

HHS Central OSDBU

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One-on-one counseling sessions are available
on Thursdays from 10 am to 2 pm
by appointment only 301.496.9639.

Reference Sites

HHS / OSDBU Resources
<http://www.hhs.gov/osdbu>

National Institutes of Health
<http://www.nih.gov>

Federal Business Opportunities
<http://www.fbo.gov>

E-Portals in Commerce
<http://epic.od.nih.gov>

**Small Business Administration Offices &
Services**
<http://www.sba.org/services>

Federal Acquisition Reference
<http://www.arqnet.gov/far>

Central Contractor Registration
<http://www.ccr.gov>

General Services Administration
<http://www.gsa.gov>

HUBZone
<http://www.sba.gov/hubzone>

Service Disabled Veteran
<http://www.sba.gov/vets>



Office of Small and
Disadvantaged Business

Utilization (OSDBU)

Supporting the

National Institutes of Health



Our Mission: Keep America Healthy—
Invest In a Small Business

Tips for Submitting a Form 653

A DHHS Form 653 must be submitted for all new procurement actions over \$30,000.

For GSA Schedule Buys—A Form 653 is to be submitted after the vendor is chosen but **BEFORE** the order is issued.

For all other Proposed Contract Actions—After the Request for Contract (RFC) is finalized * & Market Research has been conducted.

“Early Acquisition Planning is Key”

In order for the Small Business Office to conduct a comprehensive review of each acquisition, at a minimum, the documentation forwarded by the CO / CS should include:

1. The State of Work, including evaluation criteria and the Government cost estimate.
2. Documentation reflecting market research/survey efforts, including source list(s) identifying the size and type of firms.
3. A copy of any justification for other than 8(a), HUBZone, SDVSB or small business consideration that might be applicable to the subject acquisition plan.
4. Market Research & supporting documentation.
5. Completed Strategic Sourcing Initiative waiver, if applicable.
6. Copy of JOFOC, if applicable.

Other suggestions, recommendations, and requirements for 653's:

1. Complete the entire form.
2. The CO must sign the HHS 653 **PRIOR** to submission for review.

*Finalized RFC is one that all internal review has been completed and includes a final SOW (not a draft one).

Tips for Submitting a Subcontracting Plan

1. Insure that the DHHS Form 653 Small Business reference number is included on the subplan review sheet. (fill in all blocks appropriately.)
2. Block 1 should include both the SOL/RFQ number as well as the newly assigned contract number in the case of multiple awards, except if the plan references a modification. Then the contract number should remain the same with the addition of the modification(s) number.
3. Insure that recommendations are noted: in addition include any comments that would be relevant to assist the Small Business Specialist in understanding the intent of the contractor and/or CO.
4. Most importantly, insure that the dollar values are correct and that the dollar values add up. Ensure that a copy of the summary of proposed cost is attached.
5. FAR guidance for the Subkt plan may be found at FAR19.704. The FAR can also be found at: <http://www.knownet.hhs.gov/smallbus/guides.htm>
6. Blank Subkt and review forms may be found at: <http://www.knownet.hhs.gov/smallbus/subcont.htm>
7. The Small Business Specialist has five working days for review and determination from date of receipt.

Points of Contact

HHS

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