

AFLCMC & DAU Present 2015 Acquisition Insight Focus Days

Delivering Affordable Warfighting Capabilities

Small Business Tips: How to Get Your 2579 Approved

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OVERVIEW

- Purpose of DD 2579 (Small Business Coordination Record)
- Authority
- Small Business Tools
- The DD 2579 Approval Process
- Required Documentation
- Summary
- Questions



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Why Small Business?

FAR 19.201(a)

It is the policy of the Government to provide **maximum practicable opportunities** in its acquisitions to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Such concerns must also have the **maximum practicable opportunity** to participate as subcontractors in the contracts awarded by any executive agency, consistent with efficient contract performance.



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What: DD 2579 (Small Business Coordination Record)

When: Complete the 2579 early in the acquisition process (after market research and recommended prior to the Acquisition Strategy Panel [ASP]); however, be sure to begin including the Small Business Office (SBO) in your process as soon as possible

Who: Buyer, Contracting Officer (CO),
Small Business Specialist (SBS), and
Small Business Administration Procurement Center
Representative (SBA PCR)

Where: SharePoint Site

<https://cs.eis.afmc.af.mil/sites/contracts/asc/ASC/SB/default.aspx>

Why: DFARS 219.201 & AFFARS 5319.201



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IAW DFARS 219.201 and AFFARS 5319.201,
DD2579 review and coordination by the Small
Business Specialist (SBS) and SBA is required
**before issuance of solicitation or contract
modification**



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DD 2579s are:

- Documentation that the SBO and SBA have coordinated on the CO's recommended acquisition strategy
- Submitted for acquisitions greater than \$10K (as agreed to by the Federal Agency and the SBA)
- Not the first step; don't wait for the 2579 to introduce your acquisition to the SBO



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Getting Started:
Where to find more information
on the basics



First steps in reaching out to the SBO and why:

Better Buying Power: Communicate Early and Often with the SBO and Industry about Future Requirements

- Assistance with code selection (NAICS/PSC/FSC)

Better Buying Power: Determine Optimal NAICS and PSC Codes

- Assistance with market research

Better Buying Power: Move Beyond Market Research to Market Intelligence



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- Sources Sought Synopses and Requests for Information (RFIs)

Better Buying Power: Market Intelligence from a Small Business Perspective

For more information, see the “Air Force Better Buying Power Tool” off of the Air Force Contracting Central site:

<https://cs.eis.af.mil/airforcecontracting/BetterBuying/default.aspx>



14. REMARKS

Helpful FAR References:

- **Set-Asides for Small Business:** FAR Subpart 19.5
- **Market Research:** FAR Part 10
- **Simplified Acquisition Threshold (SAT):** FAR 2.101



The DD 2579: Who does what when?

Step 1: Buyer completes DD 2579

Step 2: CO reviews and coordinates on DD 2579

Step 3: SBO reviews and coordinates on DD 2579

- WPAFB has three SBOs: AFLCMC, AFRL Det1, and ESG

Step 4: SBA PCR reviews and coordinates on 2579

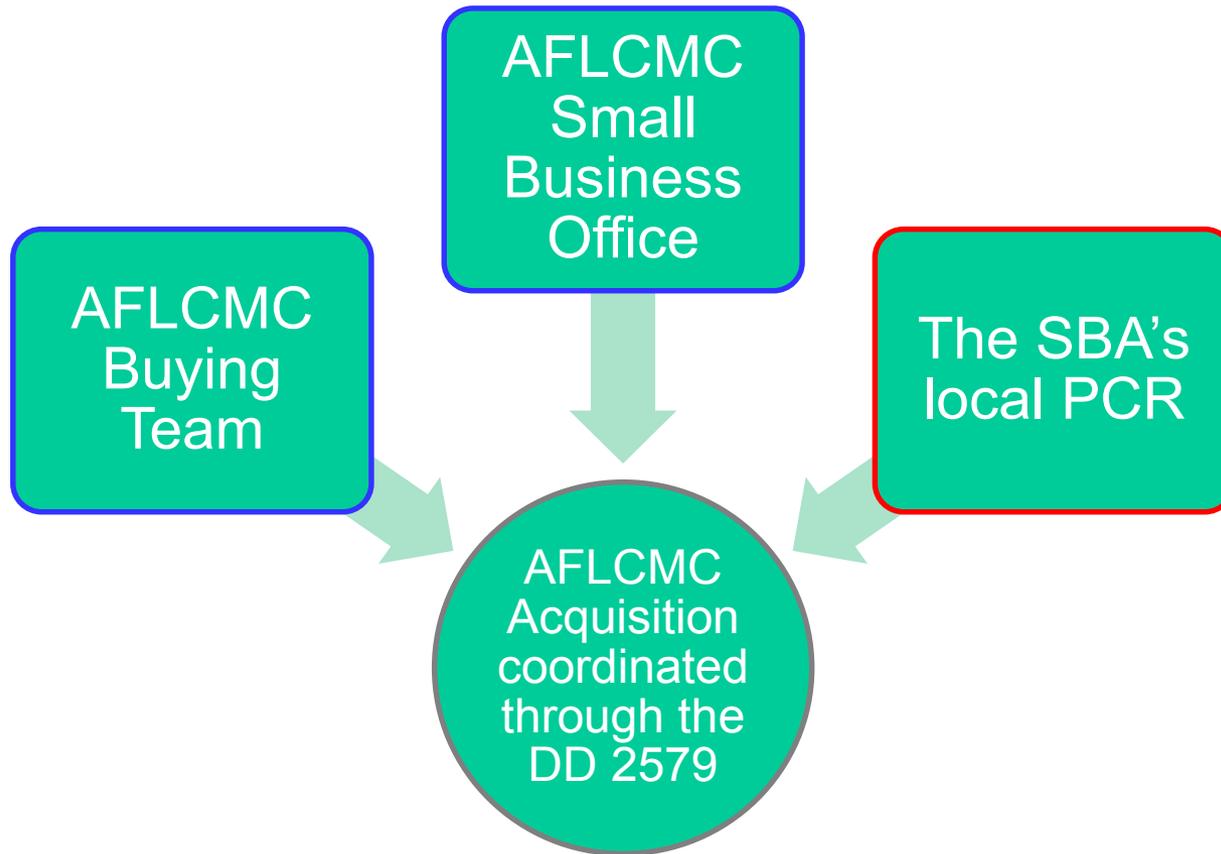
- Separate Government entity (Not Air Force)
- SBA Area IV Government Contracting; liaison between SBA and federal government agencies in the region, including WPAFB



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AFLCMC/SB:

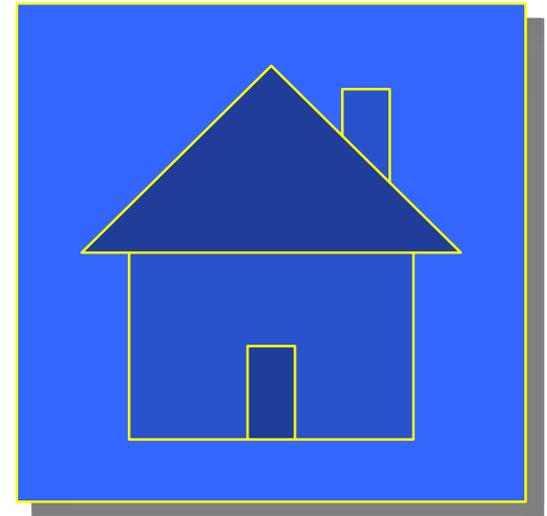
Area B, Bldg. 39, Suite 109

- Joan Cole, Director of SB
- Angela Arnold
- Sandy Haught
- Julie Leavitt
- Jennifer Gallagher
- Kent Morgan

Area A, Bldg. 266, Room 208

- Dr. Jeanette Robinson

Where to find us!



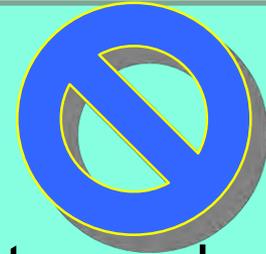


Final Notes:

- Be sure all attachments contain the required approval Signatures
- Attach all necessary documents, such as (but not limited to):
 - 8(a) Offer Letter, if appropriate (as Word document)
 - Approved Justification & Approval (J&A)
 - Letter of Agreement (LOA)
 - Market Research
 - Performance Work Statement (PWS)
 - Streamlined Acquisition Strategy Summary (SASS)
 - Initial 2579 (if a modification or withdrawal)



Adding Attachments:



Keep in mind that currently only **four** documents can be attached to any given DD 2579. If you require more attachments, you will need to combine at least two of your smaller documents into one file (and indicate the documents in the file name).

Note: Try to keep each attachment as small as possible, as lengthier documents take longer for the system to open.

Remember: Returns in the system cost reviewers time and effort; please take the time to send all required documents the first time!



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Once your 2579 has been finalized:

It is advised that you print a hardcopy of your DD 2579 for your contract file on the same day that your 2579 is finalized. By doing so, you will avoid having an “invalid signature.”



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Remember:

The Small Business Office
may request additional information in order
to make the best recommendations

We are here to help you AND small businesses
move forward!





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Note:

If your form is returned, the SB Specialist's comments can be found in Block 16. These comments should not be deleted, as they help speed up the review when your form comes back through the system. If you have questions on the comments, you may also contact the SBS who initiated the comments directly to discuss.



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SUMMARY



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QUESTIONS