

CHANGE REQUEST COVER SHEET

Change Request Number: 12-105A

Date Received: 8/16/2012

Title: SB Form Cross Reference

Name: Tim Eckert

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Policy OR Guidance: Guidance

Section/Text Location Affected: T3.6.1A.1 and Procurement Forms

Summary of Change: (1) Addition of cross reference to AMS 8(a) set-aside policy, and (2) Editorial change to Small Business Set-Aside and Coordination Form removing language already covered in AMS guidance.

Reason for Change: (1) Addition of cross reference to clarify when the form is required, and (2) removal of duplicative language

Development, Review, and/or Concurrence: Small Business Development Program Office and Acquisition Policy Division

Target Audience: Contracting workforce

Potential Links within FAST for the Change: <http://fat.faa.gov/ProcurementToolboxForms.cfm> (Small Business Set-Aside Determination and Coordination Form)

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: <http://fat.faa.gov/ProcurementToolboxForms.cfm> (Small Business Set-Aside Determination and Coordination Form)

Links for New/Modified Forms (or) Documents (LINK 1) [null](#)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 1 : Procurement Team Responsibilities in Support of the Small

Business Development Program [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 1 : Procurement Team Responsibilities in Support of the Small Business Development Program

Old Content: Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 1 : Procurement Team Responsibilities in Support of the Small Business Development Program

- a. Effective implementation of the FAA's small business development programs in their contracting actions, including achieving program goals;
- b. Develop small businesses by taking all reasonable action to increase small business participation in the FAA's procurements (including subcontracts);
- c. Consider the feasibility of breaking out requirements to increase opportunities for small businesses to successfully compete for prime contracts;
- d. Consider the extent of small business participation in contract performance during procurement planning;
- e. Obtain guidance from the FAA Small Business Development Program Office (SBDPO)/liaison as it relates to small business development issues. In doing-so, the service teams must coordinate with representatives of the cognizant local SBDPO staff as soon as requirements estimated to exceed \$100,000 are defined to receive assistance in identifying opportunities for small businesses and small businesses owned and controlled by socially and economically disadvantaged individuals. This requirement to coordinate does not apply to contract modifications. Use the Small Business Set-Aside Determination and Coordination Form (Template No. 85) to coordinate with the SBDPO and attach (as applicable) the statement of work, single source rational basis documentation, fully executed single source justification, market survey and market analysis to the form. In addition, any requirements that had previously been procured through the Small Business/SEDB/8(a) Program, but not currently proposed for repurchase through the Small Business/SEDB/8(a) program must be approved by the cognizant local SBDPO staff. If agreement cannot be reached, the FAA Acquisition Executive's approval is required prior to any public notice or solicitation of the requirement; and

f. Participate and assist in the development of small business conferences and outreach efforts sponsored by the SBDPO.

New Content: Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 1 : Procurement Team Responsibilities in Support of the Small Business Development Program

a. Effective implementation of the FAA's small business development programs in their contracting actions, including achieving program goals;

b. Develop small businesses by taking all reasonable action to increase small business participation in the FAA's procurements (including subcontracts);

c. Consider the feasibility of breaking out requirements to increase opportunities for small businesses to successfully compete for prime contracts;

d. Consider the extent of small business participation in contract performance during procurement planning;

e. Obtain guidance from the FAA Small Business Development Program Office (SBDPO)/liaison as it relates to small business development issues. In doing-so, the service teams must coordinate with representatives of the cognizant local SBDPO staff as soon as requirements estimated to exceed \$100,000 are defined to receive assistance in identifying opportunities for small businesses and small businesses owned and controlled by socially and economically disadvantaged individuals. This requirement to coordinate does not apply to contract modifications. Use the Small Business Set-Aside Determination and Coordination Form (Template No. 85) to coordinate with the SBDPO and attach (as applicable) the statement of work, single source rational basis documentation, fully executed single source justification, market survey and market analysis to the form (see also AMS Policy on SEDB 8(a) Set-Asides for use of this form). In addition, any requirements that had previously been procured through the Small Business/SEDB/8(a) Program, but not currently proposed for reprocurement through the Small Business/SEDB/8(a) program must be approved by the cognizant local SBDPO staff. If agreement cannot be reached, the FAA Acquisition Executive's approval is required prior to any public notice or solicitation of the requirement; and

f. Participate and assist in the development of small business conferences and outreach efforts sponsored by the SBDPO.

Red Line Content: Procurement Guidance:

T3.6.1 - Small Business Development Program

Small Business Development

Section 1 : Procurement Team Responsibilities in Support of the Small Business Development Program

- a. Effective implementation of the FAA's small business development programs in their contracting actions, including achieving program goals;
 - b. Develop small businesses by taking all reasonable action to increase small business participation in the FAA's procurements (including subcontracts);
 - c. Consider the feasibility of breaking out requirements to increase opportunities for small businesses to successfully compete for prime contracts;
 - d. Consider the extent of small business participation in contract performance during procurement planning;
 - e. Obtain guidance from the FAA Small Business Development Program Office (SBDPO)/liaison as it relates to small business development issues. In doing-so, the service teams must coordinate with representatives of the cognizant local SBDPO staff as soon as requirements estimated to exceed \$100,000 are defined to receive assistance in identifying opportunities for small businesses and small businesses owned and controlled by socially and economically disadvantaged individuals. This requirement to coordinate does not apply to contract modifications. Use the Small Business Set-Aside Determination and Coordination Form (Template No. 85) to coordinate with the SBDPO and attach (as applicable) the statement of work, single source rational basis documentation, fully executed single source justification, market survey and market analysis to the form *(see also AMS Policy on SEDB 8(a) Set-Asides for use of this form)*. In addition, any requirements that had previously been procured through the Small Business/SEDB/8(a) Program, but not currently proposed for reprocurement through the Small Business/SEDB/8(a) program must be approved by the cognizant local SBDPO staff. If agreement cannot be reached, the FAA Acquisition Executive's approval is required prior to any public notice or solicitation of the requirement; and
 - f. Participate and assist in the development of small business conferences and outreach efforts sponsored by the SBDPO.
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