



U.S. Small Business
Administration



Procurement Center Representative (PCR) Functions

First Wednesday Virtual Learning Series 2020

Host

**Christopher Eischen, Procurement Center Representative
SBA Office of Government Contracting, Area IV,
Kansas City, MO**

**Charles Mason, Procurement Center Representative
SBA Office of Government Contracting, Area IV,
Omaha, NE**

Welcome to “SBA Virtual Learning 2020”

1. Questions answered during the final 10 minutes.
2. Technical problems: Contact the moderator with a note or call AT&T Support Desk at 301-250-7202.
3. Page numbers stated for those working off hard copies of the program.
4. We cover the “**SBA Quick Reference**” as time allows.
5. For more SBA training visit the SBA Learning Center website <https://www.sba.gov/tools/sba-learning-center/search/training>

Association of Procurement Technical Assistance Centers (APTAC)

Procurement Technical Assistance Centers are a vital resource partner.

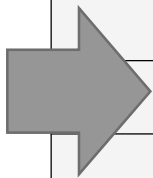
- APTAC posts past “First Wednesday” programming at this link: <http://www.aptac-us.org/for-contracting-officers-sba-webinar-library/>
- Contracting officer resources: “How PTACs partner with federal agencies”: <http://www.aptac-us.org/federal-partners/>
- Find your nearest Procurement Technical Assistance Center at <http://www.aptac-us.org>

FIRST WEDNESDAY VIRTUAL LEARNING SERIES

FY 2020 SCHEDULE

1:00 to 2:00 PM Central Time

FY 2020	Date	Topic
1	October 2, 2019	Size & Affiliation
2	November 6, 2019	Understanding the Non-Manufacturer Rule
3	December 4, 2019	Subcontracting Plans (pre-award)
4	January 8, 2020	Surveillance Reviews
5	February 5, 2020	Historically Underutilized Business Zone (HUBZone) Program
6	March 4, 2020	Certificate of Competency (COC)
7	April 1, 2020	Regulation Updates
8	May 6, 2020	Market Research & SBA Points of Contact
9	June 3, 2020	Woman Owned Small Business (WOSB) Program
10	July 1, 2020	Procurement Center Representative (PCR) functions
11	August 5, 2020	All Small Mentor Protégé Program



The program schedule is for information only and is subject to change.

One Continuous Learning Point

- Self-service: Using the PowerPoint that was sent with your invitation for this training event, fill in your name on the certificate slide and save. Download the certificate and print for your records. You submit your request for training credit IAW your agency policy, i.e. FAITAS.
- Phoning in only: If you listen in groups and you want all attendees to be included on the future mailing list, send email addresses of participants in an excel document to sbalearning@sba.gov.

“SBA 1st Wednesday Virtual Learning 2020”

This Certificate is awarded to

Insert Your Name Here

For completion of

Procurement Center Representative (PCR) Functions

This training seminar may be credited towards “Continuous Learning Points” as described in OFPP Policy Letter 05-01. Recommendation of One CLP.



Pamela J. Beavers
Director, Area IV
SBA Office of Government Contracting

07/01/2020

DATE



Today's Speakers

Marquiesha Gillispie

Procurement Center Representative

SBA Office of Government Contracting, Area VI

Las Vegas, NV

Christopher Eischen

Procurement Center Representative

SBA Office of Government Contracting, Area IV

Kansas City, MO



U.S. Small Business
Administration

SBA

Office of Government Contracting

Procurement Center Representative (PCR) Functions

1 July 2020



U.S. Small Business
Administration

Course Objectives

- **Provide an Overview of the SBA's Office of Government Contracting (OGC) Mission and Programs**
- **Explain the Roles and Responsibilities of a PCR**
- **Discuss the Resources and Tools used by PCRs**
- **Identify Key Difference Between a PCR and BOS**
- **Understand When and How to contact a PCR**

www.sba.gov

**The SBA works to ignite change and spark action
so small businesses can confidently**



START • GROW • EXPAND • RECOVER

U.S. Small Business Administration
Office of Government Contracting
Who We Are and What We Do

Office of Government Contracting
*Providing America's Small Businesses with the Competitive
Edge!*

<https://www.sba.gov/offices/headquarters/ogc>

U.S. Small Business Administration

Dr. Francis Spampinato

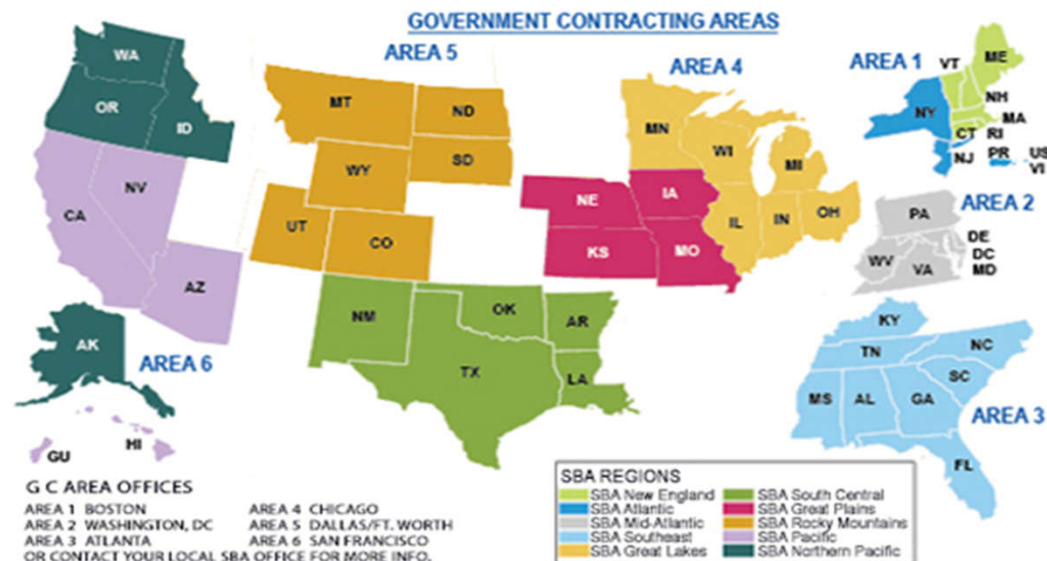
Associate Administrator for the Office of Government Contracting and Business Development (GCBD)



Serve as an advisor to the Administrator in the development of policies, operating procedures, and standards for effective implementation, administration, and promotion of SBA's contracting, business development, HUBZone empowerment, and liaison programs. Dr. Spampinato will oversee GCBD's integral role in the formulation of federal procurement policies that affect small businesses. In this role, he will further foster an environment for maximum participation by small, disadvantaged, HUBZone, veteran, and women-owned businesses in federal government contract awards and large prime subcontract awards.

Office of Government Contracting (GC)

Our mission is to assist small businesses in obtaining a fair share of Federal Government contracts, subcontracts and property sales.



SBA's Office of Government Contracting (OGC)

SB Goals

SB Programs

SB Set-Asides

Size and Status

The SBA's size standards determine whether your business qualifies as small.

[SBA OGC Area Directors
sizestandards@sba.gov](mailto:sizestandards@sba.gov)

Certificates of Competency

Responsibility questions about the small business' ability to fulfill the contract is referred to the SBA.

[SBA COC Referrals Contact List](#)

Commercial Market Representatives

Provides limited subcontracting assistance and the Subcontracting Program Assistance (SPA) can help you with subcontracting questions after a contract is awarded. SPA can help you with tools to match prime contractors and subcontractors, help small businesses market their services to prime contractors, and more.

[SBA CMR Contact List
SPA@SBA.gov](mailto:SPA@SBA.gov)

Procurement Center Representatives

Helps small businesses win federal contracts. PCRs review many federal acquisition and procurement strategies, influence opportunities to be set aside for small businesses, conduct market research, assist small businesses with payment issues, provide counseling on the contracting process, and more.

[SBA PCR Directory](#)

PCR Roles and Responsibilities

PCR Authority and Qualifications

FAR 19.402

SBA procurement center representatives.

48 CFR § 19.402

SBA procurement center representatives.

13 CFR § 125.2

SBA's responsibilities in the acquisition planning process.

- 1. Acquisition Professionals (1102s)**
- 2. Level III FAC-C Certified**
- 3. Complete OJT**
- 4. Public Trust/Security Clearance**
- 5. Background in Acquisitions**
- 6. Release of contract information**

Types of PCRs

1 Area Wide

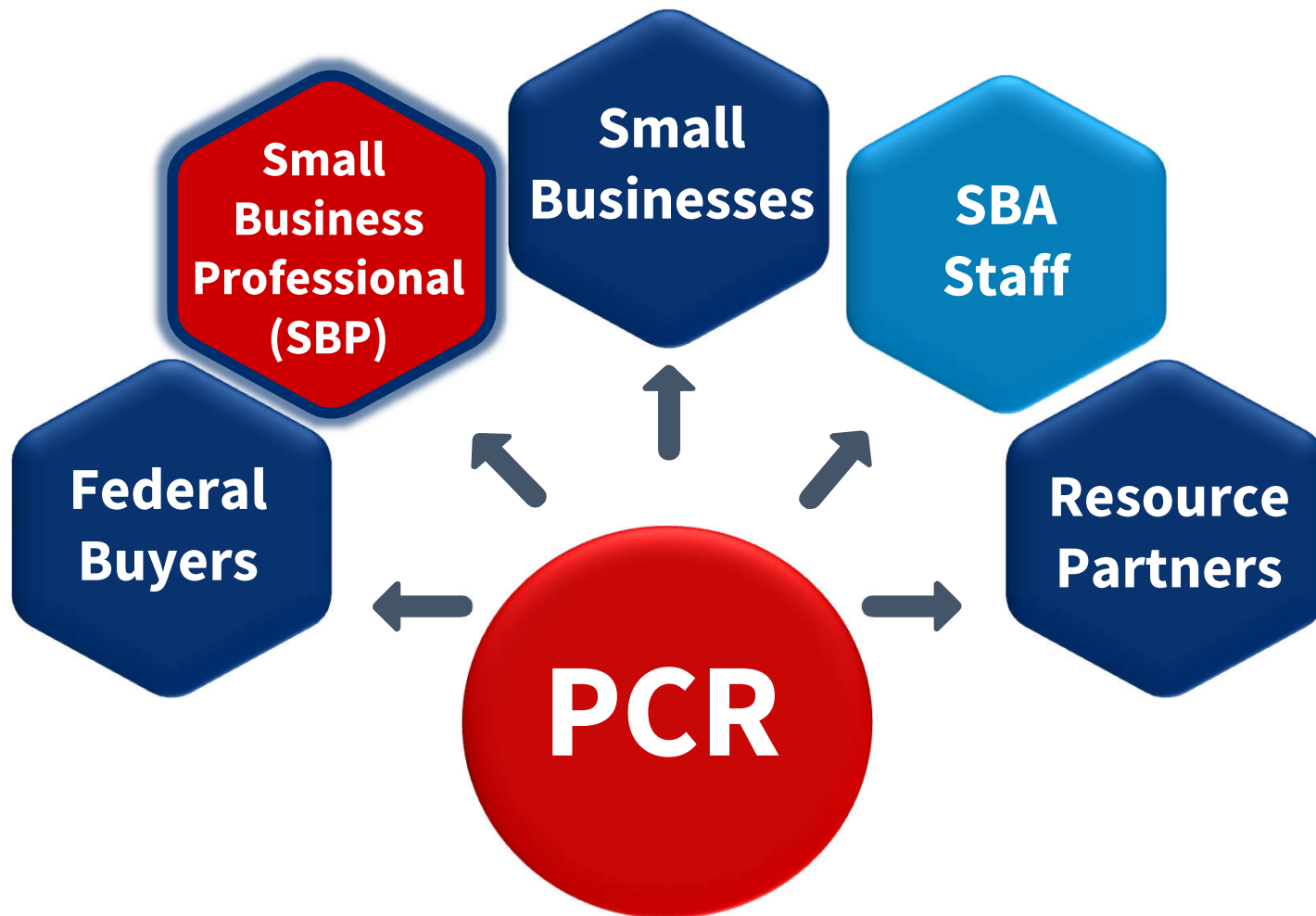
2 Statewide PCR (Resident or Liaison)

3 Multiple PCRs in one State

4 PCR Locations and PC Assignment

PCR's Customers

PCRs interact with an array of customers on multiple levels to achieve a variety of outcomes when performing compliance and advocacy.



Procurement Center Representatives Overview



Advocate on behalf of SBs

Train other Federal agency, Resource Partner staff and Vendors



Mediate SB Issues



Work closely with contracting staff at Federal buying offices

- Communicates with Agency on upcoming requirements
- Review acquisitions and solicitations
- Inform agencies on updates to SB regulations and changes in SBA certification programs
- Assist agencies in meeting their SB goals through training, counseling & technical assistance
- Review Subcontracting Plans for compliance prior to award
- Receive copies of Cure/Show Cause notices of SB firms headquartered in the PCRs territory; contacts firm to offer assistance if needed
- Review buying office SB policies & procedures



Procurement Center Representatives



Audit and Advocate

Assures SBs are given fair consideration and opportunity in federal procurements; review SB coordination records



Inform

Informs agencies on updates to SB regulations and changes in SBA certification programs



Counsel

Receives copies of Cure/Show Cause notices of SB firms headquartered in the PCRs territory; contacts firm to offer assistance if needed



Assist

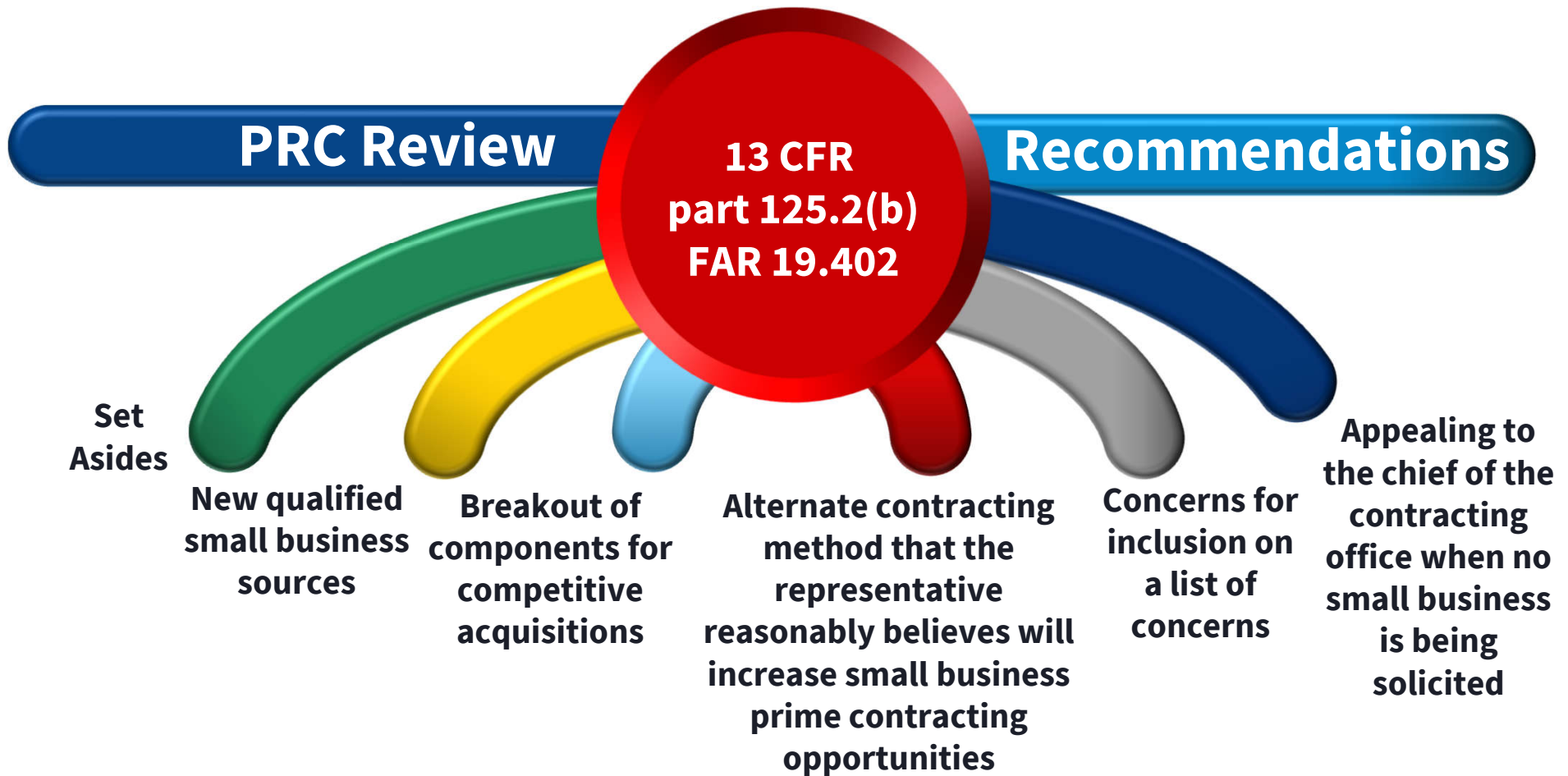
Assists agencies in meeting their SB goals through training, counseling and technical assistance; participates in outreach events



Review

Review Subcontracting Plans for compliance prior to award

PCR Reviewing Proposed Acquisitions to Make Recommendations



Procurement Center Representatives

Key FAR citations

FAR part 19.501

General.

- (a) Purpose of SB set asides
- (b) Unilateral vs. Joint SB set aside determinations
- (d) PCR can review any acquisition not set aside for SB

FAR part 19.506

Withdrawing or modifying small business set-asides.

FAR part 19.505

Rejecting Small Business Administration recommendations.

FAR part 19.705-5

Awards involving subcontracting plans.

PCR Resources and Tools

PCR Resources and Tools



01 Resource Partners	02 Federal Buyers	03 Small Businesses
<ul style="list-style-type: none">-Participate in outreach events-Referral System-Provide technical training on federal procurement subjects-Support SBIR/STTR-DO Engagement	<ul style="list-style-type: none">-Surveillance Reviews (SR)-Business Operation Plans-Annual PC SB Goals Analysis-Advise Senior Level Exec. (HCA)-Collaborate with SBP-Informal/Formal Form 70-Performs Extensive Market Research	<ul style="list-style-type: none">-Public Speaking Events (SME)-Provide Counsel to SBs Owners-Connect SBs to PCs-Recommend Policy changes

PCR and BOS Differences

SBA Procurement Center Representative and Business Opportunity Specialist Roles

OGC Functions (PCR)

P

- Works in SBA's Office of Government Contracting (OGC) within a particular Area.
- ***OGC focuses on procuring agencies' use of the SB programs and helping them attain agency SB goals.***
- OGC Programs center on:
 - ✓ Size determinations
 - ✓ Certificates of Competency
 - ✓ PCRs
 - ✓ Commercial Market Representatives (CMR)
 - ✓ WOSB/HUBZone



OFO Functions (BOS)

B

- Works in the SBA Office of Field Operations (OFO) at a District Office.
- ***OFO focuses on delivering SBA's wide variety of programs to help small businesses in local communities.***
- SBA District Offices deliver:
 - ✓ SBA Loan education/assistance
 - ✓ Economic development with state/local agencies & organizations (chambers)

Key differences between PCRs and BOSs

PCR

P

- Focus on Federal procuring agencies, their use of SB programs and goal attainment
- Does outreach and helps small businesses, usually on particular issues (size questions, set aside concerns, disputes)
- Provides technical assistance to procuring agencies on Limitations on Subcontracting, Non-Manufacturer Rule, set aside strategies, market research, etc.
- Assigned to specific agencies in a geographic area



BOS

B

- Focus on local 8(a) firms, managing their 8(a) program requirements
- Processes 8(a) offer/acceptance letters and conducts 8(a) annual reviews on firms to ensure their continued eligibility
- Provides general outreach and assistance to SB's who are considering or wanting to increase business with the government (fed, state & local)
- Serves all firms in the SBA District Office's territory

Using DSBS to identify the BOS

The screenshot displays the SBA Profile page for a specific business. The URL in the browser is https://web.sba.gov/pro-net/search/dsp_profile.cfm?RequestTimeout=60&DUNS=120996710. The page features a navigation bar with the SBA logo, "SBA Profile", and a "Back To Profile List" link. A "Ready" status indicator is visible in the top right corner. The main content area is titled "Business Development Servicing Office" (for certifications), which is circled in red. Below this title, it lists "INDIANA DISTRICT OFFICE (SBA office code 0562)". The page also displays several certification sections: "8(a) Certification" with details for Case Number (307151), Entrance Date (12/18/2015), and Exit Date (12/18/2024); "Small Disadvantaged Business Certification" with SDB Entrance Date (12/18/2015) and SDB Exit Date (05/12/2020); "HUBZone Certification" with a "HUBZone Certified?" status of "[] Yes [X] No"; and "8(a) Joint Venture Certification". The footer of the page includes the text "List modified: 03/03/2017 12:00:00 AM" and "SBA Processing: 2.804 seconds Version: SBSS 8.1.1". The Windows taskbar at the bottom shows the system time as 5:51 PM on 6/17/2020.

Locating the BOS at the District Office

The screenshot shows a web browser window with the URL <https://www.sba.gov/local-assistance/find/?type=SBA%20District%20Office&pageNumber=1&q=Indiana&mapCenter=...>. The SBA logo and navigation menu are visible at the top. The navigation menu includes: Business Guide, Funding Programs, Federal Contracting, Learning Center, **Local Assistance** (circled in red), and About SBA. Below the navigation menu is a dark blue banner with the text "Find local assistance". Underneath the banner is a search form with three input fields: "Find" (containing "Indiana" and circled in red), "Near" (with a "Zip Code" label and a red arrow pointing to it), and "Provided By" (containing "SBA District Office" and a dropdown arrow). A blue "SEARCH" button is to the right of the "Provided By" field. Below the search form is a map of Indiana. A red pin is placed on the map near Indianapolis. A search results panel is open on the left side of the map, showing "Results 1 - 1 of 1 for 'Indiana'". The results list includes "Indianapolis, IN", "Indiana District Office" (circled in red), and "SBA District Office". A red arrow points from the "Indiana District Office" result to the map. At the bottom of the screen, a Windows taskbar is visible with various application icons and the system clock showing 5:38 PM on 6/17/2020.

INDIANA DISTRICT OFFICE

SBA.gov » Local Assistance » District Office List » Indiana

Indiana District Office

8500 Keystone Crossing Suite 400
Indianapolis, IN
Phone: 317-226-7272

About Us

Since 1953, the Small Business Administration (SBA) has provided access to... [MORE >>](#)

Hours of Operation:

Monday through Friday from 8:00 AM to 4:30 PM

District Director: Stacey Poynter

[Office Directory](#)

Resource Guide

[Indiana District Office Resource Guide](#)
[National Resource Guide \(En Español\)](#)



SBA INDIANA EMERGING LEADERS 2019

District Office Directory

1 of 1

SBA
U.S. Small Business Administration

Telephone: 317-226-7272 | Fax: 317-253-1238 www.sba.gov/in
Indiana District Office | 8500 Keystone Crossing, Suite 400 | Indianapolis, Indiana 46240

Directory

Office of the Director

Stacey Poynter	District Director	Ext. 122	stacey.poynter@sba.gov
Martin Anderson	Deputy District Director	Ext. 111	martin.anderson@sba.gov
Tajuana Wilson	Administrative Officer	Ext. 110	tajuana.wilson@sba.gov

Public Affairs

Laura Schafsnitz	Public Affairs Specialist	Ext. 140	laura.schafsnitz@sba.gov
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Capital Access

Eric Armacost	Lead Lender Relations Specialist & International Trade Officer	Ext. 120	eric.armacost@sba.gov
Luann Lieurance	Lender Relations Specialist	Ext. 114	luann.lieurance@sba.gov
Peter Smith	Lender Relations Specialist & Veteran Business Development Officer	Ext. 119	peter.smith@sba.gov

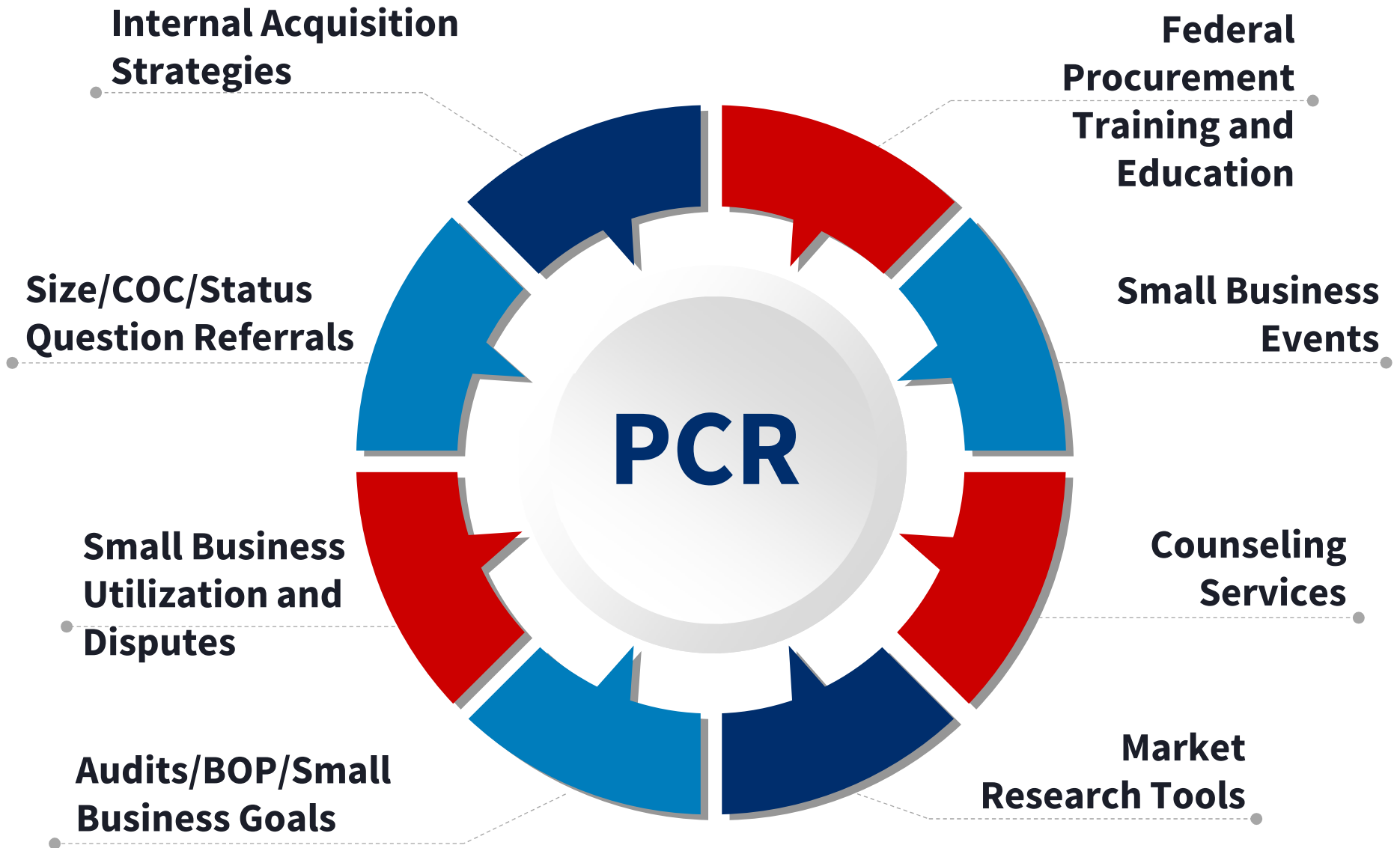
Business and Economic Development

Vernice Mathis	Business Opportunity Specialist	Ext. 115	vernice.mathis@sba.gov
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Windows taskbar: 5:20 PM 6/17/2020

When and How to Contact a PCR

When to contact a PCR



Issues Addressed by PCR and SBP During the Initial Planning Phase

Market Research ([FAR part 10](#))

NAICS Codes ([FAR 19.102](#))

Restrictive Requirements Vs. Unduly
([FAR 14.101](#))

Required Sources of Supply ([FAR part 8](#))

Contract Types ([FAR subpart 16.1](#))

Subcontracting ([FAR subpart 19.7](#))

Competition Requirements ([FAR part 6](#))

Consolidation ([FAR 7.107](#))

Issues Addressed by PCR and SBP During the Initial Planning Phase Cont.

Special Categories of Contracting ([FAR part 34](#))

Restrictive Requirements ([FAR part 9.202](#) and [9.204](#), [DFARS 209.202](#), [FAR 14.101](#), [FAR part 11](#))

Prior Contract Set-Asides ([FAR subpart 19.5](#) and [FAR 19.203](#))

Bundling ([FAR 2.101](#), [FAR 7.107](#), [FAR subpart 19.2](#))

Permissible Methods of Contracting ([FAR part 17](#) and [FAR subpart 13.3](#))

Review of Acquisition Plans ([FAR 7.105](#), [FAR 7.106](#))

How to Contact a PCR

- <https://www.sba.gov/federal-contracting/counseling-help/procurement-center-representative-directory>
- <https://www.sba.gov/tools/local-assistance>

The screenshot shows the SBA website interface. At the top, there is a yellow banner with the text "Coronavirus (COVID-19): Relief options and Additional Resources" and a "CLICK HERE" link. Below the banner is the SBA logo and navigation menu. The "Federal Contracting" link in the navigation menu is circled in red, with a red arrow pointing to it. Below the navigation menu, the main content area features the heading "Counseling and help" and a sub-heading "See Federal Contracting Guidance for Small Businesses Impacted by Coronavirus (COVID19)". A red "GET HELP" button is centered below the sub-heading. Further down, the section "Get the help you need" is displayed, followed by a paragraph of text. The link "Procurement Center Representatives" is circled in red, with a red arrow pointing to it. Below this link, there is a paragraph of text and another paragraph. At the bottom of the page, there is a "Subcontracting Program Assistance" link and a "Feedback" button.

Coronavirus (COVID-19): Relief options and Additional Resources [CLICK HERE](#)

SBA U.S. Small Business Administration

Translate SBA en Español For Partners Newsroom Contact Us

Business Guide Funding Programs **Federal Contracting** Learning Center Local Assistance About SBA

Counseling and help

See Federal Contracting Guidance for Small Businesses Impacted by Coronavirus (COVID19)

[GET HELP](#)

Get the help you need

Whether you're trying to win your first government contract or you're an experienced contractor, the SBA and its partner organizations can be valuable resources.

Procurement Center Representatives

[Procurement Center Representatives \(PCRs\)](#) help small businesses win federal contracts. PCRs view many federal acquisition and procurement strategies before they're announced. This enables them to influence opportunities that should be set aside for small businesses.

PCRs also conduct market research, assist small businesses with payment issues, provide counseling on the contracting process, and more.

Subcontracting Program Assistance

Feedback



U.S. Small Business
Administration

Call to Action

www.sba.gov

BONUS

What does a PCR look for?

1 NAICS Code

2 SB Utilization

3 Market Research

4 Unique Aspects

5 Synopsis

6 Subcontracting

7 Future Planning