

## AMS CHANGE REQUEST COVER SHEET

Change Request Number: 09-13

Date Received: 11/12/08

Title: Revision of the Small Business Set-Aside Determination and Coordination Form

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Initiator Name: Jeffrey Baker

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Policy OR Guidance: Guidance/Form

Affected Section/Text Location: Procurement Forms (FAA template No. 85)

Summary of Change: Addition of requirements to submit rational basis documentation for non-set-aside determinations to the small business office with this form, and to require a copy of the draft single source justification be forwarded with the form when requesting a single source to a company falling in the other than small business category.

Reason for Change: To ensure the small business offices and liaisons have the appropriate documentation and rationale supporting determinations to solicit or award outside of the small business vendor pool.

Development, Review, and Concurrence: AJA-8, AJA-43, AJA-431

Target Audience: FAA Procurement Workforce

Potential Links in FAST for the Change: None.

Attachments: None

Briefing Planned: No

ASAG Responsibilities: None