



# Doing Business with the Smithsonian Institution

*Supplier Diversity Program*

*Office of Equal Employment and Supplier Diversity*

# Smithsonian Institution's Mission

## Increase and diffusion of knowledge

- Research
- Education
- Museum Exhibitions

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

- Smithsonian Enterprises, licensing, retail and vending contracts

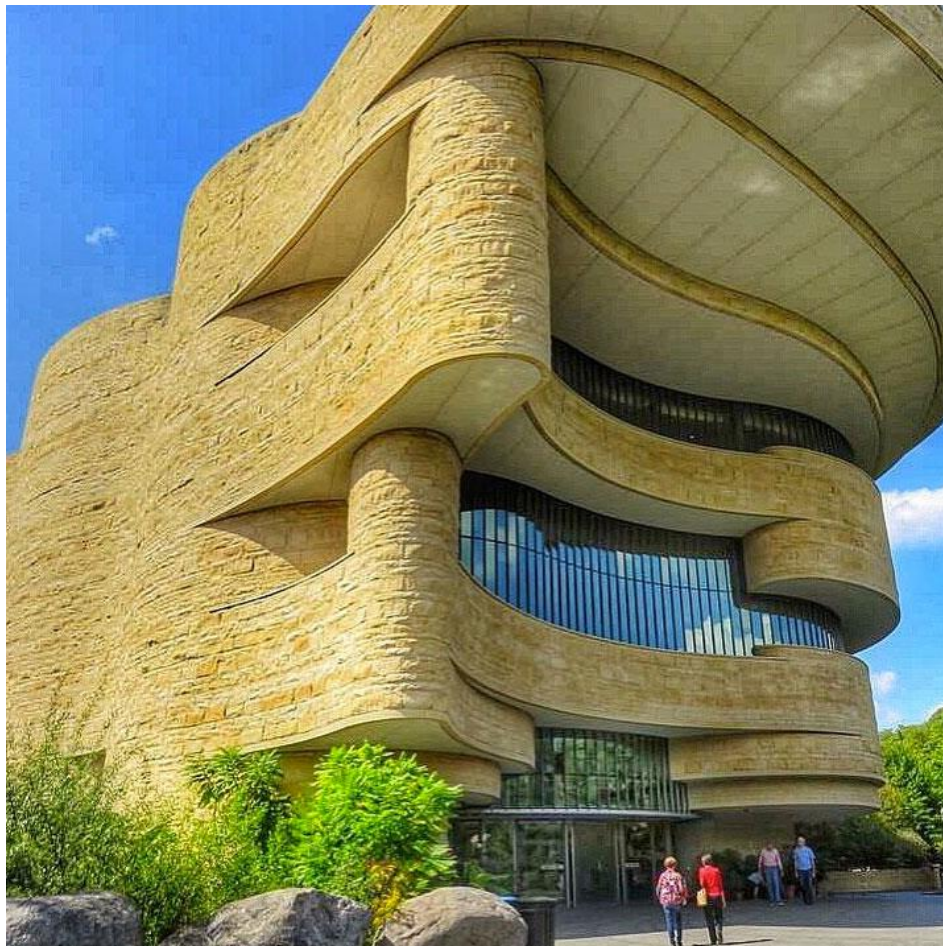
## A trust instrumentality, not a Federal Executive agency

- *.edu* rather than *.gov*

# Diversity at the Smithsonian

- **Broad diversity of activities fill mission**
  - Museums: NASM to NMNH to NZP to FSG to African Art to Cooper Hewitt National Design to Folklife and Cultural Heritage
  - Research in MA, AZ, HI, FL, MD, Panama & 80 Countries
  - Smithsonian Enterprises, licensing, retail and vending contracts
- **Decentralized smaller procurements**
  - Contracts under Simplified Acquisition Threshold
- **Centralized large contracts**
  - Federal and Trust, from \$150,000 up to and above \$1 million
- **Annual expenditures for procurements and contracts –**
  - \$250 million - Federal and**
  - \$150 million - Trust**

# 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**

# SDP POLICY STATEMENT SIGNED OCT. 31, 2022

## BY SECRETARY LONNIE BUNCH

- “The Smithsonian is known world-wide for its high quality work in research, education, exhibitions, public programming and many other areas. To do so, we purchase a variety of services and products, and diverse businesses add value to our projects and programs, and help us meet our strategic goals.”

# The Smithsonian Institution's Supplier Diversity Policy

- 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.

# FY 2023 Smithsonian SDP Small Business Goals *(Dollars in Millions)*

Contract Awards	Smithsonian FY 2023 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%



# Supplier Diversity Program

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Reports to the Secretary of the Smithsonian

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Advocates for Diversity and Inclusion in SI procurements and contracts

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Negotiates SI-wide small business participation goals

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Monitors SI-wide SDP SB & HUSB accomplishments

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Answers the question “How Would I Know?” for Small Businesses

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Support policies that advocate for small businesses


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Conduct small business outreach initiatives

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# Supplier Diversity Program Goals

- A **Diversity of small businesses** working at the Smithsonian to **accomplish** our **mission**.
  - Accomplish SDP program success through each **museum, research institute and office working together** to achieve procurement goals.
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# Smithsonian Initiatives for Small Business Vendors

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## **ONE:**

Policies: SD 216 and the Supplier Diversity Program Manual

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## **TWO:**

Smithsonian Institution Forecast of Procurement Opportunities

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## **THREE:**

Small Business Set-Aside and Sole Source Programs

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## **FOUR:**

Small Business IDIQ List

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## **FIVE:**

Mandatory Small Business Threshold

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## **SIX:**

Subcontracting Goals

# What Should You Do



Visit [www.si.edu/oeema/supplierdiversity](http://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	Communicate	Establish	Quote	Allow
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

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

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*Smithsonian National Portrait Gallery*

