



**WHSR / TSA SENIOR INDUSTRY FORUM SERIES:
OFFICE OF SECURITY CAPABILITIES ENGAGEMENT GROUP**

**SMALL BUSINESS ENGAGEMENT FOCUS GROUP
MEETING REPORT
June 25, 2013**

The Washington Homeland Security Roundtable (WHSR) hosted its third TSA Office of Security Capabilities (OSC) Small Business Engagement Focus Group (Small Business Group) meeting on June 25, 2013. Participants attending the June 25th meeting consisted of representatives from industry, WHSR and TSA.

TSA provided a brief update on the status of the upcoming Small Business Industry Day. As a direct result of this group, TSA is hosting a Small Business Industry Day on August 7th from 12:00 p.m. to 4:00 p.m. The session was described as a “speed dating” like format with eight tables and eight companies. Prior to the Industry Day, TSA will request a capabilities statement from all companies attending. Prime contractors and participants will be supplied with a summary of everyone’s contact information.

Additionally, an update was provided on the status of the Office of Strategic Capabilities Strategic Plan. In its current state, the Strategic Plan has high level goals outlined with five action items corresponding to each goal. OSC directors have signed up for specific action items and areas of responsibilities. Kay Olive, WHSR Director, indicated that OSC received tremendous input and ideas at the beginning of the process and incorporated a large amount of them into the plan. OSC’s Assistant Administrator has been open to feedback and dialogue, and is expected to roll out the Strategic Plan in the coming weeks.



Katie Sleep, the Small Business Group's Industry Leader, raised that several members of this group submitted ideas on ways TSA could improve its outreach to small businesses (matrix attached). She added that if the group has additional ideas they should forward those ideas to her and she would aggregate and submit to TSA and distribute the summary to the group. Ms. Olive added that the group should take on a long term operational and organizational view and think through how TSA can work better with small business and how best to create dialogue on various issues.

Ms. Sleep also raised the question - How does TSA get to the point where everyone can give input? She added that small businesses need to know how to communicate with TSA. The group discussed several ideas and options. One of which Ms. Sleep offered was the idea of a small business portal. Ms. Olive reminded the group of an idea offered during the group's first meeting to examine leveraging the Broad Agency Announcement (BAA) framework to better incorporate communications with small business. The group continued discussing ideas on communication. Ms. Sleep concluded the meeting with a brief wrap up and summary of next steps.

Next Steps

Ms. Sleep indicated she will distribute to Small Business Group participants a list of questions regarding communication and small businesses. She requested responses be provided in the form of bullet points. Ms. Olive also solicited from the group industry best practices for Industry Days. Participants should submit feedback in bullet point form to WHSR. The next meeting is scheduled for August 14, 2013.



Idea	Who's the Implementer?	How to implement	Value to TSA
Identify & communicate to the TSA SB Group all FAR changes with respect to SB, and exactly what TSA will be measured on. Many changes mandated and TSA will be measured against these 2013		Research to identify all requirements TSA will be measured against for 2013 and 2014. Go to White House/Executive Orders; Office of Procurement (OFPP) and FARs; research 2013 changes in FAR and ED/Presidential Directives; contact DHS SB liaison & ask for list/review SBA/FAR for changes. List the requirements/changes	Ensures TSA knows how they will be measured, and can implement plan against requirements. Provides assurance that we are meeting stated goals – can estimate completion and prioritize our activities to meet specific requirements.
Conduct Industry days for Small Business for each of the 4 areas	TSA Acquisitions	In process- we need to communicate our RFPS coming out – get capabilities stmts. & map to needs.	Demonstrated metric toward meeting one or more of above requirements.
Weekly update of Acquisition Planning Forecast System (APFS) with identified needs – even if you are uncertain as to SB program			
TSA Experienced firms to mentor small businesses	Once approved by the SBA, the two firms would create an SBA approved Joint Venture (JV) to bid on OSC procurements.	Two firms could formally apply to the SBA to form a Mentor Protégé Agreement.	The smaller firm (the protégé) gains the benefit of the larger firm's experience, guidance, development and mentorship, while



			<p>the larger firm (the mentor) can increase its work at TSA through successful JV bid(s) on upcoming procurements. Both firms benefit from the relationship, and OSC also gains in that they would get TSA-experienced support along small business credit (if the protégé is the lead venture in the JV). This becomes a “win-win-win” situation for all parties.</p>
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