

**Federal
Office of Small and Disadvantaged Business Utilization (OSDBU) Directors
Interagency Council.**

CHARTER

MISSION:

The mission of the Federal Office of Small and Disadvantaged Business Utilization (OSDBU) Directors Interagency Council is to exchange information on methods, initiatives, and processes that will permit our respective agencies to more effectively utilize small businesses¹ in our prime contracts and subcontracts to the maximum extent practicable. In addition the Council shall collectively act in the interest of small businesses on federal and national small business initiatives.

VISION:

The Federal OSDBU Directors Interagency Council is an organization consisting of Directors or designees of the Offices of Small and Disadvantaged Business Utilization in the Executive Branch together with other defined members. The Federal OSDBU Directors Interagency Council is the principle collective forum for the dissemination of information and the exchange of ideas relative to ensuring that small businesses are an integral part of the competitive business base from which the Federal Government purchases goods and services.

AUTHORITY:

The Small Business Act as amended by Public-Law 95-507 established the Office of Small and Disadvantage Business (OSDBU). The Director of the OSDBU is the primary advocate responsible for promoting the use of all designated small business categories within the Federal Acquisition process. The OSDBU is tasked with ensuring that each Federal agency complies with federal laws, regulations, and policies to include small business as sources for supplies and services. They also are responsible for their agency's subcontracting program.

¹ Throughout this document the term "small business" shall include all categories of small firms on whose behalf OSDBUs are chartered to advocate, including small businesses, small disadvantaged businesses, small women-owned businesses, small veteran owned businesses, and service disabled veteran-owned businesses and businesses located in HUBZones.

GOALS:

The goals of the Council are to:

- Ensure that information is disseminated to small businesses so that they can be fully informed as to all federal laws, regulations, programs and initiatives that are relevant to their pursuit of federal prime and sub-contracts.
- Highlight processes that will identify procurement opportunities for all designated small business categories, and ensure that such opportunities are presented in such a manner that they can be taken advantage of by small businesses. Such opportunities shall include those at both the prime contract and the subcontract level.
- Advocate federal government-wide compliance with all federal laws, regulations and policies designed to maximize the participation of all designated small business categories in the federal marketplace.
- As appropriate, gather and convey the collective comments of the council on the impact of pending legislation or new policy initiatives affecting small businesses.
- Ensure that all OSDBU Directors and their staffs are provided sufficient information to effectively participate in accomplishing the mission, vision, and goals of the Council.
- Advocate training of the federal procurement workforce and community in the principles and methodologies to maximize small business utilization.
- Work with trade associations, federal prime contractors, and other interested groups to develop solutions to issues impacting procurement with the small business community.
- Create an environment that promotes innovation, and empowerment in utilizing small businesses to accomplish the Government's business.
- Identify best practices, share ideas, and experiences among federal agencies and private industry that will help leverage resources and develop solutions to more fully utilize small business in federal procurement.

OFFICERS, ELECTIONS AND MEMBERSHIP:

The Executive Officers of the Council will consist of the Chair, Vice Chair and Secretary. Executive Officers of the Council will be active OSDBU Directors, elected every year, from and by the voting membership. The term of office shall be for one year beginning in October. Elected Executive Officers must have been a member of the Council for at least one year, and have both the opportunity and expectation of serving a full one-year term. In the case of an Officer's inability to fulfill the entire one-year term, an interim election shall be conducted to fulfill the remainder of the term. The Chair may appoint an acting Executive Officer from the voting Council membership to fill the position until the election process is complete, a period not to exceed 60 days. In the event the Chair is unable to complete the one-year term, the Vice-Chair shall complete the Chair's term and elections conducted to fill the Vice Chair's remaining term.

Any OSDBU council member can make nominations for the Executive Council officers. Nominations shall be received by the second week in July. The nomination committee will publish Executive Officer Nominations accepted by their agency by the first week in August. Voting will be conducted during the month of August. Elected Executive Officers shall be announced at the September meeting.

The voting members of the Council shall consist of the Agency OSDBU Directors or their designees for the following agencies: the Departments of: Agriculture, Commerce, Defense, Air Force, Army, Navy, Education, Energy, Health and Human Services, Homeland Security, Housing and Urban Development, Interior, Justice, Labor, Transportation, Treasury, State, and the Department of Veterans Affairs; as well as Environmental Protection Agency (EPA), Executive Office of the President (EOP) Federal Deposit Insurance Corporation (FDIC), General Services Administration (GSA), National Aeronautics and Space Administration (NASA), National Science Foundation (NSF), Nuclear Regulatory Commission (NRC), Office of Personnel Management (OPM), Smithsonian Institution (SI) Social Security Administration (SSA).

Non-voting members of the Council include all agency OSDBU Director's staff and interested federal parties not specifically named.

The program activities of other agencies (e.g., Minority Business Development Agency, Office of Federal Procurement Policy, and Small Business Administration) may have a significant effect on the Council in carrying out its purpose. Accordingly, program executives from other agencies may be invited to Council meetings when determined necessary by the Council. Other interested parties with an interest in small business procurement related matters may also be invited to participate in the Council's meetings.

MEETINGS AND VOTING:

Unless otherwise specified, the Council will meet monthly on the third Thursday from 10:00 to 12:00 noon at a location to be determined by the Executive committee consensus. Meeting agendas will be established by the Chair with the objective of providing the agenda to the full membership ten (10) calendar days in advance of the meeting. The Vice Chair will ensure appropriate stakeholder agencies are invited. The Vice Chair will, among other duties act for the Chair in the Chair's absence. The Secretary will arrange for the recording of minutes.

On issues before the Council that require a Council vote, each Agency or Department will have one vote which may be cast by either the OSDBU Director or their designated representative. Each OSDBU Director will identify to the Vice Chair a senior official as a designated representative who may attend Council meetings in the OSDBU Director's absence and can speak for and commit the OSDBU Director to a course of action. Two-thirds of the number of Council members (or their designated representatives) must be present to form a quorum for voting purposes.

COMMITTEES:

Committees are to be chartered by the Council with a clear mission, and stated deliverables or outcomes and measures to determine the success and effectiveness of the effort. Individuals from the OSDBU Directors' staff, agencies not represented on the Council, or other relevant functional areas may be members of a Committee.

The Council can establish two types of committees:

Standing committees - which will address particular functional areas that are of on-going interest to the entire Council or of interest and applicability to a set of Council members.

Working groups (ad hoc or other), - which will address particular areas of concern that normally last for a limited time. The Council may schedule ad-hoc or special meetings as necessary.

The Interagency OSDBU Director Council's Standing Committees include but are not limited to:

- Outreach
- Subcontracting
- Legislative
- Small Business
- Liaison to PEC Executive Council
- Special Task Force
- External Liaison
- Nomination

RELATIONSHIP WITH OTHER GROUPS:

The Interagency OSDBU Director Council will provide representatives to serve as liaison with the Procurement Executives Council and, as appropriate, other councils or interested groups.

CHARTER UPDATE:

This charter will be reviewed and updated by the Council every five years or at other times following a majority vote of the Council. Maintaining the Charter is the responsibility of the Secretary.

The Federal Office of Small and Disadvantaged Business Utilization Directors Interagency Council adopted this charter on February 20, 2003.