

DFARS Procedures, Guidance, and Information

PGI 219—Small Business Programs

(Revised October 14, 2014)

PGI 219.2—POLICIES

PGI 219.201 General policy.

(d)(10)(1) Agencies are not precluded from requiring that actions over \$10,000, but under \$150,000, that are totally set aside for small business be reviewed by the small business specialist. One example of when an agency may choose to require this review is when the agency determines that such a review is necessary to assist contracting officers in identifying opportunities for other small business set-aside programs (e.g., HUBZone, service-disabled veteran-owned, small disadvantaged business, women-owned small business) in order to meet small business goals.

(2) Modifications that increase the scope of the contract, or the order under a Federal Supply Schedule contract, should be reviewed by the small business specialist. At a minimum, these actions might impact the small business subcontracting plan. However, funding modifications or modifications that do not increase the scope of the contract generally should not be reviewed, because the value that a small business specialist review would add in these instances would be minimal compared to the resources that would be expended.

(e) Contracting and contract administration activities appoint small business specialists as directed by DoDD 4205.1, DoD Office of Small Business Programs. Specialists—

- (i) Report directly and are responsible only to their appointing authority;
- (ii) Make sure that the contracting activity takes the necessary actions to implement small business and labor surplus area programs;
- (iii) Advise and assist contracting, program manager, and requirements personnel on all matters that affect small businesses and labor surplus area concerns;
- (iv) Aid, counsel, and assist small businesses by providing—
 - (A) Advice concerning acquisition procedures;
 - (B) Information regarding proposed acquisitions; and
 - (C) Instructions on preparation of proposals in the interpretation of standard clauses, representations, and certifications;
- (v) Maintain an outreach program (including participation in Government-industry conferences and regional interagency small business councils) designed to locate and

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develop information on the technical competence of small businesses, service-disabled veteran-owned small businesses, HUBZone small business, small disadvantaged businesses, and women-owned small businesses;

(vi) Ensure that financial assistance, available under existing regulations, is offered and also assist small businesses in obtaining payments under their contracts, late payments, interest penalties, or information on contract payment provisions;

(vii) Provide assistance to contracting officers in determining the need for and the acceptability of subcontracting plans and assist administrative contracting officers (see DFARS [219.706\(a\)\(ii\)](#)) in evaluating, monitoring, reviewing, and documenting contract performance to determine compliance with subcontracting plans; and

(viii) Recommend to the appointing authority the activity's small and disadvantaged business program goals, including goal assignments to subordinate contracting offices; monitor the activity's performance against these goals; and recommend action to correct reporting errors/deficiencies.