



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON, DC 20374-5065

IN REPLY REFER TO
ACQ 021
29 Mar 00

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: DEPARTMENT OF NAVY (DON) CLASS WAIVER FROM SYNOPSIS
REQUIREMENT FOR ACQUIRING SERVICES FROM COMPETITIVE
SMALL BUSINESS (00-16)

Encl: (1) NAVSUPSYSCOM ltr 4200 Ser21B1/0071 SA00-05
of 22 Mar 00

1. Enclosure (1) is furnished for your information and immediate action.
2. This class waiver is effective until 30 June 2001. As stated in enclosure (1), contracting officers should use this initiative to the maximum extent practicable. Based on successful implementation and use, the authorization may be extended, providing an additional tool for the toolbox of the contracting officer.

A handwritten signature in black ink, appearing to read "M. F. Howard", is positioned above the typed name.

MICHAEL F. HOWARD
Director, Strategic Management
Community Management Section



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:
4200
Ser21B1/0071
SA00-05
22 MAR 00

From: Commander Naval Supply Systems Command

Subj: DEPARTMENT OF NAVY (DON) CLASS WAIVER FROM SYNOPSIS
REQUIREMENT FOR ACQUIRING SERVICES FROM COMPETITIVE
SMALL BUSINESS

Ref: (a) FAR 5.2
(b) Executive Office of the President Memo of
28 Jul 98

Encl: (1) ASN(RD&A) Memo of 4 Feb 00

1. Reference (a) requires agencies to furnish for publication in the Commerce Business Daily notices of proposed contract actions exceeding \$25,000. Reference (b) provides notice of an initiative authorized by the Office of Federal Procurement Policy (OFPP) and Small Business Administration (SBA) designed to streamline small dollar acquisitions of services between \$25,000 and simplified acquisition threshold (SAT) of \$100,000. In support of that initiative the Department has issued a determination provided in enclosure (1) to waive the synopsis requirement for competitive services provided by small businesses between \$25,000 and \$100,000.

2. Contracting officers are encouraged to take advantage of the streamlined business practices offered under the DON class waiver of synopsis when the following conditions apply;

a. the acquisition is for services (excluding those exempted from set-asides under the Small Business Competitiveness Demonstration Program) in amounts over \$25,000 but not exceeding the SAT (\$100,000) of which supply items are expected to constitute less than 20% of the total value of the procurement;

b. the acquisition will be set-aside for small business;

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SMALL BUSINESS

c. quotes will be received from a minimum of five
small business concerns;

d. the Small Business Administration's PRO-NET found
at URL [HTTP://pro-net.sba.gov](http://pro-net.sba.gov) will be used to identify and
solicit a minimum of five small businesses which will
include, if available, at least one small disadvantaged
business and one women owned business firm; and

e. if practicable, two sources not included in the
previous solicitation for the same services will be
solicited.

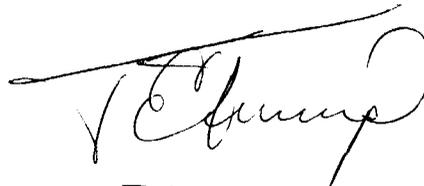
3. Head of Contracting Authority (HCA) with contracting
offices expected to make awards using this initiative
should ensure that adequate controls are in place to verify
the number of orders issued and the types and kinds of
services procured by standard industrial code. In
addition, contracting offices must maintain metrics on
customer satisfaction resulting from the use of the class
synopsis waiver. This can be measured by reductions in
Procurement Administrative Level Time (PALT), lower prices,
or comments from customer service surveys. In addition,
Contracting officers should ensure the DD350 is properly
completed in order to obtain credit for the use of the
initiative. The following specific blocks must be properly
completed to signify an award under this initiative;

B12A-SVC Code
B12E-Name/Description
B13A-9
B14- C
C1- N
C2- Z
C3- A
C5- J
C8- K
D1A- A/B
D4A- B

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SMALL BUSINESS

4. The class waiver of synopsis expires 30 Jun 01. Contracting officers should use this initiative to the maximum extent practicable. Based on successful implementation and use, the authorization may be extended providing an additional tool for the toolbox of the contracting officer.

5. Questions regarding this policy can be directed to Mr. Clay Welker who can be reached at DSN 430-7502, commercial 717-605-7502 or e-mail at Clay_W_Welker@navsup.navy.mil.

A handwritten signature in black ink, appearing to read 'T. E. Trump', with a long horizontal stroke extending to the left.

T. E. TRUMP
By direction



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000
FEB 04 2000

MEMORANDUM FOR COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND

Subj: PROPOSED CLASS WAIVER TO SYNOPSIS REQUIREMENT FOR
ACQUIRING SERVICES FROM COMPETITIVE SMALL BUSINESS

Ref: (a) COMNAVSUP ltr of November 17, 1999

Encl: (1) Class Determination & Findings
(2) OFPP/SBA memo of January 19, 2000

Reference (a) requested a class waiver eliminating the requirement for synopsisizing proposed acquisitions of competitive small business services between \$25,000 and \$100,000. Enclosure (1) provides the requested waiver for your action and implementation. Please note the specific limitations included, especially the expiration date of June 30, 2001.

Enclosure (2) documents our consultation with, and the concurrence of, the Office of Federal Procurement Policy and the Small Business Administration. Please pay particular attention to their request to help measure the impact of this determination on the Navy's ability to take better advantage of the services offered by competitive small businesses in meeting our needs, as well as their request (in the attachment to the letter) to submit comments to the OFPP Administrator by November 1, 2000. Please provide your proposed comments to the Deputy for Acquisition and Business Management by not later than October 1, 2000.


Paul A. Schneider
Principal Deputy



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

CLASS DETERMINATION AND FINDINGS
DEPARTMENT OF THE NAVY
WAIVER OF SYNOPSIS REQUIREMENTS

FINDINGS

The requirement to provide widespread notice and generally a 45-day notice-and-wait period for acquisitions over \$25,000 limits the efficiency of the source selection/award process for acquisitions processed under simplified acquisition procedures.

Waiver of the synopsis requirement set forth in FAR Subpart 5.2, in combination with use of the simplified acquisition procedures set forth in FAR Part 13, will enable activities to quickly solicit competition from a minimum of five responsible small businesses.

A waiver will thus permit activities to take better advantage of the services offered by competitive small businesses.

DETERMINATION

I hereby determine that advance notice of the following class of contract actions is not appropriate or reasonable, and waive the synopsis requirements of FAR Subpart 5.2 for these actions:

- Acquisitions under FAR Part 13 for services (other than those exempted from set-asides under the Small Business Competitiveness Demonstration Program) which are set aside for small businesses, in amounts over \$25,000, but not exceeding the Simplified Acquisition Threshold, of which supply items are expected to constitute less than 20% of the total value of the contract.

This determination is subject to the following limitations:

- Quotes or offers must be solicited from a minimum of five small business concerns;
- SBA's PRO-Net will be used to identify and solicit bids from a minimum of five small businesses, which will include, if available, at least one small disadvantaged and one women-owned firm; and
- Two sources not included in the previous solicitation for the same services will be solicited, if practicable.
- This waiver expires on June 30, 2001.

Approved:

Handwritten signature of Paul G. Shaver in cursive script.

Date

Handwritten date "2/9/00" in cursive script.



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
PROCUREMENT POLICY

January 19, 2000

Dr. H. Lee Buchanan
Assistant Secretary of the Navy
Research, Development and Acquisition
1000 Navy Pentagon
Washington, DC 20350-1000

Dear Dr. Buchanan:

Thank you for your memorandum of January 5, 2000 regarding your department's determination, under FAR Subpart 5.2, to waive advance notice in the Commerce Business Daily (CBD) when acquiring services between \$25,000 and the simplified acquisition threshold from competitive small businesses. The waiver would apply under the circumstances described in the July 28, 1998, OFPP/SBA memorandum entitled "Streamlined Acquisition of Services from Small Businesses under the Simplified Acquisition Threshold."

We have reviewed your memorandum and do not object to your department's determination, pursuant to FAR 5.202(b), that such advance notice of individual procurements is not appropriate or reasonable in the circumstances described in the determination. This assumes that the determination will terminate no later than June 30, 2001, and that each relevant contract action will be awarded in accordance with the policies and procedures prescribed in FAR 13.104 with regard to promoting competition to the maximum extent practicable.

We request that you help us measure the impact of your determination to waive the CBD advance notice requirement. We are especially interested in whether the waiver is enabling your department to take better advantage of the services offered by competitive small businesses (i.e., providing a tool by which to quickly solicit competition and make award) in meeting your department's needs. As noted in the enclosure, we will use your department's data in the Federal Procurement Data System (FPDS) to estimate the volume of purchases under the program.

Thank you for participating in this effort. Should you have any questions, please contact Karen Maris of OFPP on 202-395-4955. We look forward to working with your department to achieve what we hope will be a success for both small businesses and the government.

Sincerely,



**Deldre A. Lee
Administrator
Office of Federal Procurement Policy**



**James C. Ballentine
Associate Deputy Administrator
for Government Contracts and
Minority Enterprise Development
Small Business Administration**

Enclosure

Reporting Procedures

Your Department should continue to report all contract actions for services between \$25,000 and \$100,000 using the existing FPDS reporting instructions. OFPP and SBA will use FY 99 data to establish a baseline that identifies actions and dollars for services between \$25,000 and \$100,000 from small, small disadvantaged, and women-owned small businesses and large businesses. The baseline will include new definitive contracts (SF 279, Item 9, Code C), simplified acquisitions (SF 279, Item 9, Code D), and task orders under basic ordering agreements and indefinite delivery contracts (SF 279, Item 9, Codes E, F, and L) that have been synopsisized prior to award. We will provide a baseline report to your Department as soon as the FY 99 FPDS data becomes available. At the end of FY 00, we will work with you to evaluate the FPDS data to determine if there has been a decrease in the number of task orders between \$25,000 and \$100,000 awarded to large businesses and an increase in new definitive contracts and simplified acquisitions awarded to small, small disadvantaged, and women-owned small businesses as a result of the waiver.

To supplement the FPDS data, we are interested in your general thoughts and impressions regarding the effectiveness of the waiver (e.g., time savings, user satisfaction, source identification). Please submit comments to the OFPP Administrator by November 1, 2000.