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
WHS Requiring Offices

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)
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
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
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.
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
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
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
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
• 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)

• 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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