

AMS CHANGE REQUEST COVER SHEET

Change Request Number: 13-17

Date Received: 11/20/12

Title: Small Business Set-Aside Coordination Process Flowchart - Update

Initiator Name: Tim Eckert

Organization Name and Routing Symbol: Procurement Policy Branch, AAP-110

Telephone: (202) 267-7527

ASAG Member: David Lankford

Telephone Number: 202-267-8407)

Policy OR Guidance: Guidance

Affected Section/Text Location: Procurement Templates & Samples

Summary of Change: Administrative Changes: (1) Changed 2 references to “Local Small Business Development Staff” from “ACQ-21” (2) Arrow in flowchart straightened out, (3) Extra blank page in document removed, and (4) Documentation added under “Coordinate with Local SB Development Staff if not awarded to 8(a) VSB or Required Source” consistent with AMS.

Reason for Change: Administrative Changes

Development, Review, and Concurrence: AJA-8

Target Audience: All FAA contracting personnel workforce

Potential Links in FAST for the Change: <http://fast.faa.gov/Procurement> ToolboxTemplates.cfm

Other Documents that may be Affected: None.

Attachments: Revised flowchart

Briefing Planned: No.

ASAG Responsibilities: None.