

USDA SMALL BUSINESS PROGRAM – PROCUREMENT REQUEST REVIEW AD-1205

Procurement Request Number:								Date submitted to OSDBU:	
Description of Product or Service:									
Contract History	New	Re-compet	Contract Modification	Bundled Requirement (over \$2 million):			Yes	No	
Estimated Dollar Value			Period of Performance			Acquisition Schedule (enter dates)			
Base Period	\$	Base Period:		From	To	Synopsis			
Total Estimated Value, including options	\$	Option Periods:				Sources Sought			
Contracting Office:		Program Office:				NAICS Code:			
Contract Specialist:		Program Manager:				Size Standard:			
Telephone Number:		Telephone Number:				Dollars:			
Email Address:		Email Address:				Or No. of Employees:			
Mailing Address:		Mailing Address:							
Proposed Acquisition Method				Non-Restricted Determination (attach justification, background information, and market research (list of potential small business vendors))					
YES	NO				None of the Following Actions initiated because:				
		Full & Open			Sole Source or Proprietary				
		Circumstances Permitting Other Than Full and Open Competition (FAR 6.302-2 thru 6.302-7)			Other (continue on separate sheet)				
		Delivery/Task Order over \$100,000 placed against a mandatory agency contract			Total Small Business Set -Aside not considered:				
		GSA or Other Agency Contract (over \$1 million) – (Federal Supply Schedule or Multiple Award Schedule -- Notification only; No approval required)			No reasonable expectation of offers from at least two responsible SB firms offering products of SB firms, and that awards will not be at reasonable prices; or				
					If R&D, no reasonable expectations of getting from SB the best sources consistent with (continue on separate sheet)				
		Total Small Business Set-Aside			Partial SB Set-Aside not considered:				
		Partial Small Business Set-Aside	%	Requirement not economically severable into lots					
		8 (a) Program Set-Aside or Sole Source			No SB firm has the technical competence or capacity				
		HUBZone Set-Aside or Sole Source			Other (continue on separate sheet)				
		Service Disabled Veteran–Owned Set-Aside or Sole Source			8(a) award not considered:				
		WOSB/EDWOSB Set-Aside			No 8(a) firm with necessary skills or capacity				
		Federal Prison Industries (UNICOR) or AbilityOne Program (Javits-Wagner-O’Day Act)			Other (continue on separate sheet)				
				HUBZone award not considered:					
				No HUBZone firm with necessary skills or capacity					
				Other (continue on separate sheet)					
				Service Disabled award not considered:					
				No Service Disabled firm with necessary skills or capacity					
				Other (continue on separate sheet)					
Clearance/Concurrence									
1. Agency HCA or Designee:		Concurs	Rejects	2. Director of OSDBU: (If rejected, forward to HCA and Contracting Officer)			Concurs	Rejects	
Signature:		Date:		Signature:			Date:		
3. SBA/PCR:		Concurs	Rejects	4. Agency HCA or Designee: (If rejected, the Agency may not proceed with solicitation until consultation with the Director of OSDBU)			Accepts	Rejects	
Signature:		Date:		Signature:			Date:		