



## The HHS Office of Small & Disadvantaged Business Utilization and the NIH Small Business Program Office Comparison Chart

<i>Roles &amp; Responsibilities</i>	<b>NIH Small Business Program Office</b>	<b>HHS Office of Small &amp; Disadvantaged Business Utilization</b>
Advise small businesses on navigating the NIH	X	X
Advise the NIH Head of the Contracting (HCA) Activity on small business matters related to the NIH	X	
Advocate for small businesses	X	X
Assist NIH employees in locating and meeting with capable small firms for potential requirements		X
Ensure small businesses compete for and receive a fair share of the Department's expenditures ( ensure that small businesses are being treated fairly by agencies and large businesses)	X	X
Ensure that small businesses are meeting acquisition standards and provide guidance on how to meet those standards		X
Host HHS Vendor Outreach Sessions to educate vendors on the small business program		X
Host NIH Vendor Outreach Sessions and training for NIH employees	X	
Mandated by the Small Business Act		X
Perform small business and subcontracting program reviews for applicable solicitations		X
Promotes the participation of ALL small businesses in NIH contracts	X	X
Reports directly to the Deputy Secretary of HHS		X
Reports directly to the NIH HCA	X	
Resolve issues between small and large businesses	X	X
Supports the utilization of Historically Black Colleges and Universities (HBCUs) for NIH contract and grant awards	X	