

## 19.506 Documentation requirements.

(a)

(1) The *contracting officer shall* document the rationale when a contract is not totally set aside for small business in accordance with [19.502-2](#).

(2) The *contracting officer shall* document the rationale when a *multiple-award contract* is not partially set aside, not reserved, and does not allow for setting aside of orders, when these authorities could have been used.

(b) If applicable, the documentation *shall* include the rationale for not accepting the recommendations made by the agency Director of the Office of Small and Disadvantaged Business Utilization, or, for the Department of Defense, the Director of the Office of Small Business Programs, or the Director's designee, as to whether a particular *acquisition should* be awarded under subparts [19.5](#), [19.8](#), [19.13](#), [19.14](#), or [19.15](#).

(c) Documentation is not required if a contract award is anticipated to a small business under subpart [19.5](#), [19.8](#), [19.13](#), [19.14](#), or [19.15](#).

**Parent topic:** [Subpart 19.5 - Small Business Total Set-Asides, Partial Set-Asides, and Reserves](#)