



DEPARTMENT OF THE TREASURY
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MEMORANDUM FOR BUREAU CHIEF PROCUREMENT OFFICERS

FROM: Thomas A. Sharpe, Jr. 
Senior Procurement Executive
Office of the Procurement Executive

SUBJECT: **Required Procedures, FY 2006 Solicitation of Service-Disabled Veteran-Owned Small Businesses (SDVOSB) and Qualified Historically Underutilized Business Zone (HUBZone) Small Businesses**

Purpose: To establish required procedures for identification of, solicitation of, and award to SDVOSB and HUBZone businesses.

Effective Date: April 27, 2006

Expiration Date: Completion date of FY 2006 procurements.

Background: The Department of the Treasury is required to provide Federal contracting assistance to SDVOSB and the HUBZone small business concerns. In order to meet Department goals for FY 2006, additional efforts to identify, solicit, and award to businesses in these preference groups are required.

Action: Bureau procurement offices are required to solicit SDVOSB and HUBZone businesses for all remaining FY 2006 procurement actions in excess of the micro-purchase threshold to the maximum extent practicable.

1. All remaining FY 2006 requirements shall be reviewed for set-aside, and, as appropriate, sole source award to SDVOSB and HUBZone businesses. Set-aside and/or sole source awards to SDVOSB and HUBZone businesses shall be considered prior to consideration of Federal Supply Schedule (FSS) vendors, unless the FSS under which the award will be made is composed entirely of one of these two preference groups. The contracting officer shall document his/her determination concerning set-aside/sole source determinations.

2. For all requirements that are set aside for SDVOSB or HUBZone businesses, the contract file shall contain the following documentation:
 - a. Method(s) used to identify SDVOSB or HUBZone businesses.
 - b. A list of businesses identified.
 - c. A list of businesses solicited.
 - d. A list of vendor responses.
 - e. Contracting officer's basis for selection of contract awardee.

3. For all requirements not set aside for SDVOSB and HUBZone vendors, the contracting officer shall solicit these preference groups to the maximum extent practicable. The contracting officer shall document the contract file concerning the extent to which these preference groups were solicited and responses received as follows:
 - a. Method(s) used to identify SDVOSB or HUBZone businesses.
 - b. A list of businesses identified.
 - c. A list of businesses solicited.
 - d. A list of vendor responses.
 - e. Contracting officer's basis for selection of contract awardee.

4. The Bureau small business specialist shall review contracting officer determinations concerning SDVOSB and HUBZone that are not set-aside or sole source determinations for actions over \$100,000. If the small business specialist does not concur with the contracting officer's determination, the Bureau Chief Procurement Officer shall make a written determination concerning sources to be solicited.

Questions about this AB may be directed to Jean Carter at jean.carter@do.treas.gov or (202) 622-6760.