

**SMALL BUSINESS REVIEW FORM**

OSDBU Control Number:	Date a Completed DOE F 4220.2 Package is Received:
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**A. PROJECT INFORMATION**

<b>1a.</b> Acquisition Office and Program Element:	<b>1b.</b> Requisition Number:
<b>1c.</b> Contracting Officer or Contract Specialist Name:	<b>1d.</b> Contracting Officer or Contract Specialist Information (Telephone and Email):

**2.** Description of Services and/or Supplies:

<b>3a.</b> NAICS Code(s):	<b>3b.</b> NAICS Description:	<b>3c.</b> NAICS Size Standard:
<b>4a.</b> Total Estimated Contract or Order Value (including Options) \$	<b>4b.</b> Period of Performance (including Options) or Delivery Date:	<b>4c.</b> Anticipated Solicitation Issue Date:

**B. PROJECT CONSIDERATIONS**

**5.** Market Research Summary (FAR 10): Yes    No  
 See the instructions for a list of documents that must be submitted with the DOE F 4220.2.

**6.** Acquisition History:    **New Requirement**    **Recompetition**    **Modification**  
 Provide a brief synopsis of new requirement and/or procurement history for a recompetition and modification. Identify any portion performed as a small business set-aside.

**7a.** Acquisition Strategy (X all that apply):

<p>i.    <b>Small Business Set-Aside (FAR 19.5):</b>    100%    Partial:    %                Competitive                Sole Source (attach approved justification)</p> <p>ii.    <b>8(a)(FAR 19.8):</b>    Competitive    Sole Source</p> <p>iii.    <b>Historically Underutilized Business Zone (HUBZone)(FAR 19.13)</b>                Competitive    Sole Source</p> <p>iv.    <b>Service-Disabled Veteran-Owned Small Business (SDVOSB)(FAR 19.14)</b>                Competitive    Sole Source</p> <p>v.    <b>Women-Owned Small Business (WOSB)(FAR 19.15)</b>                Competitive    Sole Source</p>	<p>vi.    <b>Economically Disadvantaged Women-Owned Small Business (EDWOSB) (FAR 19.15)</b>    Competitive    Sole Source</p> <p>vii.    <b>Other Set-Aside:</b>                (cite authority e.g., (FAR 26.202-1, 6.208))</p> <p>viii.    <b>Full and Open Competition</b>                HUBZone Price Evaluation Preference (FAR 19.1307)</p> <p>ix.    <b>Other than Full and Open Competition (FAR 6.3)</b>                Sole Source (attach approved justification)</p> <p>x.    <b>Strategic Sourcing</b> (e.g., Federal Supply Schedules, Government-wide acquisition contracts, multi-agency contracts (FAR 8.004))                Establish a new strategic source                Utilize an existing strategic source</p>
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**7b. Subcontract Plan Required:** Yes    No    TBD    (X all that apply)

i. Small Business (SB)    %	vi. Other (cite authority)
ii. 8(a)    %	vii. N/A (cite authority)
iii. HUBZone SB    %	viii. Percentage of Total Contract Value (including all options)    %
iv. Service-Disabled Veteran-Owned SB    %	
v. Women-Owned SB    %	

**8a. Consolidation Determination:**

Is the requirement consolidated? Yes    No  
 If yes, attach supporting documentation. OSDDBU concurrence is required on justification memorandum.

N/A: Below Consolidation established threshold:  
 (FAR 7.107-2)

**8b. Bundling Determination:**

Is the requirement bundled? Yes    No  
 If yes, attach supporting documentation. OSDDBU concurrence is required on justification memorandum.

N/A: Below Bundling established threshold:  
 (FAR 7.107-3) and (FAR 7.107-4(a)(1)(ii))

**C. PROJECT REVIEW & APPROVAL**

**9. Contracting Officer:**

<i>Name</i>	<i>Email</i>
	
<i>Phone Number</i>	<i>Signature/Date</i>

**10. Small Business Program Manager:**

Concur    Non-concur    Comments? No    Yes    (If yes, add an attachment.)

<i>Name</i>	<i>Email</i>
	
<i>Phone Number</i>	<i>Signature/Date</i>

**11. OSDDBU Director (See instructions for signature threshold):**

Concur    Non-concur    Comments? No    Yes    (If yes, add an attachment.)

<i>Name</i>	<i>Email</i>
	
<i>Phone Number</i>	<i>Signature/Date</i>

**12. Small Business Administration (SBA) Procurement Center Representative (PCR):**

Concur    Non-concur (If non-concurrence, provide written explanation.)    Comments? No    Yes    (If yes, add an attachment.)

<i>Name</i>	<i>Email</i>
	
<i>Phone Number</i>	<i>Signature/Date</i>

**13. Contracting Officer Decision after SBA PCR and OSDDBU Director's Review:**

Concur    Non-concur  
 (If non-concurrence, provide written explanation to the SBA and OSDDBU Director)  
 Section 15(k) of the Small Business Act (15 U.S.C. 644(k))



*Signature/Date*

All Other Versions Are Obsolete

**GENERAL INSTRUCTIONS:**

A DOE F. 4220.2 is required, excluding mandatory sources, for all new procurements and contract modifications that increase scope, that require the review of the OSDBU. The DOE F. 4220.2 may be used for requirements exceeding the micro-purchase threshold but below the simplified acquisition threshold (see (FAR 2.101); (FAR 19.201(10) and 19.202)). The contracting officer is encouraged to the maximum extent practicable to use small business set-aside for orders against Federal Supply Schedules, however a DOE F. 4220.2 is not required for existing strategic sources.

For fillable blocks that require additional characters, enter "See Memo" and please attach a memo with the necessary information.

**A. PROJECT INFORMATION** (Items 1–4)

- 1a. Enter Acquisition Office and Program Element Name.
- 1b. Enter Requisition Number.
- 1c. Enter name of Contracting Officer or Specialist (CO or CS) responsible for coordinating and completing this form.
- 1d. Enter telephone number and e-mail address of CO or CS.
2. Enter description of the services and/or supplies.
- 3a. Enter North American Industry Classification (NAICS) code. Selecting the single NAICS code which best describes the principal purpose of the product or service being acquired.  
(<http://www.census.gov/eos/www/naics/index.html>)
- 3b. Enter NAICS code description.
- 3c. Enter NAICS code size standard. <http://www.sba.gov/content/table-small-business-size-standards>
- 4a. Enter total estimated contract or order value (including options).
- 4b. Enter the estimated period of performance (including options) or delivery date.
- 4c. Enter the estimated issue date of the solicitation.

**B. PROJECT CONSIDERATIONS** (Items 5-8)

5. Attach completed or draft acquisition plan (FAR 7.105) and the results of market research, including any resulting justification and approval (FAR 6.3) or sole source/brand name justification (FAR 6.302-1(c)). Include findings that demonstrate efforts to locate qualified small business sources e.g., sources sought (FAR 5.205), requests for information synopses (FAR 15.201(e)), or waivers to the nonmanufacturer rule (FAR 19.5) and attach additional pages as necessary.
6. Acquisition History: Select new requirement, re-compete effort, or modification as applicable. The following may be listed in the completed or draft Acquisition Plan and therefore does not need to be duplicated as a separate document; details of previous award(s) for any portion of the immediately preceding acquisition; to include the following information; contract number, award date, total contract value, contractor name, and subcontracting history. If part of the requirement was previously set-aside for small businesses, see DEAR 919.501.

**NOTE:** In order for the DOE SBPM/SBS to conduct a comprehensive review of each acquisition, at a minimum, the documentation listed below shall be forwarded by the CO/CS unless the DOE OSDBU waives the requirement. All OSDBU waivers will be in writing. When submitting a 4220 package to the OSDBU to review, it shall include the following unless waived by the OSDBU Director:

1. Completed DOE Form 4220.2 signed by the CO and SBPM.
2. Completed or draft Acquisition Plan or Request for Quote package. Package must include:
  - a. Completed or draft Statement of Work or Performance Work Statement
  - b. Completed or draft Evaluation criteria
  - c. Completed or draft Government Cost Estimate
3. Documentation which reflects market research conducted within the past 18 months (FAR 10.002(b)(1)).
4. A copy of the justification for other than small business consideration applicable to the subject acquisition plan. The justification shall be signed by the CO and/or other designated approval authority.
5. A copy of the signed sole source/limited sources justification, Presolicitation/Notice of Intent, any responses, and the review documentation of the responses to the sole source/limited sources justification.

**7a.** Check all that apply. Note: Above the simplified acquisition threshold, the contracting officer shall first consider an acquisition for the small business socioeconomic contracting programs before considering a small business set-aside (FAR 19.203(c)). Small business set-asides have priority over acquisitions using full and open competition (FAR 19.203(e)).

**7b.** Subcontracting Plan Required: Check "Yes" or "No." If "Yes," specify actions that will be taken to maximize small business participation. Consider requirements of (FAR 19.7), acquisition history, anticipated subcontracting goals, market research to identify small business capability at the subcontract level, source selection evaluation factor for small business utilization, incentives, contract performance metrics, etc. State detailed objectives for subcontracting (attach additional pages as necessary).

**8a.** Consolidation Determination: Select "N/A" if the effort is consolidated but below the consolidation threshold as referenced by the FAR citation. Select "Yes" or "No" as it applies and attach supporting documentation.

**8b.** Bundling Determination: Select "N/A" if the effort is bundled but below the bundling threshold as referenced by the FAR citation. Select "Yes" or "No" as it applies and attach supporting documentation.

**C. PROJECT REVIEW & APPROVAL** (Items 9–13)

**9.** Contracting Officer: Signature of CO who has the authority to bind the government and who is responsible for the procurement.

**10.** Small Business Program Manager: The small business program manager (SBPM) will review, sign, date and indicate concurrence or non-concurrence with the method of acquisition determined by the CO. If the SBPM does not concur, another method will be recommended.

**11.** OSDBU Director: The OSDBU Director has 10 business days, after receipt of a complete package from the CO, to review and sign the submitted 4220, or the OSDBU may request an extension. The OSDBU Director will review, sign, date and indicate concurrence or non-concurrence with the method of acquisition determined by the CO or the SBPM. If the OSDBU Director does not concur, another method will be recommended. For a list of contents that constitute a complete package, see the note below. The OSDBU review threshold is at or above \$3M per DOE Acquisition Guide Chapter 19. The OSDBU review threshold is subject to change per the DOE Acquisition Guide Chapter 19. The Director also reserves the right to request review of any 4220 below the \$3M threshold.

**12.** Small Business Administration (SBA) Procurement Center Representative (PCR): The SBA PCR shall sign and date this block to indicate concurrence or non-concurrence of the acquisition method determined by the CO. If the SBA PCR does not concur, the rationale will be documented and attached to this form and it will include a recommendation.

**13.** Contracting Officer decision after SBA PCR Review: If the CO does not agree with the recommendations of the OSDBU Director or SBA PCR, provide rationale to the OSDBU Director and the SBA PCR within 5 working days, in accordance with (FAR 19.505).