

NON-SMALL BUSINESS AWARD NOTIFICATION

Acquisition Service Office: _____

Date __/__/____

AWARD SUMMARY	
Contract No.	
NAICS Description	
Description of Requirement	
PSC Description	
Size Standard	
Reason Not Awarded to Small Business	
	Option 1- Not Available to Small Business
	<input type="checkbox"/> Authorized sole source
	<input type="checkbox"/> Required source: _____
	<input type="checkbox"/> Other: _____
	Option 2 - Not awarded to small business. (Check each level as an affirmative statement the Small Business sources were assessed.)
	<input type="checkbox"/> No VETS FIRST set-aside possible- No certified VOSB/SDVOSB sources identified.
	<input type="checkbox"/> No authorized "sole source" Small Business set-aside possible. (No 8a, Indian, HubZone Small Business sources identified).
	<input type="checkbox"/> No Small Business set-aside possible. Less than 2 Small Business sources identified. Full and open completion required.
	<input type="checkbox"/> Full and open completion required. (Check all that apply)
	<input type="checkbox"/> No Small Business bid/proposal received
	<input type="checkbox"/> Small Business bid not low
	<input type="checkbox"/> Small Business proposal not best value
	<input type="checkbox"/> Small Business bid/proposal not responsive
Contracting Officer	Name_____ /Date_____
Acquisition Office Director Concurrence	Name_____ /Date_____
Customer (SES Level) Concurrence	Name_____ /Date_____
Contracting Officer (SES Level) Concurrence	Name_____ /Date_____
HCA Concurrence	Name_____ /Date_____