



U.S. Small Business  
Administration

## 8(a) Offering Letter to Washington Metropolitan Area District Office

E-mail 8(a) Offering Letter to [dcofferletters@sba.gov](mailto:dcofferletters@sba.gov).

For a status update, please call our main office line at 202.205.8800

**Please note: This is an interagency correspondence therefore the potential 8(a) firm should not be included.**

The Offering Letter must include the following information:

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/FBO) 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:

- (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program;  
or
  - (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent;
13. Bonding requirements, if applicable;
  14. Identification of all Participants which have expressed an interest in being considered for the acquisition;
  15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) BD Program;
  16. 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
  17. Any other information that the procuring activity deems relevant or which SBA requests.
- Include a Statement of Work (SOW).
  - Include contact person's name, telephone, E-mail address, physical address, and FAX Number.

Please address the 8(a) Offering Letter to:

Shuraie Mackin  
Deputy District Director /8(a) Business Development  
Washington Metropolitan Area District Office  
409 3<sup>rd</sup> Street, SW  
Second Floor  
Washington, DC 20416