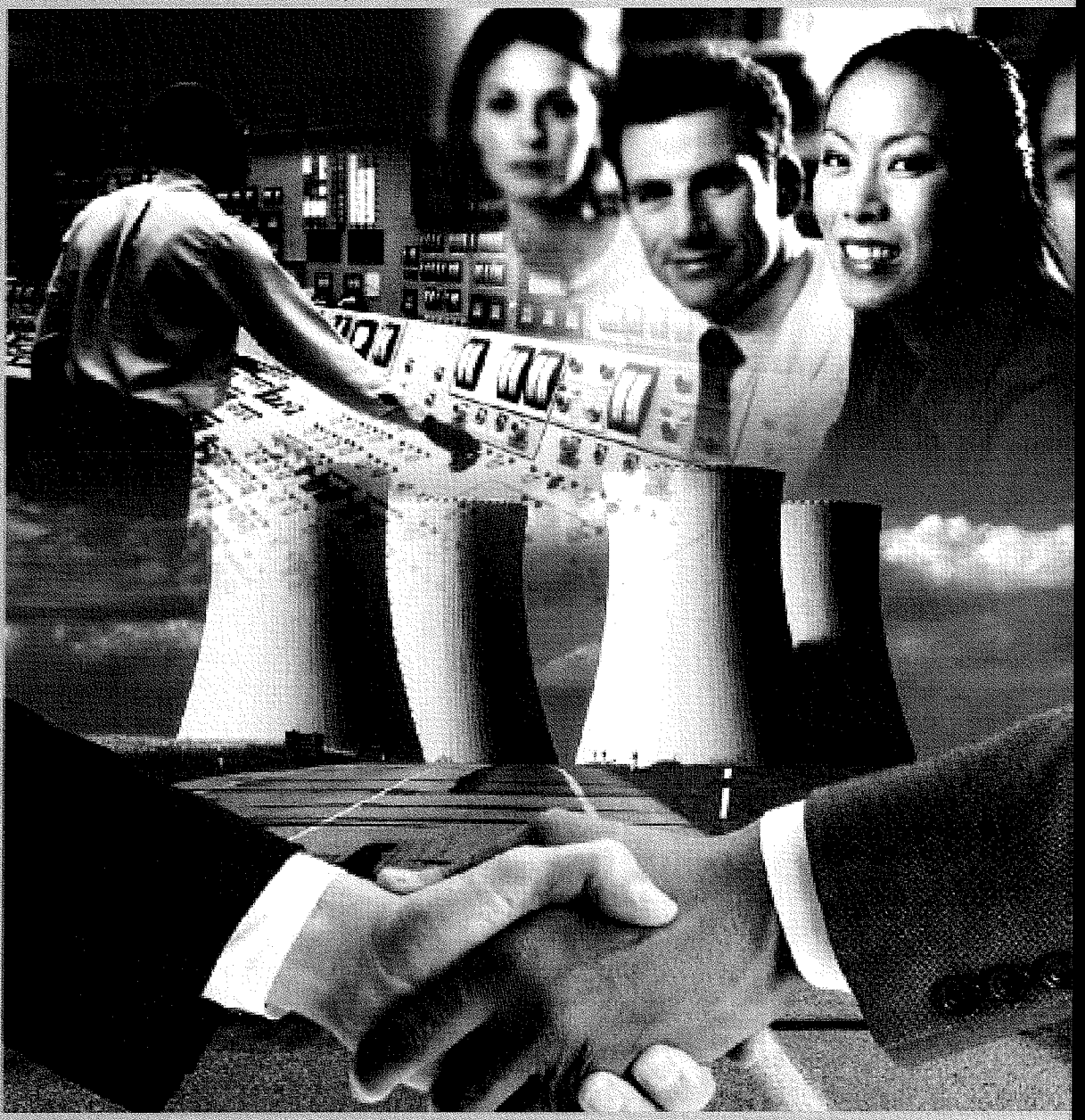
U.S.NRC

United States Nuclear Regulatory Commission

Protecting People and the Environment



U.S. Nuclear Regulatory Commission

Fiscal Year 2009 Small Business Strategic Plan

U.S. Small Business Administration
Small Business Procurement Scorecard
Fiscal Year 2009 Small Business Strategic Plan

AGENCY: U.S. Nuclear Regulatory Commission
Evaluator:
Date: August 29, 2008

Evaluation Measure #1
Implement a strategic plan to increase the value of competitively awarded contracts to small businesses during the period.

Brief Agency Comment for Scorecard Evaluation Measure #1:
The U.S. Nuclear Regulatory Commission (NRC) was established by the U.S. Congress on January 19, 1975, as an independent agency to regulate commercial and institutional uses of nuclear energy. The NRC's purpose is defined by the Atomic Energy Act of 1954, as amended, and the Energy Reorganization Act of 1974, as amended. These Acts provide the foundation for regulating the nation's civilian use of nuclear materials. The leadership of the NRC consists of a five-member Commission. The President nominates members to serve five-year terms with the consent of the U.S. Senate and designates one member as Chairman. *To fulfill the NRC's responsibility to protect the public health and safety; promote the common defense and security; and to protect the environment, the agency performs three principal regulatory functions: (1) establish standards and regulations, (2) issue licenses for nuclear facilities and users of nuclear materials, and (3) inspect facilities and other uses of nuclear materials to ensure compliance with regulatory requirements.* *The NRC procures more than $150 million dollars of products and services, ranging from basic office supplies and administrative support; construction and engineering to facility management and inspection to research and development to support agency mission objectives and goals. The NRC is committed to ensuring that agency policies, practices and operations afford maximum practicable prime and subcontract opportunities for U.S. small businesses[1] and that the agency implements both a small business and a contracts program that support such public policies. Both the NRC's small business and contracting programs engage in efforts to ensure that the agency's small business prime and subcontract goals are met or exceeded.* *The NRC Office of Small Business and Civil Rights, Small Business Program (SBP) is charged with advocating the interests of small business at the agency and directs an agency-wide program engaged in a variety of activities to meet small business-related Federal laws, regulations and policies and other Federal socioeconomic objectives. To that end, the NRC SBP supports small business in contract operations through the recommendation and initiation of small business contract set-asides; participates in procurement conferences and fairs, sponsored by the Federal, state and local*

[1] The term "small business" includes those small businesses owned by the disadvantaged (SDB), women (WOSB), veteran (VOSB), service-disabled veteran-owned (SDVOSB), and Historically Underutilized Business Zones (HUBZone) concerns.

governments, the congress and the local communities to reach small business; and provides contracting-related counsel and assistance to agency officials and the business community. These efforts are intended to maximize small business contracting; enable the agency to meet socio-economic contracting goals; forge strategic business alliances; and to ensure a competitive supplier base to meet agency mission-related contracting needs.

The NRC SBP Fiscal Year 2009 Strategic Plan is designed to advocate the interests of small business at the agency as well as to motivate and encourage both prime and subcontract opportunities. The SBP Fiscal Year 2009 Strategic Plan includes a variety of business liaison efforts, including acquisition operations monitoring and support, training and other outreach activities, counseling and assistance, all of which are intended to ensure that small businesses are afforded maximum practicable business opportunities at the NRC as well as to ensure that small businesses are able to serve as strategic partners to the NRC as it crosses new mission-related frontiers. The SBP Fiscal Year 2009 Strategic Plan's builds on the historical success of NRC's commitment to the Federal small business programs and its noteworthy accomplishments reflected by substantial trend and contract opportunity increases in each of the small business goaled categories. In fact, Fiscal Year 2007 small business program performance accomplishments exceeded all small business contract award goals, except in the service-disabled veteran-owned (SDVOSB) small business category. Although the NRC failed to meet the 3% SDVOSB Federal-wide goal, the agency more than doubled program performance since the last fiscal year.

The NRC's Fiscal Year 2009 Strategic Plan encompasses the NRC Chairman's personal commitment to the agency's SBP, particularly to SDVOSBs. The NRC Chairman recognizes the importance of the agency's SBP during major agency briefings and leadership exchanges and considers the SBP during regular performance briefings held with both NRC program and contract offices. In addition, NRC award programs, recognizing outstanding SBP accomplishments, are routinely sponsored.

The NRC's is committed to continued outstanding SBP support and performance and is exploring additional efforts and initiatives to increase contract opportunities for small businesses as the agency's contract program grows to support the agency's expanding mission. In addition and in accordance with Section 2(e) of Executive Order 13360, the NRC is dedicating SBP support and resources to launch agency-unique SDVOSB programs and initiatives. The NRC is committed to making efforts to meet the SDVOSB contracting goal. The NRC also recognizes the importance of embracing America's veterans as strategic partners in its contracting program, because it is the "right thing to do" and because it is in the nation's interest.

Highlights of the NRC SDVOSB contracting and small business collaborative efforts:

- *Launch an agency-wide "Helmets to Business" initiative to increase both NRC prime and subcontract opportunities for SDVOSB*
- *Facilitate veteran participation in the U.S economy to strengthen and expand the U.S. supplier base*

- *Facilitate research and technology-related partnerships between SDVOSB and the NRC to support agency mission activities and to meet agency SDVOSB contracting goals*

- *Establish a pilot mentor-protégé program between NRC prime contractors and SDVOSB to increase subcontract opportunities for SDVOSB and to afford technical and business development assistance*

- *Incentivize NRC contracts to utilize SDVOSB through award fee and special contract evaluation provisions*

- *Increase agency outreach, education and other training-related efforts to the SDVOSB community*

- *Increase agency SDVOSB contract set-asides*

- *Expand training for NRC contracting and program officials on the agency's SDVOSB efforts and other initiatives*

Fiscal Year 2009 Strategic Plan Counseling, Outreach and other Events:

Conferences:

NRC plans to actively participate in small business conferences throughout the fiscal year; conduct workshops, deliver education seminars, and presentations; participate in and staff exhibit booths at conferences; and participate in one-on-one "Business Matchmaking" sessions, sponsored by the congress, Federal, state, and local governments and local communities. The NRC plans to participate in the following conferences: Baltimore/Washington Corridor Government Procurement Fair, Women, Hispanic, Native and Asian -American Chambers of Commerce Procurement events, Department of Energy Small Business Conference, The Minority Enterprise Development (MED) Week Conference, the Federal Small Business Week, the OSDBU Directors Procurement Conferences, local and state government procurement conferences, other events sponsored by the Small Business Administration, Chambers of Commerce, as well as Federal and congressional offices.

The NRC's Meet & Greet Seminar Series:

Recognizing that knowing your customer and product/service market potential is critical to implementing a successful marketing plan and strategy at any Federal agency, particularly at the NRC. The SBP launched and will continue to deliver a bi-monthly Meet & Greet Seminar to introduce the agency, its mission and business opportunities as well as to educate the business community about the NRC's cultural environment. The Seminar will also introduce program and contract opportunities, its operations and unique agency business and mission considerations, and the agency's strategic plan for the future. The target audience is small businesses as well as large businesses, nonprofits and educational institutions interested in prime and subcontract opportunities at the agency.

The outreach event supports the agency's strategic plan to afford maximum practicable opportunities for small business and to achieve agency small business contracting goals.

Over 130 businesses attended the first Meet & Greet Seminar held the first Thursday in early August 2008 at the Rockville Hilton, Rockville, MD. The seminar featured the agency's Small Business Program, the Division of Contracts, the Office of Information Services' business opportunities and the Office of General Counsel. Each planned seminar agenda will include the agency's Small Business Program, the Division of Contracts, the Office of General Counsel and a selected, featured agency Program Office. The NRC received overwhelmingly positive response and accolades from the business community after the first seminar and expects the same in the future.

Fiscal Year 2009 Strategic Plan Acquisition and Small Business Training

The NRC SBP Manager participates in the agency's quarterly acquisition training program for agency officials, including project managers. Within the context and agenda for acquisition training, the SBP Manager introduces the NRC SBP, appropriate Federal statues, regulations and policies driving and governing small business programs and presents information on the mechanics of set-aside programs, subcontracting as well as how the agency's SBP serves as a agency resource to meet market research needs and objectives.

Fiscal Year 2009 Strategic Plan Training Materials and other Publication and Resource Information:

Annual Forecast of Contracting Opportunities. The SBP will continue to develop the NRC's Annual Forecast of Contracting Opportunities. The publication will provide key information about agency program requirements, contracting opportunities and points of contact at the agency.

Making Our Business Your Business. The SBP developed business information resource tool assists businesses understand and market to the

Web Site Posting. The SBP will post and maintain vendor as well as current business and contracting resource information on the NRC Web site.

Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure #2
Demonstrated top-level Agency commitment to small business contracting.
Brief Agency Comment for Scorecard Evaluation Measure #2:
The NRC Commission issued a press release dated November 20, 2007, highlighting NRC Small Business Program accomplishments, noting the agency exceeded its annual

small business contracting goals in four out of five targeted categories for small business.

The NRC's commitment to providing prime and subcontract opportunities for small businesses will be demonstrated in various ways throughout the year at the agency's highest levels.

For example, the agency's SBP was and will continue to rank among agenda topics raised by the NRC Chairman during "Commission Briefings." The Chairman will continue to recognize the agency's SBP during other key messages to senior executives at high level leadership meetings and retreats off site. The Office of Small Business and Civil Rights Director continues to present information about SBP performance, accomplishments, challenges and opportunities periodically during meetings with the Executive Director for Operations (EDO) and other senior executives.

The NRC's commitment to and success with small business contracting has been recognized by the Small Business Administration, receiving a "Green" rating for contract performance and for other accomplishments. The NRC is committed to SBP support at the highest levels of the agency.

The following are other examples of the NRC's high-level support:

- *Each year the EDO issues a memorandum to all Program Office Directors encouraging their continued support and participation in small business contracting activities, noting the agency's expectation of continued stellar program performance.*

- *The NRC will develop and incorporate agency wide performance measures in agency operating plans and is exploring other means of program performance support and motivations at all agency staff levels.*

Evaluator Comments:

Brief SBA comment for Scorecard:

Evaluation Measure #3
Planned significant events to increase small business participation in the procurement process during the period.
Brief Agency Comment for Scorecard Evaluation Measure #3:
The following list represents agency activities and some events the NRC will continue and plans to sponsor, deliver or engage in to increase contract opportunities for small businesses in Fiscal Year 2009. *Commission Briefings. The Office of Small Business and Civil Rights semi-annually briefs the NRC Commissioners in a public forum—these briefings routinely include an update on the agency's SBP. The Commissioners routinely pledge their full support for*

the small business initiatives at these public meetings.

Annual Small Business Procurement Fair. The NRC hosts an annual Small Business Procurement Fair to provide an opportunity for the NRC staff to meet with representatives from small businesses to exchange information about agency program needs and to explore matching marketplace capability.

At such events, the EDO typically delivers opening and welcoming remarks and declares full support for the NRC SBP. Historically, the NRC discovered matching business capability through such venues, resulting in a number of contract awards to small business.

SBP Updates to Senior Management and agency program offices. The Director SBCR regularly meets with the EDO and agency senior management to provide SBP updates and the agency's SBP Manager regularly meets with agency contract and program officials to advise, counsel and assist on small business program matters, contract requirements and marketplace interest, capacity and capability.

Service-Disabled Veteran Owned Small Businesses. The SBP will launch a special initiative, "Helmets to Business", to increase contract awards to SDVOSB and to facilitate mutual beneficial and strategic partnerships with the veteran community. The initiative will include a "Mentor/Protégé" program; contract evaluation and contract award fee incentives; increased counselling and assistance both to agency officials and the business community; collaboration with other Federal departments and agencies on Federal veteran-related initiatives; and an expanded public affairs and advertising campaign through varied media outlets, including magazines, such as Vetrepreneur.

Small Business Program Meet & Greet Seminar

The SBCR SBP is preparing for its second business-related Meet & Greet Seminar, scheduled for October 2, 2008. The purpose of these newly launched first-Thursday bi-monthly seminars is to introduce the NRC, its mission and acquisition operations as well as to promote and advertise potential contracting opportunities at the agency. The target audience not only is small businesses but includes for large businesses, nonprofits and educational institutions interested in networking and on facilitating prime and subcontract opportunities with small businesses. The outreach event supports the agency's strategic plan to afford maximum practicable opportunities for small business and to achieve agency small business contracting goals. Each seminar agenda will include the agency's SBP, the Division of Contracts, the Office of General Counsel and a selected, featured agency Program Office.

NRC Acquisition and Small Business Training

The NRC SBP Manager participates in the agency's Division of Contracts quarterly acquisition training program, which is directed at training and certifying agency project managers. Within the context and agenda for acquisition training, the SBP Manager introduces the NRC SBP, appropriate Federal statues, regulations and policies driving and governing small business programs and presents information on the mechanics of set-aside programs, subcontracting as well as how the agency's SBP serves as a agency resource to meet market research needs and objectives.

The NRC plans to continue hosting special outreach activities and other events to provide opportunities for small businesses to learn about contracting with the NRC as well as to provide introductory opportunities for the small business community.
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure #4
Demonstrates that small business data is accurately reported in FPDS-NG during the period.
Brief Agency Comment for Scorecard Evaluation Measure #4:
The NRC plans to continue complying with the Office of Federal Procurement Policy memorandum, dated March 9, 2007, requiring federal procurement data verification and validation. The NRC will: • *Ensure timely contract reporting;* • *Verify and validate contract reporting;* • *The Division of Contracts and the Small Business Program will monitor, review, analyze and report on contract data activity.* *The NRC will counsel the business community on the importance of maintaining current and accurate socio-economic information in the Central Contractor Registration System as well as to notify contracting officials for specific contract actions, when there is a need to report changes. The NRC Division of Contracts Senior Procurement Policy team routinely performs business and contract data verification and validation and on a quarterly basis conducts data and systems verification and validation. In addition, the team conducts audits and cross checks between the Federal Procurement Data System-Next Generation (FPDS-NG) and the agency's own contracting writing and reporting system to ensure current and accurate contract data collection and reporting. The NRC also tests system infrastructure operation and deployment through the independent verification and validation (IV&V) process.* *The NRC SBP Manager participates in the agency's project officer/manager certification training program and discusses matters related to accurate reporting on business size and ownership information.*
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure #5
Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.
Brief Agency Comment for Scorecard Evaluation Measure #5:
Consistent with Section 8(d) of the Small Business Act, the NRC acquisition-related policies and directives require all prime contractors, other than small businesses, responding to solicitations for procurement with an estimated contract value in excess of $550k to submit a subcontracting plan. Contractors are notified that subcontracting performance and subcontracting goal achievement as well as compliance by prospective prime contractors with previous subcontracting plans is a consideration in selecting contractors for future contract awards. Contractors also are advised that subcontracting plan performance and compliance is a factor contracting officers assess when performing and documenting official contractor past performance reports. *When thresholds are met, the NRC notifies and requires contractors, other than small businesses, to develop and submit subcontracting plans, establishing goals to utilize small business. The NRC utilizes and incorporates a subcontracting plan, modeled after the Small Business Administration sample, in all requests for solicitations or invitation for bids not reserved under small business set-aside programs. The model plan sets forth related Federal policies and guidelines and requires reporting compliance with Federal regulations. Contractors are notified to report subcontract activity to the Federal Electronic Subcontracting Reporting System (eSRS).* *The NRC contracting officials review and negotiate as appropriate subcontracting plans submitted to the agency. The NRC contracting officials submit such subcontracting plans to the SBP for review and acceptance. Adequate agency policies and procedures for processing such reviews and acceptance are in place and by utilizing eSRS, contracting officials easily monitor contractor performance and reporting on subcontract plan activity.* *The NRC has established, documented, and enacted systematic plans to conduct small business subcontracting plan reviews and enforce subcontracting plan compliance, including the meeting of subcontracting goals.*
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure #6
Demonstrated no unjustified bundling has taken place during the period.
Brief Agency Comment for Scorecard Evaluation Measure #6:
The Division of Contracts and the SBP has strengthened its oversight of agency activity and review of requirements development to minimize and scrutinize for potential unjustified contract bundling. Appropriate guidance, developed through agency directives or other Federal web resource information links, clarifies definitions of contract bundling and provides guidelines, processes and procedures to justify bundling activity. The agency has established and enacted systematic actions to ensure no unjustified bundling in planned acquisition strategies or in specific acquisitions. When reviewing acquisition plans, the NRC acquisition officials consider historical information related to recurring contract requirements and take necessary steps to "unbundle" bundled contract requirements that have not been justified in accordance with Federal regulations and other agency policies and procedures. However, when bundling is justified the NRC contracting officials routinely comply with the 30-day mandatory advisory notice procedure and notify the SBP for review and consideration. Contracting officials conduct market research, as appropriate, to determine whether bundling is necessary and justified. If market research indicates that bundling is necessary and justified and that the NRC will derive measurably substantial benefit, bundling would be justified. The NRC understands that measurably substantial benefits may include, individually or in any combination or aggregate, cost savings or price reduction, quality improvements that will save time or improve or enhance performance or efficiency, reduction in acquisition lead times, better terms and conditions and any other benefits and would post notice and document files, accordingly.. *As a result of ensuring and complying with such rigorous procedures, the NRC has not unjustifiably bundled contracts and does not plan to do so in Fiscal Year 2009. The NRC will continue to review FPDS-NG contract data on a quarterly basis to monitor for contract bundling.*
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure #7
Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period
How will SBA evaluate response?
Brief Agency Comment for Scorecard Evaluation Measure #7:
Educational Intranet/Internet Websites. *The NRC SBP maintains substantial educational and training materials and serves as an online portal to agency officials as well as to small business, hyper linking to laws, regulations, business development and other contracting tools and information, e.g. www.arnet.gov, available to the business community. Through these links, agency officials and small businesses gain access to events, electronic newsletters, webinars, podcasts and a myriad of business resources to support business formation and development needs as well as to Federal contract information and activity.*

Training: *The NRC SBP Manager participates in the agency's quarterly acquisition training program for agency officials, which includes project managers. Within the context and agenda for acquisition training, the SBP Manager introduces the NRC SBP, appropriate Federal statues, regulations and policies driving and governing small business programs and presents information on the mechanics of set-aside programs, subcontracting, contract reporting and presents on how the agency's SBP serves as a agency resource to meet market research needs and objectives.* *The NRC SBP Manager also delivers directed small business training to select agency program offices, groups, end users and individuals.*
Evaluator Comments:
Brief SBA Comment for Scorecard:

Evaluation Measure #8
Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.
Brief Agency Comment for Scorecard Evaluation Measure #8:
The NRC has historically worked very closely with the Small Business Administration (SBA) on numerous initiatives to assist small business. The NRC SBP Manager actively participates in the monthly SBA's Procurement Advisory Council meetings. The NRC also plans to collaborate with the SBA on new small business procurement policy efforts, including the SDVOSB "Helmets to Business" initiative. *The NRC meets with SBA's Office of Government Contracting annually to discuss NRC's small business contracting goals and the agency's performance against those goals, SBA's small business scorecard strategic plan and performance report, and other small business-related matters, including FPDS-NG contracting reports.* *The NRC participates in SBA-sponsored and supported "Business Matchmaking" events. In addition, the NRC actively participates in Small Business Conferences throughout the year by providing presentations, staffing exhibit booths, and counseling in one-on-one "Business Matchmaking" sessions. In the past, the NRC participated in the following conferences: Small Business Week; The Minority Enterprise Development (MED) Week; the OSDBU Directors Procurement Conference; the MD Congressional Procurement Conference & Expo; the MD Hispanic Business Conference; Congressman Wynn's, Congresswoman Norton's and Congressman Van Hollen's Annual Procurement & Business Conferences and Expos; the Montgomery County Minority Procurement Fair; the National and local Veteran and Service-Disabled Veteran' Conferences.* *The NRC is committed to actively participating in all of the events noted above as well as others in Fiscal Year 2009.*
Evaluator Comments:

Brief SBA Comment for Scorecard:

Evaluation Measure #9
Agency will submit all strategic plans and reports due to SBA during the reporting period.
Brief Agency Comment for Scorecard Evaluation Measure #9.:
The NRC will meet the following reporting deadlines: • *Competitive Demonstration Program Report, including a Progress Report on Increasing Opportunities for Women-Owned Small Businesses, due January 31st* • *Annual Report and Fiscal Year Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses, due January 31st* • *Annual Contract Bundling Report, due January 31st* • *Progress Report on Increasing Opportunities for Woman-Owned Small Businesses, due January 31* • *Corrective Actions to Address Unmet FY 2006 or FY 2007 Socio-Economic Goals, due January 31* • *Small Business Procurement Scorecard Fiscal Year 2009 Strategic Plan, August 29, 2008 and other Scorecard-related Reports or modifications or updates, as required* • *Annual Statement of Verification and Validation Results Report to the Office of Federal Procurement Policy* *The NRC uses these reports to monitor agency acquisition and small business activity, contract and program compliance as well as to consider general agency achievements and small business performance against agency contracting goals. Efforts in support of achieving small business contracting goals are part of the NRC's Director SBCR and SBP Manager's performance rating.*
Evaluator Comments:
Brief SBA Comment for Scorecard: