



# 8(a) DIRECT AWARD PROCESS



## BENEFITS

-  NHO 8(a)s can receive sole source awards (up to \$22M) with no competition and no prior advertisement
-  Sole-source procurements to an NHO 8(a) may not be protested

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



## CONTACT



Galapagos, LLC | 808-457-3036  
112 Kulipu'u Street | Kihei, HI 96753  
info@Galapagosllc.com

# OFFER LETTER

The Contract 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.

## SBA Points of Contact for Questions:

Erlyne Lum

Business Opportunity Specialist

Hawaii District Office

U.S. Small Business Administration

(808) 541-2990 x207

Fax (808) 541-2976

erlyne.lum@sba.gov

# CONTENT

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.