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United States Senate

COMMITTEE ON SMALL BUSINESS & ENTREPRENEURSHIP
WASHINGTON, DC 20510-6350

February 14, 2003

VIA FACSIMILE: (202) 205-5206
ORIGINAL VIA U.S. MAIL

Mr. Fred Armendariz
Associate Deputy Administrator
for Government Contracting and Business Development
U.S. Small Business Administration
409 Third Street SW
Washington, DC 20416

Dear Mr. Armendariz:

The Senate Committee on Small Business & Entrepreneurship continues to be concerned by complaints that large companies are improperly obtaining government contracts set aside for small business, specifically General Services Administration (GSA), multiple award schedules. It has come to the Committee's attention that, on July 3, 2000, Mr. David A. Drabkin, Deputy Associate Administrator, Office of Acquisition Policy, GSA, wrote to Mr. James C. Ballentine, your predecessor, seeking the U.S. Small Business Administration's (SBA) opinion concerning this very issue.

Ensuring that small businesses have a fair opportunity to compete for Federal contracts is a high priority of this Committee. Therefore, I am interested in what actions the SBA took to respond to the July 3rd GSA letter. I request the following documents be provided to me by Thursday, March 27, 2003:

- A copy of your response to GSA's July 3rd letter;
- Copies of all records relating to communications between the SBA and the Office of Management and Budget concerning large businesses unfairly receiving Federal contracts set aside or intended for small businesses;
- Copies of all records relating to communications between the SBA and Federal agencies concerning large businesses unfairly receiving Federal contracts set aside or intended for small businesses;
- Copies of all records relating to communications between the SBA and small businesses concerning large businesses unfairly receiving Federal contracts set aside or intended for small businesses; and
- Copies of all records pertaining to any analysis of this issue.

Definitions and Instructions

For purposes of this request, the terms, 'relating' and 'pertaining' as to any given subject mean anything that constitutes, contains, embodies, identifies, deals with, or is in any manner whatsoever pertinent to that subject, including but not limited to, records concerning the preparation of other records.

For the purpose of this request, the word 'record' or 'records' shall include but shall not be limited to any and all originals and identical copies of any item whether typed, handwritten, printed, recorded, transcribed, taped, filmed, graphically portrayed, video or audio taped, however produced or reproduced, and includes, but is not limited to, any writing, reproduction, transcription, photograph, or video or audio recording, produced or stored in any fashion, including any and all computer entries, memoranda, diaries, forms, telephone logs, tapes, notes, talking points, letters, journal entries, reports, studies, drawings, calendars, manual press releases, contracts, agreements, opinions, documents, analysis, messages, summaries, bulletins, e-mail, disks, briefing materials and notes, executive cover sheets or routing cover sheets or any other machine readable materials of any sort whether prepared by current or former employees in a full or part-time capacity, agents, consultants, or by any non-employee without limitation. 'Record' shall also include redacted and un-redacted versions of the same record.

Manner of Production

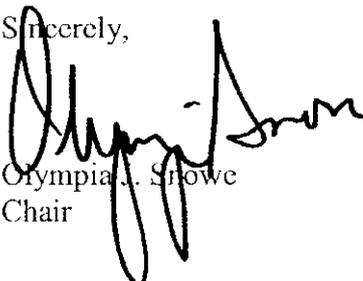
In preparing the information requested for production to the Committee, please:

1. Repeat each request; and
2. Clearly identify each record and the request(s) to which it is responsive.

Should you decide to withhold any records, please identify the record and provide the legal basis for it being withheld. In the event any record is redacted in whole, or in part, please identify the legal basis for the redaction. In addition, please indicate any records which you know existed but cannot be located or have been destroyed.

Thank you for your cooperation in responding to this request. We would appreciate all requested information by March 27, 2003. Should you have any questions, please feel free to contact Dan Donovan, Chief Investigative Counsel, at (202) 224-5175.

Sincerely,



Olympia J. Snowe
Chair