



# **Acquisition Workshop**

## **Small Business Utilization Considerations**

**Ms. Sharon Tsuru**

**Small Business Specialist**

**NAVFAC Pacific**

# TECHNICAL FACTOR 3

## SMALL BUSINESS (SB) UTILIZATION



- Applies to all Offerors, Large and Small
- Is **equal in weight** to all other factors
- Two Subfactors:
  - Subfactor 3.A, Past Performance in Utilization of SB Concerns
  - Subfactor 3.B, Participation of SB Concerns in this Project
  - Subfactors 3.A and 3.B are of equal importance

## Subfactor 3.A Past Performance in Utilization of SB Concerns



- Subfactor 3.A evaluations are based on the following criteria:
  - Offeror's Past Experience in Subcontracting to SB Concerns
  - Offeror's Past experience in meeting subcontracting goals

## Subfactor 3.A, Past Performance in Utilization of SB Concerns



- If an Offeror is utilizing past performance information of affiliates, subsidiaries, parent companies, LLCs, Ltds, Joint Ventures, etc., the Offeror **must clearly demonstrate that the Affiliate/ Subsidiary etc., will have meaningful involvement with the management of the subcontracting plan/program for this project.**
- If the Offeror is a joint venture, the Offeror must provide past performance for each individual joint-venture partner.

# Subfactor 3.A Proposal Submission Requirements



## Historical Data

- Provide documentation showing the dollar value and percentage of work subcontracted to LB, SB, SDB, WOSB, VOSB, SDVOSB, and HBCU/MI concerns for the past three years
- Percentages based on Total Contract Revenues —and **NOT** Total Subcontracting Dollar Values
- Use format provided in the RFP
- If you were not required to keep records of subcontracting to SB concerns, provide a statement to that effect and explain why records were not required.

# SB Utilization Historical Data



## Historical Data for the Past Three (3) Years

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
			<b>Total Subcontracted Dollar Values</b>															
Data for Past 3 Yrs	Total KT Revenues	Total Subkt Dollar Value	LB *		SB *		SDB		WOSB		VOSB		SD-VOSB		HUB-Zone		HBCU /MI	
YYYY	\$ -	\$ -	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%
YYYY	\$ -	\$ -	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%
YYYY	\$ -	\$ -	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%
Total	\$ -	\$ -	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%	\$ -	%

•For each year, Columns D (LB) and F (SB) must equal Column C (Total Subcontract Dollar Value)

**Note: All percentages are a percentage of Column B, Total Contract Revenues**

# Subfactor 3.A Proposal Submission Requirements (con't)



- National Awards
  - Examples include the SBA's Dwight D. Eisenhower Award for Excellence and DoD's Nunn Perry Award
- Ratings (SF 1420 OR DD2626)
  - Implementation of Subcontracting Plans on completed projects
- Mentor-Protégé (M-P) Agreements

# Subfactor 3.A Proposal Submission Requirements (con't)



- Community Rehabilitation Program (CRPs) Organizations
- **FINAL** SF294s
  - Provide **Final** SF294 reports for five most recently completed projects that required periodic reports. Other than Final SF294s will be not be considered
  - Submit a total of five Final SF294s.
  - If you provide less than five Final Sf294s, provide an explanation.
  - If subcontracting goals were not met, provide an explanation

# Subfactor 3.B, Participation of SB Concerns in this Project



Subfactor 3.B evaluations are based on the following criteria:

- Extent of Participation of SB in this project
- Extent to which SBs are identified
- Commitment to use SB
- Complexity/Variety of Work
- Realism

# Subfactor 3.B Proposal Submission Requirements



## Work Performed By Prime Contractor

- Identify the dollar value and percentage of the total proposed price the Offeror will perform
- Joint Ventures
  - Indicate the size status of each JV partner
  - The percentage of work each member will be responsible for

# Subfactor 3.B Proposal Submission Requirements (Con't)



- **Subcontracting Plan**
  - Submitted By LBs
  - Use format provided in RFP
- **Subcontracting Breakdown**
  - Submitted By SBs
  - Use format provided in RFP

# Subfactor 3.B Proposal Submission Requirements (Con't)



- **Two sets of Guidelines are provided in the RFP**

- **Statutory Government-Wide Goals**

- SB Concerns: 23%
    - SDB Concerns: 5%
    - WOSB Concerns: 5%
    - HUBZone SB Concerns: 3%
    - VOSB: 3%
    - SDVOSB Concerns: 3%

- **FY09 NAVFAC Subcontracting Targets**

- SB Concerns: 77.51%
    - SDB Concerns: 16.18%
    - WOSB Concerns: 14.53%
    - HUBZone SB Concerns: 1.42%
    - SDVOSB Concerns: 0.14%

## **Subfactor 3.B Proposal Submission Requirements (Con't)**



- Offerors are encouraged to meet/exceed the minimum goals/targets**
- If an Offeror is not able to meet the minimum goals/targets, the Offeror must provide a detailed explanation stating what actions were taken to satisfy the minimum guidelines and how such actions failed to meet the objective.**

# Reminders – Subfactor 3.A



## Subfactor (1), Past Performance in Utilization of SB Concerns

- Explain meaningful involvement if you provide historical data for affiliates, etc.
- Provide everything the RFP requires or provide explanations
- Provide only the number of ratings or reports required
- Use the historical data format provided in the RFP
  - Percentages are based on total contract revenues
- Provide FINAL SF294s

# Reminders – Subfactor 3.B



## Subfactor (2), Participation of SBs in this Project

### –HUBZone SBs must be certified by SBA

- Identify Subcontractors exactly as listed in CCR or provide documentation that the firm is certified

### –Subcontracting Plan/Breakdown

- Line 1 of the Subcontracting Plan is based on total price proposal
- Goal percentages based on total subcontracted dollar value (Line 2)

### –Subcontracting Plan/Breakdown shall list all SB firms by name

- Offerors may submit a listing of potential subcontractors

### –Subcontracting Plans for LB Subcontractors may be submitted to receive credit

### –Use the Subcontracting Plan/Breakdown format provided in the RFP