

SMALL BUSINESS ACQUISITION PROGRAM

I. Purpose

This directive establishes the Department of Homeland Security (DHS) policy for the Small Business Acquisition Program.

II. Scope

This directive applies to all DHS organizational elements.

III. Authorities

- A. The Small Business Act, 15 USC 637
- B. Federal Acquisition Regulation Part 19.

IV. Definitions

- A. **Small Business**: A firm that is independently owned and operated, not dominant in its field, and meets federal size standards.
- B. **OSDBU**: The Office of Small and Disadvantaged Business Utilization, designated to assist, counsel, and advise small businesses on how to do business with the DHS.
- C. **Component**: Each organizational element within the DHS with an acquisition office.
- D. **Designated DHS Official**: Senior DHS Officials as designated by the Secretary, Deputy Secretary or Under Secretaries.

V. Responsibilities

- A. **All Under Secretaries and Designated DHS Officials**: shall be responsible for the implementation of this policy.

B. **OSDBU**: shall serve as the focal point for small business acquisition matters, and works closely with all DHS organizations to implement the program. In accordance with the Small Business Act, the Director, OSDBU reports to the Deputy Secretary for policy matters; for administrative support, the OSDBU is aligned in the Office of the Under Secretary for Management.

VI. Policy & Procedures

A. **Policy**: It is the policy of DHS to establish an Office of Small and Disadvantaged Business Utilization (OSDBU).

1. Consistent with our mission, DHS will provide maximum practicable opportunities in our acquisitions to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Such concerns must also have the maximum practicable opportunity to participate as subcontractors in the contracts awarded by DHS, consistent with efficient contract performance.

2. This small business acquisition policy is a shared responsibility among all DHS employees involved in the acquisition process. Through a unified team approach involving senior management, small business personnel, acquisition personnel, and technical/program staff, we can support both our critical national mission and the important public policy objective of small business inclusion in our acquisition program.

B. **Procedures**: In support of this policy, the OSDBU will:

1. Work closely with the Small Business Administration;
2. Request that each DHS component identify an individual responsible for the small business program;
3. Prepare and maintain a small business website;
4. Prepare a small business acquisition training program ;
5. Establish an organizational structure to ensure the impartiality of the component small business function;
6. Prepare small business marketing publications (such as a forecast of contract opportunities on a fiscal year basis);
7. Develop an outreach program with monthly sessions and support the Annual OSDBU Directors Conference;

8. Establish DHS-wide small business goals resulting from consultations with individual components;
9. Work with various industry and small business trade associations;
and
10. Prepare a strategy in support of OMB's policy to eliminate unnecessary contract bundling and to mitigate the effects of necessary contract bundling.

C. **Questions or Concerns Regarding the Process:** Any questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management