



U.S. Agency for International Development Fiscal Year 2022 Report to Congress on Small and Disadvantaged Business Training and Travel

Introduction

USAID submits this report to Congress pursuant to Section 1691(c) of Public Law 112-239, which amended the Small Business Act, and requires a report to detail, *“the training provided by the Director [of the USAID Office of Small and Disadvantaged Business Utilization] ...in the most recently completed fiscal year; and the percentage of the budget of the Director used for travel in the most recently completed fiscal year.”*

The Small Business Act requires Federal Departments and Agencies to provide training and education for staff who are involved in the procurement process. The law emphasizes that training on small business programs is essential to ensure that acquisition and technical officials understand regulatory requirements fully, and that U.S. small businesses have maximum-practicable opportunities to participate in USAID’s procurements.

For FY 2022, preliminary data indicate that USAID obligated 16.55 percent of its contract dollars to U.S. small businesses, which exceeded the Agency’s goal of 12.50 percent. This equates to about \$998 million.

Overview of Training Provided

In FY 2022, USAID’s Office of Small and Disadvantaged Business Utilization (OSDBU) performed two live virtual training sessions totaling 29 attendees. One session was with 16 attendees from the Latin American region and another session was with 13 attendees from the Washington, D.C. office. The curriculum included USAID’s goals for small business utilization, the impact of U.S. small business utilization on the U.S. economy, statutory and regulatory requirements, market research, subcontracting, and contract bundling.

OSDBU has updated its asynchronous virtual training as an alternative to live training. A total of 9 individuals completed the one-hour training and a total of 615 individuals completed the six-hour training. Asynchronous virtual training was available to USAID staff to take on their own time.

Training sessions, coupled with the senior and working-level briefings, have broadened staff awareness of USAID’s small business program and its requirements, earlier exchanges of

information with acquisition officials, and an increase in prime and subcontracting awards for small businesses.

Training Expenses

In FY 2022, USAID used a small business contractor with professional instructors to perform live virtual instruction and update the one- and six-hour small business webinar.

The Agency's contractual expenditure for the training contractor in FY22 was \$83,766. OSDBU's FY 2022 Operational Expenses (OE) budget was \$803,000. Therefore, OSDBU used about 10 percent of its FY 2022 OE budget to provide small business training. The Agency's contractual expenditures for the training contractor in FY21 were \$160,726. OSDBU's FY 2021 Operational Expenses (OE) budget was \$385,000. Therefore, OSDBU used about 42 percent of its FY 2021 OE budget to provide small business training.

Therefore, the agency decreased its year-over-year training expenses by 48 percent from \$160,726 in FY21 to \$83,766 in FY22.

The significant increase in OSDBU's budget was made to support M-22-03, Advancing Equity in Procurement and Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

Travel Expenses for the OSDBU Director

In FY 2022, the OSDBU's Director incurred travel expenses totaling \$1,884 or about .2% of OSDBU's FY 2022 OE budget of \$803,000 to carry out the Agency's requirements for outreach to small businesses. Most of the outreach was performed virtually.