

## **Program Overview**

The University of Texas Medical Branch at Galveston's Federal Small Business Program was established to identify and encourage participation in the competitive bid process with the objective of increasing the number of contracts and subcontracts awarded to qualified and eligible small business concerns, create a fair and open competitive market, and improve community awareness.

Additionally, Federal Acquisition Regulations (FAR) require that small business (SB), small disadvantaged business (SDB), women-owned small business (WOSB), HUBZone small business (HUBZone), veteran-owned small business (VOSB) and service-disabled veteran-owned small business (SDVOSB) concerns have the Maximum Practicable Opportunity (MPO) to participate as subcontractors in the contracts awarded by any federal agency, consistent with efficient contract performance.

The information on this web site has been prepared to familiarize you with our program and staff. We believe this information will help you better understand our organization and provide you with the information necessary to make your business transactions with us successful.

## **Objectives**

UTMB's Federal Small Business Program objectives are:

- To identify, educate and assist small business concerns (SDB, WOSB, HUBZone, VOSB and SDVOSB) participating in UTMB procurements and/or subcontracts.
- To provide SB, SDB, WOSB, SDVOSB, VOSB, and HubZone SB Concerns the Maximum Practicable Opportunity (MPO) to participate in the performance of federally funded subcontracts.
- To increase the number and value of subcontracts and purchases awarded to small business concerns stated above.
- To support economic growth and new business opportunities.

## **Eligibility**

FAR 19.703 (a) – To be eligible as a subcontractor under the Federal Small Business Subcontracting Program, a concern must represent itself as a small business and must meet the appropriate definition below. ( FAR 2.101 and 19.001)

### **Small Business Concern – (SB) Self-Certification Category**

“Small business concern” means a concern including its affiliates, that is independently owned and operated, not dominate in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standard in 13 CFR 121 ( FAR 19.102)”.

As of May 2004, the NAICS code of the subcontract will determine the size standard regardless of the dollar amount.

### **Small Disadvantaged Business Concern – (SDB) Must be certified by SBA as a SDB**

A business concern that is at least 51% owned by minority group members, or in the case of publicly owned businesses at least 51% of the stock is owned by minority group members. (For the purpose of this program, minority group members are the Black American, Asian American, Native American, Hispanic American and Pacific American).

A Small Disadvantaged Business Concern is a small business that has received certification as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B, and no material change in disadvantaged ownership and control has occurred since certification.

If a concern self-certifies that it has received SBA’s SDB certification, it must be verified in Central Contractor Registration (<http://www.ccr.gov/>).

### **Women-Owned Small Business Concern – (WOSB) Self-Certification Category**

A small business concern, as defined under Small Business Concern, that regardless of ethnic background, is at least 51% owned by women members and women also meaningfully contribute to that firm’s day-to-day management.

### **HUBZone Small Business Concern – (HUBZone) Must be certified by SBA as a HUBZone Small Business**

A small business concern that is operating in a certified historically underutilized business zone which is in an area located within one or more qualified census tracts, qualified non-metropolitan counties, or lands within the external boundaries of an Indian reservation.

A small business concern that appears on the List of Qualified HUBZone Small Business Concern maintained by the Small Business Administration. If a concern self-certifies that it has received SBA's HUBZone certification, it must be verified in Central Contractor Registration (<http://www.ccr.gov/>).

**Veteran-Owned Small Business Concern - (VOSB)**

**Self-Certification Category**

A small business concern that is not less than 51% of which is owned by one or more veterans or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans; and the management and daily business operations of which are controlled by one or more veterans.

**Service-Disabled Veteran-Owned Small Business Concern – (VOSB)**

**Self-Certification Category**

A small business concern that is at least 51% owned by one or more service disabled veterans (as defined in Title 38 USC 101(16)), or, in the case of publicly owned business, at least 51% of the stock is owned by one or more service disabled veterans. In addition, the management and daily business operations must be controlled by one or more service disabled veterans. In the case of a permanent or severe disability, the spouse or caregiver of such a service-disabled veteran may control the management and daily operations.

**Historically Black Colleges and Universities – (HBCU)**

**(Required in DoD, NASA & Coast Guard ONLY)**

An accredited institution of higher education that was established before 1964; has a principal mission that was, and is, the education of Black Americans; and, as determined by the Secretary of Education, meets the regulations set forth by the U.S. Department of Education (34 CFR Section 608.2). Any non-profit research institution that was an integral part of a Historically College or University before November 14, 1986 is also included in this definition.

**Minority Institution – (MI)**

**(Required in DoD, NASA & Coast Guard ONLY)**

An accredited college or university whose enrollment of a single minority group or a combination of minority groups exceeds 50% of the total enrollment; and, as

determined by the Secretary of Education, meets the regulations set forth by the U. S. Department of Education.

Institutions meeting the requirements of Section 1046(3) of the higher education Act of 1965 (20 U.S.C. 1135(3)). The term also includes Hispanic-serving institutions as defined in Section 316(b) (1) of such Act (20 U.S.C. 1059c (b) (1)).

### **Other- Than Small Business – (OTSB)**

A business concern, which is not classified as a small business concern by the Small Business Administration.

If you have any questions regarding your specific status, please contact your local SBA office via the following links:

Small Business Administration: [www.sba.gov](http://www.sba.gov)

Small Businesses: <http://www.ccr.gov/>

HUBZone Small Businesses: <http://www.sba.gov/hubzone/>

Veteran-Owned Businesses: <http://www.sba.gov/vets/>

### **Additional links and information:**

NAICS is the North American Industry Classification System. It replaces the old Standard Industrial Classification (SIC) System. You may learn more about NAICS by accessing the Census Bureau's NAICS Internet site at [www.census.gov/naics](http://www.census.gov/naics)

Central Contractor Registration is the U.S. Small Business Administration's Procurement Marketing & Access Network. It is an on-line, interactive, electronic gateway of procurement information – for and about small businesses. To register for Central Contractor Registration go to <http://www.ccr.gov/>, select the Registration bar and follow the instructions.

Federal Acquisition Regulation (FAR) Home Page, go to <http://www.arnet.gov/far/>

Small business concerns interested in additional information on obtaining certification through the Small Business Administration should contact the Small Business Administration's Houston Regional Office Area V, Government Contracting Division at 281.483.1549.

## **Self Certification**

Vendors may self-certify their status with UTMB by completing the Supplier Self Certification Form. Designations for small-disadvantaged business concerns, HUB Zone Certified concerns, and service-disabled veteran owned business concerns require additional verification in the CCR. Vendors already participating in our program are required to renew their self-certification annually.

## **Subcontractor Flow-Down**

UTMB agrees to include the Federal Acquisition Regulation (FAR) clause 52.219-8 entitled “utilization of Small Business Concerns” in all subcontracts that offer further subcontracting opportunities. All subcontractors (except SB Concerns) who receive subcontracts in excess of \$550,000 will be required to adopt and comply with a subcontracting plan similar to the plan required by FAR 52.219-9, entitled “Small Business Subcontracting Plan.”

The acceptability of percentage goals shall be determined on a case-by-case basis depending on the supplies/services involved, the availability of potential small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, women-owned small business concerns, historically underutilized business zone small business concerns, small disadvantaged business concerns, and historically black college and university/minority institution subcontractors, and prior experience. Upon approval and implementation, plans will be monitored through the submission of periodic reports, and/or, as time and availability of funds permit, periodic visits to subcontracting program participants.

## **Description of Good Faith Effort**

Maximum practicable utilization of small business concerns, (SDB, WOSB, VOSB, SDVOSB, and HUBZone), as subcontractors in Government contracts is a matter of national interest with social and economic benefits. When a contractor fails to make a good faith effort to comply with a subcontracting plan, these objectives are not achieved and 15 U.S.C. 637(d) (4) (F) directs that liquidated damages shall be paid by the contractor. In order to demonstrate the university’s compliance with a good faith effort to achieve the subcontracting goals stated in the subcontracting plan, outlines of the steps the university will follow are listed below.

Each contract of \$550,000 or more will require a small business subcontracting plan;

Intense outreach efforts will be conducted to include small business concerns;

In conjunction with the Principal Investigators (PIs), the Federal Small Business program will develop and monitor goals monthly to ensure compliance; and

Provide training to all procurement personnel on Federal Subcontracting Program.

**Contact Information:**

For assistance with any questions or more information, please contact us.

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