

**NOAA AGO MARKET RESEARCH REPORT
ACQUISITIONS AT OR BELOW THE SIMPLIFIED ACQUISITION THRESHOLD**

TO: PRE-AWARD CONTRACT FILE

Ref: SOLICITATION NO.: [Click here to enter text.](#)

PROJECT: [Click here to enter text.](#)

NAICS CODE: [Click here to enter text.](#)

DATE: [Click here to enter text.](#)

This memorandum is in accordance with Federal Acquisition Regulation (FAR) Part 10.000, which describes the policies and procedures for conducting market research in order to achieve the most suitable approach to acquiring, distributing, and supporting supplies and services. This part implements requirements of 41 U.S.C. 3306(a)(1), 41 U.S.C. 3307, 10 U.S.C. 2377, and 6 U.S.C. 796. The extent of market research will vary, depending on such factors as urgency, estimated dollar value, complexity, and past experience. Market research involves obtaining information specific to the item being acquired.

If a section of this form is not applicable, it should be so identified with N/A.

1. **Background:** *{Describe the acquisition, compatibility requirements, and history; etc.}*

[Click here to enter text.](#)

- a. For previous buys, provide contract numbers and business size of awardees. Data for no more than two previous buys is required.

[Click here to enter text.](#)

2. **Potential Sources Provided by COR/Technical Contact (TC):** *{List the names and business size of the potential vendors} or See attached (you may attach a list provided by COR/TC)*

[Click here to enter text.](#)

3. **Market Analysis:** *{Check all applicable boxes}*

- a) Techniques and Methods used to conduct the Market Research:

<input type="checkbox"/>	FedBizOpps Sources Sought Synopsis
<input type="checkbox"/>	Searched GSA/FSS (GSA Advantage)/NASA SEWP
<input type="checkbox"/>	Searched UNICOR/FPI
<input type="checkbox"/>	Searched Source America
<input type="checkbox"/>	Searched SAM
<input type="checkbox"/>	Searched Office Bidder's Mailing List File
<input type="checkbox"/>	Searched the Internet
<input type="checkbox"/>	Contacted Small Business Administration
<input type="checkbox"/>	Contacted Woman Owned Business Association
<input type="checkbox"/>	Review of recent Market Research (<i>dated, title</i>) to meet similar requirements
<input type="checkbox"/>	Obtained source list of similar items from other contracting activities, trade association or other sources

<input type="checkbox"/>	Review of catalog, other product literature published by manufacturers, distributors, and dealers or available on-line
<input type="checkbox"/>	Conducted interchange meetings, pre-solicitation conferences to involve potential Offerors early in the acquisition process
<input type="checkbox"/>	NOAA's Small Business Database
<input type="checkbox"/>	Local Chamber of Commerce
<input type="checkbox"/>	Personal knowledge procuring or previous purchases of similar or identical types of supplies or services. Explain: Click here to enter text.
<input type="checkbox"/>	Other. Explain: Click here to enter text.

It is required to document the names of the vendors found as a result of market research, including business size, socio-economic status, interest and the assessment of vendor capabilities by task (a yes/no description is not acceptable without explanation). You may document this information below or attach it to this report.

[Click here to enter text.](#)

b). Set-Aside Results:

In order for an acquisition to be set-aside, there must be a reasonable expectation of obtaining offers from at least two or more small business concerns that are competitive in terms of market prices, quality, and delivery or the proposed acquisition, unless under the 8(a) Program (*check all applicable boxes*).

- | | |
|--------------------------|---|
| <input type="checkbox"/> | No two small business sources could be found. Please see CD-570. |
| <input type="checkbox"/> | Two small business sources could be found. |
| <input type="checkbox"/> | Only one business source could be found. The appropriate sole source justification is attached. |

4. **Recommendation:** *(The Contracting Officer should state how the requirement will be competed/awarded)*

[Click here to enter text.](#)

5. **Additional Supporting Information /Documentation:** *(List or attach any market research data, printouts, other pertinent data/information or comments).*

[Click here to enter text.](#)

Contracting Officer Signature