

resources for submission to OMB for the Internet.

HUD also has the HUD Procurement System (HPS), an integrated commercial and customized software program that automates procurement operations department-wide. This system includes a rapid query of contracting information that enables all companies to submit bids or proposals for upcoming contracting opportunities and the identification of HUBZones for participation in contracting and subcontracting opportunities. Additionally, it provides HUD with a system to monitor and evaluate its actual achievements in regard to participation of small businesses in HUD activities.

HUD sponsors Marketing and Outreach business fairs and focuses both on direct HUD contracting opportunities and indirect contracting opportunities created by HUD assisted projects including, Community Development Block Grant recipients and public housing authorities. During these events, program offices and prime contractors who offer sub-contracting opportunities to small, small disadvantaged and women owned businesses are urged to attend. Last year, HUD attended approximately 50 outreach conferences including procurement fairs, trade shows and marketplace presentations throughout the country. The OSDBU Business Utilization Development Specials (BUDS), have regular one-on-one meetings with small businesses. The Director holds "Thursday Open House" sessions for all small, small disadvantaged and Women Owned Small Businesses (WOSBs). These meetings give small businesses the opportunity to meet personally with the Director and the specialized BUDS advocate within the OSDBU. The aforementioned efforts are in addition to the daily counseling and one-on-one meetings held with these businesses at the HUD headquarters and field offices.

The OSDBU has increased its staff to include a Contract Specialist, an Information Technology Specialist, a Small Business Policy Specialist and a Research Analyst. HUD has implemented innovative projects and tools utilizing the latest technologies that have and will continue to have a positive effect on the participation of WOSBs in departmental contracting activities. There are IT outreach sessions held regularly with IT small businesses to inform them of new procurement opportunities at HUD.

New Methodologies that challenge conventional procedures include the establishment of subcontracting policies that have resulted in an increase in

contract dollars to small businesses. The HUD Procurement System (HPS) effectively tracks all contracting and subcontracting dollars awarded to small businesses. HUD has established a subcontracting goal of up to 40% of the total value of each contract and subsequent extensions, modifications and options. Contractors that are unable to meet the established goal must provide the rationale for the proposed level of subcontracting. In accordance with the Federal Acquisition Regulation (FAR) at Part 19.702 and HUD's own federal acquisition regulation (HUDAR) at 2452.219-70, solicitations exceeding \$500,000 that include HUDAR provision 2452.219-70, shall provide the maximum practicable subcontracting opportunities to small, small disadvantaged and women-owned businesses. Prior to award, each contract shall be evaluated on specific subcontracting goals and commitments to small businesses. These pioneering subcontracting policies also include subcontracting plans for General Services Administration schedule buys. There is a concentrated effort to conduct outreach with small businesses across the nation.

HUD OSDBU continuously performs at a level of professional excellence to serve our customers. HUD consistently formulates and implements written policies supporting small businesses and includes references to small businesses in standard operating procedures. HUD has designated a senior executive as the Director of the OSDBU who is responsible for implementing small business policy initiatives. Furthermore, HUD maintains an effective system to provide acknowledgement of procurement personnel that utilize 8(a) small businesses. HUD places a high priority on direct communications and outreach efforts; we utilize newsletters, facilitate trade show and marketplace presentations and conduct business assistance and training seminars. HUD is one of the most innovative governmental agencies and is constantly retrofitting its employment with the latest technologies to enhance service to small businesses. HUD constantly employs proactive strategies to increase opportunities for these businesses to serve as prime contractors and subcontractors. HUD has achieved phenomenal success in requiring prime contractors to establish measurable programs to increase subcontracting opportunities.

## Publications

- Small Business resource Guide: [www.hud.gov:80/offices/osdbu/resource/guide.cfm](http://www.hud.gov:80/offices/osdbu/resource/guide.cfm).
- Small Business Tips: [www.hud.gov:80/offices/osdbu/tips.cfm](http://www.hud.gov:80/offices/osdbu/tips.cfm).
- Forecast of Contracting Opportunities: [www.hud.gov/office/cpo/4cast.cfm](http://www.hud.gov/office/cpo/4cast.cfm).

## Seminars and Classes

- Outreach Calendar/Small Business Training: [www.hud.gov/groups/smallbusiness.cfm](http://www.hud.gov/groups/smallbusiness.cfm).

## WEB Based Compliance

- Brent Pick is HUD's webmaster and updates all contract compliance issues on the web. (303) 672-5281 ext. 1821 [Brent\\_Pick@hud.gov](mailto:Brent_Pick@hud.gov).

## Telephone Service

- (202) 708-1428, Office of Small and Disadvantaged Business Utilization HUD Headquarters, Room 3130.

## Future Activities

- CD-Roms/Video.
- Online/E-mail Service.

## On-Site Evaluation/Assistance

- Office of Small and Disadvantaged Business Utilization, A. Jo Baylor, Director: HUD—Headquarters 451 7th Street, SW., Room 3130, Washington, DC 20410; E-mail: [a.jo\\_baylor@hud.gov](mailto:a.jo_baylor@hud.gov).

## Interior

### Fish and Wildlife Service

- Compliance assistance Contact: [Susan\\_Wilkinson@fws.gov](mailto:Susan_Wilkinson@fws.gov).
  - General compliance guidance: <http://pdm.fws.gov/sba/sbindex.html>.
  - Compliance guidance for wildlife import and export license holders: <http://www.le.fws.gov/PublicBulletin.htm> or <http://www.le.fws.gov/inspectors.htm>.
  - Non-retaliation policy: <http://policy.fws.gov/do142.html>.
  - Outreach presentations for the import/export community: <http://www.le.fws.gov/inspectors.html> or Telephone: 703-358-1949.
  - Courses on Conservation Grant Writing, Conservation Partnerships, Developing and Working with Friends Groups, and other topics: <http://training.fws.gov> or Telephone: 304-876-1600.
  - Assistance for importers and exporters, taxidermists, guides, and outfitters: <http://www.le.fws.gov/inspectors.htm> or Telephone: 703-358-1949.
  - FWS Publications online: <http://library.fws.gov/pubs3.html>.
- Fish and Wildlife Service contact: Sara Prigan, Policy & Directives