

February 13, 2001

ACQUISITION INSTRUCTION (AI) 19-01

From: Kimberly Marshall
Small and Disadvantaged Business Utilization Specialist
(SADBUS)

Memorandum for: NOAA Acquisition Staff

Subject: Review of Agency Acquisition Requirements by the SADBUS or
Small Business Specialists (SBS)

I. Purpose

The purpose of this Acquisition Instruction (AI) is to establish the procedures for review of agency acquisition requirements by the SADBUS/SBS.

II. Background

Federal Procurement Policy requires that maximum practicable opportunities are provided to small business, HUBZone small business, small disadvantaged business, women-owned small business and service-disabled veterans business concerns. Such concerns shall also have the maximum practicable opportunity to participate as subcontractors in the contracts awarded by any executive agency, consistent with efficient contract performance.

Procurement requests (PRs) involving new contract actions must be reviewed by the SADBUS in NOAA headquarters (HQ) or the local SBS in the Administrative Support Centers (ASC), National Data Buoy Center (NDBC) and Systems Acquisition Office (SAO) in order to identify requirements which may be considered for small business, HUBZone, small disadvantaged business, women-owned business or service-disabled veteran business concerns, when appropriate.

III. General Policy

Every proposed new contract requirement estimated to exceed \$100,000 and modifications to contracts involving new work not required under the original contract or when exercising options must be reviewed by the SADBUS/SBS prior to synopsising the requirement in the Commerce Business Daily and the results of the review must be documented in the official contract file.

However, there will be no pre-award SADBUS/SBS review, regardless of the dollar amount or business size of the contractor for the following actions:

- (1) awards to required sources of supply under FAR Part 8, including Blanket Purchase Agreements established in accordance with FAR Section 8.404 (Using Schedules); Notwithstanding this exception, when placing orders under Federal Supply Schedules, contract specialists are encouraged to consider small, HUBZone, small disadvantaged, women-owned and service-disabled veterans businesses for award to the maximum extent practicable.
- (2) orders placed under FAR Subpart 16.5 (Indefinite-Delivery Contracts);
- (3) awards resulting from other than full and open competition in accordance with FAR Part 6; or
- (4) modifications to contracts extending performance time; adding funds within the scope of the original contract; or decreasing funds.

Acquisitions in excess of \$2,500 and not exceeding \$100,000 are required to be reserved for small businesses except in certain circumstances as listed above. Accordingly, a random post-award review of these acquisitions may be done by the SADBUS/SBS if awarded to other than a small business.

NOAA's Small Business Specialists are as follows:

Kimberly Marshall (HQ)	(301) 713-0836
Michele McCoy (EASC)	(757) 441-6879
Sharon Webster-Tyson (CASC)	(816) 426-7267
Dan Gomez (MASC)	(303) 497-5133
Judi Jzyk (WASC)	(206) 526-6039
Dennis Morris (NDBC)	(228) 688-1706
Don Thompson (SAO)	(301) 713-3478

IV. Procedures

Prior to or in conjunction with the submission of the formal PR package to the Contracting Office, the Contracting Officer's Technical Representative (COTR) shall provide the Statement of Work (SOW), description of the technical evaluation factors and Form CD-570 (Small Business Set-Aside Review) with blocks 1 through 9 completed to the Contracting Office. If a set-aside is not recommended, supporting justification must be provided. The Contracting Officer (CO) will forward the complete package to the SADBUS/SBS for review and recommendation. Upon completion of the SADBUS/SBS review/recommendation and completion of block 11, (allow 3 to 5 working days), the package will be returned to the CO who will accept or reject the determination in block 15. The Head of the Contracting Office shall resolve any disagreement between the

SADBUS/SBS and the CO on the determination. After contract award the contract specialist will complete block 14.

Any requirements which have previously been procured through the Small Business Programs, but which are now being proposed for reprocurement outside the Small Business Programs shall be approved by the SADBUS/SBS.

To preserve the integrity and foster the objectives of the small business program, NOAA must satisfy itself that the ownership, control, and day-to-day management requirements of the program are fulfilled. Each business claiming eligibility as a small business or small business owned and controlled by a socially and economically disadvantaged individual may be required to provide evidence of eligibility prior to award. NOAA reserves the right to review and verify each firm's program eligibility.

V. References

Federal Acquisition Regulation (FAR) 19.2.

VI. Effective Date

This AI is effective on the date of issuance and will remain in effect until superseded or revoked.

VII. Effect on Other Directives

This AI supersedes Policy and Procedures Memorandum No. 90-2, dated April 5, 1990.

VIII. Availability of Forms

The attached [CD-570](#), Small Business Review Form may be reproduced as needed.

IX. Information or Assistance

Questions concerning these procedures may be directed to Kimberly Marshall at (301) 713-0836, x195 or via e-mail at Kimberly.Marshall@noaa.gov.

Attachment:

Form [CD-570](#) (Small Business Set-Aside Review)