



DOING BUSINESS WITH THE SMITHSONIAN

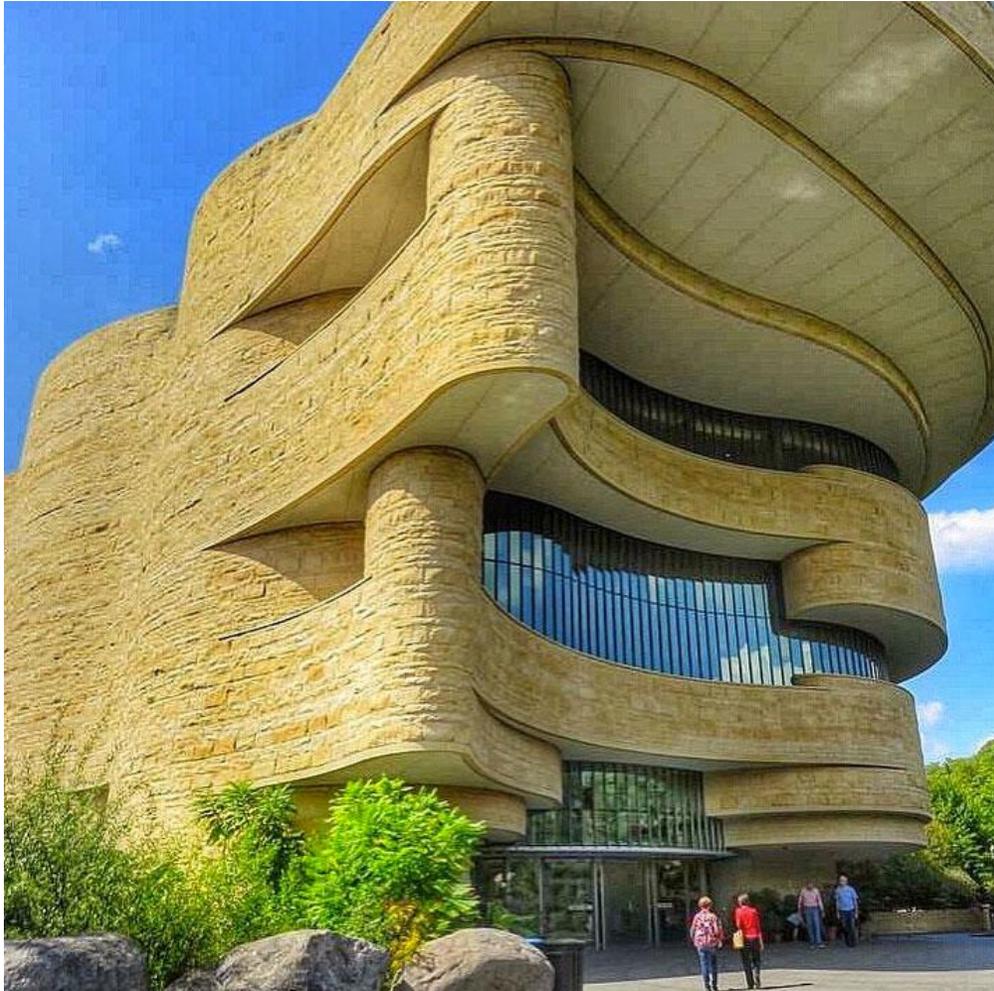
SMITHSONIAN INSTITUTION'S MISSION



**Increase and
diffusion of
knowledge**

**“Create knowledge,
Preserve our national
and natural heritage,
Share knowledge”**

WHAT THE SMITHSONIAN BUYS



Goods and Services	NAICS	Goods and Services	NAICS
Architectural and engineering	541310, 541330	Library equipment	423990, 424920
Archival storage supplies	322299, 519120	Lodging	721110, 721310
Art supplies	424990, 453998	Mailing services	491110, 492210, 492110
Audiovisual equipment and services	334310, 512290	Marketing and advertising	541613, 541810
Auditorium seating	337127	Media production services, and both video and audio	334310, 334613
Building materials, drywall, and plywood	444130, 444190, 238310, 444110, 321211	Motor vehicles	423110
Building repairs	238390, 238310, 238290	Office equipment, supplies, and maintenance	424120
Carpeting and padding	314110, 313230	Packaging services, and supplies	488991
Cataloging and digitization	541512	Packing and crating services and supplies	488991
Catering	722320	Pest control	561710
Communications systems and services	423690, 423620, 423430	Photographic services and supplies	325992, 423410
Conference services	561920	Plumbing	238220
Conservation equipment and supplies	322299, 322220	Preservation microfilming	518210
Construction and renovation	236210, 236220	Printing	323111
Consulting services, including health-care and financial	524114	Research assistance	541720
Courier and delivery	492110	Safety eyeglasses and shoes	316210, 339115
Custodial and supplies	325612, 325611	Scanners	334118, 334517, 621512
Digital photography supplies and services	443130, 323114	Scientific equipment, including microscopes, chromatographs, and spectrophotometers	333314, 423490
Document imaging systems	561439	Security guard	561612
Electrical equipment and inspection	238210	Security systems	561621
Electrical work	238210	Shipping	488510, 424130
Elevator inspection and maintenance	238290	Specialty trade contracting, such as masonry and stonework	238990, 238140
Environmental services, including hazardous waste disposal and asbestos abatement	562910	Storage units, equipment and management systems	423390
Event planning	561920, 561990	Telecommunications equipment and services	238210, 517210
Exhibit design and fabrication	238990, 238350	Telephones systems	238210
Exhibit installation and de-installation	321918, 337212	Temporary employment services	561320
Film development services, including editing, copyright, and printing	812921	Training	611420, 611430,
Food concessions	722310	Translation	541930
Furniture	337214, 442110	Transportation	481111, 481112, 484110
Goods for sale in museum stores	423990, 424310, 454390	Travel	561520, 561599
Graphic design and production	541430	Uniforms	315210
Heating, ventilating, and air conditioning	238220	Video productions	512110
Horticultural and greenhouse supplies	541690, 424930, 444220	Warehouse supplies	423840
Information technology equipment, computer programming, software development, systems integration, hardware maintenance, and computer training	611420, 541519, 541511, 811212, 541512	Welding	238190, 811310
Investigations	561611	Window washing	561720
Landscaping	561730	Writing and editing, technical and non-technical	561410, 711510
Laundry and dry cleaning services	812320		



Smithsonian Top Buys

- Professional, Scientific and Technical services: **\$84M**
- Real Estate **\$46M**
- Construction and Renovation **\$41M**
- Information Technology **\$12M**
- Administrative Support **\$10M**
- Arts and Entertainment **\$7M**
- Electronics, Electrical, and Transportation Equipment: **\$6M**
- Wholesale Trade **\$6M**
- Educational Services **\$5M**



SUPPLIER DIVERSITY PROGRAM

- Smithsonian Institution's Supplier Diversity Program:
- Advocate for Diversity and Inclusion in SI procurements and contracts
- Negotiate SI-wide small business participation goals
- Monitor SI-wide SDP SB & HUSB accomplishments
- Answer the question "How Would I Know?" for Small Businesses
- Support policies that advocate for small businesses
- Conduct small business outreach initiatives

THE SUPPLIER DIVERSITY PROGRAM

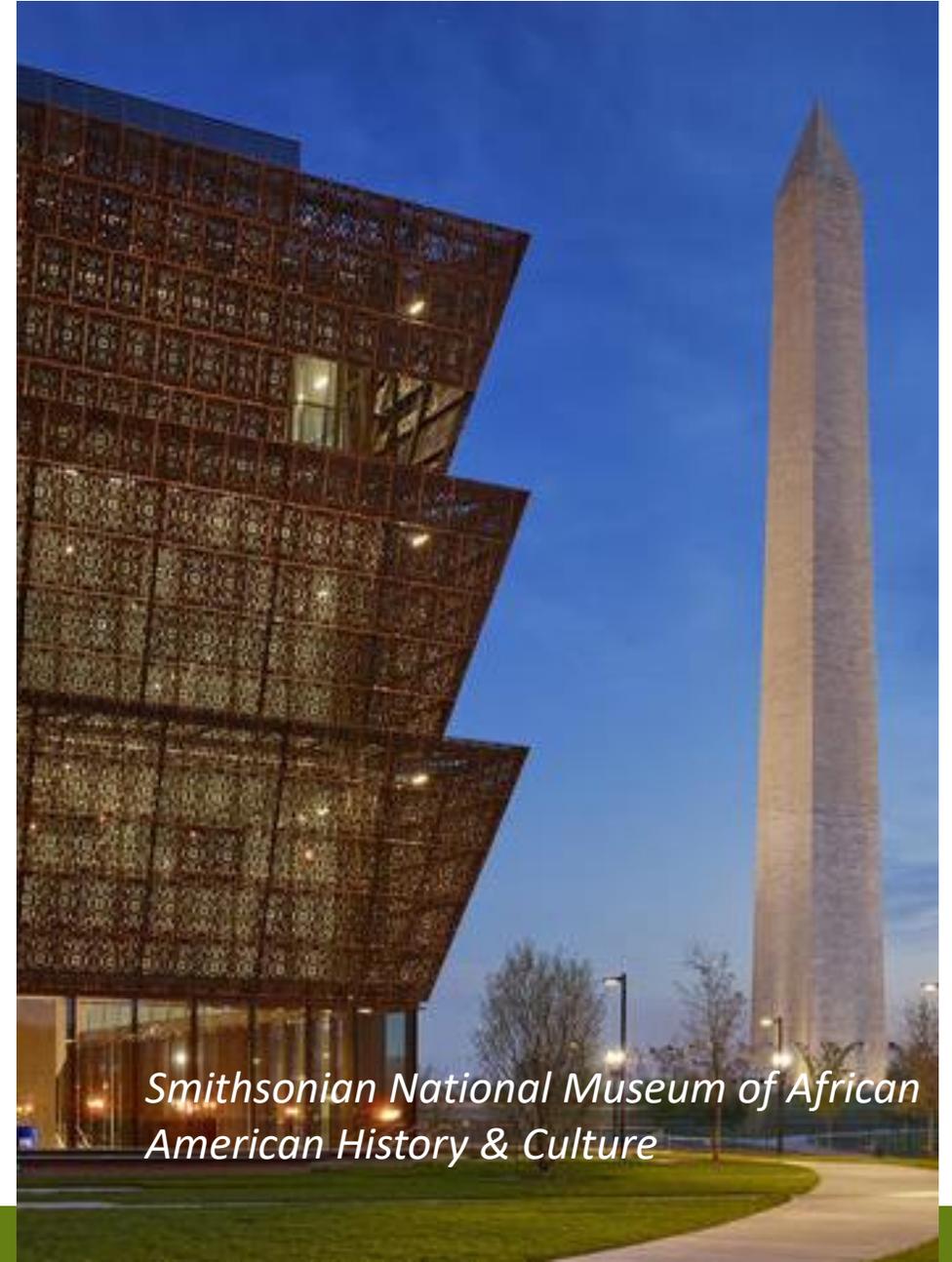


The Smithsonian's Supplier Diversity Program Goals:

- A Diversity of small businesses working at the Smithsonian to accomplish our mission.
- Each museum, research institute and office working together to achieve Procurement and Small Business Participation goals.

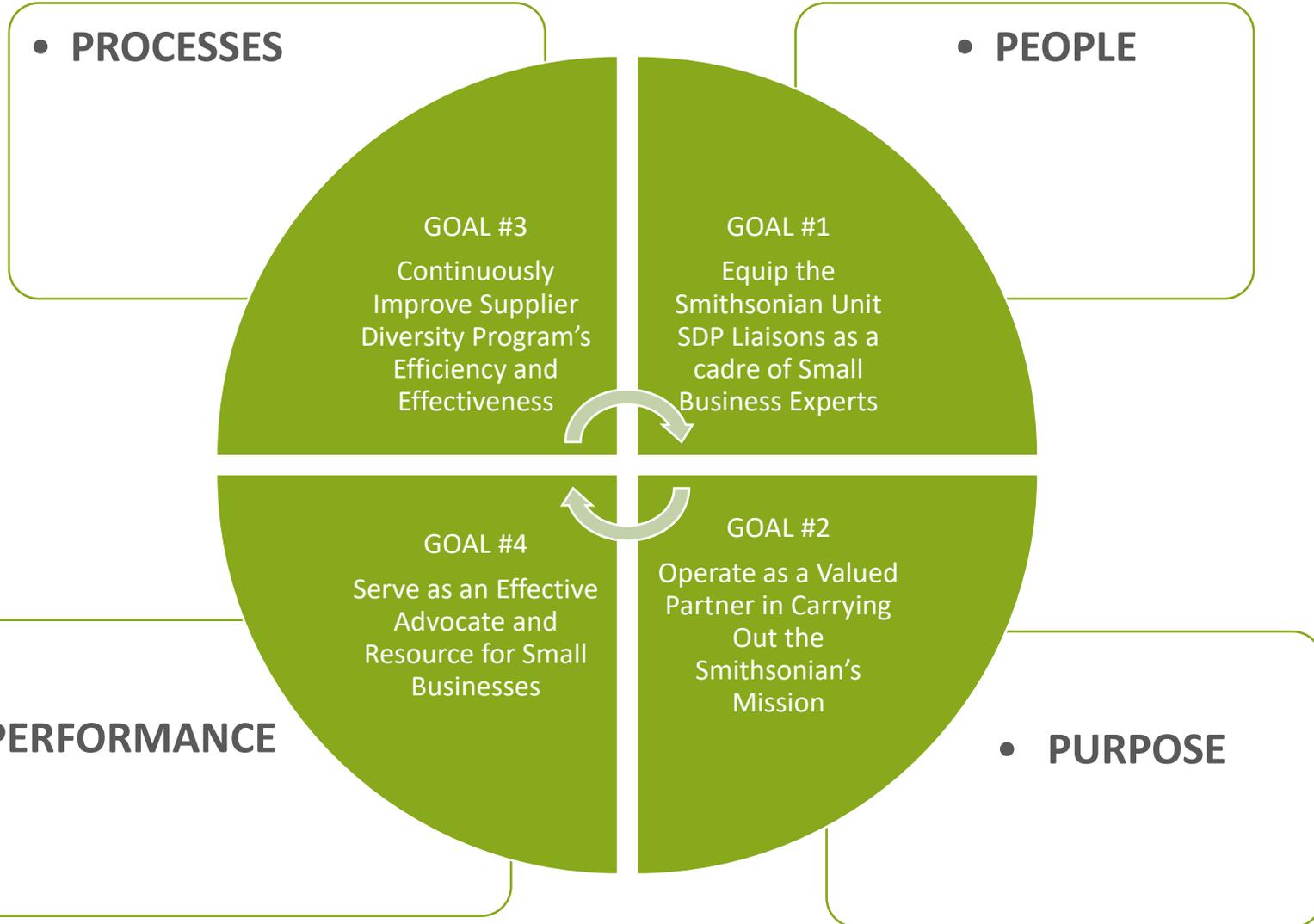
SMITHSONIAN INSTITUTION SUPPLIER DIVERSITY PROGRAM AREAS

- SDP Policy Development and Maintenance
- SDP Program Management
- SDP Goaling and Reporting
- SDP Outreach
- SDP Inreach



Smithsonian National Museum of African American History & Culture

SMITHSONIAN INSTITUTION SUPPLIER DIVERSITY PROGRAM FRAMEWORK



SMITHSONIAN INITIATIVES FOR SMALL BUSINESS VENDORS

ONE:

Policies: SD 216 and the
Supplier Diversity
Program Manual

TWO:

Smithsonian Institution
Forecast of
Procurement
Opportunities

THREE:

Small Business Set-
Aside and Sole Source
Programs

FOUR:

Small Business IDIQ List

FIVE:

Mandatory Small
Business Threshold

SIX:

Subcontracting Goals

THE SMITHSONIAN INSTITUTION SMALL BUSINESS GOALS

Contract Awards	Smithsonian FY 2024 Prime Contract Goals (000)
Prime Contracts (\$ in Thousands)	\$325,000
Prime Contracts goal for small businesses	\$74,750 23.0%
Prime Contracts goal for non-8(a) small disadvantaged businesses	\$16,250 5.0%
Prime Contracts goal for 8(a) small disadvantaged businesses	\$9,750 3.0%
Prime Contracts goal for women-owned small businesses	\$16,250 5.0%
Prime Contracts goal for HUB-Zoned small businesses	\$9,750 3.0%
Prime Contracts goal for service-disabled veteran-owned small businesses	\$9,750 3.0%



**SMITHSONIAN
SUPPLIER
DIVERSITY POLICIES**



Smithsonian

**SI SDP
Policy
Statement**

**SD-216,
Supplier
Diversity**

**Supplier Diversity
Program
Procedures Manual
(SDPPM)**



Smithsonian National Zoo

THE SMITHSONIAN INSTITUTION SUPPLIER DIVERSITY POLICIES



SDP POLICY STATEMENT SIGNED
BY SECRETARY LONNIE BUNCH



SDP POLICY DIRECTIVE 216
SUPPLIER DIVERSITY PROGRAM PROCEDURES MANUAL

TO THE MAXIMUM EXTENT PRACTICABLE, AND WITHIN THE CONTEXT OF THE INSTITUTION'S PROCUREMENT POLICIES AND CONTRACTING NEEDS, SMALL BUSINESSES AND HISTORICALLY UNDERUTILIZED SMALL BUSINESSES (HUSBS) SHALL BE PROVIDED OPPORTUNITIES TO COMPETE FOR AND, AS APPROPRIATE, BE AWARDED SMITHSONIAN PROCUREMENTS AND CONTRACTS FOR WHICH THEY QUALIFY AND ARE ABLE TO MEET PERFORMANCE REQUIREMENTS.

Smithsonian Institution's Supplier Diversity Dollar Thresholds

Total Price	Use Small and Historically Underutilized Small Businesses	
<p data-bbox="63 311 254 349">\$1 - \$10,000</p> 	<p data-bbox="886 315 1065 354">Encouraged</p>	<p data-bbox="1702 315 2474 482">The use of small businesses and historically underutilized small businesses is encouraged to the maximum extent practicable on purchase card purchases</p>
<p data-bbox="63 596 356 635">\$10,000 - \$100,000</p> 	<p data-bbox="886 601 1021 639">Required</p>	<p data-bbox="1702 601 2415 768">All SI purchases not subject to an Exclusion and greater than \$10,000 but less than \$150,000 <u>should be set aside exclusively for small businesses.</u></p> <p data-bbox="1702 782 2466 858">Other than Small Businesses can be used if unable to identify a qualified small business.</p>
<p data-bbox="63 929 293 968">Over \$100,000</p> 	<p data-bbox="886 933 1065 972">Encouraged</p>	<p data-bbox="1702 933 2474 1053">The use of small businesses and historically underutilized small businesses is encouraged to the maximum extent practicable</p>

These rules exist to ensure that all SI employees looking for vendors use small businesses to the fullest extent possible.

Supplier Diversity Program In-Reach Initiatives

Maintain Supplier Diversity real-time metric dashboard

Conduct Supplier Diversity Training for SI Employees

Sponsor “Meet the Vendors” Small Business Showcases

Perform Small Business Vendor Searches for SI Employees





SUPPLIER DIVERSITY PROGRAM OUTREACH INITIATIVES

Maintain Vendor Management Small Business Database and outreach calendar

Participate in Matchmaking events at Small Business Conferences

Vendor Engagement focused on contracting opportunities (Annual Forecast)

Host Smithsonian Vendor Information Sessions

Smithsonian Institution
Supplier Diversity Program



SMITHSONIAN SUPPLIER DIVERSITY LIAISONS



SMITHSONIAN FORECAST OF PROCUREMENT OPPORTUNITIES

SMITHSONIAN FORECAST

SMITHSONIAN FY 2022 FORECAST OF PROCUREMENT OPPORTUNITIES

Federal or Trust	NAICS Code	Description	Unit Contact	Unit Contact Phone Number	Unit Contact E-mail Address
Federal	712110 – Museum Services as it is working in the museum exhibit fabrication shop	Contractor services Fabrication shop	Eric Dixon	(202) 633-5093	DixonE@si.edu
Federal	712110-Museums	Traveling Exhibition Company	Dorey Butter	(202) 633-4522	ButterD@si.edu
Federal	712110-Museums	Slave Wrecks Project	Jenney Fazande	(202) 304-6813	FazandeJ@si.edu
Federal	712110-Museums	Afrofuturism	Andy Medalie	(202) 633-0254	MedalieA@si.edu
Federal	712110-Museums	Afrofuturism	Andy Medalie	(202) 633-0254	MedalieA@si.edu
Trust	541990-All Other Professional, Scientific, and Technical Services	Advancement Campaign Counsel	Michelle Brown	(202) 633-3104	BrownM@si.edu

SUPPLIER DIVERSITY PROGRAM LIAISONS

Acronym	SI Unit & Address	SDP Liaison Phone Numbers Emails
OEEED	Office of Equal Employment & Supplier Diversity 600 Maryland Avenue SW, Suite 2091 Washington, D.C. 20560	Rudy D. Watley 202.633.6410 sdphelp@si.edu
AAA	Archives of American Art 750 9th Street NW, Suite 2200 Washington, D.C. 20560	Deloris Perry 202.633.2681 WalkeDe@si.edu
ACM	Anacostia Museum & Center for African American History & Culture 1901 Fort Place SE Washington, DC 20020	Cecile Gilliam 202.633.4836 GilliamC@si.edu
CHSDM	Cooper-Hewitt Smithsonian Design Museum 2 East 91 Street New York, NY 10128	Paula Zamora 212.849.2952 zamorap@si.edu
FSGA	Freer - Sackler Galleries 1050 Independence Avenue SW Washington, DC 20560	Bill Woodcock 202.633.0486 WoodcockW@si.edu
HMSG	Hirshhorn Museum & Sculpture Garden	Amy Swan

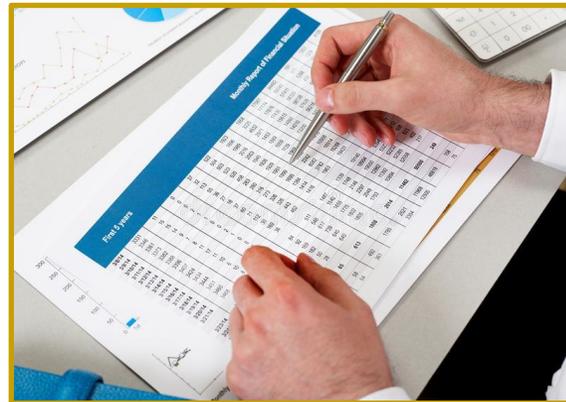
WHAT SHOULD YOU DO



Visit www.si.edu/oeema/supplierdiversity to learn more about the Smithsonian's Mission and the Supplier Diversity Program.



Register in the SDP Small Business Database



Review the Smithsonian Institution Forecast of Procurement Opportunities



Contact the Supplier Diversity Small Business Liaisons



SUGGESTIONS FOR DOING BUSINESS WITH THE SMITHSONIAN

- Study the Smithsonian's Mission and Goals
- Communicate what distinguishes your product or service from your competition in the marketplace
- Establish Collaborative Strategic Alliances
- Quote your Best Price and Do your Best Work
- Allow Supplier Diversity Program to advocate with you for increased small business opportunities

Contact Information

**Smithsonian Institution
Office of Equal Employment
and Supplier Diversity**

**Aretha Carr, Director
Jennifer Chen, Administrative Officer**

**Syvera O'Pharrow | Lead Program Analyst
Greg C. Williams | Program Analyst**

SDPHelp@si.edu
Phone: 202-633-6410
Fax: 202-633-6427



Smithsonian

