



Small Business Utilization Considerations

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Small Business Utilization Factor



- Applies to all offerors, large and small
- Is **equal in weight** to all other factors
- Only one factor - Small Business Utilization (no subfactors)
 - ✓ All new solicitations will include the revised Small Business Utilization factor

1. Achievements



- All offerors shall provide a narrative describing their achievements in supporting the Government's policy to provide maximum practicable opportunities for all small business concerns.
 - Small business subcontracting information associated with each project cited under the Corporate Experience Factor shall be submitted in the Small Business Subcontracting Record form provided in the RFP.
 - Offerors representing as other than small businesses shall also provide copies of the most current ISRs associated with each project cited under the Corporate Experience Factor if a Small Business Subcontracting Plan was required.

2. Small Business Participation & Commitment



- All offerors shall submit a small business participation and commitment strategy in the *Small Business Participation and Commitment Strategy* form provided in the RFP.
 - Identify in terms of dollar value and percentage of the total acquisition the extent of the work the offeror will self-perform as the prime.
 - Include supplemental narratives to address other elements of the offeror's strategy that will be employed under the contract to enhance small businesses opportunities to participate in the acquisition .
 - Offerors are encouraged to seek meaningful levels of participation in each of the small business socio-economic programs and shall explain how proposed participation rates were established.
 - The small business participation and commitment strategy must be in agreement with any required small business subcontracting plan (if required) and will be made a part of the contract upon award.

Evaluations



- Small Business Utilization factor evaluations are based on the following criteria:
 - Extent to which the proposal and other performance information demonstrate a history of successfully utilizing small business concerns as subcontractors including achievements against established small business subcontracting plan goals.
 - Extent to which commitment to use small businesses are identified.
 - Realism to meet proposed goals

Small Business Subcontracting Plan



- The Small Business Subcontracting plan is now a separate document from the Small Business Utilization factor and will be evaluated by the Contracting Officer.
 - Submitted by large businesses.
 - Small businesses identified by name in offeror's proposal/ participation and commitment strategies and are considered in the evaluation shall be listed in the small business subcontracting plan.
 - Material discrepancies between the small business participation and commitment strategy and small business subcontracting plan shall be corrected and responses provided to questions identified.

Reminders



- Explain meaningful involvement if you provide historical data for affiliates, etc.
- Provide everything the RFP requires or provide explanations. Failure to provide the requested information may negatively impact the evaluation.
- Provide only the number of ratings or reports required.
- HUBZone small businesses must be certified by SBA - identify subcontractors exactly as listed in SAMS (with DUNS number) or provide documentation that the firm is certified.
- Use the forms provided in the RFP (Small Business Subcontracting Record, Small business Participation and Commitment Strategy, and Small Business Subcontracting Plan)