

Social Security Administration's (SSA) Office of Small and Disadvantaged Business Utilization
Duties and Responsibilities

The Office of Small and Disadvantaged Business Utilization (OSDBU) was established in October 1979 pursuant to Public Law 95-507 which assigned it the task of fostering the use of small and disadvantaged businesses as Federal contractors. To accomplish this task, the OSDBU develops and implements appropriate outreach programs aimed at heightening the awareness of the small business community to the contracting opportunities available within SSA. Outreach efforts include activities such as sponsoring small business fairs and procurement conferences, as well as participating in trade group seminars, conventions, and other forums promoting the utilization of small and disadvantaged businesses as contractors.

In accordance with Section 15(k) of the Small Business Act, the OSDBU shall:

1. Identify proposed solicitations that involve significant bundling of contract requirements to:
 - a. Ensure referral of bundling requirements to the Procurement Center Representative (PCR) at least 30 days prior to issuance of the solicitation;
 - b. Ensure the contract file contains market research justifying any proposed bundles, including the measurable benefit analysis required by Federal Acquisition Regulation (FAR) 7.107-3 and (if applicable) 7.107-4;
 - c. Ensure the contracting activity complies with the acquisition guidance regarding "bundling" and;
 - d. Mitigate the negative impact on small business because of the bundling.
2. Assist small business concerns to obtain payments, required late payment interest penalties, or information regarding payments due to such concerns.
3. Make recommendations to contracting officers as to whether a particular contract requirement should be awarded to small disadvantaged business, Historically Underutilized Business Zone small business, women-owned small business, or service disabled veteran owned small business and:
 - a. Document all actions requiring Small Business Specialist and/or Small Business Administration PCR review;
 - b. Develop and implement policies and initiatives to help ensure small business have the opportunity to compete for and receive a fair share of agency procurements and;
 - c. Ensure contracting officers make every reasonable effort to solicit additional small business sources, including all socio-economic sub-categories.

4. Review and advise the agency on any decision to convert an activity performed by a small business concern to an activity performed by a Federal employee.
5. Provide the Chief Acquisition Officer and Senior Procurement Executive of the agency with advice and comments on acquisition strategies, market research, and justifications related to consolidation of contract requirements.
6. Provide training to small business concerns and contract specialists such as:
 - a. Goaling briefings to contract specialists and technical personnel;
 - b. Additional education relating to small business contracting for agency acquisition and program personnel with leadership and oversight responsibilities and;
 - c. Offering training to small business concerns on the issues/procedures/policies/regulations impacting small business.
7. Receive unsolicited proposals and, when appropriate, forward them to personnel of the activity responsible for reviewing such proposals.
8. Submit, each fiscal year, to the Committee on Small Business of the House of Representatives and the Committee on Small Business and Entrepreneurship of the Senate a report describing—
 - a. Training provided by the Director in the most recently completed fiscal year;
 - b. Percentage of the budget of the Director used for such training in the most recently completed fiscal year;
 - c. Percentage of the budget of the Director used for travel in the most recently completed fiscal year.
9. Submit all required annual reports to Congress, through the United States Small Business Administration (including Small Business Procurement Scorecard, Contract Bundling report, Corrective Action Report, and Mentor Protégé Report).
10. When notified by a small business concern prior to the award of a contract that the small business concern believes that a solicitation, request for proposal, or request for quotation unduly restricts the ability of the small business concern to compete for the award:
 - a. Submit the notice of the small business concern to the contracting officer, and if necessary, recommend ways the solicitation, request for proposal, or request for quotation may be altered to increase the opportunity for competition;
 - b. Inform the advocate for competition of such agency of the notice and;

- c. Ensure that the small business concern is aware of other resources and processes available to address unduly restrictive provisions in a solicitation, request for proposal, or request for quotation, even if the resources and processes are provided by such agency, the Small Business Administration, the Comptroller General or a procurement technical assistance program.
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11. Review summary data provided by purchase card issuers of purchases made by the agency greater than the micro-purchase threshold and less than the simplified acquisition threshold to ensure that the purchases have been made in compliance with the provisions of the Small Business Act and have been properly recorded in the Federal Procurement Data System.
 12. Provide assistance to a small business concern awarded a contract or subcontract in finding resources for education and training on compliance with contracting regulations (including the FAR) after award of such a contract or subcontract.
 13. Review all subcontracting plans to ensure maximum practicable opportunity for small business concerns to participate in the performance of the contract to which the plan applies, and to ensure compliance with FAR 19.704. The OSDDBU will ensure the contracting officer considers establishing an evaluation factor for the subcontracting plan.