

BUSINESS SERVICE CENTER ACTIVITY REPORT

REGION

MONTH & FY

RCS

0A-42

WORK UNIT DATA

CATEGORY	ITEM	NUMBER OF COUNSELING ACTIONS				LARGE BUSINESS	FSS	FPRS	IRM	PBS	GENERAL
		SMALL BUSINESS									
		MINORITY		NON-MINORITY							
		MALE	FEMALE	MALE	FEMALE						
1. BUSINESS COUNSELING	A. BUSINESS MEETINGS/ PROCUREMENT CONFERENCE/SEMINARS										
	B. BUSINESS APPOINTMENTS										
	C. TELEPHONE INQUIRIES										
	D. CORRESPONDENCE										
	E. WALK-IN										
	F. BUSINESS SERVICE SUBCENTER										
	TOTALS ▶	<i>(COMBINED)</i>		<i>(COMBINED)</i>							
2. CONTRACT SUPPORT SERVICES	A. BIDS RECEIVED AND SAFEGUARDED										
	B. BID OPENINGS										
	C. INVITATIONS FOR BIDS ISSUED										
	D. SPECIFICATIONS ISSUED										
	E. BIDDER'S MAILING LIST APPLICATIONS ISSUED										
	F. AWARD INFORMATION PROVIDED (INCLUDING ABSTRACTS)										
	G. MARKET SURVEYS PERFORMED										
	H. OTHER MATERIALS ISSUED										
	TOTALS										
3. NEW ITEMS	A. NEW ITEM APPLICATIONS PROCESSED										
	B. NEW ITEM APPLICATIONS APPROVED										
	C. NEW ITEM APPLICATIONS REJECTED										
4. PREFERENTIAL CONTRACTING PROGRAMS	A. PROPOSED NON SET-ASIDE ACTIONS REVIEWED BY BSC										
	B. PROPOSED NON SET-ASIDE ACTIONS REVERSED BY BSC										
	C. SUBCONTRACTING PLANS REVIEWED										
	TOTALS										
5. PUBLIC INFORMATION AND SPECIAL PROJECTS	A. NEWS RELEASES ISSUED										
	B. RESPONSES TO MEDIA INQUIRIES										
	C. FREEDOM OF INFORMATION REQUESTS PROCESSED										
	D. TIMES CONGRESSIONAL ASSISTANCE PROVIDED										
	E. ADVERTISING ORDERS PROCESSED ESTIMATED DOLLAR VALUE ▶										
	F. LSA INQUIRIES										

INSTRUCTIONS

1. Business Counseling: In items a thru e, please list all counseling done in each area.

- a. List number of cities visited and list city and states visited in item 6.
- b. List number of scheduled appointments for which a counseling action was completed.
- c. List number of telephone calls for which a counseling action was completed.
- d. List number of written correspondence completed for which a counseling action was completed.
- e. List the number of walk-in inquiries for which a counseling action was completed.
- f. The term Sub-Center applies only to those offices manned by a GSA representative. Additional BSC's located within regional boundaries are not Sub-Centers. Should this item require additional explanation, please use item 6.

2. Contract Support Services:

- a. List number of bids received and safeguarded.
- b. List number of bid openings.
- c. Record number of IFBs issued.
- d. Record number of specifications issued.
- e. Record number of bidders Mailing List Applications issued.
- f. Record number of award information disclosures (including abstracts).
- g. List Market Surveys performed.
- h. Utilize this space for any other type of material issued.

3. New Items:

- a. List new item applications processed.
- b. List new item applications approved.
- c. List new item applications rejected.

4. Preferential Contracting Programs:

- a. Record proposed non set-aside actions reviewed by BSC.
- b. Record recommended proposed non set-aside actions reversed by BSC.
- c. Record subcontracting plans reviewed.

5. Public Information and Special Projects:

- a. Record All News Releases issued.
- b. Record all media inquiries responded to.
- c. Record all Freedom of Information requests processed.
- d. Record all congressional assistance.
- e. Advertising Orders processed, and their estimated cost.
- f. Record all LSA inquiries.

6. Supplementary Information: Utilize as noted above, and for any additional material you feel necessary. Narrative attachments may be submitted should you require additional space.