SMALL BUSINESS ANALYSIS RECORD

1. Project/Requisition Number	2. Project/Requisitioner Name	3. Office/Organization

4. Solicitation/Contract/Modification Number	5. Federal Supply Class/Service (FSC/SVC) Code
6a. Estimated Dollar Value: Base Period: $	6b. Total Estimated Value Including Options $
6c. Estimated Dollar Value Set Aside: $	6d. Estimate Dollar Value Not Set Aside: $

7. Period of Performance *(including options)* or Delivery Date:

8. Contracting Officer

a. Name *(Last, First, Middle Initial)*	b. Office Symbol	c. Telephone Number *(Include Area Code)*

9. Brief description of services or products to be procured:

10. Synopsis Required? ☐ Yes ☐ No, [FAR 5.202(a)]	12. Small Business Size Standard
11. North American Industry Classification System (NAICS) Code:	Number of Employees _____ Dollars $ _____
13. Recommendation *(Check as applicable)* *(If all recommendations are "No," explain in Remarks)*	14. Acquisition History *(Select One)*
a. Section 8(a) ☐ Yes ☐ No	☐ a. First Time Buy
(If Section 8(a), Select One) ☐ (1) Competitive ☐ (2) Sole Source	☐ b. Previous Acquisition
b. Small Business (SB) Set-Aside ☐ Yes ☐ No	Previous Contract Number
c. Small Business (SB) Partial Set-Aside ☐ Yes ☐ No	Award Date
d. Emerging Small Business (ESB) Set-Aside ☐ Yes ☐ No	Total Amount $
e. HUBZone Set-Aside ☐ Yes ☐ No	Contractor Name
f. Veteran-Owned Small Business (VSOB) ☐ Yes ☐ No	Contractor Size/Type of Ownership
g. Service-Disabled Veteran-Owned Small Business ☐ Yes ☐ No	Previous/NAICS Code/Size Standard
h. Woman-Owned Small Business (WOSB) ☐ Yes ☐ No	Number of Offers from Small Business
(for (b) thru (g), Select One) ☐ (1) Competitive ☐ (2) Sole Source	Comments:
i. _____ _____ % Partially Set-Aside	

15. Reason for Unrestricted Procurement

☐ A. No reasonable expectation that offers will be obtained from at least two 8(a), HUBZone Small, Service-Disabled Veteran-Owned small or traditional small business concerns offering the products or services.

☐ B. No reasonable expectation that award will be made at a fair market price.

☐ C. Sole Source/Proprietary item justified in accordance with FAR Subpart 6.3 *(Provide Supporting Documentation)*.

☐ D. Small Business Competitiveness Demonstration (Comp Demo) Program (FAR Subpart 19.10 & GSAM 519.10)

☐ E. Other Reasons:

16a. Subcontracting Plan Required ☐ Yes ☐ No	16b. Green Contracting Considerations ☐ Yes ☐ No

17. Remarks

18. Contract Bundling Review (Complete if the Estimate Contract or Order Value is $5,500,000 or more)

a. Does the procurement meet the definition of a Bundled Contract (FAR 7.107)?

☐ Yes ☐ No ☐ Not Applicable: *Below established threshold: FAR 7.104(d)(2)*

b. Did procuring activity coordinate acquisition strategy with the small business specialist and the Small Business Administration (SBA) Procurement Center Representative (PCR) (FAR 7.104(d)(1) and FAR 19.202-1(e)(1)?

☐ Yes ☐ No

c. Was requirement to notify the affected incumbent small business concerns of the Government's intention to bundle the requirement performed, at least 30 days before release of the solicitation (FAR 10.001(c)(2)?

☐ Yes ☐ No

d. If No for (b) or (c) above, provide rationale: _____

19. Market Research Conducted *(Attach additional documentation if necessary)*

20a. Name of Contracting Officer	20b. Signature of Contracting Officer	20c. Date
21a. Name of Supervisory Official	21b. Concurrence by Supervisory Official	21c. Date

22. GSA Small Business Specialist/Technical Advisor Review *(Check One)*

☐ a. No SBS/SBTA Action Feasible in this Case ☐ b. Provided Additional Sources *(See block 23.)*

c. Name of Reviewer	d. Signature of Reviewer	e. Date

23. List any Additional Sources Provided for the GSA Review

24. SBA Review *(Check One)*

☐ a. No SBA Action Feasible in this Case ☐ b. Provided Additional Sources *(See block 25.)*

c. Name of Reviewer	d. Signature of Reviewer	e. Date

25. List any Additional Sources Provided for the SBA Review

INSTRUCTIONS

Block 1. PROJECT NUMBER - The requisitioner shall assign a project/requisition number.

Block 2. PROJECT NAME/REQUISITION NAME - Self-explanatory.

Block 3. OFFICE/ORGANIZATION - Self-explanatory.

Block 4. SOLICITATION NUMBER/CONTRACT/ MODIFICATION NUMBER - Self-explanatory.

Block 5. FEDERAL SUPPLY CLASS/SERVICE - Self-explanatory http://www.dispositionservices.dla.mil/asset/fsclist.html

Block 6a. ESTIMATED DOLLAR VALUE: BASE PERIOD - Enter total estimated value for the base period of the acquisition. If a requirement is for an indefinite quantity contract, annotate the maximum dollar estimate for the base period.

Block 6b. TOTAL ESTIMATED VALUE INCLUDING OPTIONS - Enter total estimated cost to include options or follow-on years of multi-year contract. If a requirement is for an indefinite quantity contract, annotate the maximum dollar estimate including options. If needed, provide a breakdown by option year/multi-year in Block 9.

Block 6c. ESTIMATED DOLLAR VALUE SET-ASIDE - Self-explanatory.

Block 6d. ESTIMATED DOLLAR VALUE NOT SET-ASIDE - Self-explanatory.

Block 7. PERIOD OF PERFORMANCE - Enter the estimated period of performance, including any option periods. Indicate whether the solicitation will be issued within 30 days, or more than 30 days after the small business review.

Block 8. CONTRACTING OFFICER - Self-xplanatory.
(a) NAME
(b) OFFICE SYMBOL
(c) TELEPHONE (including area code)

Information in blocks 8 through 21c shall be completed by the contracting officer.

Block 9. BRIEF DESCRIPTION - Provide a brief description of the product or service to be procured.

a. Services requirements should have a detailed description and Statement of Work (SOW) attached (The statement of work, including evaluation criteria and the Government cost estimate).
b. Requirement/IDIQ contracts should indicate Basic dollar amount, maximum/minimum dollar amounts, maximum/minimum quantities, option quantities, and length of contract.

Note: In accordance with Presidential Memorandum M-09-10, agencies shall identify procurements which use American Recovery and Reinvestment Act (ARRA) funds. If available, reference a Treasury Account Symbol (TSA).

Block 10. SYNOPSIS REQUIRED - Annotate "YES" or "NO" as appropriate.

a. Should not synopsize prior to SBTA and/or Small Business Administration Procurement Center Representative (SBA PCR) review 19.201(d)(9)(B)(1)(i).
b. An 8(a) sole source requirement is not synopsized.

Block 11. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE - Insert the North American Industry Classification System (NAICS) code. The NAICS code can be obtained by referring to the latest NAICS Manual or visiting the NAICS website at http://www.census.gov/eos/www/naics/ or SBA's site at: http://www.sba.gov/contractingopportunities/officials/size/table/index.html

Block 12. SMALL BUSINESS SIZE STANDARD - Insert the applicable size standard in accordance with FAR 19.102 and 19.303. The size standards are located at http://www.sba.gov/contractingopportunities/officials/size/index.html

Block 13. RECOMMENDATION - Annotate Blocks 13.a. through 13.j. "YES" or "NO" as applicable. If all blocks are marked "NO," explain in Block 15 the rationale for a sole source or unrestricted procurement, and additionally in Block 17 if needed.

Block 13a. SECTION 8(a) - Complete only if the acquisition is to be an 8(a) set-aside. Identify if the acquisition is a "Competitive" or "Sole Source" 8(a) set-aside (attach the SBA Offering Letter).

Block 13e. HISTORICALLY UNDERUTILIZED BUSINESS ZONE (HUBZone) - Identify "YES" or "NO" as applicable. Document in Block 17 if the acquisition is a "Competitive" or "Sole Source" HUBZone set-aside.

Block 13g. SERVICE DISABLED VETERAN OWNED SMALL BUSINESS (SDVOSB) - Identify "YES" or "NO" as applicable. Document in Block 17 if the acquisition is a "Competitive" or "Sole Source" SDVOSB set-aside.

Block 13i. The percentage (%) is used in the case of a partial set-aside.

Block 14. ACQUISITION HISTORY - Annotate Block 14a if first time buy or Block 14b if there has been a previous acquisition. Enter history for blocks 14b(1) through 14b(8). For Type of Ownership, list SDB, 8(a), SB, WOSB, VOSB, SDVOSB, or HUBZone as applicable.

Block 15. REASON FOR UNRESTRICTED PROCUREMENT (Check applicable A through E)

a. Explain in Block 19 any reasons why offers could not be obtained from at least two small business concerns.
b. Explain in Block 19 any reasons why it was determined that award could not be obtained at a fair market price.
c. Cite FAR 6.3 exception used and include supporting documentation.
d. Cite if NAICS code is restricted under the Small Business Competitiveness Demonstration Program.
e. Explain in Block 19 any other reasons why a set-aside is not applicable.

Block 16a SUBCONTRACTING PLAN REQUIRED - Annotate "YES" if the total estimated value is in excess of $550,000 ($1,000,000 for Construction) and not a set-aside; annotate "NO", if the total estimated value is under $550,000 ($1,000,000 for Construction) or a set-aside.

a. The cumulative value of the basic contract and all options should be considered when determining the dollar level IAW FAR 19.704(c). For specific instructions regarding subcontracting plans refer to FAR 19.7.

Block 16b. GREEN CONTRACTING CONSIDERATIONS - IAW FAR 23.703 Policy, Agencies must employ acquisition strategies that affirmatively implement the following environmental objectives:

(1) Maximize the utilization of environmentally preferable products and services (based on EPA-issued guidance).
(2) Promote energy-efficiency and water conservation.
(3) Eliminate or reduce the generation of hazardous waste and the need for special material processing (including special handling, storage, treatment, and disposal).
(4) Promote the use of nonhazardous and recovered materials.
(5) Realize life-cycle cost savings.
(6) Promote cost-effective waste reduction when creating plans, drawings, specifications, standards, and other product descriptions authorizing material substitutions, extensions of shelf-life, and process improvements.
(7) Promote the use of biobased products.
(8) Purchase only plastic ring carriers that are degradable.

Block 17. REMARKS - The following information should be provided if appropriate:

- Indicate method of acquisition.
- Indicate if sole source or restricted competition, annotate the name(s) of the company(s) and attach the Justification & Approval / Justification & Certification
- If a FAR 6.3 exception is cited, include supporting documentation.
- Explain any extenuating circumstances on why a set-aside is not applicable (e.g. problems with current producers, past problems with 8(a) or SB, etc.).

Block 18. CONTRACT BUNDLING REVIEW - Indicate response to Bundling by marking "YES" or "NO" as applicable. 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 (FAR 7.107). *[Note, FAR 7.104(d)(2) identifies threshold for applicability.]* If the total contract value is estimated below this threshold, check N/A. If this requirement is the result of bundled requirements, the SBS/ SBTA must concur.

Block 19. MARKET RESEARCH. 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 Federal Prison Industries, Inc. and Javits-Wagner-O'Day Act participating non-profit agencies for the blind or severly disabled etc..). Provide supporting documentation which reflects the market research conducted.

Block 20. (a. b. and c.) CONTRACTING OFFICER: The Contracting Officer who has the authority to bind the government will make a determination upon completion of Blocks 8 - 19, and sign and date. If the contracting officer rejects the SBA PCR's recommendation, made in accordance with FAR 19.402(c)(2), the contracting officer shall document the basis for the rejection and notify the SBA PCR in accordance with FAR 19.505.

Block 21. (a. b. and c.) SUPERVISORY OFFICIAL - Used by a Supervisory Official of the Contracting Officer for concurrence/rejection of SBS/SBTA or SBA PCR recommendations.