

Form CD-570  
Rev. 03-11

U.S. Department of Commerce

**SMALL BUSINESS SET-ASIDE REVIEW**

<p><b>1. PROCURING OFFICE</b></p> <p>Contracting Office: _____</p> <p>Contract Specialist: _____</p> <p>Telephone Number: _____</p> <p>Building/Room Number: _____</p>	<p><b>2. REQUESTING OFFICE</b></p> <p>Program Office: _____</p> <p>Requisitioner: _____</p> <p>Telephone Number: _____</p> <p><b>Requisition Number:</b> _____</p>
<p><b>3a. DESCRIPTION/TITLE</b></p> <p><input type="checkbox"/> New    <input type="checkbox"/> Recompete    <input type="checkbox"/> Contract Modification</p>	<p><b>4. ESTIMATED ACQUISITION SCHEDULE</b></p> <p>Proposed Synopsis Date: _____</p> <p>Contract Award Date: _____</p> <p>Period of Performance: _____</p>
<p><b>3b. Estimated Total Contract Value:</b>    \$ _____</p>	<p><b>6. PROPOSED SOURCES</b> (Indicate number of sources considered for each category. Attach a list of the sources.)</p> <p>_____ Small Business                      _____ HUBZone SB</p> <p>_____ WOSB                                      _____ SDB/8(a)</p> <p>_____ SDB    _____ VOSB</p> <p>_____ SDVOSB                                      _____ Other (Specify: _____)</p>
<p><b>3c. Subcontracting Plan Required:</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No (Attach justification)</p>	
<p><b>3d. Consolidated Requirement:</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><b>3e. Contract Bundling:</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	
<p><b>5. SMALL BUSINESS SIZE STANDARD</b></p> <p>NAICS Code: _____                      Number of Employees: _____</p> <p>Dollar Amount: \$ _____</p>	
<p><b>7. RECOMMENDED ACTION</b> (<i>select only one</i>)</p> <p><input type="checkbox"/> Small Business Set-Aside    <input type="checkbox"/> HUBZone Set-Aside    <input type="checkbox"/> SDVOSB Set-Aside    <input type="checkbox"/> WOSB Set-Aside    <input type="checkbox"/> 8(a) Set-Aside</p> <p><input type="checkbox"/> GSA (or other Agency Contract)    <input type="checkbox"/> Full and Open Competition*    <input type="checkbox"/> Other (Specify: _____)</p> <p><b>*If Set-Aside is not recommended must attach justification)</b></p>	
<p><b>8. CONTRACT SPECIALIST/OFFICER:</b> _____ (Signature &amp; Date)</p>	
<p><b>9. REVIEW BY BUREAU SMALL BUSINESS SPECIALIST:</b>    <input type="checkbox"/> Recommendation Accepted    <input type="checkbox"/> Recommendation Not Accepted    <input type="checkbox"/> Other Comments</p> <p>_____</p> <p>(Signature &amp; Date)</p>	
<p><b>10. REVIEW BY OSDBU&lt;</b>                                      "    <input type="checkbox"/> Recommendation Accepted    <input type="checkbox"/> Recommendation Not Accepted    <input type="checkbox"/> Other Comments</p> <p>_____</p> <p>(Signature &amp; Date)</p>	
<p><b>11. REVIEW BY SMALL BUSINESS ADMINISTRATION:</b>    <input type="checkbox"/> Recommendation Accepted    <input type="checkbox"/> Recommendation Not Accepted    <input type="checkbox"/> Other Comments</p> <p>_____                                      <input type="checkbox"/> SBA Appeal (Form 70 attached)</p> <p><b>SBA PCR (Signature &amp; Date)</b></p>	

## Instructions for Completing Form CD-570

This form is required to be completed by the contract specialist or contracting officer (block numbers 1 through 8), and approved by the small business specialist (SBS), OSDBU official, and SBA Procurement Center Representative (PCR). The CD-570 is required for the following actions:

- Full and open procurement actions valued at \$3,000 - \$150,000 for SBS approval. (Subpart 19.502-2).
- Procurement actions including contracts, BPAs, and purchase orders not set-aside for small business and valued above \$150,000. (Subpart 19.502-2);
- Modifications to existing contracts that add new work valued over \$650,000 or that increase the total contract cost to over \$650,000;
- Consolidation of two or more acquisition requirements;
- Bundling of two or more contracts;
- Orders under Federal Supply Schedules (FSS) and Government-wide Acquisition Contracts (GWAC) valued above \$150,000.

The following actions are excepted from CD-570 process:

- Purchases of less than \$3,000;
- Orders under bureau or DOC IDIQ contracts (unless otherwise instructed by OSDBU);
- Purchases under the JWOD Program (Part 8);
- Modifications to contracts extending performance time, decreasing funds, or administrative changes.

### **Block 1. PROCURING OFFICE**

Enter the contact information of the procuring office submitting this form.

### **Block 2. REQUESTING OFFICE**

Enter contact information of the program office.

### **Block 3a. DESCRIPTION/TITLE**

Enter brief description of the required product or service or project title. Attach statement of work. Check appropriate box to indicate if requirement is new, recompetes, or contract modification.

### **Block 3b. ESTIMATED TOTAL CONTRACT VALUE**

Enter the value of the independent government cost estimate based on the contract life of the requirement.

### **Block 3c. SUBCONTRACTING PLAN REQUIRED**

Check appropriate box to indicate if subcontracting plan is required. Applicable to acquisitions expected to exceed \$650,000 for goods or services, or \$1.5 million for construction (Subpart 19.702). Justification must be attached if "No" is checked.

### **Block 3d. CONSOLIDATED REQUIREMENT**

If "yes," attach description of requirements and justification for consolidation.

### **Block 3e. Contract Bundling**

If "yes," attach justification, along with results of market research, to demonstrate measurably substantial benefits for consolidating two or more procurement requirements for goods or services (Subpart 7.107).

### **Block 4. ESTIMATED ACQUISITION SCHEDULE**

Enter approximate dates for acquisition schedule.

### **Block 5. SMALL BUSINESS SIZE STANDARD**

Enter appropriate information to specify the applicable small business size standard.

### **Block 6. PROPOSED SOURCES**

Enter results of market research by selecting the type and quantity of businesses solicited. Attach list of potential sources, including name, address, and phone number. (Examples of "other" types of sources include large for-profit business, JWOD non-profit agencies).

### **Block 7. RECOMMENDED ACTION**

Check appropriate box to indicate proposed acquisition methodology. If a set-aside is not recommended, a justification statement must be attached to form.

### **Block 8. CONTRACT SPECIALIST/OFFICER**

Signature of contracting official indicates approval of recommended action.

### **Block 9. SMALL BUSINESS SPECIALIST**

Small business specialist indicates approval or disapproval of recommended action. The CD-570 must be submitted to OSDBU within 5 working days after the small business specialist's approval.

### **Block 10. OSDBU**

OSDBU official indicates approval or disapproval of recommended action. CD-570 must be approved by OSDBU prior to release of the solicitation. OSDBU respond to the contracting official identified in block 8 within 5 working days after receipt of the package

### **Block 11. SMALL BUSINESS ADMINISTRATION**

SBA PCR indicates approval of recommended action. FAR 19.202-1(e)(1) requires that certain proposed acquisition packages be provided to the SBA PCR at least 30 days prior to solicitation release, therefore, the contracting official should plan accordingly.

If the contracting officer rejects the SBA PCR's recommendation, made in accordance with 19.402(c)(2), the contracting officer shall document the basis for the rejection and notify the SBA PCR in accordance with Subpart 19.505.