

(Solicitation Cover Page for Contracts)

NOTICE TO OFFERORS

This solicitation is being processed under a Partnership Agreement (PA) between the Department of Health and Human Services (HHS) and the Small Business Administration (SBA), under which the SBA has delegated to HHS, authority to enter into 8 (a) contracts directly with eligible 8 (a) firms. The PA implements innovative and effective methodology designed to streamline the acquisition process for awards under the 8 (a) program. The [name of Operating Division] is a designated pilot agency under the PA.

Any solicitation and subsequent awards processed under the referenced PA, [name of Operating Division] will make the award directly to the 8 (a) firm. SBA will not be a signatory to the award resulting from this solicitation. SBA will, however, retain responsibility for 8 (a) certification, administer other eligibility related issues under the 8 (a) program, and be available to 8 (a) firms for counseling and assistance.

If you have any questions pertaining to this PA, please contact [*insert name, mailing address and telephone number of the Operating Division contact person*].

**HHS/SBA PA 1 (OCT 1998)
Servicing Small Business Administration Field Office**

To facilitate communications, it is requested that the 8 (a) participant submitting this offer/bid provide the following information regarding the firm's cognizant servicing Small Business Administration (SBA) office.

Servicing SBA Office _____

Address _____

Cognizant SBA Business Opportunity Specialist's Name

Phone _____