

# PPD ALERT

## Procurement Center Representative Review of Small Business Clearances in the Washington Metropolitan Area

The USDA Office of Small and Disadvantaged Business Utilization (OSDBU) has again begun review of proposed acquisitions in accordance with the previously-suspended Departmental Regulation 5090-1, Clearance Process for Small Business (SB) Set-Asides and Use of 8(a) Program. Contract requirements in the following three areas will be subject to review and clearance by the Small Business Administration's Procurement Center Representative (PCR) stationed at USDA: Requirements over \$100,000 not set-aside for SB's (exclusive of any Federal Supply Schedule (FSS) procurements), all proposed bundling actions, and subcontracting plans.

Effective immediately, each requirement over the simplified acquisition threshold (other than FSS buys) that has not been set-aside for SB's shall be submitted to the Departmental OSDBU through the Procurement and Property Division (PPD) OSDBU Coordinator. The procedures in DR 5090-1 shall be followed in processing the review and each OSDBU Clearance and Contracting Office Approval form (Appendix A of DR 5090-1) and shall be accompanied by the following:

1. A copy of the Specifications or Statement of Work;
2. A written statement detailing why this particular action is not being reserved to SB's citing any applicable Federal Acquisition Regulation and the basis for the determination. (Use the comment block on the SB Set-Aside Clearance Sheet or attach a separate statement or justification);
3. Any other historical or relevant information which may have had a bearing upon the Contracting Officer's (CO's) decision to request a clearance; and
4. Results of the market search, sources sought synopsis, or presolicitation notice. Include any other relevant actions taken by the CO to identify prospective SB's. It is important that these requirements undergo some form of market research prior to submission. SBA's PRO-Net is readily available for this purpose. In no case, however, should the requirement be synopsisized (or the solicitation released) before giving OSDBU an opportunity to review it.

The clearance process will initially apply to all procurements handled by PPD and the Facilities Division. Similar reviews by the PCR of USDA requirements may be levied on the field procurement offices at a later date.

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