

## Purpose of a DD Form 2579

- The DD Form 2579 is a tool used to screen proposed acquisitions to insure:
  - Consideration has been afforded small and small disadvantaged business concerns
  - Small and small disadvantaged business concerns receive an equitable opportunity to participate in the proposed acquisition.
  - A subcontracting plan required by FAR 19.7 is included where appropriate.

## When to prepare a DD Form 2579:

- For all procurement actions in excess of \$10,000, including those set-aside for small business participation
- When a modification is needed that adds additional sites, categories or specialties to an established contract which changes the scope of the contract.

## When a DD Form 2579 is not required:

- For acquisitions not exceeding \$10,000, the contract specialist is not required to prepare a DD Form 2579
- Delivery orders/task orders against established contracts do not require a DD Form 2579
  - to dissolve the automatic small business set-aside a standardized form and/or pre-printed folder, approved by the contracting officer, are acceptable as documentation in the contract file.

## Market Research FAR 19.202-2

The Dynamic Small Business Search

- HUBZone/8(a) small business concerns
- HUBZone small business concerns or 8(a) small business concerns
- Service Disabled Veteran Owned Small Business
- Small business concerns

Completing the DD Form 2579

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