



# Memorandum of Understanding

between the

**United States General Services Administration**

and the

**National LGBT Chamber of Commerce**

## 1. **PARTIES AND PURPOSE**

This Memorandum of Understanding (“Memorandum”) between the U.S. General Services Administration (“GSA”) and the National LGBT Chamber of Commerce (“NGLCC”) (each a “Party” or, collectively, the “Parties” to this Memorandum) is based on a mutual interest to identify, foster, and promote lesbian, gay, bisexual, and transgender-inclusive practices at GSA and to enhance access to contracting opportunities for LGBT-owned businesses. The Parties will work together in the spirit of cooperation and open communications, consistent with the law.

The Parties hereto agree to co-execute this Memorandum for the purpose of enhancing small business participation in GSA’s programs, as well as opportunities for LGBT visibility throughout the public and private sectors.

The NGLCC is a national not-for-profit advocacy organization dedicated to expanding economic opportunities and advancements for the LGBT business community. Seeing new opportunities for community advocacy, specifically in the economic arena, the NGLCC was founded as a means to certify LGBT-owned business enterprises. With more than 400 corporate partners, and 60 local, state, and international affiliate chambers, NGLCC is one of the largest LGBT business development and economic advocacy organizations in the world.

GSA provides centralized procurement for the Federal Government, offering billions of dollars worth of products, services, and facilities that federal agencies need to serve the public. The agency’s mission is to deliver the best customer experience and value in real estate, acquisition, and technology services to the government and the American people.

The purpose of this Memorandum is to develop and foster mutual understanding and a working relationship between GSA, the NGLCC, and the NGLCC's national network of local affiliate chambers, in order to enhance access to opportunities for LGBT-owned small businesses across the United States. GSA and the NGLCC intend to focus on communications at national and local levels in order to meet the goals set forth in this Memorandum.

**2. BACKGROUND**

The Small Business Act, as amended, requires establishment of annual contracting goals for small businesses, small businesses owned by socially and economically disadvantaged individuals, women-owned small businesses, qualified HUBZone firms, and small businesses owned by service disabled veterans (15 U.S.C. Section 644(g)).

The Biden-Harris Administration's Small Business Agenda proposes that the Federal Government shall provide small businesses with information needed to understand applicable rules and regulations and facilitate enhanced access to government contracts. America's small business community includes many LGBT-owned small businesses, including government contractors and subcontractors. This MOU is aligned with and supportive of the equity in procurement commitments outlined in GSA's Equity Action Plan, which was developed in response to Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.

The NGLCC maintains agreements that foster collaborative programming opportunities and participates on relevant councils (such as the Council for Underserved Communities at the U.S. Small Business Administration). Previous and current federal agency MOUs have been executed with the U.S. Department of Housing and Urban Development, the U.S. Department of Commerce, the U.S. Department of Agriculture, and the U.S. Small Business Administration.

**3. SCOPE AND RESPONSIBILITIES**

In order to further their common goals, the Parties agree to the following:

**3.1 GSA Programs and Services**

**The parties will work together to increase awareness of GSA programs and services among LGBT-owned small businesses and small business owners, and enhance LGBT-inclusion in GSA programs and services (through means identified below).**

- a. GSA will provide information to the NGLCC and local affiliate chambers on GSA's programs and services, to promote awareness of such programs and services within the LGBT community.
- b. GSA will partner with the NGLCC and local affiliate chambers, where appropriate, regarding changes to programs to enhance LGBT-inclusion.
- c. GSA will, consistent with relevant rules and policy, participate in workshops, conferences, seminars, and other activities conducted by the NGLCC and local affiliate chambers, to discuss GSA programs and services, where appropriate.
- d. The NGLCC, in partnership with local affiliate chambers, shall provide speakers for GSA-sponsored or programmed events when appropriate.

### **3.2 Procurement**

**The Parties will work together to ensure LGBT-owned small businesses have equitable access to GSA procurement opportunities.**

- a. Where appropriate, GSA will ensure that GSA procurement opportunities are shared with the NGLCC and that LGBT small businesses are aware of the process for pursuing appropriate GSA contracting opportunities.
- b. The NGLCC shall make available to GSA its database of LGBT-certified small businesses.
- c. GSA will make available, when possible and consistent with applicable rules and policies, Office of Small and Disadvantaged Business Utilization advisors and other procurement analysts to participate in NGLCC workshops, conferences, seminars, and other activities. This includes LGBT-focused cross-agency procurement events and expositions.
- d. The NGLCC will encourage its members to register to do business with the Federal Government at [www.SAM.gov](http://www.SAM.gov).

### **3.3 Communications**

**The Parties will work together to increase awareness among NGLCC membership and local affiliate chambers of the programs and procurement opportunities provided by GSA.**

- a. Both Parties will provide direct points of contact for partnership and communications.
- b. GSA will make available to the NGLCC, upon request and where appropriate, information, pamphlets, brochures, and other publications regarding GSA's work and mission.
- c. The NGLCC shall disseminate information provided by GSA to affiliated local chambers, LGBT-owned small businesses, and community members, when appropriate.
- d. GSA and NGLCC will provide text-based hyperlinks to each other's website if and where appropriate and pursuant to GSA linking policies.

**4. TERM**

Cooperation under this Memorandum will commence upon signing by both Parties and will continue for a period of two years from the date of signature unless otherwise terminated by one or both Parties as per section 6 of this Memorandum.

**5. AMENDMENT**

The Parties agree to consult each other on any amendment, modification, or clarification to the provisions of this Memorandum. This Memorandum may only be amended or modified in writing and shall be consistent with applicable laws, regulations, and GSA policy.

**6. TERMINATION**

Either Party may discontinue its participation under this Memorandum at any time, with or without cause, upon thirty (30) calendar days written notice to the other party.

**7. RELATIONSHIP**

This Memorandum does not authorize the expenditure of any funds. Accordingly, this Memorandum shall not be interpreted as creating any binding legal obligations between the Parties nor shall it limit either Party from participating in similar activities or arrangements with other entities. Nothing contained herein shall be construed to create any association, partnership, joint venture, or relation of principal or agent or employer and employee with respect to the NGLCC and GSA.

**8. RESPONSIBLE OFFICIALS**

The responsible officials and points of contact for administrative matters pertaining to this Memorandum are:

**National LGBT Chamber of Commerce:**

Sabrina Kent  
Executive Vice President, NGLCC  
[skent@nglcc.org](mailto:skent@nglcc.org)

Jonathan Lovitz  
Advisor, NGLCC  
[jlovitz@nglcc.org](mailto:jlovitz@nglcc.org)

**U.S. General Services Administration:**


Sonny Hashmi  
Commissioner, Federal Acquisition Service, GSA  
[sonny.hashmi@gsa.gov](mailto:sonny.hashmi@gsa.gov)

Andrea M. O'Neal  
Senior Advisor to the Administrator for Equity, GSA  
[andrea.m.oneal@gsa.gov](mailto:andrea.m.oneal@gsa.gov)

**9. SIGNATURES**

The signatories below represent that they have the authority to make such commitments on behalf of their respective organization:

**U.S. General Services Administration:**

  
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Robin Carnahan, Administrator  
U.S. General Services Administration

6/29/2022  
\_\_\_\_\_  
Date



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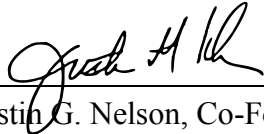
Katy Kale, Deputy Administrator  
U.S. General Services Administration

6/29/2022

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Date

**National LGBT Chamber of Commerce:**



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Justin G. Nelson, Co-Founder and President  
National LGBT Chamber of Commerce

6/29/22

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Date



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Chance E. Mitchell, Co-Founder and CEO  
National LGBT Chamber of Commerce

6/29/22

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Date