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**United States Senate**  
COMMITTEE ON SMALL BUSINESS & ENTREPRENEURSHIP  
WASHINGTON, DC 20510-6350

January 30, 2004

The Honorable Hector V. Barreto  
Administrator  
U.S. Small Business Administration  
409 3<sup>rd</sup> Street S.W.  
Washington, D.C. 20416

Dear Administrator Barreto:

I am writing regarding the implementation of the oversight duties required of the SBA Procurement Center Representatives (PCRs). According to the agency's Standard Operating Procedure distributed to each PCR by the SBA's Office of Government Contracting, each PCR is to keep specific records outlining their actions on behalf of small businesses. It is my understanding that PCRs are required to maintain these records for three years before transferring this information to the Federal Records Center.

Two of the duties charged to PCRs, if implemented in a proactive and affirmative manner, can have a significant impact on the number of contracts awarded to this nation's small businesses. PCRs are empowered to stop the contracting process and negotiate with an agency on behalf of the small business when the PCR determines that a solicitation should be awarded as a "restricted" contract to a small business enterprise. They are also authorized to recommend portions of proposed bundled contracts be "broken out" and awarded to small firms. Effective use of these tools can make a significant impact on the effects of federal contract bundling as well as ensure that small businesses receive a fairer share of Federal contracts.

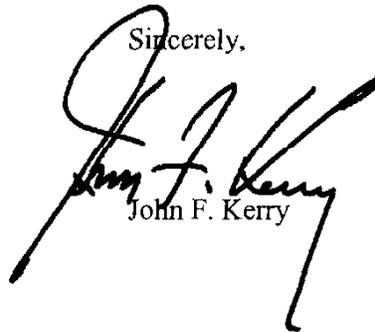
As Ranking Member of the Committee on Small Business and Entrepreneurship, pursuant to section 10 of the Small Business Act, 15 U.S.C. 639, I request that the following information be reported to the Committee on Small Business and Entrepreneurship by February 9, 2004:

- 1) A report listing the number of SBA Form 70s, "Recommendation for Small Business Set Aside," documents that were filed by the 47 PCRs during fiscal year 2003. Please have this data broken-down by the number of "Form 70s" initiated by each of the 47 PCRs during that time period.
- 2) A report listing the number of SBA Form 1970 (4-96), "Bundling Alert Forms" filed by the 47 PCRs from January 1, 2003 to December 1, 2003. Please have this data broken-down by the number of forms initiated by each of the 47 PCRs.

- 3) A report listing the number of SBA Form 1485, "Breakout Recommendation Forms" filed by each of the 47 PCRs. Please have this data broken-down by the number of forms initiated by each of the 47 PCRs or Breakout PCRs responsible for such actions.

If you have any questions regarding this request, please contact Nigel Stephens of my Small Business and Entrepreneurship Committee staff at (202) 224-8496. Thank you for your prompt assistance in collecting and reporting this data.

Sincerely,



John F. Kerry