

**O N E**



**H H S**

# HISTORY OF HHS

- The Cabinet-level Department of Health, Education and Welfare (HEW) was created on April 11, 1953, during President Eisenhower's administration.
- In 1979, the Department of Education Organization Act created a separate Department of Education. HEW became the Department of Health and Human Services (HHS) on May 4, 1980.
- HHS is the U.S. Government's principal agency for **advancing the health, safety and well-being of our people**. In today's world HHS participates on a global basis.



# ROLE OF HHS

- HHS is responsible for managing over 300 programs with a *projected* FY'11 budget of \$911 Billion.
- HHS' mission is executed by approximately 11 Operating Divisions (OPDIVs) that manage a wide range of human issues, including substance abuse, Medicare and Medicaid, children's health, health disparities, disease prevention and health promotion.



# ROLE OF OSDBU

- Established in October 1979, the **OSDBU** develops and implements outreach programs for the small business community.
- Outreach efforts include small business fairs, procurement conferences, trade group seminars, conventions and forums.
- As stated in the Small Business Act, ALL small businesses shall have “**maximum practicable opportunity**” to participate in providing goods and services to government. **Our Department is committed to that policy!**



# HHS OSDBU VISION

- Unify the business process
- Engage in early acquisition planning
- Expand and diversify SB vendor base
- Respond to Sources Sought
- Maintain a current forecast
- Maintain an active contracts list
- Build a strong subcontracting program
- Conduct internal training



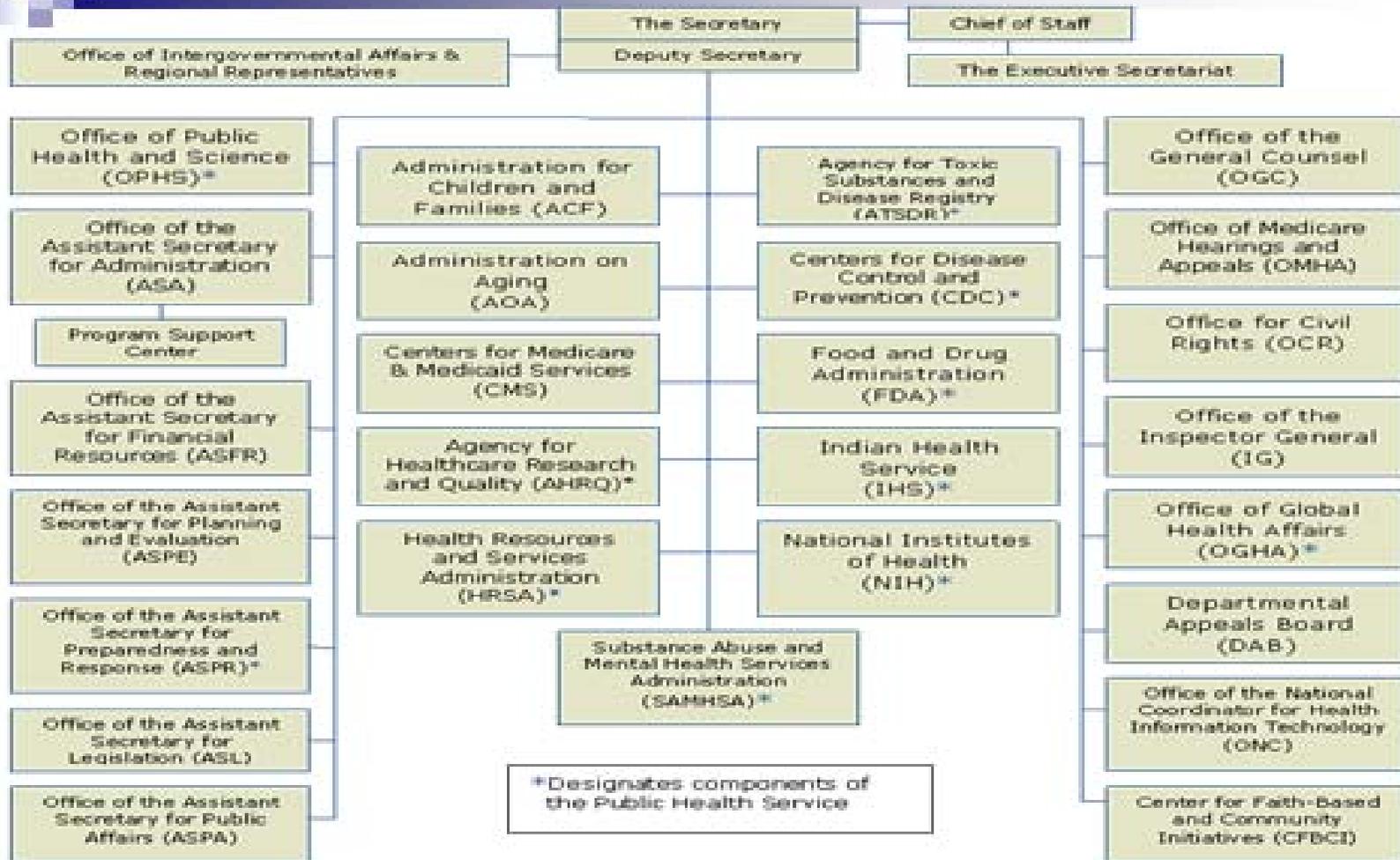
# SMALL BUSINESS ADMINISTRATION

SBA key responsibilities are:

- Negotiating annual procurement goals with each executive agency on two year cycles;
- Reviewing each agency's results; and
- Ensuring that statutory government-wide goals are achieved through interaction with SBA's Procurement Center Representative (PCR).



# ORGANIZATIONAL CHART



U.S. Department of Health and Human Services  
Office of Small & Disadvantaged Business Utilization

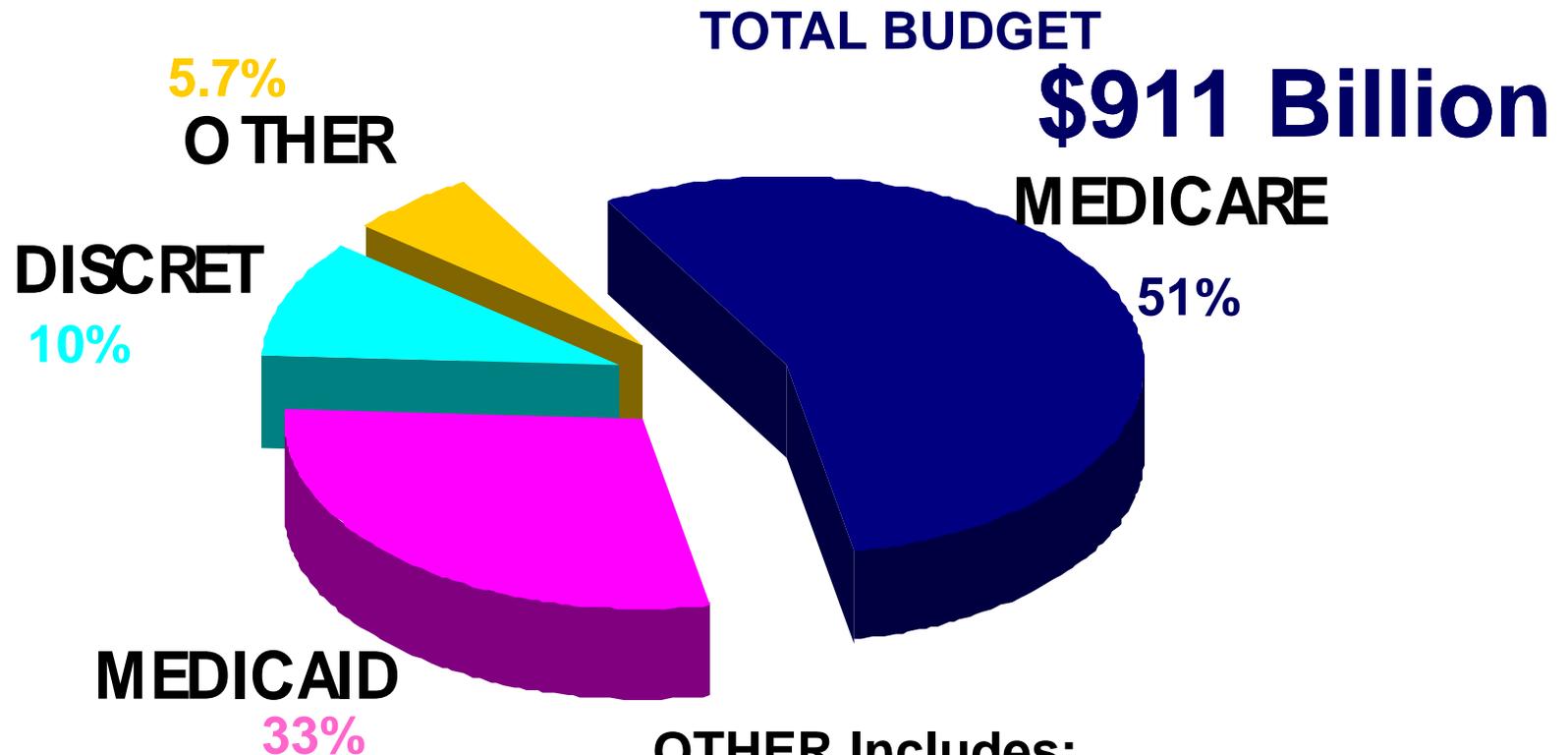


# HHS OSDBU STRUCTURE

- ONLY Executive Agency where Small Business Specialists (SBS) report to the OSDBU Director.
- SBS are co-located in the Operating Divisions.
- Works daily with the Contracting and Program Office staff to determine the best acquisition strategy.
- Unified approach benefits the vendors.



# HHS BUDGET: Projected FY 2011



## OTHER Includes:

- 3% Children's Entitlement
- 2.3% Temporary Assistance for Needy Families (TANF)
- 0.4% Other Mandatory

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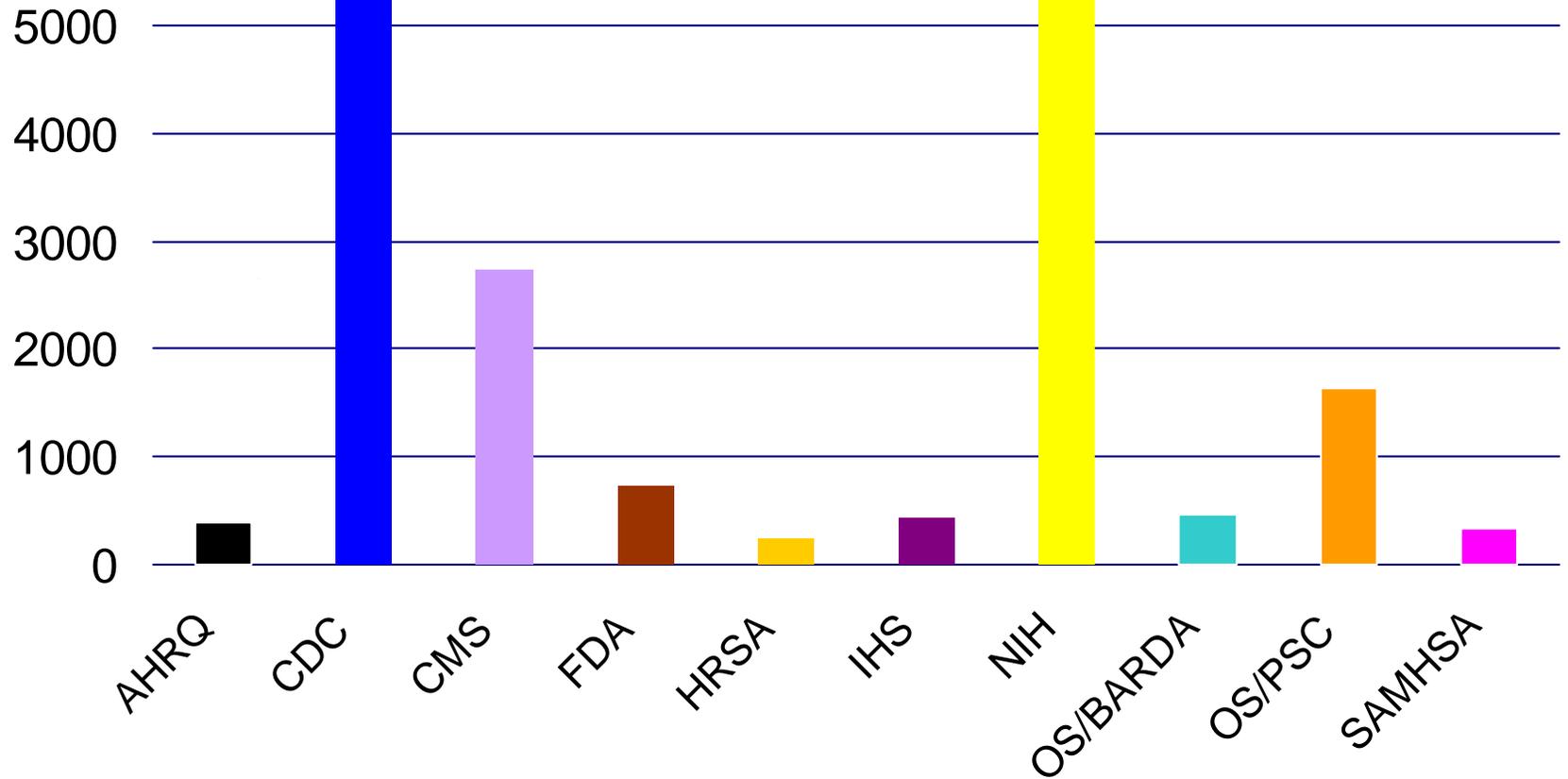
# GOV'T-WIDE & HHS PRIME CONTRACTING GOALS

	GOVT-WIDE	HHS
ALL SMALL BUSINESS	23%	19.5%
Disadvantaged (SDB)	5%	5%
WOMEN (WOSB)	5%	5%
HUBZone	3%	3%
VETERANS (SDVOSB)	3%	3%

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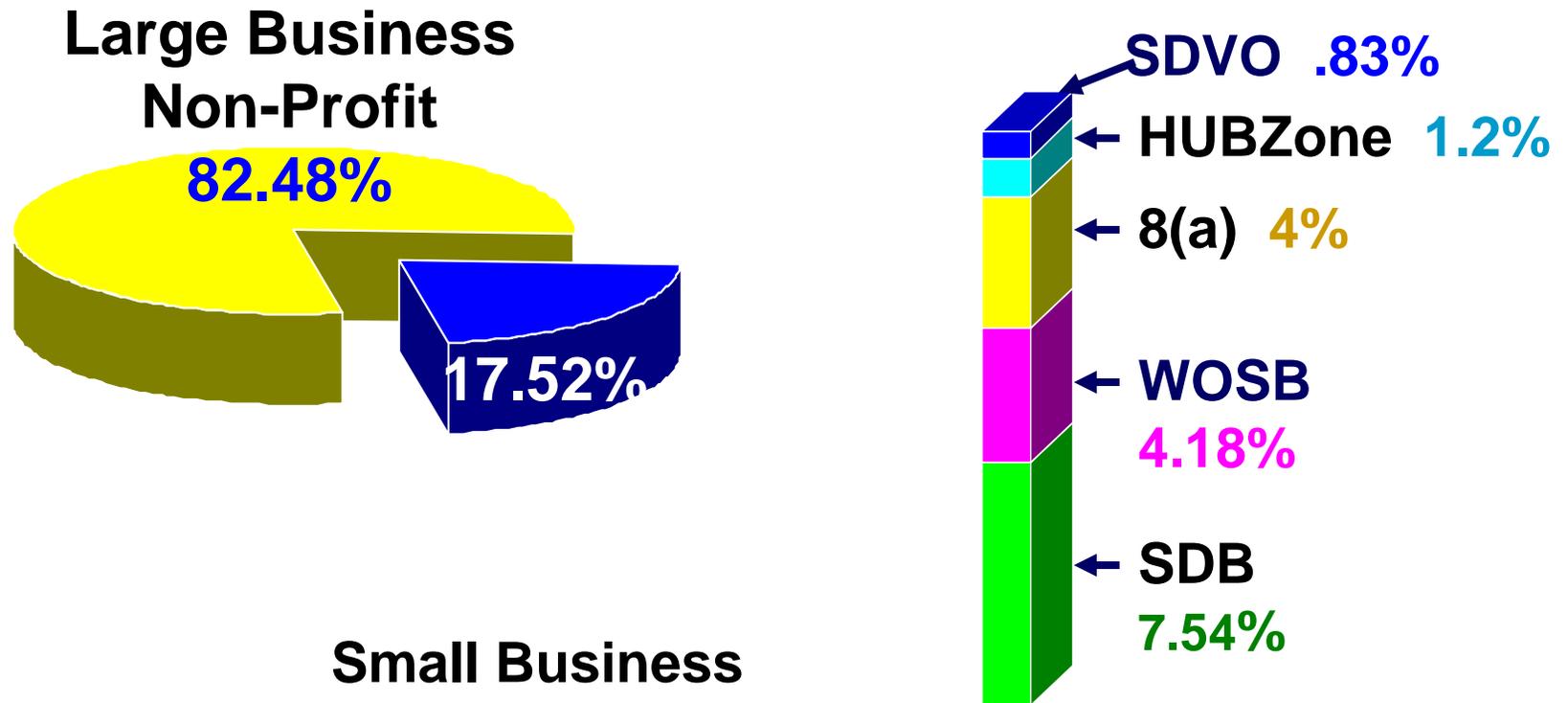
# Agency Awards:(Projected) FY 10 \$18.2B



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# Award Distribution: *Projected* FY 2010



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# WHAT WE BUY

**Management Services  
(50.92%)**

**Products  
(19.19%)**

**Information Technology  
(15.41%)**

**Construction  
(14.48%)**



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# STRATEGIC SOURCING

OMB driven, Government-wide effort to reduce operational costs; promote efficiencies across all Executive Agencies; and designed to leverage buying power across the Department.

Areas of focus:

- Office Supplies, Equipment and Furniture
- Domestic Mail Delivery Service
- IT Peripherals
- Custodial Products
- Pilot for Document Management
- Laboratory Supplies
- Events Management
- Temp Admin & Professional Staffing
- Temp Professional & Medical Services

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# STRATEGIC SOURCING

60% of the available dollars are in the SB bucket for the following services and products:

- IT Peripherals, Office Furniture, Events Management & Planning, Temp Administrative & Professional Staffing, Custodial Products & Office Supplies thru GSA.
- Departmental waivers are no longer required. Strategic sources still preferred but purchases may be made from non-strategic vendors with valid justification.

Large Business Awards for the following services and products:

- Lab Supplies, Office Supplies, Temp Professional & Medical Services and Domestic Mail Delivery

\* POC for Staples Supplier Diversity Program is Jim Dorman (508.253.6709).

\* POC for Canon Supplier Diversity Program is Dave Patrick (703.807.3862)



# Mentor-Protégé Program

Applications accepted 03/15, 06/15, 10/15 of each year

Mentors must:

- hold an HHS prime contract/approved Sub plan
- not be on the list of excluded parties
- may have multiple protégés
- eligible in NAICs where providing assistance
- receive dollar for dollar credit

Protégé may:

- be any type of small business
- meet federal size standard in the NAICs
- only have one mentor
- qualify in the NAICs where assistance is being given

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# GETTING STARTED

“IT IS AS EASY AS 1,2,3:”

1. Visit the OSDBU website ([www.hhs.gov/osdbu](http://www.hhs.gov/osdbu)) to review the following links:
  - HHS Operating Divisions (OPDIVs) Forecast of Procurement/Contracting Opportunities
  - OPDIV Active Contracts Listing
  - “How To Do Business” Guide
2. Register to attend a Vendor Outreach Session.
3. Update your company’s information on the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov))

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# BUSINESS BASICS

Do your homework. The A, B and C's are critical...

**A**lways offer your company's skills first, then the tools to acquire your company's service or products (SDVOSB, Hubzone, 8(a), GSA schedule, Govt. credit card). Narrow your focus to 2-3 Operating Divisions at a time to focus on what it buys.

**B**e prepared. Know your audience...are you meeting with a SBS, CO and PO? These individuals have the same goal, but take different routes to achieve the agency's mission. Make sure that you speak their language. Know the FAR and the HHSAR.

**C**reate and build relationships. It could take 18-24 months, be patient and savvy. First impressions are critical. Arrive on time with a crisp, focused presentation. Be open to teaming.



# SOURCES SOUGHT

- Sources Sought Notices (Notices) are considered an effective market research tool that is widely used throughout HHS and supported by the Small Business Administration, Procurement Center Representatives. Please respond to these Notices. When doing so, keep in mind the following:
  - **Tailor capability** statements to the information requested;
  - If the **Notice is too restrictive**, alert the OSDDBU staff;
  - Debriefs are not provided, but you should **inquire about the final acquisition strategy**; and
  - **Respond, Respond, Respond**-this is how we learn about capable sources out there!



# RFP POINTERS

- Are you capable? Make an intelligent decision
- Read and re-read Sections C, L & M (SOW, proposal prep. instructions & evaluation criteria)
- Answer the mail: “How” are YOU going to do the job – do not parrot back the RFP
- Succinctly demonstrate your understanding of the issues & substantiate your costs
- Pay close attention to page limitations
- Best Value - Lowest cost does not always win
- Always request a debriefing
- Learn how to improve



# HELPFUL LINKS

- Recovery Act Reporting- [www.federalreporting.gov](http://www.federalreporting.gov)
- Federal Acquisition Regulations – [www.arnet.gov](http://www.arnet.gov)
- HHS Recovery - <http://www.hhs.gov/recovery/>
- FedBizOpps – [www.fedbizopps.gov](http://www.fedbizopps.gov)
- Federal Procurement Data System- Next generation - [www.fpds.gov](http://www.fpds.gov)
- General Services Administration – [www.gsa.gov/fas](http://www.gsa.gov/fas)
- Procurement Technical Assistance Center – [www.aptac-us.org](http://www.aptac-us.org)
- Small Business Administration – [www.sba.gov/gc](http://www.sba.gov/gc)
- Electronic Subcontracting Reporting System (ESRS) Information - <http://www.hhs.gov/osdbu/subcontracting.html>



# ACRONYMS

Acronyms used in HHS' acquisitions process:

- OSDBU Office of Small & Disadvantaged Business Utilization
- OPDIV: Operating Division (HHS term)
- OGAPA: Office of Grants and Acquisition Policy and Accountability
- I/C: Institute or Center within NIH
- SBPM: Small Business Program Policy Manual
- HCA: Head of Contracting Activity
- e-SRS: Electronic Subcontract Reporting System
- FAR: Federal Acquisition Regulation
- COTR: Contracting Officer Technical Representative
- PA: Purchasing Agent
- BPA: Blanket Purchase Agreement
- HHSAR: HHS Acquisition Regulation
- FY: Fiscal Year (October 1<sup>st</sup> – September 30<sup>th</sup>)



# CONTACT INFORMATION

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