

	Acquisition Management System Change Request Form	
Change Request Number:	24-16	
Description of the Change:	Small Business Set-Aside Determination and Coordination	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section:	Procurement Template	
PART 1: ENDORSEMENTS		
Manager, Acquisition Policy Branch Endorsement: AAP-110, Procurement Policy Branch	☒ Approved ☐ Disapproved	Electronic Signature/Date: MONICA M RHEINHARDT Digitally signed by MONICA M RHEINHARDT Date: 2023.12.20 16:15:43 -05'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2023.12.27 10:20:41 -05'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2023.12.27 12:39:49 -05'00'
FAA Acquisition Executive (FAE) Endorsement: *Only required for Policy Changes	Approved Disapproved	Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 24-16

Date Received: 12/20/23

CR Title: Procurement Template - Small Business Set-Aside Determination and Coordination

Summary of Change: This change removes and replaces the Small Business Set-Aside Determination and Coordination template form.

Reason for Change: This purpose of this change is to include an option for the CO/CS to identify whether the requirement is Consolidated, Bundled, or N/A. It aligns with the new language in AMS Procurement Guidance T3.6.1.C. Contract Consolidation and Bundling.

Initiator Contact Information:

Name:

Erica Conley

Phone:

202-267-7387

Initiator Organization Name:

Procurement Policy Branch

Routing Code:

AAP-110

ASAG Member Contact Information:

Name:

Monica Rheinhardt

Phone:

202-267-1441

Development, Review, and Concurrence:

AAP-110, AAQ

Target Audience:

FAA Acquisition Workforce

ASAG Briefing:

(To be completed by secretariat)



YES



NO

Date:

12/19/23

ASAG Responsibilities:

Awareness.

AEB Briefing:

(To be completed by secretariat)



YES



NO

Date:

AEB Responsibilities:

None.

PART 3: FAST PUBLICATION INFORMATION

Impacted AMS Section:

NOTE: Please choose only one. If additional sections are impacted, submit a separate CR form for each.

Procurement Tools & Resources

Procurement Templates

Section/Text Location:

Procurement Templates

Links:

https://fast.faa.gov/PPG_Procurement_Templates.cfm

Redline Validation:

NOTE: The redline version must be a comparison with the current published FAST version.



I confirm I used the latest published version to create this change/redline.

OR



This is new content.

Attachments:

setaside.pdf

Other Files:

Powerpoint: "CR - setaside template - webpage revision"- indicates corresponding revisions to FAST webpage