

Form CD-570 Rev. 03-11		U.S. Department of Commerce SMALL BUSINESS SET-ASIDE REVIEW	
1. PROCURING OFFICE Contracting Office: _____ Contract Specialist: _____ Telephone Number: _____ Building/Room Number: _____		2. REQUESTING OFFICE Program Office: _____ Requisitioner: _____ Telephone Number: _____ Requisition Number: _____	
3a. DESCRIPTION/TITLE ☐ New ☐ Recompete ☐ Contract Modification		4. ESTIMATED ACQUISITION SCHEDULE Proposed Synopsis Date: _____ Contract Award Date: _____ Period of Performance: _____	
3b. Estimated Total Contract Value: \$ _____		6. PROPOSED SOURCES (Indicate number of sources considered for each category. Attach a list of the sources.) _____ Small Business _____ WOSB _____ SDB _____ SDVOSB _____ HUBZone SB _____ SDB/8(a) _____ VOSB _____ Other (Specify: _____)	
3c. Subcontracting Plan Required: ☐ Yes ☐ No (Attach justification)		(Continuation of Section 6)	
3d. Consolidated Requirement: ☐ Yes ☐ No			
3e. Contract Bundling: ☐ Yes ☐ No			
5. SMALL BUSINESS SIZE STANDARD NAICS Code: _____ Number of Employees: _____ Dollar Amount: \$ _____		(Continuation of Section 6)	
7. RECOMMENDED ACTION (<i>select only one</i>) ☐ Small Business Set-Aside ☐ HUBZone Set-Aside ☐ SDVOSB Set-Aside ☐ WOSB Set-Aside ☐ 8(a) Set-Aside ☐ GSA (or other Agency Contract) ☐ Full and Open Competition* ☐ Other (Specify: _____) *If Set-Aside is not recommended must attach justification)			
8. CONTRACT SPECIALIST/OFFICER: _____ (Signature & Date)			
9. REVIEW BY BUREAU SMALL BUSINESS SPECIALIST: ☐ Recommendation Accepted ☐ Recommendation Not Accepted ☐ Other Comments _____ (Signature & Date)			
10. REVIEW BY OSDBU: ☐ Recommendation Accepted ☐ Recommendation Not Accepted ☐ Other Comments _____ (Signature & Date)			
11. REVIEW BY SMALL BUSINESS ADMINISTRATION: ☐ Recommendation Accepted ☐ Recommendation Not Accepted ☐ Other Comments _____ SBA PCR (Signature & Date) ☐ SBA Appeal (Form 70 attached)			

Instructions for Completing Form CD-570

This form is required to be completed by the contract specialist or contracting officer (block numbers 1 through 8), and approved by the small business specialist (SBS), OSDBU official, and SBA Procurement Center Representative (PCR). The CD-570 is required for the following actions:

- Full and open procurement actions valued at \$3,000 - \$150,000 for SBS approval. (Subpart 19.502-2).
- Procurement actions including contracts, BPAs, and purchase orders not set-aside for small business and valued above \$150,000. (Subpart 19.502-2);
- Modifications to existing contracts that add new work valued over \$650,000 or that increase the total contract cost to over \$650,000;
- Consolidation of two or more acquisition requirements;
- Bundling of two or more contracts;
- Orders under Federal Supply Schedules (FSS) and Government-wide Acquisition Contracts (GWAC) valued above \$150,000.

The following actions are excepted from CD-570 process:

- Purchases of less than \$3,000;
- Orders under bureau or DOC IDIQ contracts (unless otherwise instructed by OSDBU);
- Purchases under the JWOD Program (Part 8);
- Modifications to contracts extending performance time, decreasing funds, or administrative changes.

Block 1. PROCURING OFFICE

Enter the contact information of the procuring office submitting this form.

Block 2. REQUESTING OFFICE

Enter contact information of the program office.

Block 3a. DESCRIPTION/TITLE

Enter brief description of the required product or service or project title. Attach statement of work. Check appropriate box to indicate if requirement is new, recompetes, or contract modification.

Block 3b. ESTIMATED TOTAL CONTRACT VALUE

Enter the value of the independent government cost estimate based on the contract life of the requirement.

Block 3c. SUBCONTRACTING PLAN REQUIRED

Check appropriate box to indicate if subcontracting plan is required. Applicable to acquisitions expected to exceed \$650,000 for goods or services, or \$1.5 million for construction (Subpart 19.702). Justification must be attached if “No” is checked.

Block 3d. CONSOLIDATED REQUIREMENT

If “yes,” attach description of requirements and justification for consolidation.

Block 3e. Contract Bundling

If “yes,” attach justification, along with results of market research, to demonstrate measurably substantial benefits for consolidating two or more procurement requirements for goods or services (Subpart 7.107).

Block 4. ESTIMATED ACQUISITION SCHEDULE

Enter approximate dates for acquisition schedule.

Block 5. SMALL BUSINESS SIZE STANDARD

Enter appropriate information to specify the applicable small business size standard.

Block 6. PROPOSED SOURCES

Enter results of market research by selecting the type and quantity of businesses solicited. Attach list of potential sources, including name, address, and phone number. (Examples of “other” types of sources include large for-profit business, JWOD non-profit agencies).

Block 7. RECOMMENDED ACTION

Check appropriate box to indicate proposed acquisition methodology. If a set-aside is not recommended, a justification statement must be attached to form.

Block 8. CONTRACT SPECIALIST/OFFICER

Signature of contracting official indicates approval of recommended action.

Block 9. SMALL BUSINESS SPECIALIST

Small business specialist indicates approval or disapproval of recommended action. The CD-570 must be submitted to OSDBU within 5 working days after the small business specialist’s approval.

Block 10. OSDBU

OSDBU official indicates approval or disapproval of recommended action. CD-570 must be approved by OSDBU prior to release of the solicitation. OSDBU will normally respond to the contracting official identified in block 8 within 5 working days after receipt of the package.

Block 11. SMALL BUSINESS ADMINISTRATION

SBA PCR indicates approval of recommended action. FAR 19.202-1(e)(1) requires that certain proposed acquisition packages be provided to the SBA PCR at least 30 days prior to solicitation release, therefore, the contracting official should plan accordingly.

If the contracting officer rejects the SBA PCR’s recommendation, made in accordance with 19.402(c)(2), the contracting officer shall document the basis for the rejection and notify the SBA PCR in accordance with Subpart 19.505.