**8(a) Offering Letter to San Antonio SBA District Office**



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

For a status update, please call our main office line at 210.403.5912

**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:
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.

* 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:

Anthony Ruiz

Deputy District Director /8(a) Business Development San Antonio District Office

615 E. Houston St. Suite 298

San Antonio, TX 78205