



Washington Headquarters Services

Office of Small Business Programs





- **Introduction to WHS**
 - The Directorates and Offices
 - Who we support
 - Top NAICS
- **Acquisition Process**
- **OSBP Tips**
- **Conclusion**



Washington Headquarters Services- Directorates

WHS organizational components:

- Acquisition Directorate (AD)
- Executive Services (ESD)
- Office of Equal Employment Opportunity and Diversity (EEOD)
- Facilities Services (FSD)
- Financial Management (FMD)
- Human Resources (HRD)
- Joint Service Provider
- Office of General Council (OGC)
- Office of Small Business Programs (OSBP)



OSD Requiring Offices



Offices of the Secretary of Defense requesting WHS acquisition support

- Office of the Secretary of Defense (OSD)
- Office of the Secretary of Defense General Counsel (OGC)
- Office of the DoD Inspector General (IG)
- Deputy Chief Management Officer (DCMO)
- Pentagon Force Protection Agency (PFPA)
- Under Secretary of Defense Acquisition, Technology & Logistics (AT&L)
- Offices Supporting the Secretary of Defense including:
 - Defense Acquisition University (DAU)
 - Under Secretary of Defense for Policy (DPAP)
 - Director Operational Test & Evaluation
 - Director Cost Assessment and Program Evaluation



Products/Services Procured...



Construction Services:

NAICS:

- 236210- Industrial Building Construction
- 238310- Drywall and Insulation Contractors
- 238910- Site Preparation Contractors

Facilities Maintenance:

NAICS:

- 337214- Office Furniture Manufacturing
- 561210- Facilities Support Services
- 561730- Landscaping Services



Products/Services Procured



More than \$1B awarded in NAICS 54: Professional, Scientific & Technical Services

Knowledge-Based Services:

NAICS:

- 541611- Administrative Management & Gen. Management Consulting Services
 - Financial Management Consulting Services
- 541690- Other Scientific and Technical Consulting Services
- 541519- Other Computer Related Services

Examples of the services include in this NAICS: Administrative support, Conference support, Specialized staffing support services, Special studies, Training and development, etc.



WHS- Acquisition Process



Overview and summary of the acquisition process

- I. Customer identifies a requirement or need**
 1. Performance Work Statement (PWS) completed
 2. Independent Government Cost Estimate completed
 3. Funding is secured



WHS- Acquisition Process, continued...



II. Acquisition planning and market research

- Perform Market Research – Identify all potential sources from:
 - Previous purchases & review of acquisition history
 - Directories, internet searches, trade publications, telephone surveys, vendor interviews, etc.
 - Publicize Sources Sought Notice; Request for Information – notice may be issued on FBO or GSA



WHS- Acquisition Process, continued...



III. Summarize results from market research and prepare market research report and acquisition plan

- a) Do the results indicate that Small Businesses are capable of performing the work at a fair market price?
- b) If market research results indicate that small businesses are capable, the requirement is set aside for small business
 - i. Based on market research results, specific socioeconomic categories may be determined - example: SDVOSB



WHS- Acquisition Process, continued...



IV. Subcontracting

- Subcontracting opportunities and mandatory small business participation may be included in the solicitation
- Subcontracting plan is required if acquisition is over \$700,000 and the opportunities are available
- Small Business Participation as an evaluation factor for contract award may be established based on results of market research



WHS- Acquisition Process, continued...



- Pre-Award
 - Entails market research, preparing solicitation (RFP/RFQ), receiving of proposals/quotes, evaluation
- Award
 - Naming awardee, setting terms and conditions of the contract
- Post Award
 - Contract administration, modification, contract closeout



Where to find procurement opportunities



- Federal Business Opportunities (www.fbo.gov)
 - Sources sought notices/Request for Information
 - Solicitations
 - Award Notices (subcontracting)
- General Services Administration (GSA) (www.gsa.gov)
 - e-Buy (services)
 - Advantage (commodities)



Small Business Resources



- Business Gateway Initiative (Legal and Regulatory Information)
www.business.gov
- Federal Procurement Data System- Next Generation (FPDS-NG)
www.FPDS.gov
- Procurement Technical Assistance Program (PTAP)
<http://www.dla.mil/HQ/SmallBusiness/PTAP.aspx>
- Small Business Administration (SBA)
 - Counseling - in person, email
 - Small business certifications
 - Financial Assistance Training (online, classroom, free or low cost)
www.sba.gov or www.sba.gov/services/training



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