

Subpart 19.4 - Cooperation with the Small Business Administration

Parent topic: [Part 19 - Small Business Programs](#)

19.401 General.

(a) The Small Business Act is the authority under which the Small Business Administration (SBA) and agencies consult and cooperate with each other in formulating policies to ensure that small business interests will be recognized and protected.

(b) The Director of the *Office of Small and Disadvantaged Business Utilization* serves as the agency focal point for interfacing with SBA. The Director of the Office of Small Business Programs is the agency focal point for the Department of Defense.

19.402 Small Business Administration procurement center representatives.

(a)

(1) The SBA *may* assign one or more *procurement* center representatives (PCRs) to any *contracting activity* or *contract administration office* to carry out SBA policies and programs. Assigned SBA PCRs are required to comply with the *contracting* agency's directives governing the conduct of *contracting* personnel and the release of contract information. The SBA *must* obtain for its PCRs security clearances required by the *contracting* agency.

(2) If an SBA PCR is not assigned to the *procuring activity* or *contract administration office*, contact the SBA Office of Government Contracting Area Office serving the area in which the *procuring activity* is located for assistance in carrying out SBA policies and programs. See <https://www.sba.gov/federal-contracting/counseling-help/procurement-center-representative-directory> for the location of the SBA office servicing the activity.

(b) Upon their request and subject to applicable *acquisition* and security regulations, *contracting officers shall* give SBA PCRs (or, if a PCR is not assigned, see paragraph (a) of this section) access to all reasonably obtainable contract information that is directly pertinent to their official duties.

(c) The duties assigned by SBA to its PCR are set forth at [13 CFR 125.2\(b\)](#) and include but are not limited to the following:

(1) Reviewing proposed *acquisitions* to recommend–

(i) The set-aside or sole-source award to a small business of selected *acquisitions*;

(ii) New qualified small business sources, including veteran-owned small, service-disabled veteran-owned small, *HUBZone* small, small disadvantaged, economically disadvantaged women-owned small, and women-owned small eligible under the Women-Owned Small Business Program;

(iii) Breakout of discrete *components*, items, and requirements for competitive *acquisitions*; and

(iv) Ways to improve competition.

(2) Reviewing proposed *acquisition* packages provided in accordance with [19.202-1\(e\)](#). If the SBA *procurement* center representative (or, if a *procurement* center representative is not assigned, see paragraph (a) of this section) believes that the *acquisition*, as proposed, makes it unlikely that small businesses can compete for the prime contract, the representative *shall* recommend any *alternate contracting* method that the representative reasonably believes will increase small business prime *contracting* opportunities. The recommendation *shall* be made to the *contracting officer* within 15 days after receipt of the package.

(3) Recommending *concerns* for inclusion on a list of *concerns* to be solicited in a specific *acquisition*.

(4) Appealing to the chief of the *contracting office* any *contracting officer's* determination not to solicit a *concern* recommended by the SBA for a particular *acquisition*, when not doing so results in no small business being solicited.

(5) Conducting periodic reviews of the *contracting activity* to which assigned to ascertain whether it is complying with the small business policies in this regulation.

(6) Sponsoring and participating in conferences and training designed to increase small business participation in the *contracting activities* of the office.

(7) Appealing a *contracting officer's* rejection of PCR's recommendation. Such appeal *must* be *in writing* and *shall* be filed and processed in accordance with the appeal procedures set out in [19.502-8](#).

19.403 [Reserved].