

Notification of Undue Restriction on Small Business Competition

The U.S. Department of Agriculture's Office of Small and Disadvantaged Business Utilization (OSDBU) establishes this policy to outline procedures for small business concerns that believe a solicitation, Request for Quotation (RFQ), or Request for Proposal (RFP) contains requirements that unduly restrict competition. USDA OSDBU is committed to ensuring fair and open competition, and small businesses that perceive undue restrictions may submit a notification to OSDBU for review and assistance. To initiate this process, small business concerns must email their notification to **sm.osdbu.small@usda.gov** and provide complete information to support the review. Notifications must include the representative's contact information (name, title, phone number, and email), the legal name of the small business concern, and a description of the requirement such as the solicitation number, RFQ or RFP number, or Sources Sought notice. Additionally, the notification must include the contracting officer's or contracting specialist's name, phone number, and email, along with a detailed explanation describing why the requirement is believed to unduly restrict small business participation or competition. Supporting documentation—such as relevant solicitation excerpts, capability statements, or market research—should also be included to assist OSDBU in evaluating the claim.

Upon receiving a notification, OSDBU will log and review the submitted information, coordinate with the contracting activity to request clarification or corrective action if appropriate, and communicate with the small business regarding the status of the review and any recommended next steps. USDA OSDBU remains committed to advocating for equitable contracting practices and ensuring that small businesses have maximum practicable access to federal procurement opportunities.