5810.002 Procedures

(b)(2)(ix) The contracting officer shall document and attach the results of the SBA Dynamic Small Business Search tool at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm to the Market Research Report and forward with the DD Form 2579 to OSBP for review. Assistance is available from the OSBP when seeking potential sources.

(x) Post procurement notices to Contract Opportunities including SSNs or RFIs. (See DARS 5819.202 (S-93)(2)(3)).

(A) A RFI is used to develop requirements and make decisions regarding acquisition strategies when limited or no acquisition history is available and when industry input is required. When an RFI is planned, allow for the following:

(*1*) Posted on Contract Opportunities for at least 21 business days to ensure maximum participation by small business concerns.

(*2*) Use the approved DISA RFI template at DARS PGI 5810.001(b).

(B) A SSN is used when there is a known requirement with a previous procurement history, or a well-defined new requirement. When a SSN is planned, allow for the following:

(*1*) Posted on Contract Opportunities for a minimum of 14 calendar days to ensure maximum feedback.

(*2*) Use the approved DISA SSN template at DARS PGI 5810.001(b).

(S-90) Except for the issuance of a SSN or RFI, market research is primarily the responsibility of the program office or the requiring activity. Market research documentation must be complete, unbiased, and supported by facts, not more than 12 months old (for award of contracts other than task or delivery orders) and provided as part of the requirements package. Include the market research report in the contract file.

(S-91) Market Research Report (MRR) templates are located in DARS PGI 5810.002(S-91).

Table 10-1 MRR Template Type

Dollar Threshold	Procurement Action	Template Type
<SAT	Competitive Procurements equal to or under SAT	Market Research Report (Equal to or Under SAT (Excludes HW/SW)) (Enclosure 14d)
>SAT	Competitive Service Procurements over SAT	Market Research Report (Services) (Enclosure 14a)

>SAT	Competitive Product Purchase* over SAT *Excludes HW/SW, see row below	Market Research Report (All HW/SW (Any dollar value); Other Products > SAT) (Enclosure 14b)
Any Amount	All HW/SW Procurements	Market Research Report (All HW/SW (Any dollar value); Other Products > SAT) (Enclosure 14b)
Any Amount	Exercise 52.217-9 Options	Market Research Report (Option Exercise) (Enclosure 14c)
Any Amount	Sole Source	Market Research Report (Sole Source) (Enclosure 14e)
Any Amount	Sole Source Direct 8(a)	Market Research Report (Sole Source 8(a)) (Enclosure 14f)

(S-92) *Exceptions to Market Research Report.*

(1) Undefinitized Contract Actions (UCA)

(2) Bridge Contract Actions

(3) Exercise of FAR clause 52.217-8, Option to Extend Services.

(4) Orders when OSBP has in advance approved use of a blanket DD2579, and the annual yearly Strategic Market Research Report is completed IAW PGI 5819.202 (S-92)(3).

(5) For orders against a DISA-awarded single award Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts, provided the market research conducted at the basic level is not more than 18 months old.

(S-93) For DISA-only requirements, the contracting officer shall email the final, signed, and redacted Market Research Report to the Market Research Repository mailbox at DISA Ft Meade BD Mailbox MRR.

Parent topic: PART 5810 - MARKET RESEARCH