



**United States Department of Energy,  
Office of Environmental Management**

**Small Business Strategic Plan**

## **Guiding Principles:**

The U.S. Department of Energy (DOE) Office of Environmental Management (EM) has a long history of supporting the DOE's Small Business Program. EM is committed to sustaining and increasing opportunities for small businesses (SBs) including all socioeconomic programs. EM recognizes SBs as essential partners in completing EM's critical mission for the American people. DOE is committed to the "Small Business First Policy"<sup>1</sup> including the following key tenets:

- Foster a dynamic business environment for the small business community
- Promote inclusiveness in DOE activities by advancing initiatives that attract the innovation and creativity of small businesses
- Identify and remove barriers for small businesses wherever possible
- Continue to champion partnerships, such as the DOE Mentor-Protégé Program

With this strategy, EM will continue to foster a dynamic business environment for the SB community, which includes SBs, Small Disadvantaged Businesses (SDBs), 8(a) participants, HUBZone small business concerns, Service-Disabled Veteran-Owned small business (SDVOSB) concerns, Economically Disadvantaged Women-Owned small business (EDWOSB) concerns, and Women-Owned small business (WOSB) concerns. This will widen the scope of opportunities for SB participation, while also strengthening EM, and in turn, the American economy. EM commits to promoting inclusiveness in all activities across the EM Complex by advancing initiatives that attract the innovation and creativity of SBs. Advancement of these initiatives enhances relationships among internal and external small business stakeholders and expands the Department's engagement with all socioeconomic sectors of the Nation's SBs.

Increasing the SB footprint is essential to the EM mission. EM strives to strengthen small business inclusivity by committing to identify and remove barriers wherever possible. Removing barriers benefits SBs seeking to contribute to the Nation's energy science advancements and to participate in furthering the largest environmental remediation program in the world. EM will continue to advocate for and create new SB opportunities that support the Department's mission. EM will ensure SBs can take advantage of opportunities including strategic sourcing initiatives and research and technology partnership programs.

EM will continue to employ a broad promotion strategy and timely notification of opportunities. In addition, EM will facilitate relationships between SBs and EM prime contractors, providing subcontracting and other procurement opportunities. Furthermore, EM is committed to expanding SB-related relationships with external small business advocates, such as the U.S. Small Business Administration, non-governmental organizations, and small business associations.

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<sup>1</sup> Small Business First Policy, (DOE Policy 547.1A), dated March 30, 2018 – <https://www.energy.gov/management/articles/pf-2018-28-doe-p-5471a-small-business-first-policy>

## **Small Business Strategy – Summary of Objectives**

By aligning these strategic objectives with the mission of EM, this strategy aims to empower SBs to actively participate in and contribute to the cleanup and restoration of EM sites, while also promoting innovation, technology transfer, and sustainable practices within the EM Complex.

### ***Strategic Objective 1: Ensure Robust SB Participation by Providing Training, Guidance, and Tools to Optimize SB Utilization in Environmental Management Contracts***

- 1.1. Train the EM acquisition workforce on both new and existing resources to incorporate the Small Business First policy in each EM acquisition.
  - 1.1.1. Support the acquisition workforce's understanding of EM's small business programs, best practices from government and industry, market research, acquisition policy, and building resilient supply chains by ensuring 1102's know how to access training from sources such as EM, the Office of Small and Disadvantaged Business Utilization (OSDBU), the U.S. Small Business Administration (SBA), and Defense Acquisition University (DAU)/Federal Acquisition Institute (FAI).
  - 1.1.2. Enhance guidance on how EM acquisition professionals can better utilize both new and existing tools to simplify entry into the EM market and attract nontraditional, emerging, and innovative SBs.
  - 1.1.3. Strengthen the EM acquisition community's understanding of EM's utilization of SBs by providing an annual virtual review. This review will cover not only SB participation, but also progress towards meeting EM's SB goals and challenges facing the SB community.
- 1.2. Implement a Unified Management Approach for SB Programs and Activities.
  - 1.2.1. Continue to ensure consistent consideration and application of SB set-aside requirements, both below and above the Simplified Acquisition Threshold (SAT), to increase opportunities for SBs in accordance with FAR 19.203(b) and (c).
  - 1.2.2. Hold semi-annual meetings for all EM federal SB Program Managers (SBPMs) to discuss new developments and current challenges across EM. Meetings may be held virtually or in person.
  - 1.2.3. Provide guidance to the acquisition workforce on matters relating to small business contracting to include considerations for challenging a subcontracting plan that does not contain meaningful SB goals, evaluating past performance on subcontracting to SBs, seeking appropriate contractual remedies when prime contractors do not make a good faith effort to comply with the subcontracting plan, and incentivizing and enforcing requirements for prompt payment to SBs by prime contractors.

- 1.2.4. Utilize data tools to understand and expand SB participation and spending in order to ensure a robust and resilient industrial base.
  - 1.2.4.1. Leverage information from the DOE iPortal STARS to increase visibility of EM's progress towards meeting SB goals.
  - 1.2.4.2. Ensure that new tools are deployed with accompanying training to increase usage and understanding of these tools.
- 1.2.5. Develop and submit recommendations to the OSDDBU concerning revisions of SB size standards and related affiliation rules, as well as acquisition tools targeted to emerging SBs.

***Strategic Objective 2: Increase Opportunities for SBs to Deliver Results for the EM Mission***

- 2.1 Continue to look for opportunities to streamline entry points into the EM marketplace for SBs.
- 2.2 Unify and improve the information available to SBs such that all SBs, including those in defined socioeconomic categories, have maximum opportunities to participate in EM programs. See direction from the Office of Federal Procurement Policy<sup>2,3</sup>
- 2.3 Conduct outreach and awareness activities to inform SBs about contracting opportunities and resources available within the EM program through the DOE Small Business Forum and Expo, Industry-organized SB Conferences, and SB Matchmaking Events.
- 2.4 Provide information and feedback to SBs through Reverse Industry Days, SB Roundtables, and Capabilities Briefings.
- 2.5 Provide access to pre-solicitation information to allow potential offerors an opportunity to provide input and feedback.
  - 2.5.1 Conduct pre-solicitation conferences.
  - 2.5.2 Post draft solicitations when practicable.
- 2.6 Encourage utilization of SB subcontractors in EM projects.
  - 2.6.1 Continue to streamline and improve SB subcontracting through strategic sourcing initiatives.

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<sup>2</sup> OFPP Memorandum – Strengthening Federal Agency Procurement Forecasts, dated November 29, 2024 – <https://www.whitehouse.gov/wp-content/uploads/2024/11/OFPP-Memorandum-Strengthening-Federal-Agency-Procurement-Forecasts.pdf>

<sup>3</sup> OFPP Memorandum – Increasing Small Business Subcontracting Participation in the Federal Marketplace, dated November 29<sup>th</sup>, 2024 – <https://www.whitehouse.gov/wp-content/uploads/2024/11/OFPP-Memorandum-Increasing-Small-Business-Subcontracting-Participation-in-the-Federal-Marketplace.pdf>

- 2.6.2 Look for opportunities to include contractual language aimed at ensuring teaming contractors can participate in contract performance as proposed and are included in partnering discussions with EM when the teaming subcontractor scope is discussed.
- 2.6.3 Continue reviewing Individual Subcontracting Reports (ISRs) and Summary Subcontracting Reports (SSRs) for compliance. Take corrective action in accordance with Federal Acquisition Regulation (FAR) and the terms of the contract when necessary.
- 2.6.4 Continue to internally track prime contractors' subcontracting goal achievement.
  - 2.6.4.1 Request prime contractors provide quarterly updates on small business subcontracting goal achievement, with requisite measures to be taken for failures to meet established goals.

***Strategic Objective 3: Support SBs Capacity to Successfully Participate in the EM Complex***

- 3.1. Provide publicly available resources for new and established SBs interested in doing business with EM. These resources are updated and maintained on the EMCBC website.
- 3.2. Provide Mentor-Protégé opportunities, training, and other guidance to help SBs compete for and perform EM prime contracts and subcontracts. (e.g. DOE Mentor-Protégé Program, SBA Mentor-Protégé Program, and "Doing Business with EM" Presentations).
- 3.3. Promote long-term success through facilitating strategic partnerships with SBs and local and industry-wide business associations.
- 3.4. Recognize SBs that perform innovative or otherwise excellent work through Contractor Performance Assessment Reporting System (CPARS) and other means.