

July 11-12, 2023 | New Orleans, Louisiana

# Doing Business with Department of Energy's Headquarters Procurement Services (MA-64)

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July 11, 2023

# Agenda

- Organizational Structure
- Customer Portfolios
- Small Business Achievements
- Maximizing Success
  - Networking
  - Responses to Requests for Information (RFIs)
  - Do's and Don'ts
- Top 10 NAICS
- DOE Procurement Priorities
- Feedback and Industry Input

# Organizational Structure

Director  
John Bashista  
Office of Acquisition Management  
MA-60

Deputy Director  
Berta Schreiber  
Office of Acquisition Management  
MA-60

Director  
Patrick Simien  
Office of Headquarters Procurement Services  
MA-64

Deputy Director and Corporate Services Manager  
Janella Davis  
Office of Headquarters Procurement Services  
MA-64

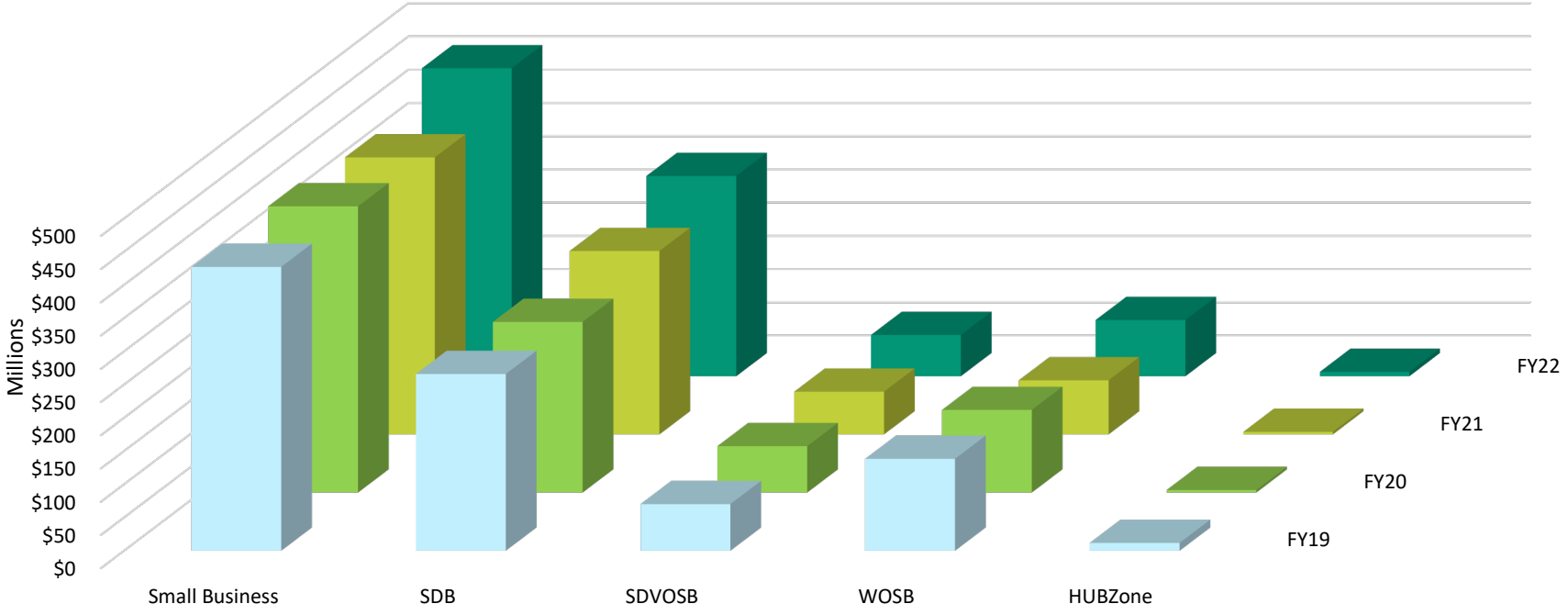
Division A Manager  
Janella Davis  
(Acting)  
MA-641

Division B Manager  
McKenzy Hunter  
MA-642

# Customer Portfolios

- **AEO** - Arctic Energy Office
- **AITO** - Artificial Intelligence and Technology Office
- **CESER** - Office of Cybersecurity, Energy Security, and Emergency Response
- **CF** - Office of the Chief Financial Officer
- **CI** - Office of Congressional and Intergovernmental Affairs
- **EA** - Office of Enterprise Assessments
- **ED** - Office of Economic Impact and Diversity
- **EHSS** - Office of Environment, Health, Safety and Security
- **EIA** - Energy Information Administration
- **FECM** - Office of Fossil Energy and Carbon Management
- **FEMP** - Federal Energy Management Programs
- **GC** - Office of General Counsel
- **GDO** - Grid Deployment Office
- **HC** - Office of the Chief Human Capital Officer
- **HG** - Office of Hearings and Appeals
- **IA** - Office of International Affairs
- **IE** - Office of Indian Energy Policy and Programs
- **IG** - Office of Inspector General
- **IN** - Office of Intelligence and Counterintelligence
- **LPO** - Loan Programs Office
- **MA** - Office of Management
- **MESC** - Manufacturing and Energy Supply Chains
- **NE** - Office of Nuclear Energy
- **OCIO** - Office of the Chief Information Officer
- **OE** - Office of Electricity
- **OSDBU** - Office of Small & Disadvantaged Business Utilization
- **OTT** - Office of Technology Transitions
- **OP** - Office of Policy
- **PA** - Office of Public Affairs
- **PM** - Office of Project Management
- **S1** - Office of the Secretary
- **S3** - Office of the Under Secretary for Infrastructure
- **S4** - Office of the Under Secretary for Science and Innovation
- **SCEP** - State and Community Energy Programs

# Small Business Achievements



	Small Business	SDB	SDVOSB	WOSB	HUBZone
<b>Goal</b>	<b>5-17%</b>	<b>5-7%</b>	<b>3%</b>	<b>5%</b>	<b>3%</b>
FY19	62%	38%	10%	20%	1.7%
FY20	56%	33%	9%	16%	0.5%
FY21	53%	35%	8%	10%	0.5%
FY22	52%	34%	7%	9%	0.7%

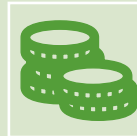
# Small Business Achievements



## FY22 Obligations



\$897,904,867.19  
Contracts



\$35,648,794.55  
Financial Assistance



\$4,710,082.81  
Government Credit Card  
Purchases

# Small Business Achievements

**FY 23 to date**

**As of June 12, 2023**

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## **FY23 Obligated Dollars:**

\$580,260,502.38

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## **Small Business:**

\$308,525,574.12 (53.1%)

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## **Small Disadvantaged Business:**

\$222,924,720.01 (38.4%)

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## **Veteran Owned Business:**

\$55,653,055.10 (9.6%)

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## **Service-Disabled Veteran Owned Small Business:**

\$40,832,030.14 (7.0%)

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## **Woman Owned Small Business:**

\$70,555,061.72 (12.2%)

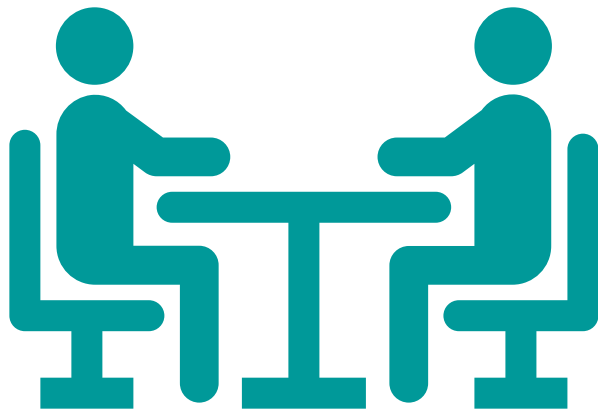
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## **Historically Underutilized Business Zones:**

\$3,886,802.37 (0.7%)

# Maximizing Your Success

## Networking with Procurement and Program Personnel



- Assists in understanding the Government's needs
- Provides DOE with industry input (including new suppliers/vendors and emerging trends)
- Learn individual mission of each customer organization and discover innovative ways to support DOE
- Creates new business opportunities
- Creates foundation for mutually beneficial working relationship



# Maximizing Your Success

## Responses to RFIs

### Why is responding to an RFI so important?

- Assists procurement and program officials in making acquisition strategy decisions in a timely and efficient manner
- “Rule of Two” – Assists the Contracting Officer in determining if two or more small businesses can meet the Government’s needs

# “Rule of Two” – FAR 19.502-2

## Total Small Business Set-Asides

- (a) Before setting aside an acquisition under this paragraph, refer to 19.203(b). Each acquisition of supplies or services that has an anticipated dollar value above the micro-purchase threshold, but not over the simplified acquisition threshold, shall be set aside for small business **unless the contracting officer determines there is not a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of fair market prices, quality, and delivery.** If the contracting officer receives only one acceptable offer from a responsible small business concern in response to a set-aside, the contracting officer should make an award to that firm. If the contracting officer receives no acceptable offers from responsible small business concerns, the set-aside shall be withdrawn and the requirement, if still valid, shall be resolicited on an unrestricted basis. The small business set-aside does not preclude the award of a contract as described in 19.203.
- (b) Before setting aside an acquisition under this paragraph, refer to 19.203(c). The contracting officer shall set aside any acquisition over the simplified acquisition threshold for small business participation when there is a reasonable expectation that –
- (1) **Offers will be obtained from at least two responsible small business concerns;** and...

# Maximizing Your Success

## Do's and Don'ts

### Do not...

#### **Submit marketing documents or company brochures**

- ▶ Does not demonstrate that a vendor is a viable option to perform the work or their ability to satisfy the need

#### **Submit a boilerplate RFI response**

- ▶ Does not thoroughly address the customer's needs
- ▶ Does not demonstrate a vendor's clear understanding of the requirements

#### **Submit vague, incoherent, and incomplete information**

- ▶ Does not constitute responsiveness to RFI specifications

#### **Submit a late response**

- ▶ May be an indicator of a vendor's ability to meet critical performance milestone schedules

# Maximizing Your Success

## Do's and Don'ts

### Do...

#### Submit clear and concise capability statements

- ▶ Provide specific examples such as work being done on other contracts of similar type, size, and scope, especially existing DOE contracts
- ▶ Provide as much direct information as possible that relates to the requirement

#### Read the notices and RFIs carefully

- ▶ Ensure responses are supported by facts and figures, and fully addresses DOE's requests
- ▶ Submit thoughtful, pointed suggestions on the draft Government requirement

#### Submit timely responses

- ▶ When in doubt ask questions! If the notice or RFI is unclear in any way – ask timely questions.
- ▶ Always be responsive and timely. Set up automated notifications to learn of RFIs early to respond thoughtfully and thoroughly.

# Maximizing Your Success

## Do's and Don'ts

### Do...

#### Achieve multiple socio-economic categories

- ▶ Obtain as many socio-economic categories as possible (Woman-owned, 8(a), Service-Disabled Veteran Owned Small Business, HUBZone, etc.)
- ▶ Obtain Government-wide contracts (e.g., GSA Schedules, NASA SEWP, NIH NITAAC)

#### Research the customer organization

- ▶ Demonstrate how your knowledge, skills, and abilities can assist DOE in fulfilling the unique needs of the program results in a stronger capability statement

#### Consider strategic partnerships

- ▶ Opportunities continue as small business designation is outgrown

# DOE Headquarters Spend

## Top 10 NAICS

**541611** – Administrative Management General Management Consulting Services

**541512** – Computer Systems Design Services

**541519** – Other Computer Related Services

**541330** – Engineering Services

**484210** – Used Household and Office Goods Moving

**236220** – Commercial and Institutional Building Construction

**518210** – Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services

**541690** – Other Scientific and Technical Consulting Services

**541990** – All Other Professional, Scientific, and Technical Services

**611430** – Professional and Management Development Training

# DOE Procurement Priorities

- Billions in funding from President Biden's Bipartisan Infrastructure Law (BIL/IIJA) and the Inflation Reduction Act (IRA)
- Focused on expanding its federal investments to help to achieve carbon-free electricity in the U.S. by 2035 and a net-zero economy by 2050
- New legislations will stand up 60 new DOE programs

**DOE looks forward to being a partner for states, communities, and industry as we strengthen the nation's outdated energy infrastructure.**

# Feedback and Industry Input

## Consider the timing when issuing requests for proposals, quotes, or information

Avoid holidays and short turnaround times. If too short a time to respond, signals to industry that the deal is wired for a specific company and can result in rushed work

## Don't make responses to RFIs too laborious

Responses require companies to spend bid and proposal funds, which are limited. Companies must weigh whether money is better spent responding to RFIs/RFPs



# Feedback and Industry Input

## Don't Shut Down

- Don't shut down communication after issuing the RFI
- Let RFI respondents know what happens after responses come in

## Consider Timing

- When contracts are awarded later than planned, Key Personnel might have been assigned to other projects or are no longer available
- It takes time to transition or replace resources. It is also expensive to keep people on payroll waiting for an award

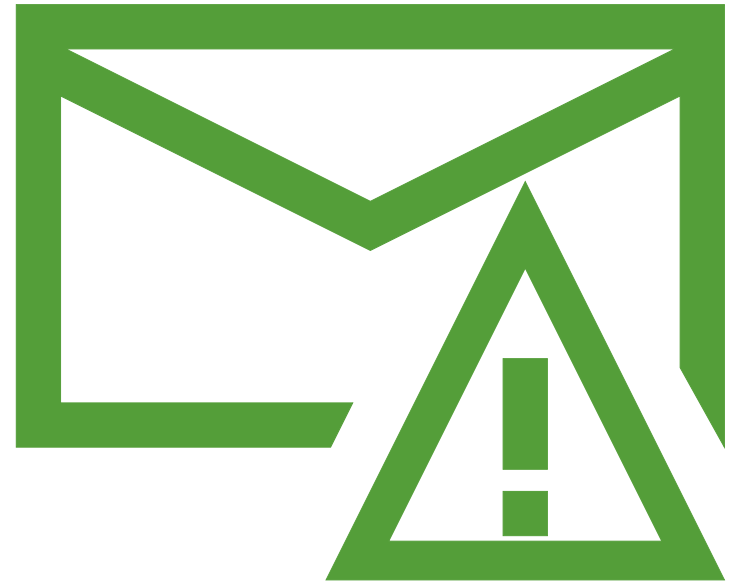
## Be Specific

- Be specific about the level of talent needed and can afford
- Agencies' desire for low prices can conflict with requirement for highly qualified, well-educated contractor employees with specific certifications and clearances

# Questions & Assistance

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# Your Opinion Matters!



Please complete the session/speaker evaluation, found in the mobile app. Thank you!