



# Memorandum

**U.S. Department of  
Transportation**  
Office of Small and Disadvantaged Business Utilization

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**DATE:** March 9, 2007

**TO:** Chief of Contracting Activity  
DOT Operating Administrations

**FROM:** Denise Rodriguez-Lopez   
Director, S-40

**CC:** Small Business Specialist

**SUBJECT:** DOT Scorecard

On December 21, 2006 the OSDBU sent a draft copy of the proposed quarterly/cumulative DOT Scorecard requesting your suggestions and/or comments. Thank you for your feedback.

Attached for your use is a copy of the DOT scorecard for tracking your agency's data. The scorecard will be due to the OSDBU 15 days after the end of each quarter. To that end, the first report will be due on or before April 16 (April 15 is a Sunday). As always, we appreciate your cooperation and support of the DOT small business program.

If you have any questions, please do not hesitate to contact us.

Attachments:  
Guidance Tool  
Scorecard

**Small Business Procurement (SBP) Scorecard  
U.S. Department of Transportation Performance Assessment Reporting Tool  
Guidance**

**Background:** On November 14, 2006, the Office of Management and Budget's (OMB) Office of Federal Procurement Policy (OFPP) and the U.S. Small Business Administration (SBA) announced the implementation of the Small Business Procurement (SBP) Scorecard. The SBP is modeled after the President's Management Agenda (PMA) and follows the general format and outcome measures used for the PMA scorecard items, such as, green and yellow. The DOT Office of Small and Disadvantaged Business Utilization (OSDBU) or S-40, in conjunction with the Operating Administrations (OA), have developed the Performance Assessment Reporting Tool (PART) to target and capture data related to the criteria outlined in the SBA/OFPP SBP Scorecard.

**Purpose:** PART together with other management tools, e.g., FPDS-NG, etc. is designed to ensure that the appropriate information is acquired, described, and reported in accordance with the SBP Scorecard criteria.

**Guidance:** Acquisition personnel are encouraged to work closely with the small business specialist to facilitate the effective and efficient operation of the SBP Scorecard process within DOT through the use of the S-40 PART. The tool's objective is to provide for assessment of each OA's effort as measured against the SBP scorecard criteria then link and verify that data with FPDS-NG information or other source data, e.g., outreach activities, planned actions, annual reports, etc., to arrive at a fully integrated supportable DOT SBP Scorecard. The S-40 PART will, among other things:

- Gauge achievements;
- Highlight significant efforts undertaken by OAs;
- Provide a mechanism to increase improvements in the competitive environment; and
- Identify opportunities for improvement.

The attached scorecard is due electronically to the OSDBU 15 days after the end of each quarter. The first report is due on April 16, 2007.

If you have any questions or concerns, please contact Jerry Franco (202) 366-1930 or e-mail at [jerry.franco@dot.gov](mailto:jerry.franco@dot.gov) or Lenita Ahmadi on (202) 366-4974 or e-mail at [lenita.Ahmadi@dot.gov](mailto:lenita.Ahmadi@dot.gov).

**SCORECARD- Performance Assessment Reporting Tool**  
**DOT Small Business Quarterly Reporting – Cumulative**  
 (Due 15 days after end of Quarter)

Operating Administration: \_\_\_\_\_  
 Small Business Specialist: \_\_\_\_\_

Fiscal Year \_\_\_\_\_  
 Quarter \_\_\_\_\_

I. [REDACTED]

	Dollars	Percent	Dollars	Percent
Total Contracting	\$ -		\$ -	100.0%
a. Small Business (SB)	\$ -		\$ -	0%
b. Total Small and Disadvantaged Business (SDB) (c+d)	\$ -		\$ -	0%
c. Section 8(a)	\$ -		\$ -	0%
d. SDB other than 8(a)	\$ -		\$ -	0%
e. HUB ZONE Small Business (HUB)	\$ -		\$ -	0%
f. Women Owned Small Business (WOSB)	\$ -		\$ -	0%
g. Service Disabled Veteran-Owned Small Business (SDVOSB)	\$ -		\$ -	0%

II. **ACTION TAKEN THIS QUARTER:**

a. **Form 4250 Reviews**

	Project Value	Number	Estimated Yearly Value	Yearly Value to Date
1 Small Business (SB)	\$ -		\$ -	\$ -
2. Total Small and Disadvantaged Business (SDB) (c+d)	\$ -		\$ -	\$ -
3. Section 8(a)	\$ -		\$ -	\$ -
4. SDB other than 8(a)	\$ -		\$ -	\$ -
5. HUB ZONE Small Business (HUB)	\$ -		\$ -	\$ -
6. Women Owned Small Business (WOSB)	\$ -		\$ -	\$ -
7. Service Disabled Veteran-Owned Small Business (SDVOSB)	\$ -		\$ -	\$ -
8. Other (full and open, GSA Schedule, etc)	\$ -		\$ -	\$ -

b. **Subcontracting Plans Reviewed:**

c. **Number of companies assisted:**

d. **Number of Small Business Conferences Attended**

1. Estimated Participation

e. **Other**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Totals to Date


IV. **PLANNED ACTION/EVENTS FOR NEXT QUARTER:**

V. **COMMENTS/REMARKS:**

Submitted by: \_\_\_\_\_  
 Title: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_