Procurement Center Representative:
An Advocate, A Resource
What PCRs Do

- Coordinate with contracting activities
- Review acquisitions
  - Recommend Set-asides
- Review Bundling Cases
- Review Solicitations
- Support 8(a) Business Development
Basis for SBA Programs

• Small Business Act
  – Implements Congressional Policy to aid, counsel, assist & protect the interests of small business concerns
  – Goal of policy is to ensure that a fair proportion of purchases, contracts & subcontracts be placed with small businesses

http://www.sba.gov/about-sba-services/7480
Small Business Contract Assistance Programs

• Prime Contract Assistance
  – Small business set-aside program
  – Procurement Preference Goaling
  – Size Determination Program
  – Waivers to the Non-Manufacturer Rule
  – Natural Resources Program
  – Certificate of Competency (COC)

• Subcontracting Assistance

http://www.sba.gov/category/navigation-structure/contracting/contracting-officials
PCRs

• Help ensure a fair portion of purchases go to Small Businesses of all types
  – represent SBA at major buying activities
  – review proposed acquisitions, including bundled procurements
  – recommend requirements to be set aside for HUBZone, 8(a) & SB firms
  – advise agencies & SBs on SBA programs
  – initiate secretarial appeals

FAR Part 19.402
Procurement Programs

- Small business
- Small disadvantaged business (SDB)
- Women-owned small business (WOSB)
- HUBZone small business
- Veteran-owned small business (VOSB)
- Service-disabled VOSB (SDVOSB)

FAR Part 19, Public Laws, Code of Federal Regulations
PCRs and Appeals

• An appeal is a 3 step appellant process:
  – PCR issues a Form 70, “SBA Recommendation” to contracting officer (CO)
  – If CO denies, writes a letter of appeal to the Head of the Contracting Activity (HCA)
  – If HCA denies, PCR forwards to SBA HQ
  – SBA Administrator appeals to the Agency Secretary or Administrator

FAR Part 19.505
What PCRs Do

- Perform Market Research
- Provide Training
- Perform Surveillance Reviews
- Interface with Others
- Perform Outreach
What PCRs Do

- Attend Training Events
- Promote SBA Programs
- Mediate SB Issues
- Monitor Public Notices
- Counsel small & ‘other than small’ businesses, Federal Agencies
What PCRs See

- Small Business Review Form
- Government Estimate
- Sole Source Justifications (J&A)
- Statement of Work
- Acquisition Plan
- Market Survey
What PCRs See

- Procurement Request
- Purchase History
- Synopses
- Source Selection Criteria
- A-76 Information
What PCRs See

- Sensitive Information
- Set-aside appeals
- Certificate of Competency Request
- Subcontracting Plans
- Bid Abstracts
What PCRs Track

- Buys Reviewed
- Counseling Records
- Subcontracting Plans Reviewed
- SBA Form 70s
- Set-Aside Appeals
- 8(a) recommendations
- Monthly Reports
What PCRs Retain

- Monthly Report Data
- Bundling Alerts
- Non-Set-aside Reports
- First-time 8(a) Awards
- Training and Outreach Reports
What PCRs Protect

- Procurement Sensitive
  - Proprietary Information
  - Source Selection Information
  - Prices
  - Subcontracting Plans
  - Classified drawings
  - For Official Use Only - “FOUO”

- Handling Congressional Inquiries
What PCRs Share

- General Information
- “In the Public Domain”
  - Forecasts
  - FedBizOpps Synopses
  - Solicitations
- Encourage Freedom of Information Act Requests
What PCRs Report

- Monthly report *
  - Set-asides
  - 8(a) awards
  - HUBZone awards
  - SDVOSB awards
  - WOSB awards
  - Full & open awards

- Annual statistics
- Success Stories
- Plan of Operation
- Non-set-asides
- Improper bundling
- Breakout successes

* Reports include both PCR-initiated actions and activity-initiated actions.
What Other Programs Do PCRs Promote?

- Provide information on resources offered by government contracting: COC, Size Determination, Size Standards, CCR, Small Business Dynamic Search, and CMR subcontracting activities.

- Provide directions and contacts regarding district programs: Loans, Surety Bond Guarantee, and Economic Development.
Firm must:
• Meet size standard for NAICS code specified in solicitation
• Self-certify size status
• Be small at time of self-certification

If Questioned, Protest must be:
• Specific to a buy
• Received in a timely manner
• Forwarded to Area Director for formal determination.

Size Determination Specialists are located at SBA Area Offices
Certificates of Competency

Capacity, Credit, Capability, Competency, Integrity, Perseverance & Tenacity, Limitations on Subcontracting.

When determined to be non-responsible, a small business is entitled to an independent review by the SBA.

Written referrals must be sent to the SBA Area Office responsible for the geographic location of the small business.

http://www.sba.gov/content/government-contracting-field-staff-directory
Subcontracting Assistance

SBA’s Role in Subcontracting

Types of Reviews

- **Pre-Award Subcontracting Plan Reviews**
  - SBA’s PCRs review subcontracting plans prior to contract award (advisory)

- **Post-Award Compliance Reviews**
  - SBA’s CMRs monitor goal achievement after contract award
Subcontracting Assistance

Statutory Subcontracting Goals
Small Business Act: Section 15(g)

- Small Business (SB) - negotiable
- Small Disadvantaged Business (SDB) - 5%
- Women-Owned Small Business (WOSB) - 5%
- HUBZone Small Business - 3%
- Veteran-Owned Small Business - negotiable
- Service-Disabled Veteran-Owned SB - 3%
Determining the Need for a Subcontracting Plan

Dollar Threshold:
- contract or contract mod is expected to exceed $650,000 ($1,500,000 for construction)
  - Note: $550,000 was just bumped to $650,000

Subcontracting possibilities:
- contract appears to offer subcontracting possibilities
Subcontracting Assistance

Determining the Need for a Plan

- Subcontracting plans are **not** required:
  - From small business concerns
  - For personal services contracts
  - For contracts or mods that will be performed entirely outside of the U.S.
  - For contracts that do not contain 52.219-8 (e.g., contracts awarded prior to PL 95-507)
Elements of a Subcontracting Plan

- A subcontracting plan must contain goals expressed in both dollars and percentages.
- Other required elements are set forth in the FAR at subpart 19.704 and in the clause at 52.219-9.
- SBA provides a Fact Sheet on Subcontracting that explains goals, flow-down, and reporting requirements.
Subcontracting Assistance

What SBA Can and Cannot Do

SBA Can:
- Conduct compliance reviews and SOARS (Subcontracting Orientation and Assistance Reviews)

SBA Cannot:
- Prescribe the amount of subcontracting
- Require the prime contractor to use a particular small business
PCRs are Unique!

- Small Business Advocate
- Adversarial Relationships
- Small Business Specialist Support
- Special Authority
- Insider-Outsider
Your SBA PCR:

An Advocate for all types of small businesses.

A resource for information and advice.