

10.002 Procedures.

(b)(2)

(ix) The contracting officer shall document and attach the results of the SBA Dynamic Small Business Search tool at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm to the Market Research Report and forward with the DD Form 2579 to OSBP for review. Assistance is available from the OSBP when seeking potential sources.

(x) Post procurement notices to Contract Opportunities including SSNs or RFIs. (See DARS 19.202 (S-93)(2)(3)).

(A) A RFI is used to develop requirements and make decisions regarding acquisition strategies when limited or no acquisition history is available and when industry input is required. When an RFI is planned, allow for the following:

(1) Posted on Contract Opportunities for at least 21 business days to ensure maximum participation by small business concerns.

(2) Use the approved DISA RFI template at [DARS PGI 10.001\(b\)](#).

(B) A SSN is used when there is a known requirement with a previous procurement history, or a well-defined new requirement. When a SSN is planned, allow for the following:

(1) Posted on Contract Opportunities for a minimum of 14 calendar days to ensure maximum feedback.

(2) Use the approved DISA SSN template at [DARS PGI 10.001\(b\)](#).

(S-90) Except for the issuance of a SSN or RFI, market research is primarily the responsibility of the program office or the requiring activity. Market research documentation must be complete, unbiased, and supported by facts, not more than 12 months old (for award of contracts other than task or delivery orders) and provided as part of the requirements package. Include the market research report in the contract file.

(S-91) Market Research Report (MRR) templates are located in [DARS PGI 10.002\(S-91\)](#).

Table 10-1 MRR Template Type

| Dollar Threshold | Procurement Action | Template Type |
|------------------|--|---|
| <SAT | Competitive Procurements equal to or under SAT | Market Research Report (Equal to or Under SAT) (Enclosure 14d) |
| >SAT | Competitive Service Procurements over SAT | Market Research Report (Services) (Enclosure 14a) |

| | | |
|------------|--|---|
| >SAT | One-time Competitive Product Purchase over SAT | Market Research Report (Product Purchases only) (Enclosure 14b) <i>(Note: If requirement covers multiple years of product buys, use Encl 14a)</i> |
| Any Amount | Exercise 52.217-9 Options | Market Research Report (Option Exercise) (Enclosure 14c) |
| Any Amount | Sole Source | Market Research Report (Sole Source) (Enclosure 14e) |
| Any Amount | Sole Source Direct 8(a) | Market Research Report (Sole Source 8(a)) (Enclosure 14f) |

(S-92) *Exceptions to Market Research Report.*

(1) Undefined Contract Actions (UCA)

(2) Bridge Contract Actions

(3) 52.217-8 Options

(S-93) F or DISA-only requirements, the contracting officer shall email the final, signed, and redacted Market Research Report to the Market Research Repository mailbox at [DISA Ft Meade BD Mailbox MRR](#).

Parent topic: [PART 10 - MARKET RESEARCH](#)