U.S. Small Business Administration
Procurement Center Representative (PCR)

An Advocate, A Resource
Agenda

• 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
• Understand When and How to contact a PCR
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
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**

- **Size and Status**
  
  The SBA’s size standards determine whether your business qualifies as small.

  **SBA OGC Area Directors**
  
  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

- **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**

**SB Programs**

**SB Set-Asides**
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’s Customers

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

- Federal Buyers
- Small Business Professional (SBP)
- Small Businesses
- SBA Staff
- Resource Partners
PC Resources and Tools

01 Resource Partners
- Participate in outreach events
- Referral System
- Provide technical training on federal procurement subjects
- Support SBIR/STTR
- DO Engagement

02 Federal Buyers
- 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

03 Small Businesses
- Public Speaking Events (SME)
- Provide Counsel to SBs Owners
- Connect SBs to PCs
- Recommend Policy changes
When to contact a PCR

Internal Acquisition Strategies

Federal Procurement Training and Education

Size/COC/Status Question Referrals

Small Business Events

Small Business Utilization and Disputes

Counseling Services

Audits/BOP/Small Business Goals

Market Research Tools
How to Contact a PCR

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