

ABC Procuring Agency
Department of EFG
Federal Building, Suite 123
Richmond, VA 23219-4829

Date

Minnesota District Office - SBA District Office
Attn: Shaun McClary, Business Opportunity Specialist
330 Second Ave. South suite 430
Minneapolis, MN 55401
Sent via email: shaun.mclary@sba.gov

Subject: 8(a) Sole Source Offer Letter for XYZ Company, LLC (DUNS: 123123123)

Dear Point of Contact,

This letter is to offer an 8(a) sole source contract in accordance with the signed Partnership Agreement between ABC Agency and the Small Business Administration.

- (1) A description of the work to be performed or items to be delivered, and a copy of the statement of work, if available.
ABC Agency has a requirement for the construction of a training room in the Federal Building located in Richmond, Virginia. Please see attached SOW for detailed information on this requirement.
- (2) The estimated period of performance.
All work on this contract is to be completed within 150 days after receipt of the Notice to Proceed.
- (3) The NAICS code that applies to the principal nature of the acquisition.
236220 Commercial and Institutional Building Constructions with size standard \$36.5 million
- (4) The anticipated dollar value of the requirement, including options, if any.
\$1,235,000.00 including all options.
- (5) Any special restrictions or geographical limitations on the requirement (for construction, include the location of the work to be performed).
Richmond, Virginia
- (6) Any special capabilities or disciplines needed for contract performance.
General Construction capabilities.
- (7) The type of contract anticipated.
Firm Fixed Price

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- (8) The acquisition history, if any, of the requirement, including the names and addresses of any small business contractors that have performed this requirement during the previous 24 months.
Not applicable, this is a new requirement.
- (9) A statement that prior to the 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.
No solicitation has been prepared for this specific acquisition for any other concern.
- (10) Identification of any particular 8(a) participant designated for consideration, including a brief justification, such as—
- a. The 8(a) participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) program; or
 - b. The acquisition is a follow-on or renewal contract and the nominated 8(a) participant is the incumbent.
- XYZ Company, LLC (DUNS: 123123123)*
1234 Construction Way
Minneapolis, MN 55416
The 8(a) participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) program.
- (11) Bonding requirements, if applicable.
The bidder shall furnish a bid guarantee in the form of a firm commitment, e.g., bid bond supported by good and sufficient surety or sureties acceptable to the Government, postal money order, certified check, cashier's check, irrevocable letter of credit, or, under Treasury Department regulations, certain bonds or notes of the United States.
- (12) Identification of all 8(a) participants which have expressed an interest in being considered for the acquisition.
Not applicable.
- (13) Identification of all SBA field offices that have asked for the acquisition for the 8(a) program.
Not applicable.

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- (14) A request, if appropriate, that a requirement with an estimated contract value under the applicable competitive threshold be awarded as an 8(a) competitive contract (see [19.805-1\(d\)](#)).
- (15) A request, if appropriate, that a requirement with a contract value over the applicable competitive threshold be awarded as a sole source contract (see [19.805-1\(b\)](#)).
Not Applicable.
- (16) Any other pertinent and reasonably available data.
No other information pertinent to this requirement.

If you have any questions or concerns, please contact the below signed Contracting Officer or Specialist at XXX-XXX-XXXX or email@email.com.

Sincerely,

Connie Contracting
Connie Contracting
Contracting Officer

SAMPLE OFFERING LETTER