



## SBA 8(a) ORDERING GUIDE

### ORDERING GUIDE INFORMATION

The Small Business Administration's (SBA) 8(a) Business Development Program is a business assistance program that permits agencies to directly procure services and products from those small disadvantage businesses (SDBs) that are certified under the SBA's program.

J3 Consulting, LLC (J3) is an SBA 8(a) certified company with a valid designation through March 18, 2031. The regulations governing the 8(a) BD program are located in Title 13 of the Code of Federal Regulations, Subpart A, Section 124. (13 CFR § 124).

#### Program Benefits

The 8(a) sole-source program provides agencies a simplified and shortened acquisition procedure:

- **Sole-Source:** Contracting for up to a ceiling of \$4.5M for goods and services.
- **Reduced Decision Cycle:** The time required to award an 8(a) sole source contract can be as short as 10 days.
- **Streamlined Acquisition Process:** Procurement process and time is reduced to a minimum.
- **Prices Reflecting the Best Value:** Agency negotiates with the firm directly to get the best value.
- **Small Business Credits:** Credit for promoting small business participation within agency.



**#GS02F172AA**

SINs: 54151S, 541611, 611430, 611512

### J3's CONTRACT INFORMATION

#### SBA 8(a) Certification

**Primary NAICS:** 541611

**UNIQUE ENTITY ID:**

P1KMVAK9A9X4

**DUNS:** 831130682

**CAGE Code:** 60CH8

**NAICS Codes:**

518210 • 531390 • 541330 • 541511  
541512 • 541513 • 541519 • 541611  
541618 • 541690 • 541990 • 561110  
561621 • 561990 • 611430

#### SBA Point-of-Contact

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U.S. Small Business Administration  
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### J3's SOCIO-ECONOMIC STATUS





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### ORDERING GUIDE INSTRUCTIONS

If you would like to take advantage of J3's services via the SBA 8(a) Program, please see the following processes:

- Define the work to be performed, NAICS Code, period of performance, location, type of contract, and anticipated dollar value, including options.
- Contact your Department/Division's Contracting Officer (CO) or Agency Small Business Specialist for assistance with developing your FAR 19.804-2 "Agency Offering" package that includes the requirements description, estimated period of performance, applicable NAICS code, anticipated dollar value, etc.
- The CO will send an "Offering letter" to [vanessa.behrend@sba.gov](mailto:vanessa.behrend@sba.gov) requesting permission to conduct sole-source negotiation with J3, Attn: Vanessa Behrend, AO & BOS.
- The SBA confirms J3's eligibility and authorizes the negotiations.
- The CO negotiates with J3.
- Simplified Acquisition efforts do not require a Technical proposal; the CO sends RFQ to J3 requesting cost proposal; upon receipt, CO negotiates cost and terms with J3.
- If the estimate exceeds the Simplified Acquisition Threshold, the CO sends RFP to J3 requesting technical and cost proposals; upon receipt, CO negotiates cost and terms with J3.
- Upon completion of negotiations, the CO prepares a contract award document and sends it to J3 for signature.
- Upon receipt of the executed contract from J3, the CO signs contract and sends it to the SBA.
- Contract performance begins.

### Flexible 8(a) Buying Method: Sole-Source IDIQ

When an agency finds an 8(a) company that they would like to utilize on a regular basis, the agency may choose to award a Sole-Source Services Indefinite Delivery/Indefinite Quantity (IDIQ) contract.

Preparation of this IDIQ is very cost-effective for the agency as it minimizes the length of time involved in contracting out individual task orders and it is not as costly and time-consuming to award as a competitive IDIQ. This type of contracting mechanism can be awarded very similar to the sole-source contracting process.

### J3's Core Services Offerings:



## J3 Consulting LLC

### POINT OF CONTACT:

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