

# Small Business Program Policy

## 1. Small Business Technical Advisers

### 1.1 Senior Bureau Procurement Official

The duties and responsibilities of the Senior Bureau Procurement Official (BPO) as they relate to the appointment of small business technical advisers (also known as small business specialists) are as follows:

- a. Comply with the Small Business Act, Federal Acquisition Regulation (FAR), the U.S. Small Business Administration's regulation, and DOC policies and guidance that support DOC's Small Business Program;
- b. Nominate to the OSDBU Director qualified individuals for appointment as the small business technical adviser to perform the functions and duties related to the Section 15(k)(8);
- c. Assign as their principal duty, the role and responsibilities of the small business technical adviser.

### 1.2 OSDBU Director

The Director shall consider the nomination of the individual put forth by the BPO to serve as the small business technical adviser, and if found acceptable, appoint and supervise the individual.

## 2. In-Sourcing

In-sourcing is the conversion of an activity performed by a socioeconomic small business or small business contractor to an activity performed by a federal employee.

### 2.1 Planning

The small business technical adviser shall be notified in writing at the earliest possible opportunity when the program office is considering converting a small business contract to a government activity. The small business technical adviser shall notify the OSDBU and PCR (if a PCR is assigned to the bureau) in writing at the earliest possible opportunity.

The small business technical adviser shall be a member of any planning team that is responsible for developing and reviewing analyses and formulating decisions to convert a requirement currently performed or previously performed by socioeconomic small business and small business contractors to in-sourcing.

## 2.2 Review and Approval

The small business technical adviser shall review and approve any in-sourcing action submitted using the Form CD-570, Small Business Set-Aside Review, and, upon approval, will forward package to the PCR (if a PCR is assigned to the bureau), and OSDBU.

The program is responsible for addressing and correcting any concerns identified by the small business technical adviser, PCR (if a PCR is assigned to the bureau), and OSDBU.

### **3. Undue Restriction**

A small business concern may consider an acquisition or acquisition process to be unduly restrictive, thus hindering its ability to participate or compete for an award. The small business may choose to seek assistance by notifying the OSDBU.

- a. Upon receipt of notice from a small business concern, the OSDBU Director will submit it to the relevant contracting officer, and if necessary, recommend ways in which the solicitation could be modified to increase the opportunity for small business concerns to compete;
- b. The OSDBU Director will inform the Department's competition advocate; and
- c. The OSDBU Director will ensure the small business concern is aware of other resources and processes available to address unduly restrictive provisions in a solicitation, even if such resources are provided by the Department, SBA, or the Comptroller General.

The OSDBU Director shall coordinate the implementation of Section 15(k)(17) on behalf of the Department.