

Critical Element on Small Business

For Executive Officers

Critical Element 7: Management - Financial Management

The expectations, below, should be addressed in the executive's summary of accomplishments at the end of the appraisal period.

Description: At the level 3, promotes stewardship, transparency and accountability within the HHS Small Business Program by: (1) supporting the achievement of the overall OPDIV/STAFFDIV specific small business goal and (2) improving results in at least one socio-economic category (with no or only negligibly decreased results in others) compared to FY2014.

For Office of Acquisition (OA) Director and Other Senior OA Leadership

Critical Element: Small Business Program Support and Accomplishments

Strategic Goal or Objective: Goal 4, Increase Efficiency, Transparency, and Accountability of HHS Programs

Description: At the level 3, promotes stewardship, transparency and accountability within the HHS Small Business Program by: (1) supporting the achievement of the overall OPDIV/STAFFDIV specific small business goal and (2) improving results in at least one socio-economic category (with no or only negligibly decreased results in others) compared to FY2014. Demonstrates support of the small business goals by: (1) implementing strategies for increasing contracting opportunities for all small business groups; (2) facilitating and supporting small business training and/or retraining of acquisition and program staff; and (3) supporting and attending a Small Business Industry Day in the OPDIV/STAFFDIV or an HHS or Federal-wide Small Business Outreach event. [Supervisors may provide additional standards and measures as necessary and consistent with programmatic goals and supported contracts]

For All Contracting Officers, Purchasing Agents, and Buyers with Warrants

Critical Element: Small Business Program Support and Accomplishments

Strategic Goal or Objective: Goal 4, Increase Efficiency, Transparency, and Accountability of HHS Programs

Description: At the level 3, promotes stewardship, transparency and accountability within the HHS Small Business Program by implementing strategies for increasing contracting opportunities for all small business groups under individual solicitations, contract awards/actions, and/or purchase orders/actions, and attending small business training, outreach sessions, or other events. [Supervisors may provide additional standards and measures as necessary and consistent with programmatic goals and supported contracts]

For Program Managers Whose Programs Rely Primarily on Contracts to Fulfill their Missions

Critical Element: Small Business Program Support and Accomplishments

Strategic Goal or Objective: Goal 4, Increase Efficiency, Transparency, and Accountability of HHS Programs

Description: At the level 3, promotes stewardship, transparency and accountability within the HHS Small Business Program by supporting and attending a Small Business Industry Day in the OPDIV/STAFFDIV or an HHS or Federal-wide Small Business Outreach event. [Supervisors may provide additional standards and measures as necessary and consistent with programmatic goals and supported contracts]