

MARKET RESEARCH / COMMERCIAL ITEM DETERMINATION RECORD

This memorandum is in accordance with Federal Acquisition Regulation (FAR) Part 7 – Acquisition Planning; Part 10 – Market Research, Part 11 – Describing Agency Needs, and Part 12 – Acquisition of Commercial Items, which describe the policies and procedures for acquisition planning and market research in order to determine the most suitable, effective and economical approach to acquiring supplies and services. This part implements requirements of 41 U.S.C. 3306(a)(1) and 41 U.S.C. 3307.

Description of Requirement:	Click to enter description
Requisition Number:	Click to enter requisition/solicitation #
Estimated Total Value (including options):	Click to enter estimated total value of requirement
Period of Performance/Delivery Date:	Click to enter period of performance or delivery date
NAICS Code*:	Click to enter NAICS code
* Note: NAICS codes in Sector 42, 44 or 45 shall not be used to classify Government Acquisitions for Supplies, see 13 C.F.R. § 121.402(b)	

1. Acquisition Background and History:

- New requirement (No acquisition history available).
- Sole-Source/Limited Source/Brand Name (Provide acquisition history below. See AOP #5 for additional documentation required, including a description of efforts to locate additional sources, as applicable).
- Consolidated/Bundled (Attach spreadsheet listing contract/order numbers recommended for consolidation and/or bundling).
- Re-compete (Provide acquisition history below. Attach spreadsheet with same information if more room is required).

Prior Contract #	Vendor Name:	Type of Set-Aside	Method of Competition	Type of Contract
Contract #	Vendor Name	Choose from list	Choose from list	Choose from list
Contract #	Vendor Name	Choose from list	Choose from list	Choose from list
Contract #	Vendor Name	Choose from list	Choose from list	Choose from list

2. Sources Considered (*Mandatory sources listed in descending order of priority – FAR 8.002) and Methods used to conduct Market Research:

- *[Agency Inventories/Excess from Other Agencies](#): Available; Not Available; N/A
- *[Federal Prison Industries](#): Comparable Product; Not Comparable (see FAR 8.602(a)(1) and (4)); Not offered; N/A – Services; **Attach Determination, if not comparable.**
- *[Ability One Products](#) or [Ability One Services](#): On Procurement List; Not on Procurement List; On Procurement List but Purchase Exception requested/granted. **Attach Purchase Exception, if requested.**
- *Wholesale Supply Sources (GSA stock program; Defense Logistics Agency, Veteran Affairs and military control points, etc.)
 Available; Not Available; N/A
- *Other Mandatory Sources [FAR 8.003](#) (Public utility services; printing and related supplies; leased motor vehicles, etc.)
 Available; Not Available; N/A
- *GSA [Federal Supply Schedules](#) or other GWACs (e.g., GSA, NASA's [SEWP](#); or NIH's [NITAAC](#)).
 Available; Not Available; N/A. **Attach search results if checked.** (Note: these are not mandatory, but encouraged before considering commercial sources)
- Existing [USDA-Wide Contract Vehicles](#) Available; Not Available; N/A
- [GSA Advantage!](#) **Attach search results if checked.**
- [GSA Acquisition Gateway Solutions Finder](#). **Attach search results if checked.**
 [Best in Class \(BIC\) Solution](#): **Choose from drop down list**
- SBA's [Dynamic Small Business Search](#) Tool. **Attach search results if checked.**
- Contacted [Women-Owned Business Associations](#). **Attach documentation if checked.**
- Consulted Agency Small Business Specialist, OSDBU, or SBA Specialist. **Attach documentation if checked.**
- Searched System for Award Management ([SAM](#)). **Attach documentation if checked.**

<input type="checkbox"/>	Previous purchases of similar/identical acquisitions. <i>Provide detail in Acquisition History section above.</i>
<input type="checkbox"/>	Federal Business Opportunity (FedBizOpps) Sources Sought Synopsis or RFI. <i>Attach documentation if checked.</i>
<input type="checkbox"/>	Conducted interchange meetings, industry day, etc. <i>Attach documentation if checked.</i>
<input type="checkbox"/>	Internet search and/or review of published catalog or literature. <i>Provide Website or attach Catalog documentation</i>
<input type="checkbox"/>	Interviewed knowledgeable individuals in industry/government. <i>Provide name and date.</i>
<input type="checkbox"/>	Reviewed Professional Journals. <i>Attach documentation if checked.</i>
<input type="checkbox"/>	Sources provided by Requestor/Program Office. <i>List sources:</i>
<input type="checkbox"/>	Other <i>Identify</i>
<i>For acquisitions in which a formal acquisition plan is required, attach spreadsheet that identifies the names of all vendors found as a result of market research methods annotated above. Include business size, socio-economic status, and assessment of capabilities (note if capable or not, and if not, provide explanation why the vendor is not capable).</i>	

3. Summary Results.							
	Enter number of capable sources found, by socio-economic category in the columns below						
	Small Business (SB)	Disadvantaged SB (including 8(a))	HUBZone SB	Service-Disabled Veteran Owned SB	Women-Owned SB (WOSB)	Economically Disadvantaged (WOSB)	Large Business
Sources identified with a GSA FSS or GSA GWAC							
Sources identified with a NASA SEWP GWAC							
Sources identified with a NIH NITAAC GWAC							
Sources identified with a USDA-wide IDC or Multiple Award Contract (MAC)							
Other IDV/BPA							
Open Market Sources (without FSS/GWAC/MAC)							

4. Proposed Set-Aside. <i>(Check applicable box below.)</i> In order for an acquisition to be set-aside, there must be a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of price, quality and delivery. <i>For requirements under the SAT, the Contracting Officer must document why the action is not set-aside. For requirements over the SAT, the AD-1205, USDA Small Business Program Procurement Review, must be submitted and approved, prior to synopsis (see DR 5090-001). For actions fulfilled through FSS/GWAC or MAC, greater than \$1 million, that will not consider small business sources, submit AD-1205 through the HCA or Designee to the OSDBU during the market research phase.</i>	
<input type="checkbox"/> Small Business Set Aside	<input type="checkbox"/> 8(a) Set-Aside/Sole Source
<input type="checkbox"/> HUBZone Set-Aside/Sole Source	<input type="checkbox"/> Service-Disabled Veteran Owned Set-Aside/Sole Source
<input type="checkbox"/> Women-Owned Small Business Set-Aside/Sole Source	<input type="checkbox"/> Not set-aside (full & open, sole source, etc.)

5. Commercial Item Determination. The results of market research demonstrate the Government's needs can be met by items or services of the following type:
<input type="checkbox"/> Items or services of a type customarily available or offered in the commercial marketplace;
<input type="checkbox"/> Items of a type customarily available in the commercial marketplace with modifications; or
<input type="checkbox"/> Items used exclusively for governmental purposes.

Provide detail on any customary commercial practices, terms or conditions, warranties, financing, or other laws, regulations or policies unique to the item (*note: tailoring of terms and conditions inconsistent with customary commercial practice must be approved by the head of the contracting activity*): **Enter detail here**

6. Consolidation and/or Bundling. If consolidation and/or bundling is being considered, market research must be conducted to determine whether it is necessary and justified in accordance with 7.107-2 and 7.107-3.

Provide detail on specific benefits identified through market research and other techniques to explain how their impact would be measurably substantial (see FAR 7.107-2; 7.107-3, and 10.001(a): **Detail Attached** **Not Applicable**

7. Market Price. The apparent fair market value based on the market research conducted is: **Enter amount here.**

Provide detail how the fair market value information was determined – e.g., informational quotes, GSA Advantage/Catalog pricing, GSA Acquisition Hallway Pricing Tool, etc.

8. Acquisition Planning (see the *USDA Contracting Desk Book, Subpart 407.1 Acquisition Plans at <https://www.dm.usda.gov/procurement/policy/index.htm>*)

- No Plan Required
 Requirements Plan for IT *or* Requirements Plan for Non-IT (Supplies, Services and Construction) Required
 Acquisition Plan Required
 Plan as required by HCA

9. Additional Information as Necessary.

10. Recommendations.

a. Extent of Competition:

- | | | |
|---|---|---|
| <input type="checkbox"/> Full & Open After Exclusion of Sources (e.g., set-aside) | <input type="checkbox"/> Full & Open (not set-aside) | <input type="checkbox"/> Sole/Limited Source/Brand Name/Exception to Fair Opportunity |
| <input type="checkbox"/> Authorized or Required by Statute (e.g., FPI; Ability One, 8(a), HUBZone or Veteran Owned Sole Source, etc.) | <input type="checkbox"/> Fair Opportunity (Orders against MACs/BPAs/GWACs such as GSA VETS, GSA Alliant SB, SEWP, NITAAC, etc.) | |

b. Contract Type:

- | | | |
|---|---|---|
| <input type="checkbox"/> Firm Fixed-Price | <input type="checkbox"/> Time & Material/Labor Hour | <input type="checkbox"/> Multiple Award Indefinite-Delivery |
| <input type="checkbox"/> Single Award Indefinite-Delivery | <input type="checkbox"/> Incentive | <input type="checkbox"/> Cost-Reimbursement |
| <input type="checkbox"/> Other: enter type: e.g. Single/Multiple Award Blanket Purchase Agreement | | |

c. Acquisition Procedures:

- | | | |
|--|--|--|
| <input type="checkbox"/> FAR Part 8 (FSS/GWAC) | <input type="checkbox"/> FAR Part 12-13 (Commercial SAP) | <input type="checkbox"/> FAR Part 13 (Non-Commercial) |
| <input type="checkbox"/> FAR Part 14 (Part 12/14) (Sealed Bidding) | <input type="checkbox"/> FAR Part 15 (Part 12/15) (Negotiated) | <input type="checkbox"/> FAR Part 16 (IDIQ/GWAC/Order) |
| <input type="checkbox"/> FAR Part 36 (Construction/A&E) | | |

d. Basis of Award:

- | | | |
|--|---|--|
| <input type="checkbox"/> Low quote/offer | <input type="checkbox"/> Low Price Technically Acceptable | <input type="checkbox"/> Trade-Off (e.g., Performance/Price) |
| <input type="checkbox"/> Best Value: <i>List factors</i> | <input type="checkbox"/> Sole Source | <input type="checkbox"/> Mandatory Source (e.g., FAR 8.002) |
| Other: <i>Identify other basis of award</i> | | |

11. Individuals Participating in Market Research.

Technical Point of Contact

Contracting Point of Contact

Other

12. Signature.

The signature below represents approval of the market research results. If a firm-fixed-price contract is not appropriate for the acquisition and will not be used, the acquisition must be reviewed and approved one level above the Contracting Officer prior to solicitation, and a formal acquisition plan will be required. Electronic signature must include date.

Contracting Officer	