

DEC 17 2009



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Chief Financial Officer**  
**Assistant Secretary for Administration**  
Washington, D.C. 20230

**PROCUREMENT MEMORANDUM 2010-03**

**ACTION**

**MEMORANDUM FOR: HEADS OF CONTRACTING OFFICES**

**FROM:** Helen Hurcombe **Signed**  
Senior Procurement Executive  
And Director, Office of Acquisition Management

**SUBJECT:** Fiscal Year 2010 Small Business and Socio-Economic Goals

**Background**

The strength and viability of small businesses are of significant importance to our nation's economy. A successful and strong small business community is integral in job creation, community empowerment and economic revitalization. The Department of Commerce (DOC, Department) strongly supports small business concerns and the commitment to increase contracting opportunities by achieving or exceeding the small business and socio-economic goals for fiscal year 2010.

**Purpose**

The purpose of this Procurement Memorandum is to provide DOC and its Operating Units the small business and socio-economic goals for the current fiscal year.

**Fiscal Year 2010 Goals**

The small business and socio-economic goals for the Department are listed below. The small business goals for each of DOC's contracting offices are provided in Attachment A, which include aspirational goals in the categories of small disadvantaged business and women-owned small business. The aspirational goals exceed statutory levels and are established in the two categories the Department has consistently exceeded the statutory goals in previous years to demonstrate our level of commitment to meet and exceed the small business goals for fiscal year 2010.

	<b>DOC Prime Goals</b>	<b>Subcontracting Goals</b> <i>(Applicable to all bureaus)</i>
Small Business	36.00%	34.50%
Small Disadvantaged Business (SDB)	12.00%	12.00%
8(a)	6.00%	N/A
Women-Owned Small Business (WOSB)	10.00%	10.00%
HUBZone Small Business (HUBZ)	3.00%	3.00%
Veteran-Owned Small Business (VOSB)	4.00%	3.00%
Service Disabled Veteran Owned (SDVO)	3.00%	3.00%

**Required Actions**

It is the policy of the Department to provide maximum practicable acquisition opportunities to small business concerns and strive to exceed the small business and socio-economic goals set forth herein. To this end, Contracting Officers shall:

- Facilitate regular collaboration of contracting and program offices with the Office of Small and Disadvantaged Business Utilization (OSDBU) and the Bureau Small Business Specialist during acquisition planning to identify: (1) requirements that can be met effectively through small businesses, and (2) the most suitable small business contracting authority for the requirement that will aid in meeting and exceeding the Department's small business goals, and
- During acquisition planning, utilize the OSDBU; Bureau Small Business Specialist; Small Business Administration's District Offices; and the Department of Commerce's Minority Business Development Agency to assist with market research in order to identify qualified and capable small business sources for prime and subcontracting opportunities.

Please direct any questions regarding this Procurement Memorandum to Sherry Dames at (202) 482-4721 or the Office of Small and Disadvantaged Business Utilization at (202) 482-1472.

Attachment (1)

cc: Acquisition Community

## FY 2010 Small Business Goals

Prime	Census		NIST		PTO		NOAA		OS	
	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010	FY 2009	FY 2010
Small Business	48.00%	<b>28.00%</b>	55.00%	<b>48.00%</b>	50.00%	<b>48.00%</b>	52.50%	<b>48.00%</b>	55.00%	<b>44.00%</b>
Small Disadvantaged Business	12.00%	<b>12.00%</b>	12.50%	<b>14.00%</b>	15.00%	<b>14.00%</b>	14.00%	<b>14.00%</b>	15.00%	<b>14.00%</b>
8(a)	8.00%	<b>8.00%</b>	8.00%	<b>10.00%</b>	6.00%	<b>10.00%</b>	10.00%	<b>10.00%</b>	8.00%	<b>10.00%</b>
Women-Owned Small Business	8.00%	<b>8.00%</b>	9.00%	<b>10.00%</b>	10.00%	<b>10.00%</b>	8.50%	<b>10.00%</b>	10.00%	<b>10.00%</b>
HUBZone Small Business	3.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>
Veteran-Owned Small Business	4.00%	<b>4.00%</b>	4.00%	<b>4.00%</b>	4.00%	<b>4.00%</b>	3.00%	<b>4.00%</b>	3.00%	<b>4.00%</b>
Service Disabled Veteran Owned	3.00%	<b>3.00%</b>	4.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>	3.00%	<b>3.00%</b>