# 8(a) Direct Award Process

How does an agency offer a procurement and award through the 8(a) Program?

## Overview

<table>
<thead>
<tr>
<th>8a Company markets to Agency</th>
<th>Agency sends Offer Letter to SBA</th>
<th>SBA certifies 8(a) company eligibility</th>
<th>SBA sends acceptance letter to Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract / Purchase Order is signed by 8(a) Company and Agency</td>
<td>Agency prepares contract award / Purchase Order</td>
<td>8(a) Company responds to RFP/RFQ</td>
<td>Agency sends RFP/RFQ to 8(a) Company</td>
</tr>
<tr>
<td>Agency sends a copy to the SBA</td>
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</tbody>
</table>

### Benefits

The 8(a) sole source vehicle provides agencies a simplified and shortened acquisition procedure:
- Reduced acquisition cycle, measured in days
- Lowered administrative costs
- Initiate contract with a high-level statement of work
- Directly negotiated best value pricing
- Credit for small business promotion within the Agency

## Offer Letter

- The procuring activity contracting officer indicates formal intent to award a procurement requirement as an 8(a) contract by submitting a written offering letter to SBA. The procuring activity may transmit the offering letter to SBA by email, fax, as well as postal mail.

- Electronic Offer Letters are sent to dcofferletters@SBA.gov

- SBA Points of Contact for Questions
  
  George Carlisle  
  Washington Metropolitan Area District Office  
  409 3rd Street SW Washington DC, 20416  
  Phone: 202-205-6629  
  Email: george.carlisle@sba.gov

  Charita Albright  
  Washington Metropolitan Area District Office  
  409 3rd Street SW Washington DC, 20416  
  Phone: 202-205-6602  
  Email: charita.albright@sba.gov
Offer Letter Contents

1. A description of the work to be performed;
2. The estimated period of performance;
3. The NAICS code that applies to the principal nature of the acquisition;
4. The anticipated dollar value of the requirement, including options, if any;
5. Any special restrictions or geographical limitations on the requirement;
6. The location of the work to be performed for construction procurements;
7. Any special capabilities or disciplines needed for contract performance;
8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials;
9. The acquisition history, if any, of the requirement;
10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months;
11. A statement that prior to the offering no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in the Commerce Business Daily) has been made showing the procuring activity's clear intent to use any of these means of procurement;
12. Identification of any specific Participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following:
13. The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or
14. The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent;
15. Bonding requirements, if applicable;
16. Identification of all Participants which have expressed an interest in being considered for the acquisition;
17. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) BD program;
18. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract; and
19. Any other information that the procuring activity deems relevant or which SBA requests.

Strategi Consulting Corporate Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Strategi Consulting, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>5425 Wisconsin Ave Ste 600 Chevy Chase, MD 20815</td>
</tr>
<tr>
<td>Point of Contact</td>
<td>Amy Tong, Managing Member</td>
</tr>
<tr>
<td>Phone &amp; Fax Number</td>
<td>240-455-4918 ext 101 (phone) 240-455-4919 (fax)</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:amy.tong@strategi.com">amy.tong@strategi.com</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.strategi.com">www.strategi.com</a></td>
</tr>
<tr>
<td>Cage Code</td>
<td>5AUD0</td>
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<tr>
<td>8(a) Certification</td>
<td>Yes, through May 2021</td>
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<tr>
<td>Socio-economic Data</td>
<td>8(a), WOSB</td>
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<tr>
<td>GSA Schedule</td>
<td>GS-35F-0304X</td>
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