

# Federal Aviation Administration

## *Small Business Development Program News*

### Director's Corner

Greetings,

Fiscal Year 2013 was another outstanding year for Small Business Development. The Federal Aviation Administration (FAA) obligated approximately \$4 billion in total direct procurement dollars for the period beginning October 1, 2012 thru September 30, 2013 of which 29% was awarded to small business against a goal of 25%. In fact, all small business goals were achieved and/or exceeded as illustrated on the next page.

Clearly, the remarkable success of the Small Business Development Program, during a particularly challenging year, is largely the result of your willingness and demonstrated commitment to provide procurement opportunities to small businesses. Thank you!!

With that said, I am pleased to announce that a new Small Business Development Awards Program, titled "Best of the Best" Awards, has been established to recognize FAA employees across all lines of business/staff offices for their significant contributions to the achievement of the Small Business Development Program goals and objectives. As a national awards program, all FAA employees are eligible to be considered for recognition, regardless of their geographical location. The call for the "Best of the Best" Award nominations will be made during January 2014 in the "MyFAA" Daily News. So, stay tuned.

On another note, as you continue to procure products and services, I encourage you to redouble your efforts to make awards to small businesses with special emphasis on awards to service-disabled veteran-owned businesses and 8(a) certified firms.

The Small Business Development Program Office is grateful for your continued support and eager to provide training and assistance to you wherever it is needed. By working together, we can achieve our goals and ensure that small businesses continue to play a dynamic role in strengthening our aviation industrial base and improving our acquisition outcomes.

Fred Dendy  
Director, Small Business Development



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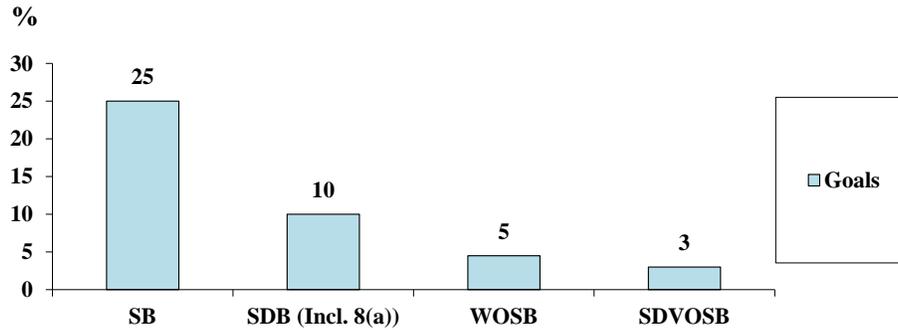
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**Fiscal Year 2013**  
**Major Procurement Program Goals (Accomplishments) Report**  
 Organization Acronyms are located at [About FAA\\*](#)

Organization*	Small Business	Small Disadvantaged Business (includes 8(a))	Women-Owned Small Business	Service-Disabled Veteran-Owned Small Business
<b>FAA-wide Goal</b>	<b>25%</b>	<b>10%</b>	<b>5%</b>	<b>3%</b>
<b>FAA-wide Actuals</b>	29%	11%	5%	3%
<b>ACR</b>	90%	66%	8%	39%
<b>AFN</b>	27%	9%	5%	2%
<b>AGC</b>	26%	16%	.06%	1%
<b>AGI</b>	4%	0%	0%	0%
<b>AHR</b>	42%	26%	9%	1%
<b>ANG</b>	52%	22%	22%	9%
<b>AOC</b>	92%	91%	0%	1%
<b>APL</b>	18%	1%	1%	.05%
<b>ARP</b>	40%	3%	1%	9%
<b>ASH</b>	50%	43%	6%	3%
<b>AST</b>	47%	27%	0%	1%
<b>ATO</b>	28%	11%	4%	4%
<b>AVS</b>	56%	31%	17%	5%

**Fiscal Year 2014**

**FAA-wide Major Procurement Program Goals**



- *Small Business (SB)*
- *Small Disadvantaged Business (SDB)*
- *Women-Owned Business (WOSB)*
- *Service-Disabled Veteran-Owned Small Business (SDVOSB)*

**What's new in the Acquisition Management System affecting small businesses?**

AFFECTED POLICY, GUIDANCE AND CLAUSE	REVISIONS
<b>GUIDANCE:</b>	<b>SUMMARY:</b>
§T3.3.1A12(b)(1)(c)	<p><b>This change allows accelerated payments to large businesses with small business subcontractors to continue.</b></p> <p>On a temporary basis, invoice payments for all contracts are being accelerated to the extent practicable to facilitate the payment of small business subcontractors. Acquisition Management System (AMS) Clause 3.3.1-20 "Providing Accelerated Payment to Small Business Subcontractors" is required for all screening information requests and contracts. The clause may also be added to existing contracts.</p>
§T3.6.1A4(a) Subcontracting with Small Businesses	<p><b>This change adds a template Master Subcontracting Plan for use by large business offerors.</b></p> <p>A template Master Subcontracting Plan to satisfy the applicable requirements of AMS Clause 3.6.1-4, Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran-Owned Small Business Subcontracting Plan is located in the Procurement Toolbox under the Samples &amp; Templates section.</p>
T3.6.1, Mentor-Protégé Guidance, Section 1.10(a)	<p><b>This change incorporates the submission of documents by email as official signed documents.</b></p> <p>Firms interested in becoming an approved mentor participant must submit a corporate capabilities statement and a letter to the FAA Small Business Development Program Group (SBDPG) requesting approval to participate in the Mentor-Protégé Program. Subsequently, the approved mentor firm must submit a written Mentor-Protégé Agreement to the SBDPG when solicited by the FAA. The Mentor-Protégé Agreement will be evaluated on the extent to which the company plans to provide developmental assistance. The information required in Section 1.10 may be submitted by email or in paper format with an original and two copies. Mentors and Protégés must certify that signed documents will carry the same weight and responsibility as original signatures sent by regular mail and understand that any signed documents sent through (email) for the purpose outlined in this section will be processed by the agency as an official signed document(s).</p>

### **Master Subcontracting Plan**

In an effort to reduce time/costs associated with the preparation and review of a subcontracting plan, a draft Master Subcontracting Plan has been developed. The Plan satisfies the applicable requirements of AMS Clause 3.6.1-4, Small, Small Disadvantaged, Women-Owned and Service-Disabled Veteran-Owned Small Business Subcontracting Plan – except individual contract specific goals. Individual goals for small business, small disadvantaged business, women-owned small business, and service-disabled veteran-owned small business concerns are to be submitted for each contract for which a master subcontracting plan is used.

### **Mentor-Protégé Program**

The FAA Mentor-Protégé Program was established in 1997 to motivate and encourage firms to assist small businesses preferably small socially and economically disadvantaged businesses, small disadvantaged business, service-disabled veteran-owned small businesses, historically black colleges and universities, minority institutions and women-owned small businesses in enhancing their capabilities to perform FAA prime contracts and subcontracts, foster the establishment of long-term business relationships between these entities and mentor firms, and increase the overall number of these entities that receive FAA prime contract and subcontract awards. Currently, there are six Mentor-Protégé Agreements incorporated into active contracts.

Feedback from mentors and protégés reflect the program's on-going success; however, continuous improvements are necessary to ensure that the program goals and objectives continue to be met.

The Mentor-Protégé Guide can be found at: <http://www.sbo.faa.gov/MentorProtege.cfm>. The FAA Mentor-Protégé Program Administrator is Marcus Benefield, ACQ-21. Marcus can be reached at (202) 493-4917.

### **Service-Disabled Veteran-Owned Small Business Program**

The FAA AMS policy and guidance at 3.6.1 and T3.6.1(A)3(b) (7) respectively, provides guidance for setting-aside procurements exclusively for competitive award to SDVOSBs.

Non-competitive procurements may also be awarded to SDVOSB provided that the rational basis business case determination is documented. There is no requirement to obtain approval from the Small Business Administration or Veteran's Affairs, prior to awarding to a SDVOSB. However, the contracting officer is required to verify the SDVOSB program status of the prospective awardee at [U.S. Veteran's Affairs website](http://www.va.gov) and to document the contract file prior to award. SDVOSBs must also qualify as a small business under the North American Industry Classification System code assigned to the procurement.

Also, there is no ceiling or dollar limit imposed on non-competitive SDVOSB contract awards. This makes the use of SDVOSB an attractive and expedient alternative to meeting the agency's mission requirements.

Other helpful links pertaining to the SDVOSB program can be found at: [Service-Disabled Veteran-Owned Business Concerns](http://www.va.gov), [National Veteran-Owned Business Association](http://www.va.gov) and VETS [Governmentwide Acquisition Contract](http://www.va.gov).

### **Looking for Sample Documents?**

The Small Business Administration Module (SBOAdmin) contains a variety of documents that may be useful to Procurement Officials. The downloadable documents include: subcontracting provisions, labor rate comparison and rational basis. View all sample documents at <http://sboadmin.faa.gov/>.

## Outreach Events

The Small Business Development Program Group exhibited at the Air Traffic Control Association (ATCA) 58<sup>th</sup> Annual Conference and Exposition, October 21 – 23, 2013.



Pictured above are: James H. Washington, ATCA Chairman, Ann Tedford (retired FAA), and Fred Dendy, Director, Small Business Development.

## Save the Date

### *eFAST Industry Day*

*Bessie Coleman Conference Center*

*FAA Orville Wright Building*

*9:00 a.m. – Noon*

*Point of Contact: Sandy Ibrahim, (202) 266-9015*

<b>Title</b>	<b>Tentative Dates</b>
<i>Business Administration and Management</i>	<i>December 5, 2013</i>
<i>Engineering Services</i>	<i>February 5, 2014</i>
<i>Computer/Information Systems Development</i>	<i>March 5, 2014</i>
<i>Computer Systems Support</i>	<i>April 2, 2014</i>
<i>Documentation and Training</i>	<i>May 7, 2014</i>
<i>Research and Development/Maintenance and Repair</i>	<i>June 4, 2014</i>

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