

Procurement & Property Division Policy Memorandum

Subject: 8(a) Credit for Multiple Award Schedule Contracts		Number: 19-09
Distribution: ARS: PAO's FD PPD	Date: 7/19/01	This Replaces: N/A

Background The General Services Administration (GSA) has established a Memorandum of Understanding (MOU) with the Small Business Administration (SBA) which allows orders under Multiple Award Schedule (MAS) contracts with 8(a) firms to be counted in meeting the Agency's Procurement Preference Program goals. The intent of the MOU is to encourage 8(a) firms to participate in the MAS program and allow GSA to apply its contracting policies, procedures, and regulations when evaluating offers, awarding contracts, and administering orders pursuant to the MOU. All Federal Supply Schedules will be covered by the MOU.

Authority The MOU between the SBA and the GSA regarding the MAS Program dated June 7, 2000, and the Office of Federal Procurement Policy and the SBA jointly issued memorandum to Agency Senior Procurement Executives and the Deputy Under Secretary of Defense (Acquisition Reform) entitled "8(a) Credit for Multiple Award Schedule (MAS) Orders dated October 2, 2000.

Policy Orders with 8(a) vendors under MAS contracts may be counted toward achieving
Guidance Procurement Preference goals and these orders will count as awards made pursuant to the provisions of section 8(a) of the Small Business Act if the firm is identified as an 8(a) concern in the GSA Schedules E-Library on the date the order is executed. *The order may be counted as 8(a) only if it is listed that way in the Schedules E-Library.* The firm must be listed as "8(a)" rather than "Small Disadvantaged Business" (SDB) so that all orders will be coded and reported to the Federal Procurement Data System (FPDS) as 8(a) Program awards.

The 8(a) vendor is required to have elected to have its GSA contract awarded as an 8(a) contract rather than as any other type of contractor to be credited as 8(a). Contracts designated as 8(a) may be identified by reviewing the firm's contract information at <http://www.fss.gsa.gov/schedules>.

The order will not be credited as 8(a) if the firm is listed as SDB, or is an 8(a) concern but has elected *not* to have its GSA contract awarded under the 8(a) program. If the 8(a) firm elected to submit an offer as an SDB, the E-Library will carry its designation as a "SDB." Also, contracts awarded to 8(a) concerns under full and open competition will also be carried as a "SDB" in the Schedules E-Library.

Offers from 8(a) concerns should be evaluated on the same basis as offers from non-8(a) firms. Task or Delivery Orders will not have to be submitted to SBA for acceptance and approval.

8(a) firms holding existing MAS contracts have the option to request modification of their existing contracts to convert them to 8(a) awards. After modification, the designation on the Schedules E-Library and GSA Advantage will be changed to 8(a).

FPDS Reporting The 8(a) order is reported to the FPDS using either the Individual Contract Action Report (SF-279) or Summary Contract Action Report (SF-281). (AD-838 Purchase Order information will be summarized by the National Finance Center and reported on the SF-281.) The reporting blocks for each of these forms should be completed as usual with attention to the following areas:

Individual Contract Action Report (SF-279)

- * Block 9 - Kind of Contract Action: Use code "G" - order/modification under Federal Schedule Contract.
- * Block 26 - Solicitation Procedures: Use code "F" - Multiple Award Schedule. Do not use code "K" - Set-aside.
- * Block 30 - Type of Contractor: Use code "A" - Small Disadvantaged Business.
- * Block 33B - Small Disadvantaged Business Programs: Use code "A" - 8(a) Contract Award.

Summary Contract Action Report (SF-281)

- Line 4 - (Orders placed on GSA schedules only). Use this line to report actions and dollars to business categories and total dollars.
- Line 15 - 8(a) contract awards. Report the action and dollars.
- Line 17 - Small Disadvantaged Business. Report the action and dollars.

Purchase Order (AD-838)

Block 5 - SF-281, Use Code "FN."

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Approved: _____
/s/
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