

FEDERAL AVIATION ADMINISTRATION SMALL BUSINESS MATTERS



DIRECTOR'S CORNER

Greetings,

Fiscal Year 2014 was an outstanding year for the FAA's Small Business Development Program. In fact, all FAA small business goals were exceeded by:

- Awarding 31% (\$1.2B) of the total direct procurement dollars to small businesses against a goal of 25% and exceeding all other small business goal subcategories by: Awarding 12% to Small Disadvantaged Businesses (goal 10%); Awarding 7% to Women-Owned Small Businesses (goal 5%); Awarding 4% to Service-Disabled Veteran-Owned Small Businesses (goal 3%)
- Delivering training to 225 acquisition personnel FAA-wide
- Participating in more than 30 external small business outreach events providing procurement assistance, guidance and training to industry
- Implementing a new Small Business Development Awards Program, "Best of the Best" Awards, to recognize FAA employees, procurement teams and organizations FAA-wide that have made significant contributions to the achievement of the Small Business Development Program goals and objectives



Clearly, these significant accomplishments indicate the FAA's commitment to the inclusion of small business in the acquisition process, as well as teamwork and collaboration across all lines of business/staff offices. The Small Business Development Program Office is grateful for your continued support! Thank you!

FAA-WIDE MAJOR PROCUREMENT PROGRAM GOALS/ ACCOMPLISHMENTS: OCTOBER 1, 2013 – SEPTEMBER 30, 2014

Routing Symbol	Small Business	Small Disadvantaged Business (includes 8(a))	Women-Owned Small Business	Service-Disabled Veteran-Owned Small Business
	25% Goal	10% Goal	5% Goal	3% Goal
ATO	27%	11%	6%	4%
ACR	96%	63%	1%	71%
AFN	31%	12%	8%	4%
AGI	45%	0%	0%	0%
AHR	57%	25%	.47%	25%
ANG	64%	30%	18%	8%
AOC	89%	26%	29%	37%
APL	18%	1%	1%	.03%
ASH	49%	42%	3%	.30%
ARP	24%	2%	3%	13%
AST	62%	28%	3%	1%
AVS	51%	22%	10%	6%

IN THIS ISSUE

- Pg. 1** Director's Corner
- Pg. 1** Save the Date
- Pg. 1** Major Procurement Program Goals/ Accomplishments
- Pg. 2** Employee Highlights, AMS2016, Matchmaking Events
- Pg. 3** Source Net
- Pg. 4** Celebrating 2014
- Pg. 5-7** Flow Charts
- Pg. 8** Best of the Best Awards
- Pg. 9** Did You Know, Training Courses, Small Business Liaison Representatives

SAVE THE DATE

Learning Session VA Verification Process

Elwood R. "Pete"
Quesada Auditorium
(Outside Headquarters
via VTC)

**Details to Follow
from the Learning
Team**

Guest Speaker:
Antoine Broughton,
U.S. Department of
Veterans Affairs



EMPLOYEE HIGHLIGHT



Lelanie Rivera joined the Small Business Development Group, ACQ-21, on September 22 and will perform Small Business Liaison Representative responsibilities in support of the Western Service Area (WSA). Lelanie has 7 years of experience with the FAA as a Contracting Officer procuring construction, service, and supplies in support of the WSA. In addition to her Contracting Officer duties, she was assigned as the Logistics Management Specialist (LMS) Focal Point in the WSA which included duties of on the job training sessions and serving as the signatory authority for contracts and purchase orders that exceed an LMS' Delegation of Procurement Authority (DPA) dollar limitation during the last two years. Lelanie began her federal career with the Veterans Administration Hospital. Lelanie has a Bachelor of Science Degree in Speech and Hearing Sciences from the University of Washington. Welcome Lelanie!



Jolene Merkel joined the leadership team at the Small Business Development Group in the National Office as the Acting Deputy Director on November 3. Jolene has been the Manager of the Information Technology and Strategic Sourcing for the Acquisition of Various Equipment and Supplies (SAVES) branch within the FAA for four years. Prior to

her tenure at the FAA, Jolene served in various capacities and agencies during her career. She is Level III certified in Contracting and Program Management, holds a Master's of Science in Business Administration from Central Michigan University, completed OMB's "Leadership for a Democratic Society" course at the Federal Executive Leadership Institute, received a Master's Certificate in Project Management from the George Washington University School of Business and is an ACT-IAC Fellow. Welcome, Jolene!

ACQUISITION MANAGEMENT SYSTEM 2016

FAA officially kicked-off Acquisition Management System (AMS) 2016 on October 1. AMS 2016 represents a comprehensive review of the brand, delivery, structure and content of AMS. Established in 1996, AMS has proven its ability to support efficient and effective delivery of requirements to FAA and its customers. AMS 2016 provides FAA an opportunity to build upon past success, ensuring innovation, creativity and communication continue to be the cornerstones of our acquisition policy. With the small business community being an essential part of current and future mission success, specific focus will be placed on how FAA can better define, solicit and award requirements to encourage the involvement of small business concerns. As AMS belongs to all in the agency, continued commitment of organizations to this effort will reinforce the foundation of FAA's entire acquisition infrastructure.

SERVICE DISABLED VETERAN OWNED SMALL BUSINESS (SDVOSB) MATCHMAKING EVENTS



Oct 30, 2014 (Completed)

**William J. Hughes Technical Center
Atlantic City, NJ**

POC: Frank Mierzejewski
(609) 485-4384
frank.mierzejewski@faa.gov

January 14, 2015

**Eastern Service Area Regional Office
College Park, GA**

POC: Tony Ortiz Jr.
(404) 305-5780
tony.c.ortiz@faa.gov

January 15, 2015

**Western Service Area
Renton, WA**

POC: Lelanie M. Rivera
(425) 227-1003
lelanie.rivera@faa.gov

January 29, 2015

**Central Service Area Regional Office
Ft. Worth, TX**

POC: Jeri Bird
(817) 222-4391
jeri.bird@faa.gov

March 2015

**Washington Headquarters
POC Marcus Benefield**

(202) 267-3293
marcus.benefield@faa.gov

April 7, 2015

**Mike Monroney Aeronautical Center
Oklahoma City, OK**

POC: Gerald Lewis
(405) 954-7704
gerald.a.lewis@faa.gov



SOURCE-NET

WHAT

SOURCE-NET IS THE FAA SMALL BUSINESS DATABASE, USED BY ACQUISITION STAFF AGENCY-WIDE.

WHO

SMALL BUSINESS FIRMS INTERESTED IN DOING BUSINESS WITH THE FAA ARE ENCOURAGED TO REGISTER WITH SOURCE-NET.

WHY

SOURCE-NET ALLOWS SMALL BUSINESSES TO INCLUDE A CAPABILITIES STATEMENT, PAST EXPERIENCES, AND REFERENCES WHICH WILL HELP THEM GAIN EXPOSURE TO AGENCY-WIDE ACQUISITION STAFF.

WHEN

SMALL BUSINESS FIRMS ARE ENCOURAGED TO UPDATE THEIR RECORDS REGULARLY WITHIN SOURCE-NET.

VISIT
[HTTP://WWW.SBO.FAA.GOV](http://www.sbo.faa.gov)
TO REGISTER TODAY



CELEBRATING 2014



Air Traffic Control Association
(Fred Dendy, Gloria Rosier, Marcus Benefield)
National Harbor, Maryland
Sept 28-Oct 1, 2014



Federal Contracting Conference
(Tony Ortiz Jr., David Jackson, Aide to Congressman Bill Posey,
Eighth Congressional District of Florida)
Melbourne, Florida
August 4-5, 2014



Matchmaking Event: Mike Monroney Aeronautical Center
(Alan Spaulding, Jon C. Berkman, Di Vo Tran, DeJon R. Provost,
William J. Poteet, Brandy Thele, Mike Upton, Teresa M. Farrell,
David D. Thompson, Mary Nelson, Tony Delavega, Kevin Carrel,
Kathrine Budd, Michelle Shaw, Trina D. Brown, Julie Webb, Kelly
Tillery, Tammy Waldron, Eldona Canterbury, Gloria Rosier,
Gerald A. Lewis, Sr.)
June 17, 2014

"BEST OF THE BEST"

Washington, DC, May 15, 2014

Small Business Development Awards Program



Small Business Advocate of the Year: Gerald A. Lewis
(Cindy Rooney, Joanne Snow, Pat McNall, Gerald A. Lewis,
Victoria Wassmer, Fred Dendy)



Corporate Citizen of the Year: Office of Information & Technology Services (Joanne Snow, Cindy Rooney, Russell Hayslett, Pat McNall, Victoria Wassmer, Fred Dendy)

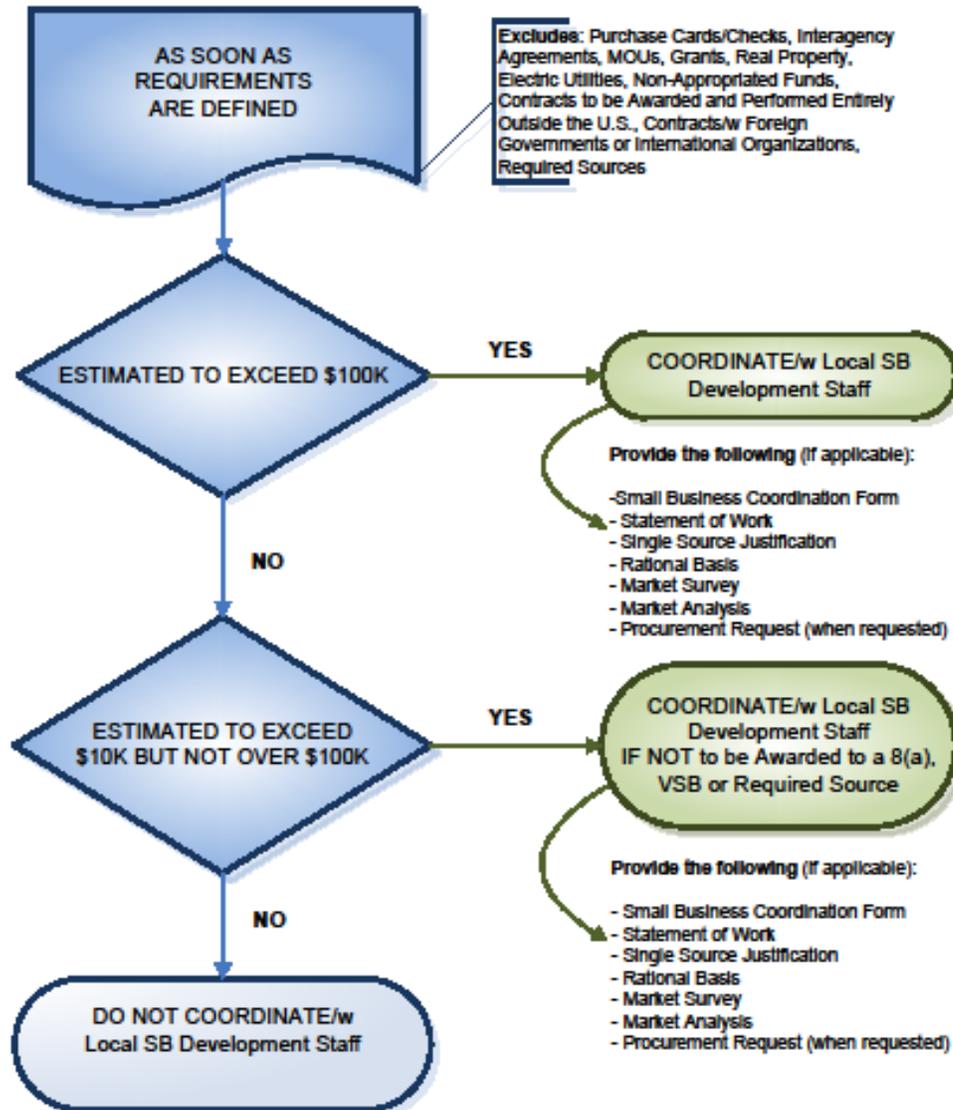


Small Business Development Group (Tony Ortiz Jr., Lakisha Davis, Gloria Rosier, Fred Dendy, Marcus Benefield, Jeri Bird, Gerald A. Lewis)



**SMALL BUSINESS SET-ASIDE DETERMINATION AND
COORDINATION PROCESS
(AMS 3.6.1.3.4 and T3.6.1A.e)**

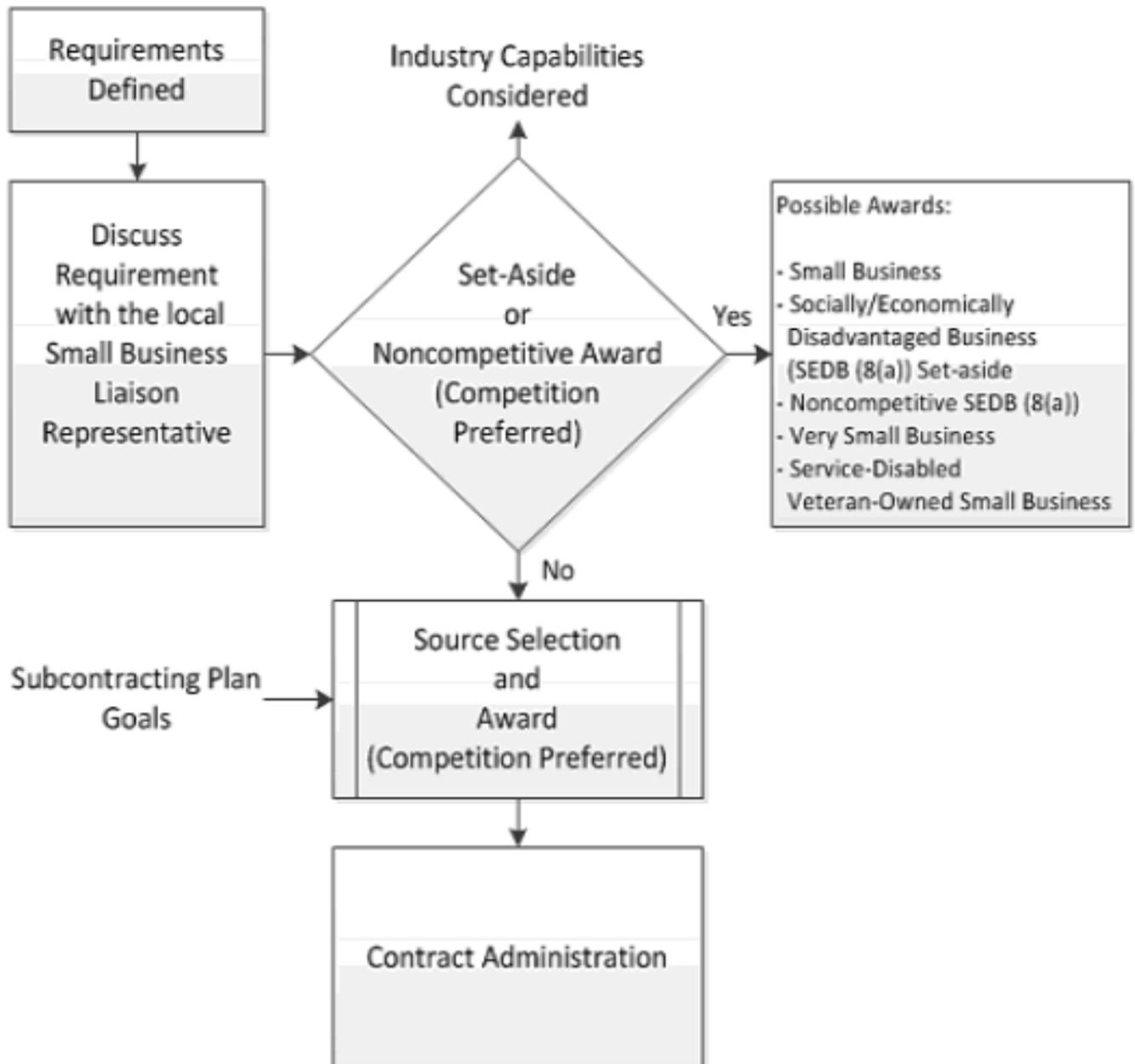
LEVERAGING THE UNIFIED CONTRACTING SYSTEM EDOCS MODULE



4/2014
Revision No. 5

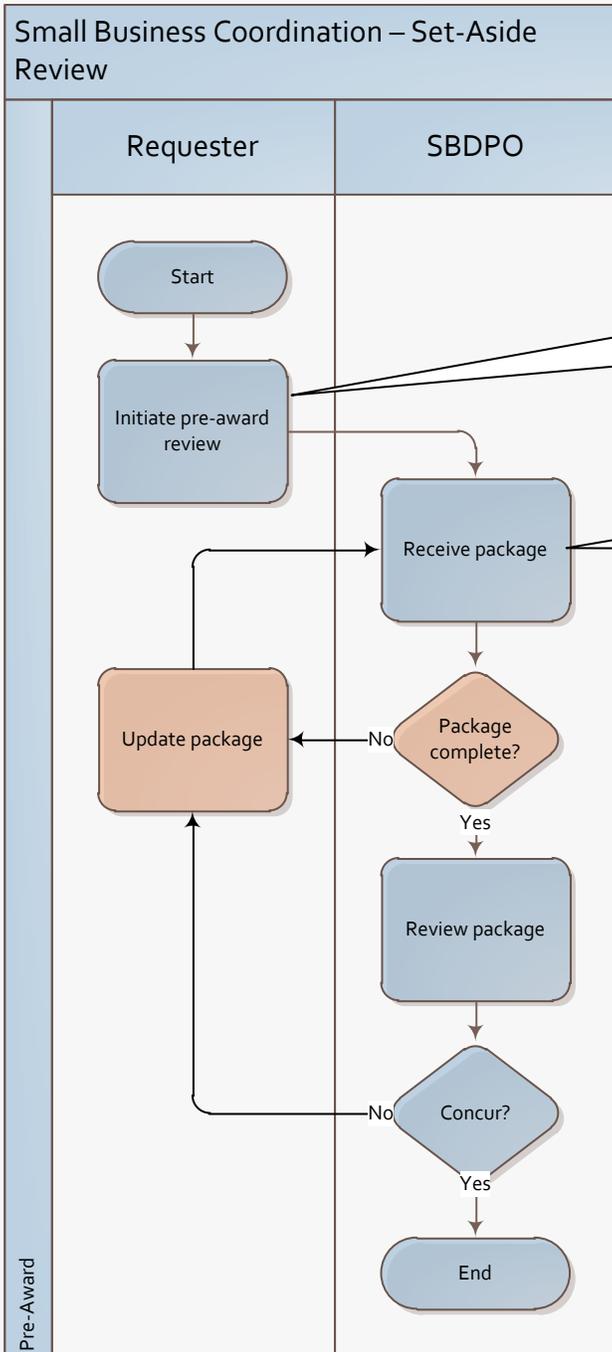


Small Business Development Program (Procurement Basics)





PROPOSED UNIFIED CONTRACTING SYSTEM: SMALL BUSINESS DEVELOPMENT PROGRAM DOCUMENT MANAGEMENT



What to expect?

- Paperless solution
- Leverages existing eDOCS solution

COs will be able to do this with the click of a button in eDOCS.

Docs to be reviewed will be moved to Small Business cabinet.

The system will handle the back and forth that happens during review through *automatic email notifications and status updates*.

Features:

- Electronic document storage
- Secured access
- Automatic email notifications about status updates
- Archiving of reviewed documents
- Reporting



Federal Aviation
Administration

“Best of the Best” Awards

Submit Fiscal Year 2014 nominations by February 3, 2015

Accepting nominations for:

- Small Business Advocate of the Year
- Program Official of the Year
- Procurement Official of the Year
- Procurement Team of the Year
- Corporate Citizen of the Year

Sponsored by the Small Business Development Program

View the Award Criteria and Nomination Template at the Small Business Development website on MyFAA.
Send your nomination to: 9-ACQ-BestoftheBestAwards@faa.gov

This is a government awards program for FAA employees only. Questions? Contact Gloria Rosier, gloria.rosier@faa.gov, (202) 267-7087



DID YOU KNOW?

Procurement Technical Assistance Centers (PTAC)

PTACs are a valuable resource for both small business vendors and the acquisition community. They assist vendors with a variety of tasks including System for Award Management (SAM) registration and bid matching. They are familiar with the vendor community and can assist in identification of sources. PTACs are located in the 50 United States and Guam. For more information contact: <http://www.aptac-us.org>.

Information Technology Industry Liaison Office

The Information Technology (IT) Industry Liaison Office (located at the Mike Monroney Aeronautical Center) functions as a technology broker for the FAA Information Services Office of Strategy & Performance. The IT Industry Liaison Office provides a point of entry for potential technology partners in order to maximize innovation opportunities for the agency and to reduce the number of industry calls and emails across FAA Information Services & Acquisition teams. For more information contact: Kenyon Elliott. at kenyon.r.elliott@faa.gov or 405-954-9665.

TRAINING COURSES

CON 260A – **The Small Business Program, Part A**
On-Line- Defense Acquisition University (DAU)

CON 260B – **The Small Business Program, Part B**
In residence at DAU. Prerequisite: 260 A.

FAC 031 – **Small Business Programs** www.dau.mil

FAA 60000099 – **FAA Small Business Development Program** <https://elms.faa.gov>

FAA SMALL BUSINESS LIAISON REPRESENTATIVES

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