

prescribed in FAR 17.504 and FAR 17.505, and require inclusion of the following provisions in all interagency agreements and/or orders placed against them:

- (1) Legislative authority;
 - (2) Period of performance;
 - (3) Dollar amount of agreement;
 - (4) Billing provisions, including the name and address of the following offices:
 - (i) Designated office to receive the required deliverables; and
 - (ii) Designated office to receive billings and process payments;
 - (5) Modification and termination provisions; and
 - (6) Other provisions, as appropriate.
- (f) The Contracting Officer must assure that each interagency agreement or order placed against it includes a reference number assigned by each of the parties. Such numbers must be assigned in accordance with the existing procedures established by the respective organizations.
- (g) Modifications to existing interagency agreements may be accomplished through the use of a SF 30, Amendment of Solicitation/Modification of Contract, or through any other format acceptable to the parties.

2917.504–70 Signature authority and internal procedures.

(a) A DOL contracting officer, HCA, Agency Head, or another official designated by the ASAM in accordance with FAR 17.503(c), must sign interagency agreements and/or orders placed against them which will result in a procurement action by the requesting or servicing agency.

(b) Internal procedures (DLMS 3–1700) require DOL Agency Heads to provide notice to the Director, Executive Secretariat of the signing of all new Federal Interagency Agreements and deleting expired agreements.

(c) Agencies should be aware that, in addition to the requirements of this subpart, there are various other internal Departmental procedures that apply to various types of agreements. Agencies should consult with the Office of the Solicitor and the Office of the Assistant Secretary for Administration and Management, as appropriate.

PART 2918—RESERVED

PART 2919—SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS CONCERNS

Sec.

2919.000 Scope of part.

Subpart 2919.2—Policies.

2919.201 General policy.

2919.202 Specific policies.

2919.202–1 Encouraging small business participation in acquisitions.

2919.202–2 Locating small Business sources.

Subpart 2919.5—Set-Asides for Small Business.

2919.502 Setting Aside Acquisitions.

2919.505 Rejecting Small Business Administration recommendations.

Subpart 2919.7—The Small Business Subcontracting Program.

2919.705–1 General Support for the Program.

2919.705–5 Awards involving subcontracting plans.

2919.705–6 Post-award responsibilities of the contracting officer.

2919.706 Responsibilities of the cognizant administrative contracting officer.

Subpart 2919.8—Contracting with the Small Business Administration (The 8(a) Program).

2919.812 Contract Administration.

Authority: 5 U.S.C. 301; 40 U.S.C. 486(c).

2919.000 Scope of part.

This part implements FAR Part 19 and small business programs at the Department of Labor.

Subpart 2919.2—Policies

2919.201 General Policy.

(a) It is the policy of the Department of Labor to provide maximum practicable opportunities to small businesses in acquisitions.

(b) Management responsibilities for small and disadvantaged business utilization are the responsibility of the Director, Office of Small Business Programs (OSBP). This individual is responsible for performing all functions and duties prescribed in FAR 19.2 including appointing, as prescribed in FAR 19.201(d)(8), a small business specialist (SBS) for each contract office. The Department of Labor Manual Series (DLMS), Chapter 2 1000, addresses the implementation of the preference programs in procurement including HUBZone, Subcontracting Plans, Standard Form 294 (Subcontracting Report for Individual Contracts), and the report, Standard Form 295 (Summary Subcontracting Report) submission, *et al.*

(c) All DOL procurements over the simplified acquisition threshold, whether being conducted via open market or by ordering from a pre-existing contract vehicle such as GSA Schedule, must be reviewed and receive a recommendation by the Office of Small Business Programs (OSBP), the Department of Labor's Office of Small Disadvantaged Business Utilization,

prior to being advertised. The Acquisition Screening and Review Form DL–1–2004 shall be used for this purpose and the statement of work and market survey documentation shall be submitted to OSBP with the request for review.

2919.202 Specific policies.

Contracting Officers, administrative officers and program management shall ensure that procurements are structured and conducted to afford small businesses the maximum practicable opportunity to participate in DOL's prime and subcontracts. Administrative officers will review requisitions, which will result in an award of \$2 million or more, using available information to certify whether the acquisition would constitute a "bundled contract" under the definition provided in FAR 2.101 in accordance with procedures established by the Office of Small Business Programs. Each certification will be submitted to the Division of Acquisition Management Services, and included with the requisition to the Contracting Officer. Reports will be provided to the Office of Small Business Programs.

2919.202–1 Encouraging small business participation in acquisitions.

During the performance of a contract, the contracting officer will consider performance against subcontracting plan goals, objectives and planned efforts before exercising an optional period of performance. The Contracting Officer will document the evaluation of the contractor's actual performance using SF–294 data compared to their approved subcontracting plan goals.

2919.202–2 Locating small business sources.

Any procurement conducted on an unrestricted basis will include solicitations to small businesses of each category with legislatively established government-wide procurement goals (e.g. small, small disadvantaged, women-owned small, HUBZone and service disabled veteran-owned small businesses) to the extent practicable.

Subpart 2919.5—Set-Asides for Small Business

2919.502 Setting Aside Acquisitions.

Contracting Officers will conduct market surveys specifically to determine whether procurements should be conducted via 8(a) procedures, HUBZone procedures or as small business set-asides. If a reasonable expectation exists that at least two responsible small businesses may submit offers at fair market prices (three responsible small businesses in