



U.S. Small Business  
Administration



# Procurement Center Representative (PCR) Functions

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**The SBA works to ignite change and spark action  
so small businesses can confidently**



**START • GROW • EXPAND • RECOVER**

# PCR Roles and Responsibilities

## PCR Authority and Qualifications

### FAR 19.402

SBA procurement center representatives.

### 48 CFR § 19.402

SBA procurement center representatives.

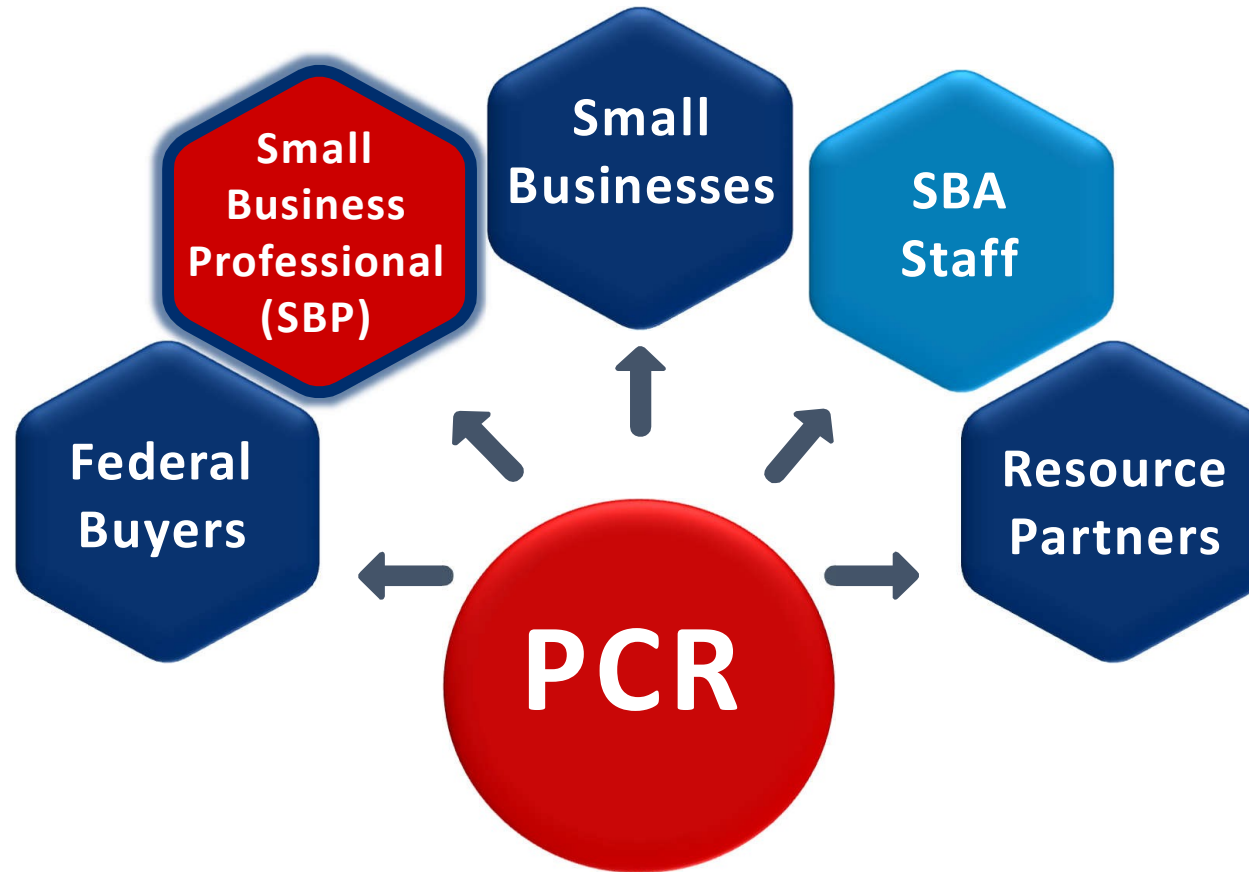
### 13 CFR § 125.2

SBA's responsibilities in the acquisition planning process.

1. Acquisition Professionals (1102s)
2. Level III FAC-C Certified
3. Complete OJT
4. Public Trust/Security Clearance
5. Background in Acquisitions
6. Release of contract information

## PCR's Customers

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



# 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 acceptability prior to award
- Receive copies of Cure/Show Cause notices of SB firms headquartered in the PCR's 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

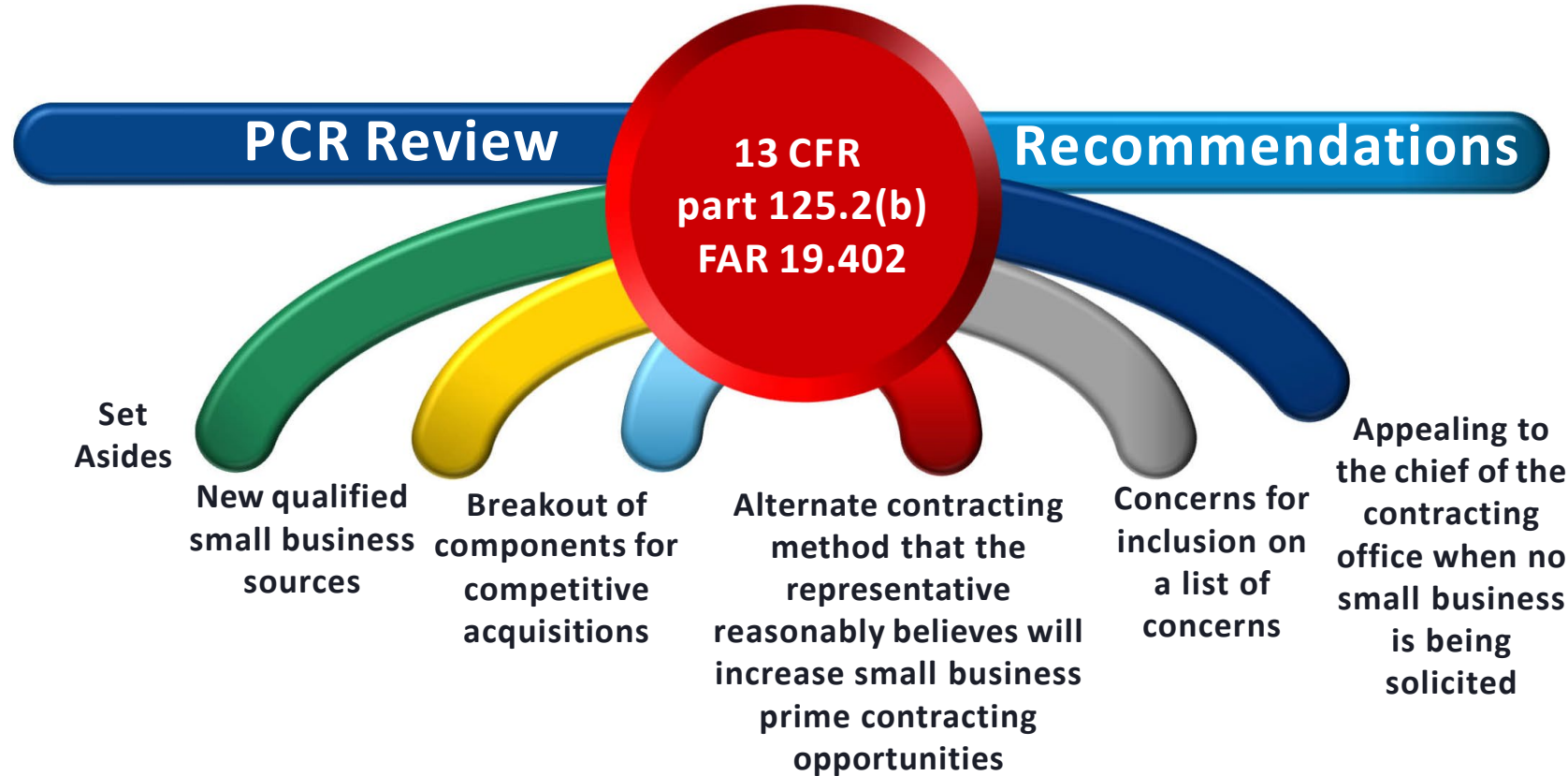


### **Review**

Review Subcontracting Plans for acceptability prior to award



# PCR Reviewing Proposed Acquisitions to Make Recommendations



## Procurement Center Representatives Key FAR citations

### FAR part 19.501 General.

- (a) Purpose of SB set asides
- (b) Unilateral vs. Joint SB set aside determinations
- (d) PCR can review any acquisition

FAR part  
19.502-9  
Withdrawing or  
modifying small  
business set-asides.

FAR part  
19.502-8  
Rejecting Small Business  
Administration  
recommendations.

FAR part  
19.705-5  
Awards involving  
subcontracting plans.

# Locating a PCR

# How to Locate a PCR

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

The screenshot shows the SBA website's navigation menu with 'Federal Contracting' highlighted by a red circle and a red arrow pointing to it. Below the navigation, the main content area features the heading 'Counseling and help' and a 'GET HELP' button. Further down, the section 'Get the help you need' is visible, with 'Procurement Center Representatives' highlighted by a red circle and a red arrow pointing to it. The text below this heading explains that PCRs help small businesses win federal contracts.

Coronavirus (COVID-19): Relief options and Additional Resources [CLICK HERE](#)

SBA U.S. Small Business Administration

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## Counseling and help

See Federal Contracting Guidance for Small Businesses Impacted by Coronavirus (COVID19)

[GET HELP](#)

### Get the help you need

Whether you're trying to win your first government contract or you're an experienced contractor, the SBA and its partner organizations can be valuable resources.

#### Procurement Center Representatives

[Procurement Center Representatives \(PCRs\)](#) help small businesses win federal contracts. PCRs view many federal acquisition and procurement strategies before they're announced. This enables them to influence opportunities that should be set aside for small businesses.

PCRs also conduct market research, assist small businesses with payment issues, provide counseling on the contracting process, and more.

#### Subcontracting Program Assistance

Feedback

# Which PCR??

PCR Directory organized by SBA Area Office, then by State, PCR name, and Agencies

The screenshot shows a web browser window displaying the SBA Procurement Center Representative Directory. The browser's address bar shows the URL: <https://www.sba.gov/federal-contracting/counseling-help/procurement-center-representative-direct...>. The page content includes a navigation sidebar on the left with links for 'Back to Counseling and help', 'Counseling and help', 'Contracting area directors', and 'Procurement Center Representative directory'. The main content area lists 'U.S. Army Corps of Engineers (USACE) – Omaha' and 'National Park Service, Regional Office, U.S. Property and Fiscal Office – Lincoln'. Below this, the state 'OHIO' is highlighted in yellow, with a red arrow pointing to it from a red oval labeled 'State'. Under 'OHIO', the name 'MR. PHILIP MACLEAN' is highlighted in green, with a blue arrow pointing to it from a blue oval labeled 'PCR'. Below the name, the contact information is listed: 'Procurement Center Representative, U.S. Small Business Administration, Office of Government Contracting, Area IV, 3990 E. Broad St., BLDG 20, RM A147N, Columbus, OH 43218, Tel: (614) 692-1894, Email: [Philip.MacLean@sba.gov](mailto:Philip.MacLean@sba.gov)'. The section 'ACTIVITIES COVERED' is highlighted in yellow, with a black arrow pointing to it from a black oval labeled 'Contract Agencies'. The activities listed are: 'Defense Logistics Agency Defense Supply Center Columbus (DLA-Land and Maritime/DSCC) - Columbus', 'Defense Finance and Accounting Service (DFAS) - Columbus', 'National Aeronautics and Space Administration (NASA), Glenn Research Center - Cleveland', and 'U.S. Department of Energy (DOE) EMCBC - Cincinnati, U.S. Environmental Protection Agency'. A 'Feedback' button is visible on the right side of the page, and a 'Back to Top' button is at the bottom right.



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# Questions?

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