

U.S. Small Business Administration

Fiscal Year 2009

Small Business Procurement Scorecard

Grade Calculation Methodology



Executive Summary – How is the New Scorecard Better?

The new scorecard facilitates the continual improvement of small business contracting performance by providing greater clarity and transparency of agency progress towards meeting the statutory small business prime contracting goals. These revisions are part of the agency's continuing efforts to strengthen the integrity of the data on small business contracting, as well as expand opportunities for small businesses to compete for and win federal contracts.

There are three main areas of improvement to the new scorecard;

1. An overall grade is being introduced that holistically assesses an agency's entire small business procurement performance along three quantitative measures;
 - prime contracting achievement
 - subcontracting achievement
 - plan progress achievement

Previous scorecards only addressed prime contracting achievement and did not offer an overall grade to assess the comprehensive procurement practices of an agency (i.e., the agency achieved X out of 5 goals).

2. Moved from a color based methodology that used three potential grade ranges (green, yellow, red) to a letter grade based methodology that will have six potential grade ranges (A+, A, B, C, D, F). Expanding the number of grade ranges allows for more distinction among different agencies' performance.
3. Incorporated a quantitative measurement of subcontracting and plan performance categories which were not previously measured. These two additions are important because they help explain the totality of an agency's small business efforts.

The new scorecard format measures the total performance of an agency's achievements in a more transparent and consistent method

Agency Small Business Score Card Grade Calculation Methodology

Achievement Category	Weight given to category achievement toward overall grade	Achievement category component(s)	Component weight toward category achievement																																																	
<div style="font-size: 2em; font-weight: bold; border: 2px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">1</div> <h2 style="margin: 0;">Prime Contracting</h2> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th>① Achievement</th> <th>Goal</th> <th>Goal Performance</th> <th>Weight of Prime Grade</th> <th>Weighted Average Goal Performance</th> </tr> </thead> <tbody> <tr> <td>Small Business</td> <td>32.38 / 31.9 =</td> <td>102.0</td> <td>X 60 =</td> <td>61.20</td> </tr> <tr> <td>SDB</td> <td>14.14 / 5.0 =</td> <td>150.0</td> <td>X 10 =</td> <td>15.0</td> </tr> <tr> <td>WOSB</td> <td>7.86 / 5.0 =</td> <td>150.0</td> <td>X 10 =</td> <td>15.0</td> </tr> <tr> <td>SDVOSB</td> <td>1.91 / 3.0 =</td> <td>63.64</td> <td>X 10 =</td> <td>6.36</td> </tr> <tr> <td>HUBZone</td> <td>2.79 / 3.0 =</td> <td>89.96</td> <td>X 10 =</td> <td>8.96</td> </tr> <tr> <td colspan="4" style="text-align: right;">+</td> <td>106.56</td> </tr> <tr> <td colspan="4" style="text-align: right;"></td> <td style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Prime Score</td> </tr> </tbody> </table>	① Achievement	Goal	Goal Performance	Weight of Prime Grade	Weighted Average Goal Performance	Small Business	32.38 / 31.9 =	102.0	X 60 =	61.20	SDB	14.14 / 5.0 =	150.0	X 10 =	15.0	WOSB	7.86 / 5.0 =	150.0	X 10 =	15.0	SDVOSB	1.91 / 3.0 =	63.64	X 10 =	6.36	HUBZone	2.79 / 3.0 =	89.96	X 10 =	8.96	+				106.56					Prime Score	80%	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d9e1f2;"><td style="width: 50%;">Small Business</td><td style="width: 50%; text-align: right;">60%</td></tr> <tr><td>SDB</td><td style="text-align: right;">10%</td></tr> <tr><td>WOSB</td><td style="text-align: right;">10%</td></tr> <tr><td>SDVOSB</td><td style="text-align: right;">10%</td></tr> <tr><td>HUBZone</td><td style="text-align: right;">10%</td></tr> </table>	Small Business	60%	SDB	10%	WOSB	10%	SDVOSB	10%	HUBZone	10%
① Achievement	Goal	Goal Performance	Weight of Prime Grade	Weighted Average Goal Performance																																																
Small Business	32.38 / 31.9 =	102.0	X 60 =	61.20																																																
SDB	14.14 / 5.0 =	150.0	X 10 =	15.0																																																
WOSB	7.86 / 5.0 =	150.0	X 10 =	15.0																																																
SDVOSB	1.91 / 3.0 =	63.64	X 10 =	6.36																																																
HUBZone	2.79 / 3.0 =	89.96	X 10 =	8.96																																																
+				106.56																																																
				Prime Score																																																
Small Business	60%																																																			
SDB	10%																																																			
WOSB	10%																																																			
SDVOSB	10%																																																			
HUBZone	10%																																																			
<div style="font-size: 2em; font-weight: bold; border: 2px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">2</div> <h2 style="margin: 0;">Subcontracting</h2> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th>② Achievement</th> <th>Goal</th> <th>Goal Performance</th> <th>Weight of Prime Grade</th> <th>Weighted Average Goal Performance</th> </tr> </thead> <tbody> <tr> <td>Small Business</td> <td>49.27 / 40.00 =</td> <td>123.18</td> <td>X 60 =</td> <td>73.91</td> </tr> <tr> <td>SDB</td> <td>18.14 / 5.0 =</td> <td>150.0</td> <td>X 10 =</td> <td>15.0</td> </tr> <tr> <td>WOSB</td> <td>18.89 / 5.0 =</td> <td>150.0</td> <td>X 10 =</td> <td>15.0</td> </tr> <tr> <td>SDVOSB</td> <td>1.51 / 3.0 =</td> <td>50.46</td> <td>X 10 =</td> <td>5.05</td> </tr> <tr> <td>HUBZone</td> <td>2.98 / 3.0 =</td> <td>99.47</td> <td>X 10 =</td> <td>9.95</td> </tr> <tr> <td colspan="4" style="text-align: right;">+</td> <td>118.91</td> </tr> <tr> <td colspan="4" style="text-align: right;"></td> <td style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Sub-k Score</td> </tr> </tbody> </table>	② Achievement	Goal	Goal Performance	Weight of Prime Grade	Weighted Average Goal Performance	Small Business	49.27 / 40.00 =	123.18	X 60 =	73.91	SDB	18.14 / 5.0 =	150.0	X 10 =	15.0	WOSB	18.89 / 5.0 =	150.0	X 10 =	15.0	SDVOSB	1.51 / 3.0 =	50.46	X 10 =	5.05	HUBZone	2.98 / 3.0 =	99.47	X 10 =	9.95	+				118.91					Sub-k Score	10%	<table style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #d9e1f2;"><td style="width: 50%;">Small Business</td><td style="width: 50%; text-align: right;">60%</td></tr> <tr><td>SDB</td><td style="text-align: right;">10%</td></tr> <tr><td>WOSB</td><td style="text-align: right;">10%</td></tr> <tr><td>SDVOSB</td><td style="text-align: right;">10%</td></tr> <tr><td>HUBZone</td><td style="text-align: right;">10%</td></tr> </table>	Small Business	60%	SDB	10%	WOSB	10%	SDVOSB	10%	HUBZone	10%
② Achievement	Goal	Goal Performance	Weight of Prime Grade	Weighted Average Goal Performance																																																
Small Business	49.27 / 40.00 =	123.18	X 60 =	73.91																																																
SDB	18.14 / 5.0 =	150.0	X 10 =	15.0																																																
WOSB	18.89 / 5.0 =	150.0	X 10 =	15.0																																																
SDVOSB	1.51 / 3.0 =	50.46	X 10 =	5.05																																																
HUBZone	2.98 / 3.0 =	99.47	X 10 =	9.95																																																
+				118.91																																																
				Sub-k Score																																																
Small Business	60%																																																			
SDB	10%																																																			
WOSB	10%																																																			
SDVOSB	10%																																																			
HUBZone	10%																																																			
<div style="font-size: 2em; font-weight: bold; border: 2px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-bottom: 10px;">3</div> <h2 style="margin: 0;">Plan Progress</h2> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th>③ Plan Progress Elements</th> <th>Performance</th> <th>Plan Progress Scoring</th> </tr> </thead> <tbody> <tr> <td>Has the organization a strategy to increase the number of competitively awarded contracts to small businesses?</td> <td style="text-align: center;">✔</td> <td rowspan="6" style="vertical-align: middle; text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="font-size: 1.5em; font-weight: bold; border: 2px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">3</div> <div style="margin-left: 5px;"> Plan Progress Score 100 </div> </div> </td> </tr> <tr> <td>Has the organization developed a goal for small business participation in the procurement process during the period?</td> <td style="text-align: center;">✔</td> </tr> <tr> <td>Has the organization had formal data analysis to identify opportunities (SOS) not during the period, verbal & documented key accounts?</td> <td style="text-align: center;">✔</td> </tr> <tr> <td>Has the organization planned and provided an in place business compliance with identifying plan and process of subcontracting goal during the period?</td> <td style="text-align: center;">✔</td> </tr> <tr> <td>Has the organization implemented a goal during the period?</td> <td style="text-align: center;">✔</td> </tr> <tr> <td>Has the organization implemented a goal during the period?</td> <td style="text-align: center;">✔</td> </tr> <tr> <td>Has the organization implemented a goal during the period?</td> <td style="text-align: center;">✔</td> <td style="text-align: center;"> 8.5 or 95+ - 100 7.5 or 80+ - 85 6.5 or 70+ - 80 5.5 or 60+ - 75 4.5 or 50+ - 65 </td> </tr> <tr> <td>Agency submits all strategy plans and reports that become due to take during the reporting period.</td> <td style="text-align: center;">✔</td> <td></td> </tr> </tbody> </table>	③ Plan Progress Elements	Performance	Plan Progress Scoring	Has the organization a strategy to increase the number of competitively awarded contracts to small businesses?	✔	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="font-size: 1.5em; font-weight: bold; border: 2px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">3</div> <div style="margin-left: 5px;"> Plan Progress Score 100 </div> </div>	Has the organization developed a goal for small business participation in the procurement process during the period?	✔	Has the organization had formal data analysis to identify opportunities (SOS) not during the period, verbal & documented key accounts?	✔	Has the organization planned and provided an in place business compliance with identifying plan and process of subcontracting goal during the period?	✔	Has the organization implemented a goal during the period?	✔	Has the organization implemented a goal during the period?	✔	Has the organization implemented a goal during the period?	✔	8.5 or 95+ - 100 7.5 or 80+ - 85 6.5 or 70+ - 80 5.5 or 60+ - 75 4.5 or 50+ - 65	Agency submits all strategy plans and reports that become due to take during the reporting period.	✔		10%	9 Plan Progress Elements																												
③ Plan Progress Elements	Performance	Plan Progress Scoring																																																		
Has the organization a strategy to increase the number of competitively awarded contracts to small businesses?	✔	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="font-size: 1.5em; font-weight: bold; border: 2px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">3</div> <div style="margin-left: 5px;"> Plan Progress Score 100 </div> </div>																																																		
Has the organization developed a goal for small business participation in the procurement process during the period?	✔																																																			
Has the organization had formal data analysis to identify opportunities (SOS) not during the period, verbal & documented key accounts?	✔																																																			
Has the organization planned and provided an in place business compliance with identifying plan and process of subcontracting goal during the period?	✔																																																			
Has the organization implemented a goal during the period?	✔																																																			
Has the organization implemented a goal during the period?	✔																																																			
Has the organization implemented a goal during the period?	✔	8.5 or 95+ - 100 7.5 or 80+ - 85 6.5 or 70+ - 80 5.5 or 60+ - 75 4.5 or 50+ - 65																																																		
Agency submits all strategy plans and reports that become due to take during the reporting period.	✔																																																			

Agency Achievement Example

Prime Contracting			Sub Contracting			Plan Progress Elements
	Goal (%)	Achievement (%)		Goal (%)	Achievement (%)	
Small Business	31.9	32.38	Small Business	40.0	49.27	✓ Has implemented a strategy to increase the number of competitively awarded contracts to small businesses.
SDB	5.0	14.18	SDB	5.0	10.14	✓ Has demonstrated top-level Agency commitment to small business contracting.
WOSB	5.0	7.86	WOSB	5.0	10.89	✓ Planned significant events to increase small business participation in the procurement process during the period.
SDVOSB	3.0	1.91	SDVOSB	3.0	1.5	✓ Demonstrated the small business data is accurately reported in FPDS-NG during the period. Verified & Cleared FPDS-NG Anomalies.
HUBZone	3.0	2.70	HUBZone	3.0	2.98	✓ Demonstrated the policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.
						✓ Demonstrated no unjustified bundling has taken place during the period.
						✓ Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period.
						✓ Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.
						✓ Agency submits all strategic plans and reports that became due to SBA during the reporting period.

Calculating Prime Contracting Score

1	Achievement		Goal		Goal Performance		Weight of Prime Grade		Weighted Average Goal Performance
Small Business	32.38	/	31.9	=	102.0	X	60	=	61.20
SDB	14.18	/	5.0	=	150.0*	X	10	=	15.0
WOSB	7.86	/	5.0	=	150.0*	X	10	=	15.0
SDVOSB	1.91	/	3.0	=	63.64	X	10	=	6.36
HUBZone	2.70	/	3.0	=	89.96	X	10	=	9.0
									106.56
									Prime Score



*performance capped at 150.0

Calculating Sub Contracting Score

2	Achievement		Goal		Goal Performance		Weight of Prime Grade		Weighted Average Goal Performance
Small Business	49.27	/	40.00	=	123.18	X	60	=	73.91
SDB	10.14	/	5.0	=	150.0*	X	10	=	15.0
WOSB	10.89	/	5.0	=	150.0*	X	10	=	15.0
SDVOSB	1.51	/	3.0	=	50.46	X	10	=	5.05
HUBZone	2.98	/	3.0	=	99.47	X	10	=	9.95
									118.91
									Sub-k Score

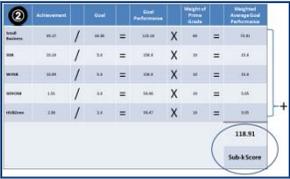
*performance capped at 150.0

Calculating Plan Progress Score

 Plan Progress Elements	Performance	Plan Progress Scoring
Has implemented a strategy to increase the number of competitively awarded contracts to small businesses.		<div data-bbox="1564 321 2062 625" style="border: 2px solid blue; border-radius: 50%; padding: 10px; text-align: center;"> <p>Plan Progress Score 100</p> </div> <ul style="list-style-type: none"> <li data-bbox="1612 678 1963 755"> 0 - Unacceptable - did not address element <li data-bbox="1612 784 1990 930"> 1/2 - Somewhat addressed element, but response was not complete <li data-bbox="1612 963 1984 1036"> 1 - Fully and sufficiently addressed element <p data-bbox="1686 1128 1906 1156">8.5 - 9/9 100</p> <p data-bbox="1686 1169 1892 1196">7.5 - 8/9 95</p> <p data-bbox="1686 1209 1892 1237">6.5 - 7/9 85</p> <p data-bbox="1686 1250 1892 1278">5.5 - 6/9 75</p> <p data-bbox="1686 1291 1892 1318">≤5.5 65</p>
Has demonstrated top-level Agency commitment to small business contracting.		
Planned significant events to increase small business participation in the procurement process during the period.		
Demonstrated the small business data is accurately reported in FPDS-NG during the period. Verified & Cleared FPDS-NG Anomalies.		
Demonstrated the policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.		
Demonstrated no unjustified bundling has taken place during the period.		
Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period.		
Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.		
Agency submits all strategic plans and reports that became due to SBA during the reporting period.		

Plan Progress Elements performance rating assigned using a peer-review panel of Agency OSDBUs

Calculating Agency Overall Small Business Procurement Grade

Achievement Category	Category Score		Weight of Category toward Overall Grade																
① Prime 	106.56%	X	80%	=	85.25%														
② Subcontracting 	118.91%	X	10%	=	11.89%														
③ Plan Progress 	100.0%	X	10%	=	10.0%														
<table border="0"> <tr> <td data-bbox="113 1354 155 1386">A+</td> <td data-bbox="233 1354 512 1386">≤ 150% but ≥ 120%</td> <td data-bbox="1087 1403 1675 1516" rowspan="6" style="text-align: center; vertical-align: middle;">Overall Small Business Performance Grade</td> <td data-bbox="1730 1370 1898 1403" rowspan="6" style="text-align: center; vertical-align: middle;">107.14%</td> </tr> <tr> <td data-bbox="113 1393 134 1425">A</td> <td data-bbox="233 1393 512 1425">< 120% but ≥ 100%</td> </tr> <tr> <td data-bbox="113 1432 134 1464">B</td> <td data-bbox="233 1432 491 1464">< 100% but ≥ 90%</td> </tr> <tr> <td data-bbox="113 1471 134 1503">C</td> <td data-bbox="233 1471 470 1503">< 90% but ≥ 80%</td> </tr> <tr> <td data-bbox="113 1510 134 1542">D</td> <td data-bbox="233 1510 470 1542">< 80% but ≥ 70%</td> </tr> <tr> <td data-bbox="113 1549 134 1581">F</td> <td data-bbox="233 1549 323 1581">< 70%</td> </tr> </table>					A+	≤ 150% but ≥ 120%	Overall Small Business Performance Grade	107.14%	A	< 120% but ≥ 100%	B	< 100% but ≥ 90%	C	< 90% but ≥ 80%	D	< 80% but ≥ 70%	F	< 70%	A
A+	≤ 150% but ≥ 120%	Overall Small Business Performance Grade	107.14%																
A	< 120% but ≥ 100%																		
B	< 100% but ≥ 90%																		
C	< 90% but ≥ 80%																		
D	< 80% but ≥ 70%																		
F	< 70%																		

