

Market Research Memorandum  
Miscellaneous Support Services and Utilities  
Fort XYZ, TX

P.R. or RFP Number:

The purpose of this project is to provide Facility Maintenance and Operations; Miscellaneous Support Services and Utilities services for all Fort XYZ facilities in accordance with the Performance Work Statement (PWS). The estimated cost is approximately \$9,200,000.00 for a base year and four (one year) option periods. Currently base support functions are being performed by ABC, Co.

A Sources Sought Notice was posted to Federal Business Opportunity (FEDBIZOPPS) website which yielded responses from five (5) small businesses and three (3) large businesses. Responses were received from the following companies: L&M (WOSB); A&B (8a); D&E (LB); RST (8a/HZ/SDB); FMC (LB); A&A (SB); B&A (LB) and WW (SDB). IAW FAR 19.502-2(b), the contracting officer shall set aside any acquisition over \$100,000 for small business participation when there is a reasonable expectation that two (2) offers will be obtained from at least two responsible small businesses and award will be made at fair market prices. Based on the information obtained in response to the Sources Sought Notice it has been determined that there are sufficient small business entities that provide the required services and there is also adequate competition to ensure the government makes an award at fair market prices.

Screening and search methods included a key word (**each word must be separated by a comma, no phrases**) search for each of the following small business categories in the Dynamic Small Business Search website ([http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)). Below are results from this search:

<b>Key Words: facility, maintenance, support</b>	
<b>Category</b>	<b>Results</b>
8(a)-certified	2 Match
HUBZone-certified	1 Match
Small Business	9 Match
Service-disabled Veteran	1 Match

A small business search was conducted using the above key words with the appropriate NAICS code "561210". (**use an NAICS code by itself, if the number of results is too large then include key word(s) in your search along with the NAICS code**) (**do not use specific names of products being searched, i.e. anesthesia servo, angiographic catheter use broader search words like surgical, instruments, medical, supplies**) The result was a list of 5 potential small business vendors; 2 results for 8(a); 1 result for HUBZone-certified; 1 result for Service-disabled Veteran. Further research on each of these vendors' individual business profiles" narrowed the list to 6 potential vendors. A call was made to each of the six potential vendors to further survey specific product requirements. Out of these six calls, 4 vendors responded and confirmed service capabilities.

Based on the findings from the two market research techniques used, the CO has determined that there is enough justification to support a Small Business Set-aside for this acquisition. The solicitation will be synopsized on the Federal Business Opportunities (FEDBIZOPS).

**NOTE: Market Research is not just a Sources Sought or a Request For Information (RFI) alone. You should also include results from a search in the Dynamic SB Search website. The extent of market research will vary, depending on such factors as urgency, estimated dollar value, complexity and past experience. (FAR 10.002(b)(1)) Some high dollar, complex acquisitions require more extensive market research than those acquisitions that are low dollar and less complex. Agencies should document the results of market research in a manner appropriate to the size and complexity of the acquisition. (FAR 10.002(e))**

Buyer: (to include signature)

Date:

Contracting Officer: (to include signature)

Date: