

HOMELAND SECURITY ACQUISITION MANUAL

DEPARTMENT OF HOMELAND SECURITY REVISIONS TO HSAM CHAPTER 3019 – SMALL BUSINESS PROGRAMS AND HSAM CHAPTER 3053 – FORMS

This HSAM Note is being transmitted to all DHS Heads of Contracting Activities and Acquisition Leads. PLEASE DISSEMINATE TO WIDEST POSSIBLE AUDIENCE – ACQUISITION STAFF, FINANCIAL PERSONNEL, CUSTOMERS, PURCHASE CARDHOLDERS, ETC.

Introduction: This notice establishes the authority for the use of the Department of Homeland Security (DHS) Small Business Review Form 700-22. The specific requirements for the DHS Small Business Review Form are set forth in HSAM Chapter 3019.202-271.

This notice is issued in accordance with HSAM 3001.301-70(c)(2). The changes are integrated into the electronic HSAM version at www.dhs.gov and DHS Online. The HSAM changes are as follows:

CHAPTER 3019 – Small Business Programs

(1) **Subchapter 3019.202 Specific Policies**, is revised to include a new subchapter 3019.202-271, Department of Homeland Security Small Business Review Form 700-22 as follows:

3019.202-271 Department of Homeland Security Small Business Review Form.

(a) *Purpose.* The DHS Small Business Review Form 700-22 documents efforts to ensure small business concerns are considered for inclusion in Federal Government acquisitions and that market research is conducted for every open market procurement.

(b) *Requirement.* In accordance with FAR 19.202, Specific Policies, Organizational Elements (OEs) shall use the DHS Form 700-22 to comply with the small business review requirements and to document considerations and recommendations for applicable acquisitions. **This requirement is exclusive of EMALL use.** The form shall be used as follows and dollar values include both base and optional periods:

(1) Competitive actions valued at \$100,000 or more (See FAR 19.502 for set-aside criteria); and

(2) FSS BPAs, task or delivery orders from GWACs or other Multiple Award Contract valued at \$2,000,000 or more (see FAR 7.104(c) and 19.202-1 for bundling considerations).

(c) *Preparation and Approval.* The DHS Small Business Review Form 700-22 shall be completed and signed by the Requesting Official, Contracting Officer, Operational Small Business Specialist and the SBA PCR when the dollar threshold (\$2,000,000) dictates PCR review, before synopsis or solicitation release. The Operational Small Business Specialist and the SBA PCR (when applicable) shall complete their respective reviews within 2 business days. Completed DHS Small Business Review Forms are to be placed in the Solicitation file.

CHAPTER 3053 – FORMS

(3) Subchapter 3053.103(a) is revised to read as follows:

(a) Requests for exceptions to forms contained in HSAM Chapter 3053 shall be submitted to the CPO. Each request shall: (1) include the substitute format that will be used in place of the HSAM form; (2) include the OE rationale for the exception; and (3) be submitted by the Head of Contracting Activity (HCA). The following are not eligible for exceptions:

DHS Form 2140-01, Contract Award Notification;

DHS Form 700-12, Determination of Prospective Contractor Responsibility;

DHS Form 700-15, Advanced Acquisition Plans;

DHS Form 700-22, Small Business Review; and

DOL Form-1671, Report of Proposed Federal Construction.

(3) Subchapter 3053.219-70 is revised to include a new subchapter for the Small Business Review form as follows:

3053.219-70 Small Business Review.

DHS Form 700-22, Small Business Review, shall be used as specified in HSAM 3019.202-271.

(4) The DHS forms list is revised to include the new DHS Form 700-22, Small Business Review.

Additional information:

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Effective date: 13 January 2005

Signed by:

Ashley J. Lewis
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