**SIMPLIFIED ACQUISITION PROCEDURES**

**(IGCE $150K or Less)**

**MARKET RESEARCH REPORT**

*A Market Research Report documents market research in a manner appropriate to the size, complexity, and urgency of an acquisition. In consultation with the Contracting Officer, the following template shall be completed for simplified acquisition procedures only.*

***\*\*Remove ALL guidance language in the final document.\*\****

1. Description of Requirement:
2. Recommended NAICS Code(s):
3. Estimated Contract Value (including options):
4. Purchase Request Number (PR):
5. In accordance with FAR Part 10, market research has been conducted for this acquisition by *(Identify all involved by name, title, and organization)*:

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization** |
|  |  |  |
|  |  |  |
|  |  |  |

1. The following techniques were used *(Complete all that apply)*:

|  |  |
| --- | --- |
| RESEARCH TYPE | ADDITIONAL INFORMATION |
| a) Personal knowledge in procuring supplies/services of this type | Brief history: |
| b) Contact with knowledgeable persons in Government and industry regarding the commercial nature of this requirement and standard industry practices in this area of supply/services. | Identify those contacted (name and title) and date or timeframe of contact: |
| c) Review of recent market research results for similar or identical supplies/services. (Contract history). If this method is used, need to document the method and results of previous market research. | Contract File(s) Number: |
| d) Review of online resources/databases | Identify online resources/databases and when reviewed: |
| e) Review of existing Government-wide Acquisition Contracts (GWAC). (GSA, SEWP, NITAAC, DoD ESI, etc.) | Identify GWACs reviewed: |

1. Based on the results of the above research, the following potential sources were identified:

|  |  |  |
| --- | --- | --- |
| **Contractor Name** | **Business Category** | **Vehicle Type** |
|  |  |  |
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|  |  |  |
|  |  |  |

1. Discuss and explain the potential for Small Business participation in this acquisition: *Per FAR 13.003 acquisitions of supplies or services that have an anticipated dollar value exceeding $3,000 but not exceeding $150,000 are reserved exclusively for small business concerns and shall be set aside.*

🞏 Two or more small business have been identified that can fulfill this requirement

🞏 There is one small business (\_\_\_sole source\_\_\_8(a)) that can fulfill this requirement

🞏 There are no small business that can fulfill this requirement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\_***\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Name/Title/Office of Requestor Date

**Determination and Proposed Procurement Method**

*(Sample language, tailor as needed)*

Based upon the market research conducted and the resulting analysis, adequate sources of supply for small business concerns were obtained and after reviewing the agency goals for small business concerns, the data supports setting aside the procurement to (*insert the socio-economic small business*). This market research information is not more than 6 months old.

­­­­­­ **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contracting Officer

***Or***

Based on the market research conducted, no two or more small businesses in any of the targeted socio-economic groups were identified and appeared capable of performing the requirement. In addition, no small business in any of the targeted socio-economic groups appeared to qualify for a sole source procurement. Therefore it is anticipated that all sources (large and small businesses) will be solicited for this requirement using competitive procedures. This market research information is not more than 6 months old.

­­­­­­ **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contracting Officer