

BUSINESS SERVICE CENTER ACTIVITY REPORT

REGION

MONTH & FY

RCS

0A-42

WORK UNIT DATA

| CATEGORY | ITEM | NUMBER OF COUNSELING ACTIONS | | | | LARGE BUSINESS | FSS | FPRS | IRM | PBS | GENERAL |
|--|--|------------------------------|--------|-------------------|--------|----------------|-----|------|-----|-----|---------|
| | | SMALL BUSINESS | | | | | | | | | |
| | | MINORITY | | NON-MINORITY | | | | | | | |
| | | MALE | FEMALE | MALE | FEMALE | | | | | | |
| 1. BUSINESS COUNSELING | A. BUSINESS MEETINGS/PROCUREMENT CONFERENCES/SEMINARS | | | | | | | | | | |
| | B. BUSINESS APPOINTMENTS | | | | | | | | | | |
| | C. TELEPHONE INQUIRIES | | | | | | | | | | |
| | D. CORRESPONDENCE | | | | | | | | | | |
| | E. WALK-IN | | | | | | | | | | |
| | F. BUSINESS SERVICE SUBCENTER | | | | | | | | | | |
| | TOTALS ▶ | <i>(COMBINED)</i> | | <i>(COMBINED)</i> | | | | | | | |
| 2. CONTRACT SUPPORT SERVICES | A. BIDS RECEIVED AND SAFEGUARDED | | | | | | | | | | |
| | B. BID OPENINGS | | | | | | | | | | |
| | C. INVITATIONS FOR BIDS ISSUED | | | | | | | | | | |
| | D. SPECIFICATIONS ISSUED | | | | | | | | | | |
| | E. BIDDER'S MAILING LIST APPLICATIONS ISSUED | | | | | | | | | | |
| | F. AWARD INFORMATION PROVIDED (INCLUDING ABSTRACTS) | | | | | | | | | | |
| | G. MARKET SURVEYS PERFORMED | | | | | | | | | | |
| | H. OTHER MATERIALS ISSUED | | | | | | | | | | |
| | TOTALS | | | | | | | | | | |
| 3. NEW ITEMS | A. NEW ITEM APPLICATIONS PROCESSED | | | | | | | | | | |
| | B. NEW ITEM APPLICATIONS APPROVED | | | | | | | | | | |
| | C. NEW ITEM APPLICATIONS REJECTED | | | | | | | | | | |
| 4. PREFERENTIAL CONTRACTING PROGRAMS | A. PROPOSED NON SET-ASIDE ACTIONS REVIEWED BY BSC | | | | | | | | | | |
| | B. PROPOSED NON SET-ASIDE ACTIONS REVERSED BY BSC | | | | | | | | | | |
| | C. SUBCONTRACTING PLANS REVIEWED | | | | | | | | | | |
| | TOTALS | | | | | | | | | | |
| 5. PUBLIC INFORMATION AND SPECIAL PROJECTS | A. NEWS RELEASES ISSUED | | | | | | | | | | |
| | B. RESPONSES TO MEDIA INQUIRIES | | | | | | | | | | |
| | C. FREEDOM OF INFORMATION REQUESTS PROCESSED | | | | | | | | | | |
| | D. TIMES CONGRESSIONAL ASSISTANCE PROVIDED | | | | | | | | | | |
| | E. ADVERTISING ORDERS PROCESSED ESTIMATED DOLLAR VALUE ▶ | | | | | | | | | | |
| | F. LSA INQUIRIES | | | | | | | | | | |

INSTRUCTIONS

1. **Business Counseling:** In items a thru e, please list all counseling done in each area.
 - a. List number of cities visited and list city and states visited in item 6.
 - b. List number of scheduled appointments for which a counseling action was completed.
 - c. List number of telephone calls for which a counseling action was completed.
 - d. List number of written correspondence completed for which a counseling action was completed.
 - e. List number of walk-in inquiries for which a counseling action was completed.
 - f. The term Sub-Center applies only to those offices manned by a GSA representative. Additional BSC's located within regional boundaries are not Sub-Centers. Should this item require additional explanation, please use item 6.
2. **Contract Support Services:**
 - a. List number of bids received and safeguarded.
 - b. List number of bid openings.
 - c. Record number of IFBs issued.
 - d. Record number of specifications issued.
 - e. Record number of bidders Mailing List Applications issued.
 - f. Record number of award information disclosures (including abstracts).
 - g. List Market Surveys performed.
 - h. Utilize this space for any other type of material issued.
3. **New Items:**
 - a. List new item applications processed.
 - b. List new item applications approved.
 - c. List new item applications rejected.
4. **Preferential Contracting Programs:**
 - a. Record proposed non set-aside actions reviewed by BSC.
 - b. Record recommended proposed non set-aside actions reversed by BSC.
 - c. Record subcontracting plans reviewed.
5. **Public Information and Special Projects:**
 - a. Record All News Releases issued.
 - b. Record all media inquiries responded to.
 - c. Record all Freedom of Information requests processed.
 - d. Record all congressional assistance.
 - e. Advertising Orders processed, and their estimated cost.
 - f. Record all LSA inquiries.
6. **Supplementary Information:** Utilize as noted above, and for any additional material you feel necessary. Narrative attachments may be submitted should you require additional space.