



VIRTUAL
SMALL BUSINESS TRAINING WEEK 2021
SBTW21
BUILD ★ GROW ★ ELEVATE
Expanding the Defense Industrial Base

Building Relationships Between Acquisition Professionals Internally and Externally to Promote Small Business Initiatives

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1. How to gain support for Small Business Initiatives?

Early Planning. How early – the inception of the Acquisition

2. In order to understand the Requirement's Offices needs you should get on the list of invitees for those monthly meetings/roundtables where discussions are held on future requirements. Project Manager & Analysts, Contract & IP Law, Contract Specialist, Contracting Officer, Engineering, Requirements Office Specialist, Competition Management Analyst, and any other personnel that brings knowledge to the project.

Acquisition Planning is dependent on the dollar value.



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- This is our best practice utilized by TACOM, ACC-DTA and our PEOs.
- There are two Sessions held to create and prepare the J&A Package (to include the Acquisition Plan/Strategy if needed)
- There is pre work required in order to schedule the first Session
- Early discussions to socialize socio-economic SB Programs, details in market research
- What can you offer to assist those PEOs to make SB goals.



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- The estimated dollar of the requirement along with Contract type
- Procurement History: Previous J&A if applicable
- Market Research: Source Sought/Request for Information and any other market research that supports the restriction of competition (must be within 12 months for J&A, if it's for a Competitive ACQ plan it has to be within 18 months)
- Determine Technical Data Package (TDP) ownership, what rights do we have, if any to the TDP, software and/or patent rights.
- Reason for the J&A: Only One Responsible Source or Urgency
 - If One Responsible source, duplication of cost/delay
 - If Urgency, Statement of Impact/Operational Needs Statement



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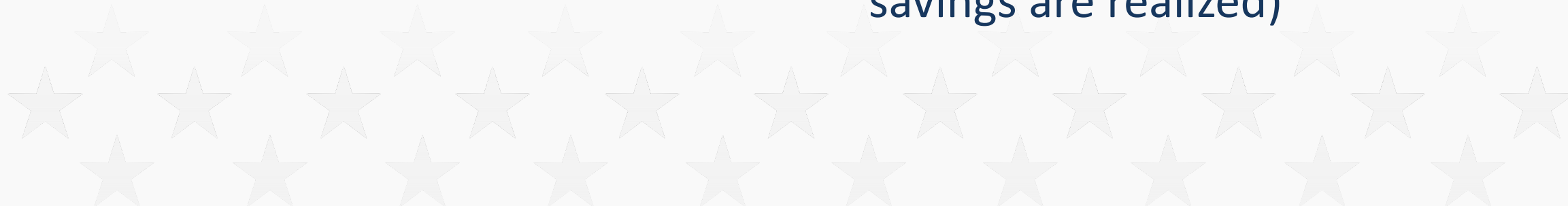
- Phase 1, your first session will be conducted. Process for Justification & Approvals (J&A) along with the Acquisition Plan review with a value greater than \$15M (you can determine \$)
- As a result of Phase 1, a date will be set for a draft document package and the appropriate staff will review and comment on the documents. (The review period is usually 10 business days.)
- A due date for comments will be established, along with a date for Phase 2.



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- Phase 2 will be held and all comments and concerns will be discussed and addressed; each document will be reviewed line by line (we use a share point live system, we will have to adapt to Microsoft 365)
- Once the meeting is over and everyone has agreed on all changes, the Contract Specialist/Procurement Analyst will prepare clean versions for routing and final signatures. (This is where the ALT is reduced significantly and savings are realized)





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Thank you

Marie T. Gapinski

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