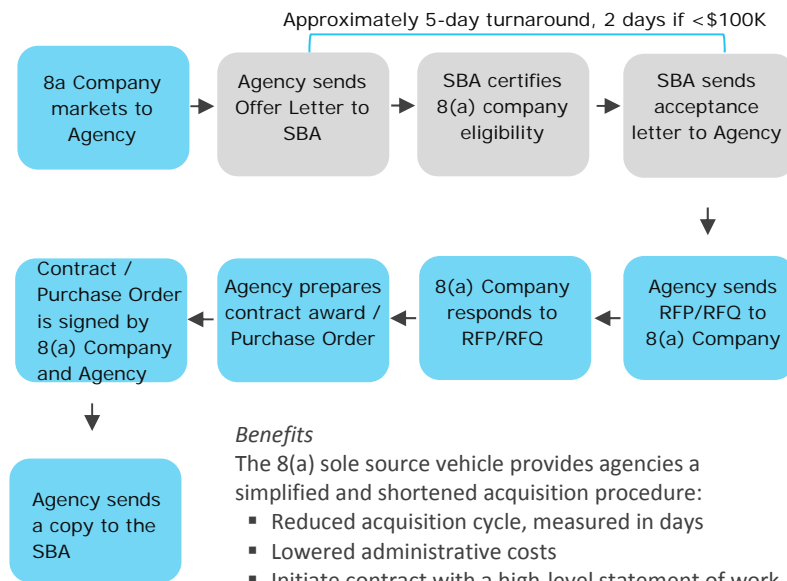




## 8(a) Direct Award Process

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

### Overview



#### 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](mailto:dcofferletters@SBA.gov)
- SBA Information for Questions

U.S. Small Business Administration  
Washington Metropolitan Area District Office  
409 3rd St. SW, 2nd Floor  
Washington, DC 20416  
Main Office (202) 205-8800



**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**

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