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Federal Small Business Program:

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 the UTMB Health web site at <http://www.utmb.edu/supplychain/hub/default.asp> was prepared to familiarize small business concerns UTMB's program and staff. UTMB believes this information will help one to better understand the UTMB organization and provide one with the information necessary to make future business transactions with UTMB successful ones.

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 as 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)

In determining what constitutes a small business, the definition will vary to reflect industry differences. These size standards are used to determine eligibility for SBA's financial assistance and to its other programs, as well as to Federal government procurement programs designed to help small businesses. Also, the Small Business Act states that unless specifically authorized by statute, no other Federal department or agency may prescribe a size standard for categorizing a business concern as a small business concern, unless such proposed size standard meets certain criteria and is approved by the Administrator of SBA.

Small Business Concern – (SB) Self-Certification Category

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

Small Disadvantaged Business Concern – (SDB) Self-Certification Category

A small disadvantage business concern is at least 51% owned by minority group members or in the case of publicly owned business 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).

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

A women-owned small business concern, as defined under Small Business Concern, is one 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 HUBZone small business concern operates in a certified historically underutilized business zone and is one that is located 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. Please see the SBA website to determine if your company is located in a HUBZone and information on certification. For more on the HUBZone Program visit:
(www.sba.gov/content/applying-hubzone-program)

Veteran-Owned Small Business Concern - (VOSB)

Self-Certification Category

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

Service-Disabled Veteran-Owned Small Business Concern – (SDVOSB)

Self-Certification Category

A service-disabled veteran-owned small business concern 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.

Other- Than Small Business – (OTSB)

An OTSB is a business concern which is not classified as a small business concern by the Small Business Administration.

If one has any questions regarding one's specific status, please contact the SBA via the following links:

Small Business Administration: www.sba.gov

Small Business Programs: www.sba.gov/about-sba-services/199

HUBZone Small Businesses: www.sba.gov/content/applying-hubzone-program

Veteran-Owned Businesses: www.sba.gov/vets/

Additional links and information:

NAICS is the North American Industry Classification System. One may learn more about NAICS by accessing the Census Bureau's NAICS Internet site at www.census.gov/naics

Small business concerns interested in additional information on the Federal Small Business Program should contact the local SBA Houston District Office at 713-773-6500

Self Certification

Vendors may self-certify their status with UTMB by completing the [Supplier Self Certification Form](#). Vendors already participating in UTMB's 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 \$650,000 (1.5 million for Construction) 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, HUBZone 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. 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 \$650,000 (1.5 million for construction) will require a small business subcontracting plan;

Conduct intense outreach efforts to identify, educate and assist small business concerns in participating in UTMB procurement and/or subcontracts.

The Principal Investigators (PIs) will develop and monitor goals monthly to ensure compliance.

The HUB and Federal Small Business Program Office and Office of Sponsored Research administration will provide training to all procurement personnel and PI's on the Federal Small Business Program

Contact Information:

For assistance with any questions or more information, please contact

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