PURPOSE

The purpose of the policy is to set forth The University of Texas Medical Branch (utmb Health) commitment to the utilization of Small Business Concerns (SBC) through participation in the performance of contracts awarded with regard to the purchase of material and supplies and subcontracting opportunities. Small Business Concerns include:

- Small business (SB),
- Small disadvantaged business (SDB),
- Women owned small business (WOSB),
- Veteran-owned small business (VOSB),
- Service-disabled veteran-owned small business (SD/VOSB), and
- Historically Underutilized Business Zone small business (HUBZone).

POLICY STATEMENT

UTMB Health is committed to attaining the highest participation of Small Business Concerns in every project undertaken by the institution.

UTMB’s goal is to provide maximum practicable opportunity (MPO) to Small Business Concerns in support of Federal Contracts and other Federal supported projects, such as FEMA.

SCOPE

Compliance with this policy is the responsibility of all UTMB Health workforce members.

TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, UTMB Health workforce members involved in defining, sourcing, contracting, and/or purchasing goods or services for the institution.

DEFINITIONS

**Maximum Practicable Opportunity (MPO):** FAR 19.201(a) indicates that "It is the policy of the Government to provide maximum practicable opportunities in its acquisitions to small business, veteran-owned small business, service-disabled veteran-owned small business, historically-underutilized business zone (HUBZone) small business, small disadvantaged business, and women-owned small business concerns. Such concerns must also have the maximum practicable opportunity to participate as subcontractors in the contracts awarded by any executive agency, consistent with efficient contract performance."
Other Than Small Business (OTSB): Any entity that is not classified as a small business in accordance with FAR Part 19.2 Small Business Program.

**PROCEDURE**

1.0 Potential Sources for Small Business Concerns

To identify potential sources of Small Business Concerns for participation in Federal Contract procurements, the following databases will be utilized:

1.1 System for Award Management (SAM) at [https://www.sam.gov](https://www.sam.gov), as well as Dynamic Small Business Search and Quick Market Search both at [http://dsbs.sba.gov](http://dsbs.sba.gov).

1.2 Texas Procurement Support Services (TPASS), City of Houston, Women’s Business Enterprise Alliance (WBEA), Women Contractor’s Association, and the Houston Minority Supplier Development Center (HMSDC).

1.3 Existing UTMB Health previously used small business concerns.

2.0 Equitable Opportunity

The following efforts will be taken by UTMB Health to assure that Small Business Concerns will have an equitable opportunity to compete for subcontracts:

2.1 Outreach efforts will be made to (1) contact minority and small business trade associations and advocacy groups regarding bid opportunities at UTMB, and (2) attend small and minority business procurement conferences and trade fairs.

2.2 Research sources from the SAM database and the state minority and woman-owned business development agencies such as the WBEA and HMSDC will be utilized.

2.3 Educate and assist buyers, sourcing specialists, and research personnel in doing business with Small Business Concerns firms through workshops, seminars, and training programs conducted on-site. Monitor activities and evaluate compliance with subcontracting plan commitment.

2.4 Maintain and utilize Small Business Concern source listings and other identifying means in soliciting subcontracts.

3.0 Implementation

UTMB will perform the following efforts in order to effectively implement this policy to the extent consistent with the efficient performance of solicitation:

3.1 UTMB will assist Small Business Concerns by distribution of solicitations, allowing for time for the preparation of bids, and allowing for reasonable quantities, specifications, and delivery schedules, so as to facilitate the participation of such Concerns in the procurement process. Where UTMB’s list of potential Small Business Concerns is long, reasonable effort will be made to allow such small business concerns an opportunity to compete over a period of time.

3.2 UTMB will provide adequate and timely consideration of the potentialities of Small Business Concerns participation in all make or buy decisions.

3.3 UTMB will promote awareness of subcontracting opportunities with representatives of Small Business Concerns.

3.4 UTMB will verify and monitor certifications of all Small Business Concerns awarded contracts or subcontracts on UTMB projects.
Attachments / LINKS

Dynamic Small Business Search.
Quick Market Search.
System for Award Management (SAM).

OTHER Related Accreditation / regulatory STANDARDS

Federal Acquisitions Regulations (FAR). http://www.acquisition.gov/far/

References


U.S. Small Business Administration (SBA). http://www.sba.gov/