

UC PROCUREMENT SERVICES  
SMALL BUSINESS SOLICITATION DOCUMENTATION  
For purchases funded by a federal contract ≥\$250,000

P.O. Number: \_\_\_\_\_ Cumulative P.O. Total: \$ \_\_\_\_\_

Fund Number: \_\_\_\_\_ Prime Award Number: \_\_\_\_\_

Goods/Services Purchased: \_\_\_\_\_

In accordance with FAR 52.219-9(d) (11) (iii), the records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(iii) Records on each subcontract solicitation resulting in an award of more than \$250,000, indicating-

- (A) Whether small business concerns were solicited and, if not, why not;
- (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
- (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
- (D) Whether HUBZone small business concerns were solicited and, if not, why not;
- (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
- (F) Whether women-owned small business concerns were solicited and, if not, why not;
- (G) If applicable, the reason award was not made to a small business concern.

**Complete the following:**

1. Companies contacted and their status relative to the above A - F:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

2. Company selected and its status relative to the above A - F:

3. If company selected was not a small business concern, why not?

**Signature (REQUIRED):** By signing below, I hereby certify the foregoing is true and correct to the best of my knowledge.

Dept. Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Responsible Party Name: \_\_\_\_\_ Email / Phone: \_\_\_\_\_