

	Acquisition Management System Change Request Form	
Change Request Number:	24-46	
Description of the Change:	Procurement Templates - Small Business Set-Aside Determination and Coordination	
Select the type of Change Request: *Policy changes require FAE endorsement.	Guidance	
Section:	Procurement Templates	
PART 1: ENDORSEMENTS		
Manager, Acquisition Policy Branch Endorsement: AAP-110, Procurement Policy Branch	☒ Approved ☐ Disapproved	Electronic Signature/Date: STACIE W HUELSBECK Digitally signed by STACIE W HUELSBECK Date: 2024.03.24 19:03:04 -04'00'
Acquisition System Advisory Group (ASAG) Chairperson Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: MICHELLE G BRUNE Digitally signed by MICHELLE G BRUNE Date: 2024.03.27 12:05:25 -04'00'
Acquisition Policy and Oversight (AAP) Director Endorsement:	☒ Approved ☐ Disapproved	Electronic Signature/Date: JAKE LENO LEWIS Digitally signed by JAKE LENO LEWIS Date: 2024.04.03 16:58:03 -04'00'
FAA Acquisition Executive (FAE) Endorsement: *Only required for Policy Changes	Approved Disapproved	Electronic Signature/Date:

PART 2: GENERAL INFORMATION

Change Request (CR) Number: 24-46

Date Received: 03/25/24

CR Title: Procurement Templates - 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:

- 1) Provides clarity for the selection of j "No set-aside" within section 6.
- 2) Provides clarity on the applicability for completing section 7 Basis for no set-aside determination.
- 3) Specifies necessary attachments for no set-aside determinations.
- 4) Updates the small business socioeconomic category acronyms throughout the form.

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:

Stacie Helsbeck

Phone:

404-305-5807

Development, Review, and Concurrence:

AAP-110, AAQ, AGC

Target Audience:

FAA Acquisition Workforce

ASAG Briefing:

(To be completed by secretariat)



YES



NO

Date:

ASAG Responsibilities:

None.

AEB Briefing:

(To be completed by secretariat)



YES



NO

Date:

AEB Responsibilities:

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:

CR - setaside template - webpage revision.pptx indicates corresponding revisions to FAST webpage