

UNIVERSITY OF COLORADO – PROCUREMENT SERVICE CENTER
SOLICITATION OF SMALL BUSINESS CONCERNS

Instructions for Use: *When soliciting for goods or services to be procured with monies resulting from a Federal Contract and where total purchase is equal to or greater than \$250,000.*

To: File

From: _____

Re: Solicitation # _____
Project # _____

Copy: Small Business Liaison Officer

The University of Colorado’s Procurement Service Center utilizes an electronic solicitation notification system to advertise available bidding opportunities to the vendor community. As such, Small Business Concerns are encouraged to register with the electronic solicitation notification system to ensure inclusion in bidding opportunities.

(A) Small Business Concerns (SBC) ___ were ___ were not solicited for this procurement. If not, provide explanation:

A Small Business Concern ___ was ___ was not awarded this procurement. If not, provide explanation:

- SBC was not low bidder/best offeror
- SBCs did not submit bid/proposal
- SBCs were non-responsive or non-responsible
- Other: _____

(B) Veteran-Owned Small Business Concerns (VOSB) ___ were ___ were not solicited for this procurement. If not, provide explanation:

A VOSB ___ was ___ was not awarded this procurement. If not, provide explanation:

- VOSB was not low bidder/best offeror
- VOSBs did not submit bid/proposal
- VOSBs were non-responsive or non-responsible
- Other: _____

(C) Service-Disabled Veteran-Owned Small Business Concerns (SDVOSB) ___ were ___ were not solicited for this procurement. If not, provide explanation:

A SDVOSB ___ was ___ was not awarded this procurement. If not, provide explanation:

- SDVOSB was not low bidder/best offeror
- SDVOSBs did not submit bid/proposal
- SDVOSBs were non-responsive or non-responsible
- Other: _____

(D) HUBZone Small Business Concerns (HUBZone) ___ were ___ were not solicited for this procurement. If not, provide explanation:

A HUBZone ___ was ___ was not awarded this procurement. If not, provide explanation:

- HUBZone was not low bidder/best offeror
- HUBZones did not submit bid/proposal
- HUBZones were non-responsive or non-responsible
- Other: _____

(E) Small Disadvantaged Business Concerns (SDB) ___ were ___ were not solicited for this procurement. If not, provide explanation:

A SDB ___ was ___ was not awarded this procurement. If not, provide explanation:

- SDB was not low bidder/best offeror
- SDBs did not submit bid/proposal
- SDBs were non-responsive or non-responsible
- Other: _____

(F) Women-Owned Small Business Concerns (WOSB) ___ were ___ were not solicited for this procurement. If not, provide explanation:

A WOSB ___ was ___ was not awarded this procurement. If not, provide explanation:

- WOSB was not low bidder/best offeror
- WOSBs did not submit bid/proposal
- WOSBs were non-responsive or non-responsible
- Other: _____