

MARKET RESEARCH REPORT Over SAT

BUYER NAME & PHONE:

TITLE of REQUIREMENT:

TYPE of CONTRACT and TERM:

ACQUISITION VALUE: Base \$_____, Option \$_____, TOTAL\$_____

DESCRIPTION OF ITEM OR SERVICE REQUIRED:

Explain the purpose of the buy? What need is being met? How does it fit into the agency mission?

What are the basic tasks required? List the tasks cited in the SOW

Explain the history of the buy – has it been bought before? Is this a follow-on contract? If it is a new requirement explain why it is needed.

Volume of work associated - How much work is currently being done/anticipated - How many task orders are currently being issued/anticipated, what is the value of orders issued in the last year? Is an increase expected? If the prior contract was a MAC, how many orders went to SB and for what tasks?

Necessary Skills and Requirements - What criteria are generally required to meet the skills to accomplish the tasks? Are there any criteria related to the SOW which restrict/limit potential awardees? Is this service readily available in the commercial market? Is it Government unique?

APPLICABLE NAICS CODE/SIZE STD:

Do any NAICS notes apply to the size standard? Does this buy qualify under the NOTE? Were other NAICS codes considered? Why was this one chosen? Explain what, if any set-asides are applicable under that NAICS code.

HISTORY OF BUY:

Contract #	CAGE/Name	Size	Method of competition	Period of Performance	# of SB offers

If this is a follow-on contract, provide history for the last three buys. If this is a new contract, identify any similar contracts and show their history in the chart. If comparing to similar contracts, explain their similarities and differences.

Talk about any current contract- what type it is, its performance periods, when it expires. Was it set-aside for SB? If award went to a LB, did SB offers come in? Why did the LB win the award?

How does the new contract effort compare with the current contract? Is the SOW the same? What changes are being made?

POTENTIAL SOURCES: Address each method used and identify the amount of SB sources found. Provide a detailed explanation of whether the sources are being considered and why they were considered or not considered. Where actual evaluation for capability occurred, such as in an RFI, telephone interview or other detailed method of assessing offers, include a clear explanation of the criteria used to determine acceptability, a summary of the vendors response and whether or not it was determined capable. Attach a copy of the RFI or other tool issued, responses and evaluation to the market research.

Summary of number and type of sources found:

	Date Researched	Known Sources	Prior Offers	Identified in MAC/ GSA Kts	SAM/ DSBS Search	Internet Search	RFI	Other (identify)
SB Sources								
WOSB Sources								
EDWOSB Sources								
HUBZone Sources								
SDVOSB Sources								
FPI/JWOD Sources								
LB Sources								

CAPACITY:

Is capacity an issue for SB? Does SB have the capability to perform some of the functions vs all, some territory vs nationwide, or all functions with limitations on volume? If capacity is an issue, explain in detail.

BONDING/FUNDING/CREDIT LINE:

Is the value of the contract or anticipated delivery orders an issue for SB which would otherwise be capable?

SIMILAR SIZE and SCOPE:

Has small business performed this type of work but in a lesser scope or size? Has SB performed this work in similar scope and size for agencies or commercial sources other than this agency? Has that impacted assessment of their capability? Why?

SUMMARY CONCLUSION:

FINAL RECCOMENDATION FOR ACQUISITION STRATEGY:

_____ Schedule: _____

_____ Open Market

_____ Partial Set-Aside _____% _____ Reserve for SB: Explain in Summary Conclusion above

_____ Set Aside: __HUBZ__SDVOSB__WOSB__EDWOSB - Full and Open after exclusion of sources

_____ Full and Open Competition

_____ Other than Full and Open Competition

Signature