GSA Small Business Advisory Committee
Meeting Minutes
September 1, 2005
Marriott Desert Resort Hotel, Phoenix Arizona

The Small Business Advisory Committee (SBAC) convened its initial meeting in the Chairman's Boardroom of the Marriot Desert Ridge Resort Hotel in Phoenix, Arizona at 1:00 P.M. on Thursday September 1, 2005. Denis Peck, Designated Federal Officer to the Committee acted as chairman, there being no chairman appointed prior to the first meeting.

Felipe Mendoza, the Associate Administrator for Small Business Utilization at GSA welcomed the committee and asked all members in attendance to introduce themselves.

Members in attendance (10): Dave Harmon, Peter Provenzano, Daisy Gallagher, W. Ronald Evans, Ann Sullivan, Walt Blackwell, Susan Au Allen, Kay Stewart, Richard Leal (representing Michael Barrera), and Ken Robbins.

Members absent (1) Anna Cablik.

Next Mr. Mendoza introduced Administrator Perry. Mr. Perry spoke for 45 minutes and made the following point;

a) He did not want just high policy recommendations from the committee but that lower level suggestions on procurements, even individual procurements, were welcome.

b) GSA has established a Native American Business Center in Denver, with a national program mission.

c) GSA brought together a similar committee of private sector people to work on the area of travel policy. They were very

upfront with us, told us we were doing things ten years behind the times.

Mr. Mendoza spoke following Mr. Perry and mentioned that GSA was trying to implement a mentor-protégé program in 2006 or at the latest, 2007.

The next speaker was Eric Dunham, of the GSA Public Building Service Vendor Alliance Division. Mr. Dunham gave a presentation with powerpoint slides. Among his points made were:

a.) GSA is the largest office space owner and manager in the United States
b.) GSA owns 1,600 office buildings, leases all or part of 7,100 more, and this totals approximately 330 million square feet.
c.) The square footage of owned space is slowly decreasing; the square footage of leased space is rising rapidly.
d.) GSA owns or leases office space in 2,100 communities.
e.) GSA has 414 historic buildings in its owned inventory, including 33 national historic landmarks.
f.) GSA has 17,000 works of art in its fine arts collection, displayed in federal buildings.
g.) GSA spends about $1 billion per year in repairs and alterations to federal buildings.
h.) There are not enough businesses on the FSS Facility Maintenance Schedule – need more for competiton.
i.) Half of the 500 PBS contracting officers are eligible to retire within five years and are not being sufficiently replaced.
j.) GSA owned property is valued around $35 billion and GSA makes lease payments of $4 billion annually.
k.) Leases average 5-7 years in length as opposed to longer terms in the past.

Mr. Dunham finished his presentation and was followed by Mary Parks, Director of GSA's Small Business Acquisition Center in Kansas City, Missouri.

Ms. Parks made the following points during her powerpoint slide presentation:

a.) Her Center is responsible for awarding Government-wide acquisition contracts (GWACs).
b.) The upcoming Alliant GWAC will replace the existing Millenia and ANSWER GWACs.
c.) A GWAC for service-disabled veteran IT firms closed in July – currently proposals are being evaluated.
d.) The GWAC Center awarded $231 million in IT business in FY2004. This was for work done across the federal government.
e.) 82% of the contracts on GSA Schedule are held by small businesses.
f.) GSA GlobalSupply also supports small businesses – probably over 50% of their awards are to them.

The last speaker of the day was Emily Murphy, GSA's Chief Acquisition Officer, who gave a powerpoint slide presentation. Among the points made during her presentation:

a.) GSA has had some contracting problems recently, including approving work outside the scope of the contract. The GSA IG identified these problems.
b.) The "Get it Right" program at GSA was an answer to these problems. It ensures our contracting offices will be working in accordance with the Federal Acquisition Regulations.
c.) GSA offers online courses through the Federal Acquisition Institute for small businesses to learn the acquisition process correctly.

d.) Her office is the one in GSA handling contractor suspensions and debarments.

At the end of Ms. Murphy's presentation, Mr. Mendoza summarized the day's discussions with the following points:

a) GSA awarded over $7 billion total in 2004, of which small business received $3 billion.
b) This does not include purchase card buys under $2,500.
c) GSA was the 6th largest federal spending agency in 2004.
d) It has been suggested that the next meeting take place in Washington. We will schedule it there.

Ms. Allen asked if GSA could come up with 10 questions for the committee to study. Mr. Mendoza agreed this was a good idea.

The meeting adjourned at 6:00 p.m.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

Denis Peck

Denis Peck October 31, 2005
Designated Federal Officer,
acting committee chairman