SBA 8(a) Offer Letter

Contract: 8(a) STARS III GWAC **(Task Order)**

Date:\_\_\_\_\_\_\_\_\_

U.S. Small Business Administration

Address

City State Zip

Dear \_\_\_\_\_\_\_\_\_:

In accordance with Federal Acquisition Regulation (FAR) 19.804-2, \_\_\_\_\_*Insert Agency Name Here*\_\_\_\_\_\_\_\_ is offering to the Small Business Administration (SBA) a requirement for Information Technology (IT) services and IT services-based solutions. The working title of this project is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Description of Work (attach a copy of the statement of work, if available):**

**Estimated Period of Performance** **including Options (if applicable):**

|  |  |
| --- | --- |
| **Period of Performance** | **Dates** |
| Base Period/Phase in |  |
| Option Period One |  |
| Option Period Two |  |
| Option Period Three |  |
| Option Period Four |  |

 **NAICS Codes and applicable size standards:** NAICS code \_\_\_\_\_, for which the current

 size standard is \_\_\_\_\_.

**Estimated Dollar Value including Options (if applicable):**

|  |  |
| --- | --- |
| **IGE** | **Total Cost** |
| Base (1st Year) |  |
| Option Period One |  |
| Option Period Two |  |
| Option Period Three |  |
| Option Period Four |  |
| FAR 52.217-8 Extension |  |
| Total Estimate |  |

**Special Restrictions/Geographical Limitations:** \_\_\_\_\_\_\_\_\_\_\_\_

 **Special Capabilities or Disciplines:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Contract (i.e. Firm Fixed Price, Time and Materials, Labor-Hour, etc.):** \_\_\_\_\_\_\_\_\_\_\_

**Acquisition History (**including previous incumbents, contract numbers, period of performance, contract value and how it was procured):

**Small Business Participation** (include the names and addresses of any small business contractors that have performed this requirement during the previous 24 months):

**Statement That No Solicitation/Other Public Communications Issued:** Prior to this offering no solicitation for the specific acquisition has been issued as a small business, HUBZone, service-disabled veteran-owned small business set-aside, or a set-aside under the Women-Owned Small Business (WOSB) Program, and that no other public communication (such as a notice through the Governmentwide point of entry (GPE)) has been made showing the contracting agency’s clear intention to set-aside the acquisition for small business, HUBZone small business, service-disabled veteran-owned small business concerns, or a set-aside under the WOSB Program.

**Identification of 8(a) Firm for Consideration**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please list all Joint Venture members if applicable)

Select one:

\_\_\_The 8(a) participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) program;

or

\_\_\_\_The acquisition is a follow-on or renewal contract and the nominated 8(a) participant is the incumbent.

**Bonding requirements (if applicable):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identification of all known 8(a) Concerns, which have expressed interest in this acquisition:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identification of all SBA Field Offices that have asked for the acquisition to be awarded 8(a) Program:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Requests:** For the following special requests, please reach out directly to the applicable SBA district office:

A requirement with an estimated contract value under the applicable competitive threshold to be awarded as an 8(a) competitive contract, or

A requirement with a contract value over the applicable competitive threshold to be awarded as a sole source contract

Any other information that the procuring activity deems relevant or which SBA requests**:**

Please direct the response to the undersigned at \_\_\_\_\_\_\_\_\_\_ (email address)

Contracting Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enclosure (SOW/PWS)