



1. PURPOSE

The purpose of this document is to provide policy and guidance for timely submission and completion of the Small Business Coordination Record (DD2579) within the SPAWAR claimancy.

Related guidance is available under CMPG section [1.2.6.2 Small Business Coordination Record \(DD Form 2579\)](#).

2. POLICY

SPAWAR shall provide small business concerns the maximum practicable opportunity to participate in acquisitions both as prime contractors and as subcontractors. Efforts to ensure small business participation in each particular acquisition shall be documented using the DD2579 or activity-specific forms for task orders under multiple award contracts when there are two or more small business primes in accordance with the  [SeaPort-e Task Orders](#) and  [Multiple Award Contracts \(MAC\) Procedures](#) SCPPMs.

Per [FAR 19.201\(c\)\(10\)](#) and [DFARS 219.201\(c\)\(10\)\(A\)](#), the Office of Small Business Programs (OSBP) Small Business Specialist shall review all acquisitions exceeding \$10,000, modifications that increase the scope of the contract, or orders under a Federal Supply Schedule. There is no OSBP review required for acquisitions under the Simplified Acquisition Threshold (SAT) 100% small business set-aside; and awards to small business concerns under the Small Business Innovation Research (SBIR) Program ([NMCARS 5219.201\(d\)\(10\)\(A\)\(ii\)](#)).

The term "small business", as used in this document, shall include small, HUBZone, small disadvantaged, women-owned, and veteran-owned small businesses unless otherwise noted ([DFARS 219.201](#)).

3. RESPONSIBILITIES

3.1 Contracting Officer

Documents Small Business Participation efforts using the  [DD2579 \(electronic filing procedures are listed below\)](#), which is maintained in the contract file, for all acquisitions exceeding \$10,000; modifications that increase the scope of the contract; or orders under a Federal Supply Schedule. Submit the  [DD2579 \(electronic filing procedures are listed below\)](#) to the OSBP Small Business Specialist. DD2579 **not** required for acquisitions under the Simplified Acquisition Threshold (SAT) 100% small business set-aside; and awards to small business concerns under the Small Business Innovation Research (SBIR) Program ([NMCARS 5219.201\(d\)\(10\)\(A\)\(ii\)](#)) The rationale should fully explain the Market Research efforts and the results.

3.2 OSBP Small Business Specialist

Reviews the submitted DD2579. Makes recommendations as to whether a particular acquisition shall be awarded under [FAR Part 19](#) following the procedures at [PGI 219.201\(c\)\(10\) \(DFARS/PGI view\)](#).

3.3 SBA Procurement Center Representative (PCR)

If the proposed acquisition is for supplies or services currently being provided by a small business and is of a quantity or estimated dollar value that makes it unlikely that small businesses can compete for the prime contract, SBA PCR reviews the acquisition and records its findings in the DD2579.



4. PROCEDURE

- 4.1 Contracting Officer shall complete the DD2579 electronically through the [NAVSUP Small Business Coordination Record \(SBCR\) application](#) (see [ASN RDA memo](#))([access problems?](#)). Complete blocks 1 through 14 and block 17 of the [DD2579](#) (see [DD2579 Instructions](#)), electronically signs block 17c, and electronically submits to the OSBP Small Business Specialist, accompanied by:
1. Upload PR and/or Statement of Work as available. Document(s) submitted must contain a complete description of supplies or services being procured.
 2. Ensure that you are inserting the correct Federal Supply Class/Service (FSC/SVC) Code in Block 6a. FSC/SVC Codes are listed in the [Product and Service Codes \(PSC\) Manual](#) and the [DPAP Product and Service Code \(PSC\) Selection Tool](#).
 3. Ensure that you select the correct North American Industrial Classification System (NAICS) Code in Block 8a. and the corresponding size standard will automatically be populated. (An incorrect NAICS code assignment may result in a size standard protest to SBA). NAICS Codes and small business size standards are available on the SBA website at <http://www.sba.gov/content/small-business-size-standards>.
 4. Documentation supporting results of any market research (Sources Sought synopsis, etc.) that demonstrate efforts to locate and/or encourage qualified small business sources. Summarize in block 11.
 5. Upload J&A, if applicable. Draft copy is acceptable.
 6. Upload or include any additional information available to support the recommended procurement strategy such as prior bid abstracts or procurement mailing lists.
 7. When using Federal Supply Schedules to satisfy procurements between the micro-purchase and simplified acquisition threshold, the Contracting Officer will document via a memorandum when large business quotes are necessary, except when an ordering activity has approved justification limiting sources in accordance with [FAR 8.405-6](#). The Limited Sources Justification will address the consideration of small businesses and how the determination was made there were less than three small businesses on the schedule that will satisfy the government's requirements. The Limited Sources Justification will be provided with the [DD2579](#) prior to review and approval by the Small Business Office.



NOTE: If there are any significant changes, between the time the OSBP signs the original DD2579, and the time the Request for Proposals (RFP) is issued, such as, a different acquisition strategy is chosen or the NAICS Code changes from the original signed DD2579, the PCO must re-route the DD2579 back to the OSBP for review and signature, prior to issuing the RFP.

4.2 OSBP Small Business Specialist Review

The OSBP Small Business Specialist shall review and make recommendations to the contract specialist as to whether a particular acquisition should be awarded under [FAR 19.201\(c\)\(10\)](#) and [DFARS 219.201\(c\)\(10\)\(A\)](#). In general, **five working days** should be allowed for the OSBP Small Business Specialist review.

- A. This review shall be completed prior to issuance of a synopsis ([FAR Part 5.2](#)) of a competitive solicitation or contract modification.
- B. For actions processed as other than full and open competition ([FAR Part 6.3](#)), this review can be completed after the synopsis (if applicable), but shall be completed prior to the issuance of the solicitation.



4.3 SBA PCR Review

If the proposed acquisition is for supplies or services currently being provided by a small business and is of a quantity or estimated dollar value that makes it unlikely that small businesses can compete for the prime contract (FAR 19.202-1(e)): OSBP Small Business Specialist provides a copy of the proposed acquisition package to the SBA PCR for review at least 30 calendar days prior to the issuance of the solicitation. The PCR review is also documented on the DD2579.

4.4 Review Results

The OSBP Small Business Specialist will return the DD2579 to the contract specialist upon completion of their review (and SBA PCR review if applicable). If the SBA PCR rejects the recommendation of the contracting officer, the SBA PCR may initiate a unilateral set-aside by issuing an SBA Form 70. The contracting officer has 5 working days to reject the PCR's recommendation (FAR 19.505). See FAR 19.505 and DFARS 219.505 for complete procedures and time frames for rejecting SBA recommendations.

4.5 Offer and Acceptance

The contracting officer will provide a copy of the offering and acceptance letter to the OSBP Small Business Specialist after execution of a DD2579 for an 8(a) set-aside.

5. APPROVALS

See OSBP Small Business Specialist Review and SBA PCR Review.

6. TOOLBOX

- 1. SeaPort-e Task Orders
2. Multiple Award Contracts (MAC) Procedures
3. DD2579 Instructions
4. www.acquisition.gov
5. www.sba.gov
6. NAVSUP Small Business Coordination Review (SBCR) application
7. Increasing Opportunities for Small Businesses through Small Business Set-asides under the Simplified Acquisition Threshold - ASN(RDA), Aug 2012

7. CHANGE HISTORY

Updated material is highlighted by purple text and an Alert/New icon.

Table with 2 columns: Date, Description of Changes. Rows include updates from October 2016 back to January 2015.



	Product and Service Code (PSC) Selection Tool.
May 2014	Last version created in old format. Latest update under this topic was Policy regarding activity-specific forms for task orders.