NOAA

2016
FIELD DELEGATE TRAINING EVENT

THE NOAA SB SOP AND MARKET RESEARCH

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NOAA Small Business Officers

PRIMES

- It is the policy of the Government to provide **maximum practicable opportunities** in its acquisitions to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and woman-owned small business concerns.

SUBS

- Such concerns must also have the **maximum practicable opportunity to participate as subcontractors** in the contracts awarded by any executive agency, consistent with efficient contract performance.

FAR 19.201(a)

	Small Business	Small Disadvantaged Business	8(a)	Woman-Owned Small Business	HUBZone Small Business	Veteran-Owned Small Business	Service Disabled Veteran Owned SB
SSAD	59.8%	39.3%	22.6%	34.1%	0.1%	13.2%	13.2%
Field Delegates	69.8%	24.6%	9.2%	20.7%	6.3%	9.3%	5.0%
EAD	48.3%	26.7%	13.1%	18.9%	6.3%	6.8%	3.4%
WAD	59.6%	18.8%	4.2%	8.2%	3.2%	8.6%	5.0%

5/4/16

Package Requirements

- Form CD-570 with digital signature [V6]
- Specification/Statement of Work/Performance Work Statement or Statement of Objectives;
- Sources Sought Notice, Request for Information, or Special Notice (with results) inclusive of all responses and a summary of the evaluation, if performed;
- Market Research –memo, report, D&F, etc…**signed** by the CO;
- IGCE, if available
- JOFOC; prior to legal or Competition Advocate review;
- Brand Name justification;
- Bundling justification, see FAR 7.107.

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Control #:_____
(OSDBU Staff Use Only)

Form CD-570
Rev. 03-11

U.S. Department of Commerce

SMALL BUSINESS SET-ASIDE REVIEW

1. PROCURING OFFICE

Contracting Office:_____

Contract Specialist:_____

Telephone Number:_____

Building/Room Number:_____

2. REQUESTING OFFICE

Program Office:_____

Requisitioner:_____

Telephone Number:_____

Requisition Number:_____

3a. DESCRIPTION/TITLE

☐ New ☐ Recompete ☐ Contract Modification

3b. Estimated Total Contract Value: $_____

3c. Subcontracting Plan Required: ☐ Yes ☐ No (Attach justification)

3d. Consolidated Requirement: ☐ Yes ☐ No

3e. Contract Bundling: ☐ Yes ☐ No

5. SMALL BUSINESS SIZE STANDARD

NAICS Code:_____ Number of Employees:_____

Dollar Amount: $_____

4. ESTIMATED ACQUISITION SCHEDULE

Proposed Synopsis Date:_____

Contract Award Date:_____

Period of Performance:_____

6. PROPOSED SOURCES (Indicate number of sources considered for each category. Attach a list of the sources.)

_____ Small Business _____ HUBZone SB

_____ WOSB _____ SDB/8(a)

_____ SDB _____ VOSB

_____ SD/VOSB _____ Other (Specify:_____)

7. RECOMMENDED ACTION (*select only one*)

☐ Small Business Set-Aside ☐ HUBZone Set-Aside ☐ SDVOSB Set-Aside ☐ WOSB Set-Aside ☐ 8(a) Set-Aside

☐ GSA (or other Agency Contract) ☐ Full and Open Competition* ☐ Other (Specify:_____)

***If Set-Aside is not recommended must attach justification)**

8. CONTRACT SPECIALIST/OFFICER: _____
(Signature & Date)

9. REVIEW BY BUREAU SMALL BUSINESS SPECIALIST: ☐ Recommendation Accepted ☐ Recommendation Not Accepted ☐ Other Comments

_____
(Signature & Date)

10.REVIEW BY OSDBU: ☐ Recommendation Accepted ☐ Recommendation Not Accepted ☐ Other Comments

_____
(Signature & Date)

11. REVIEW BY SMALL BUSINESS ADMINISTRATION: ☐ Recommendation Accepted ☐ Recommendation Not Accepted ☐ Other Comments

_____ ☐ SBA Appeal (Form 70 attached)
SBA PCR (Signature & Date)

OSDBU 2011 (NOAA) V6

AGO Office	Transaction Dollar Value	Contracting Officer Determination	CD-570 Approval Level	Submittal Requirements
Field Delegates*	$3,000 - $150,000	Set-aside	CO currently; coming soon - None	N/A
	$3,000 - $150,000	Not Set-aside	NOAA SBO	noaasb@noaa.gov

Coming soon: No 570 for actions set aside for small business; however, The 570 can be utilized to satisfy FAR 4.803(a)(6)

- Awards
  - SB Office wants to recognize you (above & beyond)
    - Volunteer at events
    - Assisting clients with small business capability
    - Excellent market research
    - Extra efforts to meet goals
    - Other extra efforts
  - Submit nominations to NOAASB@noaa.gov

Market Research

Market Research Recommendations

- Vendors registered to do business with NOAA at http://www.ago.noaa.gov/quicklinks/small_business.html

- SBA's Dynamic Small Business Search -
  - http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm

- FPDS
- Contacting knowledgeable individuals in Government and industry regarding market capabilities;
- Results of recent research
- Internet searches
- RFI's/Sources Sought notices

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https://docs.google.com/a/noaa.gov/spreadsheet/ccc?key=0AjQ3weWbc4jTdHZnRGZaUWllQ3JGVEVrWWxpaXdWMmc&usp=sharing#gid=0

SB Profile Registration System (Responses)

	Company Name	Alias	POC	Web Site URL	Address	Suite	City	State	Zip Code
8/6/2013 12:56:46	Magnetic Products and Services, Inc.		Mary Novakowski	www.mpsinc.org	7500 Boone Ave N	104	Minneapolis	MN	55428
8/6/2013 14:04:48	GovernmentCIO		Edsson Acevedo	www.governmentcio	20 F St NW	700	Washington	District of Columbia	20001
8/7/2013 17:04:27	Marine Technical Consultants, LLC		Loren Marovelli		7990 West Fork Road		Darby	MT	59829

Great for warm leads and required to review

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	O	P	Q	R	
1	Description of Company Capabilities	DUNS Number	Date Business Started	Average Annual Revenues	Applicable 6-Digit NAICS Code(s)
2	Magnetic Products and Services, Inc. specializes in computer backup media, cleaning cartridges, barcode labels, storage cases, degaussers and other data center items. MPS is a WOSB direct with the manufacturers -Fuji, HP, IBM, Imation, Maxell, etc., so our pricing is aggressive. Our services include degaussing and destruction or buy back of excess media. We can also assist in redeployment of tape assets.	153466289	3/23/1989	15M	334613 334112
3	IT managment support, Application development, Agile, It Training, Coaching and Mentoring. Capital Planning, Software development, COTS development	965479863	1/1/2010	10000000	541611 541618 611430 541519 519190 541511
4	Professional Engineering Services. Refer to website for further detail: www.MarineTechnicalConsultants.com	56009408	3/22/2012	35000	5413
	Cen-Med Enterprises has been in business for over 20 years, supplying a variety of medical and lab facilities. We are a full line distributor of laboratory equipment and supplies, with a product offering in excess of one million items. Our extensive experience in fulfilling large and small contracts includes blanket orders and standing orders, as well as administering Blanket Purchase Agreements. We also accept credit card orders. Our flexibility as a small business has allowed us to develop relationships with a broad range of manufacturers, including some of the largest names in our industry. We are direct resellers for				325199 325413 325414 334510 334516 334517 33599

775 firms currently in this database as of 4/25/16

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MARKET RESEARCH REPORT
Below SAT

BUYER NAME & PHONE:
TITLE of REQUIREMENT:
TYPE of CONTRACT and TERM:
ACQUISTION VALUE: Base $_____, Option $_____, TOTAL$_____

ITEM OR SERVICE REQUIRED:
Explain the purpose of the buy:

What are the basic tasks required?

Are there any criteria related to the SOW which restrict potential awardees? (Attach SOW to report)

Is this a follow-on contract or a new buy?

APPLICABLE NAICS CODE/SIZE:

HISTORY OF BUY:
If this is a follow-on contract, provide history for the last buy. If this is a new contract, identify any similar contracts and show their history in the chart.

Contract #	CAGE/Name	Size	Method of competition	Period of Performance	# of SB offers

POTENTIAL SOURCES: Identify each method used and identify the amount of SB sources found.
Briefly explain why or how sources were acceptable or not acceptable for set-asides.
Include the chart to summarize results of the research.

Summary of number and type of sources found:

	Date Researched	# Known Sources	# Prior Offers	# identified in MAC/ GSA Kts	# SAM/ DSBS Search	# Internet Search	Other (identify)
SB Sources							
WOSB Sources							
EDWOSB Sources							
HUBZone Sources							
SDVOSB Sources							
FPI/JWOD Sources							

SUMMARY CONCLUSION:

FINAL RECCOMENDATION FOR ACQUISITION STRATEGY:

Attach a separate SOLE SOURCE JUSTIFICATION (if applicable).

Signature

Jeopardy 2.0

- Rules:
  - 2 rounds
  - No final round
  - You don't have to answer in the form of a question; just answer
  - Top 3 scorers will receive a **prize** at the end
  - First person to raise hand
  - Complete listing of Q&A available