

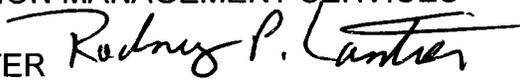


July 27, 2011

MEMORANDUM FOR HEADS OF ACQUISITION MANAGEMENT SERVICES

FROM:

A handwritten signature in black ink, appearing to read "Joe", written over the printed name of Joseph A. Neurauter.

JOSEPH A. NEURAUTER 
SENIOR PROCUREMENT EXECUTIVE & DEPUTY CHIEF
ACQUISITION OFFICER
OFFICE OF ACQUISITION POLICY (MV)

SUBJECT:

Request for FY 2012-2013 Forecast of Contracting
Opportunities

Public Law 100-656, the Business Opportunity Development Reform Act of 1988, amended the Small Business Act to emphasize acquisition planning. The law requires each executive agency having cumulative contract actions in excess of \$50 million, to prepare and make available an annual Forecast of Contracting Opportunities that small businesses (including minority, women-owned, HUBZone, veteran-owned, and service-disabled veteran-owned) may be able to perform.

The purpose of this memorandum is to request your Forecast of Contracting Opportunities for Fiscal Year 2012 in accordance with Section 501 of Public Law 100-656. The forecast is a primary means for communicating contracting needs to the vendor community, and is to be updated quarterly during the year. The law further states that, at a minimum, forecasts are to include:

- The approximate number of individual contract opportunities (and the number of opportunities within a class).
- The ranges of dollar values for each contract opportunity or class of opportunities.
- The anticipated fiscal year quarter for issuance of a procurement request.
- The activity responsible for the award and administration of the contract.

If you can identify any of your planned procurements as 8(a), HUBZone, Woman Owned Small Business (WOSB), Economically Disadvantaged Woman Owned Small Business (EDWOSB), Service Disabled Veteran-Owned Small Business (SDVOSB), or Small Business set-asides during the forecasting process, please do so.

Please bear in mind that FAR 19.203(c) states that contracting officers shall consider acquisitions for 8(a), HUBZone, SDVOSB, or WOSB programs before using a small business set-aside. FAR 19.203 (c) also states that acquisitions accepted for the 8(a) Business Development Program must remain in the 8(a) Program unless the Small Business Administration agrees to its release.

If you have not yet completed sufficient market research to determine the procurement method, please list the procurement method as "To Be Determined after Market Research" (TBD). This will give small businesses, including 8(a)s, HUBZones, WOSBs, EDWOSBs, and SDVOSBs the opportunity to present their capabilities, and it will give them the opportunity to participate in market research as the acquisition strategy is determined.

An MS Excel spreadsheet is attached for your review, and will also be available on Google docs for completion by authorized personnel. Preparing the forecast in Excel should make it easier to consolidate forecast information and should make it easier for OSDDBU and contractors to sort information in the forecast for specific analyses. Forecasted procurements should include all acquisitions at or above \$25,000 (including re-competes of existing requirements) anticipated to be awarded to both large businesses and small businesses.

Please identify the specific products/services that are planned for acquisition and define all acronyms. Also, please avoid describing the products/services in general terms like "Professional Services." When identifying the North American Industry Classification System (NAICS) code, please remember that acquisitions for supplies should use the appropriate manufacturing NAICS code and not wholesale and retail trade NAICS codes beginning with 42, 44, or 45.

Additionally, the point of contact should be a GSA employee who can provide information to the vendor community about the contracting opportunity. It is vital to include all planned procurements that we are aware of at the time the forecast is prepared. This will ensure that all small businesses have every possible opportunity to position themselves to compete for available work—whether as prime contractors or subcontractors.

OGP will rely on the Acquisition Management (AM) organization within each Service to obtain FY 2012 Procurement Forecast Information. It is suggested that the FAS AM shops coordinate with the Heads of Contracting Activities to request contracting organizations work with their internal customers to identify FY 2012 projected procurements. Within PBS, each of the PBS office affiliates should provide any and all upcoming procurements to the Central Office, Budget and Contracts Office, which

will provide the information to the Office of Industry Relations (OIR). The OIR will then forward the information to the PBS AM office. Each AM organization should review the forecast information for completeness and accuracy before submitting it to OGP and recording the information in Google Docs. The Office of Acquisition Policy will work with non Service contracting shops to acquire their forecast information.

Please ensure that all Forecast information is included on the MS Excel spreadsheet located on Google Docs **by Friday, August 26, 2011**. If you have any questions or require further information, please contact Dana Munson at dana.munson@gsa.gov or on (202) 357-9652.

Thank you for your continued commitment and support.

Attachment

FY 2012-2013 Forecast of Contracting Opportunities Template