

U.S. Small Business Administration

Fiscal Year 2012

Small Business Procurement Scorecard

Grade Calculation Methodology

FY2012 federal prime contracting data retrieved from FPDS-NG on 03/15/2013 for the date range 10/1/2011 through 9/30/2012
FY2012 federal subcontracting data retrieved from eSRS on 04/15/2013 for the date range 10/1/2011 through 9/30/2012

Executive Summary

The annual Small Business Procurement Scorecard is an assessment tool which measures federal agency and government-wide achievement of the small business and socio-economic prime contracting and subcontracting goals.

Each Agency's Scorecard grade consists of its achievements in three areas, and each area is graded by the percentage shown below:

- Prime contracting achievement (80% of Scorecard grade)
- Subcontracting achievement (10% of Scorecard grade)
- Plan Progress report performance (10% of Scorecard grade)

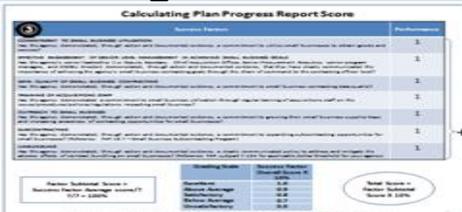
The prime and subcontracting component goals include goals for small businesses, small businesses owned by women, small disadvantaged businesses, service-disabled veteran-owned small businesses, and small businesses located in Historically Underutilized Business Zones (HUBZones). Agencies compile Plan Progress Reports that contain documented evidence that the Small Business Utilization Plans submitted by the agency were appropriately carried out in pursuit of their goals.

Each federal agency has a different small business prime and subcontracting goal, negotiated bi-annually in consultation with SBA. SBA ensures that the sum total of all of the goals exceeds the 23 percent target established by law. Each agency's efforts in meeting its small business goals expands opportunities for small businesses to compete for and win federal contracts.

In FY2009, the SBA moved from a color-based methodology that used three potential grade ranges (green, yellow, red) to a letter grade based methodology that has six potential grade ranges (A+, A, B, C, D, F). Expanding the number of grade ranges allows for more distinction among different agencies' performance.

***The scorecard format measures the total performance of an agency's achievements
in a clear and consistent method***

Agency Small Business Scorecard Grade Calculation Methodology

Achievement Category	Achievement Category Components	Component Weight	Weight of Category Achievement toward Overall Grade																																																	
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Agency Achievement Example

Prime Contracting			Subcontracting			Plan Progress Success Factors
	Goal (%)	Achievement (%)		Goal (%)	Achievement (%)	
Small Business	31.90	32.38	Small Business	40.00	49.27	<p>COMMITMENT TO SMALL BUSINESS UTILIZATION Has the agency demonstrated, through action and documented evidence, a commitment to utilize small businesses to obtain goods and services?</p>
SDB	5.0	14.18	SDB	5.0	10.14	<p>EFFECTIVE ENGAGEMENT OF SENIOR LEVEL MANAGEMENT IN ACHIEVING SMALL BUSINESS GOALS Has the agency's senior leadership (i.e. Deputy Secretary, Chief Acquisition Officer, Senior Procurement Executive, senior program managers, and OSDDBU Director) demonstrated, through action and documented evidence, that they have clearly communicated the importance of achieving the agency's small business contracting goals through the chain of command to the contracting officer level?</p>
WOSB	5.0	7.86	WOSB	5.0	10.89	<p>DATA QUALITY OF SMALL BUSINESS CONTRACTING Has the agency demonstrated, through action and documented evidence, a commitment to small business contracting data quality?</p>
SDVOSB	3.0	1.91	SDVOSB	3.0	1.51	<p>TRAINING OF ACQUISITIONS STAFF Has the agency demonstrated a commitment to small business utilization through regular training of acquisitions staff on the issues/procedures/policies/regulations impacting small business?</p>
HUBZone	3.0	2.70	HUBZone	3.0	2.98	<p>OUTREACH TO SMALL BUSINESS Has the agency demonstrated, through action and documented evidence, a commitment to growing their small business supplier base and increasing awareness of contracting opportunities for small businesses?</p>
<p>SDB = Small Disadvantaged Business WOSB = Woman Owned Small Business SDVOSB = Service Disabled Veteran Owned Small Business HUBZone = Small Business located in a Historically Underutilized Business Zone</p>						<p>SUBCONTRACTING Has the agency demonstrated, through action and documented evidence, a commitment to expanding subcontracting opportunities for small businesses? (Reference: FAR 19.7 – Small Business Subcontracting Program)</p>

Calculating Prime Contracting Score

1	Category Component Achievement		Goal		Achievement Score		Component Weight		Weighted Performance
Small Business	32.38%	/	31.90%	=	101.50%	X	60.0%	=	61.90%
SDB	14.18%	/	5.0%	=	150.00%*	X	10.0%	=	15.00%
WOSB	7.86%	/	5.0%	=	150.00%*	X	10.0%	=	15.00%
SDVOSB	1.91%	/	3.0%	=	63.67%	X	10.0%	=	6.37%
HUBZone	2.70%	/	3.0%	=	90.00%	X	10.0%	=	9.00%
									106.27
									Prime Score

*achievement score capped at 150.00%

Calculating Subcontracting Score

2	Category Component Achievement		Goal		Achievement Score		Component Weight		Weighted Performance
Small Business	49.27%	/	40.00%	=	123.18%	X	60.0%	=	73.91%
SDB	10.14%	/	5.0%	=	150.0%*	X	10.0%	=	15.00%
WOSB	10.89%	/	5.0%	=	150.0%*	X	10.0%	=	15.00%
SDVOSB	1.51%	/	3.0%	=	50.33%	X	10.0%	=	5.03%
HUBZone	2.98%	/	3.0%	=	99.33%	X	10.0%	=	9.93%
									118.87
									Sub-k Score

*achievement score capped at 150.00%



Calculating Plan Progress Report Score

 Success Factors	Performance
COMMITMENT TO SMALL BUSINESS UTILIZATION Has the agency demonstrated, through action and documented evidence, a commitment to utilize small businesses to obtain goods and services?	1
EFFECTIVE ENGAGEMENT OF SENIOR LEVEL MANAGEMENT IN ACHIEVING SMALL BUSINESS GOALS Has the agency's senior leadership (i.e. Deputy Secretary, Chief Acquisition Officer, Senior Procurement Executive, senior program managers, and OSDBU Director) demonstrated, through action and documented evidence, that they have clearly communicated the importance of achieving the agency's small business contracting goals through the chain of command to the contracting officer level?	1
DATA QUALITY OF SMALL BUSINESS CONTRACTING Has the agency demonstrated, through action and documented evidence, a commitment to small business contracting data quality?	1
TRAINING OF ACQUISITIONS STAFF Has the agency demonstrated a commitment to small business utilization through regular training of acquisitions staff on the issues/procedures/policies/regulations impacting small business?	1
OUTREACH TO SMALL BUSINESS Has the agency demonstrated, through action and documented evidence, a commitment to growing their small business supplier base and increasing awareness of contracting opportunities for small businesses?	1
SUBCONTRACTING Has the agency demonstrated, through action and documented evidence, a commitment to expanding subcontracting opportunities for small businesses? (Reference: FAR 19.7 – Small Business Subcontracting Program)	1
UNBUNDLING Has the agency demonstrated, through action and documented evidence, a clearly communicated policy to address and mitigate the adverse effects of contract bundling on small businesses? (Reference: FAR subpart 7.104 for applicable dollar threshold for your agency)	1



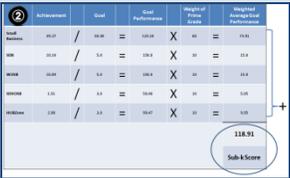
Factor Subtotal Score =
Success Factor Average score/7
7/7 = 100%

Grading Scale	Success Factor Overall Score X 10%
Excellent	1.0
Above Average	0.9
Satisfactory	0.8
Below Average	0.7
Unsatisfactory	0.6

Total Score =
Factor Subtotal
Score X 10%

Agency success factor performance is scored by a peer review panel of OSDBU/OSBP directors

Calculating Agency Overall Small Business Procurement Grade

Achievement Category	Category Score		Weight of Category toward Overall Grade		
① Prime 	106.27%	X	80%	=	85.02%
② Subcontracting 	118.87%	X	10%	=	11.89%
③ Plan Progress 	100.0%	X	10%	=	10.0%
Overall Small Business Performance Grade					A 106.90%
A+ ≤ 150% but ≥ 120% A < 120% but ≥ 100% B < 100% but ≥ 90% C < 90% but ≥ 80% D < 80% but ≥ 70% F < 70%					





Questions

SBA.gov Small Business Procurement Scorecards

<http://www.sba.gov/content/small-business-procurement-goaling-scorecards>

Small Business Industry Groups and Members of the Press

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