



U.S. Small Business
Administration

Role of the Procurement Center Representative (PCR)

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*U.S. Small Business Administration
Office of Government Contracting*

Activities Covered:

Department of Agriculture (USDA), HQ

Department of Energy (DOE), HQ

DoD - Washington Headquarters Services (WHS) Pentagon

DoD - Army Contracting Command – Aberdeen Proving Ground (ACC-APG) Belvoir Division

DoD - Defense Threat Reduction Agency (DTRA)

DoD - Army Medical Research and Materiel Command

DoD - Mission and Installation Contracting Command-Fort Belvoir (MICC-FB)

DoD - U.S. Army Intelligence and Security Command (INSCOM)

DLA - Energy

Department of Health & Human Services, HQ

(ACF, AOA, ASPR, BARDA, OS/PSC, SAMHSA)

Department of Veteran Affairs, HQ

DoD - Naval Sea Systems Command, HQ

Programs We Support

- Small Business (SB)
- Small Disadvantaged Business (SDB)
- Women-Owned Small Business (WOSB)
- HUBZone Small Business
- Veteran-owned small business (VOSB)
- Service-Disabled Veteran Owned Small Business (SDVOSB)

FAR Part 19, Public Laws, Code of Federal Regulations

Our responsibility is to implement Congressional Policy in accordance with the Small Business Act to aid, counsel, assist & protect the interests of small business concerns.

Our Goal is to ensure that a fair proportion of purchases, contracts & subcontracts be placed with small businesses

What PCR's Do

- Coordinate with Major Contracting Activities
- Review Proposed Acquisitions
 - Recommend Set-Asides, i.e. SB, HUBZone, WOB, SDVO, 8(a), etc.
- Review Solicitations
- Support SBA's 8(a) Business Development Program

PCRs Also

- Perform Market Research
- Mediate Small Business Issues
- Provide Training To Agencies and Industry
- Perform Surveillance Reviews
- Interface with Others
- Perform Outreach & Attend Industry Conferences

What PCR's See

- Small Business Review Forms
- Government Estimates
- Sole Source Justifications (J&A)
- Statements of Work
- Acquisition Plans
- Market Survey Results
- Procurement Requests
- Purchase History

What PCR's See

- Source Selection Criteria
- Sensitive Information
- Set-aside Appeals
- Subcontracting Plans
- Bid Abstracts
- Synopses

Subcontracting Assistance

PCR's Role in Subcontracting Plan Reviews

- SBA's PCRs review Subcontracting Plans
prior to contract award (advisory)

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%

Subcontracting Assistance

Determining the Need for a Subcontracting Plan

➤ Dollar Threshold:

- Contract or Contract Modification is expected to exceed \$700,000 (\$1.5 Million for construction)

Conducting Market Research

When conducting Market Research

Ensure legitimate needs are identified

Ensure that Market Research is appropriate to the requirement.

Review all available resources (e.g. SBA DSBS, VA VIP (VETBiz), Historical Contract files)

Issue Sources Sought or Request for Information (RFI)

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