agency OSDBU:

*“(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing-*

*(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year.*

*(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year.*

*(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and*

*(D) any failure of the agency to comply with section 637, 644, 657a, or 657f of this title;”*

In order to facilitate this reporting, the Small Business Administration (SBA) has compiled the agency reports on training and travel costs for FY 2019 and provided a summary table of such reports. Where the agencies separately identified the dollar value of the training and travel costs, it is provided in parentheses. All percentages are calculated as a percentage of the total OSDBU budget, except as noted. Agency OSDBUs provided the required training information and the training and travel costs. For FY 2019 agencies did not report any failures to comply with sections 637, 644, 657a, or 657f of the Act. Individual agency reports are summarized Table 1, below, and copies of agency actual reports are provided as Enclosures.

**Table 1. 24-CFO Act Agency Training and Travel Reports Summary for FY 2019**

Agency	Training Provided	Training Cost	Travel Cost
Department of Agriculture (USDA)	<ol style="list-style-type: none"> <li>1. Doing Business with the Federal Government.</li> <li>2. Doing Business with the Federal Government (USDA).</li> <li>3. Doing Business with USDA – How to get started as a new Business w/SBA and PTAC.</li> <li>4. AGLearn Small Business Credit Card Training.</li> <li>5. eSRS, and</li> <li>6. Procurement Forecast</li> </ol>	<p>.003% (\$3,500)</p> <p>Training identified was conducted in federal government space, the only cost involved was preparation of training materials/meeting space valued at \$3,500. USDA OSDBU’s budget totaled \$1,300,000. USDA OSDBU spent \$3,500 for training, which represents .003% of the total FY 2019 budget.</p>	<p>.010% (\$12,712)</p> <p>The USDA OSDBU spent \$12,712 for out of town business travel to participate in a variety of small business outreach events. USDA OSDBU’s budget totaled \$1,300,000. USDA OSDUB spent \$12,712 for travel, which represents .010% of the total FY 2019 budget.</p>
Department of Commerce (DOC)	<p>OSDBU teamed with the Senior Procurement Executive (SPE) on the agency’s annual acquisition conference in FY 2019. There were over 1,300 attendees, including contracting officers, contracts specialists, CORs, PM, and other in the acquisition community. DOC’s Bureaus organized conferences throughout the year to educate small business concerns on DOC’s programs and potential contract opportunities. The OSDBU Director arranged for SBA to deliver a workshop on the Service-Disabled Veteran-Owned Small Business. The workshop was standing room only. The feedback from the participants was very positive and many proclaimed it was the best workshop of the conference.</p>	<p>0%.</p>	<p>1%</p> <p>The DOC OSDBU spent 1% to cover the travel costs and conference fees to participate in small business outreach events for FY 2019.</p>
Department of Treasury (Treasury)	<p>The Treasury OSDBU provided 3 separate small business training sessions, and 4 quarterly training roundtables for acquisition workforce for FY 2019. Topics included GSA GWAC, Category Management, WOSB, 8(a), Subcontracting oversight, and set-asides.</p> <p>The OSDBU hosted 6 vendor outreach events discussing HUBZone Program Changes, WOSB Certification Updates, NDAA Updates, available BPA’s for use, DC/PTAC, Montgomery County Chamber Certification Updates, Subcontracting Opportunities, etc.</p>	<p>0%</p> <p>The training sessions were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury’s Printing and Graphics office, at no cost. Therefore, it represents 0% of total Treasury OSDBU budget for FY 2019 and Treasury’s non-labor budget.</p>	<p>7% (\$5,616)</p> <p>Treasury’s OSDBU Director spent \$5,616 for out of town business travel in FY 2019 to participate in a variety of small business Conferences and Outreach events. Treasury OSDBU’s budget totaled \$828,000. Treasury OSDBU spent \$5,616 for travel expenses, which represent <u>7% of the \$85,000 non-labor dollars.</u></p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Energy (DOE)	<p>The OSDBU Director provided training directly to the Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, Small Businesses, and other attendees on tools, information, and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, the DOE Goaling process, small business outreach opportunities, and other important information concerning small businesses.</p> <ol style="list-style-type: none"> <li>1. Small Business Program Monthly Meeting</li> <li>2. Other training: <ol style="list-style-type: none"> <li>a. Provided Small Business outreach and development through approximately 99 events.</li> <li>b. October 1, 2018 - September 30, 2019: The OSDBU provided one-on-one development of small businesses on how to do business with DOE.</li> <li>c. April 15, 2019: Small Business Program Managers (SBPMs) met for a one-day training meeting following the Annual DOE Small Business Forum and Expo.</li> <li>d. Ad hoc sessions with internal stakeholders.</li> </ol> </li> </ol>	<p>0.381%</p> <p>The OSDBU Director provided 0.381% of the office budget toward training during FY 2019.</p>	<p>3.845%</p> <p>The OSDBU Director provided 3.845% of the office budget toward travel during FY 2019.</p>

Agency	Training Provided	Training Cost	Travel Cost
Department of Homeland Security (DHS)	The DHS OSDBU provided a three-day small business training session May 7 - 9, 2019 for a group consisting of DHS OSDBU staff, DHS Component Small Business Specialists, DHS Industry Liaisons, DHS Contract Specialists, and DHS Procurement Analysts. Topics included FY 2019 small business goal progress, component best practices, internal small business review form (federal best practice), update from SBA on legislative changes and implementation, and strategic sourcing/category management.	0.05% (\$1,000)  The training outlined in (16) (A) was conducted in federal government space. The only cost involved was preparation of the training materials valued at \$1,000. DHS OSDBU's budget totaled \$2,100,000. DHS OSDBU spent \$1,000 for training, which represents 0.05% of the total FY 2019 budget.	1.43% (\$30,000)  The DHS OSDBU spent \$30,000 for out of town business travel to participate in a variety of small business outreach events. DHS OSDBU's budget totaled \$2,100,000. DHS OSDBU spent \$30,000 for travel, which represents 1.43% of the total FY 2019 budget.
Social Security Administration (SSA)	Acquisition Team Bootcamp on July 30, 2019 covering Small Business Set Aside Review.	0%	\$619  OSDBU business travel in FY 2019 to participate in 19 small business outreach events and meetings.
Department of Interior (DOI)	The DOI OSDBU provided over six (6) training events in FY 2019: a. Limitations on Subcontracting b. Market Research c. AAAP-0024, V3 Enhancing Competition	0%	1.3% (\$6,345.00)  DOI OSDBU spent \$6,345.00 for out of town business travel to participate in a variety of small business outreach events. DOI OSDBU's budget totaled \$479,582. DOI OSDBU spent \$6,345.00 for travel, which represents approximately 1.3% of the total FY 2019 budget.
Department of Justice (DOJ)	In FY 2019, the OSDBU Director provided training on its small business procedures to Contracting Officers, Small Business Specialists, and Program Officials on an Ad hoc basis throughout the year.	0.05%  The training was conducted in federal government space. The percentage of the budget of the Director for such training represented 0.05% of the OSDBU Director's total FY 2019 budget.	0.008%  DOJ OSDBU used .008% of the budget of the Director for travel in FY 2019.



Agency	Training Provided	Training Cost	Travel Cost
Department of Labor (DOL)	DOL OSDBU provided training to small businesses and the DOL Acquisition workforce on prime and subcontracting opportunities; 8(a) Partnership Agreement; obtaining an award on the OPM Human Capital and Training Solutions; employment for companies who hire people with disabilities; increasing growth in federal marketplace for HUBZone small businesses; and simplifying the RFQ process using the Reverse Auction platform. The OSDBU attended numerous outreach events.	0%	0.39% (\$3,662) 0.05% (\$500) Travel to San Juan, Puerto Rico and New Orleans, LA was valued at \$3,662 and approximately \$500 in associated training costs. The DOL OSDBU budget totaled \$929,695. DOL OSDBU spent \$3,662, which represents 0.39% and \$500 which represents 0.05% of the total FY 2019 budget.
Department of Transportation (DOT)	DOT's OSDBU office provided training for Small Business Specialists (SBS) and DOT Acquisition Officials on procurement rules and regulations impacting socioeconomic procurements. Conducted monthly SBS Training meetings focused on procurement and programmatic updates impacting small business socioeconomic procurements, and agency specific training sessions to assist acquisition officials in the implementation of their small business programs. Enclosure of Agency Report lists all the Training provided by the OSDBU Director.	0%	0%
National Aeronautics and Space Administration (NASA)	OSDBU conducted 43 trainings for Agency acquisition personnel and two (2) for the technical community. During the regional outreach events in Florida, Washington State, and Arizona, they held five (5) that were attended by approximately 300 small businesses. Additionally, they held three (3) NASA HBCU/MSI Technology Infusion Road Tours where training was provided to HBCU, as well as large and small businesses.	1.9%	1.24%

Agency	Training Provided	Training Cost	Travel Cost
Department of State (State)	<p>The Office of Small and Disadvantaged Business Utilization (OSDBU) provided an average of 1-2 monthly classroom trainings and one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers with approximately 20-30 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Joint Ventures and Subcontracts; Size Determination; Non-Manufacturer Rule; and Market Research. The OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, and the use of small business set asides in schedule contracts.</p>	<p>0%</p> <p>The only cost involved was preparation of training materials, which was included in the OSDBU total FY 2019 reproduction expense of \$4,608.</p>	<p>10.5% (\$24,937)</p> <p>State Department OSDBU spent \$24,937 for out of town business travel to participate in a variety of small business outreach events. State OSDBU budget totaled \$237,900. State OSDBU spent \$24,937 for travel, which represents 10.5% of the total FY 2019 budget.</p>
Department of Veterans Affairs (VA)	<p>Training focused on Veterans First Contracting Program; Submitting for Verification – Two-step process; Pre-Application Webinar; How to stay Verified Webinar; Veterans Engagement Management System (VEMS) portal; DoD Self-service Logon (DS) and ID.me Account; Procurement-readiness program; Women Veteran-Owned Small Business Initiative training included You and Your Business, What VA Buys, Opportunities and Growth Strategy, and Marketing and Selling; OSDBU conducted training sessions at the 2018 NVSBE in the 1<sup>st</sup> Quarter of FY 2019 with over 1,400 attendees</p> <ul style="list-style-type: none"> <li>a. Success at the 2018 NVSBE for Small Businesses</li> <li>b. VA Major Construction Program Highlights</li> <li>c. Success at the 2018 NVSBE for PDMs</li> <li>d. Mitigating risk for the Small Business</li> </ul>	<p>0.06%</p>	<p>0.2%</p>

Agency	Training Provided	Training Cost	Travel Cost
Environmental Protection Agency (EPA)	OSDBU funded the following training events, which included outreach to small businesses on doing business with the EPA: Annual Government Procurement Conference; National Small Business Contracting Summit; Congresswoman Sheila Jackson Lee's Outreach Event (CBC); Environmental Services and Operations Kick-off Meeting; Maryland Fourth Congressional District Small Business Workshop; OSDBU HUBZone Small Business Counseling Session; OSDBU Women Owned Small Business Outreach Event; Puerto Rico Federal Business Opportunities Conference; Small Business Industry Day; Service-Disabled Veteran-Owned Small Business; U. S. Women's Chamber of Commerce (USWCC); and Veteran Entrepreneur Training Symposium (VETS).	.0004% (\$889)  EPA OSDBU spent \$889 on training events for small business, and the internal EPA contracting community. EPA OSDBU's budget totaled \$2,213,000. EPA OSDBU spent \$889 on training, which represents .0004 % of the total FY 2019 budget.	.011% (\$24,157)  EPA OSDBU' budget totaled \$2,213,000. EPA OSDBU spent \$24,157 for travel, which represents .011% percent of the total FY 2019 budget.
U.S. Agency for International Development (USAID)	USAID's Office of Small and Disadvantaged Business Utilization (OSDBU) provided training sessions to educate 65 program and contracting officials on U.S. Small Business Programs. USAID conducted one training session in Washington, DC, and one session the USAID Mission's office of Acquisition and Assistance in El Salvador. The training sessions included USAID's small business utilization goals; the impact of U.S. small business utilization on the U.S. economy; statutory and regulatory requirements; market research; subcontracting; and contract bundling.	32.8% (\$87,457)  USAID OSDBU's budget totaled \$266,430. USAID OSDBU spent \$87,457 for training, which represents 32.8% of the total FY 2019 budget.	2.5% (\$6,592)  USAID OSDBU's budget totaled \$266,430. USAID OSDBU spent \$6,592 for travel, which represents 2.5% of the total FY 2019 budget.
Department of Defense (DoD)	The DoD OSBP conducted one major training event in FY 2019. The single training event was the Small Business Training Week held in St. Louis, Missouri. This event trained small business professionals within the government to better equip them with the skills necessary to assist small businesses in engaging federal contracting opportunities.	9.2% (\$477,000)  DoD OSBP's budget totaled \$5,200,000. DoD OSBP spent \$477,000 for training, which represents 9.2% percent of the total FY 2019 budget.	.66% (\$34,201)  DoD OSBP's budget totaled \$5,200,000. DoD OSBP spent \$34,201 for travel, which represents .66% percent of the total FY 2019 budget.

Agency	Training Provided	Training Cost	Travel Cost
General Services Administration (GSA)	General Services Administration (GSA) Office of Small Business Utilization (OSBU) participated in up to 450 events advocating for more than 80,000 small businesses throughout the country in 2019. The OSDBU's Associate Administrator participated in training provided to small businesses at events like Federal Business Opportunities Conference, Dept. of the Navy Gold Coast Conference, and National HUBZone Conference. The Associate Administrator provided training to small businesses: Getting on the GSA Schedule, Understanding the Federal Procurement Data System, Marketing Your GSA Contract, and How to Avoid being Suspended or Debarred from Working with the Federal Government. The OSDBU's policy team provided training to contract specialist on several topics including small business participation factors, and eSRS Reporting – Commercial and Individual Subcontracting Plans; Region 1 Public Buildings Service Small Business Subcontracting; Forecast Tool training - OSBU conducted Forecast Tool training for GSA Forecast Tool users; and Small Business Participation Factors.	0.5% (\$32,309)  GSA OSDBU's budget totaled \$6,314,000. GSA OSDBU spent \$32,309 on training, which represents 0.5% percent of the total FY 2019 budget.	3.01% (\$190,000)  GSA OSDBU's budget totaled \$6,314,000. GSA OSDBU spent \$190,000 for travel, which represents 3.01% percent of the total FY 2019 budget.
Office of Personnel Management (OPM)	The Stay Ready Series focused on the following training workshops: <ol style="list-style-type: none"> <li>1. October 17, 2018      1<sup>st</sup> Quarter</li> <li>2. January 16, 2019      2<sup>nd</sup> Quarter</li> <li>3. April 17, 2019      3<sup>rd</sup> Quarter</li> </ol>	.7% (\$3,000)  OPM OSDBU's budget totaled \$427,000. OPM OSDBU spent \$3,000 for training, which represents .7% percent of the total FY 2019 budget.	2.34% (\$10,000)  OPM OSDBU's budget totaled \$427,000. OSBU spent \$3,000 for travel, which represents 2.34% percent of the total FY 2019 budget.
Department of Education (Education)	The OSDBU provided training to small businesses, contract specialists and other members of the Department's broader acquisition workforce. The topics included: Doing Business with the Department; Role of SBA District and Headquarters Offices; GSA Contract Schedules; Category Management; 8(a) Business Development Program; and HUBZone Program.	7%  Education OSDBU's budget totaled \$91,000. Education OSBU spent approximately 7% for training out of the total FY 2019 budget.	21% (\$19,110)  Education OSDBU's budget totaled \$91,000. Education OSDBU spent approximately 21% percent on travel of the total FY 2019 budget.

Agency	Training Provided	Training Cost	Travel Cost
Department of Health and Human Services (HHS)	HHS OSDBU trained 4,500 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. Topics included SBCX Training; VETS 2 GWAC; Overview of GSA IT Schedule 70; Market Research on Acquisition Gateway; Modernizing the Government through Category Management; Understanding Teaming Agreement; and Oasis and Oasis Business.	2.45%	2% HHS OSDBU staff attended 30 speaking and matchmaking conferences.
Department of Housing and Urban Development (HUD)	HUD OSDBU provide training on several topics including WOSB Federal Contract Program; OIG Contract and Procurement “Did You Know?” Series: OSDBU and Small Business Programs; Understanding HUBZone Program; Market Research; GSA VETS 2 GWAC Overview; and OCPO Roundtable Discussion: OSDBU Overview; FY 2019 IT Industry Day; HUD WOSB Outreach; 3 <sup>rd</sup> Annual HUD HUBZone Business Conference.	0%	2.45% (\$16,197) HUD OSDBU’s budget totaled \$660,060. HUD OSDBU spent \$16,197 for travel, which represents 2.45% percent of the total FY 2019 budget.
Small Business Administration (SBA)	In accordance with public law, the Small Business Administration is exempt from the requirement to have an Office of Small and Disadvantaged Business Utilization (OSDBU). As a result, there is no OSDBU Director. Thus, there are no training and travel expenses to report.	0%	0%
National Science Foundation (NSF)	NSF leveraged small business trainings provided by various other federal agencies. The NSF small business office and the NSF acquisition community was informed of small business training sessions that were available throughout the year. Such trainings included the SBA First Wednesday Virtual Learning 2019 series, HUBZone Monthly Eligibility Assistance, and the Small Business Socio-economic program utilization training sessions. In addition, the OSDBU participated in panel and round table awareness sessions both local and out of town. The OSDBU participated in countless one-on-one matchmaking sessions held at various outreach training conferences; publicizing, educating, and training small businesses on “how to” do business with NSF.	1% There were minimum direct costs associated for training in FY19 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. The budget for the NSF OSDBU for FY 2019 was \$50,000. Consequently, approximately 1% of the NSF total OSDBU budget was used for training in FY 2019.	21% (\$10,300) NSF OSDBU’s budget totaled \$50,000. NSF OSBU spent \$10,300 for travel, which represents 21% percent of the total FY 2019 budget.

Agency	Training Provided	Training Cost	Travel Cost
Nuclear Regulatory Commission (NRC)	The Small Business Program provided training to the business community and acquisition staff through a variety of methods to successfully target the needs of each audience. Such efforts included developing agency small business training, launching regional small business events, briefing the agency's senior leaders on small business-related matters, educating business owners on navigating the Federal marketplace, maintaining weekly counseling sessions, and providing technical assistance to acquisition staff regarding market research and the mechanics of set-asides.	0%	5.3% (\$7,322) NRC OSDBU's budget totaled \$137,000. NRC OSBU spent \$7,322 for travel, which represents 5.3% percent of the total FY 2019 budget.

Agency: United States of Agriculture (USDA) FY19

(13) & (16)(A)

The USDA OSDBU provided small business one-day training sessions for the following groups:

Training	Date	Number of Participants	Topics
8A National Conference (Nashville, TN)	2/12-13	500	Doing Business with the Federal Government
Reservation Economic Summit (Las Vegas, NV)	3/25-28	400	Doing Business with Federal Government
USWCC National Small Business Federal Contracting Summit (Fairfax, VA)	3/28	200	Doing Business with the Federal Government
North Florida SBA Small Business Summit (Jacksonville, FL)	5/9	125	Doing Business with the Federal Government
Rural Small Business Connections (Chicago, IL)	5/23	130	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
CelebrAsian Forum (Houston, TX))	6/5-7	300	Doing Business with the Federal Government (USDA)
Rural Small Business Connections (Boise, ID)	7/30	125	Doing Business with USDA; How to get started as a new Business w/SBA and PTAC
U.S. Black Chamber of Commerce	8/19-20	300	Doing Business with the Federal Government
NGLCC National Conference (Tampa, FL)	8/14	300	Doing Business with the Federal Government
SDVOB Elite (Manhattan, NY)	8/21-22	150	Doing Business with the Federal Government
Booker T. Washington Small Business Summit (Montgomery, AL)	9/18-19	200	Doing Business with the Federal Government (USDA)
U.S. Hispanic Chamber of Commerce National Convention (Albuquerque, NM)	9/30-10/2	350	Doing Business with the Federal Government
AGLearn Small Business Credit Card Training	as needed	by agency	System
eSRS	as needed	by agency	System
Procurement Forecast	as needed	by agency	System

(16)(B)

Since the training outlined in (16)(A) was (not conclusive of federal government space) conducted in federal government space, the only cost involved was preparation of the training materials/meeting space valued at \$3,500.00. Out of the total USDA OSDBU's \$1.3 million the \$3,500.00 used for training represents .003% of the total budget.

(16)(C)

The USDA OSDBU spent \$12,712.00 for out of town business travel in FY 2018 to participate in a variety of small business outreach events. Out of the total USDA OSDBU budget of \$1.3 million, the \$12,712.00 used for travel represents .010 % of the total budget.



**U.S. Department of Commerce  
Office of Small and Disadvantaged Business Utilization  
FY 2019 Training and Travel Report**

The Department of Commerce (DOC), Office of Small and Disadvantaged Business Utilization (OSDBU) is staffed by two FTEs: an Senior Level Executive (SES) director and one GS-13 small business specialist. The FY 2019 budget for OSDBU was approximately \$335,000: 95% covered personnel salaries and benefits; 5% covered operating expenses. DOC had very limited resources to allocate to OSDBU in support of the agency's Small Business Program resulting in the deminimis amount of travel and training budget.

In FY 2019, the OSDBU spent approximately 1% of its budget to cover travel costs and conference fees to participate in small business outreach events. The OSDBU Director effectively overcame resource and budget constraints by leveraging the resources of the bureaus and other administrative offices. DOC's bureaus organized conferences throughout the year to educate small business concerns on DOC's programs and provide useful information on potential contract opportunities. The OSDBU also teamed with the agency's Senior Procurement Executive on the agency's annual acquisition training conference held in 2019. There were roughly 900 employees in attendance and over 400 participated via video conference from around the Washington, DC area and across the nation. Participants included contract specialists, contracting officers, purchasing agents, contracting officer representatives (CORs), small business specialists, contracting supervisors, program managers, and other members of the acquisition community. Participants received continuous learning credit toward satisfying required acquisition training. The OSDBU Director arranged for SBA to deliver a workshop on the Service-Disabled Veteran-Owned Small Business. The workshop was standing room only. The feedback from the participants was very positive and many proclaimed it was the best workshop of the conference.

Finally, based on preliminary FPDS data, DOC is pleased to report that we successfully met and/or exceeded all FY 2019 prime contracting small business and socio-economic small business goals. This achievement is the culmination of a deliberate and concerted effort led by DOC's leadership to create new opportunities and broaden existing opportunities for small business concerns, and to support the OSDBU's effort to continuously strengthen the agency's Small Business Program.

**FY 2019 Annual Report**  
**Travel and Training**  
**U.S. Department of the Treasury (Treasury)**

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

**Required FY 2019 Annual Report**

**Agency: U.S. Department of the Treasury (Treasury)**

(16)(A)

The Treasury OSDBU sponsored 3 separate small business training sessions and four quarterly training roundtables for fiscal year (2019). This training was provided to the acquisition workforce (contract specialists, Contracting Officers, and Small Business Specialists.

1. **Annual Small Business Training Day** - 3/19/19 – Topic(s): GSA/GWACS, WOSB, 8(a) process and procedures, Subcontracting oversight
2. **Government Procurement Conference** - 4/19/19 – Topic(s): GSA/GWAC Training Overview
3. **DC PTAC Agency Bid Opportunity Rally** - 5/08/19 – Topic(s): “How to do business with the Department of Treasury”, Subcontracting Management and Oversight.
4. **Small Business Specialists Quarterly Roundtable** – Topic(s): various Small Business topics, Category Management, GSA VETS GWAC, Small Business Set-asides, Small Business Goaling Performance

The Treasury facilitated and hosted 6 Vendor Outreach Sessions (VOS) in fiscal year 2019, which trained small business and large business vendors. After the VOS, the OSDBU Director held mini-Small Business Specialists Roundtables providing latest small business program news and updates.

5. **Monthly Vendor Outreach Sessions (VOS)** – Treasury’s OSDBU hosted 6 VOSs during fiscal year 2019 and during each session a guest speaker is brought in to give a “flash” training to the vendors in attendance. Topic(s): HUBZone Program Changes, WOSB Certification Updates, NDAA Updates, available BPA’s for use, DC/PTAC, Montgomery County Chamber Certification Updates, Subcontracting Opportunities, etc.

(16)(B)

Since the training sessions outlined in (16)(A) were conducted in federal government space, the only cost involved was preparation of the training materials, which were provided by Treasury's Printing and Graphics office, at no cost. Therefore, **it represents 0% of Treasury OSDBU's total budget and 0% of Treasury's non-labor budget. Employees traveled via the metro to the training sites.**

(16)(C)

Treasury's OSDBU Director spent \$5,616 for out of town business travel in FY 2019 to participate in a variety of small business Conferences and Outreach events. **Treasury's OSDBU total budget of \$828,000 includes labor and non-labor dollars. The OSDBU Director used \$5,616 for travel expenses, which represent 7% of the \$85,000 non-labor dollars.**



**Office of Small and Disadvantaged  
Business Utilization**

**Fiscal Year 2019 Training and Travel Annual  
Report**

**Submitted to:  
The U.S. Small Business Administration**

The Department of Energy (DOE) Office of Small and Disadvantaged Business Utilization (OSDBU) Fiscal Year 2019 Agency Travel and Training Report is hereby submitted to the U.S. Small Business Administration in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C 644) and as requested in support of the referenced Small Business Act.

The DOE hosted and supported a wide variety of training opportunities to the Agency staff, which included government employees, contractor staff and other employment categories in support of DOE's mission and consistent with the criteria as outlined in Subsection (k) of Section 15 of the Small Business Act (15 U.S.C 644) and other training opportunities beyond the scope of the Small Business Act.

**As required by the reporting requirements** (In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C 644):

**(A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year;**

In support of the paragraph (A) above, the OSDBU Director provided the following training directly to Small Business Program Managers (SBPMs), OSDBU staff, DOE Goaling submitters, small businesses, and other attendees as per the invitations:

1. **Small Business Program Monthly Meeting:** The SBPM monthly meetings were held throughout the fiscal year with invitations to all DOE SBPMs and shared with contracting officers, DOE Goaling submitters and other DOE staff members who have a vested interest in the subject matter. The purpose of the training meetings was to provide tools, information, and updates concerning small business laws and regulations, small business prime and subcontracting goals and achievement updates, the DOE Goaling process, small business outreach opportunities, and other important information concerning small businesses. Copies of the agendas are available upon request.
2. **Additional training was provided as listed below:**
  - a. Provided small business outreach and development through 99 events.
  - b. October 1, 2018 - September 30, 2019: The OSDBU provided one-on-one development of small businesses doing business with DOE.
  - c. April 15, 2019: SBPMs met for a one day training meeting prior to the Annual DOE Small Business Forum & Expo in Pittsburgh, PA.
  - d. Ad hoc sessions with internal stakeholders

**(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year:**

In support of paragraph (B) above, the OSDBU Director provided 0.381% of the office budget towards training during Fiscal Year 2019.

**(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year:**

In support of paragraph (C) above, the OSDBU Director provided 3.845% of the office budget towards travel during Fiscal Year 2019.

**Agency Information:**

U.S. Department of Energy  
Office of Small and Disadvantaged Business Utilization  
1000 Independence Avenue, SW  
Washington, DC 20585

**Report Preparation:**

for *Paul E. Ross*

\_\_\_\_\_  
Kent Hibben  
Acquisition Specialist,  
Office of Small and Disadvantaged Business Utilization

4/20/20

Date

**Reviewed and Accepted by:**

*Charlie Smith*  
\_\_\_\_\_  
Charlie Smith  
Director,  
Office of Small and Disadvantaged Business Utilization

04/20/2020

Date

## Required FY 2019 Annual Report

### **Agency: Department of Homeland Security (DHS) FY 2019 Training and Travel Report**

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

### **Agency: Department of Homeland Security (DHS) FY 2019 Training and Travel Report Response**

#### **(16)(A)**

The DHS OSDBU provided a three-day small business training session on May 7-9, 2019 for a group consisting of DHS OSDBU staff, DHS Component Small Business Specialists, DHS Industry Liaisons, DHS Contract Specialists, and DHS Procurement Analysts. Topics included FY 2019 DHS small business goal progress, component best practices, internal small business review form (federal best practice), an update from SBA on legislative changes and implementation, and strategic sourcing/category management.

**(16)(B)**

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials valued at \$1,000. Out of the total DHS OSDBU budget of \$2,100,000, the \$1,000 used for training represents 0.05% of the total budget.

**(16)(C)**

The DHS OSDBU spent \$30,000 for out of town business travel in FY 2019 to participate in a variety of small business outreach events. Out of the total DHS OSDBU budget of \$2,100,000, the \$30,000 used for travel represents 1.43% of the total budget.



## **Fiscal Year 2019 Training and Travel Report**

The Social Security Administration is submitting its fiscal year (FY) 2019 Training and Travel Report for inclusion in the Small Business Administration's larger report to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate.

### **(A) Training provided by the Director in FY 2019:**

Acquisition Team Bootcamp on July 30, 2019

- Topics: Small Business Set Aside Review

### **(B) Percentage of the budget the OSDBU Director used for such training in FY 2019:**

N/A

### **(C) Percentage of the budget the OSDBU Director used for travel in FY 2019:**

The OSDBU spent \$619.00 for business travel in FY 2019 to participate in 19 small business outreach events and meetings. We do not have a separate budget or breakout. We can pull out travel and training reports through Travel office in OFPO (OTAPS).

## Department of Interior FY19 Training and Travel Report

### **(k) Office of Small and Disadvantaged Business Utilization; Director**

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644):

There is hereby established in each Federal agency having procurement powers an office to be known as the "Office of Small and Disadvantaged Business Utilization". The management of each such office shall be vested in an officer or employee of such agency, with experience serving in any combination of the following roles: program manager, deputy program manager, or assistant program manager for Federal acquisition program; chief engineer, systems engineer, assistant engineer, or product support manager for Federal acquisition program; Federal contracting officer; small business technical advisor; contracts administrator for Federal Government contracts; attorney specializing in Federal procurement law; small business liaison officer; officer or employee who managed Federal Government contracts for a small business; or individual whose primary responsibilities were for the functions and duties of section 637, 644 or 657q of this title. Such officer or employee—

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year;

### ***Travel:***

OSDBU attendance at the National HUBZone conference

September 4th 2019

Total Travel Expenses -Local/no cost

OSDBU presented on the State of Small Business at the USGS Small Business event Denver, CO

April 8th – 9th 2019

Total Travel Expenses - \$603

OSDBU attendance at the National 8a Conference

February 11th – 14th 2019

Total Travel Expenses -\$3445

OSDBU attendance at the National Veterans Small Business Engagement (NVSBE)

October 31st 2018

Total Travel Expenses -\$766

2018 NMSDC Conference and Business Opportunity Exchange

October 14th – 17th 2018

Total Travel Expenses -\$1,531

### ***Training:***

Limitations on Subcontracting Training

May 16<sup>th</sup> 2019

Training Cost - \$0

Market Research Training  
December 12<sup>th</sup> 2018  
Training Cost - \$0

Market Research Training  
December 6<sup>th</sup> 2018  
Training Cost - \$0

Market Research Training  
October 24<sup>th</sup> 2018  
Training Cost - \$0

Market Research Training  
October 18<sup>th</sup> 2018  
Training Cost - \$0

Training on AAAP-0024, V3 Enhancing Competition  
October 2<sup>nd</sup>, 2018  
Training Cost - \$0

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

***In FY 19 the Department of Interior OSDBU Director has spent \$0 while providing over 6 separate training events.***

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year;

***In FY 19 the Department of Interior OSDBU Director has spent \$6,345 in travel costs related to outreach activities. In FY 19 our budget was \$479,582 and travel costs accounted for 1.3% of DOI OSDBU's budget***

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

FY 2019 Annual Report

Agency: **Department of Justice**

(16)(A)

In FY 2019, the OSDBU Director provided training on its small business procedures to Contracting Officers, Small Business Specialists, and Program Officials on an ad-hoc basis throughout the fiscal year.

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was the OSDBU Director's time. The percentage of the budget of the Director for such training represented 0.05% of the OSDBU Director's budget.

(16)(C)

In FY 2019, DOJ OSDBU used 0.08% of the budget of the Director for travel.



Mr. Robb N. Wong  
Associate Administrator  
Office of Government Contracting and Business Development  
Small Business Administration  
409 3<sup>rd</sup> Street, SW, 8<sup>th</sup> Floor  
Washington, DC 20416

Dear Mr. Wong:

The purpose of this letter is to transmit the Department of Labor's (DOL) Fiscal Year (FY) 2019 Training and Travel Report in accordance with paragraphs (16)(A), (16)(B), and (16)(C) of Section 15(k) of the Small Business Act (15 U.S.C. 644).

During FY 2019, the Office of Small and Disadvantaged Business Utilization (OSDBU) provided training to hundreds of small businesses and DOL's acquisition workforce. OSDBU's quarterly vendor outreach training sessions provided small businesses with insight on how to network and market effectively to procurement decision-makers. These events also increased DOL acquisition workforce's awareness on how to compete contracting opportunities effectively among procurement-ready small businesses. During these training events, OSDBU invited subject matter experts from the Small Business Administration (SBA), AbilityOne, Office of Personnel Management (OPM), Historically Underutilized Business Zone (HUBZone) Chamber of Commerce, Unison Marketplace, large and small businesses, Contracting Officers (CO), and DOL's program representatives to train on small business-related topics, including prime and subcontracting opportunities; 8(a) Partnership Agreement; obtaining an award on the OPM Human Capital and Training Solutions; employment for companies who hire people with disabilities; increasing growth in the federal marketplace for HUBZone small businesses; and simplifying the request for quotation process with ease for small and large businesses using the Reverse Auction platform.

OSDBU is also committed to conducting regular training of acquisition personnel on issues, procedures, policies, and regulations impacting small business and has done so through the DOL's Procurement Council meetings, emails, and individual counseling/assistance. Moreover, DOL LaborNet (intranet available to DOL employees) hosts a procurement page that provides acquisition personnel with continuous access to CO notices, informational training notices, acquisition policies, and webinars from outside sources, such as SBA, General Services Administration (GSA), and the Federal Acquisition Institute.

Additionally, OSDBU attended the following small business outreach events hosted by other organizations where small business concerns received individual training:

- Vendor Outreach Session, October 2018, sponsored by DOL
- Federal Government Small Business Procurement and Technology Plus Expo, October 2018, sponsored by Defense Tech Expos

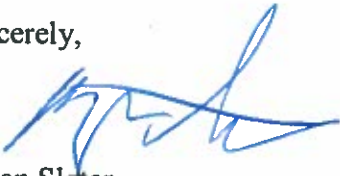
- 2018 National Veterans Small Business Engagement, October 2018, sponsored by Federal OSDBU Directors Interagency Council & the U.S. Department of Veterans Affairs
- GovConectx, November 15, sponsored by GovConectx Foundation
- National Small Business Federal Contracting Summit, DC Fall Conference, November 2018, sponsored by the U.S. Women's Chamber of Commerce, and the American Small Business Chamber of Commerce/National Association of Small Business Contractors
- 2nd Annual Service-Disabled Veteran-Owned Small Business Opportunity Day, November 2018, sponsored by U.S. Department of Energy
- ChallengeHER, December 2018, sponsored by GSA
- 2018 Puerto Rico (PR) Federal Business Opportunities Conference, sponsored by PR Procurement Technical Assistance Center and the PR Department of Economic Development and Commerce
- Government Agency Procurement Conference, December 2018, sponsored by Business Service Center
- Maryland Outreach: Small Business Match Maker, December 2018, sponsored by GovConectx
- Reverse Matchmaker, December 2018, sponsored by SBA
- Vendor Outreach Session, January 2019, sponsored by DOL
- Winning the Future, March 2019, sponsored by U.S. Department of Commerce (Commerce) Minority Business Development Agency
- Women-Owned Small Business Outreach Session, March 2019, sponsored by Department of Housing and Urban Development
- Spring Showcase-Small Business Outreach, March 2019, sponsored by GovConectx Foundation
- National Small Business Federal Contracting Summit, DC Spring Conference, March 2019, sponsored by U.S. Women's Chamber of Commerce, and the American Small Business Chamber of Commerce
- Government Agency Procurement Conference, April 2019, sponsored by Business Service Center
- Vendor Outreach Session, April 2019, sponsored by DOL
- 29th Annual Government Procurement Conference, April 2019, sponsored by Federal Business Council
- 7th Annual Northern Virginia B2G Matchmaking Conference, May 2019, sponsored by Greater Reston Chamber of Commerce
- National Asian and Pacific Islander Business Summit, May 2019, sponsored by Commerce Minority Business Development Agency
- Maryland Outreach: Small Business Match Maker, May 2019, sponsored by GovConectx Foundation
- American Express Summit for Success, June 2019, sponsored by American Express
- Vendor Outreach Session, July 2019, sponsored by DOL

- National Small Business Federal Contracting Summit, DC Summer Conference, July 2019, sponsored by U.S. Women's Chamber of Commerce, and the American Small Business Chamber of Commerce
- Government Agency Procurement Conference, August 2019, sponsored by Business Service Center
- Maryland Outreach: Small Business Match Maker, August 2019, sponsored by GovConectx
- Federal Government Small Business Procurement and Technology Plus Expo, August 2019, sponsored by Defense Tech Expos
- 2019 HUBZone Conference, September 2019, sponsored by HUBZone Council
- 2019 Historically Black Colleges and Universities Industry Day and Matchmaking Event, September 2019, sponsored by the Department of Health and Human Services, National Institutes of Health, and the Department of the Treasury
- 49th Congressional Black Caucus Foundation Annual Legislative Conference, September 2019, sponsored by Congresswoman Sheila Jackson Lee

The PR Federal Business Opportunities Conference in San Juan, PR, and the National Veterans Small Business Engagement in New Orleans, LA, in the above list had a total travel cost of \$3,662 and approximately \$500 in associated training costs. All other small business outreach events listed above were held in the Maryland, Virginia, and Washington, D.C., area, so no travel or training expenses were incurred. As a result, the total travel and training costs reported above (\$3662 and \$500) represent 0.05 and 0.39 percent, respectively, of the OSDDBU Director's total budget of \$929,695.

If you have any questions or concerns, please contact Gladys Bailey at (202) 693-7244 or by email at [Bailey.Gladys@dol.gov](mailto:Bailey.Gladys@dol.gov).

Sincerely,



**Bryan Slater**  
 Assistant Secretary for Administration and Management  
 Director, Small and Disadvantaged Business Utilization

## FY19 Agency Training and Travel Report

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644), the U.S. Department of Transportation (DOT) submits the information for Fiscal Year 2019 (FY19).

Small Business Act Citation	Description	Response (FY2019)
Section 15(k)(16)(A)	Training provided by the Director	Appendix A
Section 15(k)(16)(B)	Percentage of the budget of the Director used for training	0.00%
Section 15(k)(16)(C)	Percentage of the budget of the Director used for travel	0.00%

In FY2019 DOT continued its commitment to provide outreach, technical and financial assistance to small business concerns, and maximized the use of the Small Business Transportation Resource Centers (SBTRC). DOT's Office of Small and Disadvantaged Business Utilization (OSDBU) participated in several small business outreach sessions for which are duties and responsibilities for the OSDBU Director as indicated in the Small Business Act.

Our office provided acquisition training for Small Business Specialist (SBS) and DOT acquisition officials on procurement rules and regulations impacting socioeconomic procurements. OSDBU continues its participation in the agency wide Annual Acquisition & Financial Assistance Conference held by DOT's Office of the Senior Procurement Executive. Furthermore, OSDBU conducted monthly SBS Training meetings focused on procurement and programmatic updates impacting small business socioeconomic procurements, participated in DOT's Strategic Acquisition Council (SAC) meetings; and agency specific training sessions to assist acquisition officials in the implementation of their small business programs.

A list of training provided by DOT OSDBU Director for fiscal year 2019 has been included in Appendix A.



**U.S. DEPARTMENT OF TRANSPORTATION  
OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU)  
REPORT TO CONGRESS NATIONAL DEFENSE AUTHORIZATION ACT (NDAA)  
FOR FISCAL YEAR 2019**

**Appendix A**

<b>TRAINING PROVIDED BY THE OSDBU DIRECTOR</b>		
Small Business Matchmaking event	December 2018	Washington, DC
Paving the Road for Woman Owned Small Business (WOSBs) in Federal Contracting	March 2019	Washington, DC
Small Business IT Industry Day and Matchmaking	August 2019	Washington, DC
Martino Seppi	January 2019	Washington, DC
RER Solutions	January 2019	Washington, DC
Women Owned Small Business Meet & Greet	February 2019	Washington, DC
National Minority Technology Council	February 2019	Washington, DC
Lawrence Pokroy, PnAutomation	March 2019	Washington, DC
Jacqueline Yang, Zentech	March 2019	Washington, DC
Cito Vanegas, NOWCC	March 2019	Washington, DC
El Paso Chamber of Commerce	March 2019	Washington, DC
HUD's 4th Annual HUBZone Conference	May 2019	Washington, DC
Wendy Romeu, Alluvionic	May 2019	Washington, DC
Small Business Workshop, APA Month	May 2019	Washington, DC
Jabari Morgan, NuCrest LLC	May 2019	Washington, DC
Raul Vargas, Caliper/VARCom Solutions, LLC	May 2019	Washington, DC
Meg Vootukuru, Syneren Technologies	May 2019	Washington, DC
Louisa Pearson, ATTainX, Inc.	June 2019	Washington, DC
Keith Gibson, Runyaya	June 2019	Washington, DC
HUD's VOSB Event	June 2019	Washington, DC
Treasury Matchmaking Event	July 2019	Washington, DC
Surendra Kalahasti, PeopleTech	July 2019	Washington, DC
Colorado Department of Transportation	August 2019	Denver, CO
Chunlei Ding, Celerens	September 2019	Washington, DC
Deloitte	September 2019	Washington, DC
Beverly Hannah Jones, Arawana Construction Trucking	September 2019	Washington, DC

**(k) Office of Small and Disadvantaged Business Utilization (OSDBU); Director**

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): There is hereby established in each Federal agency having procurement powers an office to be known as the "Office of Small and Disadvantaged Business Utilization". The management of each such office shall be vested in an officer or employee of such agency, with experience serving in any combination of the following roles: program manager, deputy program manager, or assistant program manager for Federal acquisition program; chief engineer, systems engineer, assistant engineer, or product support manager for Federal acquisition program; Federal contracting officer; small business technical advisor; contracts administrator for Federal Government contracts; attorney specializing in Federal procurement law; small business liaison officer; officer or employee who managed Federal Government contracts for a small business; or individual whose primary responsibilities were for the functions and duties of section 637, 644 or 657q of this title. Such officer or employee—

**(13)** may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

**(16)** shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

**(A)** The training provided by the Director under paragraph (13) in the most recently completed fiscal year;

**In FY-19, the NASA OSDBU conducted 43 trainings for Agency acquisition personnel and two (2) trainings for the technical community. During our regional outreach events in Florida, Washington state, and Arizona, we held five (5) trainings that were attended by approximately 300 small businesses. Additionally, we held three (3) NASA HBCU/MSI Technology Infusion Road Tours, where training was provided for historically black colleges and universities, minority serving colleges and universities, as well as small and large businesses.**

**(B)** the percentage of the budget of the Associate Administrator used for such training in the most recently completed fiscal year; and

**In FY-19, the NASA OSDBU used 1.9 percent of the program budget for training.**

**(C)** the percentage of the budget of the Director used for travel in the most recently completed fiscal year;

**In FY-19, the NASA OSDBU Associate Administrator used 1.24 percent of the program budget for travel.**



United States Department of State  
Washington, D.C. 20520

February 28, 2020

Mihaela Ciorneiu  
Acting Goaling Manager  
U.S. Small Business Administration  
409 3<sup>rd</sup> Street, SW  
Washington, DC 20024

Dear Ms. Ciorneiu:

In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644): I am writing to provide a report on the Department of State's Office of Small and Disadvantaged Business Utilization (OSDBU) training and travel for the Fiscal Year (FY) 2019. Please find below the Department's responses for the referenced sections of 15 U.S.C. 644.

(16)(A)

The OSDBU provided an average of 1-2 monthly classroom trainings including one monthly webinar, hosted by the Small Business Administration (SBA), for the acquisition workforce, Program Managers and Foreign Service Officers. The training sessions had approximately 20-30 participants each. Each class focused primarily on educating contracting staff and program office personnel on an array of small business-related subjects including 8(a) Business Development Program, HUBZone Program, Service-Disabled Veteran-Owned Small Business Program, Woman-Owned Small Business Program; Joint Ventures and Subcontracts, Size Determination, Non-Manufacturer Rule, and Market Research. In addition to trainings provided by the OSDBU staff, OSDBU invited subject matter experts from SBA, National Aeronautics and Space Administration, and other organizations to speak on matters relevant to Subcontracting, Affiliations, Size Determination, Mandatory Sources, and the use of small business set asides in schedule contracts.

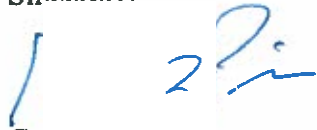
(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials, which was included in the OSDBU total FY 2019 reproduction expense of \$4,608.

(16)(C)

The State Department OSDBU spent \$24,937 for out of town business travel in FY 2019 to participate in a variety of small business outreach events. Out of the total OSDBU budget of \$237,900, the \$24,937 used for travel represents 10.5% of the total budget.

Sincerely,

A handwritten signature in blue ink, appearing to read "George L. Rice". The signature is stylized and cursive.

George L. Rice

Director

Office of Small and Disadvantaged Business Utilization

Department of State

Training and Travel  
by the  
Office of  
Small and Disadvantaged Business  
Utilization (OSDBU)

Annual Report  
Fiscal Year 2019

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## ***Introduction***

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As required by section 15(k)(16) of the Small Business Act (15 United States Code (U.S.C.) § 644(k)(16)), the Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU) submits this report describing the training activities conducted for small business concerns and for contracting personnel. The report also includes data on the portion expended for this training representing a percentage of the total OSDBU budget as well as the percentage of the OSDBU budget expended for travel. Finally, this report describes actions OSDBU takes to promote the Department's compliance with Small Business Act and Veterans First Contracting Program requirements.

Consistent with the priorities established by the law authorizing VA's Veterans First Contracting Program (38 U.S.C. §§ 8127-28), OSDBU and other VA organizations emphasize events targeting Service-Disabled Veteran-Owned Small Businesses (SDVOSB) and Veteran-Owned Small Businesses (VOSB). Small businesses holding other socioeconomic statuses also benefit from such training sessions, particularly if they seek dual certification as verified SDVOSBs or VOSBs in addition to their existing socioeconomic statuses. OSDBU participates in a range of small business outreach activities which often include training presentations. These events are conducted by other VA organizations; Federal, state, or local agencies; trade associations; and Veterans Service Organizations. OSDBU prioritizes its participation decisions to align with VA's Veterans First requirement.

OSDBU conducts limited training for small businesses and contracting personnel during its signature event, the National Veterans Small Business Engagement (NVSBE). Instead of emphasizing training, the goal of NVSBE is to connect small businesses with VA contracting and program personnel (procurement decision makers, (PDM)), to support market research, provide information about upcoming procurements, and determine small business capabilities to fill VA contracting requirements. SDVOSBs and VOSBs find it advantageous to complete necessary training before attending NVSBE so that they may arrive as procurement-ready firms able to take full advantage of opportunities to market themselves to PDMs. Because OSDBU receives extensive support from other VA offices, as well as other Federal agencies, NVSBE offers unprecedented matchmaking and direct access to PDMs. Accordingly, for the training portion of this report, OSDBU has included learning sessions conducted by OSDBU staff as part of NVSBE. Travel costs to NVSBE are included in the percentage of OSDBU's budget expended on travel, since the statutory mandate for this report covers all travel and not just travel associated with a training activity.

Regarding training for contracting personnel, OSDBU training addresses processes for which OSDBU is responsible. For example, section 15(k)(10) of the Small Business Act (15 U.S.C. § 644(k)(10)) directs OSDBU to make recommendations to contracting officers on the use of set-aside acquisition strategies to improve the likelihood of small business participation as prime contractors. OSDBU provides recommendations for alternative approaches to contracting officers in response to

proposed acquisition strategy submissions. OSDDBU conducts training on this process to clarify expectations and avoid unnecessary delays.

In addition to in-person training at small business outreach events, OSDDBU's primary training format uses interactive webinars which are recorded for on-demand viewing. Webinars are typically 30 to 60 minutes in duration and are accessed over the Internet using a standard computer browser. Individuals use a web-based platform to register for webinars and view the training material used during the session.

This training format provides long-term value to VA and the participants. Presentations can be accessed on-demand after the training event has ended. Participants can review the session multiple times, revisit the material for reference, and apply the information as needed.

### ***Fiscal Year (FY) 2019***

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VA verification of SDVOSBs and VOSBs is a prerequisite for participation in the Veterans First Contracting Program. This program affords verified firms owned and controlled by Veterans the opportunity to compete for VA set-aside procurement opportunities. OSDDBU hosts recurring training sessions to inform SDVOSBs and VOSBs about verification and provide assistance before, during, and after the application process. FY 2019 verification training focused on the following topics:

- Veterans First Contracting Program;
- Submitting for Verification – Two-step process and required documents;
- Pre-Application Webinar;
- Preparing for Reverification Webinar;
- How to Stay Verified Webinar;
- Veterans Engagement Management System (VEMS) Portal Usage; and
- Department of Defense Self-service Logon (DS) and ID.me Account Usage.

Additionally, to assist verified SDVOSBs and VOSBs to compete for VA procurement opportunities, OSDDBU offers a procurement-readiness training program. The FY 2019 program included the following modules:

- Procurement Readiness – Three-part series;
- Introduction to VA OSDDBU;
- How to Do Business with VA;
- Building an Effective Capabilities Statement;
- How to Prepare for Attendance at Direct Access Events;
- Framework for Success Focused Business Model Training;
  - Introduction to the Framework for Success Business Model
  - Awareness – Insight regarding ongoing opportunities and regulatory guidance within VA acquisition and contract procurement processes
  - Risk Mitigation – Solutions to help minimize risks for small businesses and the Federal Government

- Access – Programs and resources for small businesses to market services to and engage with PDMs and contracting professionals
- Procurement Mechanisms – Details on contracting vehicles and contract types used in the Federal acquisition of products and services
- Performance – Tools, and operations used to help small businesses document contract performance
- VA Entrepreneurs 101;
- Understanding Subcontracting for VOSBs;
- Navigating VA's Forecast of Contract Opportunities;
- Updating Your Data Universal Numbering System (DUNS) Number and Business Information;
- Straight Talk, Straight Answers on Risk and Sole Source; and
- Straight Talk, Straight Answers on Tiered Evaluations.

In FY 2019, VA OSDBU launched the Women Veteran-Owned Small Business Initiative (WVOSBI). The Initiative, held in collaboration with other Federal agencies and strategic partners, sought to expand economic, procurement, and learning opportunities to Women-owned SDVOSBs/VOSBs through a focused program. Training sessions during FY 2019 included:

- You and Your Business;
- What VA Buys;
- Opportunities and Growth Strategy; and
- Marketing and Selling.

OSDBU staff conducted training sessions at the 2018 NVSBE during the first quarter of FY 2019. Over 1,400 SDVOSBs/VOSBs attended this event, held in New Orleans, Louisiana, October 31 - November 2, 2018. Additionally, other VA organizations and Federal agencies provided training sessions with OSDBU assistance. Examples included the following:

- PIV Card and Background Investigation;
- How to Do Business with the VA Office of Information and Technology; and
- Veterans Enterprise Contracting for Transformation and Operational Readiness; (VECTOR).

Tailored virtual training sessions were offered to small businesses and contracting personnel before attending the 2018 NVSBE. The following modules helped ensure attendees were prepared to take full advantage of the matchmaking opportunities at the event:

- Success at 2018 NVSBE for Small Businesses;
- Success at 2018 NVSBE for PDMs;
- VA Major Construction Program Highlights; and
- Mitigating Risk for the Small Business.



Overall, in FY 2019, OSDBU trained over 8,000 unique SDVOSB and VOSB firms using the virtual webinar modality. The actual number of participants who attended the OSDBU training sessions was much higher; however, the training systems recorded unique firms and not individual attendance. Based on feedback, this virtual format improved affordability for SDVOSB and VOSB participants by delivering time-efficient, cost-effective training. Accordingly, VA staff optimized service to our SDVOSB and VOSB stakeholders without incurring travel costs. See Figure 1 for the FY 2019 outlays for training and travel as a percentage of the total OSDBU outlays.

Training for Small Businesses and Contracting Personnel	0.06%
Travel (All)	0.2%
Travel in Support of Training for Small Businesses and Contracting Personnel	0.004%

Figure 1. Outlays for Training and Travel as Percentage of Total OSDBU Outlays, FY 2019.

***Small Business Act Compliance (Section 15(k)(16)(D))***

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In the National Defense Authorization Act for Fiscal Year 2017, Congress amended the requirements to this report to add a new element, describing each reporting agency’s compliance with sections 8, 15, 31, and 36 of the Small Business Act. VA began reporting under this provision in FY 2018, the first full fiscal year following enactment.

In general, these provisions require contracting officers to consider small disadvantaged businesses and Women-Owned Small Businesses (sections 8(a) and 8(m), respectively), qualified Historically Underutilized Business Zone (HUBZone) small businesses (section 31), SDVOSBs (section 36), and all small businesses (sections 15(a) and 15(j)) for set-aside opportunities. With respect to SDVOSBs, VA may award contracts only to SDVOSBs whose ownership and control have been verified under its Veterans First Contracting Program and may not award set-asides or sole-source contracts to unverified firms that are allowed to participate in the Government-wide program under section 36.

In effect, the Veterans First Contracting Program has displaced the government-wide SDVOSB program at VA; however, it has also provided new VA-specific authority for set-asides and sole-source awards to all Veteran-Owned Small Businesses. The law also mandates a procurement hierarchy, requiring SDVOSB and VOSB awards to be considered first and second, prior to consideration of other small business program authorities. In compliance with those mandates, this report addresses VA's compliance with its own Department-specific program rather than the government-wide program.

To aid compliance with these requirements, section 15(k)(10) of the Small Business Act charges OSDDBU with making recommendations to contracting officers on the use of the various set-aside authorities. VA carries out this requirement through review of VA Form 2268, which is used to obtain concurrence on a contracting officer's proposed acquisition strategy and the supporting market research and other documentation. OSDDBU provides an independent review of these materials to assess the adequacy of market research and the rationale whether to set-aside the action. If OSDDBU recommends an alternative strategy (such as use of a set-aside where a contracting officer originally did not plan to do so), and the contracting officer opts not to implement the OSDDBU recommendation, OSDDBU policy requires the cognizant program office and Head of Contracting Activity to review and concur with the contracting officer's decision. Form 2268 retains this documentation for the contract file as required by section 15(k)(10).

VA Form 2268 also provides documentation for the statutory mandate to set-aside transactions below the Simplified Acquisition Threshold (SAT), contained in section 15(j) of the Small Business Act. The law provides that such transactions are presumptively set-aside unless the contracting officer documents there is not a reasonable expectation of two or more competitive offers. Because of the volume of transactions at this level, OSDDBU has delegated review of Form 2268 to the small business liaisons (SBL) in the contracting activities, to ensure more effective coverage. OSDDBU regularly consults with the SBLs to provide guidance. In addition, the Secretary of Veterans Affairs established small business participation goals for these transactions in FY 2019.

OSDBU is unaware of any deliberate non-compliance with these set-aside requirements. The assessment of market research and the conclusion whether there is a reasonable expectation of two or more offers is a judgment call and often can lead to reasonable reviewers reaching different conclusions. The VA Form 2268 review process seeks to ensure that multiple reviewers agree with the conclusions made and reduces the likelihood that any single person would be able to make an arbitrary decision. In addition, VA's statutory set-aside mandate for the Veterans First Contracting Program is reviewable through bid protests as well as judicial processes.

### ***Summary***

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During FY 2019, OSDDBU relied on virtual delivery of webinars as the predominant training modality for small businesses and contracting personnel. This

enabled OSDBU to reach a broader audience than was possible through in-person sessions while minimizing costs to the taxpayer.

Ninety-nine percent of OSDBU's total training events during FY 2019 were provided virtually without travel costs to the Government or participants. The cost to provide training to small businesses and contracting personnel remained below one-tenth of one percent of total OSDBU obligations. As a result of OSDBU's use of the virtual training format, travel costs were 0.2 percent of OSDBU's total budget.

Department of Veterans Affairs  
March 2020

***Fiscal Year 2019  
Training and Travel Report***

***Submitted by  
Office of Small and Disadvantaged Business Utilization***

***March 9, 2020***

## **Fiscal Year 2019 Small Business Training and Travel Report**

The Office of Small and Disadvantaged Business Utilization (OSDBU) of the U.S. Environmental Protection Agency (EPA) is pleased to submit this report providing the Fiscal Year (FY) 2019 training and travel information required under Section 15(k)(16) of the Small Business Act, 15 U.S.C. § 644(k)(16). In particular, Section 15(k)(16) requires the OSDBU Director for each agency to submit an annual report describing the following:

- (A) Training provided by the OSDBU Director for the most recently completed FY;
- (B) Percentage of the budget of the OSDBU Director for this training in the most recently completed FY; and
- (C) Percentage of the budget of the OSDBU Director for travel in the most recently completed FY.

As reflected below, in carrying out the OSDBU functions under Section 15(k) of the Small Business Act, the EPA OSDBU has provided effective procurement training to small business concerns and the EPA contracting community. The EPA OSDBU has worked in partnership with EPA officials to identify potential training needs to maximize the understanding of small business requirements and to enhance small business participation in EPA procurements. The training has included EPA participation in government-wide small business training conferences and various OSDBU-hosted training events targeting various categories of small businesses. Further, to effectively leverage EPA resources, OSDBU funded the participation of EPA Regional Small Business Coordinators in local training events.

### **Training Provided (Section 15(k)(16)(A)) of the Small Business Act**

During FY 2019, OSDBU funded the following training events, which included outreach to small businesses on doing business with the EPA:

- Annual Government Procurement Conference
- Annual National Small Business Contracting Summit
- Congresswoman Shelia Jackson Lee's Outreach Event (CBC)
- Environmental Services and Operations Kick-off Meeting
- Maryland Fourth Congressional District Small Business Workshop
- OSDBU HUBZone Small Business Counseling Session – HUBZone Summit
- OSDBU Women Owned Small Business Outreach Event
- Puerto Rico Federal Business Opportunities Conference
- Small Business Industry Day
- Service-Disabled Veteran-Owned Small Business (SDVOSB)
- U.S. Women's Chamber of Commerce (USWCC)
- Veteran Entrepreneur Training Symposium (VETS)

**Percentage of Training Budget (Section 15(k)(16)(B) of the Small Business Act)**

During FY 2019, the EPA OSDBU spent approximately \$889 on training events for small businesses and the internal EPA contracting community. Out of the total EPA OSDBU budget of \$2,213,000; the \$889 expended on training represents 0.0004% of the total EPA OSDBU budget. This 2.2 million-dollar budget is based on EPA's two-year appropriations for FY 2019/20 and includes the appropriations for EPA's Asbestos and Small Business Ombudsman Program, which is required to be carried out as part of EPA's OSDBU, under Section 507(d) of the 1990 Clean Air Act Amendments.

**Percentage of OSDBU Director Budget used for Travel (Section 15(k)(16)(C) of the Small Business Act)**

In FY 2019, the EPA OSDBU expended a total of \$24,157 for out-of-town business travel, including the travel for OSDBU staff and EPA Regional Small Business Coordinators, to participate in a variety of small business training and outreach events. This amount represents 0.011% of the total EPA OSDBU budget of \$2,213,000.

**U.S. Agency for International Development (USAID)  
Fiscal Year 2019 Report to Congress on  
Small and Disadvantaged Business Training and Travel**

**Introduction**

USAID submits this report to Congress pursuant to Section 1691(c) of Public Law 112-239, which amended the Small Business Act, requiring a report to detail, “*the training provided by the [Director of the USAID Office of Small and Disadvantaged Business Utilization]...in the most recently completed fiscal year; and the percentage of the budget of the Director used for travel in the most recently completed fiscal year.*”

The Small Business Act requires Federal Departments and Agencies to provide training and education for staff who are involved in the procurement process. The law emphasizes that training on small-business programs is essential to ensure that acquisition and technical officials understand regulatory requirements fully and that U.S. small businesses have maximum-practicable opportunities to participate in USAID’s procurements.

For FY 2019, preliminary data indicate that USAID obligated 14.4 percent of its contract dollars to U.S. small businesses, which exceeded the Agency’s goal of 12.5 percent. This equates to approximately \$808 million and marks the highest percentage and aggregate amount of contract-dollar obligations the Agency has ever awarded to U.S. small businesses within a single Fiscal Year

**Overview of Training Provided**

In FY 2019, USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) conducted two training sessions to educate 65 program and contracting officials on U.S. small business programs. The training sessions took place in El Salvador and Washington DC. The curriculum included USAID’s goals for small business utilization, the impact of U.S. small business utilization on the U.S. economy, statutory and regulatory requirements, market research, subcontracting, and contract bundling.

During the visit to the El Salvador mission, the OSDBU Director conducted briefings for the Mission’s senior leadership. Working-level meetings took place with each Mission’s Office of Acquisition and Assistance, as well as technical offices, to discuss potential opportunities for engaging with small businesses. Training sessions, coupled with the senior- and working-level briefings, have broadened awareness across the Agency of USAID’s small business program and its requirements, earlier exchanges of information with acquisition officials, and an increase in prime and subcontracting awards for small businesses.

USAID OSDBU also participated in the FY 2019 Worldwide Contracting Officer and Controller Summit and Workshop held in Washington DC in May 2019. The OSDBU Director and Deputy Director presented a training session on *Working with U.S. Small Business* to approximately three hundred and fifty Acquisition and Assistance (A&A) professionals. The training also included a panel of USAID's U.S. small business implementing partners who presented their successes and challenges in working with USAID.

The FY 2019 Lapse in Appropriations and government shutdown made it difficult to plan and implement the level of overseas training conducted in previous years. Tentative training trips that were being planned were mostly postponed until after the end of the fiscal year. Further, the Washington DC based Worldwide Contracting Officer Summit and Workshop helped to off-set the need for greater travel to USAID Missions. The Summit allowed USAID/OSDBU to brief a myriad of A&A professionals from our overseas Missions, which is the usual target audience when we travel overseas to conduct training.

### **Training Expenses**

In FY 2019, USAID/OSDBU used its existing small business contractor consisting of professional instructors to provide the training sessions. The Agency's contractual expenditures for the training sessions totaled \$87,457 inclusive of travel-related costs of \$1,329. OSDBU's FY 2019 Operational Expenses (OE) budget was \$266,430. Therefore, OSDBU used 32.8 percent of its FY 2019 OE budget to provide training to small businesses.

At the end of FY 2018, OSDBU's contractual expenditures for similar training sessions were approximately \$111,037, so the office had a decrease in its training expenses for FY 2019 by approximately 21 percent from the prior-year period. As noted above, the decrease can be attributed to a lapse in appropriations which impacted OSDBU's FY19 training initiative.

### **Training-Related Travel Expenses for the OSDBU Director**

In FY 2019, OSDBU's Director incurred \$6,592 in travel expenses to carry out the Agency's requirements for outreach to small businesses and coordinate with senior USAID officials stationed in El Salvador. Travel expenses equated to 2.5 percent of OSDBU's FY 2019 OE budget. At the end of FY 2018, OSDBU's Director travel expenses were \$17,494, so the office a decrease in director travel expenses by approximately 62 percent from the prior year.

The expenses incurred by the OSDBU Director in FY 2019 were lower than in the previous year because the OSDBU Director and team were able to train a significant number of USAID A&A professionals at the FY 2019 Worldwide Contracting Officer and Controller Summit and Workshop at no cost to the OSDBU. In addition training was also curtailed by the Government shutdown and lapses in Agency appropriations as previously described.



**CLEARANCE PAGE FOR OSDBU FY 2019 REPORT ON TRAINING AND TRAVEL**

Approved: OSDBU/OD: Mauricio P. Vera

MEMORANDUM FOR SMALL BUSINESS ADMINISTRATION

SUBJECT: Department of Defense Annual Report on Travel and Training for Fiscal Year 2019

Pursuant to 15 U.S. Code § 644(k), the Department of Defense (DoD) Office of Small Business Programs (OSBP) is providing a report on the Office's training and travel for FY19.

(k)

(16) Shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) The training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) The percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) The percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) May provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Please find DoD OSBP's response below.

Required FY 2019 Annual Report

Agency: Department of Defense (DoD)

(16) (a) The DoD OSBP conducted one major training event in FY19. The single training event was the Small Business Training Week held in St. Louis, Missouri. This event trained small business professionals within the government to better equip them with the skills necessary to assist small businesses in engaging federal contracting opportunities.

(16) (b) Out of the total DoD OSBP operating budget (~\$5.2 million), \$477,000 (9.2%) was utilized to train workforce.

(16) (c) In addition, the Director of OSBP participated in a number of events in FY19 to train both small businesses and small business professionals within the government. This training focused on improving small businesses' understanding of and capability to successfully find, compete for, and execute government contracts. The Director traveled to take part in nine events in FY19 (listed below) for a total cost of \$34,200.80. This cost represents 0.66% of the total DoD OSBP operating budget (~\$5.2 million). A detailed outline of the travel is charted below.

Start Date	End Date	Travel Location	Cost	Description
11-05-2018	11-09-2018	El Segundo, CA	\$1964.82	Small Business Visit: Marvin Engineering
11-26-2018	11-27-2018	Philadelphia, PA	\$751.85	Small Business Walkthrough
12-05-2018	12-06-2018	Nashville, TN	\$750.07	TRIAD- National 8(a) Association Small Business Conference
1-15-2019	1-17-2019	Detroit, MI	\$140.00	Army PEO Ground Combat Systems Visit
2-05-2019	2-07-2019	Miami, FL	\$1342.81	National Veteran Small Business Coalition- South Florida Chapter Dinner
2-10-2019	2-12-2019	Nashville, TN	\$1167.15	TRIAD- National 8(a) Association Small Business Conference
2-27-2019	2-28-2019	Atlanta, GA	\$961.84	NCMA Industry Day
3-5-2019	3-7-2019	New York, NY	\$1493.20	Air Force Pitch Day
3-17-2019	3-22-2019	Chicago, IL	\$2803.77	Leadership Training
4-2-2019	4-3-2019	Newark, NJ	\$890.30	NDIA Munitions Executive Summit
4-28-2019	5-3-2019	St. Louis, MO	\$2961.01	Small Business Training Week 2019
5-20-2019	5-22-2019	Tampa, FL	\$1008.67	SOFIC
5-29-2019	5-29-2019	Clearwater, FL	\$321.46	EI Tour with Senator Rubio's Staff
6-10-2019	6-11-2019	San Jose, CA	\$1139.70	Agile Stacks Technology Small Business Meetings
6-25-2019	6-27-2019	Huntsville, AL	\$1876.70	MBA Small Business Conference
7-9-2019	7-10-2019	Chicago, IL	\$1011.64	Defense Contract Management Agency Training
7-16-2019	7-17-2019	Dayton, OH	\$762.89	IEEE National Aerospace & Electronics Conference
7-24-2019	7-26-2019	San Diego, CA	\$2201	Navy Gold Coast
12-02-2019	12-03-2019	Phoenix, AZ	\$655.76	DMC 2019 Concurrent Session
		Total	\$24,204.64	

Shannon C. Jackson  
Deputy Director, DoD Office  
of Small Business Programs

**Response to: In accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S.C. 644) training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection.**

**A. Training for small business and acquisition staff:**

General Services Administration (GSA) Office of Small Business Utilization (OSBU) has participated in up to 450 events advocating for more than 80,000 small businesses throughout the country in 2019. GSA OSBU updated its 2019 training to not only include in-person events but also virtual training classes that included GSA, SBA, and other advocacy groups.

In FY 2019, the Associate Administrator of OSBU participated in the following training provided to small business concerns:

- National HUBZone Conference
- Veterans in Focus: A Panel Discussion & Matchmaking Event
- Federal Business Opportunities Conference
- MCCC GovConNet Pathway to Growth Conference
- Matchmaking for WOSB and SDB
- Department of the Navy Gold Coast Conference
- National HUBZone Conference

On behalf of the OSBU Associate Administrator, OSBU's Customer Care and Outreach Team provided the following training to small business concerns:

- Getting on the GSA Schedule: What you Need to Know
- Understanding the Federal Procurement Data System
- Marketing your GSA Contract
- How to Avoid Being Suspended and Debarred from Working with the Federal Government

In addition, on behalf of the OSBU Associate Administrator, OSBU's Policy and Forecasting Team provided the following training to contract specialists:

- eSRS Reporting - Commercial & Individual Subcontracting Plans
- Region 1 Public Buildings Service Small Business Subcontracting
- Forecast Tool training - OSBU conducted Forecast Tool training for GSA Forecast Tool users
- Small Business Participation Factors
- Creating Opportunities for Small Business Socio-Economic Entities
- Maximizing Small Business after Contract Award
- Region 5 Public Buildings Service Small Business Subcontracting
- Region 9 Public Buildings Service eSRS Report

Lastly, OSBU promotes and highly encourages the acquisition workforce to attend the "SBA First Wednesday Virtual Learning Series" offered monthly each fiscal year by SBA.

**B. The percentage of the budget of the Director used for such training in the most recently completed fiscal year:**

GSA OSBU's FY 2019 office budget totaled \$6,314,000 and \$ 32,309 (0.5% percent of the budget) was spent for training.

<b>FY 2019</b>	<b>OSBU Office Budget</b>	<b>Actual Training Expenses</b>	<b>% Percentage</b>
Training	\$6,314,000	\$ 32,309	0.5%

**C. The percentage of the budget of the Director used for travel in the most recently completed fiscal year:**

GSA OSBU's FY 2019 office budget totaled \$6,314,000 and \$190,000 (3.01% percent of the budget) was spent for travel.

<b>FY 2019</b>	<b>OSBU Office Budget</b>	<b>Actual Travel Expenses</b>	<b>% Percentage</b>
Travel	\$6,314,000	\$190,000	3.01%



March 13, 2020

**SUBJECT: U.S. Office of Personnel Management’s OSDBU Training and Travel Report FY19**

**15 U.S. Code § 644 - Awards or contracts**

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

**Required FY 2019 Annual Report**

Agency: U.S. Office of Personnel Management (OPM)

**(16)(A)**

During fiscal year 2019 OPM’s OSDBU expanded the “Stay Ready” Small Business Series & Conference brand by implementing tough-love one-on-one and group mentorship counseling. “Stay Ready Series” is a series of tough-love workshops designed to provide the elements missing to strengthen and position small business owners. The Stay Ready Series focused on the following training workshops:

1. October 17, 2018 1<sup>st</sup> Quarter Session
2. January 16, 2019 2<sup>nd</sup> Quarter Session
3. April 17, 2019 3<sup>rd</sup> Quarter Session

**(16)(B)**

Since the training outlined in (16)(A) was conducted in federal government space, the only cost involved was preparation of the training materials and training support valued at \$3,000. Out of the total OPM OSDBU budget of \$427,000 the \$3,000 used for training represents .07% of the total budget.

**(16)(C)**

The OPM OSDBU spent \$10,000 for out of town business travel in FY 2019 for OSDBU and procurement staff to participate in a variety of small business outreach events throughout the country. Out of the total OPM OSDBU TRAVEL budget of \$10,000 all funding was utilized.  $\$10,000/\text{Total OSDBU Budget} = 2.34\%$

Regards,

d/a/b

Desmond A. Brown  
Director  
Office of Small & Disadvantage Business Utilization  
Office of Personnel Management





UNITED STATES DEPARTMENT OF EDUCATION  
*Office of Small and Disadvantaged Business Utilization*

March 13, 2020

Mihaela Ciorneiu, Goaling Manager  
Office of Policy, Planning and Liaison  
Office of Government Contracting & Business Development  
U.S. Small Business Administration (SBA)  
409 3rd Street, SW  
Washington, DC 20416

Dear Ms. Ciorneiu:

As the Director of the Office of Small and Disadvantaged Business Utilization (OSDBU), I am designated as the official at the U.S. Department of Education (Department) responsible for deployment and implementation of the Department's small business program. This letter serves as the Department's fiscal year (FY) 2019 Training and Travel Annual Report, as required by section 15(k)(16) of the Small Business Act. This report contains a summary of the training provided by OSDBU, the percentage of the OSDBU budget used for such training, and the percentage of the OSDBU budget used for travel in FY 2019, per subparagraphs A-C.

As required by section 15(k)(13) of the Act, OSDBU provided training to small businesses, contract specialists, and other members of the Department's broader acquisition workforce. Training for small businesses occurred throughout the year, upon request, as well as through five Department-hosted outreach events, including three in Washington, DC and two in Department regional locations. Training for contract specialists, contracting officers, program managers, and other members of the Department's acquisition workforce were provided throughout the year. Key FY 2019 training topics included the following:

- Doing business with the Department
- Role of SBA district and headquarters offices
- GSA contract schedules
- Category Management
- 8(a) Business Development program
- HUBZone program

The training OSDBU provided in FY 2019 had high value for participants. OSDBU offered learning credits for the acquisition workforce to support their ongoing certification requirements. In addition, OSDBU collected survey feedback from each outreach and internal training event to actively assess and improve the training program. In FY 2019, OSDBU achieved an average 4.9 out of 5.0 rating on the training provided. OSDBU also provided and acquired technical and leadership training for OSDBU staff to support their career development.

The training described above was generally conducted online and in federal government space to ensure effective use of appropriated funds. The OSDBU's total budget for FY 2019 was \$91,000, excluding pay and benefits. Significant training expenses were those associated with courses acquired for OSDBU staff (four full-time equivalent employees in FY 2019); these expenditures, including supplemental materials, totaled approximately 7% of the budget. Meanwhile, OSDBU staff participated in a multitude of local and regional small business training and outreach events, increasing the total travel expenditure to approximately 21% of the budget.

If you need any additional information or wish to discuss the contents of this report, please contact me at your earliest convenience.

Respectfully,

3/13/2020

X Phillip R. Juengst

Signed by: Phillip Juengst

Phillip Juengst  
Director, Office of Small and Disadvantaged Business Utilization  
U.S. Department of Education  
550 12th St. SW, PCP- Rm. 10115  
Washington, DC 20202  
[Phillip.Juengst@ed.gov](mailto:Phillip.Juengst@ed.gov)  
202-245-8030

**Department of Health and Human Services  
FY 2019 Travel and Training Report**

**A. The training provided by the OSDBU Director under paragraph (13) in the most recently completed fiscal year;**

In Fiscal Year 2019, HHS OSDBU trained 4,500 of the HHS acquisition personnel at the HHS Operating Division and Staff Divisions. The impact of the OSDBU small business webinars have resulted in the following benefits to HHS and other Federal agencies by being a best value solution that enables the acquisition community to erase the barrier of budgetary travel expenses, time and geography. In addition, the training supports a successful outcome of gaining expert information, delivery of enhanced performance and increased career development. The trainings provide continuous learning points (clps) that count toward contracting or contracting officer’s representative certification, streamline issuance of clp credits in FAITAS. The additional benefit is that the archives webinar trainings assist the small business acquisition workforce by educating them on how to do their job and award more contracts across the U.S.

<b>Date:</b>	<b>Title:</b>	<b>HHS:</b>
10/22 -10/24/18	SBCX Trainings	56
11/08/2018	Vets 2 Government-wide Acquisition Contract (GWAC)	398
1/10/2019	Overview of GSA IT Schedule 70 and Special Item Numbers	462
2/21/2019	Market Research on the Acquisition Gateway	733
3/14/2019	Empowered Market Research through FPDS and DSBS	575
4/11/2019	Modernizing Government through Category Management	659
5/9/2019	Spend Under Management and Best-in-Class Contracts	452
5/30/2019	SBCX Training	173
6/11/2019	Oasis and Oasis Business	198
7/12/2019	Understanding Teaming Agreement	289
8/20/2019	SBCX	221
9/4/2019	SBCX	64
9/17/2019	SBCX	220
	<b>Total Registrants:</b>	<b>4500</b>

**B. The percentage of the budget used by the OSDBU Director for Small Business Acquisition personnel training listed above was 2.45%.**

OSDBU provided OSDBU staff group training in FY19. The training sessions provided were: 1) Critical Thinking Training; 2) Organizational and Operational Efficiency Training presented by Organizational Development Resource Group, LLC that included individual follow up coaching sessions; 3) ProFit Map Data Tool Training; and 4) 2019 HHS Acquisition Mentoring Program for 4 OSDBU staff.

**C. The percentage of the budget used for traveling by the OSDBU Director in Fiscal Year 2019 was 2%.**

The purpose of training conferences is to engage, equip and inform small business participants of the federal procurement process so that they become more effective in pursuing contracting opportunities at HHS and assist the HHS OpDivs with achieving their missions. Specifically, 1) familiarize small businesses with the processing of procedures associated with federal Government contracting; 2) gain insight on identifying and pursuing contract opportunities with HHS; 3) provide an opportunity for small businesses to attend matchmaking and networking sessions to meet with Government representatives in pre-scheduled meetings.

**FY19 HHS Getting Back2Business Small Business Conferences**

<b>Location</b>	<b>Date</b>	<b>Participants</b>
<b>Nashville, TN</b>	<b>February 11, 2019</b>	<b>460</b>
<b>San Diego, CA</b>	<b>April 3, 2019</b>	<b>365</b>
<b>Indianapolis, IN</b>	<b>May 22, 2019</b>	<b>390</b>
<b>College Park, MD</b>	<b>June 14, 2019</b>	<b>595</b>
<b>Total</b>		<b>1,810</b>

**OSDBU staff attended 30 speaking and matchmaking conferences with a combined total of 17, 511 in attendance.**

15 U.S. Code § 644 - Awards or contracts

(k)

(16) shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (see paragraph 13 below);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and

(13) may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection;

Required FY 2019 Annual Report

Agency: Department of Housing and Urban Development (HUD)

(16)(A)

The HUD OSDBU provided small business training sessions on small business related topics as delineated in the chart below.

<b>HUD Acquisition and Program Office Staff Training</b>	
<b>Training</b>	<b>Date</b>
FY2019 Forecast Kick-Off Meeting	11/08/2018
Women-Owned Small Business Federal Contract Program	03/13/2019

Understanding the Historically Underutilized Business (HUBZone) Program	05/08/2019
OIG Contract and Procurement “Did You Know?” Series: OSDBU and Small Business Programs	05/22/2019
Market Research	06/11/2019
GSA VETS 2 GWAC Overview	06/19/2019
OCPO Roundtable Discussion: OSDBU Overview	07/18/2019
Category Management	07/19/2019

<b>Small Business Concerns and Entrepreneur Training</b>	
<b>Training</b>	<b>Date</b>
FY 2019 IT Industry Day	12/12/2018
HUD Women Owned Small Business Outreach	03/13/2019
3 <sup>rd</sup> Annual HUD HUBZone Small Business Conference	05/08/2019
HUD SDVOSB Small Business Conference	06/19/2019
HUD Ginnie Mae 2019 Small Business Industry Day	07/23/2019

(16)(B)

Since the training outlined in (16)(A) was conducted in federal government space, there were no additional costs. Out of the total HUD OSDBU budget of \$660,059.57, there were \$0 of training expenses.

(16)(C)

The HUD OSDBU spent \$16,196.58 for out of town business travel in FY 2019 to participate in a variety of small business outreach events. Out of the total HUD OSDBU budget of \$660,059.57, the \$16,196.58 used for travel represents approximately 2.45% of the total budget.



**NATIONAL SCIENCE FOUNDATION**  
2415 Eisenhower Avenue • Alexandria, VA 22314

April 22, 2020

Ms. Mihaela Ciorneiu  
U.S. Small Business Administration  
409 3<sup>rd</sup> Street, S.W.  
Washington, D.C. 20416

Dear Ms. Ciorneiu:

Please see the attached National Science Foundation (NSF) response containing our FY 2019 Small Business Training and Travel Report.

If you have any questions or require additional information, please contact the undersigned at (703) 292-8100 or via email at [wgardner@nsf.gov](mailto:wgardner@nsf.gov).

Sincerely,

Wonzie L. Gardner Jr.  
Director  
Office of Small and Disadvantaged Business Utilization

Enclosure:  
Attachment 1, NSF FY 2019 Small Business Training and Travel Report



National Science Foundation (NSF) Small Business Training and Travel  
Report for FY 2019, dated April 22, 2020

The following report is provided in accordance with Subsection (k) of section 15 of the Small Business Act (15 U.S. Code § 644 - Awards or contracts).

1. Paragraph (16) of Subsection (k) states that the officer or employee serving as the agency Director of the Office of Small and Disadvantaged Business Utilization (OSDBU) “shall submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—

(A) the training provided by the Director under paragraph (13) in the most recently completed fiscal year (paragraph (13) states that the Director “may provide training to small business concerns and contract specialists, except that such training may only be provided to the extent that the training does not interfere with the Director carrying out other responsibilities under this subsection);

(B) the percentage of the budget of the Director used for such training in the most recently completed fiscal year; and

(C) the percentage of the budget of the Director used for travel in the most recently completed fiscal year; and”

2. Below is the National Science Foundation (NSF) input which corresponds to the requested information in subparagraphs (A), (B) and (C) listed above.

(A) In FY 2019, NSF leveraged small business trainings provided by various other federal agencies. The NSF small business office and the NSF acquisition community was informed of small business training sessions that were available throughout the year. Such trainings included the SBA First Wednesday Virtual Learning 2019 series, HubZone Monthly Eligibility Assistance, and the Small Business Socio-economic program utilization training sessions. In addition, the OSDBU participated in panel and round table awareness sessions both local and out of town. The OSDBU participated in countless one-on-one matchmaking sessions held at various outreach training conferences; publicizing, educating, and training small businesses on “how to” do business with NSF.

(B) There were minimum direct costs associated for training in FY19 since NSF leveraged other federal agency trainings as discussed in subparagraph (A) above. The budget for the NSF OSDBU for FY19 was \$50,000. Consequently, approximately 1% of the NSF total OSDBU budget was used for training in FY 2019.

(C) For FY2019, NSF OSDBU spent approximately \$10,300 for local and out of town business travel to participate in a variety of small business outreach and training events. Out of the total NSF OSDBU budget of \$50,000, the OSDBU used approximately 21% of the total budget for travel expenses.



**U.S. Nuclear Regulatory Commission  
Fiscal Year 2019  
Small Business Training and Travel Report**

## **U.S. Nuclear Regulatory Commission Fiscal Year 2019 Small Business Training and Travel Report**

In accordance with Section 15(k)(16) of the Small Business Act, as amended, the U.S. Nuclear Regulatory Commission (NRC) Small Business Program is submitting this report describing the training it provided, the percentage of its budget used for training, and the percentage of its budget used for travel in fiscal year 2019 for small business outreach activities.

### Section 15(k)16(A) - Training Provided

The Small Business Program provided training to the business community and acquisition staff through a variety of methods to successfully target the needs of each audience. Such efforts included developing agency small business training, launching regional small business events, briefing the agency's senior leaders on small business-related matters, educating business owners on navigating the Federal marketplace, maintaining weekly counseling sessions, and providing technical assistance to acquisition staff regarding market research and the mechanics of set-asides.

Specific examples of such training to the business community and acquisition staff include the following activities listed below.

- Assisted with the development of small business training offered to acquisition staff at the agency's onsite training center and web-based training portal. The course covered topics such as the importance of small businesses, relevant laws, market research, and the benefits of contracting with small businesses.
- Expanded its outreach efforts to the agency's regional office located in Atlanta, Georgia to educate local companies on how to leverage small business certifications, explain the services offered by the Small Business Program, navigate the Federal marketplace, and discuss how to identify prime and subcontract opportunities.
- Director of the Small Business Program briefed the NRC Commission and staff on its increased engagement with acquisition staff during the market research phase of the procurement process, provided an update on the Small Business Administration's Scorecard performance measures, highlighted progress towards meeting agency small business prime contract goals, and discussed its strategies to achieve future success.
- Small Business Program Manager educated participants at the various outreach events held throughout the year, including the Veterans Institute for Procurement training program, which is sponsored by the Small Business Administration, and showcased the services offered by the Small Business Program to the business

**U.S. Nuclear Regulatory Commission  
Fiscal Year 2019 Small Business Training and Travel Report**

community and how to identify and respond to agency prime and subcontract opportunities.

- Maintained weekly counseling sessions with senior business executives to explain the resources available under the agency's web-based Small Business Toolbox and how to effectively use the tools to foster the business development needs of Federal contractors.
- Provided technical assistance to acquisition staff on how to evaluate small business marketplace capability and the mechanics of conducting set-asides under the various rules associated with the Federal portfolio of small business programs.

Section 15(k)16(B) - Percentage of Budget Used for Training

While there are costs associated with the training and resources mentioned above in Section 15(k)16(A), the costs were incurred by other NRC offices, Federal agencies, and organizations. As a result, the Small Business Program did not fund any training costs from its budget (other than the time and effort expended by Small Business Program staff). Therefore, there are no direct costs attributed to the Small Business Program's budget.

Section 15(k)16(C) - Percentage of Budget Used for Travel

The Small Business Program spent \$7,321.73<sup>1</sup> for out of town business travel to participate in a variety of small business outreach events. Out of the total Small Business Program budget of \$137,000.00, the \$7,321.73 used for travel represents approximately 5.3 percent of the Small Business Program budget (up from 0.92 percent in fiscal year 2018).

<sup>1</sup> Costs associated with airfare not included as airfare is funded from a central agency account and not through the Small Business Program's budget. In addition, this amount does not capture travel costs associated with contractor support for out of town outreach events.