

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

Business Opportunity Specialist
(NAME OF BOS)
U.S. Small Business Administration
(ADDRESS)
(CITY AND STATE)

The attached requirement is being processed under a Memorandum of Understanding (MOU) between the Department of Health and Human Services (HHS) and the Small Business Administration (SBA). The following 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 (Period of Performance), with an option period consisting of _____.
3. The applicable SIC code is _____, with size standard _____.
4. The total estimated amount for this requirement is \$_____ outlined as follows:

Base Period:	\$ _____	Year 1:	\$ _____
Year 2:	\$ _____	Year 3:	\$ _____
5. The selected firm is deemed to be capable of providing the services described in the enclosed Statement of Work.
6. A time and materials contract is anticipated.
7. No solicitation for this specific acquisition has been issued indicating this requirement as a small business set-aside nor has the requirement been publicly announced.
8. The recommended 8(a) program participant is _____.
9. No other 8(a) company has marketed this effort.
10. No No SBA district or regional offices have asked for this acquisition under the 8(a) program.

11. 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.
12. It is recommended that this acquisition be pursued on a sole source basis with the subcontractor nominated herein.

It is understood that if an acceptance or rejection of the offering from SBA is not received within 5 days of SBA's receipt of the offering letter, we, the procuring activity, may assume that the requirement has been accepted and proceed with the acquisition.

Should additional information be required, please contact the undersigned at (Phone Number). The fax number for this office is (Fax Number).

Sincerely,

Contracting Officer
Small Business Specialist

Enclosure