



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20500

June 6, 2012

MEMORANDUM FOR DEPUTY SECRETARIES
CHIEF ACQUISITION OFFICERS
SENIOR PROCUREMENT EXECUTIVES
AGENCY SMALL BUSINESS DIRECTORS

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SUBJECT: Follow-up: April 25, 2012 Meeting of the Small Business Procurement Group

Thank you for your participation at the White House Small Business Procurement Group meeting on April 25. During the meeting, each agency was asked to take the following three immediate steps, under your leadership, to ensure small businesses are utilized to the maximum extent practicable: (1) maximize opportunities for small businesses when making small dollar awards, (2) increase opportunities for small businesses under multiple award contracts, and (3) strengthen accountability for small business goal achievement. Additional information on each of these steps is provided below. As we move forward, each agency should ensure program, contracting, and small business policy staff understand their agency's small business contracting goals and the tools available for meeting their goals.

Maximizing Opportunities for Small Businesses Under the Simplified Acquisition Threshold

Pursuant to long-standing statutory requirements in the Small Business Act, agencies are required to automatically set aside work for small businesses that is equal to or less than the value of the simplified acquisition threshold (SAT) (generally \$150,000) unless the contracting officer determines the "rule of two" cannot be met – i.e., there is not a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery. However, a third-party analysis of data in the Federal Procurement Data System suggests that a significant amount of work under the SAT is not going to small businesses, including for products and services in industries where small businesses are typically well represented. This suggests that opportunities for small businesses are being lost, and that agencies must take additional steps to consistently apply set-asides in the manner prescribed in law and regulation.

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