



THE SECRETARY OF THE INTERIOR
WASHINGTON

APR 12 2007

From: Secretary

Memorandum

To: Assistant Secretaries
Bureau Directors and Office Heads

From: Secretary

A handwritten signature in black ink, appearing to read "Dirk Kempthorne".

Subject: Small Business Acquisition Policy

I am committed to the Department of the Interior fully supporting the law and regulations promoting the use of small businesses in acquisition and purchasing. I encourage your personal involvement and commitment to excel in our small business contracting program.

Last year, the President announced his Small Business Agenda, which includes: 1) ensuring that Government contracts are open to all small businesses that can supply the Government's needs; and 2) avoiding unnecessary bundling of Government contracts. I fully support these objectives and am counting on you to provide the maximum practicable opportunities in our acquisitions to small businesses including:

- service-disabled veteran-owned small businesses.
- veteran-owned small businesses.
- HUBZone small businesses.
- small disadvantaged businesses, and
- women-owned small businesses.

We will promote opportunities for these businesses to participate as subcontractors in contracts awarded by the Department, consistent with efficient contract performance.

This small business utilization policy is a shared responsibility among all Department employees involved in the acquisition process. The Office of Small and Disadvantaged Business Utilization is available to assist you in implementing this policy. Through a unified team of senior management, small business personnel, acquisition personnel, and technical/program staff, we can support both our critical national mission and the important public policy objective of including small business in our acquisition program.