

September 8, 2005

OPRPM CIRCULAR NO. 06-008

TO: Fiscal Officers

FROM: Duff Zwald
 Director



SUBJECT: Small Business Subcontracting Program

Pursuant to legislative mandate with regard to Federal contracts, the U.S. Small Business Administration recently conducted a Small Business Subcontracting Program Compliance Review at the University of Hawaii. For purposes of the review, the University was requested to provide examples of assistance (e.g., advance or partial payments, technical or quality assistance, etc.) that had been provided to small businesses and documentation of "success stories" resulting in award of a purchase to a small business (e.g., award of a contract to a small business that came to the University's attention from an outreach activity, etc.).

As a result of the review, the University's small business program was given a rating of "Acceptable." To maintain or improve this rating, the University must continue its efforts to maximize opportunities for small business firms to do business with the University. In furtherance of these efforts, we are encouraging all University programs to support and assist small businesses to the best of your ability and to document your efforts in this area. If such efforts result in the successful award of a purchase to a small business, please retain documentation in your procurement files regarding the success story. During the year, the Office of Procurement and Real Property Management will request examples of assistance to small businesses and documentation of success stories.

Finally, if a University program experiences an extremely satisfying relationship with a small business in the purchase of goods or services, the Office of Procurement and Real Property Management would appreciate being informed in order to consider nominating the small business for the U.S. Small Business Administration's Subcontractor of the Year Award.

If you have any questions regarding the foregoing, please contact the Office of Procurement and Real Property Management at (808) 956-8687.