

August 18, 2005

OPRPM CIRCULAR NO. 06-006

TO: Fiscal Officers

FROM: Duff Zwald
 Director



SUBJECT: Small Business Solicitation Documentation for Federally Funded Purchases

Administrative Procedure A8.295.1 Purpose stipulates that the University will endeavor to assist small business concerns in competing for contractual awards under federal contracts. As a result of a recent audit by the Office of Naval Research, effective immediately, small business solicitation documentation shall be required for subcontracts and purchase orders of more than \$100,000 under federal prime contracts.

Documentation shall include the following:

- Whether small business concerns were solicited and, if not, why not;
- Whether veteran-owned small business concerns were solicited and, if not, why not;
- Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
- Whether HUBZone small business concerns were solicited and, if not, why not;
- Whether small disadvantaged business concerns were solicited and, if not, why not;
- Whether women-owned small business concerns were solicited and, if not, why not; and
- If applicable, the reason award was not made to a small business concern.

The Administrative Procedures Manual will be revised to incorporate the above provision. If you have any questions, please contact the Office of Procurement and Real Property Management (OPRPM) at (808) 956-8687.