

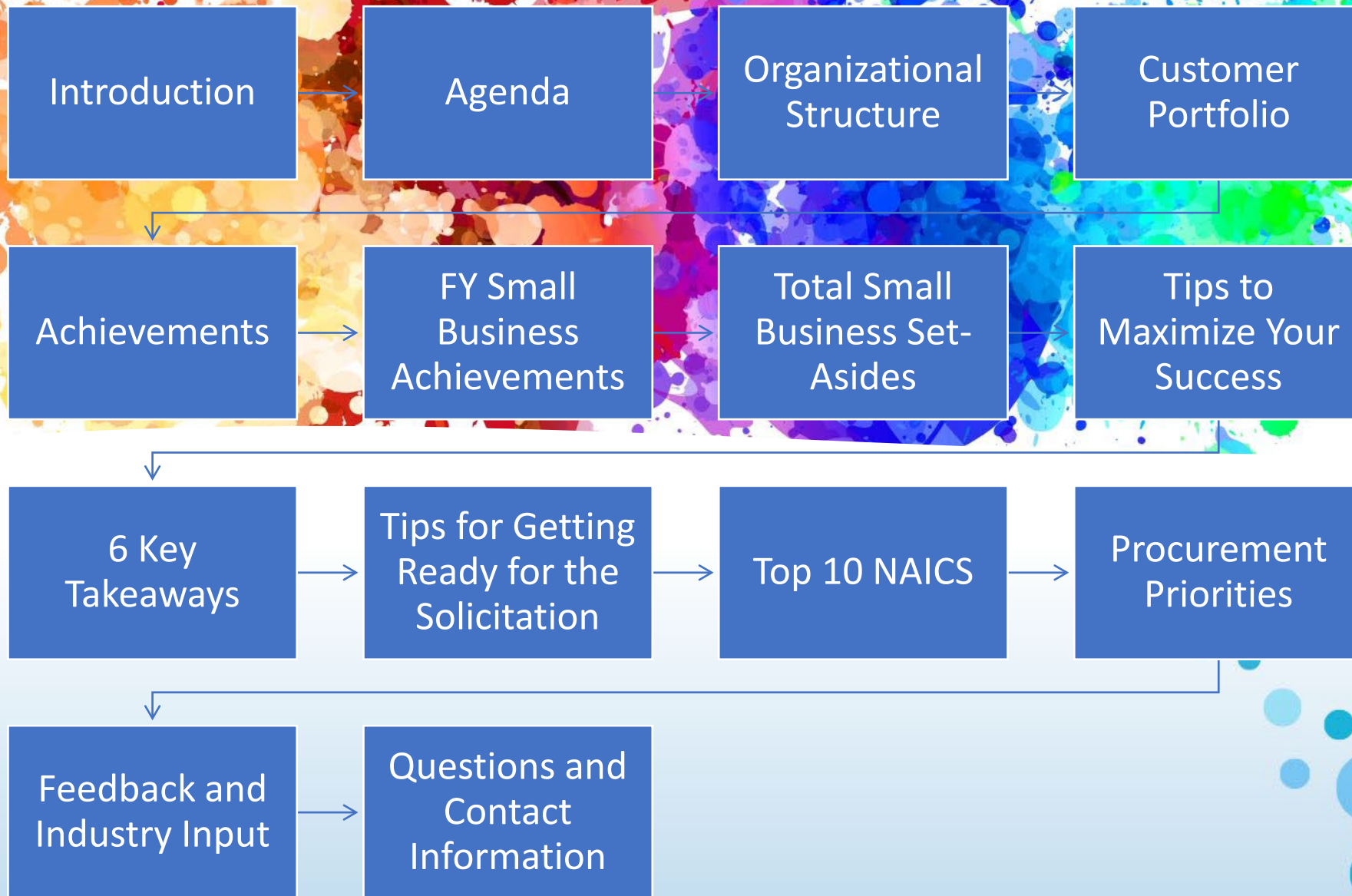
Doing Business with the Office of Headquarters Procurement Services (MA-64)

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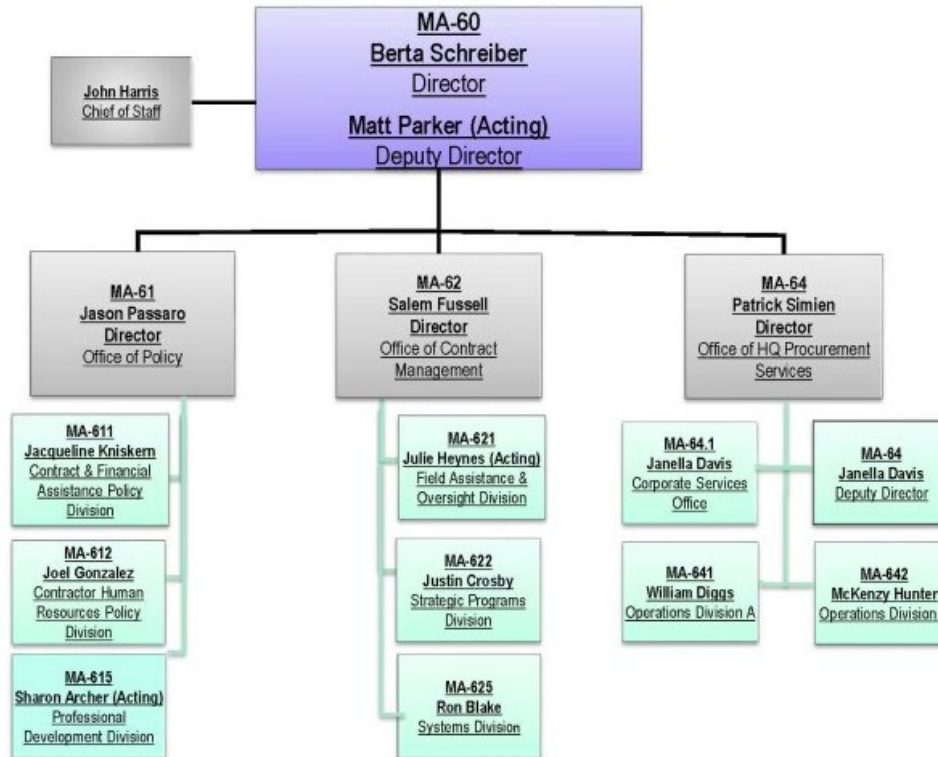
June 4, 2024



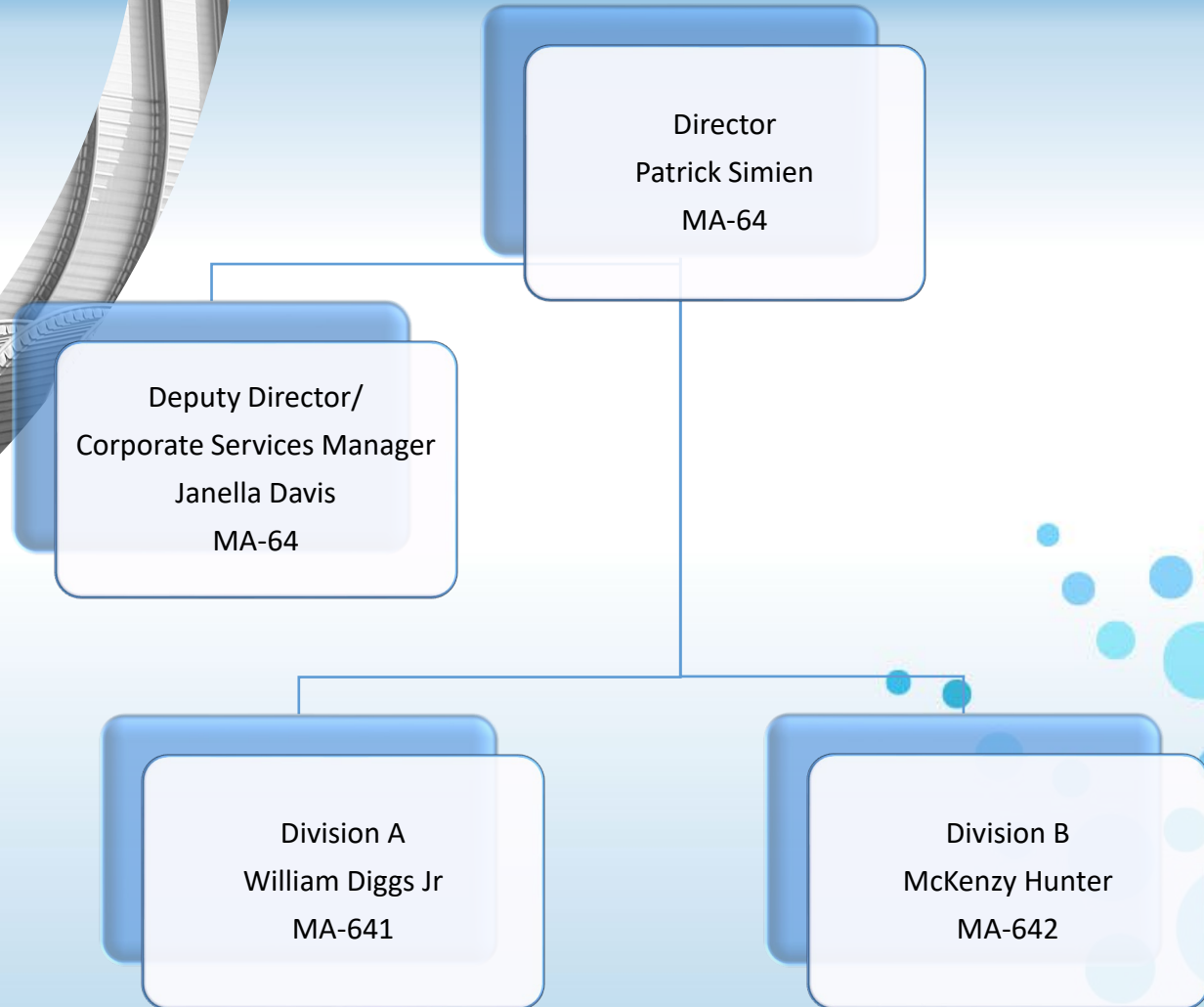
MA-60 Organizational Structure



Office of Acquisition Management (MA-60)



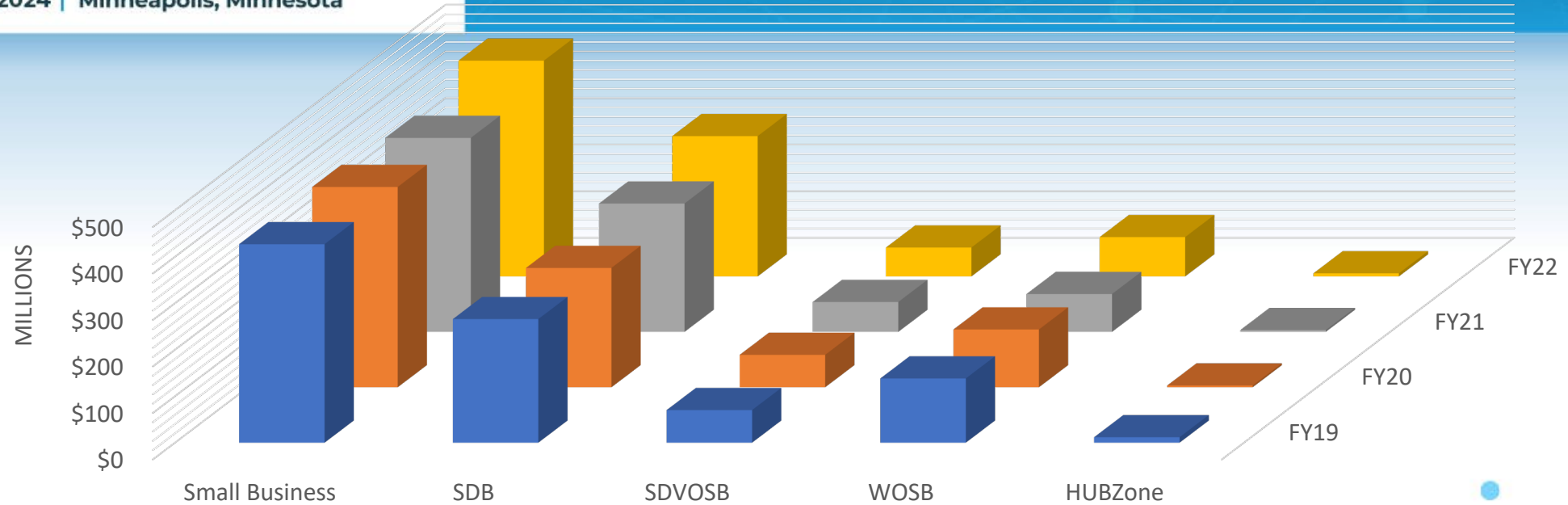
MA-64 Organizational Structure



Headquarters Customer Portfolio

- Arctic Energy Office (AEO/AE)
- Artificial Intelligence and Technology Office (AI)
- Energy Information Administration (EIA/EI)
- Federal Energy Management Programs (FEMP)
- Grid Deployment Office (GDO/GI)
- Loan Guarantee Program (LPO)
- Manufacturing and Energy Supply Chains (MESCC)
- Office of the Chief Financial Officer (CF)
- Office of the Chief Human Capital Officer (HC)
- Office of the Chief Information Officer (OCIO/IM)
- Office of Congressional and Intergovernmental Affairs (CI)
- Office of Cybersecurity, Energy Security, and Emergency Response (CESER/CR)
- Office of Energy Justice and Equity (EJE)
- Office of Electricity (OE)
- Office of Enterprise Assessments (EA)
- Office of Environment, Health, Safety and Security (EHSS)
- Office of General Counsel (GC)
- Office of Hearings and Appeals (HG)
- Office of Indian Energy Policy and Programs (IE)
- Office of Inspector General (IG)
- Office of Intelligence and Counterintelligence (IN)
- Office of International Affairs (IA)
- Office of Management (MA)
- Office of Nuclear Energy (NE)
- Office of Policy (OP)
- Office of Project Management (PM)
- Office of Public Affairs (PA)
- Office of the Secretary (S1)/Secretary of Energy Advisory Board (SEAB)
- Office of Small & Disadvantaged Business Utilization (SB)
- Office of Technology Transitions (OTT/TT)
- Relocation Services Delivery Orders (All Programs)
- State and Community Energy Programs (SCEP)
- Undersecretary for Infrastructure (S3)
- Under Secretary for Science and Innovation (S4)

DOE-Wide Achievements



	SB	SDB	SDVOSB	WOSB	HUBZone
GOAL	11.65% - 17%	5-7%	3%	5%	3%
FY 19	17.84%	5.76%	1.64%	3.66%	1.05%
FY 20	14.41%	4.77%	1.21%	3.04%	.86%
FY 21	21.19%	6.58%	1.69%	4.19%	1.57%
FY 22	21.26%	5.69%	1.99%	4.31%	1.71%
FY 23	23.96%	7.61%	2.42%	4.60%	1.70%



MA-64 Small Business Achievements

FY 22

- \$895,066,219.54 in Contracts
- \$86,272,724.38 in Financial Assistance
- \$4,631,770.85 in Government Credit Card Purchases

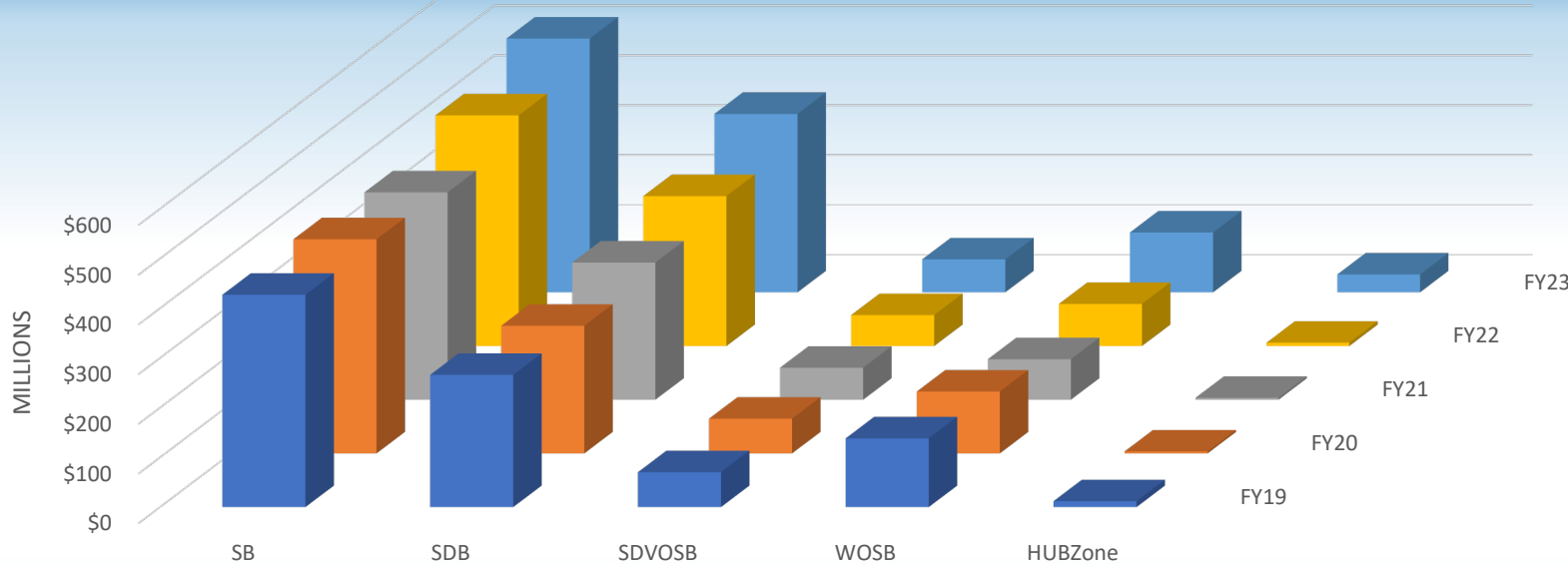
FY 23

- \$1,041,684,495.97 in Contracts
- \$40,447,657.58 in Financial Assistance
- \$6,195,773.53 in Government Credit Card Purchases

FY 24 (Year-to-Date- subject to change)

- \$325,984,545.46 in Contracts
- \$8,800,933.06 in Financial Assistance
- \$3,258,976.66 in Government Credit Card Purchases

MA-64 Achievements



	SB	SDB	SDVOSB	WOSB	HUBZone
Goal	11.65% - 17%	5% - 7%	3%	5%	3%
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%
FY23	49%	34%	6%	12%	0.9%

Total Small Business Set-Asides

- Total small business set-asides are encouraged when the following are not available:
 - Socioeconomic small business set-aside
 - Socioeconomic small business sole source
- All procurements above the micro-purchase threshold, but below the simplified acquisition threshold (\$250k), must be set-aside for small businesses (FAR 19.502-2(a)).
 - Unless there is not adequate competition (Rule of Two)
- All procurements above \$250k (Simplified Acquisition Threshold or SAT) must be considered for socioeconomic and total small business set-asides before full and open competition. (FAR 19.203(c))
- Although total small business set-asides do not target specific socially and economically disadvantaged entities, these procurements help support the small business community and DOE's equity initiatives and small business goals.
- Socioeconomic small businesses remain eligible to compete for total small business set-asides if they are qualified.
- There is no order of precedence or ranking for socioeconomic small business determinations.



Tips to Maximize Your Success



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.

Tips to Maximize Your Success cont...

Do...

Achieve multiple socio-economic categories

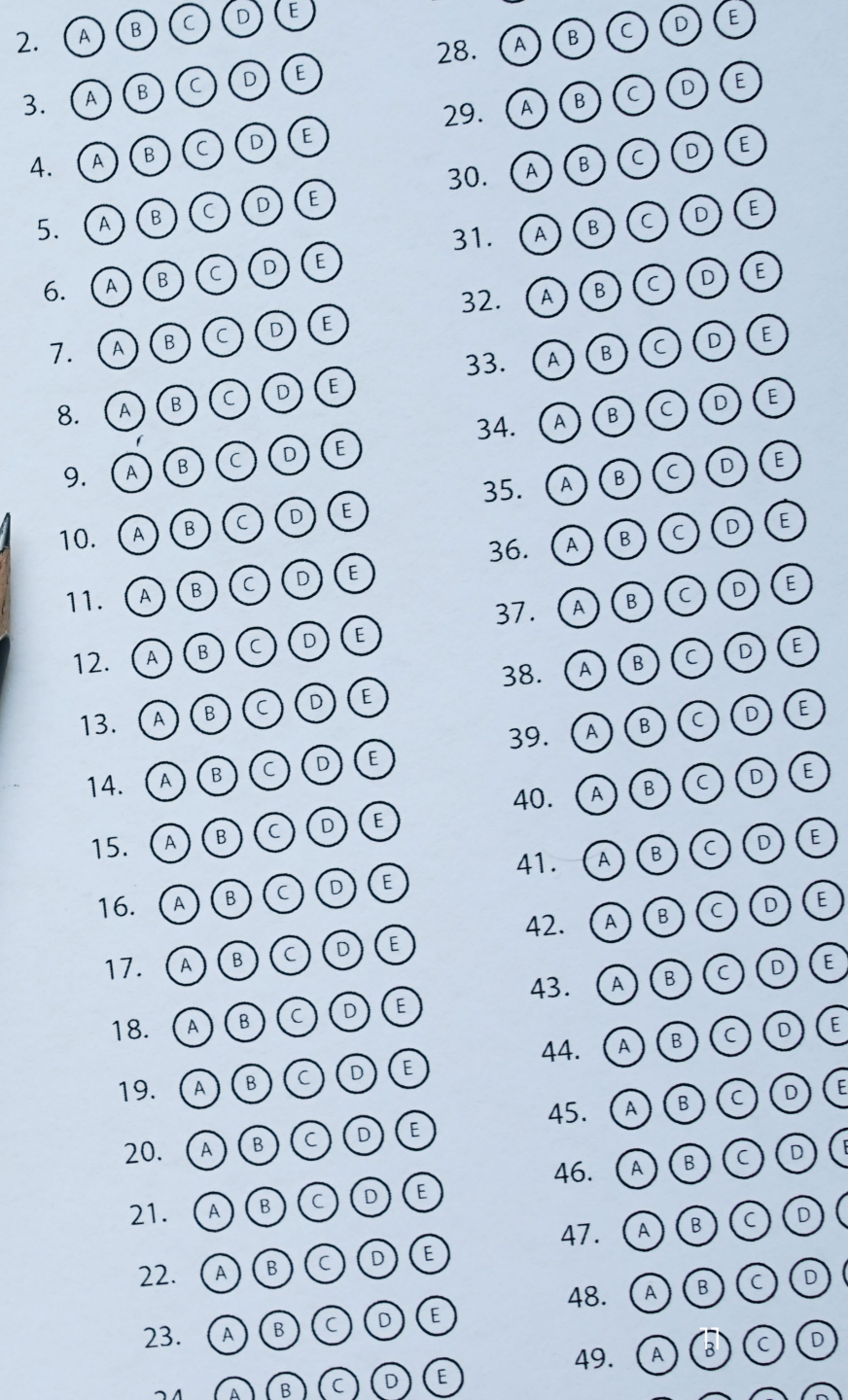
- ✓ Obtain as many socio-economic categories as possible (Woman-owned, 8(a), SDVOSB, HUBZone, etc.).
- ✓ Obtain Government-wide contracts (e.g., GSA Schedules, NASA SEWP, NIH NITAAC).
- ✓ Properly register your business in the System for Award Management (SAM) under the applicable socio-economic categories.
- ✓ Ensure your company's North American Industry Classification System (NAICS) codes match the type of services or products that you provide to remain competitive.

Research the customer organization

- ✓ Demonstrating 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.





Maximizing Your Success

Do not...

- Submit a generic capability statement. A general capability statement 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 that does not thoroughly address the customer's needs. A boilerplate response does not demonstrate a vendor's clear understanding of the requirements.
- Submit vague, incoherent, and incomplete information. Vague or incomplete submissions from interested small business firms do not constitute responsiveness to RFI specifications.
- Submit a late response. A late response may be an indicator of a vendor's ability to meet critical performance milestone schedules.

6 Key Takeaways for Success



Ensure timeliness and quality of the RFI/Proposal/Quote submissions, by reading the document thoroughly and notating submission dates.



Maximize your responses to RFIs, as this helps the procurement workforce in making acquisition strategy decisions and informs “Rule of Two”, which assists in determining if two or more small businesses can meet the Government’s need.



Networking with procurement personnel creates new business opportunities; allows small businesses to understand the Government’s need and provides the procurement workforce with industry input.



Review the DOE Acquisition Forecast Page at www.energy.gov/osdbu/acquisition-forecast for prime and subcontracting opportunities.



Register in the System for Award Management at www.sam.gov and create your profile.



Review www.SAM.gov/content/opportunities to search for federal contract opportunities. Information includes Request for Information (RFI), pre-solicitation notices, solicitations, and award notices.

Getting Ready for the Solicitation



Once you have identified an opportunity, begin working on a business development strategy to create a meaningful capability statement or proposal for the requirement.



Obtain a copy of the former solicitation for the requirement, if available.



Review the statement of work, resumes of key personnel, evaluation criteria/factors and the security requirements.



Obtain as many socio-economic categories as possible.



As contracting offices rely more on Federal Supply Schedules (FSS) and Government-wide Acquisition Contracts (GWACs), consider becoming an FSS or GWACs contract holder.

Top 10 NAICS for MA-64

541611 – Administrative Management & General Management Consulting Services

541512 – Computer Systems Design Services

541519 – Other Computer Related Services

541330 – Engineering Services

484210 – Used Household & Office Goods Moving

236220 – Commercial & Institutional Building Construction

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

541690 – Other Scientific & Technical Consulting Services

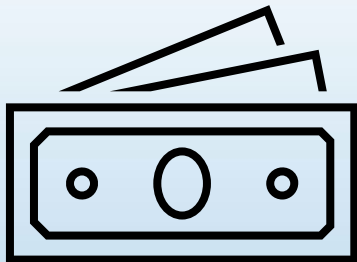
541990 – All Other Professional, Scientific, & Technical Services

611430 – Professional & 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



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.



CONSIDER THE TIMING WHEN ISSUING REQUESTS FOR PROPOSALS, QUOTES, OR INFORMATION.

Don't Shut Down

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



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. WHEN CONTRACTS ARE AWARDED LATER THAN PLANNED, KEY PERSONNEL MIGHT HAVE BEEN ASSIGNED TO OTHER PROJECTS OR ARE NO LONGER AVAILABLE.

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.



IT TAKES TIME TO TRANSITION OR REPLACE RESOURCES. IT IS ALSO EXPENSIVE TO KEEP PEOPLE ON PAYROLL WAITING FOR AN AWARD.

Your Opinion Matters!



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

Thank you!

Questions & Assistance

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