

**Facilities Division
Facilities Contracts Branch**

Standard Operating Procedure

Date: March 31, 2011
Number: CSOP 11-001
Subject: Market Research and File Documentation
Effective Date: Immediately Until Revised or Superseded

1. Purpose

This document provides guidance on documenting the efforts and results of market research in order to determine the most suitable approach to acquiring construction and architect-engineer (A-E) services by Facilities Division (FD) personnel.

2. References

- FAR 10, Market Research
- FAR 19, Small Business Programs
- Department Regulation (DR) 5009-001, USDA Small Business Programs - Full Small Business Participation & Clearance Process for Contracts Not Set-aside or Reserved for Small Business Participation

3. Background

Market research is collecting and analyzing information about capabilities within the market to satisfy agency needs. It can be informal (phone calls to federal or non-federal experts) or formal (publication of a sources sought notice in FedBizOpps or issuing a solicitation for information/comments). It is the first step in determining the method and type of acquisition and, ultimately, the success of the project. Market research is also used to determine how to approach the acquisition from the stand point of small business participation.

One of the goals of market research is to develop the best strategy for accomplishing the acquisition, such as

- what type of contract to use (e.g., design-bid-build, design-build, CMc (construction manager as constructor));
- whether or not to use full and open (unrestricted) competition;
- what type of set aside to use: small business (SB), 8(a), HUBZone, Service-Disabled Veteran-Owned Small Business (SDVOSB), Woman-Owned Small Business (WOSB), etc.

Some of the factors to consider when performing this task include the urgency of the requirement, the dollar value, complexity of the project, and past experience with the type and the location of the requirement/project. If there have been multiple projects at the same location, a historical perspective of how they have been procured helps in determining the extent of market research efforts.

Sometimes, when the type of contract has been tentatively pre-determined, market research will confirm or dispel the practicality of that decision by identifying whether or not there are sufficient companies with the requisite capabilities.

FAR Part 10 requires that market research be performed for all requirements that exceed the simplified acquisition threshold. FAR Part 19, states that it is the policy of the Government to provide maximum practicable opportunities to small businesses, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Contract Specialists/Contracting Officers (CS/CO) are required to provide small business concerns an equitable opportunity to compete for all contracts that they can perform to the extent consistent with the Government's interest.

4. Procedures

In concert with FAR Parts 10 and 19, the major purpose of FD's market research is determining whether the availability of small business type firms is adequate for a particular project before full and open competition is utilized.

a. There are several methods for conducting market research, including:

- Contact knowledgeable individuals in Government (OSDBU, SBA, etc.) or industry;
- Review the results of recent market research for similar requirements in the general area;
- Publish a sources sought notice (SSN) in FedBizOpps;
- Query Government databases (e.g., CCR.gov, FPDS-NG.gov, etc.) and commercial databases;
- Conduct "open house" interchange meetings or pre-solicitation conferences;
- Perform Internet searches;
- Contact the pertinent Area Contracting Office for information on their recent contracts of a similar nature.

b. At a minimum, the following web sites should be used as sources for market research:

- Small Business Administration (SBA) Dynamic Small Business Search
http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm
- SBA Dynamic Small Business Search (for HUBZone firms)
http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm
- VetBiz Registry (U.S. Department of Veterans Affairs site--for Veteran & Service-Disabled Veteran firms)
http://www.vip.vetbiz.gov/general_user/search/default.asp
- Central Contractor Registration
<https://www.bpn.gov/ccr/default.aspx>

Additional web sites that may be of assistance and can be used:

- Federal Business Opportunities
<https://www.fbo.gov>

- Federal Procurement Data System-Next Generation
https://www.fpds.gov/fpdsng_cms/
- The American Institute of Architects
<http://www.aia.org/>
- The Association of Licensed Architects
<http://www.licensedarchitect.org/>
- USASpending (Searchable database of contract awards)
<http://www.usaspending.gov/>
- FedSpending.org (Searchable database of contract awards)
<http://www.fedspending.org/fpds/>
- U.S. Securities & Exchange Commission Corporate Information Database (contains financial filings)
<http://www.sec.gov/edgar/searchedgar/webusers.htm>
- Dunn & Bradstreet (reports on companies, including size, past performance, and financial information)
<http://www.dnb.com>
- Defense Contracts Won (Searchable database of Defense Department contract awards)
<http://www.governmentcontractswon.com/search.asp?type=dc>
- National Contract Management Association
<http://ncmahq.org>
- Standard and Poor's
<http://www.standardandpoors.com/home/en/us>
- Goliath Business Directory
<http://goliath.ecnext.com/>
- Industry Links (contains links to industry web sites)
<http://www.industrylink.com/>

c. When using any of these resources, it is important to have an outline of the project requirements and the characteristics or qualities/capabilities required of a company. For example, when posting a SSN, it is important to identify, at a minimum, (1) the location of the project, (2) provide a good description of the project requirements (e.g., major renovation that includes replacement of the central chiller plant and all mechanical, electrical and plumbing systems; construction of a new laboratory and associated infrastructure, including the approximate square

footage of the building and types of components - labs, office spaces, greenhouses, parking lots, etc.), (3) North American Industry Classification System (NAICS) code, (4) the general bond types and amounts required, (5) type of experience required, (6) anticipated contract award date time frame, etc. It is also important to allow small businesses adequate time for submitting responses - at least 15 calendar days. (See Attachment 1 for a Sample Sources Sought Notice.)

When utilizing the SBA Dynamic Small Business Search, individual searches should be conducted for each socio-economic group (small business, 8(a), HUBZone, woman-owned, etc.). The search criteria should include the surrounding states where the construction will take place or the general geographic area/limitation for A-E projects, as well as the NAICS code, bond types and amount required, etc. This could very well be an extensive search and time-consuming depending on the dollar value/complexity of the project. However, it will demonstrate good faith efforts to comply with FAR Parts 10 and 19, and the requirements in DR 5009-01, as well as to meet the Agency's procurement goals. However, it is important to balance the market research effort with the dollar value of the project. For example, a \$10 million requirement will require more effort than a \$300,000 project.

The results from each CCR, VetBiz, etc., search should be printed, as well as the profiles of the companies included on the list, and maintained as backup documentation. The information received from a sources sought notice should also be maintained with other backup documentation. The CS/CO should contact those companies whose profile and/or response to the FedBizOpps notice indicate a similarity to the project requirements and document the discussions. This will provide the data to support the analysis and decision on the contracting method.

The CS/CO may wish to involve the Engineering Project Manager (EPM) or the Contracting Officer's Representative or Technical Representative (COR/COTR) to assist in the review and analysis of the data as they may have a more detailed knowledge of the project and experience in that particular market area. The data from all sources should be delineated and analyzed in a memo to the file detailing the results, analysis, and subsequent conclusion and determination. The data and analysis should provide a logical basis for the

decision.

The information below, at a minimum, must be included in the Market Research memo. (See Attachments 2 and 3 for Sample Memos.)

- Description, location, period of performance, and estimated cost of the requirement;
- Qualifications/Capabilities needed of potential firms (e.g., experience, bonding capability, etc.);
- NAICS code and size standard;
- Timeframe for contract award;
- Activities/Methods used to perform market research (e.g., CCR search, sources sought notice, etc.);
- Narrative summary of each socio-economic group researched and/or who submitted a capability statement. Include the number of firms and a narrative describing the qualifications or lack thereof of pertinent companies;
- A conclusion that provides the basis for a determination to either set the project aside for some type of small business or to use full and open, unrestricted competition. The conclusion should reflect the "rule of two" - there must be a reasonable expectation that two or more qualified and responsible firms eligible for the set-aside will submit an offer at a fair and reasonable price.

d. DR 5009-001 requires that any solicitation exceeding \$100,000 that is not set aside for small business, the justification must be fully documented and then submitted to and approved by the Department's Office of Small & Disadvantaged Business Utilization (OSDBU) and SBA's Procurement Center Representative (PCR). The documentation from the market research efforts described above will serve as the necessary information and backup to support the Contracting Officer's decision on the method of acquisition and type of set-aside, if any. An AD-1205, USDA Small Business Program - Procurement Request Review, must be

completed and accompany the backup documentation. (See Attachment 4.)

1. Full and Open (Unrestricted) Competition: The CS/CO will provide the completed AD-1205, the market research memo, and backup documentation to the FD OSDBU Coordinator at least 45 calendar days before the requirement is to be published in FedBizOpps. This timeframe will allow the FD OSDBU and the ARS OSDBU Coordinator in the Acquisition & Property Division (APD) adequate time to review the justification for sufficiency and allow the CS/CO to make any corrections or changes that may be necessary. The FD OSDBU Coordinator will review the documentation and initial their concurrence and forward it to the ARS OSDBU Coordinator within 14 calendar days of receipt of all material. (NOTE: The requirement's synopsis shall not be published in FedBizOpps unless and until the Department OSDBU has approved the competition decision.)

The ARS OSDBU Coordinator will review the documentation and ask the CS/CO for additional information if necessary. They will then forward the documentation to the Department for final clearance at least 15 working days (21 calendar days) prior to posting the requirement in FedBizOpps.

The Department OSDBU must receive the documentation at least 15 working days prior to synopsising the proposed action. Once they approve the action, they will email a signed copy of the AD-1205 to the ARS OSDBU Coordinator who will email it to the CS/CO and the FD OSDBU.

If there is no response from the Department within 15 working days of their receipt of the documentation, FD will contact the ARS OSDBU for status. If there is still no response from the Department within 3 days afterward, the Agency may proceed with the procurement.

If there is a disagreement between the Department OSDBU office and ARS, the procedures in DR 5009-001, Sections 8c through 8h, will be followed.

2. Small Business Set-Asides: The CS/CO will provide the completed AD-1205, market research memo, and backup documentation to the FD OSDBU Coordinator at least 30 calendar days before issuing the solicitation. The

documentation will be reviewed, any comments provided to the CS/CO for changes that may be needed. The FD OSDBU Coordinator will initial their approval on the AD-1205 and return it to the CS/CO.

5. Contacts

All questions concerning this CSOP should be directed to the Facilities Contracts Branch on 301-504-1171.

/s/

BRENDA A. WOOD
Chief
Facilities Contracts Branch

Attachment 1 - Sample Sources Sought Notice
Attachment 2 - Market Research Memo for Small Business Set-Aside
Attachment 3 - Market Research Memo for Full & Open Competition
Attachment 4 - Market Research Memo for 8(a) Sole Source
Attachment 5 - AD-1205, USDA Small Business Program -
Procurement Request Review (PRR)

**Sample Verbiage for Sources Sought Notice
For Socio-Economic Set-Aside Determinations**

The U.S. Department of Agriculture (USDA), Agricultural Research Service (ARS) is conducting a market survey to determine if there are adequate qualified Small Businesses, SBA-certified HUBZone, SBA-certified 8(a), or Service-Disabled Veteran-Owned Small Businesses (SDVOSB) contractors available who meet the specific criteria outlined below for

Describe the requirement, including the location, period of performance, anticipated contract award date, estimated cost of the requirement, etc.

This is not a Solicitation Announcement or Request for Proposal. This does not constitute any commitment by the Government. No award will result from this Notice. Responses to this Sources Sought Notice will be used by the Government to make an appropriate acquisition decision. The ARS will not award a contract on the basis of responses or pay for the preparation of any information submitted. Respondents will not be notified of the results of this notice. After completing an analysis of the responses, the Government will determine whether to limit competition to 8(a), HUBZone, SDVOSB, or small business firms, or to proceed with issuing an unrestricted solicitation, inviting full and open competition. The NAICS Code is _____ with a Size Standard of \$_____.

The following factors will be used to determine if a set-aside or full and open competition will be used for this project:

Below are several factors that may be used/revised/refined:

- 1. Professional qualifications in (whatever discipline) necessary for satisfactory performance.....***
- 2. Specialized experience and technical competence in the type of work.....***
- 3. Capacity to accomplish the work within the required timeframe.***
- 4. Past performance on projects similar in size and scope with Government agencies, private industry,.....***
- 5. Ability to obtain bonds for a project with a magnitude between \$_____ and \$_____ with an acceptable surety company listed on Treasury Circular 570.***

Companies meeting the above criteria and who have an interest in doing business with ARS should submit a Capabilities Statement of (number) pages or less which, for this Notice, is not expected to, nor should it be, a proposal. It should contain short statements regarding the company's ability to demonstrate their expertise and experience in relation to the areas specified in this notice.

Companies should indicate whether they are a Small Business, SBA-certified HUBZone, SBA-certified 8(a), or Service-Disabled Veteran-Owned Small Businesses (SDVOSB). Responses should be submitted by (DATE and TIME - allow at least 15 calendar days from date of FBO posting) to the attention of (NAME OF CONTRACTING OFFICER) at the address above. Questions should be directed to (NAME, PHONE NUMBER, AND E-MAIL ADDRESS OF CO).

Sample Memo for Full and Open Competition

SUBJECT: Summary of Market Research Results
Major Renovation of XYZ Research Center
City and State

TO: The File

FROM: _____
Contracting Officer, FCB

This requirement is for the major renovation of the XYZ Research Center located in _____ city & state _____. The work includes boiler, chiller, and cooling tower additions and modifications to accommodate present and projected future heating and cooling loads, as well as renovation of the Main Laboratory Building. This work includes the complete gutting of the existing research laboratory space to modernize the laboratory facilities.

The estimated cost of construction is \$21 million. The NAICS Code is 236220 with a size standard of \$33.5 million. It is anticipated that a contract will be awarded by _____. The period of performance is 565 days after the Contractor's receipt of the Notice to Proceed.

The driving factors for a company to be considered qualified for award of this project is a positive demonstration that they have the qualifications and experience in performing renovation work in occupied research laboratories and possess the capability of obtaining bonding for at least \$20 to \$25 million.

In order to find potentially qualified firms, a search of the CCR/SBA Dynamic Small Business Search site was conducted on _____ (date) _____ for service-disabled veteran-owned small businesses (SDVOSB), 8(a), historically underutilized business zone (HUBZone) businesses, and other small businesses that are located within the designated areas of the ARS's _____ Area encompassing the states of _____. These states are considered to be in closest proximity and would be accessible to the Center's location. This Market Research was conducted utilizing the CCR and VetBiz databases and a Sources Sought Notice (SSN) was posted in FedBizOpps with the NAICS 236220, Commercial and Institutional Building Construction.

The CCR search identified 87 potential responses: ten (10) service-disabled veteran owned companies, seven (7) HUBZone-certified companies, 11 certified 8(a) companies, 57 small businesses, and two (2) Native American-owned companies.

A Sources Sought Notice was posted in FedBizOpps on date , requesting that interested parties submit a capabilities statement by date . The SSN sought interest and information from construction companies located in the above areas and required a bonding capacity of at least \$20 to \$25 million per single contract. It sparked interest from 14 companies. Of these, five (5) wanted to be subcontractors, six (6) wanted solicitation documents but did not provide the requested information, and three (3) responded with information as required by the notice.

Also, a search of VetBiz.gov on the U.S. Department of Veterans Affairs website was conducted on (date) . This search indicated a total of 68 contractors in the designated areas.

I spoke with a number of potential businesses that called to inquire about this project. I spoke with them about their size status and informed them of what the Government was looking for. After the each conversation was concluded, they were asked to provide a capabilities statement as per the SSN, none were received.

The following is a summary of the search results:

SDVOSB CATEGORY

One (1) response was received as a result of the SSN, from . The information provided did not show their experience nor did they provide evidence of bonding for the required amount. A check of the company's website confirmed their SDVOSB status for the designated NAICS code. However, their bonding information showed that they could only obtain an amount between \$150,000 and \$375,000.

The CCR search indicated a total of ten (10) potentially qualified companies. After reviewing all their profile information from the CCR search, the companies selected for further consideration were those that displayed the properties the Government was searching for, such as a general contractor with construction experience that could possibly perform all aspects of a renovation project - not just one or two portions of the work. Three (3) companies (company , company ,

company) were selected for further contact based on their capability narrative. They were sent a request on date, via email, for capability statements if they were interested in this project as per the SSN that was included in the email. No responses were received.

The VetBiz website showed a total of 68 businesses located in the designated areas. Based on a review of their profiles, twelve (12) of the businesses were sent a copy of the SSN and a request for their capability statement if they were interested in the project. The selection was based on how closely they met the search criteria in the SSN. All of the email messages were sent on date, but no responses were received.

8(A) CATEGORY

Four (4) companies responded to the SSN (company, company, company, and company). One (1) company, _____, is also listed as a HUBZone-certified business and responded as a Native American/Tribally-owned business. This company is located in city & state. A search of CCR indicates that they are certified as an 8(a) Tribally-owned company; however, their bonding level shows \$0. The information provided indicates they have research laboratory and office work experience as the construction management firm overseeing and monitoring projects, as opposed to a general contractor that actually performs the construction work. This company's capabilities narrative and their SBA profile states that their competencies are in Information Technology and IT Security and Support Services.

The second company, _____, is certified as an 8(a)/HUBZone company according to their SBA profile. They are also listed with a bonding level of \$20 million. However, their capabilities profile and work experience indicates their expertise is mainly hazard materials remediation and abatement. They do not show any research laboratory work experience.

The third company, _____, is listed in their SBA profile as an 8(a)-certified company. They have a bonding capacity of \$6 to \$14 million which is less than what was stipulated in the SSN. They are located in city & state, and the work experience provided shows that they have worked on laboratories, but none with working on research laboratories. All of this work was performed in state which may have a limiting effect on their capability to perform in the state where the

Research Center is located.

The fourth company, _____, has a corporate office located in _____ city & state _____ with branch offices located in several other states. Their work experience shows that they have experience on another USDA agency's project located in _____ state _____. They constructed a 37,000 SF administrative complex with three (3) supporting facilities. There is nothing that shows they have any experience in working on research laboratories, though. Their SBA profile shows that they are 8(a)-certified and have a bonding capacity of \$20 million.

The CCR search listed 11 potential 8(a) companies, of which three (3) were sent email messages on _____ date _____, requesting capability statements based on information in their profiles. No responses were received.

HUBZONE CATEGORY

Only (1) company responded to the SSN, _____ company _____. The company is certified as an 8(a)/HUBZone company according to their SBA profile. They are also listed with a bonding level of \$20 million. However, their capabilities profile and work experience indicates their expertise is mainly hazard materials remediation and abatement. They do not show any research laboratory work experience.

The CCR database listed a total of seven (7) companies. Three (3) companies were selected, based on how closely they met the search criteria in the SSN, and sent a request on _____ date _____ for a capability statement, but no responses have been received.

SMALL BUSINESS CATEGORY

One (1) company responded to the SSN, _____ company _____. The information provided states that they are able to obtain bonding in the \$20 to \$25 million range; however, the work experience submitted does not show that they have experience in working on research laboratories. A review of their SBA profile shows that they only qualify for NAICS code 238210, Electrical Contractors. Their bonding levels read as \$0.

The CCR search listed 25 small businesses. Based on the information contained in their profiles, five (5) of these companies were sent email messages on _____ date _____, requesting

capability statements; only one (1) response was received. The company is located in city & state, and their SBA profile states that they are a small business with a bonding capacity of \$90 million. Their capabilities profile says they perform "heavy construction with an emphasis on projects requiring installation of complex hospital, healthcare, educational institution, and commercial type equipment." Their project listing indicates that they are experienced with research and development (R&D) laboratories but that is related to weapons, propulsion, acoustic, laser, and advance shipboard electric machinery. There is no evidence that shows they have any work experience with labs similar to ours.

NATIVE AMERICAN CATEGORY

One (1) company responded to the SSN, but it is an IT company. The CCR search showed only two (2) companies, company and company. On date, both were sent email messages requesting capabilities statements; neither responded.

CONCLUSION & DETERMINATION

The market survey and SSN identified 79 SDVOSBs, 15 certified 8(a) firms, eight (8) HUBZone small businesses, one (1) Native American-owned business and 26 small businesses. As per the market survey, SSN, and phone conversations, it is clear that there are no SDVOSB, 8(a)/SDB, HUBZone, Native American, or other small businesses that are qualified to perform the requirements of this project. Therefore, I have determined that this requirement should not be set aside for any type of small business. The documents provided by the various companies indicated that they do not have the qualifications or the required experience in working on research facilities, and most do not have the capability of obtaining bonding in the magnitude range of \$20 to \$25 million,

Therefore, it is determined to be in the best interest of the Government to acquire the construction for the major renovation to the Research Center on an unrestricted basis, using full and open competition.

Sample for Small Business Set-Aside

SUBJECT: Summary of Market Research Results
Major Renovations to Administrative Wing
Research Center
City, State

TO: The File

FROM: _____
Contracting Officer, FCB

The Agricultural Research Service (ARS) has a requirement to perform major renovations to the Administrative Wing in the Research Center in city & state. The project includes replacement of the mechanical, electrical, and plumbing systems; as well as installing a fire suppression system; performing lead and asbestos abatement; and removing and replacing drywall, windows, doors, ceramic tile and carpet. The period of performance is 425 calendar days after receipt of the Notice to Proceed. The estimated cost of construction is \$5.5 million. The applicable NAICS Code is 236220 with a size standard of \$33.5 million.

In accordance with FAR Part 10, market research was conducted to determine and identify any sources capable of meeting our requirements. The driving factors for a company to be considered qualified for this project are qualifications and experience in work involving complex systems, such as mechanical, electrical, plumbing, etc.; experience in renovating research laboratories and offices in an occupied facility; and the capability of obtaining bonding of at least \$5 million.

Following is a summary of those findings and the determination.

A search of the CCR database for NAICS Code 236220 for companies in the surrounding areas revealed over 300 firms in the metro area:

120 -- 8(a) firms
135 -- Service Disabled Veteran-Owned Small Businesses (SDVOSB)
48 -- HUBZone firms
35 -- Small Businesses

A search of the VIP.VetBiz.gov web site was also conducted. There were 12 companies listed; although, only two appeared to have the bonding capability. However, it was not apparent that they had any experience in renovating occupied laboratory/office spaces.

8(A) CATEGORY

There were nine (9) certified 8(a) firms whose profile appeared to closely match our requirements. A conversation was held with four (4) firms (company , company , company , and company), to gain more information on their capabilities. None had the bonding capability, but two (2) had some renovation experience (company and company). Only 1 firm, company , had both the bonding capability and experience in renovating occupied laboratory/office building space.

HUBZONE CATEGORY

There were 15 HUBZone firms whose profile appeared to closely match our requirements. A conversation was held with five (5) firms: company , company , company , company , and company . Three (3) of those firms (company , company , and company) had some renovation experience but only wanted to be subcontractors. One (1) firm, company , was not interested. Only one (1) firm, company , had both the bonding capability and renovation of occupied spaces.

SDVOSB CATEGORY

There were four (4) SDVOSB firms whose profile appeared to closely match our requirements. Conversations were held with 2 of the companies: company and company . Neither firm, however, had both the bonding capability and renovation experience in occupied spaces.

SMALL BUSINESS CATEGORY

There were 35 small businesses (other than those groups above), of which there were 17 with profiles that closely matched our requirements. A conversation was held with five (5) firms: company , company , company , company , and

company . One (1) firm, company , had some renovation experience but only wanted to be a subcontractor. Three (3) firms (company , company , and company) had both the bonding capability and experience in the renovation of occupied spaces.

CONCLUSION & DETERMINATION

Based on the above information, there is no reasonable expectation of receiving two (2) or more responses from 8(a), HUBZone, or SDVOSB firms, except for small businesses not otherwise classified. Therefore, it is in the Government's best interest to conduct this acquisition as a 100% small business set-aside.

Sample for 8(a) Sole Source

SUBJECT: Summary of Market Research Results
Laboratory Repairs at the Research Center
City & State

TO: The File

FROM: _____
Contracting Officer, FCB

The Agricultural Research Service (ARS) has a requirement to perform laboratory repairs at the _____ Research Center in _____ City & State _____.

The period of performance is 120 calendar days after receipt of the Notice to Proceed. The estimated cost of construction is \$750,000. The applicable NAICS Code is 236220 with a size standard of \$33.5 million.

In accordance with FAR Part 10, market research was conducted to determine and identify any sources capable of meeting our requirements. The driving factors for a company to be considered qualified for this project are qualifications and experience in work involving research laboratories, including HVAC work, and the capability of obtaining bonding of at least \$1 million.

FAR 19.800(e) states, " Before deciding to set aside an acquisition in accordance with subpart 19.5, the contracting officer may consider offering the acquisition to a small business under the 8(a) Program in accordance with 19.203." Further, FAR 19.805-1 indicates that any acquisition under \$4 million (for construction) may be offered to a qualified 8(a) firm on a sole source basis, provided that award can be made at a reasonable price.

The Research Center has utilized the services of _____ company four times over the past 3 years for laboratory renovation work. Their work has always been high quality, performed in a timely manner, and reasonably priced. On all four projects, the company was responsive to our requests for proposals and provided timely responses. The company was honest and forthright during negotiations and several times they pointed

out areas where a different method or material would be more cost effective and still meet our needs. Their cost proposals were appropriately detailed and submitted in a timely fashion.

The company also has the bonding capability necessary for this project. According to their CCR profile, they have a single bonding capacity of \$10 million and an aggregate bonding capacity of \$15 million. They list NAICS Code 236220 in their CCR Profile and in their ORCA certifications. Their 8(a) status expires on date . They are not included on the Excluded Parties List System (EPLS).

Their SBA representative, name , was contacted on date , and verified that company is not under any restriction and we would receive approval to negotiate a sole source contract with them.

CONCLUSION & DETERMINATION

Based on the above information, it is in the best interest of the Government to award a sole source contract to company in accordance with the provisions of FAR Part 19.8.

