



DCMA

Small Business Contract Administration

Tatia Evelyn-Bellamy
Director
Small Business Division
Small Business Center



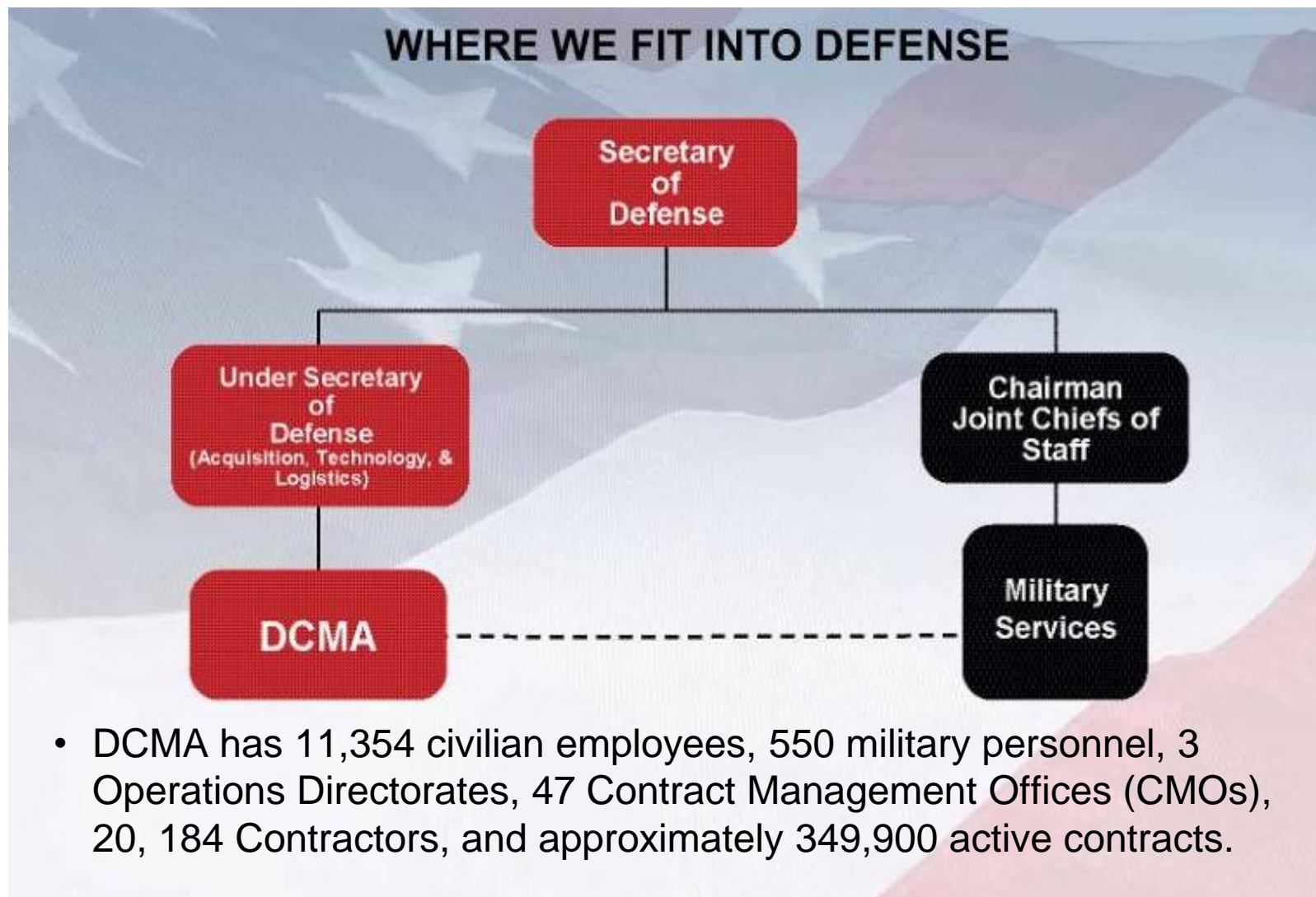
Mission

Advocate for Small Business

Vision

Provide exceptional small business program support to our customers and optimize subcontracting opportunities for small business that ensures delivery of quality products and services to warfighters, on time and at cost

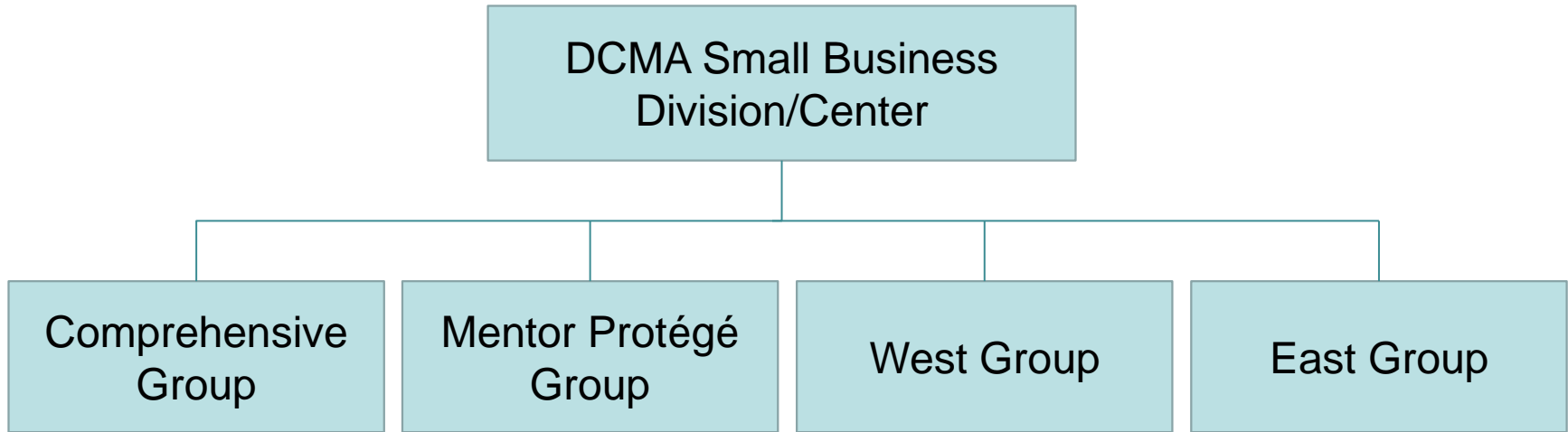
- **Operates under the DoDD 4205.01, DoD Small Business Programs, dated March 10, 2009**
- **Federal Acquisition Regulation(FAR) 42.302 (a)(51),(52),(53),(54) and (55)**
- **FAR and DoD FAR Supplement Part 19; corresponding clauses, forms, and Procurement Guidance Information (PGI)**



- **Responsible for developing policies, procedures, practices, training and tools**
- **Communicate small business objectives with primary DoD customers**
- **Oversee large business subcontracting programs**
- **Maximize small business opportunities in support of our DoD customers and the Warfighter**
- **Accountable for effective mission execution through the Small Business Center Business programs.**

Division Director - DCMA Small Business Ombudsman

- Small Business Administration (SBA)
 - Aid, counsel, assist and protect the interests of small business concerns
 - National Small Business Policy
 - Administration of goals
- DoD Office of Small Business (OSBP)
 - Provide leadership and **Governance with DCMA** and to the Military and DoD Agencies Small Business Programs
 - Manage specific SB related programs (SBIR, CSP, Mentor Protégé)
- Military Services and DoD Agencies
 - Provide opportunities to small businesses when awarding prime contracts
 - Negotiate and establish goals for subcontracts when awarding contracts
- **Defense Contract Management Agency (DCMA)**
 - **Post award contract administration**
 - **Oversight of SB subcontract management plans** ➔ **COMPLIANCE**
 - **Provides Past Performance SB documentation**



Small Business Headquarters Staff

Policy, planning and execution of national Small Business programs. Interface with OSD, Military Services, other Government agencies and various Industry associations representing both large and small businesses with regard to small business subcontracting issues.

East/West Groups

Implementation and management of DCMA's Small Business Program, including reviews of pre-award Subcontracting Plans, Subcontracting Programs and Procurement Technical Assistance Centers.

Comprehensive Subcontracting Program(CSP) Group

Negotiation of Comprehensive Small Business Subcontracting Plans with Defense contractors who participate in the Test Program, review performance and provide timely information to our customers regarding the application, execution and sustainment of the CSP Small Business Programs.

Mentor Protégé Group

Implementation and management of the DoD Mentor-Protégé Program, including review and approval of credit agreements, annual review of all reimbursable and credit agreements, post agreement reviews of protégés and annual return on investment report.

Supervisory Procurement Analysts

Management Analyst

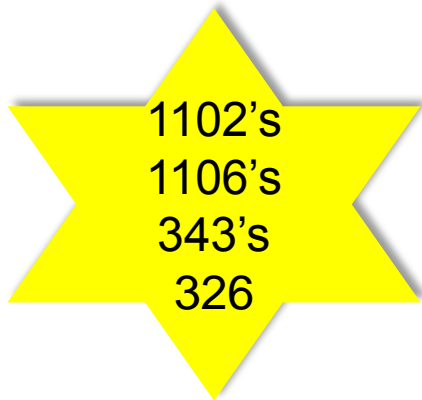
Program Analyst

Procurement Analysts

Contract Administrators

Procurement Assistant, Typing

Office Automation Assistant



East & West Group- Processes

- Review Individual Plans Prior to Award at PCOs Request (2-3 Days)
- Annual reviews at large contractors – w/contracts greater then \$650,000
 - Review SB Programs Based on Risk (approximately 20% per year)
 - 1 to 2 days in plant
- Review Procurement Technical Assistance Centers Programs (100%)
 - 1 to 2 days at PTAC
- Participate in CPSRs (varies from 1 day in plant to preparing performance data for submission)
- Provide SB Past Performance info to PCO
- Meeting customer requests (Internal, External)
- Outreach and mentoring activities (Small Businesses, SB Directors, DoD Regional Councils)

FAR 19.705-6 Cognizant ACO

Assist in in evaluating subcontracting plans, and for monitoring, evaluating and documenting contractor performance

- Workload Statistics
 - 12 Major Defense Contractors assigned
 - \$17.8 Billion in Subcontracting to Small Business
- Authority: (Section 834, P.L. 101-189, Oct 1990)
 - Annual 640 Reviews conducted at contractor facilities
 - Negotiate annual Comprehensive Subcontracting Plans
 - Monitor Contractor performance against negotiated goals
 - Monitor effectiveness of Small Business Program (initiatives, target industries, outreach, Mentor Protégé, etc)
 - Provide SB Past Performance data to customers and OSD
 - Review and accept midyear/end of year SSRs Workload
 - Managed by experienced Personnel

Workload Statistics

- 120 Mentor/Protégé Agreements in the Program (25/PM)
- Data collection/reporting Mentor and Protégé Performance to OSBP
- Manage all DoD Credit Agreements

Authority: (DFARS Appendix I – Pilot Program)

- Review and approve all credit agreements
- Review all reimbursable agreements
- Establish MOUs on all agreements for oversight and reporting
- Review all agreements annually
 - Validate data and Return on Investment
 - Request and disposition DCAA audits
 - Assign risk rating
- Semi-annual reporting

Current Data
Repository
For OSD

Workload Assignment

- Aligned by Service/DoD Agency

- **Demonstrate exceptional Small Business contract administration by**
 - **Focusing on COMPLIANCE**
 - **Improving customer relations – Gov't and Industry**
 - **Standardize the review process**
 - **Training**
 - **Diversify skill sets**
 - **Outreach**

OSD.Pentagon.ousd-atl.mbx.osbp-info@mail.mil

(questions and comments)

<http://www/acq.osd.mil/dpap/>

<https://acc.dau.mil/smallbusiness>

<http://www.sba.gov>

<http://www.sam.gov>



Contact DCMA Small Business

DEFENSE CONTRACT MANAGEMENT AGENCY

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Questions?