

Sample offering letter to SBA for an 8(a) contract award

Ms. Diana Jones
Business Opportunity Specialist
U.S. Small Business Administration
P.O. Box 34500
Washington, DC 20043-4500

The following additional information is provided pursuant to Federal Acquisition Regulation 19.804-2 for this acquisition:

1. The Statement of Work is provided as an enclosure.
2. The period of performance is a base period commencing from 1 October 1997 through September 30, 1998, with an option period consisting of one year.
3. The applicable SIC code is 7371, size standard \$18M.
4. The total estimated aPant for this requirement is \$1,623,374 outlined as follows:

Base Period: \$930,052
Option Year 1: \$693,322
5. No special restrictions or geographical limitations exist for this requirement.
6. The selected firm is deemed to be capable of providing the services described in the enclosed Statement of Work.
7. A time and materials contract is anticipated.
8. Because the Program Support Center's Computer Replacement system is a new system, no previous maintenance requirement has existed. WR Systems, LTD., developed the previous system under Contract 262-95-D-0201.
9. No solicitation for this specific acquisition has been issued indicating this requirement as a small business or small disadvantaged business set-aside nor has the requirement been publicly announced.
10. The recommended subcontractor is WR Systems, LTD., Silver Spring, MD.
11. No bonding requirements exist.

12. No other 8 (a) company has marketed this effort.

13. No SBA district or regional offices have asked for this acquisition under the 8 (a) program.

14. It is recommended that this acquisition be pursued on a sole source basis with the subcontractor nominated herein.

Please notify this office of your decision regarding acceptance of this offer. If accepted, please provide the current 8 (a) status of the nominated firm as well as the delegation of authority to negotiate and administer the resultant subcontract. Should additional information be required, please contact the undersigned at

(202) 690-7300. **The fax number for this office is (202)7300.**

Sincerely,

Jane Doe
Small Business Program Manager

Enclosure

Sample offering letter to SBA for an 8(a) Purchase Order award

Ms. Diana Jones
Business Opportunity Specialist
U.S. Small Business Administration
P.O. Box 34500
Washington, DC 20043-4500

Dear Ms. Jones:

The Program Support Center (PSC) has a requirement for “**Support Services**” as described in the enclosed statement of work. We propose to set-aside this requirement for an award under the 8 (a) program, and to award a firm-fixed-price purchase order to:

MultiConsultant Associate
P.O. Box 456
Bowie, MD 20718-0456

This is a new requirement, and no public announcement has been made. We do not believe an eligible 8 (a) concern could reasonably be expected to obtain this award under normal competitive conditions. The applicable SIC code for the proposed work is 8742. The estimated cost is \$75,000 to be expended over a period of 1 year.

Pursuant to the provisions of the **HHS/SBA PA**, please advise the undersigned within 2 working days after receipt of a copy of the signed purchase order if the designated 8 (a) firm is deemed ineligible to receive this award. Absent a negative reply, the 8 (a) firm will automatically begin performance.

If you have any questions concerning this procurement, please contact me at telephone number 202-690-7300. Alternatively, I may be reached by FAX at 202-690-7300, or E-mail at ***jdoe@hhs.gov***.

Sincerely yours,

Jane Doe
Small Business Program Manager

Enclosure