

8(a) Sole Source and 8(a) Competitive Checklist

Requirements Development

_____ What is the appropriate North American Industry Classification System (NAICS) code for the procurement?
<http://www.census.gov/epcd/www/naicstab.htm>

_____ Is there any language in the requirements which would unnecessarily restrict 8(a) firms (e.g., requirement to have an approved purchasing system or ISO requirements when there's not really a need to have either)?

Market Research (<\$3M)

_____ If the acquisition is under \$3M for services, is there a capable 8(a) firm which can perform the services under an 8(a) sole source award IAW FAR 19.8?

_____ Has the Order of Precedence been considered for the 8(a) firm?
❖ HUBZone 8(a) (sole source or competitive)
❖ 8(a) (sole source or competitive)

Market Research (>\$3M)

_____ If the acquisition is over \$3M for services, is there reasonable expectation that:
❖ at least two eligible 8(a) firms will submit offers
❖ award can be made at a fair market price

_____ Has the Order of Precedence been considered for the 8(a) firms?
❖ HUBZone 8(a) (sole source or competitive)
❖ 8(a) (sole source or competitive)

Pre-Proposal

_____ Has the Small Business Specialist coordinated on ALL actions >\$10k (including Small Business Set-Asides) on the DD2579? (DFARS 219.201(c)(9)(A))

_____ Has the Agency sent an offering letter to the SBA indicating processing under the 6 May 1998 Memorandum of Understanding authorizing direct awards to 8(a)'s?

_____ Did the SBA accept/reject the offering letter?

Solicitation

_____ Does the solicitation include DFARS 252.219-7009, Section 8(a) Direct Award?

_____ Does the solicitation include FAR 52.219-18, Notification of Competition Limited to Eligible 8(a) Concerns, and DFARS 252.219-7010, Alt A?

_____ Does the contract cite the 8(a) program statutory authority of 10 U.S.C. 2304(c)(5)?

Post-Award/Contract Administration

_____ Has the Contractor Performance Assessment Reporting System (CPARS), Construction Contractor Appraisal Support System (CCASS) and Architect-Engineer Contract Administration System (ACASS) been documented annually on the Contractor's performance IAW FAR 42.15, FAR 36.2 and FAR 36.6?